



# Town of Vienna

Charles A. Robinson Jr.  
Town Hall  
127 Center Street South  
Vienna VA, 22180

## Legislation Text

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**File #:** 13-544, **Version:** 1

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**Subject:**

Increase Expenditure for Datamatx for Water and Sewer Outsourced Bill Printing and Postage.

**EXPLANATION AND SUMMARY :**

The Finance Department initially went to Council in June of 2014 for \$20,000 for postage and bill printing services for Datamatx, split as \$14,000 for postage and \$6,000 for printing. We need to increase this amount by \$6,700 - \$2,200 for printing and \$4,500 for postage.

When we prepared the PO last year, we did not include funds for changing the bill layout for the change to block rates. This amount was taken from the bill printing costs, and needs to be added back. Additionally, postage costs need to be increased to cover the increased postal rates that began in January, 2014.

**Departmental Recommendation :** Recommend approval.

**Finance Recommendation :** Recommend approval.

**Purchasing Recommendation :** Recommend approval

**Town Attorney Recommendation :** The Town Council may approve the proposed modification and expenditure of funds in its discretion. The Town Attorney would recommend the possibility of a competitive bidding process in the future for the Town's bill printing.

**Town Manager's Recommendation :** I recommend the Town Council approve increasing the expenditure for Datamatx as presented.

Cost and Financing: \$6,700

Account Number: 50113-43308, \$2,200; 50113-45203, \$4,500

Decision Needed by This date: April 13, 2015

**PROPOSED/SUGGESTED MOTION**

"I move to approve (disapprove) increasing the expenditure for Datamatx to \$26,700 in the Water and Sewer Fund,"

Or

Other action deemed necessary by Council.