



Agenda Item Summary

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Submitted By

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Reviewed By

LKS

Agenda Item Title

A Resolution Approving the Annual Postage Replenishment with the United States Postal Service in an Amount Not To Exceed \$70,000.00

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.

Total 2018 budgeted postage expense is \$134,730.00. Of this amount, \$50,300 is dedicated to third party vendor mailings for Village newsletters and water/sewer/refuse bills. In addition, another \$14,000 of the postage budget is estimated to be used for Fed Ex and messenger services. Thus, the remaining balance of \$70,430 is dedicated for payment to the US Postal Service.

Staff Recommendation

Approval

Fiscal Impact

The requested not-to-exceed amount of \$70,000 for US Postal Service expense is allocated among various operating department accounts as summarized in the agenda item attachment.

Background

Postage is a non-discretionary expense budgeted annually in operating budget accounts. Approximately \$70,000 of the \$134,730 in budgeted postage expense is estimated to be paid directly to the US Postal Service. The remaining balance of \$64,730 will be used to reimburse postage expense to third party contractual vendors for Village newsletters and water/sewer billings.

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