

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: The Honorable City Council

FROM: Mary K. Lindley, Parks, Recreation & Community Services Director 

DATE: April 15, 2008 (CC Meeting of May 7, 2008)

SUBJECT: Consider Award of Agreement to Provide Beach Bus and Excursion Services

SUMMARY

Upon conclusion of a formal bid process, staff is recommending that the City enter into an Agreement with Durham School Services to provide bus trip services including the Summer Beach Bus, an Active Adult Center excursion, and Camp Moorpark day trips.

DISCUSSION

On February 20, 2008, the City Council authorized staff to advertise a Request For Proposals (RFP) for bus services that the various divisions of the Community Services Department uses for excursions. The solicitation asked for proposals for school bus type services for the Moorpark Beach Bus, as well as Camp Moorpark day trips, and the Active Adult Center annual trip to the Ventura County Fair. Proposals were due March 26, 2008, at 3:00 p.m. The City only received one bid, and that was from Durham School Services.

If approved, Durham would provide up to two (2) school buses with a seating capacity of eighty-seven (87) passengers per bus. The buses identified in the proposal are fairly new, manufactured in September 2005 (primary vehicles), and May 2004 (back-up vehicles). Durham also has two (2) wheelchair accessible backup buses that can be provided when needed. The excursion rate proposed by Durham School Services is \$75.00 per hour. This is a 28% increase from last year when the City paid \$58.42 per hour for the Beach Bus and Camp Moorpark excursion services. This increase is due mainly to the high cost of fuel, which has risen approximately 43% since the last Agreement with Durham was signed. The term of the Agreement is one year, with two one-year extensions at the City's sole discretion. Durham's proposal includes a 3% increase for each year the Agreement remains in effect.

Durham has outstanding references, good safety and maintenance records, and appears to be financially stable. In addition, Durham has a long-standing business relationship with the City and has provided good service to the City in the past.

FISCAL IMPACT

Estimated costs to operate the beach bus and excursion services for this year are as follows:

Beach Bus	\$15,000
Camp Moorpark	\$15,750
Winter Camp	\$750
Spring Camp	\$375
Active Adult Center	\$600

At the City Council meeting of February 20, 2008, the Council increased the round-trip fare for the Beach Bus from \$2.00 to \$3.00. It is estimated that the Beach Bus Program will generate \$4,770 in fares during the summer of 2008. The remaining costs (approximately \$10,230) will be funded by the City's Local Transportation Development Act (TDA) fund. For comparison, in the summer of 2007, the Program generated \$3,077 in revenue and incurred \$13,228 in costs.

Bus costs for Camp Moorpark (summer, winter, and spring) are funded by camp registration fees. Fees for summer camp have been adjusted to cover the bus operation cost increase. The Active Adult Center funds its annual trip to the Fair from the Trust Fund.

The proposed agreement does not impact the General Fund. The noted cost increases will be included in the FY 2008/09 budget.

STAFF RECOMMENDATION

Authorize the City Manager to execute the Agreements with Durham School Services for services outlined in the Agenda Report, subject to final language approval by the City Manager and City Attorney.