

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: ALAN ALTON, CHIEF FINANCIAL OFFICER  
FINANCE DEPARTMENT  
SUBJECT: APPROVAL – INTERGOVERNMENTAL AGREEMENT NUMBER  
F002610 WITH THE RECORDS MANAGEMENT DIVISION OF  
THE INFORMATION SYSTEMS DEPARTMENT OF THE COUNTY  
OF SONOMA

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve Intergovernmental Agreement F002610, for a three-year term with two (2) one-year renewal options to the County of Sonoma to provide mail metering, package processing, barcoding, and delivery of all U.S. mail for a total amount not to exceed \$500,000.

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EXECUTIVE SUMMARY

Mail processing services are required by all departments within the City and are an integral piece of the business operations, 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, 2023.

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, barcoding, and delivery to the U.S. 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 a proposal to provide the City with mail processing services. The County provides the personnel and resources to perform the service to the City efficiently. 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. Staff recommends a not-to-exceed amount of \$500,000 for this agreement.

FISCAL IMPACT

Funds for this expense have been appropriated in the Fiscal Year 2022-23 budget within various departments and, as a regular expenditure, will be included in subsequent years' budget requests when presented to Council.

ENVIRONMENTAL IMPACT

This action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Sections 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment and no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution/Exhibit A (Intergovernmental Agreement F002610)

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PRESENTERS

Alan Alton, Chief Financial Officer  
Brandalyn Tramel, Purchasing Agent