



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  
Department No.: 032  
For Agenda Of: April 3, 2018  
Placement: Administrative  
Estimated Time: N/A  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors  
**FROM:** Department Bill Brown, Sheriff ext. 4290  
Contact Info: Lieutenant Erik Raney, Air Support Unit  
**SUBJECT:** Request for Waiver of Competition for the Purchase of Aviation Fuel

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Purchasing

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:** That the Board of Supervisors:

- a.) Authorize the Purchasing Agent to procure aviation fuel for the Sheriff / Fire Air Support Unit from Santa Ynez Valley Airport Authority for \$125,000 per year, without being required to conduct a formal competitive bid process, pursuant to County Code Section 2-39, for a term period of 3 years, ending on June 30, 2020; and
- b.) Determine this action is exempt for California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5), which are organizational or administrative activities of governments that will not result in direct or indirect physical changes to the environment.

**Summary Text:**

The Sheriff / Fire Air Support Unit (ASU) operates several helicopters and one fixed wing aircraft out of its base at the Santa Ynez Airport. Fuel for these aircraft is acquired from the Santa Ynez Valley Airport Authority. Fuel is also obtained from other Fixed Base Operators (FBO's) throughout California depending on the location and mission of the aircraft. The Santa Ynez Valley Airport Authority Fuel Service is the most cost effective fueling location, and the most convenient as it is the only fuel vendor stationed at the ASU's primary base of operation (Santa Ynez). Under existing County purchasing rules, the maximum amount of money that can be spent with this vendor is \$25,000 without going to bid.

**Background:**

The Sheriff's Office has maintained an agreement with the Santa Ynez Valley Airport Authority since July 2014 when the account relationship was first developed. The Board of Supervisors previously approved a bid waiver with the Santa Ynez Valley Airport Authority for \$125,000 per year, expiring August 31, 2017. The ASU has obtained fuel from other Fixed Base Operators in the interim, however, the Santa Ynez Valley Airport Authority fuel costs are less expensive than other Fixed Base Operators in the County and often less expensive than the government fuel prices. Fuel prices fluctuate on a daily basis. On March 6, 2018, price per gallon of Jet A fuel at the Santa Ynez Airport was \$4.19, while the price at Santa Barbara Airport was \$6.68 and Santa Maria Airport was \$5.15 per gallon.

Without the ability to purchase fuel from the Santa Ynez Airport Authority, the ASU must drive the Fire Department Fuel Tender to either Santa Maria or Santa Barbara and fill the Tender. This process takes either an aircrew member or a firefighter from fire station 32 out of service for a period of no less than 3 hours to drive the Fuel Tender to another airport to fill. Flying to the other airports to refuel is not feasible due to the high cost of flight hours and the fact that the aircraft must be refueled after each flight (requiring refueling after returning to base). The ASU has spent \$32,610.64 with the Santa Ynez Valley Airport Authority this fiscal year. We have surpassed our BPO limit, which will preclude the ASU from purchasing fuel with at the Santa Ynez Valley Airport Authority for the remainder of the fiscal year.

Pursuant to County Code 2-39, we are requesting your Board waive the requirement for a competitive bid for the purchasing of Aviation Fuel from the Santa Ynez Valley Airport Authority. There are no other aviation fuel vendors that operate from the Santa Ynez Valley Airport. The nearest aviation fuel vendors are in Santa Maria or Santa Barbara. The General Services Purchasing Division has verified that no other aviation fuel vendors operate at the Santa Ynez Valley Airport.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund	\$ 125,000.00	\$ 125,000.00	
State			
Federal			
Fees			
Other:			
Total	\$ 125,000.00	\$ 125,000.00	\$ -

**Narrative:**

Fuel for the aircraft in the ASU is included in the operating budget of the Sheriff's Office, line item 7731 and totals \$140,740 for FY2017-18, of which \$66,096.28 has been expended as of March 5, 2018. The ASU has the ability to purchase fuel from multiple locations depending on aircraft location and specific mission. The Santa Ynez Valley Airport Authority contract will allow the ASU to maximize the fuel budget by purchasing fuel at the lowest possible price from the vendor located at its home base of operations.

**Key Contract Risks:**

**Special Instructions:**

Send Minute Order to Hope Vasquez, CFO Sheriff's Office.

Send Certified Copy of the Minute Order to the Purchasing Agent.

**Attachments:**

None

**Authored by:**

Erik Raney, Lieutenant  
Sheriff / Fire Air Support Unit  
686-5029

**cc:**