



Capital Budget Request - EQUIPMENT

Project Name **Envelope Folder/Stuffer** \$ **15,000**

Order Code **New** Project Location **Fort McMurray**
 Project Category **Machinery & Equipment** Ward **1**
 Type of Project **New Asset - Acquisition and/or Instal** Municipal Function **12 - Gen Administration**

Project Description and Scope

The Finance Services Department is requesting a new "Inserting System"/Envelope Folder & Stuffer, replacing the one currently on the 3rd floor that is not functioning properly. This piece of equipment is used by the Assessment & Taxation Department, Billing Services and Account Receivable. It assists in the processing of Tax Recovery, Mobile Leasing, TIPPS Program, NSF Charge Letters and most recently Fire Recovery Rebate Letters. It folds and stuffs approximately 7500 units annually for Tax and Assessment. Billing Services is expected to process approximately 12,000 letters annually (Overdue Utility Accounts). Account Receivable requests are expected and estimated to be 18,000 letter annually for a total production of about 37,500 letters annually.

Project Cash Flows

| Year | Total Annual Cost | Federal Grant | Provincial Grant | Reserve | Other | Debenture |
|--------------|-------------------|---------------|------------------|---------|-------|-----------|
| 2017 & Prior | - | | | | | |
| 2018 | 15,000 | | | | | |
| 2019 | - | | | | | |
| 2020 | - | | | | | |
| 2021 | - | | | | | |
| 2022 | - | | | | | |
| Thereafter | - | | | | | |
| Total | 15,000 | - | - | - | - | - |

Additional Funding Details

Project Sponsor Department Financial Services

Project Sponsor Director Linda Ollivier

Project Delivery Department Financial Services

Delivery Department Contact Linda Ollivier

Project Manager (if assigned) _____