

CITY COUNCIL AGENDA

November 20, 2017

7:30p.m.

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

I. ROLL CALL & ORDERING OF AGENDA

Presentation – State of Ohio – Clean Audit Award

II. APPROVAL OF MINUTES

III. COMMUNICATIONS FROM MAYOR/ADMINISTRATION

IV. PETITIONS/COMMUNICATIONS FROM PUBLIC

V. COMMITTEE REPORTS; PUBLIC HEARINGS

Finance Committee

VI. OLD BUSINESS

VII. NEW BUSINESS

1. First Reading – RESOLUTION NO. 2017-48
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A CONTRACT FOR PROPERTY AND GENERAL LIABILITY INSURANCE FOR THE MUNICIPAL GOVERNMENT (Ansel)
2. First Reading – ORDINANCE 2017-36
AN ORDINANCE APPROPRIATING FROM VARIOUS FUNDS TO INDIVIDUAL ACCOUNTS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF WOOSTER FOR THE FISCAL YEAR ENDING DECEMBER 31, 2018, AND DECLARING AN EMERGENCY (Ansel)
3. First Reading – RESOLUTION NO. 2017-50
A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A PROFESSIONAL OR TECHNICAL SERVICES CONTRACT FOR THE PURCHASE OF A FINANCIAL MANAGEMENT INFORMATION SYSTEM, AND DECLARING AN EMERGENCY (Ansel)
4. First Reading – RESOLUTION NO. 2017-51
A RESOLUTION AUTHORIZING AGREEMENTS WITH VARIOUS APPLICANTS FOR THE USE OF ECONOMIC DEVELOPMENT MONIES (Ansel)

VIII. MISCELLANEOUS

IX. ADJOURNMENT

**REQUEST FOR AGENDA ITEM
AUTHORIZATION FOR CONTRACT**

Division: **Administration**

Meeting Date Requested: **11-20-17**

Project Name: **Property & Casualty Insurance** Approved for Agenda: **AJM**

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1. Estimated Total Cost: **Not to exceed budgeted amount. Estimated, total premium is \$231,800 for 2018, and capped at a maximum 3% increase for 2019 and 2020.**

2. Is the full amount budgeted? **YES** or NO. If no, how is the purchase to be funded? **Funds are available and will be budgeted in each City fund having property covered by the policy, i.e. Water, Sewer, General, etc.**

3. Description of Purchase: **Request to renew the City's property and casualty insurance contract with Whitaker-Myers for insurance coverage under the Ohio Plan. This request is to enter into a three year contract.**

4. Justification\Benefits: **The City of Wooster has been contracting with Whitaker-Myers, and the Ohio Plan, for the last 9 years, with little or no increase in premiums other than those related to increases in exposure (new buildings, equipment, etc). We also work with the Risk Management service provided with the insurance contract on a continual basis relative to City-wide building safety policy improvements, City-wide ADA compliance, operational policy reviews, and safety training.**

Please see the attached summary documents for additional information.

In addition, Whitaker-Myers is locally owned and operated, and has provided excellent service. The Ohio Plan is one of the largest group insurance programs in the State of Ohio, providing comprehensive liability and property coverage, as well as risk management services, to over 700 public entities.

5. Will this project affect the city's operating costs? **This should have little effect on the City's operating costs, and with active Risk management, should help reduce future claims.**

6. What alternatives exist and what are the implications of the alternatives. **We could solicit quotes from private insurance programs or public entity pools with "claims made" policies, but this process would take us past the end of this year, and could result in loss of coverage. In addition, the Ohio Plan has not raised our rates in the past 3 years, nor have they proposed to do so in the immediate future.**

7. Is this a sole source request? **YES** If yes, explain the circumstances: **See above justification and attached documents.**

8. Are you requesting suspension of the rules and passage on one reading? If yes, note reasons. **No. However earlier passage would be requested.**

Joel Montgomery
Director of Administration

Date: November 13, 2017

**City of Wooster
Property & Liability Insurance
2018 Renewal**

Cost of Insurance

Package Policy Premium	\$242,747
Ohio Plan <i>Advantage</i> Credit	(\$ 10,947)
Adjusted Annual Premium	\$231,800

Notes:

1. Most of the premium changes have been due to property exposure changes:
 - a. Buildings and business personal property values Increased \$13,325,711
 - b. Vehicles and equipment increased \$792,295
2. Increased Cyber Coverage from \$250,000 to \$500,000
3. Rates remain the same

City of Wooster Property & Liability Insurance

- Reasons why the City of Wooster joined the Ohio Plan
 - Program Stability
 - Other Pool Programs
 - Conventional Carriers
 - Risk Management and Resources
 - Travis Thompson
 - Lexipol Partnership (Law Enforcement and Fire)
 - Claims Handling
 - Coverage
 - Cost Stability and Cost Savings
 - Premium History
 - Ohio *Advantage* Plan Discount
 - Lexipol Reimbursement Program
 - Whitaker Myers'/Local Expertise
- Renewal Proposal
 - Three-year policy
 - Flat Rate 2018
 - Rate guarantee for years 2 and three
 - No more than a 3% rate increase each year
 - Must stay within certain loss ratio guidelines
 - No natural, man-made, or financial catastrophes or disasters that adversely affect the reinsurance market

Ohio Plan Risk Management Services

- Departmental Policy Assessments
 - Maintenance and Streets
 - Parks & Recreation
 - Police
 - Fire
 - Water
 - Wastewater
 - Administration
- Departmental Updates and Reviews
 - Maintenance
 - Street inspection process & procedures
 - Pothole repair and liability
 - Vehicle & equipment inspections & documentation
 - Parks inspection documentation and signage
 - Recreation
 - Recreation program participation agreements and use agreements
 - Playground inspection plans and liability
 - Administration
 - City Hall Security policies and facilities
 - Utilities
 - Sewer back-up claim reviews
 - Police
 - Lexipol policies
 - Firing range policies
 - Use of Force policies
 - Fire
 - Lexipol policies
 - Human Resources
 - Employee Manual review
 - Safety Manual review
 - Safety Training
 - PERRP Review
- ADA risk management
 - Review City facilities
 - Recommend improvements

2018 City of Wooster Insurance Renewal Premium, Claims and Exposure History

<u>Year</u>	<u>Package Policy Premium</u>	<u>Claims</u>
2009	\$193,900	\$25,451
2010	\$198,400	\$140,407
2011	\$208,600	\$35,713
2012	\$175,800	\$35,514
2013	\$184,700	\$100,836
2014	\$197,683	\$53,233
2015	\$209,929	\$138,014
2016	\$213,791	\$39,561
2017 - 2018 Proposed	\$231,800	

Exposure Changes

2015

Buildings and Business Personal Property Increased \$1,288,405
 Auto Changes and Autos Increased by 1 unit
 Vehicles values Increased by \$110,512
 Scheduled Equipment Increased by \$245,785
 Cyber Liability Coverage Added

2016

Buildings and Business Personal Property Increased \$1,242,250
 Auto Changes:
 Vehicle Values Increased by \$249,239
 Scheduled Equipment Increased by \$47,135
 EDP Equipment Values Increased by \$17,005

2017

Buildings and Business Personal Property Increased by \$13,325,711
 Notable Changes: New Safety Service Building, Digester Facility, Playground
 Equipment
 Added, Values Adjusted Several Water and Sewer Facilities
 Auto Changes:
 Vehicle values increased by \$94,183
 New Ambulance Added
 Replacement Costs of Fire Vehicles Increased \$328,860
 Scheduled Equipment Increased by \$369,252
 Notable Changes Made Included Updated Fire Equipment Values, New Mower, and
 New Truck Equipment
 EDP Equipment Values Increased \$42,635
 Number of Police Officers updated to Current Levels
 Cyber Coverage increased to \$500,000

ORDINANCE NO. 2017-36

AN ORDINANCE APPROPRIATING FROM VARIOUS FUNDS TO INDIVIDUAL ACCOUNTS FOR THE CURRENT EXPENSES AND OTHER EXPENDITURES FOR THE CITY OF WOOSTER FOR THE FISCAL YEAR ENDING DECEMBER 31, 2018, AND DECLARING AN EMERGENCY

WHEREAS, the Charter of the City of Wooster provides, at §6.04, that no later than the second regular meeting of November the Mayor will prepare and present to the City Council for adoption an annual Appropriation Ordinance providing for the expenses of the municipal government for the coming fiscal year.

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

SECTION 1. That to provide for the current expenses and other expenditures of the City of Wooster for the Fiscal Year ending December 31, 2018, the following appropriations are authorized. (copy attached)

SECTION 2. The budget approved by Council and the appropriation of funds to implement the budget represent the estimated expenditures needed to administer programs approved for the coming fiscal year. The budget is a work plan of the estimate of future needs for a given program as determined by Council when the budget is adopted.

In adopting the budget, Council recognizes that conditions may change during the fiscal year that may call for staff reductions or increases depending upon the facts in each instance.

In recognition of this fluid, constantly changing condition, the Mayor shall review requests for additional positions and for filling vacant positions within the limitations of the budget. After making a study of each request, he shall have the authority to approve, disallow or postpone such requests for additional personnel. In addition, he shall be responsible for resolving questions related to the staffing pattern of each department and division as determined by Council action on the annual budget.

Personnel requests in excess of the annual budget shall be studied, and recommendations developed for the consideration of Council.

The Mayor shall be responsible for ascertaining that personnel requirements do not exceed those included or implied in the budget and/or Appropriation Ordinances.

SECTION 3. 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 or its committees, in compliance with law.

SECTION 4. This Ordinance is 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 commence and complete the various projects at the earliest possible time for the convenience and enjoyment of the general public; 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 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: _____, 2017 Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2017 _____
Mayor

Introduced by: Jon Ansel

RESOLUTION NO. 2017-50

A RESOLUTION AUTHORIZING THE DIRECTOR OF ADMINISTRATION TO ENTER INTO A PROFESSIONAL OR TECHNICAL SERVICES CONTRACT FOR THE PURCHASE OF A FINANCIAL MANAGEMENT INFORMATION SYSTEM, AND DECLARING AN EMERGENCY

WHEREAS, the financial management and human resource information system presently in use is eighteen (18) years old, and our current software version will no longer be supported without a major upgrade; and

WHEREAS, developments in such technology make it necessary and desirable to obtain an up-to-date system in order that the municipality's financial and human resource systems will operate in a more efficient and cost-effective manner.

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

SECTION 1. That the Director of Administration is authorized to enter into a professional or technical services contract with Tyler Technologies for the use of software as a financial management and human resources information system.

SECTION 2. The cost of such purchase will not exceed the amount budgeted for this project (\$225,000). The budgeted amount will be transferred from the Interfund Transactions cost center (270726) in the General Fund to the Finance Administration cost center in the general fund. (270703).

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 is declared to be an emergency measure necessary to the immediate preservation of the public health, peace, safety and welfare of the City, and for the further reason that prompt action will enable the system to be purchased and implemented at the earliest possible time, increasing the efficiency of the department; wherefore, this Resolution 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 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: _____, 2017 Vote: _____

Attest: _____
Clerk of Council President of Council

Approved: _____, 2017
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)

Our current software (IFAS) is eighteen years old and is no longer fully supported. We must either make a major upgrade to our current system or move to new software. We looked at two other systems beside our current system. One option was excessively expensive (an initial investment of over \$500K), so it was not considered . Both Tyler Technologies and the IFAS upgrade offer very similar functionality; however, over a 5 year period, going with Tyler will save the city an estimated \$400,000.

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

Manager Requesting

Date

Approved for Agenda

