

City Council Meeting

November 18, 1981

Following review of a report prepared by City Clerk Alice Reimche and Sharon Blaufus, Administrative Assistant, Public Works and Council discussion, Council authorized the lease/purchase of the following IBM Word Processing Equipment for both the Administrative Offices and Community Development/Public Works Offices on motion of Councilman Hughes, Katnich second.

COUNCIL AUTHORIZES LEASE PURCHASE OF WORD PROCESSING EQUIPMENT

224,000 Character Memory	\$4,210.00
Screen	365.00
96 Character Keyboard	320.00
Dual 2-d Diskette Unit	3,300.00
40 Character per second printer	3,875.00
Sheet Feeder	2,000.00
Printer Cable	<u>30.00</u>
	\$ 14,100.00

Text Pack 3 \$25.00 per month to rent or 1 time charge - \$725.00

Further, Council in this action, increased Revenue sharing appropriations for this Word Processing equipment from \$20,000 to \$31,500.00

COUNCIL COMMUNICATION

TO: THE CITY COUNCIL FROM: THE CITY MANAGER'S OFFICE	DATE November 16, 1981	NO.
SUBJECT: Lease/Purchase of Word Processing Equipment		

RECOMMENDED ACTION

That the City Council authorize the lease/purchase of the following IBM Word Processing Equipment.

UNIT AS LISTED BELOW FOR BOTH ADMINISTRATIVE OFFICE AND COMMUNITY DEVELOPMENT/ PUBLIC WORKS

224,000 Character Memory	\$ 4210.00
Screen	365.00
96 Character Keyboard	320.00
Dual 2-d Diskette Unit	3300.00
40 Character Per Second Printer	3875.00
Sheet Feeder	2000.00
Printer Cable	30.00
	<u>\$14100.00</u>

Text Pack 3 \$25.00 per month to rent or 1 time charge - \$725.00

IBM will finance the purchase of the Displaywriter for up to 60 months at an A.P.R. of 10.75% with a "Fiscal Year Out". A 10% down payment is required.

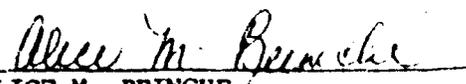
Local governments across the country are trapped in a cost/revenue squeeze. The office is an area where local government can make significant savings during the 1980's. Automation and new technology for the office are the keys to increasing productivity.

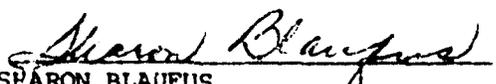
Over the past several months Sharon Blaufus and I have made an indepth study of the applicability and cost effectiveness of Word Processing in our individual operations (i.e. Administrative Offices and the Community Development and Public Works functions). We are convinced that Word Processing is a viable and cost effective means of increasing productivity, efficiency and accuracy in our offices.

Inventories of immediate application for our various functions are attached. It is our belief that if funds are appropriated as we become better acquainted with the equipment operation potential that additional applications will be realized.

With the loss of CETA employees, we find we are not able to keep up with work loads at present staffing levels. We sincerely believe that this type of equipment will aide in alleviating this situation.

For all the reasons heretofore set forth and as outlined in earlier presentations, demonstrations and information provided, we would ask that the City Council authorize the lease/purchase of the Word Processing equipment as outlined above.


ALICE M. REINCHE
City Clerk


SHARON BLAUFUS
Administrative Assistant
Public Works

JUSTIFICATION PROPOSAL

IBM DISPLAYWRITER

APPLICATION

ADMINISTRATION	PUBLIC WORKS AND MISC. DEPTS.
Budget Documents	Annual O & M Budget Requests
Bid Invitations	Supplemental Budget Requests
Public Hearing Notices	Capital Improvement Program
Agendas	Rough Drafts
Short Minutes	Department Annual Report
Formal Council Minutes	Specifications for C.I.P. Projects, Equipment and Materials
Mailing Lists and Labels	Numerous Council Communications Where Only the Dates and Names Change
Resolutions	Progress Payments
Ordinances	Mailing Lists and Labels
Various Annexation Documents	Letters of Transmittal
Various Assessment District Documents	Punch List Letters
Various Elections Documents	Stop Notices Correspondence
Campaign Disclosure Information	Subdivision & Development Agreements
Conflict of Interest Information	Electrical Agreements
Legal Publications	Sanitary-Sewer Reimbursement Agreements
Lists of Various Boards and Commissions	Water Main Extension Reimbursement Agreements
Street and Easement Vacation Notices, Postings and Orders	Standard Letters Which Must be Forwarded to Banks, Bonding Companies and Subdividers
Directories	Traffic Reports and Investigations
Agreement/Contracts	Ordinance Revisions
Council Communications	Material Inventories
Fee Schedule Updating	E.I.R.'s
Class Specifications	General Plan Updates
Employees Manuals	Agendas
Job Flyers	Equipment Inventories
Memorandas of Understanding	Public Hearings
Payroll Information	Monthly and Quarterly Billing
Claims Information	

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IBM DISPLAYWRITER

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APPLICATION

ADMINISTRATION

PUBLIC WORKS AND MISC. DEPTS.

Grant Applications and Inquiry Letters
Policy Manual
Safety Manual
Job Specifications
Recruitment Bulletins for Part-Time Positions