DEPARTMENT: Human Services/BHRS
BY: Cheryle Rutherford-Kelly
PHONE: 966-2000

RECOMMENDED ACTION AND JUSTIFICATION:
It is respectfully requested that your Board approve the attached equipment lease and authorize the department to sign the lease agreement paperwork.

The Human Services Department/Behavioral Health and Recovery Services unit currently leases copiers from WOLCO. These copiers are now at the end of the lease and at the end of their useful life. The new lease agreement will not only allow replacement of the current equipment, but also for the next upgrade in three years. The monthly lease payments will be lower than we are paying now by $133.00; and the per copy charge is comparable to the Spriggs lease currently used by most of the County departments.

Behavioral Health was contracted out at the time that the Spriggs agreements were entered. We are requesting to continue working with WOLCO because they are able to dispose of the old equipment with no additional charge.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
County has a similar lease agreement with Spriggs for county wide copiers. Behavioral Health was not part of the county system when the new copiers were deployed.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Continuing to use antiquated equipment results in costly repairs and staff time directed towards machines rather than towards client service and administrative efficiency.

Financial Impact? ( ) Yes (X) No Current FY Cost: $ 
Budgeted In Current FY? (X) Yes ( ) No ( ) Partially Funded
Amount in Budget: $34,851
Additional Funding Needed: $ 
Source: 
Internal Transfer 
Unanticipated Revenue ( ) 4/5's vote 
Transfer Between Funds ( ) 4/5's vote 
Contingency ( ) 4/5's vote 
( ) General ( ) Other

List Attachments, number pages consecutively
Board Memo – page 1
Equipment lease agreement – page 2 & 3
WOLCO Invoice for down payment – page 4

CLERK'S USE ONLY:
Res. No.: Ord. No. _____
Vote – Ayes: 5 Noes: _____
Absent: _____
Approved: 
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: 
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: Deputy

COUNTY ADMINISTRATIVE OFFICER:
( ) Requested Action Recommended
( ) No Opinion
Comments:

CAO: 

Revised Dec. 2002
December 12, 2005

TO: Members, Board of Supervisor  
Rich Inman, CAO  
FROM: Cheryle Rutherford-Kelly  
RE: Copier Lease

Recommendation  
It is respectfully requested that your Board; (1) approve the attached equipment lease and (2) authorize the department to sign the lease agreement paperwork.

Background/Current Situation  
The Human Services Department/Behavioral Health and Recovery Services unit currently leases copiers from WOLCO. These copiers are now at the end of the lease and at the end of their useful life. The new lease agreement will not only allow replacement of the current equipment, but also for the next upgrade in three years. The monthly lease payments will be lower than we are paying now by $133.00; and the per copy charge is comparable to the Spriggs lease currently used by most of the County departments.

Behavioral Health was contracted out at the time that the Spriggs agreements were entered. We are requesting to continue working with WOLCO because they are able to dispose of the old equipment with no addition charge.

The new copiers will be faster, have stapling and hole punching capability not available on the old machines. The new copiers will be delivered and set up by WOLCO upon receipt of lease agreement paperwork and down payment.

Financial  
The attached lease agreement is at a rate of $689.00 per month for two copiers with $1,011.77 due at lease signing. The per copy charge of $.012 at an annual rate of approximately 12,000 per month equates to $140.48 for both machines. The monthly rate and reduced per copy charge will net a department savings of $133.00 per month. The claim for $1,011.77 is attached and will need to be forwarded to the auditor for payment before the copiers can be delivered. Payment of equipment leases is a normally budgeted item and no general fund dollars are being used.