



## **Report to**

**Agenda Item:** Discussion & Possible Action: Bayside Printing

**Meeting Date:** 12.19.23

**Referring Body:**

**Committee Contact:**

**Staff Contact:** Kim Coyle

**Report Prepared by:** Lisa Kerstner

**OBJECTIVE(S):** Save money, time and resources in mailing out utility bills.

**HISTORY/BACKGROUND:** Envelopes, postage, paper and time (4-5 hours) originally cost \$722.35 a month. Bayside would cost apx. \$714.60 a month.

**PROPOSAL:** Sign a 3-year agreement and use Bayside for printing and mailing out utility bills.

## **FINANCIAL**

**Financial Consideration/Action:**

**FUNDING SOURCE:**

Account Number/Title: # Office Supplies (650-53650-851-001 & 601-53600-921-00. Postage Expense (650-53650-851-002 & 601-53600-903-002)

2024 Adopted Budget: \$ 2000, 8000 (water) & 1000, 5800 (sewer)

Spent to Date: \$ 0.00

Remaining Budget: \$ 2000, 8000 (water) & 1000, 5800 (sewer)

Requested Amount: \$

Remainder of Budgeted Amount, if approved:

**ATTACHMENTS:** Bayside Printing Quotation