

## ACTION FORM BRYAN CITY COUNCIL

<b>DATE OF COUNCIL MEETING:</b> December 10, 2013		<b>DATE SUBMITTED:</b> November 14, 2013	
<b>DEPARTMENT OF ORIGIN:</b> Fiscal Services		<b>SUBMITTED BY:</b> Joe Hegwood	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>	<b>STRATEGIC INITIATIVE:</b>
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input type="checkbox"/> INFRASTRUCTURE
			<input type="checkbox"/> QUALITY OF LIFE
<b>AGENDA ITEM DESCRIPTION:</b> Consider amending the agreement between the City of Bryan, Texas and Client Services, Inc. to modify the end date of the contract. On August 2, 2011, the City of Bryan signed an agreement with Client Services, Inc. to provide delinquent account collection services to the City of Bryan for an initial three (3) year term. By mutual consent, this contract is now being terminated as of December 31, 2013.			
<b>SUMMARY STATEMENT:</b> The City of Bryan and Client Services, Inc. are parties to an agreement dated August 2, 2011, in which Client Services, Inc. agreed to provide professional delinquent account collection services to the City. The primary source of these delinquent accounts is unpaid ambulance bills. The original term of this agreement was for three (3) years with a termination date of August 1, 2014. On September 20, 2013, Client Services, Inc. notified the City of its desire to terminate the agreement.			
<p>The firm did not provide a reason for the termination, but it is logical to assume it is because Client Services has received less than \$3,000 during the term of the contract. Client Services is paid 14% of all collections and their collection rate has only been one-third of its predecessor's collections. Because of the low collection rate, the Finance Department had already identified the need to issue a new RFP and place an agreement with a different company. Therefore, the City agreed to the termination and wishes to amend this agreement and modify the end date to be December 31, 2013.</p> <p>The City of Bryan Finance Department has issued a new Request for Proposals (RFP) for delinquent account collection services and plans to have a new contract in place by January 1, 2014.</p>			
<b>STAFF ANALYSIS AND RECOMMENDATION:</b> City staff recommends approving this amendment to modify the termination date of the agreement between the City of Bryan and Client Services, Inc. Approving this amendment will allow the City to enter an agreement with a different company to collect the City's delinquent accounts.			
<b>OPTIONS (In Suggested Order of Staff Preference):</b>			
<ol style="list-style-type: none"> <li>1. Approve the amendment to the original agreement.</li> <li>2. Do not approve the amendment to the original agreement and provide additional direction to staff.</li> </ol>			
<b>ATTACHMENTS:</b>			
<ol style="list-style-type: none"> <li>1. First Amendment to Contract For Delinquent Account Collection Services (pdf document)</li> <li>2. The original Contract is available for viewing in the City Secretary's office.</li> </ol>			
<b>FUNDING SOURCE:</b> N/A			

**APPROVALS:** Hugh R. Walker, 11/25/2013

**APPROVED FOR SUBMITTAL: CITY MANAGER** Kean Register, 12/03/2013

**APPROVED FOR SUBMITTAL: CITY ATTORNEY** Janis K. Hampton, 12/03/2013