



# County of Monterey

**Item No.**

## Board Report

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

**Legistar File Number: 23-107**

**February 07, 2023**

**Introduced:** 1/26/2023

**Current Status:** Agenda Ready

**Version:** 2

**Matter Type:** General Agenda Item

Retroactively approve and ratify an Emergency Purchase Order (EPO) starting December 13, 2022 with Neil Sheldon Njaa dba AA Glass Shop in an amount not to exceed \$2,057, to replace a broken window at the Probation Department's Adult Division and Administration building located at 20 East Alisal in Salinas, CA.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

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### SUMMARY:

The Probation Department is recommending the retroactive approval and ratification of an Emergency Purchase Order (EPO) to address immediate safety needs at the Probation Department's Adult Division and Administration building.

### DISCUSSION:

The Probation Department identified an immediate need for the replacement of a broken window at the Adult Division and Administration building located at 20 East Alisal Street in Salinas. The window was damaged as a result of vandalism and caused a safety hazard. To address the safety hazard, Probation submitted an EPO request to the Contracts and Purchasing Officer. The request for an EPO was approved by the Contracts and Purchasing Officer on December 5, 2022 and the EPO was subsequently approved on December 13, 2022.

The EPO to replace the broken window was necessary to ensure the safety of Probation staff and to maintain the building in good condition.

### OTHER AGENCY INVOLVEMENT:

The County Contracts and Purchasing Officer has reviewed and authorized an EPO for the required services. County Counsel has reviewed and approved the board report and concurs with this action.

### FINANCING:

The cost of the EPO is not to exceed \$2,057.45. Sufficient funding and appropriations to cover this cost are included in the Probation Department's approved budget for Fiscal Year 2022-23. This action will not require any additional General Fund contribution.

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BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This recommendation supports the Board of Supervisors Strategic Initiatives of 1) Administration by practicing efficient and effective resource management and 2) Public Safety by maintaining a safe environment and building for Probation staff and its clients.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Approved by: Todd Keating, Chief Probation Officer, Ext. 3913

DocuSigned by:  
*Todd Keating*  
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1/27/2023

Attachment:

EPO No. 2550 \*1403 - Neil Sheldon Njaa dba AA Glass Shop