

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASADENA, CALIFORNIA, RESCINDING CONTRACT NO. 30659 WITH THE UNITED STATES POSTAL SERVICE AND AUTHORIZING THE DIRECTOR OF FINANCE TO ISSUE PAYMENT FOR POSTAGE IN AMOUNTS NECESSARY TO MEET THE BUSINESS NEEDS OF THE CITY**

WHEREAS, on April 25, 2016, the City Council approved a 10-year authorization to purchase postage from the United States Postal Service (Contract No. 30659) in amounts not-to-exceed \$600,000 per year, with a total contract approval of \$6,000,000 over the 10-year period; and

WHEREAS, the cost of postage each year fluctuates based on changing postage rates and variations in the amount of mail generated and distributed by the City of Pasadena and City departments; and

WHEREAS, Contract No. 30659 with the United States Postal Service has proved to be inadequate in terms of meeting the business needs of the City, with expenditures for postage exceeding the \$600,000 not-to-exceed allocation for each of the first two years of the contract; and

WHEREAS, postage rates and mail volume will continue to vary, with future expenses trending higher; and

WHEREAS, the total of each City department budget appropriation for postage amounts are set at levels to meet the business needs for each fiscal year, with the 2019 total budget allotment for all departments and funds equal to \$945,000; and

WHEREAS, the City Clerk's Mail Services division recommends that current Contract No. 30659 with the United States postal Service be rescinded, and that future expenditure amounts for postage be authorized at levels to meet the business needs of the City; and

WHEREAS, the Director of Finance and City Manager concur with this assessment and recommendation of the City Clerk in order to streamline the necessary purchase of postage to meet City business needs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pasadena that:

SECTION 1. Contract No. 30659 with the United States Postal Service for postage is hereby rescinded.

SECTION 2. The Director of Finance is hereby authorized and directed to issue payment to the United States Postal Service in amounts necessary to meet the business needs of the City.

SECTION 3. The Director of Finance may issue one or more purchase orders as necessary to effect the purposes of this resolution for postal services during each fiscal year of service.

Adopted at the regular meeting of the City Council on the \_\_\_\_ day of May, 2018,  
by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Mark Jomsky, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Theresa Fuentes,  
Assistant City Attorney