

**Cuyahoga Falls City Council
Minutes of the Finance Committee Meeting
January 28, 2013**

Members: Carol Klinger, Chair
Jerry James
Vince Rubino

Mrs. Klinger called the meeting to order at 6:38 p.m. All members were present.

Legislation Discussed:

Temp. Ord. B-7

Discussion

Temp. Ord. B-7

An ordinance authorizing the Director of Public Service to enter into a contract or contracts, according to law, for the purchase of mail processing equipment and associated software for use in the Utility Billing Department, and declaring an emergency.

Mrs. Carr stated she had sent Council a letter explaining why they are asking for this to be passed this evening. It will take some lead time before they can receive this machine. They had performed an analysis regarding using their own equipment or outsourcing, and they found it was best to keep it in-house. Other departments use the mail machine as well. There was not much savings to outsource it plus there would have been a loss of control. They are happy with the equipment. The U.S. Post Office rules and rates are changing, and they want to lock in the lower rate and get the machine as soon as possible. Mrs. Klinger stated this was discussed during budget and asked what the cost of the software was. Susan Hale stated it was \$32,000 and will have ongoing annual maintenance for software at \$3,000 and for the machine at \$4,000. It was decided to purchase the software that would put the stamp directly onto the envelope because it was more cost-effective. She added there is a one-year warranty and that the machine was being purchased off the state contract.

Brad Wegner, 3124 7th Street, asked if there was any competitive bidding done for the machine. Mrs. Hale stated there was not this year because of the software, which is proprietary. They have been dealing with this company for 15 years and have found them reliable. She has talked with other cities. This company has the ability to help if there is a problem. They are also on the state contract. Mrs. Carr added that the state does the bidding for Cuyahoga Falls so, technically, it is bid, however, it is bid through the state contract.

Mr. James moved to bring out B-7 with a favorable recommendation, second by Mr. Barnhart. Motion passed (3-0).

The meeting adjourned at 6:47 p.m.