



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: 02/02/2010  
Placement: Administrative  
Estimated Tme:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors

**FROM:** General Services: Robert Nisbet, Director (560-1011)  
Contact Info: Paddy Langlands, Assistant Director (568-3096)

**SUBJECT:** Memorandum of Understanding for the City of Guadalupe to receive Limited Services from County Vehicle Operations, Fourth District

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors approve and execute a Memorandum of Understanding authorizing General Services Vehicle Operations to perform contract maintenance and repair work on the vehicle fleet owned and operated by the City of Guadalupe.

**Summary Text:**

City of Guadalupe has approached the County to provide cost effective vehicle maintenance and vehicle fueling on the vehicle fleet owned and operated by the City.

**Background:**

In an effort to better serve a smaller government agency and provide cost effective services, the City of Guadalupe has requested the option to bring their patrol vehicles and some other City vehicles to the General Services vehicle operations for servicing and the purchase of fuel when necessary. The attached MOU sets out the agreement between the County and the City. This agreement would be particularly helpful for the specialized services required on "safety" vehicles. Based on the small fleet size, the impact on revenue billing and staff hours is minimal.

**Recommendation**

That the Board of Supervisors approve this MOU agreement between the City of Guadalupe and the County of Santa Barbara for fleet related services.

**Fiscal and Facilities Impacts:**

Based on the limited size of Guadalupe's patrol car fleet, the fiscal impact to the County's Vehicle Operations division will be minimal. The City of Guadalupe will be billed monthly for services rendered by County Vehicle Operations.

**Staffing Impacts:**

This proposed agreement will have no impact on county staffing and will not result in an increased need for additional County staff members. Vehicle Operations would anticipate billing the City of Guadalupe for approximately "60" labor hours annually (Six patrol units times estimated ten hours of maintenance per vehicle per year).

**Special Instructions:**

After board action, distribute as follows:

Signed Original MOU to	Clerk of the Board
One certified copy of the signed MOU to	Mitch Guenthart (GS Vehicle Ops)
One certified copy to	City of Guadalupe – Police Dept
	4490 10 <sup>th</sup> street, Guadalupe CA
	Attention: Chief of Police, G. Mitchell

**Attachments:**

Memorandum of Understanding between the County and City of Guadalupe

**Authored by:**

Paddy Langlands, Assistant Director – General Services