# COUNTY OF LOS ANGELES
## TREASURER AND TAX COLLECTOR

**KENNETH HAHN HALL OF ADMINISTRATION**
**500 WEST TEMPLE STREET, ROOM 437**
**LOS ANGELES, CA 90012**

**MARK J. SALADINO**
TREASURER AND TAX COLLECTOR

**TELEPHONE**
**(213) 974-2101**

**FACSIMILE**
**(213) 626-1812**


May 2, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST TO AUTHORIZE THE ACQUISITION OF A MAIL INSERTING MACHINE FOR THE TREASURER AND TAX COLLECTOR DEPARTMENT**
**(ALL DISTRICTS – 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the Treasurer and Tax Collector Department's (TTC) request and authorize the Purchasing Agent to proceed with the solicitation and acquisition of a mail inserting machine with in-line folding features at a cost of approximately $325,000.

2. Approve the attached appropriation adjustment in the amount of $300,000 to transfer one-time Salaries and Employee Benefits savings to Fixed Assets to fund a one-time purchase of a replacement mail inserting machine.

**PURPOSE/JUSTIFICATION OF RECOMMENDATION:**

The mail inserting machine with in-line folding features will replace two existing machines, a mail inserting machine which is obsolete and does not have features needed to meet the Department's current needs and a separate folder machine. The mail inserting machine is used by TTC to perform mail services for TTC activities such as the secured and unsecured tax bills, business licenses, and collection activities on delinquent accounts owed to the County. Additionally, the machine will be used by TTC for regular mail services which are provided for other County departments including the Fire Department, Department of Mental Health, Public Guardian, Probation, Public Health, Public Works, Agricultural Commissioner/Weights and Measures, Animal Care and Control, and special mail jobs for various other County Departments. The Department processes over 4 million pieces of outgoing mail annually.

The replacement of the current, obsolete inserter and the separate folder machine is part of the Department's on-going automation effort to utilize available technology to keep its services efficient and cost competitive. In addition to replacing obsolete equipment with performance issues primarily due to the age of the machines, the new machine will ensure that the Department will continue to meet its high-volume workload in a timely and efficient manner

within legal and mandated time requirements, and to respond to emergency or rush mailings as needed by TTC or other County Departments. A new mail inserter machine with the ability to perform in-line folding, the folding of accumulated pages, and the ability to fold and insert on one machine rather than two separate machines, will enable the Department to perform its mail service function in an efficient manner and to offer cost efficient mailing services to other County Departments.

This purchase exceeds the $250,000 fixed asset threshold established by your Board, and requires your approval to move forward with the solicitation and acquisition process.

Implementation of Strategic Plan Goals

This purchase supports the County's Strategic Goal #3, which ensures that service delivery systems are efficient, effective, and goal oriented.

The replacement of the current obsolete machinery will enable TTC to provide mail services, including the mailing of various tax documents in accordance with Sections 2610.5 and 2910.1 of the California Revenue and Taxation Code, in an efficient and cost-effective manner. Additionally, the Department will be able to continue to offer cost-efficient mail services to other County Departments and to offer additional mail services it is currently unable to offer.

## FISCAL IMPACT/FINANCING

The Department has $25,000 appropriation available in its Fiscal Year 2005-06 Fixed Asset budget, and sufficient salary savings generated by vacancies and hiring delays to fund the additional $300,000 for the total $325,000 cost.

## FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Department is required to generate and mail the annual and supplemental tax bills, including those for secured and unsecured properties in accordance with Section 2610.5 and 2910.1 of the California Revenue and Taxation Code. In addition, courtesy and delinquency notices, as well as Notices of Enforcement and Notices of Lien, are also mailed in high volumes on an annual basis.

In accordance with individual Memoranda of Understanding with other County Departments, the Department also processes outgoing mail for Business Licenses, Agricultural Commissioner/Weights and Measures, Fire Department, Department of Public Works, Probation, Public Health, and Animal Care and Control.

Additionally, the Department will continue to maintain Board approved contracts with two private vendors to process the 2.5 million annual property tax bills, which are mailed within a 30-day period and exceed our current capacity to process in-house.

## CONTRACTING PROCESS

This is a fixed asset purchase under the statutory authority of the County Purchasing Agent. The purchase will be requisitioned through and accomplished by the Purchasing Agent in

accordance with the County's purchasing policies and procedures established by the Internal Services Department.

**IMPACT ON CURRENT SERVICES (OR PRODUCTS)**

The new mail inserter will enable the Department to continue to meet legal and statutory requirements for the timeliness of its mailings and the ability to respond and process mail on short notice and/or for emergency situations, as necessary, in an efficient and cost-effective manner. In addition, the Department will continue to assist other County Departments located in the Civic Center on an as-needed basis in meeting their mail activity needs.

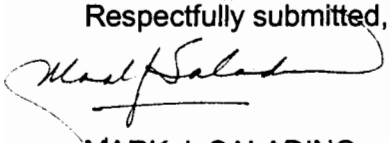
**CONCLUSION**

Upon approval by your Board, the Executive Officer is requested to return adopted copies of this letter to:

1) Treasurer and Tax Collector
500 West Temple Street, Room 440
Los Angeles, CA 90012
Attn: Darolyn Jensen, Administrative Deputy

2) Internal Services Department
Purchasing Division
1100 N. Eastern Avenue, Room 102
Los Angeles, CA 90063
Attn: Joe Sandoval, Division Manager

Respectfully submitted,



MARK J. SALADINO
Treasurer and Tax Collector

MJS:DJ:bc

Attachment

c: Chief Administrative Officer
Auditor-Controller
County Counsel
Internal Services Department

76R 352M 11/63

BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

# REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. No.

DEPARTMENT OF TREASURER & TAX COLLECTOR April 7 ~~19~~2006

AUDITOR-CONTROLLER.
THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2005-06

3-VOTE

| Financial Sources | Financial Uses |
|---|---|
| Treasurer and Tax Collector<br>Salaries & Employee Benefits<br>A01-TT-10950-1000 | Treasurer and Tax Collector<br>Fixed Assets - Equipment<br>A01-TT-10950-6030 |
| $300,000 | $300,000 |

Justification

Adjustment required to purchase mail inserter machine financed by salary savings.

Henry Roman, Asst. Treasurer & Tax Collecto

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR— ACTION

✓ RECOMMENDATION

AUDITOR-CONTROLLER BY Helen Tseng

No. 339 APRIL 18 ~~19~~2006

APPROVED AS REQUESTED AS REVISED

APRIL 19, 2006 ~~19~~

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED): BOARD OF SUPERVISORS 19

BY

DEPUTY COUNTY CLERK

SEND 5 COPIES TO THE AUDITOR-CONTROLLER