



## Agenda Item Summary

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**File #:** RES 22-22, **Version:** 1

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**Submitted By**

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**Reviewed By**

AMZ

**Agenda Item Title**

**A Resolution Approving Expenditures For Annual Postage Replenishment With the United States Postal Service in an Amount Not to Exceed \$125,000 for Fiscal Year 2022**

**Overview**

Each year, each operating department budgets an estimated amount to cover its postage needs throughout the year. Postage usage is monitored and recorded based on codes entered into the NeoPost machine and allocated to the budget pursuant to these codes.

**Staff Recommendation**

Approve the Resolution

**Fiscal Impact**

The requested not-to-exceed amount of \$125,000 for US Postal Service (USPS) expense is allocated among various operating department postage accounts. However, some departments are also part of their postage appropriation for FedEx and United Parcel Service as well.

**Background**

Postage is a non-discretionary expense and is budgeted annually among operating departments.

**Alternatives**

N/A

**Previous Board Action**

N/A

**Citizen Advisory Commission Action**

N/A

**Anticipated Future Actions/Commitments**

N/A

**Intergovernmental Cooperation Opportunities**

N/A

**Performance Management (MAP) Alignment**

N/A