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**BILL NO. S-17-03-40**

SPECIAL ORDINANCE NO. S-49-17

AN ORDINANCE approving FINANCIAL SERVICES AGREEMENT – NINE (9) MONTH CONTRACT EXTENSION (\$300,000.00) between STAR FINANCIAL BANK and the City of Fort Wayne, Indiana, in connection with the Board of Public Works.

**NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:**

**SECTION 1.** That the FINANCIAL SERVICE AGREEMENT NINE (9) MONTH CONTRACT EXTENSION by and between STAR FINANCIAL BANK and the City of Fort Wayne, Indiana, in connection with the Board of Public Works, is hereby ratified, and affirmed and approved in all respects, respectfully for:

All labor, insurance, material, equipment, tools, power, transportation, miscellaneous equipment, etc., necessary for the nine (9) month contract extension for utility bill printing, mailing and lockbox services;

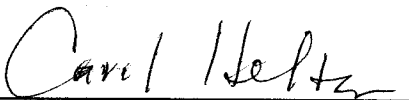
involving a total cost of THREE HUNDRED THOUSAND AND 00/100 DOLLARS - (\$300,000.00). A copy of said Contract is on file with the Office of the City Clerk and made available for public inspection, according to law.

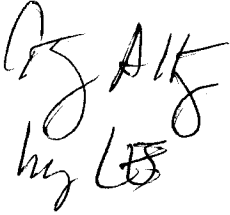
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**SECTION 2.** That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

  
\_\_\_\_\_  
Council Member

APPROVED AS TO FORM AND LEGALITY

  
\_\_\_\_\_  
Carol Helton, City Attorney





## FORT WAYNE BOARD OF PUBLIC WORKS TRANSMITTAL

Meeting Date: March 22, 2017

Department: City Utilities Administration

Preparer: Salge, Karen

Subject: STAR Financial Extension

---

### Description:

Approval of Amendment to Services Agreement between the City of Fort Wayne and STAR Financial Bank, For Bill Printing and Lockbox Services. Compensation for services performed shall be a total fee of ~~\$400,000.00~~. *\$300,000.00 per Justice B.*

### Attachments:

STAR Financial Bank Extension Agreement

*changed ✓*



March 14, 2017

Board of Public Works  
City of Fort Wayne  
Citizens Square  
Fort Wayne, IN 46802

Ref: Financial Services Agreement between the City of Fort Wayne and STAR Financial Bank dated July 7, 2010

Ladies and Gentlemen:

STAR has been providing various billing and payment processing services to Fort Wayne City Utilities under the above referenced Financial Services Agreement. Per paragraph 8.0 of the Agreement, the contract was to end on December 31, 2015 and was then extended for a one-year term to end on December 31, 2016.

STAR has been advised that the City desires to extend the Agreement for an additional nine month term under the current terms and conditions to end on September 30, 2017.

Please let this letter serve as a nine month extension provided a second copy of this letter is countersigned by the Board of Public Works on behalf of the city.

Sincerely,

Richard Beck  
Senior Vice President  
127 West Berry Street  
260 467-5545  
Richard.beck@starfinancial.com

**starfinancial.com**

Anderson: (765) 622-4100  
Angola: (260) 665-2151  
Columbia City: (260) 248-6000  
Elwood: (765) 552-4500

Fishers: (317) 566-3194  
Fort Wayne: (260) 467-5500  
Greenfield: (317) 467-7600  
Indianapolis: (317) 566-7300

Kendallville: (260) 349-3700  
Kokomo: (765) 868-3800  
Marion: (765) 651-6800  
Muncie: (765) 751-3500


New Castle: (765) 593-5100  
Noblesville: (317) 566-3180  
Tipton: (765) 675-5400  
48 Indiana offices

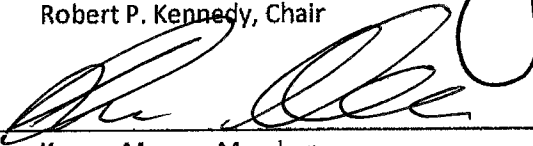
24/7 Telephone Banking:  
(888) 395-2447  
Toll-free for all locations:  
(800) 395-7827

MEMBER FDIC


Accepted and agreed to this 22 day of March, 2017.

APPROVED FOR CITY  
CITY OF FORT WAYNE, INDIANA  
BOARD OF PUBLIC WORKS

BY:   
Robert P. Kennedy, Chair

BY:   
Kumar Menon, Member

BY:   
Mike Avilla, Member

ATTEST:   
Lyndsey Richards, Clerk

APPROVED as to form and legality

DATE: 3/22/17

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BILL NO. S-16-04-11

SPECIAL ORDINANCE NO. S-47-16

AN ORDINANCE approving FINANCIAL SERVICES AGREEMENT - ONE (1) YEAR CONTRACT EXTENSION between STAR FINANCIAL BANK and the City of Fort Wayne, Indiana, in connection with the Board of Public Works.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That the FINANCIAL SERVICES AGREEMENT - ONE (1) YEAR CONTRACT EXTENSION by and between STAR FINANCIAL BANK and the City of Fort Wayne, Indiana, in connection with the Board of Public Works, is hereby ratified, and affirmed and approved in all respects, respectfully for:

one (1) year extension to the existing five (5) year contract for various billing and payment processing services to Fort Wayne City Utilities;

involving a total cost of FOUR HUNDRED THOUSAND DOLLARS - (\$400,000.00). A copy of said Contract is on file with the Office of the City Clerk and made available for public inspection, according to law.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

  
Council Member

APPROVED AS TO FORM AND LEGALITY

  
Carol Helton, City Attorney



February 29, 2016

Board of Public Works  
City of Fort Wayne  
Citizens Square  
Fort Wayne, Indiana 46802

Re: Financial Services Agreement Between the City of Fort Wayne  
and STAR Financial Bank Dated July 7, 2010

Ladies and Gentlemen:

STAR has been providing various billing and payment processing services to Fort Wayne City Utilities under the above-referenced Financial Services Agreement. Per paragraph 8.0 of the Agreement, the contract was to end on December 31, 2015.

STAR has been advised that the city desires to extend the Agreement for a one-year term under the current terms and conditions to end on December 31, 2016.

Please let this letter serve as a one-year extension provided a second copy of this letter is countersigned by the Board of Public Works on behalf of the city.

Very truly yours,

Richard Beck  
Senior Vice President  
127 West Berry Street  
Fort Wayne, IN 46802  
P: (260) 467-5545  
F: (260) 467-5560  
richard.beck@starfinancial.com

starfinancial.com

Anderson: (765) 622-1100  
Angola: (260) 665-2151  
Columbia City: (260) 248-6000  
Ellettsville: (765) 552-4500

Fishers: (317) 566-3194  
Fort Wayne: (260) 467-5500  
Greenfield: (317) 467-7600  
Indianapolis: (317) 566-7300

Kendallville: (260) 349-3700  
Kokomo: (765) 860-3000  
Marion: (765) 651-6000  
Muncie: (765) 751-3500

New Castle: (765) 593-5100  
Noblesville: (317) 566-3100  
Tipton: (765) 675-5100  
40 Indiana offices

24/7 Telephone Banking:  
(800) 395-2417  
Toll-free for all locations:  
(800) 395-7027

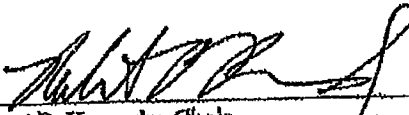
March 2016

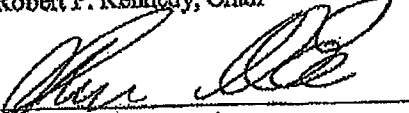
Accepted and agreed to this 23 day of March, 2016.

APPROVED FOR CITY

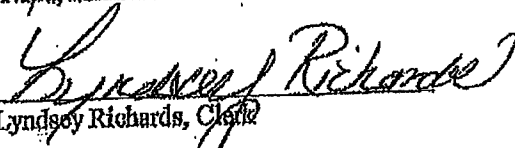
CITY OF FORT WAYNE, INDIANA

BOARD OF PUBLIC WORKS

BY:   
Robert P. Kennedy, Chair

BY:   
Kumar Menon, Member

BY:   
Mike Avilja, Member

ATTEST:   
Lyndsey Richards, Clerk

APPROVED as to form and legality

DATE: 3/23/16

**Financial Services Agreement**

**Billing, Payment Processing and Certain Banking Services**

This Agreement is by and between

**City of Fort Wayne (CITY or City)**

By and through its

Board of Public Works  
City of Fort Wayne  
420 City-County Building  
One Main Street  
Fort Wayne, IN 46802

and

**STAR Financial Bank (BANK or Supplier)**

137 West Henry Street  
Fort Wayne, IN 46802

Who agree as follows:

CITY hereby engages BANK to perform the services set forth in Scope of Services and BANK agrees to perform the Services for the compensation set forth in Attachment B (Compensation). BANK shall be authorized to commence the Services upon execution of this Agreement and written notification to proceed from CITY. CITY and BANK agree that these signature pages, together with attachments referred to therein, constitute the entire Agreement ("Agreement") between them relating to the Services.

RECEIVED  
AUG. 24 2010

DATA CONTROL

*Rec'd  
from  
Maggie  
Customer  
Relations  
MS*

APPROVALS

APPROVED FOR CITY  
CITY OF FORT WAYNE, INDIANA  
BOARD OF PUBLIC WORKS

BY: Regina A. Kostoff, Chair

BY: *Manoj Menon*  
Manoj Menon, Member

BY: *John Suarez*  
John Suarez, Member

ATTEST: *Marilyn Huth*  
Marilyn Huth, Clerk

DATE: July 7, 2010

APPROVED as to form and legality.

STAR Financial Bank

BY: *R. B. Beck*  
Randy B. Beck, Senior Vice President

DATE: 7-8-2010

## A. GENERAL

Bank shall provide to the CITY certain financial, billing and Web Hosting services for Fort Wayne City Utilities (Utilities) as generally outlined in Attachment A and more specifically to which this scope of services applies.

## B. SCOPE of SERVICES:

### 1.0 Web Hosting

1.1 Bank shall create, maintain, update, and manage Web Site for the Utilities' customers:

a. The Web Site's appearance, convenience and ease of access and maneuverability will be to the CITY's specifications. BANK shall modify the Web Site from time to time at CITY's request.

b. Electronically, customers will be able to pay by check or credit card, review current invoices and 12 months of previous invoice history, send e-mails to CITY management, and apply for utility services, and update basic customer information.

c. Provide a secure environment for both the CITY and the customer's protection and privacy.

### 2.0 Billing Services:

2.1 Upon the daily receipt of billing and payment files ("Bill Print Files") of Utilities' customers from the CITY via e-mail, BANK shall process daily the paper or electronic billing to Utilities' customers

2.2 Bills to customers may take the form of a printed bill, an automated clearinghouse debit of the customer's bank account or an e-mail notification to the customer of the sum due the CITY for utility services, at customer's option.

2.3 If the customer requests an electronic bill, the BANK will send the e-mail billing to the customer. Customer will then have the option to access a hyperlink (the Web Site managed by the BANK). Customer will be able to schedule the payment date and the dollar amount. The system will automatically default back to the regular payment amount and the regular payment date. The BANK will store the payment in the database until the designated due date, and then the BANK will process the payment. Funds will be deposited into the CITY's bank account. The payment detail file will be forwarded to the CITY by the BANK on a daily basis.

2.4 If the customer receives a paper bill, the BANK will print, fold, stuff, and apply postage and deliver the bills for mailing to the U.S.

Post Office. The CITY will supply the BANK with stationary and envelopes for processing and will pay actual postage cost as invoiced by the BANK. At this point the customer has two choices; one would be to mail their payment in to the CITY, and the other would be to go online and access the Web Site. At the Web Site the customer can sign-up for the e-billing, in which the customer again inputs payment information and schedules the payment. Electronically the payment will be deposited into the CITY's bank account.

2.6 The Bill Print Files will be ready to transmit electronically from the CITY to the BANK every evening by 10:00 PM. The BANK will, during the course of the evening, print the bills and prepare them for mailing the morning of the next Business Day. A Business Day is Monday through Friday except federal banking holidays. The system is set up to flag pre-determined exception bills that will be pulled out of the processing. Any exception bills (Special Handling) will be returned back to the CITY via courier the next day. At the same time, the courier will pick up the previous day's exception items and return them to the BANK for mailing.

2.6 On a monthly basis the CITY may include statement stuffers. The CITY will deliver the statement stuffers to the BANK for inclusion with mailed bills and e-mailed bills.

2.7 As bills are sent out to customers and address changes are detected by returned mail, a change log will be created by the BANK. The BANK will set this file up so that the CITY can dial up and download the change file into their system updating all changes. The primary objective is to never send out a bill with incorrect mailing information whether it is a paper or electronic bill. The BANK is relying upon the accuracy of the CITY. No obligation exists on the BANK's part to conduct an independent study of the accuracy.

2.8 BANK will process ACH automatic debits for those customers which have authorized the payment of their bills by debit to their respective bank accounts.

2.9 BANK shall credit daily to the CITY's designated bank account all sums received by BANK through the electronic or ACH collection and shall provide electronically to CITY payment files for the CITY to post to their system.

2.10 The ultimate collection responsibility of past due or unpaid utility payments shall be borne solely by the CITY.

### 3.0 Lock Box Services:

- 3.1. BANK, acting as agent for CITY, will rent, service and have sole access to Post Office Box Number 2269, at the postal facility in Fort Wayne, Indiana (the "Lookbox") for the purpose of collecting all mail deposited therein. BANK will pick up all mail in the Lookbox once each Business Day and will schedule those pick-ups based on postal mail availability as determined by BANK.
- 3.2. CITY agrees to prepare and mail invoices for all accounts with clear instructions for proceeds to be forwarded to the Lookbox at the following address:

City Utilities  
P. O. Box 2269  
Fort Wayne, IN 46804-2269

- 3.3. Subject to specific exceptions set forth on Attachment C attached hereto, BANK will endorse all checks, drafts and money orders (herein collectively referred to as "Items" and each as an "Item") contained in such mail in the following manner:

**CREDITED TO ACCOUNT OF  
WITHIN NAMED PAYEE**

**STAR FINANCIAL BANK  
FORT WAYNE, IN**

provided that all Items are made payable to any of the following payees or any close resemblance thereof:

City Utilities	Fort Wayne City Utilities
City Utilities of Fort Wayne	Fort Wayne Water
Fort Wayne Utilities	City of Fort Wayne Water
FW Utilities	Municipal Utilities

Items made payable to other than those stated above will be forwarded unprocessed to CITY for further disposition.

- 3.4. BANK will process for collection all such Items received, and will, on each Business Day, provisionally credit the total amount thereof to the account of CITY maintained with the BANK, Account # 61016165 (the "Account") until 5:00 P.M., Indiana time, each Business Day. BANK will process for collection and provisionally credit the Account for all amounts received at the BANK'S SERVICE CENTER located at 6230 Bluffton Road, Fort Wayne, Indiana 46809, by 12:00 P. M. each Business Day. Notwithstanding anything to the contrary in this Agreement, BANK will not be liable if the amount of the Items are deposited later than as stated above, but within the time provided by law or regulation. BANK will debit the Account in the amount of any Item for which

provisional credit has been given but which is returned to BANK unpaid.

3.5 BANK will examine each Item for compliance with the requirements specified by CITY in Attachment C. If an Item does not meet the requirements specified therein, BANK will return such Item to CITY for further disposition.

3.6 BANK will examine all Items for any discrepancies between the written and numerical dollar amounts. If a discrepancy is identified, BANK will provisionally credit CITY for the written amount of the Item.

3.7 BANK will examine all Items for any discrepancies between the written amount of the check and the amount of the enclosed invoice or remittance advice. BANK will, upon a best efforts basis, identify any discrepancies between the amount of the Item and the amount stated on any such enclosed invoice or advice and process the Items as instructed by CITY and outlined in Attachment C.

3.8 BANK will maintain for a period of seven (7) years a digital image record of all Items deposited to CITY'S account. Upon receipt of a request from the CITY, BANK will provide CITY with images of the Items processed on that day in order to reconstruct a specific day's deposit. Unless due to grossly negligent or intentional act or omission of the BANK, BANK shall not be responsible for any failure to provide such a record due to oversight, equipment or software failure, or the inability to obtain software or equipment. CITY agrees to compensate BANK promptly for any expenses incurred as a result of such deposit reconstruction.

3.9 On a daily basis, BANK agrees to digitally image for CITY all enclosures and communications received in the Lockbox, not related to a specific payment, and position these images at the end of the daily file.

3.10 CITY will instruct all of its customers not to send any returned merchandise to the Lockbox. BANK will forward any merchandise to the CITY at the expense of CITY.

3.11 BANK shall use its best efforts to sort through and examine items and bring to the attention of CITY items containing statements such as "payment in full" or other words intended by payors thereof to indicate accord and satisfaction or other similar legal concept upon the payment thereof. BANK shall have no liability to CITY for any failure to detect or report such statements and BANK shall have no liability for processing such items in the normal course of business notwithstanding the existence or any such statement unless due to the grossly negligent act or omission of the BANK.

4.0 Cashiering Support (Point of Customer Contact; front-end processing)

4.1 BANK will host Aptera's customized front-end software on BANK's servers.

4.2 BANK will receive electronic front-end file for cash and checks (Check 21 compliant) from CITY and deposit funds.

4.3 BANK will merge or coordinate front-end customer payments' file with lockbox customer payment file and transmit file electronically back to the CITY.

4.4 BANK will ensure that deposits and applied payments are in balance.

5.0 Credit Card Processing

5.1 If CITY selects a third party vendor and if BANK is the depository bank, Bank will accept deposits consistent with the provisions of item 2.8 above.

5.2 If CITY directly contracts with a Credit Card Merchant, CITY may select BANK as depository bank and establish such procedures to fully automate the deposit and file transfer activities. Pricing will be consistent with other deposits and file transfers.

6.0 Third Party Processing

6.1 The CITY from time to time will enter into third party electronic deposit and file transfer arrangements. CITY will consider BANK as an intermediary depository and if selected, will coordinate the data transfer and bank deposits. Pricing will be consistent with other deposits and file transfers.

General Terms and Conditions:

7.0 Fees and Payment Terms: BANK shall be compensated monthly by CITY for its services based on Attachment B. The effective date for the pricing on Schedule B shall be the effective date of this contract. The

rates in Attachment B shall change each year at 50% of the change of the Midwest CPI Index based on the previous year starting with January 1, 2012 and then annually on each successive January 1<sup>st</sup>.

8.0 Term of Agreement: Unless modified or terminated by the parties, this Agreement shall terminate after five years from January 1<sup>st</sup>, 2011, or December 31, 2016.

9.0 Any other terms herein to the contrary notwithstanding, this Agreement shall be deemed to be amended automatically, without notice to either party, to comply with any statute, regulation, or ruling (or amendment thereof) of any government agency having jurisdiction over the BANK, the CITY or the Utilities. This Agreement shall be deemed to have been made in the state of Indiana and shall be construed in accordance with, and governed by, the laws of that state.

10.0 This Agreement contains the entire terms of the agreement between BANK and CITY regarding this Financial Services Agreement, and may not be modified or terminated except in writing signed by both parties. All communications intended to be delivered to BANK shall be delivered in writing, postage prepaid, or by courier to the BANK at:

STAR FINANCIAL BANK  
Commercial Services Department  
P. O. Box 11409-1409  
Fort Wayne, IN 46858-1409

and to the CITY at the address set forth on the signature page of this Agreement unless notice of any other address is given to the Bank in writing.

11.0 This Agreement may be terminated by either BANK or CITY at any time upon at least ninety (90) days' prior written notice to the other. After the effective date of termination, BANK will have no responsibility for any items received in the terminated Lockbox except that the BANK shall forward to the CITY by regular mail all items received by the BANK to CITY's address of record for a period of one hundred eighty (180) days after the effective date of termination. After such time, BANK will return all items received in terminated box to sender. Such termination shall have no effect on the right or responsibilities of the parties hereto with respect to items processed prior to the effective date of termination.

12.0 The waiver by either party of a provision of this Agreement shall not constitute a waiver of or prejudice said party's right otherwise to demand strict compliance with that provision or any provision in the future.

13.0 Notwithstanding anything to the contrary provided in this Agreement, BANK will not be liable for any of its acts or omissions under this Agreement except to the extent that such acts or omissions constitute negligence or intentional acts or omissions to act by BANK; and in no

event shall BANK'S liability hereunder exceed the face amount of the disputed items in question.

14.0 Confidentiality:

14.1 Bank shall maintain the confidentiality of all proprietary CITY information.

14.2 Bank will comply with all Federal, State and local laws in its performance of this Agreement. Bank will maintain the confidentiality of CITY customer information.

15.0 BANK is Not Affiliated With CITY:

15.1 BANK is retained by the CITY for the sole purpose and to the extent set forth in this Agreement. BANK's relationship with the CITY during the term of this Agreement, shall be that of an independent contractor. BANK shall have the right to select the means, manner and method of performing its services under this Agreement. BANK shall not be considered to be an employee, partner, or agent of the CITY by reason of the provisions of this Agreement or otherwise.

15.2 BANK may from time to time make enhancements to the existing program. Prior to development and implementation of such enhancements, the BANK will obtain CITY's approval. CITY may submit requests to the BANK's Programming Department for any enhancement requests for consideration.

16.0 CITY's Standard Terms and Conditions are incorporated as Attachment D.

**Attachment A  
STAR BANK  
Contract Services**

- Web Hosting
  - Internet payment processing (Checks and Credit Cards)
    - Electronic file to City Utilities
    - Deposit to Bank
  - Web site maintenance
  - Bill Inquiries
  - Ability to send Customer Service emails
  - Ability to send form for New Service set up
  - Update information online for customer (Such as change of online information)
  - Account History
    - Payment history
    - Amount due
    - Account Status
  - Management/Customer service rep inquiries and reporting
- Credit Card Processing -- third party or direct/Merchant arrangement
  - Collection and processing of credit cards payments
    - Internet, cashier (kiosk), call center phone payments
    - Electronic file to clearing house
  - Electronic file to City Utilities for posting of payments
  - Reporting, balancing and reconciliation
- Lockbox
  - Payment processing of lockbox
    - Electronic file to City Utilities for posting of payments
    - Depositing into account
  - Arranging courier service for pick up from post office/lockbox
  - Returning of misc. items/correspondence
  - Record retention of payment coupons
  - Reporting, balancing and reconciliation
    - Audit Trail -- on-line access -- 6 months; CD permanent file
- Cashier
  - Check 21 -- host software on banks servers
  - Receive electronic file for cash/checks
  - Payment processing of cashier receipts
    - Electronic file to City Utilities for posting of payments
    - Depositing into bank account
  - Reporting, balancing and reconciliation
- Billing
  - Accept Utilities e-file and execute billing
    - E-bills (including inserts)
    - Printing of bills
  - Ordering of supplies, manage postage account
  - Stuff and mail bills
  - Printing and mailing of disconnect letters
  - Supply City Utilities with customer e-mail addresses (now and changed)
- Third Party payment processing capabilities
  - Accept e-file, deposit funds, and create e-file for posting

**Attachment B  
STAR BANK  
Compensation**

(US\$)

<u>Description of Service</u>	<u>Unit of Measure</u>	<u>Unit Cost</u>
-------------------------------	------------------------	------------------

Courier Service		Included
Web Site Hosting		Included
Maintenance Fee	month	10,000
Credits	each	0.340
On-Us Deposited Items	each	0.060
Transit Items %/1	each	0.060
Return Item Fee/Chargeback Fee	each	5.000
ACH Credit Rec'd	each	0.060
ACH Reversal	each	7.000
ACH Debit Rec'd	each	0.060
ACH Origination - Per Item	each	0.100
ACH Returned Item/Chargeback	each	5.000

ACH Notice of Change	each	5.000
Star Link ACH Monthly	month	10,260
Star Link Online Banking	each	0.100
LKBX-Retail App-Monthly	month	150.000
LKBX-Retail Prints Processed	each	0.123
LKBX-Non-Processable Pmts	each	0.350
LKBX-Browser Research-Monthly	month	30.000
LKBX-User IDs-Monthly	month	1.000
Print Utility Bill	each	0.035
Fold & Stuff Utility Bill	each	0.020
Insert Stuffer	each	0.010
Disconnect - Print, Fold, & Stuff	each	0.055
Electronic Bill	each	0.270
Electronic Bill Setup	each	1,500
Star Pay Processing	each	0.070
Express Pay Processing	each	0.070
Cash Deposited per \$100	each	0.110

FDIC Insurance Fee (\$/B)	0.16768% of
Postage & Mailing Expense (\$/B)	avg daily
Development/Programming in excess of 20 hours per year	balance per month
	Actual
	\$75 per hour

**Attachment C**  
**STAR BANK**  
**Specific Lockbox Processing Requirements**

The BANK is expected to process:

- Missing Payor Signature
- Missing Issue Date
- Canadian US\$ checks
- Post-dated Checks
- Stale-dated Checks
- Single or Multiple Invoice(s)/Remittance Advice(s), with Single or Multiple Check(s), In or Out of Proof
- Invoice(s) / Remittance Advice(s) containing "writing on face" will be digitally imaged at the "Beginning" of the daily payment files

The BANK may return Unprocessed:

- Legal Endorsement (paid in full or final payment)
- Foreign Checks other than Canadian US\$ Checks
- Checks without Payment Stub



and all applicable ordinances laws and regulations including the 1986 Resolution T-10 and Control Act 61, etc. Supplier agrees to indemnify and hold harmless the City from and against any loss, cost, claim, liability, damage, or expense (including attorney's fees) that may be sustained because of Supplier's breach of such warranty.

19. **DEFAULT.** In the event that (a) Supplier breaches any warranty contained herein; (b) Supplier fails to provide the insurance certificate required herein; (c) Supplier or Supplier's insurance carrier fails to defend, indemnify, or hold harmless the City as required herein; (d) Supplier's performance of the Services violates applicable law; (e) Supplier admits liability, makes an assignment for the benefit of creditors, or has a trustee appointed to take control of or a substantial part of its assets; or (f) Supplier fails to perform or comply with any other provision of this Agreement, such failure, breach, or violation shall constitute a default under this Agreement.
20. **TERMINATION.** In the event of default by Supplier under this Agreement, the City reserves the right without liability, in addition to the other rights and remedies, to terminate this Agreement for cause to Supplier as to the portion of the Services not yet rendered and to purchase substitute services at Supplier's expense. Supplier shall reimburse the City for the cost of such substitute services upon Supplier's receipt of an invoice therefor.
21. **WAIVER.** No action or inaction by the City shall constitute a waiver of any right or remedy.
22. **CANCELLATION.** City may at any time cancel this Agreement in whole or in part for its sole convenience upon written notice to Supplier, and Supplier shall stop performance of the Services on the date specified in such notice. The City shall have no liability as a result of such cancellation, except that the City will pay Supplier for the fee for completed services accepted by the City and the actual hourly cost to Supplier for Services in progress. These payments shall not exceed the appropriate fees.
23. **FOURTH PARTY.** Neither party shall be liable to the other or responsible for non-performance of any of the terms of this Agreement due to untoward events caused by a fourth party not responsible for the act or omission of either party, including, but not limited to acts of God or the public enemy, acts of government, fire, riots, epidemics, quarantines, strikes, lockouts, wars, or unusually severe weather.
24. **NOTICES.** All notices required or permitted to be made or given hereunder by one party to the other party shall be in writing and shall be deemed to have been given when hand delivered, or on the date stated on the receipt if deposited in the United States mail in registered form, postage prepaid with return receipt requested, and addressed to such other party at its Notice Address or at such other address as may be specified by such other party by written notice sent or delivered in accordance herewith.
25. **ASSIGNMENT.** Any assignment, in whole or in part, of Supplier's rights or obligations under this Agreement without the prior written consent of the City shall be void. Supplier shall notify its subcontractors to perform any part of the Services without the prior written consent of the City.
26. **DISPUTE RESOLUTION.** The City shall be the sole judge of the facts or records. In the event of any dispute or disagreement between the parties other than subject to the interpretation of any provision of this agreement, or with respect to the performance of either party hereunder, the dispute shall be resolved by the Director of Finance and Administration and will not be subject to arbitration.
27. **ACCESS TO RECORDS.** The Supplier shall maintain all books, documents, papers, accounting records, and other evidence pertaining to the cost incurred. They shall make such materials available at their respective offices at all reasonable times during the contract period and for three (3) years from the date of final payment under the contract for inspection by the City or by any other authorized representatives of city government. Copies thereof shall be furnished as soon as possible to the City if requested.
28. **NONDISCRIMINATION.** Pursuant to 42 CFR 200.1-10 and the Civil Rights Act of 1964, Supplier and its subcontractors shall not discriminate against any employee or applicant for employment in the performance of this contract. The Supplier shall not discriminate with respect to hire, terms, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin or ancestry. Unlawful employment practices prohibited by applicable Federal laws, regulations, and executive orders prohibiting discrimination in the provision of services based on race, color, national origin, sex, disability or status as a veteran.
29. **MISCELLANEOUS.** Every provision of this Agreement is held to be in whole or in part void, if the validity and enforceability of the remaining provisions shall not be affected. This Agreement shall be governed by the laws of the state of Colorado and shall be subject to the exclusive jurisdiction of the courts thereof. This Agreement embodies the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral, and all communications and understandings relating to the subject matter hereof. No agreement hereafter made shall be operative to modify or discharge this Agreement, in whole or in part, unless such agreement is in writing and signed by the party against whom enforcement of the modification or discharge is sought. The paragraph hereof shall be enforceable only and shall not be subject to affect the interpretation of the provisions hereof. This Agreement shall be binding on the parties hereto and their respective persons and legal representatives, successors and assigns.



**CITY UTILITIES**

Thomas C. Henry, Mayor

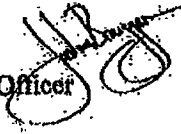
Engage • Innovate • Perform

City of Fort Wayne  
City Utilities  
200 East Berry Street, Suite 270  
Fort Wayne, IN 46802  
260.427.8311

[www.cityoffortwayne.org/utilities](http://www.cityoffortwayne.org/utilities)

Date: March 28, 2016

To: Common Council Members

From: Justin Brugger, CU Chief Financial Officer 

Re: Financial Services Agreement - STAR Contract

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STAR Financial Bank has been a business partner with the City Utilities since 2004. Over the last 12 years, we have developed jointly a customer oriented web site, electronic bill pay capabilities, bill print services, e-bill capabilities, and sophisticated front office software for our point of contact cashing function. Throughout this period, STAR has been responsive to change and has proven to be an excellent choice for a business partner. STAR is local vendor and the lockbox processing is local as well. This contract does not include general disbursements or payroll banking transactions.

City Utilities desires to extend its existing five-year contract with STAR by an additional year to prevent any potential disruption to our Customer Information System implementation. It is City Utilities intent to competitively bid these services in a new request for proposals in late 2016.

All terms and conditions remain the same, including annual CPI adjustments at one-half the change in Midwest CPI Index.

We respectfully recommend approval of the attached Financial Services Agreement with STAR Financial Bank.

An Equal Opportunity Employer

**REPORT OF COMMITTEE ON FINANCE**


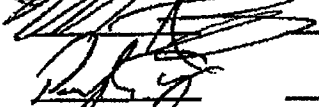

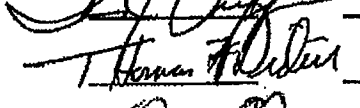
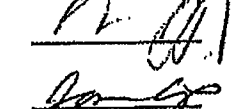

**April 19, 2016**

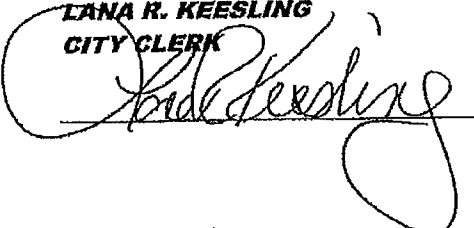
*Glynn Hines, Chair  
John Crawford, Co-Chair  
All Council Members*

AN ORDINANCE approving FINANCIAL SERVICES AGREEMENT - ONE (1) YEAR CONTRACT EXTENSION between STAR FINANCIAL BANK and the City of Fort Wayne, Indiana, in connection with the Board of Public Works.

**Involving a total cost of \$400,000.00**

**COMMITTEE ON FINANCE HAVE HAD SAID Ordinance under consideration and beg leave to report back to the Common Council that said Ordinance**

<u>DO PASS</u>	<u>DO NOT PASS</u>	<u>ABSTAIN</u>	<u>NO REC</u>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

**LANA R. KEESLING  
CITY CLERK**  


Public Hearing Date, if applicable.

Read the first time in full and on motion by Councilman Hines.

Read the second time by title and referred to the Finance Committee.

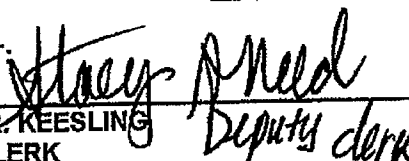

Read the third time in full and on motion by Councilman Hines, placed on passage by the following vote:

<u>TOTAL VOTES</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
ARP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BARRANDA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CRAWFORD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIDIER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENSLEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FREISTROFFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HINES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JEHL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PADDOCK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

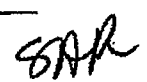

DATED: April 26, 2016

  
OFFICE OF THE CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as  
~~Special~~ <sup>SPECIAL</sup> Appropriation No. S-16-04-11 on the 26th day of April, 2016

ATTEST:   
LANA R. KEESLING  
CITY CLERK  
  
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 27th of April 2016, at the hour of 9:30 o'clock A.M. E.S.T.

Approved and signed by me this 27<sup>th</sup> day of April  
2016, at the hour of 5:00 O'clock PM, E.S.T.   
  
THOMAS C. HENRY, MAYOR

CITY OF FORT WAYNE, INDIANA

STAR FINANCIAL BANK

(Vendor Name)

**VENDOR DISCLOSURE STATEMENT RELATING TO:**

1. **FINANCIAL INTERESTS;**
2. **POTENTIAL CONFLICTS OF INTEREST;**
3. **CURRENT AND PENDING CONTRACTS OR PROCUREMENTS**

Vendors desiring to enter into certain contracts with the City of Fort Wayne, Indiana (the "City") shall disclose their financial interests, potential conflicts of interest and current and pending contract or procurement information as set forth below.

The following disclosures by Vendors are required for all contracts with annual payments by the City in the amount of \$50,000 or more. Vendors shall disclose their financial interests, potential conflicts of interest and other contract and procurement information identified in Sections 1, 2 and 3 below as a prerequisite for consideration for a contract awarded by the City. This Disclosure Statement must be completed and submitted together with the Vendor's contract, bid, proposal or offer.

A publicly traded entity may submit its current 10K disclosure filing in satisfaction of the disclosure requirements set forth in Sections 1 and 2 below.

**Section 1: Disclosure of Financial Interest in Vendor**

a. If any individuals have either of the following financial interests in Vendor (or its parent), please check all that apply and provide their names and addresses (attach additional pages as necessary):

- (i) Equity ownership exceeding 5% (N/A)
- (ii) Distributable income share exceeding 5% (N/A)
- (iii) Not Applicable (If N/A, go to Section 2) (N/A)

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

b. For each individual listed in Section 1a. show his/her type of equity ownership:

sole proprietorship  stock   
partnership interest  units (LLC)  N/A  
other (explain) \_\_\_\_\_

c. For each individual listed in Section 1a. show the percentage of ownership interest in Vendor (or its parent):  
ownership interest:

Name: N/A \_\_\_\_\_ %

Name: \_\_\_\_\_ %

**Section 2: Disclosure of Potential Conflicts of Interest (not applicable for vendors who file a 10K)**

For each individual listed in Section 1a, check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes", please describe using space under applicable subsection (attach additional pages as necessary):

- a. City employment, currently or in the previous 3 years, including contractual employment for services:  
Yes \_\_\_\_\_ No

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- b. City employment of "Member of Immediate Family" (defined herein as: spouse, parent, child or sibling) including contractual employment for services in the previous 3 years:  
Yes \_\_\_\_\_ No

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- c. Relationship to Member of Immediate Family holding elective City office currently or in the previous 3 years:  
Yes \_\_\_\_\_ No

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- c. Relationship to Member of Immediate Family holding appointive City office currently or in the previous 3 years:  
Yes \_\_\_\_\_ No

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**Section 3: DISCLOSURE OF OTHER CONTRACT AND PROCUREMENT RELATED INFORMATION**

- a. Does Vendor have current contracts (including leases) with the City? Yes  No \_\_\_\_\_

If "Yes", identify each current contract with descriptive information including purchase order or contract reference number, contract date and City contact below (attach additional pages as necessary).

CURRENT CITY UTILITIES BANKING CONTRACT.

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b. Does Vendor have pending contracts (including leases), bids, proposals, or other pending procurement relationship with the City? Yes  No

If "Yes", identify each pending matter with descriptive information including bid or project number, contract date and City contact using space below (attach additional pages as necessary).

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c. Does vendor have any existing employees that are also employed by the City of Fort Wayne?

Yes  No

If "Yes", provide the employee's name, current position held at vendor, and employment payment terms (hourly, salaried, commissioned, etc.).

Name / Position / Payment Terms:

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Name / Position / Payment Terms:

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Name / Position / Payment Terms:

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d. Does vendor's representative, agent, broker, dealer or distributor (if applicable) have any existing employees that are also employed by the City of Fort Wayne? For each instance, please provide the name of the representative, agent, broker, dealer or distributor; the name of the City employee, and the payment terms (hourly, salaried, commissioned, etc.).

Company / Name / Payment Terms: N/A

Company / Name / Payment Terms: N/A

#### Section 4: CERTIFICATION OF DISCLOSURES

In connection with the disclosures contained in Sections 1, 2 and 3 Vendor hereby certifies that, except as described in attached Schedule A:

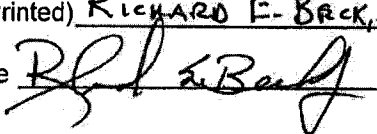
- a. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, been debarred, suspended, proposed for debarment declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. No officer or director of Vendor (or its parent) or individual listed in Section 1a. is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offense;
- c. Vendor (or its parent) has not, within the five (5) year period preceding the date of this Disclosure Statement, had one or more public transactions (federal, state or local) terminated for cause or default;

- d. No officer or director of Vendor (or its parent) or individual listed in Section 1a. has, within the five (5) year period preceding the date of this Disclosure Statement, been convicted, adjudged guilty, or found liable in any criminal or civil action instituted by the City, the federal or state government or any other unit of local government; and
- e. Neither Vendor, nor its parent, nor any affiliated entity of Vendor, or any of their respective officers, directors, or individuals listed in Section 1a. is barred from contracting with any unit of any federal, state or local government as a result of engaging in or being convicted of: (i) bid-rigging; (ii) bid-rotating; or (iii) any similar federal or state offense that contains the same elements as the offense of bid-rigging or bid-rotating
- f. Pursuant to IC 5-22-16.5, Vendor hereby certifies they do NOT provide \$20 million dollars or more in goods or services to the energy sector of Iran. Vendor also certifies it is not a financial institution that extends \$20 million dollars or more in credit that will provide goods or services to the energy sector of Iran or extends \$20 million dollars or more in credit to a person identified on the list as a person engaging in investment activities in Iran.

The disclosures contained Sections 1, 2 and 3 and the foregoing Certifications are submitted by

<u>STAR FINANCIAL BANK</u> (Name of Vendor)	<u>127 WEST BERRY ST FORT WAYNE</u> Address <u>(260) 447-5545</u> Telephone <u>rbeck@starfinancial.com</u> E-Mail Address
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The individual authorized to sign on behalf of Vendor represents that he/she: (a) is fully informed regarding the matters pertaining to Vendor and its business; (b) has adequate knowledge to make the above representations and disclosures concerning Vendor; and (c) certifies that the foregoing representations and disclosures are true and accurate to the best of his/her knowledge and belief.

Name (Printed) <u>RICHARD E. BECK, JR</u>	Title <u>SENIOR VICE-PRESIDENT</u>
Signature <u></u>	Date <u>Jan 16, 2017</u>

**NOTE: FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR DOCUMENTATION MAY RESULT IN YOUR CONTRACT, OFFER, BID OR PROPOSAL BEING DISQUALIFIED FROM CONSIDERATION.**

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**CITY COUNCIL MEMORANDUM**

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**TO:** Members of Common Council  
**FROM:** Justin Brugger   
**DATE:** March 23, 2017  
**SUBJECT:** Financial Service Agreement – STAR Financial Bank  
**CC:** Kumar Menon, Len Poehler

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Since 2004, STAR Financial Bank has been an outstanding business partner with City Utilities. In 2016, we extended STAR's five-year contract for the provision of utility bill printing, mailing, and lockbox services by an additional year. As part of our ongoing efforts to continually check changes and upgrades in the market, we issued a Request for Proposals to ensure our customers are receiving high value for these services. The feedback we got from the industry was that costs for these services in isolation were higher, but could be made more competitive if we modified the services / RFP we needed.

Consequently, City Utilities determined it may be able to leverage its deposit volume to obtain more competitive pricing. In cooperation with the Controller's office, we have spent the past several months developing an extensive RFP that expanded our 2016 RFP to include Utility and Civil City banking services. Responses to this RFP are due March 24. City Utilities and the Controller's office will be reviewing these responses and will be bringing a new contract before Council for approval.

In the meantime, City Utilities and STAR have agreed to extend STAR's existing contract under the current terms and conditions (including inflation adjustment at one-half the change in the Midwest CPI) by an additional nine months, which should provide adequate time to review responses to the RFP; and, if necessary, time to migrate to a new vendor.

Therefore, we respectfully recommend extension of the attached Financial Services Agreement with STAR Financial Bank. The cost of said extension is approximately \$300,000.

**REPORT OF COMMITTEE ON CITY UTILITIES**

**April 11, 2017**

***Paul Ensley Chair***

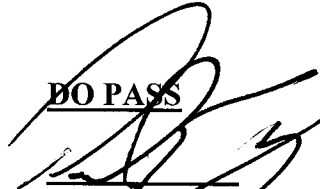
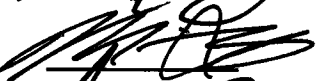

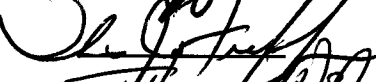

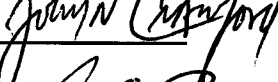

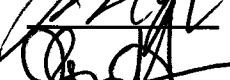
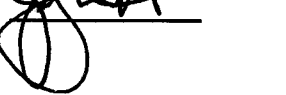
***Tom Freistroffer Co-Chair***

***All Council Members***

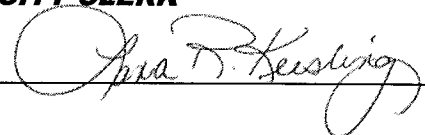
An Ordinance approving Financial Services agreement – nine (9) month contract extension between Star Financial Bank and the City of Fort Wayne, Indiana, in connection with the Board of Public Works

*For all services necessary for utility bill printing, mailing and lockbox services involving a total cost of \$300,000.00*

**COMMITTEE ON CITY UTILITIES HAVE HAD SAID Ordinance under consideration and beg leave to report back to the Common Council that said Ordinance**

<u>DO PASS</u>	<u>DO NOT PASS</u>	<u>ABSTAIN</u>	<u>NO REC</u>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

**LANA R. KEESLING  
CITY CLERK**



Public Hearing Date: N/A

Read the first time in full and on motion by Councilman Ensley.

Read the second time by title and referred to the City Utilities Committee.

Read the third time in full and on motion by Councilman Ensley, placed on passage by the following vote:

<u>TOTAL VOTES</u>	<u>AYES</u>	<u>NAYS</u>	<u>ABSTAINED</u>	<u>ABSENT</u>
ARP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BARRANDA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CRAWFORD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIDIER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENSLEY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FREISTROFFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HINES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JEHL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PADDOCK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


DATED: April 11, 2017

  
 \_\_\_\_\_  
 LANA R. KEESLING, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as

Special Ordinance No. S-17-03-40 on the 11th day of April, 2017

ATTEST:

  
 \_\_\_\_\_  
 LANA R. KEESLING  
 CITY CLERK

  
 \_\_\_\_\_  
 THOMAS F. DIDIER  
 PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 12th of April 2017, at the hour of 10:00 o'clock A.M. E.S.T.

  
 \_\_\_\_\_  
 LANA R. KEESLING, CITY CLERK

Approved and signed by me this 12<sup>th</sup> day of APRIL 2017, at the hour of 2:00 O'clock PM E.S.T.

  
 \_\_\_\_\_  
 THOMAS C. HENRY, MAYOR