

W.9.C.1.

AGENDA COVER MEMO

Date: May 3, 2006
TO: Lane County Board of Commissioners
DEPARTMENT: Facilities Maintenance, Management Services
PRESENTED BY: Dan Banducci, Facilities Manager

AGENDA ITEM TITLE: IN THE MATTER OF TRANSFER-
RING \$17,205 FROM CONTINGENCY
INTO SPENDING AUTHORITY WITHIN THE
INTERGOVERNMENTAL SERVICES FUND
IN THE DEPARTMENT OF MANAGEMENT
SERVICES TO ALLOW FOR PURCHASE OF
A NEW POSTAGE MACHINE.

I. MOTION

Move to authorize the transfer of \$17,205 from contingency to spending authority within the Intergovernmental Services Fund of Management Services for the purchase of a new postage machine.

II. ISSUE OR PROBLEM

The current mailroom postage machine will be obsolete by Federal Postage regulations by December, 2006. This equipment is unreliable and has not operated properly for some time. On numerous occasions the equipment has caused costly delays in getting the mail out.

III. DISCUSSION

A. Background

The machine currently owned by Lane County was purchased approximately eight years ago. Prior to that time, equipment was leased. The current machine was not intended to process the volume of mail that Lane County generates. We have experienced many malfunctions primarily with the envelope sealer and the letter feeder.

In July of 2005 Lane County was notified that the current machine would no longer comply with postal regulations requiring digital meters by December 2006.

The equipment has exceeded its useful life and with the regulation changes we are compelled to purchase new equipment.

B. Analysis

The purchase of new postage equipment has been planned, although exact timing was not known. Adequate funds have been reserved in contingency for this purpose.

Quotes were requested from three postage equipment suppliers and Pitney Bowes DM1000 postage machine was chosen.

C. Alternatives/Options

1. Approve the transfer of \$17,205 contingency to spending authority.
2. Do not approve the transfer of \$17,205.

D. Recommendations

Facilities recommends option 1. Failure to approve the transfer will seriously impact the mail service.

E. Timing

Timing is crucial due to the fact that our present equipment will be obsolete December, 2006 and the reliability problems are impacting our efficiency.

IV. ATTACHMENTS

Board order

IN THE BOARD OF COUNTY COMMISSIONERS
OF LANE COUNTY, OREGON

ORDER NO. 06-5-03

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WHEREAS, funds are currently available within the Intergovernmental Fund Operational Contingency account within Management Services; and

WHEREAS, the Board of Commissioners, has the authority to transfer appropriations from contingency to spending authority;

NOW, THEREFORE IT IS HEREBY ORDERED that \$17,205 be transferred from contingency to spending authority within the intergovernmental services fund in the department of Management Services to cover the cost of purchasing a new postage machine.

DATED this _____, 2006.

Chair, Lane County Board of
Commissioners

APPROVED AS TO FORM
Date 4/27/06 lane county
Jeres [Signature]
OFFICE OF LEGAL COUNSEL