

**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: *IH

Title:

Recommendation to approve a 1-year Agreement for Governmental Consulting with Bricor Consulting in the amount of \$28,800 for FY 2020/2021.

Presenter:

Mark Koenen, City Administrator

Meeting: City Council

Date: May 18, 2020

Proposed Cost: \$ 28,800

Budgeted Amount: \$ 28,800

Not Budgeted: **Executive Summary** *(if not budgeted please explain):*

Bricor Consulting is the current provider of governmental consulting services for the City of St. Charles. Karen Ramey is our contact with Bricor and has been helpful with contacts with State elected officials and the background on legislation proposed in the Statehouse. This is a one-year agreement for FY 20/21. There are no changes from the FY 19/20 agreement.

Attachments *(please list):*

FY 20/21 Consulting Agreement, FY 19/20 Consulting Agreement

Recommendation/Suggested Action *(briefly explain):*

Recommendation to approve a 1 year Agreement for Governmental Consulting with Bricor Consulting in the amount of \$28,800 for FY 2020/2021.

Contractual Agreement 2020-2021

Government Services

SCOPE

Bricor Consulting responsibilities to include, but not limited to, providing the following services for the City of St. Charles (the City):

- Assist in identifying legislative, regulatory, administrative and political issues of potential interest to the City
- Identify a strategic plan and advise a potential course of action for projects deemed important to the City
- Work with state legislators and state agencies likely to take the lead with respect to projects deemed important to the City
- Describe and analyze legislative proposals of interest to the City
- Arrange for meetings between the City, legislators, staff members as needed on issues of interest to the City
- Communicate regularly with legislators and the city on issues of interest in matters regarding legislation, administration, scope and context
- Arrange for, and assist in, organization of presentations on matters of interest to the City
- Maintain contact with state departments and agencies with regard to the priorities of the City
- Keep continuous contact with the City Administrator providing ongoing updates affecting the City and activities regarding projects and legislation involving local government
- Provide research and content which would enable the City to have needed and necessary information ensuring data availability for background and context in areas of interest to the City

RETAINER

For and in consideration of the above stated services, Bricor Consulting’s retainer for this legislative communications package will total \$28,800 annually paid in twelve (12) monthly installments. The City of St. Charles will also reimburse Bricor for any filing and registration fees required to perform the responsibilities listed above, up to a maximum of \$750.00 annually.

Services will automatically renew for additional one year terms, unless written notice of intent to terminate is received 60 days prior to the renewal date. Either party can cancel the contract at any time, without cause, with 90 days written notice.

INDEPENDENT CONTRACTOR STATUS

Bricor Consulting’s relationship with the City of St. Charles will be that of an independent contractor, and nothing contained in this agreement will be construed in any manner as an appointment of employee status for the City of St. Charles. Bricor Consulting is free to provide similar services in scope to other organizations, provided that no such services will conflict with its ability to use its best efforts to ensure that no such services will conflict with its ability to use its best efforts to provide the services hereunder.

Accepted by:

Date _____

Mark Koenen
City Administrator
City of St. Charles

Date _____

Karen M. Ramey
Bricor Consulting
902 S. Randall Road; Suite C #135
St. Charles, Illinois 60174

***Bricor Consulting
Government Consulting***

Contractual Agreement

Government Services

SCOPE

Bricor Consulting responsibilities will include, but not be limited to, providing the following services for the City of St. Charles (hereinafter referred to as "COSC"). Bricor Consulting will conduct the following:

- **Assist in identifying legislative, regulatory, administrative, and political issues of potential interest to COSC;**
- **Identify an action plan, with a working data sheet, for projects deemed important to COSC;**
- **Work with state legislators and state agencies likely to take the lead with respect to projects deemed important to COSC;**
- **Describe and analyze legislative proposals of interest to COSC;**
- **Arrange for meetings between COSC and legislators and their staff members on issues of importance in Springfield, IL and Washington, D.C.;**
- **Maintain regular formal contact with key legislators, legislative leadership and their staff members as needed on issues of interest to COSC;**
- **Meet regularly with the Chairmen of the Local Government Committees of the Illinois House of Representatives and Senate and provide updates to the City Administrator ;**
- **Arrange for, and assist in, organization of presentations on matters of interest to COSC;**
- **Maintain contact with state departments and agencies in regard to the priorities of COSC;**
- **Keep consistent contact with the City Administrator in regard to updates affecting COSC and observations of interest in Illinois government;**

RETAINER

For and in consideration of the above stated services, Bricor Consulting's retainer for this legislative communications package will be a total of \$28,800 annually paid in twelve (12) monthly installments, COSC will also reimburse Bricor for any filing and registration fees required to perform the responsibilities listed above, up to a maximum of \$750.00 annually.

Services will automatically renew for additional one-year terms, unless written notice of intent to terminate is received 60 days prior to the renewal date. Either party can cancel this contract at any time, without cause, with 90 days written notice.

INDEPENDENT CONTRACTOR STATUS

Bricor Consulting's relationship with the City of St. Charles will be that of an independent contractor, and nothing contained in this agreement will be construed in any manner as an appointment as an employee of the City of St. Charles. Bricor Consulting is free to provide similar services in scope to other organizations, provided that no such services will conflict with its ability to use its best efforts to provide that no such services will conflict with its ability to use its best efforts to provide the services hereunder.

Accepted by:

Mark Koenen

Date 06/04/2019

Mark Koenen

City Administrator

City of St. Charles

Karen M. Ramey

Date 06/05/2019

Karen M. Ramey

Bricor Consulting

902 S. Randall Rd., Suite C #135

St. Charles, Illinois 60174