

**MARIPOSA COUNTY
BOARD OF SUPERVISORS**

**AGENDA
ACTION FORM**

DATE: April 12, 2005 ¹⁹
AGENDA ITEM NO. CA-12

DEPARTMENT: HEALTH

BY: C. B. MOSHER, MD, MPH, H.O.
PHONE: 209-966-3689

RECOMMENDED ACTION AND JUSTIFICATION:

Recommend Resolution authorizing Chairperson to sign Pitney Bowes Rental Agreement in the amount of \$45.00 per month for a term of five years.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

This contract with Pitney Bowes is needed to continue utilization of the postage meter at the Health Department. There is often a need to post mail at 4:15 or 4:30 in the afternoon for overnight laboratory test results. The meter located in the Hall of Records cannot meet this time requirement. This contract appears to be the most efficient and cost effective way to process all the Health Department mail. This contract was initially approved by the Board of Supervisors 16 years ago and has been in force since that time. Pitney Bowes is requiring a new contract because the meter is being changed to conform to the new Postal Service Regulations. The United States Postal Service will no longer be able to accept mail from our meter after December 31, 2005.

The monthly cost will not increase from the prior contract. The monthly cost invoiced quarterly will be \$45.00 per month and includes taxes.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Increase petty cash and direct staff to post mail after 4:00 p.m. at the local post office.
2. Increase the Office Expense line item in the Health Department budget and direct staff to use alternate shipping sources to overnight laboratory samples.

Financial Impact? () Yes (X) No	Current FY Cost: \$ 600	Annual Recurring Cost: \$ 540
Budgeted In Current FY? (X) Yes () No () Partially Funded		
Amount in Budget: <u>\$600</u>		<u>List Attachments, number pages consecutively</u>
Additional Funding Needed: <u>\$0</u>		<u>State and Local Government Term Rental Agreement</u>
Source:		
Internal Transfer _____		
Unanticipated Revenue _____ 4/5's vote		
Transfer Between Funds _____ 4/5's vote		
Contingency _____ 4/5's vote		
() General () Other _____		

CLERK'S USE ONLY:

Res. No.: 05-137 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved _____
 () Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments: _____

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

CAO: Rah