



Monterey County Board of Supervisors

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Board Report

Legistar File Number: 15-0081

February 03, 2015

Introduced: 1/26/2015

Version: 1

Current Status: Agenda Ready

Matter Type: General Agenda Item

- a. Approve and authorize to amend the adopted budget for the County Administrative Office, Contracts and Purchasing (Budget Unit 8047), Appropriation CAO002 to add one (1) Buyer II position; (4/5th Vote Required)
- b. Approve and authorize an increase of appropriations in CAO002, County Administrative Office, Contracts and Purchasing by \$38,000, offset by an Interfund Reimbursement of \$38,000 from AUD006, Capital Project Automation; and (4/5th Vote Required)
- c. Approve and authorize the County Administrative Office and the Auditor-Controller to incorporate the position changes in the FY 2014-15 Adopted Budget. (4/5th Vote Required)

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize to amend the adopted budget for the County Administrative Office, Contracts and Purchasing (Budget Unit 8047), Appropriation CAO002 to add one (1) Buyer II position; (4/5th Vote Required)
- b. Approve and authorize an increase of appropriations in CAO002, County Administrative Office, Contracts and Purchasing by \$38,000, offset by an Interfund Reimbursement of \$38,000 from AUD006, Capital Project Automation; and (4/5th Vote Required)
- c. Approve and authorize the County Administrative Office and the Auditor-Controller to incorporate the position changes in the FY 2014-15 Adopted Budget. (4/5th Vote Required)

SUMMARY/DISCUSSION:

The County has begun an upgrade of the current Enterprise Resource Planning (ERP) System. The project entails upgrading Advantage Performance Budget, Advantage Financial and Advantage HRM from version 3.7 to 3.10. Version 3.7 has reached the end of its useful life in terms of support from CGI Technologies, hardware produced by IBM to run version 3.7 and Microsoft windows server software.

A September 9, 2014 Board Report requested staffing in the Auditor-Controller's Office in support of the ERP upgrade. This request would add an additional position in Contracts and Purchasing to help support the upgrade while ensuring continuity of day-to-day contracts and purchasing functions. If approved, the County Administrative Office, Contracts and Purchasing Division will assign to the ERP Project a full-time Buyer II, with support and supervision provided by CAO management. The Buyer II will be housed offsite with the rest of the ERP Team to focus solely on the upgrade. This report requests a new Buyer II position to provide coverage, maintain business operations, and meet operational project deadlines. This request is consistent with the method used to install version 3.7 in 2008 through 2010 and has proven to be the most efficient way to install an upgrade.

Classification

Code

Current

Change

Revise

Buyer II	14E20	1.0	1.0	2.0
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OTHER AGENCY INVOLVEMENT:

The Auditor Controller's Office and the Human Resources Department concur with this recommendation in terms of position classification.

FINANCING:

The cost of the position needed for the upgrade is \$38,000 for Fiscal Year 2014-15 and will be offset from funds budgeted in Fund 403 - Capital Projects Automation. The funds in Fund 403 have been acquired by charges to offices, departments and agencies participating in the ERP Systems and from funds in Fund 403, Capital Projects Automation. The two year cost for the Buyer II position is estimated at \$152,000.

Prepared by:

Approved by:

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