



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: 10/28/2008
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Bob Nisbet, Director (560-1011)
Director(s) General Services Department
Contact Info: Paddy Langlands, Assistant Director)568-3096
Support Services Division

SUBJECT: Memorandum of Understanding for the City of Goleta to Receive Limited Services from County Vehicle Operations, Third Supervisorial District

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 light duty vehicle fleet owned and operated by the City of Goleta.

Summary Text:

In an effort to better serve a smaller government agency and to provide cost effective vehicle maintenance and fueling, General Services – Vehicle Operations recommends the County enter into a Memorandum of Understanding with the City of Goleta to provide limited services.

Background:

As a new City, the City of Goleta has a small fleet of light vehicles and wishes to enter into a MOU (Memorandum of Understanding) with the County to provide cost effective maintenance services to their fleet and limited other services. The contract would include maintenance and repair of City of Goleta vehicles, providing emergency service calls when requested and access to the County fuel facilities. Due to the limited number of vehicles involved, this will place minimal additional workload and will generate a small revenue stream. This MOU would be beneficial to both parties.

Fiscal and Facilities Impacts:

General Services – Vehicle Operations will bill the City of Goleta monthly who in turn has agreed to pay for services within 30 days from date of receiving invoice. City of Goleta understands that the County retains the right to prioritize County work over work on City vehicles when necessary.

Based on the size of the City of Goleta’s fleet (Approximately, 10 vehicles) General Service anticipates that service billing revenues will be minimal, between \$5,000.00 and \$10,000.00 annually. Impact on current departmental staffing levels will also be minimal. General Services estimates that the additional mechanic labor hours required to maintain the City of Goleta’s vehicles would be between 50 and 100 labor hours annually. This is equivalent to less than 1/20th of an FTE position.

Due to the recent “Fleet Consolidation Project” within the County merging the General Service and Public Works vehicle fleets, General Services is confident that the additional workload can be absorbed without impacting service to internal County departments.

Staffing Impacts:

Legal Positions:

FTEs:
Approx. 1/20th

Special Instructions:

After Board action, please distribute as follows:

1. Original Memorandum of Understanding
2. Certified Copy of MOU
3. Certified Copy of MOU

Boards Official File
Mitch Guenthart, General Services
Vytautas P. Adomaitis, City of Goleta
Public Safety Director
130 Cremona Drive, Suite B
Goleta, CA 93117

Attachments:

Memorandum of Understanding between County and City of Goleta

Authored by:

Paddy Langlands – GS Assistant Director

cc: