



# Monterey County

**Item No.**

## Board Report

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

**Legistar File Number: RES 22-112**

**June 07, 2022**

**Introduced:** 5/26/2022

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Resolution

Adopt a resolution to:

Authorize and direct the Auditor-Controller to amend the FY 2021-22 Adopted Budget to increase appropriations by \$119,534 in the County Administrative Office Contracts-Purchasing Department (001-1050-CAO002-8047), financed by a decrease in appropriations of \$69,385 in the County Administrative Office Records Retention (001-1050-CAO028-8474), and a decrease in appropriations of \$50,149 in the County Administrative Office Courier (001-1050-CAO035-8508) (4/5th vote required).

### RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a resolution to:

Authorize and direct the Auditor-Controller to amend the FY 2021-22 Adopted Budget to increase appropriations by \$119,534 in the County Administrative Office Contracts-Purchasing Department (001-1050-CAO002-8047), financed by a decrease in appropriations of \$69,385 in the County Administrative Office Records Retention (001-1050-CAO028-8474), and a decrease in appropriations of \$50,149 in the County Administrative Office Courier (001-1050-CAO035-8508) (4/5th vote required).

### SUMMARY/ DISCUSSION:

In preparation for the FY 2021-22 fiscal year-end close, the County Administrative Office (CAO) has prepared an analysis of the budget to actuals by appropriation unit. The CAO forecasted that one (1) unit would exceed appropriations. The CAO is requesting to transfer appropriations between appropriation units within the department in the amount of \$119,534.

The CAO Contracts-Purchasing unit consists of providing County departments with knowledge, support and assistance with procuring goods and services as well as managing the County's procurement card and surplus property programs. The unit's service includes, but is not limited to the following: developing, implementing, maintaining, and coordinating competitive bid processes, contract administration, and acting as the Purchasing Agent representative for the Board. The FY 2021-22 Adopted Budget for the CAO Contracts-Purchasing Department is (\$1,330,025). The current year forecast estimates expenditures will exceed budget by \$119,534 due primarily to an overage in salary and benefits resulting from Records-Retention, Mail Operations and Courier being transferred from the CAO Contracts-Purchasing unit to CAO Fleet Administration, the salary reimbursement, along with the revenue generated from these areas, are no longer in effect. Staff recommends offsetting the overage with reductions in two (2) CAO appropriation units forecasted to end the year under budget. CAO recommends decreasing appropriations in CAO Records Retention by \$69,385 and CAO Courier by \$50,149 for a total reduction of \$119,534. This report was presented to the Budget

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Committee on May 25, 2022.

OTHER AGENCY INVOLVEMENT:

The County Administrative Office, Budget Office, and the Budget Committee have reviewed this report.

FINANCING:

The recommendations will increase appropriations in the CAO Contracts-Purchasing Department by \$119,534, offset by reductions in the CAO Records Retention by \$69,385 and CAO Courier by \$50,149, resulting in a zero-net increase departmentwide.

Prepared by: Debra Wilson, Acting Contracts/Purchasing Officer, ext. 4995

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Debra R. Wilson

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Approved by: Dewayne Woods, Assistant County Administrative Officer, ext. 5309

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Dewayne Woods

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