



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: Sheriff's Office
Department No.: 032
For Agenda Of: 08/17/2021
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Sheriff's Office Bill Brown, Sheriff-Coroner
Contact Info: Darin Fotheringham, 805-681-4112
SUBJECT: Enterprise WEX Fuel Card Application

County Counsel Concurrence

As to form: Select_Concurrence

Other Concurrence: Select_Other

As to form: Select_Concurrence

Auditor-Controller Concurrence

As to form: Select_Concurrence

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to sign the WEX Enterprise Fleet Management/Phillips 66 Application, for a total purchase authority amount not to exceed \$150,000 each fiscal year pursuant to the Blanket Purchase Order issued by the County of Santa Barbara;
- b) Approve and authorize the Chair to sign the Certificate of Buyer of Taxable Fuel For Use By A State Or Nonprofit Educational Organization identifying the County of Santa Barbara as a qualified Local Government;
- c) Approve and authorized the Chair to sign the WEX Tax Exemption and Reporting Enrollment Form permitting qualified tax-exempt fleet fuel to be billed net of certain applicable taxes; and
- d) Determine that the above actions are an organizational or administrative activity of the government that will not result in direct or indirect physical changes in the environment and is therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(5) of the CEQA Guidelines.

Summary Text:

On 2-9-2021 the Board of Supervisors approved the Sheriff's Office to contract with Enterprise Fleet Management to lease a total of 118 vehicles from Enterprise Fleet Holdings. The business model of fleet management used by Enterprise Holdings is dependent upon tracking of the leased vehicle's current mileage. Enterprise Fleet Holdings has a proprietary business relationship with WEX Bank fleet fueling card system to directly report the miles of the vehicles to Enterprise Fleet Holdings fleet management system during every fueling of the leased vehicles. The proposal will authorize the use of WEX Bank

fueling cards to be used by County staff when fueling Enterprise Fleet Holdings leased vehicles. This will enhance the fleet management services provided by Enterprise Holdings to the County.

Background:

The County of Santa Barbara has a corporate fuel card system provided by “Voyager.” The Voyager fuel card program enables the driver of a County vehicle to fuel the vehicle at nearly any commercial gas station. The Voyager fuel card program records the information of the fuel purchase to include location, costs, fuel types and quantities, driver information and vehicle mileage reported by the driver. This information is imported into the County fleet management system.

Enterprise Fleet Holdings does not have an agreement with Voyager so the current Voyage fuel card program cannot be used with the Enterprise Fleet Holdings leased vehicles. Enterprise Fleet Holdings has a business agreement with WEX Bank fleet fuel card system. The Enterprise WEX fleet fuel card program will have to be used for all vehicles leased from Enterprise Fleet Holdings.

The Enterprise WEX fleet fuel card program is provided at no cost to the County. The Enterprise WEX fleet fuel card program will enable the County as a qualifying Local Government to purchase fuel at a reduced rate, less the applicable taxes. A Enterprise WEX fleet fuel card program will provide similar types of controls against abuse and fraud as the current County Voyager Card fleet fueling system. With the Enterprise WEX fleet fuel card program each approved driver will be provided with an Enterprise WEX fuel card with the driver’s name printed on the card. To use the card the driver will be required to enter a unique identification number issued to driver. The driver will be required to enter the unique identification number in addition to the vehicle’s current mileage prior to a purchase being authorized. The fuel card will be assigned to the vehicle and will track the mileage of the vehicle at time of fueling. Additional controls will be set on the cards to minimize the opportunity for fraud. An example of some of the most common limits or controls include the total number of authorized purchases in a day or month, maximum dollar amount of purchases per purchase and month, location limits, in addition to time and day of the week limits. The system has the ability to create exception reports with notifications to the account manager for suspicious activity. The system has the ability to customize the result of a violation of one of the above controls to include a notification to the account manager up to and including the ability to immediately cancel the card at the time of the incident.

The Sheriff’s Office has used the currently adopted General Services Fleet Policy for use of the Voyager fuel card to draft a similar policy using the same controls and requirements for the WEX Bank fleet fuel card. A copy of the current County of Santa Barbara “Voyager” card fueling policy was attached for reference.

Performance Measure:

N/A

Contract Renewals and Performance Outcomes:

The Enterprise WEX fuel card program will be subject to annual renewal of the attached Blanket Purchase order. The program can be cancelled at anytime and will be cancelled if the Enterprise Fleet Holdings agreement were to be canceled.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 150,000.00	\$ 150,000.00	\$ -
State			
Federal			
Fees			
Other:			
Total	\$ 150,000.00	\$ 150,000.00	\$ -

Narrative: Fuel costs are budgeted as part of the overall fleet budget and are already included in the Sheriff’s Office budget. There are no additional costs associated with this project.

Key Contract Risks:

Staffing Impacts:

<u>Legal Positions:</u>	<u>FTEs:</u>
0	0

Special Instructions:

Please execute the WEX Enterprise Fleet Management/Phillips 66 Application, the Certificate of Buyer of Taxable Fuel for Use by a State or Nonprofit Educational Organization, and the WEX Tax Exemption and Reporting Enrollment Form retaining one original and forward one original to the Sheriff’s Office, Attn: Commander Rob Plastino.

Attachments:

- WEX Enterprise Fleet Management/Phillips 66 Application
- Certificate of Buyer of Taxable Fuel for Use By A State Or Nonprofit Educational Organization
- Tax Exemption and Reporting Enrollment Form
- WEX Bank Blanket Purchase Order BL05055
- Sheriff’s Office Enterprise WEX fueling card policy
- Card holder signature form for Enterprise WEX Fuel Card

Authored by:

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 Commander
 South County Operations Division
 805-681-4112

cc: