

**City of Palmer
Action Memorandum No. 15-082**

Subject: Authorize a Donation of a Folding Machine to Mat-Su-for Children & Adults, Inc.

Agenda of: August 25, 2015

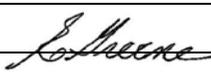
Council Action: Authorized

Originator Information:

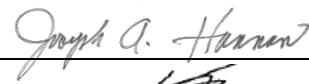
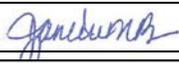
Originator: Finance Director – Esther Greene

Date: _____ **Requested agenda date:** _____

Department Information:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance		7/30/15
_____	Public Safety	_____	_____
_____	Public Works	_____	_____

Approved for presentation by:

	Signature:	Remarks:
City Manager		_____
City Attorney		_____
City Clerk		_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ 0

This legislation (√):

Has no fiscal impact Creates a positive impact in the amount of: \$ _____
 Negative impact in the amount of: \$ _____

Funds are (√):

Budgeted Line item(s): _____
 Not budgeted Affected line item(s): _____

General fund assigned balance (after requested budget modification): \$ _____

Enterprise unrestricted net position (after requested budget modification): \$ _____

Director of Finance Signature: 

Attachment(s):

- Letter from Mat-Su for Children & Adults, Inc.

Summary statement: The Finance Department uses a folding machine to save time and money in the various duties of the department. In November 2014, it became necessary for Finance to purchase a new folding machine. On March 19, 2015, the old folding machine was placed for sale on public surplus. After the time lapsed, Finance was notified that the folding machine didn't sell.

Shortly, thereafter, Finance received a call from Mat-Su Services for Children & Adults, Inc. requesting that the old folding machine be donated to their non-profit organization. Director Greene requested that they send a formal request for the machine. A copy of their letter is attached. According to the letter, the folding machine would be an asset and time-saver to this organization.

Administration recommendation: Authorize action memorandum 15-082.



Supporting Full Lives

Mat-Su Services for Children & Adults, Inc.

1225 West Spruce Avenue
Wasilla, Alaska 99654
[907] 352-1200 Fax [907] 352-1249
www.mssca.org

July 22, 2015

Star Program

City Council
City of Palmer
231 W. Evergreen Avenue
Palmer, AK 99645

Infant Learning

Dear City Council,

Respite

For the past 30 years, Mat-Su Services for Children and Adults (MSSCA) has provided a wide range of home and community based services for Mat-Su residents with intellectual or developmental disabilities, families with children experiencing developmental delays or disabilities, and parents with questions about child safety and child development. During that time, MSSCA grew from humble roots serving 20 families and employing two part-time staff members in 1985 to serving more than 1800 individuals and families and employing 300 staff in 2015. This growth has presented many challenges and required many of us to take on new roles and responsibilities.

Supported Employment

As a 501(c)(3) non-profit, we strive to improve operational efficiency and are always keeping an eye out for technology to streamline our workflows and reduce costs. Despite our commitment to digitization, the printed medium is an important communication tool and will likely remain so well into the future. Straightening the winding paper trail, so to speak, is a challenge we continue to face. That's said, we were excited to see that the City of Palmer recently had a machine (folder/insertor) for sale on it's Public Surplus webpage that, we believe, will help us with one of our paper challenges; time spent folding paper and stuffing envelopes. On a bi-weekly basis, one employee is tasked with folding 300(each) paystubs, leave slips, and sometimes mileage checks into 300 envelopes. On a monthly basis, another employee adds 300 newsletters to those 300 envelopes. Additionally throughout the month, other employees are printing and stuffing envelopes with various questionnaires, pamphlets, and cards that are handed out or mailed to members of the community.

Supported Living

Car Seat Safety

As you can see, the seemingly simple task of folding a piece of paper and putting it in an envelope, when multiplied a few hundred times, consumes a lot of valuable staff time. The machine did not sell during its online auction dates, which has prompted this letter to you. We humbly ask for your consideration in donating this surplus folder/insertor machine to our organization. It is our sincerest hope that with this machine, staff can spend more time on their core duties, which in turn will have a positive impact on those we serve, and ultimately our community.

Respectfully,

Jean Kincaid, Executive Director



Member Agency