



## Request for City Council Committee Action from the Department of

**Date:** August 1, 2011

**To:** Ways and Means/Budget

**Subject:** Approval to Negotiate Contracts for Debt Collection Services

**Recommendation:** Authorize appropriate City staff to negotiate terms and enter into a contract for debt collection services with two separate companies, I.C. System, Inc. and Harris & Harris, LTD. Each contract shall not exceed a period of three (3) years in length or a cost of \$100,000 per company.

### Department Information

Prepared by: Ramon Morales, Manager Treasury Operations  
Phone: (612) 673-2404

Approved by: Kevin Carpenter, City Finance Officer: Kevin D. Carpenter

Steven Bosacker, City Coordinator: Steven Bosacker

Presenters in Committee: (consent item) Ramon Morales

### Reviews

- Permanent Review Committee (PRC): Approval Yes Date May 24, 2011
- Civil Rights Approval Approval Yes Date April 5, 2011

### Financial Impact *(delete all lines not applicable to your request)*

- No financial impact
- Action is within the Business Plan

### Supporting Information:

Treasury Operations, as well as other City departments use private agencies to assist with the collection of aging receivables. Though departments may use the same agency, each department has negotiated their own contract terms resulting in a variety of rates billed to the City for similar services. In an effort to reduce costs and standardize pricing for these services, staff from Treasury Operations, Regulatory Services and Public Works has collaborated to establish and utilize a consolidated contract for debt collection services.