



STAFF REPORT

CITY of YORBA LINDA

Finance Department

DATE: May 5, 2026
TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: DONNA MULLALLY, FINANCE DIRECTOR / CITY TREASURER
SUBJECT: LEASE AGREEMENT FOR POSTAGE METER

RECOMMENDATION

Approve a five-year lease for a postage meter with Quadient Leasing USA, Inc.

DISCUSSION

The City's postage meter lease expires in July. The postage meter allows outgoing mail to utilize discounted postage rates and be processed in-house without the need to go to a post office.

Quadient provided pricing through the National Association of State Procurement Officials (NASPO) contract, a competitively bid cooperative purchasing agreement. The annual cost is \$3,115 (\$15,575 over five years), an increase of approximately 4.4% over the previous lease and does not include the cost of postage.

FISCAL IMPACT

Funding is available in the FY2026-27 Budget and will be included in the future budgets.

ALTERNATIVES

Do not approve the recommended action and provide alternative direction.

ATTACHMENTS

1. Quadient Purchase Order Lease proposal and agreement