

MEMORANDUM

DATE: November 13, 2019

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Tina Peak, Director of Library & Historical Resources

REGARDING: Pitney Bowes SendPro C Series Postage Machine equipment Lease Agreement through Sourcewell Leasing.

SYNOPSIS: *Staff is seeking commission approval to enter into an equipment lease agreement in the amount of \$476.82 a quarter for 15 quarters.*

RECOMMENDATION

It is recommended that the City Commission take the following action, approve the lease of equipment for the purpose of replacing a Pitney Bowes postage machine currently used by the Polk County Library Cooperative's Books by Mail service.

BACKGROUND

The City of Lake Wales Public Library operates and manages the Polk County Library Cooperative's Books by Mail service under an Interlocal Agreement with the Polk County Board of County Commissioners.

Over 25,000 library items are mailed from the Lake Wales Public Library each month to Polk County residents via PCLC's Books by Mail service. The equipment we seek to replace is over 10 years old.

Funds for this lease are provided to the City of Lake Wales through the revenues the Lake Wales Public Library receives from the Polk County Library Cooperative. The FY'19'20 revenues for the Books by Mail service have been approved at \$275,000.

Other Options: None

Fiscal Impact: \$476.82/quarterly for 15 quarters. Total lease cost is \$7,152.30. All funding for the Books by Mail service revenues received from the Polk County Library Cooperative. Fiscal impact on the City of Lake Wales is none.

Attachments: Pitney Bowes Lease Agreement
Statement of Fiscal Impact prepared by City of Lake Wales Finance Department