



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: October 16, 2012
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: General Services Bob Nisbet, Director (805) 560-1011
Contact Info: Mitch Guenthart, Vehicle Operations Manager (805) 681-5573
Support Services

SUBJECT: **Service Agreement Memorandum of Understanding between Santa Barbara County Association of Governments and General Services Vehicle Operations**

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:

- 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 Santa Barbara County Association of Governments (SBCAG);
- b) Authorize General Services Vehicle Operations to provide fuel and back up repair services on "Clean Air Express" buses owned by SBCAG; and
- c) Find that the proposed action does not constitute a "Project" within the meaning of California Environmental Quality Act (CEQA), pursuant to 11 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 SBCAG with maintenance on their two shared pool vehicles. The Board's action will also allow General Services Vehicle Operations the ability to sell fuel to SBCAG for the "Clean Air Express" bus fleet.

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 has recommended entering into this agreement with the SBCAG.

In accordance with the MOU between Santa Barbara County and SBCAG, Santa Barbara County would perform contracted vehicle maintenance and repair work for SBCAG. The contracted work would include the maintenance and repair of SBCAG's two shared pool vehicles. This agreement would also cover any backup emergency repair work performed by Vehicle Operations on the Clean Air Express buses owned by SBCAG.

Through this agreement Santa Barbara County would provide fuel from the County's fueling stations for SBCAG's vehicles and Clean Air Express Buses.

SBCAG 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 SBCAG monthly for all services rendered within the billing period. Billing will be done electronically through the County's FIN system. The minimal workload increase will have no affect on Vehicle Operations staffing levels.

Fuel purchased by SBCAG under this agreement for SBCAG's two pool vehicles and the Clean Air Express bus fleet will help off-set the operational costs of the County's fueling stations.

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 SBCAG will be beneficial to both parties.

Budgeted: No

Staffing Impacts:

None

Special Instructions:

Please send a copy of the fully executed MOU to Mitch A. Guenthart, Fleet Manager, General Services Department.

Attachments:

MOU agreement between Santa Barbara County and SBCAG

Authored by: MG, Vehicle Operations