

Cuyahoga Falls City Council
Minutes of the Finance and Appropriations Committee Meeting

May 16, 2016

Members: Carol Klinger, Chair
Russ Iona
Mike Brillhart

Mrs. Klinger called the meeting to order at 6:30 p.m. All members were present.

Legislation Discussed

Temp. Ord. A-38

Discussion

Temp. Ord. A-38

An ordinance authorizing the Director of Public Service to enter into a contract, without competitive bidding, with Smart Bill Ltd. for utility bill printing and mailing services, and declaring an emergency.

Mrs. Klinger stated that there were multiple proposals that were accepted on this bid. This ordinance is to stop doing the City's mailing services internally. The City purchased mail machines and has to pay maintenance on those machines every year. This is literally to send a file to a company that would then take all those utility bills, print out that file, put them in envelopes and mail them to the customer. It would eliminate the purchase of paper, the discounted mail rate and discounted envelope rate. It will take a half person in utility billing and will free them up for other services. Even though this was not budgeted in the first year, it will be a break-even proposition in the first year of operation. In future years, there will be a savings, because it will eliminate having to buy new machines and additional equipment. Mrs. Klinger asked Mr. Zachary Jones, Utility Billing Manager, if there was anything he would like to add. Mr. Jones stated that Mrs. Klinger had covered everything.

Mr. Brillhart asked if this will change the look of the bills at all. Mr. Jones stated that it will. Smart Bill Ltd. will take the flat data file. They will put together a proof of what the bill will look like. They can do several more dynamic things make the bill look better than what could be done in house. They will be able to add some color and make the bill look better at no additional cost to the City. Mr. Brillhart asked if Mr. Jones could distribute those proofs to Council so they could see them. Mr. Jones said absolutely. Mrs. Klinger stated that there are other municipalities that use this service. Mr. Jones reached out to them and had favorable responses regarding this particular company.

Mr. Iona moved to bring out Temp. Ord. A-38 with a favorable recommendation, second by Mr. Brillhart. Motion passed (3-0).

Meeting adjourned at 6:33 p.m.