



Legislation Text

File #: Ordinance 15-2020, **Version:** 2

Agenda Date: 04/21/2020

Subject:

Ordinance 15-2020: An ordinance on second reading approving a five-year lease with Pitney Bowes to provide a postage meter and related services to the city

Prepared by: Colleen L. Norton, City Clerk

PURPOSE:

Does city council support approval of a five-year lease with Pitney Bowes for a postage meter and related postage services to the city.

PRESENTATIONS:

Staff Presenter(s): Mark Relph, City Manager

Additional Presenter(s): N/A

SUMMARY:

The city entered into a 51-month lease with Pitney Bowes in 2011 and renewed a 48-month lease in 2016. The clerk's office reviewed proposals from two other local companies and Pitney Bowes; Pitney Bowes was able to provide a lower per-month rate.

PRIOR ACTIONS OR DISCUSSIONS:

Passed on first reading on April 7, 2020.

ANALYSIS:

Staff Analysis

Pitney Bowes was determined the most cost-effective choice.

Council Goal, Objective, and/or Guiding Principle

Selection of the most cost effective provider aligns with Financial Sustainability.

Fiscal Impacts

Entering into the new 60-month lease will reduce the monthly payment to \$466.64 from the current rate \$486.52 per month.

Alternatives

1. Approve the lease and maintain current mail/postage services to city departments
2. Don't approve the lease and direct staff to research other postage options

STAFF RECOMMENDATION:

Staff recommends approval of the proposed five-year lease with Pitney Bowes.

PROPOSED MOTION:

I move to approve the ordinance on second reading approving a five-year lease with Pitney Bowes to provide a postage meter and related services to the city.