



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: General Services
Department No.: 063
For Agenda Of: Dec. 10, 2013
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: General Services Matthew P. Pontes, Director (805) 560-1011
Contact Info: Mitch Guenthart, Vehicle Operations Manager (805) 681-5573
Support Services

SUBJECT: Service Agreement Memorandum of Understanding between Mission Hills
Community Services District and General Services Vehicle Operations;
Fourth District

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and execute a Memorandum of Understanding (MOU) authorizing General Services Vehicle Operations to perform contract maintenance and repair work on vehicles owned and operated by Mission Hills Community Service District (MHCSO);
- b) Authorize General Services Vehicle Operations to provide fuel, vehicle maintenance and vehicle repair services on vehicles owned by MHCSO; and
- c) Find that the proposed action does not constitute a "Project" within the meaning of California Environmental Quality Act (CEQA), pursuant to 14 CCR 15378(b) (2) (continuing administrative or maintenance activities).

Summary Text:

The Board's action will enable General Services Vehicle Operations the ability to assist MHCSO with vehicle maintenance and vehicle repair services on the thirteen (13) vehicles owned by the MHCSO. The Board's action will also allow General Services Vehicle Operations the ability to sell fuel to MHCSO for their fleet vehicles.

Background:

In an effort to better serve the community and provide cost effective maintenance service and fuel to a smaller governmental agency, Santa Barbara County Vehicle Operations recommends entering into this agreement with the MHCSO.

In accordance with the MOU between Santa Barbara County and MHCSO, Santa Barbara County would perform contracted vehicle maintenance and repair work for MHCSO. The contracted work would include the maintenance and repair of the District's thirteen (13) fleet vehicles.

Through this agreement Santa Barbara County would provide fuel from the County's fueling station(s) for MHCSO's vehicles.

MHCSO understands that Vehicle Operations has retained the right to prioritize work and service the equipment owned by Santa Barbara County first, when appropriate.

Fiscal and Facilities Impacts:

Santa Barbara County shall bill the MHCSO monthly for all services rendered within the billing period. Payments will be made by check upon receipt of invoice. The minimal workload increase will have no effect on Vehicle Operations staffing levels.

Fuel purchased by MHCSO under this agreement for MHCSO's thirteen (13) fleet vehicles will help off-set the operational costs of the County's Lompoc fueling stations located on Sweeney Road.

The additional workload created by this agreement will be minimal and will generate a small revenue stream to the County. The agreement between Santa Barbara County and MHCSO will be beneficial to both parties.

Budgeted: No

Staffing Impacts:

None

Special Instructions:

Please send a certified copy of the fully executed MOU to Mitch A. Guenthart, Fleet Manager, General Services Department and Casey Fowler Mission Hills Community Service District.

Attachments:

Memorandum of Understanding between Santa Barbara County and MHCSO

Authored by:

MG, Vehicle Operations, General Services