



## **CITY OF ORLAND STAFF REPORT**

### **MEETING DATE: April 2, 2024**

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**TO:** Honorable Mayor and Council

**FROM:** Rebecca Webster, Director of Administrative Services

**SUBJECT:** **Utility Statement Folding Machine (Action)**

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#### **BACKGROUND:**

In 2013 the City Council approved the purchase of a folding machine to streamline the utility billing process. The current machine has become outdated and is experiencing frequent breakdowns. These breakdowns cause a multitude of issues including delays in statement distribution, additional staff time and multiple callouts to external technicians for repairs. The proposal suggests replacing this machine to enhance timeliness, efficiency, and reliability in the City's statement processing operations.

#### **ANALYSIS:**

The proposal is for acquiring a new folding machine for water and sewer statements and other city mass mailings. The purchase price is \$16,356 including tax, while the monthly leasing cost would be \$315.00 plus tax for a 60-month period (\$18,900 total cost).

The new statement folding machine would be a modern, technologically advanced device designed to automate the folding and sealing of statements, invoices, and other documents. This machine will be able to accommodate all of the new services that were connected over the last 10+ years as well as new services that will accumulate as the City grows and all of the new services that are a part of the DWR/Orland Area Water Project.

Attachment: Proposal for FPI-2725E Folder

#### **RECOMMENDATION:**

Staff recommends approving the purchase of a replacement machine outright.

#### **FISCAL IMPACT OF RECOMMENDATION:**

\$16,356 from water and sewer (70%,30% respectively). The cost of the upgraded replacement machine would be offset by revenue generated from late bill payments.