

# SANTA BARBARA COUNTY BOARD AGENDA LETTER



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

**Agenda Number:**  
**Prepared on:** 12/14/01  
**Department Name:** General Services  
**Department No.:** 063  
**Agenda Date:** 1/15/02  
**Placement:** Administrative  
**Estimate Time:**  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Ronald S. Cortez, Director  
General Services Department

**STAFF CONTACT:** Mitch A. Guenthart, Fleet Manager  
GS/Vehicle Operations Division (681-5573)

**SUBJECT:** Memorandum of Understanding for Maintenance and Repair Service  
of Santa Barbara City College Owned Vehicles  
First and Second Supervisorial Districts

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## **Recommendation(s):**

That the Board of Supervisors approve and execute a Memorandum of Understanding authorizing General Services Vehicle Operations Division to perform maintenance and repair work on light duty vehicles owned and operated by Santa Barbara City College on an ongoing basis until terminated by either party. Fees collected for the services will offset costs of providing services.

## **Alignment with Board Strategic Plan:**

The recommendation is primarily aligned with Goal No. 1. An efficient Government Able to Anticipate and Respond Effectively to the needs of the Community.

## **Executive Summary and Discussion:**

In the County's endeavor to bring local governmental agencies together in a cooperative effort to better serve our communities more efficiently, Santa Barbara County General Services Vehicle Operations would like to enter into an agreement with Santa Barbara City College for the purpose of providing cost-effective maintenance service and fuel to City College's small fleet.

In accordance with the Memorandum of Understanding between Santa Barbara County and Santa Barbara City College, Santa Barbara County Vehicle Operations would perform contracted maintenance and repair work for Santa Barbara City College. The agreed upon work is for maintenance and repair of Santa Barbara City College vehicles, including emergency service calls as requested, providing fuel from County's fueling facility and maintaining data base maintenance records.

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Vehicle Operations shall bill Santa Barbara City College monthly for all services rendered within the billing cycle. Santa Barbara City College has agreed to pay for services within 30 days of receiving a billing statement from Vehicle Operations. Santa Barbara City College understands that Vehicle Operations has retained the right to prioritize work and service the equipment owned by Santa Barbara County first when appropriate.

The additional workload to Vehicle Operations will be minimal and the revenue generated will fully offset the costs associated with providing the services. The County has had a similar agreement with the Santa Barbara County Superintendent of Schools for several years and Vehicle Operations is pleased with how well this program is working. This agreement between Santa Barbara City College and Santa Barbara County will be most beneficial in fostering the cooperative effort of local government to better serve its citizens.

**Mandates and Service Levels:**

No change to programs or service levels.

**Fiscal and Facilities Impacts:**

Revenues will be deposited in Budget 063, Fund 1900, Account 5725. Revenues generated by this agreement will offset 100% of costs associated with providing these services.

**Special Instructions:**

Upon execution, the Clerk should forward the duplicate original MOU and Minute Order to: Mitch A. Guenthart, Manager, County Garage.

**Concurrence:**

Ronald S. Cortez, Director, General Services Department