

CITY OF SUNFISH LAKE

DATE: August 2, 2012  
TO: Mayor and Council  
FROM: Cathy Iago, City Clerk/Administrator  
RE: Discuss Payment Options for Sunfish Lake Quarterly Newsletter

**BACKGROUND:** The Clerk and Mayor have been working with the newsletter editor to produce the Sunfish Lake Quarterly Newsletter. Since staff has taken over these duties, I am responsible for printing and mailing the newsletter to residents.

Office Max does not offer a charge account for printing the newsletter and, therefore, I use my personal charge card to pay for printing and stamps to mail the copies. The newsletter goes out 3 or 4 times a year at a cost of approximately \$225.00 for each mailing.

**ACTION REQUESTED:** Discussion with Council regarding alternative methods for payment of the newsletter printing and mailing costs, such as obtaining a City charge card or increasing the "petty cash" allowance for the Clerk on an annual basis or prior to the mailing of the newsletter.