



County of Monterey

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

Board Report

File #: res 19-044, **Version:** 1

Adopt a Resolution:

Authorizing the Auditor-Controller to amend the FY 2018-19 Adopted Budget by increasing appropriations in the amount of \$312,980 in the County Administrative Office 001-1050-CAO028-8474, for the replacement and updating of the mail sorting equipment where the financing source is the General Fund Productivity Investment Program Fund assignment (001-3125) (4/5ths vote required).

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Adopt a Resolution authorizing the Auditor-Controller to amend the FY 2018-19 Adopted Budget by increasing appropriations in the amount of \$312,980 in the County Administrative Office 001-1050-CAO028-8474, for the replacement and updating of the mail sorting equipment where the financing source is the General Fund Productivity Investment Program Fund assignment (001-3125) (4/5ths vote required).

SUMMARY/DISCUSSION:

This request will support the relocation plan of the County's existing Mail Operations program from its current location at 855 East Laurel Drive, Building C, to 1488 Schilling Place. The planned relocation is scheduled to begin on June 1, 2019, with a completion date of July 1, 2019. In preparation for the move it has been identified by the current system provider, Fluence Automation, that the existing piece of equipment located at 855 East Laurel Drive is upwards of eighteen (18) plus years in age and has needed replacement for some time now. The relocation plan provides the County with the opportunity to complete the necessary replacement with little or no-disruption in the services. The relocation of the Mail Operation Services will allow for the opportunity to maximize our internal resources by combining the delivery efforts of both the Records Retention Facility staff and the Mail Operations staff. The existing unit will remain operational until the new unit has been fully installed and tested with a go-live date of July 1, 2019.

OTHER AGENCY INVOLVEMENT:

None.

FINANCING:

The recommended action will decrease Productivity Investment Program Fund assignment balance to \$169,351.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

These actions will help ensure the timely provision of necessary services to all County Departments.

Mark a check to the related board of Supervisors Strategic Initiatives

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

Prepared by: Michael R. Derr, Contracts/Purchasing Officer, x4992

Approved by: Dewayne Woods, Assistant County Administrative Officer, x5309

Attachments: Resolution (Attachments on file with the Clerk of the Board)