



Agenda Item Summary

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CLP

Agenda Item Title

A Resolution Approving Expenditures For Annual Postage Replenishment With the United States Postal Service in an Amount Not to Exceed \$115,000 for Fiscal Year 2020

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 \$115,000 for US Postal Service expense is allocated among various operating department accounts as summarized in the agenda item attachment. Total 2020 budgeted postage expense is \$133,925. Of this amount, it is estimated that approximately \$20,000 will be paid to sources such as Fedex and UPS. Thus, the remaining balance of approximately \$115,000 will be dedicated for payment to the US Postal Service.

Background

Postage is a non-discretionary expense budgeted annually in operating budget accounts. Approximately \$115,000 of the \$133,925 in budgeted postage expense is estimated to be paid directly to the US Postal Service.

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