



Legislation Text

File #: 18-032, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Richard Ford, Assessor-Recorder

DATE: January 23, 2018

SUBJECT: (a) Adopt Resolution Amending Resolution No. 2017-124 to Amend the Adopted Budget for FY 2017-18 by Cancelling Obligated Fund Balance to Make Available for Specific Appropriation in Budget Unit 2709; and (b) Approve Purchase of Pitney Bowes Folding and Stuffing Machine in the amount of \$10,000, with an Annual Maintenance Fee of \$1,293.

EXECUTIVE SUMMARY:

I am requesting approval to purchase a Pitney Bowes folding and stuffing machine. Every year we fold and stuff mail outs in envelopes for approximately 4,000 pieces of mail. This involves staff resources and takes approximately two weeks of staff time. We would purchase the machine using funds set aside in a trust fund for the purpose of modernizing the recorder's office. This purchase will not affect the General Fund. The Relay 3000 will have a cost of \$10,000 with an annual maintenance of \$1,293. This machine will lead to greater efficient use of staff time. Please approve my request.

FISCAL IMPACT: ☐ None ☒ Budgeted ☐ Non-Budgeted
Estimated Cost: \$10,000 with an annual maintenance fee of \$1,293.
Amount Budgeted: \$15,000
Additional Requested:
Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): The cost will be paid out of fund 183. Fund 183 is set aside to modernize the Recorder's office. There is no General Fund impact.

STAFFING IMPACT (if applicable): Greater efficient use of staff time.

RECOMMENDED ACTION: (a) Adopt Resolution Amending Resolution No. 2017-124 to Amend the Adopted Budget for FY 2017-18 by Cancelling Obligated Fund Balance to Make Available for Specific Appropriation in Budget Unit 2709; and (b) Approve Purchase of Pitney Bowes Folding and Stuffing Machine in the amount of \$10,000, with an Annual Maintenance Fee of \$1,293.