

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Mass Transit (Sun Metro)
AGENDA DATE: January 5, 2020
CONTACT PERSON/PHONE: Ellen Smyth, Managing Director, Sun Metro & Environmental Services,
(915) 212-6060
Bruce D. Collins, Director of Purchasing & Strategic Sourcing, (915) 212-1181
DISTRICT(S) AFFECTED: All
STRATEGIC GOAL: NO. 7: **Enhance and Sustain El Paso's Infrastructure Network**

The linkage to the Strategic Plan is subsection 7.3 – Enhance regional comprehensive transportation system.

SUBJECT:

A resolution authorizing the Chairman of the Mass Transit Board to execute a First Amendment to Fueling Agreement between the City of El Paso acting through the Mass Transit Board and the County of El Paso, Texas for the update of fueling locations.

BACKGROUND / DISCUSSION:

Sun Metro and the County are interested in entering into an agreement in which the County's vehicles may receive CNG fuel from Sun Metro's Montana and Lift facilities in furtherance of the development of additional public transportation options for the El Paso region, and such cooperation is deemed a public benefit for the region

SELECTION SUMMARY:

N/A

PROTEST

There was no protest received for this requirement.

Protest received.

CONTRACT VARIANCE:

N/A

PRIOR COUNCIL ACTION:

Fueling Agreement entered on Apr 2, 2019

AMOUNT AND SOURCE OF FUNDING:

N/A

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: _____

RESOLUTION

A resolution authorizing the Chairman of the Mass Transit Board to execute a First Amendment to Fueling Agreement between the City of El Paso acting through the Mass Transit Board and the County of El Paso, Texas for the update of fueling locations.

APPROVED this _____ day of _____, 2020.

MASS TRANSIT BOARD:

Dee Margo, Chairman

ATTEST:

Laura D. Prine
Secretary

APPROVED AS TO FORM:



Omar A. De La Rosa
Assistant City Attorney

APPROVED AS TO CONTENT:

Ellen Smyth, Director
Mass Transit-Sun Metro Department

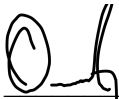
THE CITY OF EL PASO MASS TRANSIT DEPARTMENT

Dee Margo

Chairman

Date Signed: _____

APPROVED AS TO FORM:



Omar A. De La Rosa
Assistant City Attorney

APPROVED AS TO CONTENT:

Ellen Smyth, Director
Mass Transit Department

[County signatures begin on the following page]

THE COUNTY OF EL PASO

Richard Samaniego
County Judge

APPROVED AS TO FORM:

Kevin McCary
Assistant County Attorney

APPROVED AS TO CONTENT:

Sal Alonzo
Transportation Program Engineer
El Paso County Transit

[Attachment A begins on following page]

ATTACHMENT “A”

COUNTY REFUELING PROCEDURES AT SUN METRO’S MONTANA AND LIFT FACILITIES

- **COUNTY EMPLOYEES WILL NOT BE ALLOWED TO REFUEL THEIR OWN VEHICLE AT ANY TIME. ONLY SUN METRO EMPLOYEES SHALL DISPENSE FUEL AT THE MONTANA OR LIFT FACILITY.**

- The County may not bring passengers into the Sun Metro Bicentennial Council Transit Operations Center, located at 10151 Montana Ave, El Paso, TX. 79925, (“Montana”) or into the Sun Metro Lift Facility located at 5081 Fred Wilson, El Paso, TX 79906, (“Downtown”) fueling facilities when fueling. The County vehicle’s operator (the “Operator”) will ensure that there are no persons on-board the vehicle during the refueling process, including the operator and any passengers. After vehicle is staged, shut off and secured at the fuel pump the Operator will exit and give all of the necessary vehicle information to the refueler and wait for the vehicle to be refueled away from the refueling process. This is a safety issue and must be adhered to at all times.

- Sun Metro’s refueling employee will not be responsible for checking any of the fluids levels in the engine compartment of the vehicle, as Sun Metro’s activities shall be strictly limited to refueling. If the Operator is required to check fluids he/she should wait until all the refueling process is completed and move the vehicle away from the refueling island to a location authorized by Sun Metro. The Operator shall then shut the vehicle off and secure the vehicle. Only then may the Operator proceed to check the fluids of the vehicle. If the County vehicle needs additional fluids to be topped off the operator should have all the necessary tools and fluids with them at the time of refueling. Sun Metro shall not provide any tools, fluids or other assistance for the County vehicle.

- Sun Metro will not stock any fluids required for the County vehicle(s) with the exception of natural gas fuel.

- Refueling will be performed at the Sun Metro’s Montana and Lift Facilities. The Operator will enter the Facilities only from Montana Ave. or Fred Wilson. (respectively) and not exceed the posted 5 M.P.H. speed limit at anytime while the County vehicle is on the Facility’s property.

- After entering either of the Facilities the Operator will proceed to the refueling area. In the event there are other vehicles being refueled, the Operator shall wait in-line. No additional priority will be given to the County vehicle outside the first come first served process.

- Refueling will be available to the County from Monday through Friday 5:00 a.m. to 10:00 p.m., but will be limited to those days and at times as agreed upon by the County and the Director from time to time. The County agrees to fuel on those days and at those times that cause minimal disruption to Sun Metro operations, which may include fueling in late evening or early morning.

- If Sun Metro's refueling employee is not at the refueling pumps when the Operator arrives at either Facility, the Operator will shut off and secure his/her vehicle at the refueling pumps and walk to the maintenance building to make contact for assistance. At no time should the Operator drive the county vehicle to the maintenance facility to make contact. This causes increased risk for an accident.

- The Operator shall print and sign his/her name on the Sun Metro refueling record. Likewise, the Sun Metro refueler must print and sign his/her name on any applicable County records.

- At no time during the refueling process or otherwise should the Operator loiter, interrupt or otherwise disrupt the maintenance or operational activities at either Facility.

(END OF ATTACHMENT)