

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL WORKSHOP**  
**NOVEMBER 14, 2006 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
Extension of Collection Services Contract	✓ Resolution Ordinance Motion Discussion Only	Rita Trainor Director of Finance

**SYNOPSIS**

A resolution has been prepared to approve the extension of the collection services contract with KCA Financial Services, Inc.

**FISCAL IMPACT**

The contract with KCA Financial Services includes a 25% collection fee for all regular accounts and a 40% collection fee for legal accounts.

**STRATEGIC PLAN ALIGNMENT**

The Five Year Plan and Goals for 2006-2011 identified *Exceptional Municipal Organization*. A supporting objective of the goal is *Financially Sound and Sustainable Village Government*.

**RECOMMENDATION**

Approval on the November 21, 2006 consent agenda.

**BACKGROUND**

The Village of Downers Grove uses a collection service firm to assist the Finance Department in the collection of delinquent alarm fees, accident claims, storm water fees, elevator inspection services, weed cutting fees, outside village fire protection fees, rental income, unmetered water sales, and overweight truck permits.

The Collection Services contract was competitively bid in 2005, and KCA Financial Services, Inc. was selected as the lowest responsible bidder. The Contractor has agreed to provide the same service for a one-year period ending August 2007 with the same percentage of fees/commission rates. The Village has been satisfied with the services provided by KCA Financial Services, Inc.

**ATTACHMENTS**

Contract extension

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING EXECUTION OF AN EXTENSION TO  
THE CONTRACT BETWEEN THE VILLAGE OF DOWNERS GROVE  
AND KCA FINANCIAL SERVICES, INC.**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Agreement (the “Agreement”), between the Village of Downers Grove (the “Village”) and KCA Financial Services, Inc. (“KCA Financial Services”), for the renewal of the June 28, 2005 Collection Services contract, as set forth in the form of the agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Mayor and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

\_\_\_\_\_  
Mayor

Passed:

Attest: \_\_\_\_\_

Village Clerk

**EXTENSION TO THE CONTRACT  
BETWEEN THE VILLAGE OF DOWNERS GROVE AND  
KCA FINANCIAL SERVICES, INC FOR COLLECTION SERVICES**

THIS EXTENSION dated this 14<sup>th</sup> day of October, 2006, by and between the Village of Downers Grove, an Illinois municipal corporation (hereinafter referred to as "Village"), and KCA Financial Services, Inc, an Illinois corporation hereinafter referred to as "KCA Financial Services"), in consideration of the following mutual covenants, terms and agreements, hereby agree to amend the Agreement for Professional Services ("Agreement") between the Village of Downers Grove and KCA Financial Services, Inc whose effective date was June 28, 2005, as follows:

1. That the effective date of the Agreement shall be extended through August 3, 2007.
2. All terms and conditions of the June 28, 2005 Agreement and any other addendums thereto shall apply equally to this Extension.

IN WITNESS WHEREOF, the parties hereto have caused this Extension to be executed as of the day and year first specified above.

VILLAGE OF DOWNERS GROVE

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_

KCA Financial Services, Inc

BY: Steven M. GayHeart  
Steven M. GayHeart, Vice President

ATTEST: John Rozal

DATE: 10/12/06