



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: DECEMBER 1, 2016**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM:  ROBERT YALDA, P. E., T. E., DIRECTOR OF PUBLIC WORKS/CITY ENGINEER  
HALI AZIZ GOKTAPEH, ASSISTANT TRANSPORTATION PLANNER**

**SUBJECT: RECOMMENDATION TO APPROVE A PURCHASE ORDER FOR AN AMOUNT NOT TO EXCEED \$200,000 FOR 2017-2018 WITH MALIBU CANYON SHELL (VENTORO PROPERTIES) FOR THE FUELING OF TRANSIT VEHICLES.**

**MEETING DATE: DECEMBER 14, 2016**

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**SUMMARY RECOMMENDATION:**

Staff recommends the City Council approve a Purchase Order for an amount not to exceed \$200,000 for 2017-2018 with Malibu Canyon Shell for the fueling of transit vehicles.

**BACKGROUND:**

In 2012, the City entered into an agreement with Ventoro Properties as part of a pilot program to fuel the City's transit vehicles. Ventoro Properties was chosen due to the diesel fuel capabilities and the nearness to the transit fleet yard. Malibu Canyon Shell dedicates administrative time to collect data and to keep record of City vehicles' mileage and fuel purchase; therefore, Staff finds it necessary to allow for 1% Administration Fee and 1.5% Late Fee on their monthly statements.

**DISCUSSION/ANALYSIS:**

The fueling Purchase Order with Ventoro Properties has resulted in significantly reduced administrative time required for reviewing and approving fueling invoices. Furthermore, the invoices and documentation received achieve the goals of the City Auditors in providing transparency of city funds and expenses. Another benefit of the Purchase Order stems from the ease of reporting the information for the drivers, limiting the “down-time” of drivers while re-fueling.

The Purchase Order ensures that the majority of fuel purchases for City vehicles is within the City of Calabasas, and provides a simple and easy to use process for all staff and transit drivers who are fueling vehicles.

**FISCAL IMPACT/SOURCE OF FUNDING:**

There is no fiscal impact associated with this decision. The fueling cost is covered by Proposition A and Proposition C and Measure R Local Return funds.

**REQUESTED ACTION:**

The City Council approve a Purchase Order for an amount not to exceed \$200,000 for 2017-2018 with Malibu Canyon Shell for the fueling of transit vehicles.

**ATTACHMENTS:**

Exhibit A: Purchase Order No.4351

Exhibit B: Sample Statement