

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** April 1, 2025

**DEPARTMENT:** Electric Utility

**TITLE:**

First Amendment to the Agreement with DataProse, LLC (soon to be known as Matrix Imaging Solutions) for utility bill printing and mailing services

**SUMMARY:**

Amendment to the City's Agreement with DataProse, to provide utility bill printing, folding, inserting and mailing services for the City's electric, water, sewer, and refuse utility bills.

**BACKGROUND AND JUSTIFICATION:**

DataProse provides bill printing and mailing services for City's combined utility bills and has notified City of an increase in price for their services effective March 30, 2025. The original agreement was effective March 30, 2022 with an initial term of three (3) years. The parties may extend the term for two (2), one (1) year periods. This renewal agreement requests a 5.9% increase effective March 30, 2025, resulting in an annual cost increase of \$10,000 (from \$170,000 annually to \$180,000 annually).

**MOTION:**

Move to approve/disapprove the Extension of the Agreement with DataProse, LLC for utility bill printing and mailing services.

**ATTACHMENT(S):**

Fiscal Impact Analysis  
First Amendment

## FISCAL IMPACT ANALYSIS

### Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
<b>Inflows/Revenues</b>					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
<b>Outflows/Expenditures</b>					
Appropriated (Budgeted)	\$170,000.00	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
<b>Net Fiscal Impact</b> <i>(If not budgeted)</i>	<b>\$10,000.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>No. of Addn'l Full-Time</b> <b>Employee Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Contract Award - Existing Appropriation (Budgeted)</b>	
	<b>Expenditure</b>
<b>Department</b>	Electric
<b>Division</b>	Customer Service
<b>GL Description</b>	Contractual Services
<b>GL Account Number</b>	401-1240-513.34-50
<b>Project Number</b>	N/A
<b>Requested Funds</b>	\$10,000.00
<b>Remaining Balance</b>	\$1,348,838.00
<b>Source of Revenue</b> (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Current