

# *STAFF REPORT*



ITEM NO. 19  
*CITY OF OCEANSIDE*

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DATE: June 24, 2015

TO: Honorable Mayor and City Councilmembers

FROM: Neighborhood Services Department

SUBJECT: **APPROVAL OF A PURCHASE ORDER IN THE AMOUNT OF \$88,774 TO OCEANSIDE TRANSPORTATION SERVICES, LLC FOR THE SENIOR TRANSPORTATION PROGRAM**

## **SYNOPSIS**

Staff recommends that the City Council approve a purchase order in the amount of \$88,774 with Oceanside Transportation Services, LLC of San Diego for the purchase of taxi scrip for the senior transportation program; and authorize the Financial Services Director, or designee, to execute the purchase order.

## **BACKGROUND**

In 2006 the City began offering a taxi scrip program through Oceanside Transportation Services, LLC (dba Yellow Cab). TransNet, the half percent sales tax for local transportation projects, has provided for the expansion of transportation systems since 1988. In March 2008 SANDAG opened a competitive grant opportunity for local agencies that included support for senior transportation services. In 2009 the City of Oceanside was first awarded grant funds for the Solutions for Seniors on the Go transportation program. The City has continually applied and has been awarded funding from SANDAG. Most recently, the City applied and was awarded funding for both FY 2015-2016 and FY 2016-2017. Additionally, the City of Oceanside also applied for and was awarded funds for November 2014 through October 2015 from the Department of Transportation, Caltrans New Freedom funding to support the Solutions for Seniors on the Go.

## **ANALYSIS**

The taxi scrip service allows seniors to purchase taxi booklets valued at \$20 for a subsidized price of \$7. The \$7 per booklet revenue must remain as income to the program per grant requirements. Each senior is limited to the purchase of four scrip booklets each month. The taxi scrip program serves the most mobile seniors in need of transportation, seven days a week at all hours.

**FISCAL IMPACT**

The contract with Oceanside Transportation Services, LLC is \$88,774. The proposed Fiscal Year 2015-2016 budget includes appropriations of \$46,086 under Senior Mini Grant account 817130815212.5355, \$3,402 under New Freedom grant account 817136800273.5355 and matching funds of \$39,286 under Senior Taxi program account 935931101.5355. There is also a cost share of expected revenue from taxi scrip sales of \$33,000. With these available balances, there are sufficient funds available in the 2015-2016 budget.

**COMMISSION OR COMMITTEE REPORT**

The Parks and Recreation Commission will be updated at its next regularly scheduled meeting.

**CITY ATTORNEY'S ANALYSIS**

City Attorney analysis does not apply.

**RECOMMENDATION**

Staff recommends that the City Council approve a purchase order in the amount of \$88,774 with Oceanside Transportation Services, LLC of San Diego for the purchase of taxi scrip for the senior transportation program; and authorize the Financial Services Director, or designee, to execute the purchase order.

PREPARED BY:

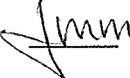
  
Janet Batchelor  
Program Specialist

SUBMITTED BY:

  
Michelle Skaggs Lawrence  
Interim City Manager

REVIEWED BY:

Margery Pierce, Neighborhood Services Director  
Jane M. McPherson, Interim Financial Services Director

Attachment: Purchase Order

## CITY OF OCEANSIDE REQUISITION FOR PURCHASE ORDER



*Vendor Information*

Vendor #: 272857  
 Vendor Name: Oceanside Transportation Services  
 Address (required): 3473 Kurtz Street  
San Diego, CA 92110  
 Telephone Number: \_\_\_\_\_

P.O. No: \_\_\_\_\_  
 Date: 6/1/2015  
 Department: Neighborhood Services Department  
 Special: \_\_\_\_\_  
 Instructions: \_\_\_\_\_  
 Ship to: 300 North Coast Highway  
Oceanside, CA 92054

Order Information (One Account # per Line Item)								Bid/Quote Requirement for Purchases & Contract Services	
Qty	Unit of Measure	Item Description	Unit Price	Extended Price	C/L APP #	SLT	Subledger		
		Taxi Scrip Books- TrmsNet portion		\$ 46,086.00	817130815212.5355			<b>\$10,000</b> or Less	<b>ATP</b> <b>Requisition</b> <b>not Required</b>
		Taxi Scrip Books - Match - Revenue		\$ 33,600.00	934931101.5355				
		Taxi Scrip Books - Match		\$ 5,686.00	935931101.5355			<b>\$10,001</b> to <b>\$25,000</b>	<b>Three (3) Written Quotes</b> <b>OR Justification for Sole</b> <b>Source / Sole Brand</b>
		Taxi Scrip Books- CalTrans portion		\$ 3,402.00	817136800273.5355				
								<b>\$25,001</b> to <b>\$50,000</b>	<b>Three (3) Written Quotes</b> <b>OR Justification for Sole</b> <b>Source / Sole Brand &amp;</b> <b>City Manager Approval</b>
<b>NOTE: Please allow 3 business days for processing</b>			Freight						
			Sales Tax						
			Total	\$ 88,774.00					
								<b>\$50,001 or greater</b>	
								<b>Requires City Council Approval</b>	

*Requester's Information*

Requested by: Janet Batchelor  
 Print/Type Name  
 Signature \_\_\_\_\_  
 Requester's Employee #: 271884

*Department Approval Information*

Approved by: Margery M. Pierce  
 Print/Type Name  
 Signature \_\_\_\_\_

*If Greater than \$25K but less than \$50K*

City Manager's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

*If Greater than \$50K*

City Council Agenda Summary Date: \_\_\_\_\_ Item #: \_\_\_\_\_ Doc #: \_\_\_\_\_

*Financial Services Department Use Only*

Funds Available at time of Request: \_\_\_\_\_ Verified by: \_\_\_\_\_

Notes: \_\_\_\_\_