



Agenda Date: 9/12/2006  
Agenda Placement: 6K

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Michael Stoltz for Robert Peterson - Director  
Public Works  
**REPORT BY:** Gladys Coil, Staff Services Analyst II, 259-8603  
**SUBJECT:** Professional Service Agreement with Utility Leasing Corporation for Operator Training

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Utility Equipment Leasing Corporation for a maximum of \$5,000 for the term September 12, 2006 through December 30, 2006 for equipment operator training in the use of a bucket lift truck.

### **EXECUTIVE SUMMARY**

As a result of the New Year 2006 Flood and subsequent storms, the Road Department has an increased need for a bucket lift truck, commonly known as a cherry picker, to assist in the clean up of storm damaged trees. Training in the use of this equipment is essential for safety and operational efficiency.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Roads Department
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	none
Consequences if not approved:	Staff will not have proper operational and safety training.
Additional Information:	None

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

To assist in the clean up of hazardous and damaged trees along County roads resulting from the 2006 New Year Flood event and subsequent storms, the Road Department has submitted a request to the County Executive Officer/Purchasing Agent to lease a bucket lift truck from Utility Equipment Leasing Corporation for one year only. (The department believes the necessary tree trimming work can be completed within one year, and that a longer term lease is unnecessary.) The Lease Agreement contains a provision requiring training in the use of the equipment. Additionally, regardless of the training provisions of the lease agreement, safety considerations would require the department to arrange for training on the use of the equipment.

In anticipation that the recommended lease agreement with Utility Equipment Leasing Corporation will be approved by the County Executive Officer/Purchasing Agent, pursuant to County Code Section 2.36.040, the Road Department is seeking Board approval of a professional services agreement with Utility Equipment Leasing Corporation to provide the necessary training. The professional services agreement for training from Utility Equipment Leasing Corporation requires Board of Supervisors approval pursuant to 2.36.040 because the aggregate cost (past and current) of acquiring services from Utility Equipment Leasing Corporation exceeds the amount of \$50,000.

Upon approval of the professional services agreement by the Board, Utility Equipment Leasing Corporation will provide two days of training which includes a half day classroom session as well as hands-on training for Road Department personnel who may be assigned to use the equipment.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey