

CITY COUNCIL AGENDA

February 6, 2012

7:30 p.m.

The meeting will be held at City Hall, in Council Chambers, 1st Floor, 538 N. Market Street, Wooster, Ohio.

I. ROLL CALL & ORDERING OF AGENDA

II. APPROVAL OF MINUTES

III. COMMUNICATIONS FROM MAYOR/ADMINISTRATION

IV. PETITIONS/COMMUNICATIONS FROM PUBLIC

V. COMMITTEE REPORTS; PUBLIC HEARINGS

VI. OLD BUSINESS

VII. NEW BUSINESS

1. First Reading - ORDINANCE NO. 2012-5 AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH ABS MATERIALS, INC. AND THE WOOSTER GROWTH CORPORATION FOR TAX ABATEMENT, AND DECLARING AN EMERGENCY (Ansel)
2. First Reading - RESOLUTION NO. 2012-21 AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A TECHNICAL SERVICES CONTRACT WITH MBI SOLUTIONS OF DAYTON, OHIO FOR BILLING SERVICES RELATED TO THE CITY EMS SERVICE, AND DECLARING AN EMERGENCY (Ansel)
3. First Reading - RESOLUTION NO. 2012-22 AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A PROFESSIONAL OR TECHNICAL SERVICES CONTRACT WITH WOOSTER SUMMER BASEBALL, INC. FOR OFFICIATING SERVICES (Cavin)
4. First Reading - RESOLUTION NO. 2012-23 AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A PROFESSIONAL OR TECHNICAL SERVICES CONTRACT WITH THE WOOSTER SOCCER ASSOCIATION FOR SOCCER-RELATED ACTIVITIES SERVICES (Cavin)
5. First Reading - RESOLUTION NO. 2012-24 AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO CONTRACT FOR THE PROVISION OF TRANSPORTATION SERVICES FOR QUALIFIED PARTICIPANTS (Cavin)
6. First Reading - RESOLUTION NO. 2012-25 AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO PURCHASE WATER METERS FOR THE UTILITIES DIVISION (Sanders)
7. First Reading - RESOLUTION NO. 2012-26 AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO PURCHASE WATER METERS FOR THE UTILITIES DIVISION (Sanders)
8. First Reading - RESOLUTION NO. 2012-27 AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ADVERTISE ACCORDING TO LAW AND ENTER INTO A CONTRACT(S) WITH THE LOWEST AND BEST BIDDER(S) FOR FURNISHING BITUMINOUS MATERIAL AND CONCRETE (Ulbright)
9. First Reading - RESOLUTION NO. 2012-28 AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO RENEW A CONTRACT WITH THE CENTRAL FIRE DISTRICT TRUSTEES FOR THE FURNISHING OF EMERGENCY AMBULANCE SERVICES TO A PORTION OF WAYNE TOWNSHIP, AND DECLARING AN EMERGENCY (Steiner)

10. First Reading - RESOLUTION NO. 2012-29 AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT FOR THE PURCHASE OF SPECIALIZED TECHNOLOGY; TO-WIT: STORAGE ARRAYS FOR THE INFORMATION TECHNOLOGY DIVISION (Ansel)
11. First Reading - RESOLUTION NO. 2012-30 AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH USA POOLS FOR PROFESSIONAL ADMINISTRATIVE SERVICES RELATED TO THE MANAGEMENT AND OPERATION OF THE CITY OF WOOSTER'S SWIMMING FACILITIES (Cavin)
12. First Reading - RESOLUTION NO. 2012-31 AUTHORIZING THE MAYOR ENTER INTO A CONTRACT WITH DOMINION EAST OHIO GAS FOR UTILITY RELOCATION SERVICES RENDERED IN CONNECTION WITH THE AKRON ROAD IMPROVEMENT PROJECT, AND DECLARING AN EMERGENCY (Ulbright)

VIII. MISCELLANEOUS

IX. ADJOURNMENT

ORDINANCE NO. 2012-05

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH ABS MTERIALS, INC. AND THE WOOSTER GROWTH CORPORATION FOR TAX ABATEMENT, AND DECLARING AN EMERGENCY

WHEREAS, ABS Materials, Inc. is a for-profit enterprise which has recently leased a combined office and manufacturing facility owned by the Wooster Growth Corporation and located at 1909 Old Mansfield Road in Wooster, and it desires to renovate and expand these facilities, including a capital investment of not more than \$3,100,000.00 in new construction and new machinery and equipment, as well as the creation of 26 new full-time permanent jobs, and it has requested tax abatement as an incentive to the proposed expansion; and

WHEREAS, the Wooster Growth Corporation, as the designated community improvement corporation for the City of Wooster, has reviewed the request for tax abatement and has recommended the approval thereof by this Council.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. That the Mayor is hereby authorized to enter into an agreement on behalf of the City of Wooster with ABS Materials, Inc. for tax abatement. The terms of such agreement will include, but not be limited to, the following: (1) abatement of real estate and personal property taxes of 75% for ten years; (2) for a maximum term not to exceed ten (10) years; (3) a provision that the enterprise will remain in Wooster for an additional year for each year of abatement, subject to the disgorgement of all abated taxes; and (4) such other terms as the Mayor, in his discretion, deems appropriate.

SECTION 2. This Council finds and declares that all formal actions concerning and relating to the adoption of this ordinance occurred in an open meeting of this Council, in compliance with law.

SECTION 3. This Ordinance is hereby declared to be an emergency measure necessary to the immediate preservation of the public health, peace, safety and welfare of the City, or providing for the usual daily operation of a municipal department or division, and for the further reason that prompt action is necessary in order to facilitate implementation of the expansion project by the ABS Materials, Inc.; wherefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor; provided it receives the affirmative vote of at least three-fourths of the members of the Council; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

1st reading _____ 2nd reading _____ 3rd reading _____

Passed: _____, 2012

Vote: _____

Attest: _____
Clerk of Council

President of Council

Approved: _____, 2012

Mayor

Introduced by: Jon Ansel

**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

Description (be as descriptive as possible, given space limitations)

Refer to attached documentation for specific details related to ABSMaterials 75% 10 year Enterprise Zone tax incentive request.

Is there a need for rules suspension or time limitation when this must be passed?

Yes – Approval by council during the February 6th 2012 meeting will confirm the Wooster community's strong support of the proposed project.

Manager Requesting

Date

Approved for Agenda

Ord #5

**Request for Agenda Item
Non-Capital**

Division

FIRE

Meeting Date Requested

January 30, 2012

Project Name

Service Contract MBI Solutions

Approved for Agenda

Description (be as descriptive as possible, given space limitations)

I would recommend the city renew the service contract with MBI Solutions of Dayton, Ohio for billing services related to EMS services. The Fire Division has used this company since 2004. The contract itself expires in March of 2012

The cost of the contract will not exceed the amount appropriated by the general fund as budgeted and appropriated in line item of \$71,000. The city pays MBI Solutions 6% administrative fees of the funds collected. Last year we collected \$800,000 in revenue.

Is there a need for rules suspension or time limitation when this must be passed?

I am requesting this be past on first reading. I will begin receiving invoices the first week of February for January collections.

Manager Requesting

Robert Eyler, Chief

Date

January 18, 2012

Approved for Agenda

Res # 21

**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

Description (be as descriptive as possible, given space limitations)

Requesting authorization to enter into a professional or technical services contract with Wooster Summer Baseball for officiating services. Contract will not exceed the amount budgeted for this purpose in the Recreation Division operating budget for 2012.

Is there a need for rules suspension or time limitation when this must be passed?

Manager Requesting

Date

Approved for Agenda

Res #22

RESOLUTION NO. 2012-23

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A PROFESSIONAL OR TECHNICAL SERVICES CONTRACT WITH THE WOOSTER SOCCER ASSOCIATION FOR SOCCER-RELATED ACTIVITIES SERVICES

WHEREAS, the Recreation Division sponsors a year-around program of competitive sports activities, and requires the services of individuals and organization experienced in serving as coaches and managers for the various activities; and the Wooster Soccer Association is able to provide such services; and

WHEREAS, the cost of such services for FY 2012 is budgeted, but will exceed the limits authorized in the codified ordinances, such that this expenditure will require council approval; and

WHEREAS, this Council deems that prompt action is necessary to continue to afford this needed service for the Recreation Division.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. That the Director of Administration is hereby authorized to enter into a professional or technical services contract with the Wooster Soccer Association for services for city-sponsored soccer activities.

SECTION 2. The cost of such contract/project will not exceed the amount budgeted in the 2012 Appropriations Budget adopted by this Council in Ordinance No. 2011-33.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this Resolution occurred in an open meeting of this Council or its committees, in compliance with law.

SECTION 4. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2012
Mayor

Introduced by: Mark Cavin

**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

Description (be as descriptive as possible, given space limitations)

Requesting authorization to enter into a professional or technical services contract with the Wooster Soccer Association for soccer-related activities and services. The contract will not exceed the amount budgeted for this purpose in the Recreation Division operating budget for 2012.

Is there a need for rules suspension or time limitation when this must be passed?

Yes, costs will exceed \$15,000 in February.

Manager Requesting

Date

Approved for Agenda

Res # 23

**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

Description (be as descriptive as possible, given space limitations)

Requesting authorization to contract for the provision of transportation services for qualified participants. The contract will not exceed the amount appropriated for this purpose in the General Fund.

Is there a need for rules suspension or time limitation when this must be passed?

Yes, costs will exceed \$15,000 in February.

Manager Requesting

Date

Approved for Agenda

Res #24

**Request for Agenda Item
Non-Capital**

Division Meeting Date Requested

Project Name Approved for Agenda

Description (be as descriptive as possible, given space limitations)

This is a request to purchase water meters for the continued replacement of inoperative water meters. We are below the \$25,000.00, but above the \$15,000.00 and require council's approval.
The amount will not exceed the budgeted amount in the 2012 appropriations budget.

Is there a need for rules suspension or time limitation when this must be passed?

There is a need for rules suspension to expedite the service.

Manager Requesting

Date

Approved for Agenda

Res #25

**Request for Agenda Item
Non-Capital**

Division Meeting Date Requested

Project Name Approved for Agenda

Description (be as descriptive as possible, given space limitations)

This is a request to purchase water meters for the continued replacement of inoperative water meters. We are below the \$25,000.00, but above the \$15,000.00 and require council's approval.
The amount will not exceed the budgeted amount in the 2012 appropriations budget.

Is there a need for rules suspension or time limitation when this must be passed?

There is a need for rules suspension to expedite the service.

Manager Requesting

Date

Approved for Agenda

Res # 26

**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

Description (be as descriptive as possible, given space limitations)

Bituminous material is for paving, street repairs, and water main break repairs. Concrete is for street repairs, sidewalk repairs, storm sewer repairs, and water main break repairs. Bituminous materials and concrete are used to maintain our infrastructure and streets for safe public travel. In 2011 expenditures were \$442,000. We are anticipating 2012 expenditures to be considerable less then 2011 because of the reduced funding in the general budget.

Is there a need for rules suspension or time limitation when this must be passed?

There is a need for rules suspension to expedite the purchase process.

Manager Requesting

Date

Approved for Agenda

Res # 2027

**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

Description (be as descriptive as possible, given space limitations)

The Fire Division is requesting the City Administration to renew the current automatic aid agreement with the Central Fire District Trustees to provide emergency ambulance service to Wayne Township.

This agreement has been in place for numerous years and includes;

1. Description of area served
2. Agreement of both parties for services for response and training
3. Provision for reasonable charges
4. A renewable option
5. Such other terms as deemed advisable as he/she deem necessary

Please see copy of agreement attached.

Is there a need for rules suspension or time limitation when this must be passed?

We would like to enforce the new contract as soon as possible.

Manager Requesting

Date

Approved for Agenda

Res #28

RESOLUTION NO. 2012-29

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT FOR THE PURCHASE OF SPECIALIZED TECHNOLOGY; TO-WIT: STORAGE ARRAYS FOR THE INFORMATION TECHNOLOGY DIVISION

WHEREAS, the Information Technology manager has recommended entering into a contract for the purchase of specialized technology; to-wit: storage arrays for the Information Technology Division, one to be installed at Wooster City Hall and the other at the PPM building, and the cost of such contract is included in the capital plan for 2012.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. That the Mayor or his/her designee is hereby authorized to enter into a contract for the purchase of specialized technology; to-wit: storage arrays for the Information Technology Division, without competitive bidding, in accordance with specifications on file in his office.

SECTION 2. Such contract will not exceed the amounts appropriated for this project in the 2012 Appropriations Budget adopted by this Council in Ordinance No. 2011-33; with a related transfer of \$10,000.00 from the IT operating budget to the interfund transfer cost center (general fund), and then to the Capital Improvements Fund, where it is hereby appropriated for the storage replacement project.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this resolution occurred in an open meeting of this Council or its committees, in compliance with law.

SECTION 4. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2012
Mayor

Introduced by: Jon Ansel

Request for Agenda Item
Authorization for Bid or Purchase of Capital Item

Division Information Technology

Project Name Storage Replacement

Requested Meeting Date 2/6/2012

Approved for Agenda

Full Amount is Budgeted

If not, how is purchase to be funded?

Description of Purchase

2 Dell Equallogic PS4100E storage arrays, 36 TB capacity, with one year 24x7 support coverage, for \$55,000 total. These 2 units will replace 3 existing storage arrays. One will be installed in the City Hall Server Room, and one will be installed at the Public Properties Maintenance Garage in keeping with our disaster recovery plan.

Justifications / Benefits

A robust Storage Area Network (SAN) is absolutely essential for the stability, expandability, and recoverability of the City of Wooster data network. Our move to virtualized servers over the last five years has improved our ability to scale server resources based on demand, enabled greater efficiency in configuration and maintenance, reduced power and cooling requirements in the Server Room, and provided for more seamless disaster recovery. The virtual machines that constitute our server infrastructure (web servers, database servers, file servers, and others) reside on a collection of hard disk drives with built-in intelligence, called a Storage Area Network. We have owned a smaller Dell Equallogic SAN since early 2007, and its performance has been superb. We have also owned 2 Lefthand arrays since early 2008. Our experience with the Lefthand equipment has been unsatisfactory. Component failures, software glitches, and unstable performance have been regular occurrences with the Lefthand products. Replacing the Lefthand with Equallogic will provide bedrock on which to rest our data infrastructure. The tremendous amount of storage provided by this solution (36 Terabytes) is quadruple the amount of our current SAN, for \$36,000 less than the original cost of those units, and will meet the City's data storage needs for years to come. In the digital age in which we live, overall data usage only continues to increase. With increased data usage comes increased storage needs. At this point, we have grown to utilize an average of 97% of available storage space on our existing SAN. We need to increase our data storage space to continue providing City of Wooster staff with the information technology tools they need to serve our citizens.

How will this project effect the City's operating budget?

The Operating budget will be increased by \$1,200 yearly because the support coverage for these new units is higher than that for the units they will be replacing.

What alternatives exist, and what are the implications of the alternatives?

We could forgo this purchase, continue to nurse the existing units, and work within the space constraints imposed by the current storage array. The implications of this would be that we may not have the storage space necessary to accommodate expansion of applications or data. The new GIS system, for example, is one that has noticeably higher storage requirements (for significantly increased functionality) over the current system. Record keeping is another area that would likely be affected. When we reach the limits of our current storage array, older files and documents will need to be purged to allow saving of current items.

Sole Source Bid or Non-Bid Situation?

If Yes, explain the circumstances

The specific storage optimization and replication technologies in this solution are unique to Dell Equallogic products.

Requesting suspension of the rules?

If Yes, explain reasons.

We have secured extremely discounted pricing, but Dell Equallogic will only honor the pricing through the third week of February.

Division Manager

James Dodd

Date

1/31/2012

Res # 29

Request for Agenda Item
Authorization for Bid or Purchase of Capital Item

Division Information Technology

Project Name Storage Replacement

Requested Meeting Date 2/6/2012

Approved for Agenda

Full Amount is Budgeted

If not, how is purchase to be funded?

Description of Purchase

Requesting approval to transfer \$10,000 from Operating budget (cost center 282706-2372) to Capital budget, Storage Replacement project.

Justifications / Benefits

When the Storage Replacement project was submitted in the Capital budget request last year, Finance desired that the cost of the one year support agreement be included in the Operating budget request. Too large a portion of the project cost was requested for the support agreement, so the above listed amount needs to be moved to the Capital side to be used in the purchase of the storage array itself.

How will this project effect the City's operating budget?

This request will shift budgeted money from Operating to Capital, not increase any costs.

What alternatives exist, and what are the implications of the alternatives?

Sole Source Bid or Non-Bid Situation?

If Yes, explain the circumstances

Requesting suspension of the rules?

If Yes, explain reasons.

We have secured extremely discounted pricing, but Dell Equallogic will only honor the pricing through the third week of February.

Division Manager

James Dodd

Date

1/31/2012

RESOLUTION NO. 2012-30

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH USA POOLS FOR PROFESSIONAL ADMINISTRATIVE SERVICES RELATED TO THE MANAGEMENT AND OPERATION OF THE CITY OF WOOSTER'S SWIMMING FACILITIES

WHEREAS, it is necessary to provide for the operation of the city of Wooster's TWO outdoor swimming pools and sprayground during the summer months, and the Mayor has determined that these facilities can be operated more efficiently by contracting with an administrative services company; and

WHEREAS, USA Pools possesses the professional expertise to provide the administrative services necessary for the management and operation of the city's swimming facilities; and

WHEREAS, this City Council hereby determines that prompt action is necessary to begin the process of implementing this improvement.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WOOSTER, OHIO:

SECTION 1. That the Mayor or his/her designee is hereby authorized to enter into a professional administrative services contract with USA POOLS for services related to the management and operation of the city of Wooster's swimming facilities, in accordance with specifications on file in the office of the Community Services and Development Administrator.

SECTION 2. Such contract will not exceed the amounts appropriated for this project in the 2012 Appropriations Budget adopted by this Council in Ordinance No. 2011-33.

SECTION 3. This Council finds and declares that all formal actions concerning and relating to the adoption of this resolution occurred in an open meeting of this Council, in compliance with law.

SECTION 4. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Introduced: _____ Passed: _____ Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2012
Mayor

Introduced by: Mark Cavin

**Request for Agenda Item
Non-Capital**

Division **Meeting Date Requested**

Project Name **Approved for Agenda**

Description (be as descriptive as possible, given space limitations)

Refer to attached documentation outlining request:

Exhibit A - Swimming Pool and Spray Ground Management Overview
Exhibit B - Copy of Bid Tabulation

Should you have any questions please feel free to contact me at your earliest convenience.

Respectfully submitted,

Justin Starlin
330-263-5250 - Office
330-465-4700 - Cell

Is there a need for rules suspension or time limitation when this must be passed?

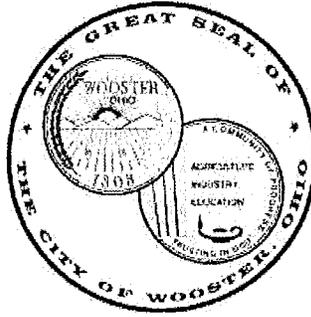
Yes, in order to secure USA Pools Inc as managing agent for 2012 it is important to execute a contract in a timely manner.

Manager Requesting

Date

Approved for Agenda

Robert F. Breneman
Mayor



Justin J. Starlin
Community Services and Development
Administrator
Phone (330) 263-5250
Fax: (330) 263-5247
Email: jstarlin@woosteroh.com

CITY OF WOOSTER
538 N. Market Street * P.O. Box 1128
Wooster, Ohio 44691-7082
February 3, 2012

To: Wooster City Council
From: City Administration
Date: January 31, 2012
Re: Exhibit A - 2012 City of Wooster Swimming Pool and Spray Ground Management Contract

Summary

The city administration solicited bids for providing swimming pool and spray ground management services for the 2012 pool season. The advertisement for the opportunity to secure a bid packet was published in the Daily Record on December 13th and December 20th 2012.

The scope of services requested in the bid packet included pool opening and closing, pool and spray ground cleaning, water quality control, repair and maintenance, and personnel staffing.

After further review and consideration of the bids received, administration is seeking to enter into a service contract with USA Pools Inc. for the management of Wooster swimming pools and spray ground facilities in 2012. The lowest bid for these services is in the amount of **\$144,950.00**.

As presented, this bid amount represents an immediate opportunity for cost savings to the City of Wooster in the amount of **\$14,772.51**.

Cost Comparisons

As the city administration continues to search for opportunities that present cost savings and increased internal efficiencies, the management and oversight of the city pools has been discussed. This discussion led to an in-depth review of the requirements for internally staffing and managing the pools and spray ground on an annual basis. The following hard and soft costs were collected:

Hard Costs: (City of Wooster)**Soft Costs: (City of Wooster)**

Expense	Item	Duty
\$ 145,006.43	Personnel Services	HR – Staffing of nearly fifty (50) seasonal positions
\$ 45,916.77	Utilities	Payroll – Generation of paychecks for nearly fifty (50) seasonal positions
\$ 2,482.24	Repairs and Maintenance	Uniforms – issuance and purchase for nearly fifty seasonal positions
\$ 3,483.76	Equipment	Scheduling – establishment of schedule and oversight of nearly fifty (50) seasonal positions
\$ 9,891.01	Supplies and Materials	Certification – Verification and oversight of lifeguard certification process
\$ 4,895.14	Miscellaneous	Drug Screening – coordination of weekly random drug testing for pool staff
\$ 20,192.85	Contracts	Personnel Issues – oversight and management of personnel issues
\$ 9,263.68	Contracts	
\$ 2,562.43	Contracts	
\$ 6,328.20	Expended Donations	
\$ 1,290.00	Contract Employees	
\$ 3,886.80	Expended Swimming Pool Donations	
\$ 251,312.51		

While compiling internal hard and soft costs, a comparison was created to illustrate the lowest bid received by USA Pools Inc. The following hard and soft costs were collected:

Hard Costs: (USA Pools)**Soft Costs: (USA Pools)**

Expense	Item	Duty
\$ 144,950.00	Personnel Services	Inspection - Daily inspection of physical facilities and equipment of pools and spray ground
\$ 46,000.00*	Utilities	Coordination – with management company for special staffing requests
\$ 27,000.00*	Additional Staffing Requirement (Special Events)	
\$ 10,300.00*	Swim Team	

	Coaches	
\$ 3,000.00*	Repairs and Maintenance	
\$ 1,290.00*	Contract Employee (Programs)	
\$ 4,000.00*	Equipment	
\$ 236,540.00		

** estimates based on previous annual expenditures*

Based on actual 2011 hard costs and estimated 2012 hard costs, there is a direct hard cost savings of **\$14,772.51**. The soft costs savings is difficult to calculate, though contracting with USA Pools would greatly alleviate a significant amount of work load by city staff. With certain duties eliminated there will be additional staff hours available to assist with other duties.

Further, USA Pools would be responsible for collecting admission monies for the 2012 season. All monies will daily be deposited as revenue into a city account. The community center and community partners will remain the point of contact for pre-sale pool passes. Proper controls will be in place to audit the actual daily revenue versus anticipated revenue. Though the specific details of this audit control are being developed, we are confident that an effective process will be in place prior to the seasons opening day.

City will maintain liability insurance and property insurance for the 2012 season. USA Pools will purchase and maintain such comprehensive general liability and other insurance coverage as is appropriate for the work being performed for the 2012 season.

The decision to seek third party management of City pools and spray ground comes with mixed emotions. City staff have done a fantastic job overseeing the management and staffing of the pools and spray ground for many years. However, with less staff and dwindling budgets, we feel it's an appropriate time to move in this direction.

City staff has made contact with various communities that have utilized USA Pools as their pool management company. All spoke with high regard to the overall performance of USA Pools. Though the City of Wooster Recreation Division would not be responsible for the daily staffing requirements of the pool and spray ground, Recreation personnel (primarily Jeff Battig) will continue a routine inspection of the physical facilities for both pools and spray ground.

Should you have questions or require additional information about this request please feel free to contact me at your earliest convenience.

Respectfully submitted,



Justin Starlin

USA

POOLS

Where The SUN Always Shines

*Professional Pool
Management*

Service • Safety • Supplies

December 26, 2011

City of Wooster
Director of Administration
538 N. Market St.
Wooster, OH 44691

Re: City of Wooster Swimming Pool Management Proposal

Dear City of Wooster:

On behalf of USA Pools, I wish to thank you for allowing us the opportunity to bid and compete for your business. Enclosed you will find a comprehensive business plan for the management of the **City of Wooster Swimming Pools**. This letter should serve as our cover letter, letter of intent and general overview of the enclosed material.

USA Pools believes the potential revenue that could be brought into the City of Wooster Pools is in excess of \$80,000 per year. USA Pools' management and programs allows the **City of Wooster** to recognize this as bottom line revenue for the City to realize every year. This would create a new revenue stream for the City to build during one of the worst economical times the United States has seen.

We would like for the **City of Wooster** to understand, that our primary objective is to insure that your community enjoys a safe, family-oriented environment. Our team members are placed through a meticulous training program and comprehensive safety procedure courses prior to beginning work at your facility. Additionally, training and safety audits happen consistently throughout the year to insure team members are prepared.

Our nationwide success was established 32 years ago on fresh creative dreams while implementing innovative programs to supplement existing activities. Too often municipalities fall into the same day in and day out routines, which leads to decreasing satisfaction. You can be assured that when USA Pools Management, Inc enters the facility, our team members are trained for safety and customer service. We bring the fun back to the pool with numerous activities planned over the course of the year.

In addition to providing an all-star team, we would like to bring the **City of Wooster** into the 21st Century with the newest in technology. Below are just some of the advantages of having USA Pools at your facility:

- Special Events:
 - Memorial Day parties with lots of surprises, to kick off the season the right way & promote memberships
 - Dive in Movies...allow the kids the opportunity to bask in the pool at night and watch their favorite movies, with friends and family
 - Meet your neighbors...an event that promotes membership, we ask that members bring a friend and a dish to share the evening function in hopes that

1073 Green Street • Roswell, Georgia 30075-3608
Phone: (770) 248-1USA (1872) • Fax: (678) 352-0USA (0872)

www.usapools.com
MEMBER
APSP The Association of
Pool & Spa Professionals



those that attend decide this is the family environment they want their children to enjoy.

- Swimming Pool Olympics...where every child walks away a winner
- Back to School Parties...who says school has to be blah...with weekend school parties, all children will look forward to school.
- And Much, Much More... (I mean, we can't reveal all of our trade secrets)
- **IPSS (Interactive Pool Safety System) Pool Cam**
 - Parents can check out the exact conditions of the theater (pool) 24/7 via the Internet
 - Motion detection at the theater that will email photos to a designated agent when the theater is closed.
 - Provides a wireless Internet connection for those who wish to be online & work while at the theater
 - Provides "**Real Time**" actual camera coverage at the facility 24/7 from anywhere Internet access is available, just log onto our Website and view the facility at your leisure.
 - **Is password protected for your community's privacy**
- At USA Pools, we constantly strive for 110% customer satisfaction. This is exactly why we have created customer surveys that are distributed throughout the summer, and results provided to the owners. It's one of the many ways we have created a "checks and balances" system in order to continually improve upon our theater performance.
- Provides complete pre/post evaluations **FREE** to our customers eliminating surprises at the beginning or end of the season.
- The USA Team has served over 1000 customers **NATIONWIDE!**
- Can offer full time pool operations with our **International Lifeguard Program**.
- Membership services can collect and deposit into an account of your choice the daily fees. Additionally, an audit of the collections can be performed.
- With our systems in place, we help you **grow your business** by implementing new programs to supplement existing activities, thus drawing more interest and new participants.
- Can repair, design, renovate and build from the ground up with our **in-house experts!!!!**
- **Is on call for your facility 24 hours a day, 7 days a week FREE to our customers.** You will have the assurance that if a problem arises, behind the scenes we will have it fixed, and you won't get an answering service, **GUARANTEED!**
- **USA Pools requires written authorization to begin any work.**

Of course, there is much more that we offer. For those who want to explore the ocean bottom, we offer Certified Scuba Lessons right there at the pool. Don't have a dive trip planned? Let us do the planning for you! For those wanting to get into shape, we offer Many Aerobics Classes for a complete work out. If you have always wanted to swim, or just improve your stroke, we offer a complete line of Swim Lessons through our Learn to Swim Program; tailored to meet your specific abilities.

If you find our information gratifying, we would like to take the following steps:

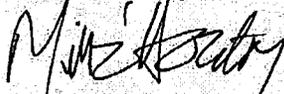
1. Provide management proposal in agreement form (Enclosed)
2. Meet with you and representatives of the County to gain approval of agreement.
3. Set the Stage in motion, **save the community thousands and provide a "work of art"!**

Within this package, you will find the following information:

- i. Our recommendations and methodology for the enclosed facilities is based from our 32 years of experience and current clientele consisting of over 400 facilities nationwide, and numerous Municipal Facilities, some of which we have listed as references as requested in the RFP. Specifically, we have developed over the last 32 years a method in which we calculate the number of staff a facility should have on duty during peak periods, slow periods, and special event periods etc., coupled with the state and local health department guidelines and regulations. In addition, all of our work and standards are set forth through the American Red Cross, and NSPI (National Spa and Pool Institute). Further our recommendations are simply that, works for the **City of Wooster**. Our posture has always been, and will remain, that you are the customer, and we work for you.
- ii. A brochure and general overview of the company has been attached for your convenience and review.
- iii. Our goal is to recruit and hire residents of City of Wooster. Upon receipt of the signed contract, USA Pool Management will implement our aggressive recruiting plan for lifeguards, swim instructors, and suppliers locally. With our diverse operations, we are able to supplement any needs for the pool season.

This proposal reflects our sincere interest in serving the **City of Wooster** and we look forward to your favorable response. In order to answer questions the City may have, I have listed my direct number below. If it pleases the City, I would like to arrange a meeting so that we may further discuss the vast opportunities that are just moments away. Thank you in advance for your time and assistance, and we look forward to working with you soon.

With Kind Regards,



Mike Horton
Region President
877-248-1USA Toll Free
horton@usapools.com
www.usapools.com

Cc: File

