

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

_____ Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
_____ Recommendations of Boards, Commissions & Committees (Green)
 X _____ Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: December 19, 2018 (COW)(B of T) January 3, 2019

TITLE: A Motion Authorizing Execution of a Service Agreement for the Collection of Unremitted Payments for Emergency Services and Utility Bills

SUBMITTED BY: Timothy Sexton, Director of Finance

BACKGROUND/POLICY IMPLICATIONS:

The Village issued an RFP on November 2, 2018 for collection agency services for Ambulance Billing and Utility Billing. Staff sent the RFP to six agencies recommended by Andres our EMS billing company and other municipalities with a submission date no later than November 23, 2018. Parking tickets at this time are submitted to the State's Local Debt Recovery Program and therefore not included in this RFP.

The Village sends approximately \$15,000 monthly to State Collections Agency and their fee is 25% of all dollars collected. Currently, staff attempts to collect delinquent utility bills and places a lein on the property if it remains unpaid. There are circumstances where the property was sold and this isn't an option. Utility Billing staff will determine if the delinquent account should be sent to collections or liened but not both.

One response was received from Amor Systems Corporation with proposal of 19% contingency fee of all dollars collected. Staff met with a representative from the company and determined their method of collection and understanding of municipal relationships. They have a long term relationship with municipal clients including the Village of Alington Heights, Village of Mount Prospect Police Department, Village of Oakbrook, and Palatine Police Department.

Staff requests authorization to execute the attached collections services agreement.

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X Timothy Sexton _____ Date 12/19/18
Village Manager X Scott Niehaus _____ Date 12/19/18

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.