



# CITY OF LAKE FOREST PARK

## CITY COUNCIL

### AGENDA COVER SHEET

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<b>Meeting Date</b>	January 23, 2025
<b>Originating Department</b>	Municipal Services
<b>Contact Person</b>	Matt McLean, City Clerk
<b>Title</b>	Resolution 25-2005/Authorizing the Mayor to Sign an Agreement with PrintWest, Inc. for Quarterly Newsletter Printing and Mailing Services

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#### Legislative History

- First Presentation January 23, 2025
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#### Attachments:

1. Resolution 25-2005/Authorizing the Mayor to Sign an Agreement with PrintWest, Inc. for Quarterly Newsletter Printing and Mailing Services
  2. Agreement with PrintWest, Inc.
  3. Exhibit A – Estimate for 2025 & 2026 Quarterly Newsletters
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#### Executive Summary

The proposed Resolution would authorize a contract with PrintWest for two years of printing and mailing the City's quarterly newsletter, not to exceed \$40,000. The City employs multiple methods of communication with residents, one of which is a quarterly print newsletter. A print newsletter is integral to communicating City news as it is distributed to all households and does not require residents to sign up or opt in to a service.

#### Background

Since 2021, the City has contracted with Edmonds based Litho Craft to design the final layout and print and mail the quarterly newsletters. In 2024, Litho Craft merged with PrintWest located in Woodinville and retained Litho Craft staff, and thus continuity of service.

## Fiscal & Policy Implications

In 2024, the City spent roughly \$18,100 for layout design, printing, and mailing of the quarterly newsletter. With the increased prices for printing and anticipating that USPS mailing rates will increase each January and July, we have a not to exceed of \$40,000 for a 2-year contract.

## Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"><li>• Approve the contract with PrintWest</li></ul>	City staff will continue to coordinate with PrintWest to produce and distribute a quarterly print newsletter
<ul style="list-style-type: none"><li>• Seek other terms or vendors</li></ul>	Delays in producing and distributing the first quarter newsletter for 2025

## Staff Recommendation

Review and approve Resolution 25-2005 authorizing the Mayor to sign an agreement with PrintWest, Inc. for quarterly newsletter printing and mailing services.