



CONSENT AGENDA ITEM 7C

FOR COUNCIL: September 14, 2015

SUBJECT: Consideration of approving an addendum to the Bills & Payroll report identified as Electronic Payments

RECOMMENDATION/MOTION: That Council formally approves the addendum to the Bills & Payroll report - identified electronic payments made for City expenditures.

STRATEGIC PLAN LINK: Goal 1. Financially sound City providing quality basic services.

STRATEGIC PLAN SIGNIFICANCE: Objective 1a. Budget with adequate resources to support defined services and level of services.

BACKGROUND:

The City's Finance Department is required to report to the City Council all payments made for City expenditures. This is done by presentation of the Bills & Payroll Report normally seen on the consent agenda at each meeting. Unfortunately, it was recently brought to our attention that some electronic payments (wire transfers, automated clearing house (ACHs) and direct debits) stopped appearing on the Bills & Payroll Report as they had in the past. This included electronic transfers for certain contractual and statutory obligations, employee-benefit expenses (taxes, insurance), debt service payments, investments, and re-investments after maturity and credit card expenses. Including these items on the Bills & Payroll Report was a practice in place several years ago that unintentionally stopped at some point during staff transitions.

Even before making it to the Bills & Payroll Report, the Finance Department first verifies that all expenditures have been approved by Council during the annual budget process, and expenditures that are bid and/or require contracts above certain dollar amounts come back to Council for additional approval. If an expenditure is not within the existing budget or budget authority, the expenditure reverts back to Council to approve a budget amendment. Accordingly, these electronic transactions go through a multi-level internal approval process and are reported monthly in the monthly financial report to Council. In addition, these expenditures are included in the City's annual Treasurer's Report as required by state law and filed with the County. Also, all financial transactions, including all expenditures, are subject to the City's annual financial statement audit.

For transparency and auditing purposes, this memo is requesting approval to the Bills & Payroll Addendum Report listing the sum each year, by vendor of electronic payments for the last three fiscal years through August (see attached listing).

Fiscal Year 2016

Vendor	Amount	Description
Alternative Service Concepts	1,000,142.51	workers' comp, liability, property claims
AMEX	25.55	credit card processing fees
Authorize.Net	192.10	credit card processing fees
Blue Cross Blue Shield	653,439.63	police health plan premiums
BlueFin	29,728.72	credit card processing fees
Busey Bank	3,585.19	bank fees
CBKC Equipment Supply	423.94	credit card processing equipment
Chase	639.84	bank fees
City of Bloomington Water Fund	3,262.63	internal water bills - JE
Commerce	812,398.21	lease payments and bank and credit card fees
Deluxe Business	163.06	deposit slips
Eide Bailly	100,889.43	flexible spending medical employee share
ETS	17,284.69	credit card processing fees
Finet	839.80	credit card processing fees
Global	4,069.44	credit card processing fees
ICMA RHS	59,098.76	employee benefits
IDES	56,303.50	unemployment
Illinois Department of Revenue	30,524.80	sales tax remittance
IMRF	303,398.32	accelerated payments
IRS	1,510.00	Affordable Healthcare Act Fees
NPC EPS	140.52	credit card processing fees
Sage	8,023.50	credit card processing fees
Sam's Club	13,527.24	Sam's Club card- Parks Department
US Bank	4,964,362.31	bond payments

**note these payments are presented by vendor through the month of August subject to the bank reconciliation.

Fiscal Year 2015

Vendor	Amount	Description
Alternative Service Concepts	3,387,345.37	workers' comp, liability, property claims
AMEX	148.08	credit card processing fees
Authorize.Net	819.50	credit card processing fees
Blue Cross Blue Shield	2,582,440.38	police health plan premiums
BlueFin	116,118.21	credit card processing fees
Busey	13,023.07	bank fees
Chase	1,662.10	bank fees
City of Bloomington Water Fund	6,957.35	internal water bills - JE
Commerce	2,567,673.23	lease payments and bank and credit card fees
Deluxe Business	1,502.56	deposit slips
Discover	27.48	credit card processing fees
Eide Bailly	308,979.27	flexible spending medical employee share
ETS	51,152.91	credit card processing fees
Finet	2,940.92	credit card processing fees
Global	8,695.47	credit card processing fees
Illinois Department of Employment Security	128,954.21	unemployment
Illinois Department of Revenue	54,748.02	sales tax remittance
IMRF	953,504.14	accelerated payments and corrections
IRS	2,122.89	Affordable Healthcare Act Fees
NPC EPS	612.88	credit card processing fees
Sage	25,079.30	credit card processing fees
Sam's Club	41,221.28	Sam's Club card -Parks Dept
US Bank	8,706,673.29	bond payments
US Department of Health & Human Services	45,969.21	Transitional Reinsurance Contributions

**note these payments are presented by vendor for the year.

Fiscal Year 2014

Vendor	Amount	Description
Alternative Service Concepts	\$ 1,902,823.07	workers' comp, liability, property claims
Blue Cross Blue Shield	\$ 2,075,418.30	police health plan premiums
Bluefin	\$ 102,765.52	credit card processing fees
Busey	\$ 10,545.53	bank fees
CBKC Equipment	\$ 393.00	credit card processing equipment
Commerce	\$ 2,285,102.29	lease payments and bank and credit card fees
Deluxe Checks	\$ 446.85	deposit slips
Finet	\$ 2,945.71	credit card processing fees
ETS	\$ 46,945.68	credit card processing fees
Eide Bailly	\$ 311,684.67	flexible spending medical employee share
Global Pay	\$ 8,716.02	credit card processing fees
IDES	\$ 71,857.07	unemployment
IMRF	\$ 66,849.29	accelerated payments and corrections
Internal Revenue Service	\$ 4,837.37	Affordable Healthcare Fees, payroll tax corrections, and foreign performer withholding
Sage	\$ 28,548.17	credit card processing fees
Sam's Club	\$ 43,008.46	Sam's Club card- Parks Dept
State of Illinois	\$ 57,131.00	sales tax remittance
US Bank Trust	\$ 8,728,255.32	bond payments

**note these payments are presented by vendor for the year.

Fiscal Year 2013

Vendor	Amount	Description
Vision Service Plan	\$ 8,197.36	vision plan premiums
JP Morgan	\$ 18,004.61	Standby Repurchase Agreement for Variable Debt
Illinois Department of Revenue	\$ 40,271.00	sales tax remittance
Sams Club	\$ 43,787.70	Sam's Club card -Mainly Parks Dept
Village of Downs	\$ 58,269.29	loan payment
PNC Equipment Finance	\$ 62,080.73	lease payments
Eide Bailly	\$ 181,375.43	flexible spending medical employee share
Blue Cross Blue Shield	\$ 306,313.86	police health plan premiums
Illinois Environmental Protection Agency	\$ 452,203.07	loan payments
Alternative Service Concepts, LLC	\$ 1,940,711.15	workers' comp, liability, property claims
US Bank (Bond Payments)	\$ 6,331,870.87	bond payments
Commerce	\$ 6,806,170.27	lease payments and re- investment purchases
Police Pension	\$ 3,207,172.67	pension contributions
Fire Pension	\$ 3,017,748.34	pension contributions

**note these payments are presented by vendor for the year.