

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ALAN ALTON, ACTING CHIEF FINANCIAL OFFICER, FINANCE
DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: INTERGOVERNMENTAL AGREEMENT APPROVAL – COUNTY
MAIL SERVICES, INFORMATION SYSTEMS DEPARTMENT OF
THE COUNTY OF SONOMA, CA

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve a three-year term Intergovernmental Agreement F001724, with two (2) one-year renewal options to the County of Sonoma, CA, to provide mail metering, package processing, barcoding and delivery of all U.S for a total amount not to exceed \$500,000.

EXECUTIVE SUMMARY

Mail processing services are required by all departments within the City and is an integral piece of the business operations of the City, allowing for efficient processing of all outbound and inbound mail. The City has received these services from the County of Sonoma via Intergovernmental Agreement as they possess the resources required (infrastructure, equipment, and personnel) and allow the City to maximize postage discounts through postage automation. The current Intergovernmental Agreement is set to expire on June 30, 2018.

BACKGROUND

The County maintains advanced mail processing equipment and software that allow City mail services provided under this agreement. This includes same day and next day processing of metered mail and packages, as well as, barcoding and delivery to the US Post Office, United Parcel Service or other carrier as selected by the County of Sonoma. Mail is delivered to the County mail processing center by the City of Santa Rosa's mail courier Rapid Express Courier Systems.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

The County of Sonoma has submitted an Intergovernmental Agreement to provide the City with mail processing services. The County provides the personnel and resources to efficiently perform the service to the City. By combining the City's daily mail volume with the County's and, utilizing the County's USPS certified barcode and sorting system, the City receives the greatest amount of postage automation discounts for City mail. It was determined that no other vendor has access to the equipment and software the County utilizes, and therefore, could not offer the same level of service and discounts. Section 51 of the City Charter expressly provides that the Council may contract with the County of Sonoma for performance by appropriate County employees of City functions.

FISCAL IMPACT

Funds for this expense are included in the current Fiscal Year (FY) and will be included in the proposed budget for FY 2018-19 as a normal operating expense when presented to the City Council.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment or a foreseeable indirect physical change in the environment pursuant to CEQA guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution/Exhibit A – Intergovernmental Agreement F001724

CONTACT

Alan Alton, Acting Chief Financial Officer, Finance Department, 707-543-3093,
aalton@srcity.org
Brandalyn Tramel, Purchasing Agent, Finance Department, 707-543-3706,
btramel@srcity.org
Sean Hermes, Buyer, Finance Department, 707-543-3708, shermes@srcity.org