



AGENDA ITEM SUMMARY FORM

MEETING DATE: 2/13/2024

PREPARED BY: Phill Conner

AGENDA CONTENT: Discussion and possible action on a resolution authorizing the mayor to sign an interlocal agreement with the City of Granbury, TX, for cooperative purchasing.

AGENDA ITEM SECTION: Regular Agenda

BUDGETED AMOUNT: \$57,502

FUNDS REQUESTED: \$35,364

FUND: 03 - Water Fund

EXECUTIVE SUMMARY:

In fiscal year 22-23, the Utility Billing department spent \$61,667 on printing, stuffing, and mailing utility bills and late notices. It takes one clerk 2 - 4 days to print, fold, and stuff the bills in preparation for mailing. Due to the folding/stuffing machine breaking down, it is taking two days (at least) for a service rep to fix the machine. The machine has had to be repaired 16 times since the date of purchase in July 2021. Due to delayed repairs, we once asked the City of Lake Jackson to fold and stuff our statements; then, on Feb. 2, 2024, all bills were folded by hand, utilizing 15 city hall staff members over a day and a half, causing those staff members to step away from their department task.

The City of Granbury, TX, has an agreement with the firm InfoSend to print and mail their utility bills. Based on InfoSend's contract with the City of Granbury, it will cost us \$35,364 to have our bills/late notices printed and mailed by InfoSend.

RECOMMENDATION:

Staff recommends the Council approve resolution #20240213-008 authorizing the mayor to sign an interlocal cooperative purchasing agreement with the City of Granbury, TX.