

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

**May 15, 2023**

**Members:** Mary Nichols-Rhodes, Chair  
Mike Brillhart  
Adam Miller

Ms. Nichols-Rhodes called the meeting to order at 9:04 p.m. All members were present.

The minutes of the May 1, 2023 Finance Committee meeting were approved as written.

**Legislation Discussed**

Temp. Ord. B-44

**Discussion:**

**Temp. Ord. B-44**

An ordinance authorizing the Director of Community Development to enter into a contract or contracts with Scanworks, LLC for the building records imaging/scanning project, and declaring an emergency.

Ms. Diana Colavecchio, Community Development Director, presented Temporary Ordinance B-44 to Council. The Director of Community Development will be authorized to enter into a contract or contracts with ScanWorks, LLC, according to law, for the building records imaging/scanning project. The Director of Finance will be authorized to make payment for same from General Fund, Engineering, Line Item Other Operations and General Fund, Community/Economic Development, Line Item Other Operations.

Ms. Colavecchio stated that this process will start May 30th. The staff at ScanWorks will move to City Hall because one of the requirements is that they would not allow these records to be removed from the building and Scanworks was able to meet that requirement. The Law Department has generously offered up space to have the two to three scanners located there. The documents will be scanned and then data input into Excel spreadsheets so they can be searched by criteria assigned. Community Development has budgeted \$50,000 for this project and the Engineering Department also has that amount budgeted. They anticipate this is going to be a multi-year endeavor, so they would be back at budget time with a renewed request to secure funding at the next level of scanning. The Engineering Department also added \$10,000 so that ScanWorks can hire additional personnel to move over 300 boxes of documents from the attic of the City Building to be scanned.

Ms. Nichols-Rhodes stated that she is glad there are able to use a local business. Scanworks does great work and has performed scanning projects for the Summit County Probate Court, Akron Municipal Court and Barberton Municipal Court to name a few.

**Finance and Appropriations**  
**May 15, 2023 – Page 2**

Mr. Bryan Hoffman, Finance Director, stated that the budget sheet labels this at \$110,000. They had \$50,000 in Community Development and \$50,000 in Engineering, but they put in another \$10,000 to make that \$60,000 on the Engineering side as labeled on the budget sheet. It is \$110,000 budgeted for this entire project for this year.

Mr. Brillhart moved to bring out Temp. Ord. B-44 with a favorable recommendation, second by Mr. Miller. Motion passed (3-0).

The meeting adjourned at 9:12 p.m.