

RESOLUTION NO. 2018-48

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN JUAN BAUTISTA APPROVING A LEASE AGREEMENT BETWEEN THE CITY AND NEOPOST
FOR A FOLDER-INSERTER FOR CITY HALL**

WHEREAS, the City is in need of a new office machine for folding utility bills, and

WHEREAS, the current method of manually stuffing and sealing utility bills for mailing is time consuming, tedious, and could potentially result in injuries from the repetitive motions, and

WHEREAS, staff researched folder-inserters and considered outsourcing the mailing of the utility bills, and

WHEREAS, staff recommends leasing a folder-inserter from Neo post to be used in City Hall for preparing utilities bills for mailing.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Juan Bautista hereby approves that certain agreement for lease of a folder-inserter, by and between Neopost and the City of San Juan Bautista and authorizes the City Manager to negotiate the terms of the agreement with Neopost.

THE FOREGOING RESOLUTION WAS ADOPTED at a special meeting of the San Juan Bautista City Council held on the 30th day of August 2018, by the following vote:

AYES: West, Boch, Freeman

NOES: None

ABSENT: Martorana, DeVries

ABSTAIN: None

Jim West, Mayor

ATTEST:

Trish Paetz, Deputy City Clerk