



City of Eustis

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5430

TO: EUSTIS CITY COMMISSION
FROM: TOM CARRINO, CITY MANAGER
DATE: OCTOBER 3, 2024
RE: RESOLUTION NUMBER 24-81: APPROVAL OF PURCHASE IN
EXCESS OF \$50,000 FOR CUSTOMER SERVICE POSTAGE COSTS

Introduction

Resolution Number 24-81 approves a purchase of more than \$50,000 for postage needed for the year to send out monthly utility bills and correspondence to the City's approximate 12,500 utility customers.

Recommended Action

Staff recommends approval of the Resolution Number 24-81.

Background

The approved FY 2024-2025 Budget includes \$96,000 in funding for the procurement of the postage necessary to mail the 12,275 plus monthly customer utility bills. Including other correspondence, this equates to over 147,300 bills sent during the year. The request currently is for the replenishment of the annual postage. Money will be requested monthly as needed in approximately \$6,000 increments. This request can be accommodated by funding in the Customer Service operating account 040-3120-536-30-42 as well as in all other miscellaneous departments.

Out of the 12,275, we currently have 969 bills which are e-mailed to customers. We also encourage customers to sign up for automatic bank drafting, avoiding the possibility of late charges. While postage continues to increase, we are trying to mitigate this cost by having customers sign up for electronic receipt of their monthly bills.

Alternatives

1. Approve Resolution Number 24-81 and authorize the purchase of postage.
2. Reject Resolution Number 24-81 and reject the purchase of postage.

Budget and Staff Impact

The approved FY 24-25 Customer Service Budget includes the funding necessary for this purchase.

Prepared By:

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Reviewed By:

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