



Doug Joseph, President
Caleb Skinner, Ward 1
Brett Luzader, Ward 2
Marshall Spalding, Ward 3
Mel Clemens, Ward 4
Barth Cotner, At-Large
Stacie A. Baker, At-Large
Kristin J. Bryant, At-Large

CITY COUNCIL
Committee Meeting

7232 East Main Street
Reynoldsburg, OH 43068
www.ci.reynoldsburg.oh.us

Mollie Prasher, Clerk of Council
614-322-6836

Barth R. Cotner, Committee Chairman

Monday, September 9, 2019

Council Chambers

FINANCE AND ADMINISTRATION COMMITTEE MEETING

1. CALL TO ORDER - ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

A. Finance and Administration Committee – Committee Meeting – July 22, 2019

4. NEW LEGISLATION/DISCUSSION ITEMS

A. AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A 60-MONTH CONTRACT FOR AUTOMATION OF PAYROLL TIME KEEPING AND ATTENDANCE WITH NOVATIME TECHNOLOGY, INC.

B. AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A RENEWAL CONTRACT WITH MUTUAL OF OMAHA FOR EMPLOYEE LIFE, ACCIDENTAL DEATH & DISMEMBERMENT, SHORT TERM DISABILITY AND LONG TERM DISABILITY INSURANCE FOR THE PERIOD OF JANUARY 1, 2020 THROUGH JANUARY 1, 2022

C. RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR, AND DECLARING AN EMERGENCY

D. A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR, DECLARING AN EMERGENCY, AND DECLARING AN EMERGENCY

5. LEGISLATION FOR EMERGENCY ADOPTION

A. AN ORDINANCE UNAPPROPRIATING FUNDS FROM AN ACCOUNT IN THE HUMAN RESOURCES DEPARTMENT AND APPROPRIATING FUNDS TO AN ACCOUNT IN THE CIVIL SERVICE DEPARTMENT; AND DECLARING AN EMERGENCY. (FIRST READING 7/22/2019)

6. LEGISLATION FOR SECOND READING

A. AN ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT WITH VIEWPOINT CLOUD SOLUTIONS, FOR THE PURCHASE OF NEW PERMITTING SOFTWARE AND RELATED SERVICES. (FIRST READING 7/22/2019)

MINUTES COMMITTEE MEETING
 REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
 July 22, 2019

Chairman Barth R. Cotner called the meeting to order at 8:11 PM

Call to Order - Roll Call

PRESENT: Clemens, Cotner, Luzader, Spalding

ABSENT:

Approval of Agenda

Stands as approved

Approval of Minutes

a. Finance and Administration Committee – Committee Meeting – July 8, 2019

RESULT:	ACCEPTED
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NEW LEGISLATION/DISCUSSION ITEMS

ORDINANCE UNAPPROPRIATING FUNDS FROM AN ACCOUNT IN THE HUMAN RESOURCES DEPARTMENT AND APPROPRIATING FUNDS TO AN ACCOUNT IN THE CIVIL SERVICE DEPARTMENT; AND DECLARING AN EMERGENCY. --- Cotner. .

Ms. Boller: Good evening, this legislation is just to move \$6,000.00 out of the Human resources Department into Civil Service. We are going to have to go through lieutenant process, which does require an assessment and it is a costly process and since we weren't expecting to have to do this process this year we need to have funds moved over to take care of those expenses.

Ms. Bryant: As to what's going on, why we need a new lieutenant?

Ms. Boller: Yes, we had a lieutenant that requested to be demoted or take a step down back to a sergeant. And therefore that gave us more sergeants and we need to promote and hire a new lieutenant to fill that position.

Ms. Bryant: Ok.

Mr. Baker: You probably cant say this, do he gave a reason why he wanted to go down?

Mr. Hood: You cant say.

Mr. Baker: You cant say. I figured but I thought I would just ask.

Mr. Hood: It was voluntary.

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 REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
 July 22, 2019

Mr. Baker. Ok.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 7/22/2019 7:35 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT WITH VIEWPOINT CLOUD SOLUTIONS, FOR THE PURCHASE OF NEW PERMITTING SOFTWARE AND RELATED SERVICES. --- Cotner. Finance and Administration Committee.

Mr. Bowsher: Thank you Chairman Cotner, other members of Council. This ordinance before you is phase two with what we were discussing earlier with the new code enforcement officer, new permit tech, the regeneration of face moving Development Department and going after code violations and what have you. This is a new permitting software that's all cloud based, instantaneous. Gives up the ability to use tablets into the field, take instantaneous pictures. Geo-sync them within our GIS database. In addition, you know after some recent changes and some great synergy that was happening with the Street Department and the Water Department as well as the Building Department and Development and even in the future with Parks as well, this actually covers the entire City. So no longer will we be doing, if somebody wants a pot hole, they want to you know like give its coordinates, they can actually send that through their phone, this actually tracks it instantaneous and it is sends it almost like a Facebook notification. This is how high tech and high speed this is. Were going to be able to have kiosk in the Building Department to do right of way permits and solicitors permits as well as garage sale permits as well as the other Planning and Zoning and Building applications. So its sort of a one catch all. This dollar amount is for all of the departments, every department within the City to be able access and we can build out as needed. When time permits. Currently the software we have is just lacking in a lot of the different areas. This software has come on board with Bexley and Upper Arlington, has worked really well. We actually researched and went out to ten. We invited eight. This has been over a year long process of sort of diving in and finding out what was available. This was the best scenario for us because of its ability to be able to have consultants. To be able to have end users. So when you want to file a permit for a shed, you can do that all online through our website. Click on it. Its just asks you simple questions. Because its basically taking our code, basically with the building code and with the zoning code, its putting it in there together, were building out the questionnaire and their answering it and on the fly instantaneous were approving it. No longer will they need to have to come into City Hall. Now, we do have still sort of have the legacy portion. That's where the kiosk come in so if somebody would like to come in and they are not very tech savvy, they will have the ability to come in and work with our permit technicians and file that way as well. But it keeps everything digitally. The other great portion is we use a lot of consultants like our City Engineers as well as our master plans examiners, they'll have a log in and password as well. So now we can review plans digitally, saves time on some of the personnel having to track things down and deliver plans. Courier service that we currently use now, basically makes all of that obsolete. This is definitely the waive of the future and sort of bring a lot of the departments all into the twenty-first century, its quite exciting. It definitely puts us in a whole new realm and I could not be more excited about bringing this to Reynoldsburg and I hope you guys are too.

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Mr. Spalding: Now does this purchase include the training for all of the departments then and it'll use just a for instance because you mentioned a lot of them. I mean this is great. But you didn't mention say for instance the Auditors Department. Now could this software work for them as well? Is there certain duties that it could provide because that's, that would be important too.

Mr. Bowsher: Correct. And it actually ties well with their current. That was one of the things that we wanted to take a look at. We didn't want to have replace everything all at once. We wanted to make sure they were going to be able to connect. One of the things that's in this, is a one time purchase, is also bringing the legacy systems that we currently have, BDS and New World, and migrating that data into the new system. So now we have twenty plus years of data that were being able to analyze and track. But it does work well together. It's so complex and so ever changing, the great thing about this is because were paying this now, it continues to evolve, so when they come out with new upgrades and they do updates to their server and their systems, we get all that free of charge, its just part of the continuous package. We get new employees, they will also come out and help train them. Its an evolving service that's continuous.

Mr. Spalding: And were comfortable that they could bring all that data across, relatively easy?

Mr. Bowsher: Yea, we dove into that quite deep and we wanted to make sure they were going to be able to do that. Basically what they do is they go back into these systems and they take it from our hard drives and they basically have like a bank of a team that basically goes through all the data and migrates over to what the new system will look like. So it will look like we had been using it for twenty years. So they will just be able to go through and they will be able see it.

Mr. Spalding: Right, because software changes, they can be tricky. I mean they just can be tricky. And we don't want to lose all the work we have already done and working forward. That's the kind of information I needed, thanks.

Mr. Luzader: You said there will be kiosk out here for the permits for this, that and whatever. Will it be also be tied into our website so that somebody, like you said for a pot hole, wants to go on the website and plug in exactly where pot hole is or a street light out or...

Mr. Bowsher: Absolutely, yea. So basically takes the Service Departments work order forms and basically puts those on the site. So basically they build out a platform for us embedded within our website. They will be able to pull in and look at all the permits. One of the things I didn't even include was the special events permit, which I think bodes really well with the Parks Department and the Police Department. A lot of other, there is a lot of facets that sort of go into that. So they will be able apply for those and we will be able to see them digitally through those process. But yes it will. And basically its click-able icons, if you go to Bexley's website or you go to Upper Arlington's website, you can take a look at it. Its quite remarkable.

Mr. Cotner: You mentioned this works with the Water Department as well, is this online payments for water bills and things too, is that going to be incorporated into this process?

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Mr. Bowsher: Yea, there is a billing service that they utilize. We will have to take a further into that. Sometimes there is a lot of nuances when we started getting into the system. Mainly what we will be utilizing at first will be Building and Zoning and then we will start building it out slowly as we start getting accustomed to the new services and we can add them incrementally. The good thing is when we were taking a look at it, it was just going to be Building and Zoning and that was, so basically what they charge is one department or they will charge for three departments. When we were taking a look at the three departments we started taking a look at Service, adding in Service and Streets and Water. Well then that sort of took us over that three so the next phase that they have is basically the entire City. So basically its a bigger benefit because we can start adding some other things into it that maybe we weren't even thinking about then. And they are ever evolving and changing the software, making it better. Not necessarily like changing it to where you don't know what it is. So that's a great question and I do know they have a system that works with New World where they can take. So if you have ever been to I don't know a boutique shop or something like that and you have seen those square systems, that's basically what the kiosk will look like. The permit tech will be able to flip it over, they will be able to take credit card payments and things like that. And you will get an email and also on the end user side, you will be able to see all the permits that maybe you have asked or pulled for. Or if you are a contractor, you will be able to see all of the different projects you have working in on the City. One of the other great aspects is it is if you are a building inspector, you have what your supposed to be inspecting for the day. It basically maps it out, puts it on Google Quest and then it routes to where he needs to go and inspect to. So it basically geo-syncs everything within the City. Another great aspect is the analytics. The heat mapping and data systems. So on the back end we can see where our hardest hit code enforcement are. Or even where the most home improvement dollars are going to. We can start tracking how much money is being sent in which neighborhood and where. So maybe that gives you guys within your ward some better data. We could probably have an overlay on each ward and give you updates yearly about specific of your ward, what happened there, how many shed permits or fence permits or any other data that you can actually quantify, it could be put into the system.

Mr. Cotner: Since you bring in the code enforcement piece of this now. How are our code enforcement officers currently functioning, how will they function with this and how is that going to benefit them and the community as a whole?

Mr. Bowsher: Yea, its very low tech right now what we do, we basically have a permit form. They basically go out, they have to write everything and then they have to bring back tot he office and upload it into the system. Once its in the system it basically just sits there. There is nothing that it can really do currently right now. Same way with a fencer permit or something like that. They will take the piece of paper, we will fill it out or help them fill it out, they will hand it to us, we will put it in the system and then its tracked just in that system. There is no way to sort of continue that on. So that's where were left at currently. Sometimes what happiness is they will write up a couple code violations, they will comeback to the office, they will upload into the system, they will come back out to actually service it, because they have to put it in the system before they come back out and somebody will already have it done. So now they have to go back into the system and delete it out. So its a lot of back and forth. So this way they can stay out in the field a lot longer because they have

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thee digital tablets. They are able to instantaneous code enforce and if that end user has pulled another permit or has a username and password within the system, they will be able to get an email notification instant that something has happened. So its another way to also notify the residents as well, good and bad.

Mr. Cotner: And when you talk about too the notifications that it would stay in there. Say there is a problem property, it would continue to be alerted until the problem is solved. Does this reduce the likely hood of it getting lost in the system? Somebody that's got whether its grass or you know gutters down or whatever it might be. Is it going to be something that stays reminders to our team to follow up on.

Mr. Bowsher: Of course, it actually does give reminders. So basically what we do is we build in. So typically right now with grass, so say were looking at Drugan Court and we go to Mr. Cotner's house and your 8 inches of grass and our code enforcer says were going to go ahead and write you up for a violation. We will give you 7 days to clean up the property and at that point if you haven't done that, basically it sends them an alert that morning that says hey you need to go out and re-inspect Mr. Cotner's house. They will go out there, if Mr. Cotner hasn't cut the grass then basically he will give you a second warning, which is a zero day violation. At that point were already calling our services to come out and cut the grass. If in fact you do fix in that day, we will call that off and it will basically give them another notification to do that. The great thing is, currently what we don't have right now is we utilize J and J services. Well they will have an end user, so they will also get a notification. So no longer are we picking up the phone at the end of the day saying hey these are all the addresses that we need you to do. Things gets lost in the shuffle that way very easily. This time its not because its all digital so on his end on his computer, he gets to see all the ones that he does and it also makes it easier for him because he can map it out as well. So its not just for us and its not just for the residents but also the corporations and the consultants that we use now. And hopefully we don't get that far.... LAUGHTER.

Mr. Cotner: Every now and then you know... LAUGHTER. Well thank you I think its good information and a good starting point on this.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 7/22/2019 7:35 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

LEGISLATION FOR EMERGENCY ADOPTION

ORDINANCE REQUESTING COUNCIL APPROPRIATE \$1,300,000.00 FROM THE UNAPPROPRIATED CIP FUND FOR THE REYNOLDSBURG COMMUNITY CENTER AND DECLARING AN EMERGENCY --- Cotner, Spalding. .

Ms. Bryant: I guess I'm left wondering what happens if we say no to this? You know the community had certain expectations when we went to them with Issue 11, you know if I didn't know that these things were being pulled out, you can be rest assured that the community didn't know that these

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things were being pulled out so. You know I kind of feel like we have a responsibility to stick to the budget we were given by the voters. So what happens if we stick with what we started?

Mr. Bowsher: I am just going to lay it out. I put my own self I promise this 1.3 is going to get us to where we want. This outs everything back in to where we already had to told the voters, this gets everything done that we need to get done. This makes a functioning facility that's great for the Y to where they can accurately do it without having a lost. So, I guess this is just where I am left at.

Ms. Bryant: Well that's if we give you the 1.3, what if we tell you no? Is what I am asking, you know what are we looking at.

Mr. Bowsher: Well with that for one, we had some incurred costs, there was roughly little less than \$300,000.00 that we still need and then we also in addition to that, we would be behind on, we would also lose out on all the additions that we had promised the voters that we were going to add into the YMCA. I wont talk in depth about anything that happened in the past. I mean it had nothing to do with myself and we will just keep moving it forward.

Ms. Bryant: Well you just said \$300,000.00 that's already been spent, did I get that wrong or did I mishear you?

Mr. Bowsher: Not that it has been spent, just that incurred of cost of other instances, were probably going to get that much back from our bond interest. But those dollars that we already knew were carry over that we are already going to need because were already sort of at that max point now without the additions. Were already there. So if we carry this on, were going to have to cut another \$300,000.00 of things to bring us back down even. So there so going to be more cuts if we don't get the additional dollars, in additions we wont get a lot of the things we had offered and that would complete the building, you know we're because we want to make sure we get the best building possible. We know that the 1.3 isn't taking away from any other project, it is coming out of the CIP fund for whatever confusion there may have been the last time we were up here talking about it. I think its just really important that we give a great product because were going to have it for 30 years and we don't want to make sure that's its only going to last 15 because we decided that we didn't want to do it right.

Ms. Bryant: And what if we say no and have, you know some other source of money that comes in later, perhaps the naming rights as we had previously discussed. You know are these things that can be resolved later if we are able to get funding of that nature?

Mr. Bowsher: It is not. We are actually behind on a lot. And I don't mean as far as the building goes. I just mean that there were orders that needed to be made even so much as last week that we are basically putting on hold. Which isn't only further delaying the building. That's why its asked as emergency, that's why its becoming before you now. Really a decision needed to be made probably weeks ago, but this is where we have found our selves. There are things just because of the lead time the things that needed to be ordered and made and prefabricated and brought to the site and other things that were basically holding up on because we actually need to do those things before we can

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 REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
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get to other things. Such as the tile and other finishes within the building or the splash pad cages and the rough outs as well as the slide rough outs and the fabrication of the slide itself. As it stands right now we will get that on site but it will be in the winter time. So there is no reason to put it up in the winter time so actually that will be done by Patteson Pools, who is our contractor by Gilbane. They will actually come back out later in the year before we open the pool for the summer months of next year and they will actually put it in and install it and test it and things and you just cant do that in the winter time so we will actually have to come back out after the building is already up and operational.

Mr. Cotner: And there is still potential of different naming rights or different things like that, I mean but were not seeing anybody beating down the doors and ready to spend three million dollars to name the building unfortunately. I think the James E. Hood, though we talked about it last week, I think if you open that check book up... LAUGHTER well ok, then that ones out. But I mean there is still the opportunity that, that could happen should a contributor come, I mean that can still happen now that can still happen later, that those dollars would come in for naming rights or things like that. And I know the Y is continuing to try and pursue sponsorship dollars, naming opportunities, things like that if I am not mistaken?

Mr. Bowsher: Absolutely. And they are in the philanthropy game, they are the subject matter expert of doing so, so I leave in full faith and confidence in them to be able to resolve that. In addition I think some other non profits could come on. I know we were putting back in flags and some signage out in the front, I think that's a great opportunity for Boy Scouts or VFW, to come in and sort of help with some of those things. These are things that we will continue doing but the problem is we need to have the money now. Which is why I had said earlier that there is a potential that we would get a little over half, potentially of this back. Which would be great because we would put it back into the CIC but we have to allocate the money now so we can order if worse case scenario were to happen.

Mr. Cotner: Put it back into the CIP.

Mr. Bowsher: Correct, CIP. I'm Sorry. You can put it into the CIC if you want though, that would be great.

LAUGHTER

Mr. Clemens: Yea you know I understand a million and three. Because of things we did promise but the main thing we never, we made mistakes, I know we hate to admit it, we go talk how good we did and so forth but there has been mistakes made. There has been things done that we didn't have knowledge and were trying to clear it up, clean it up and be honest about it. Lets just say that. I am not opposed to it. Now the Mayor did speak to us at the last meeting and said that this million three would be the last he would ask for and I agree with him and his statement and I think we should take care of it now than later. So I think it, with the Mayors approval and his statement that there would be no more money brought and asked for, I think its good involvement to take care of it.

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Mr. Luzader: And I just like to point out that I talked to the Auditor and I think he even explained a little bit. To put everything in that we would have conceivably wanted, we would have to bond 33-34 million dollars. And if you bond that much its not like buying a car and you hit the lottery and you pay it off early, no. We still have to pay the interest on that over a 30 year period. So this way we are actually saving money over the bonding cost. Yes to 1.3 million is a pretty good check but in the long run were actually saving money so I don't see a big problem with it. I mean it is something that we did promise the residents and I think we need to keep that promise.

Mr. Clemens: The big thing is its a lesson, don't promise things you don't afford.

Mr. Baker: I get why the 1.3 million dollars because we have to honor our promise to the public that this what we was going to put and this is what you was going to have. My issue was the lack of transparency. That all of the sudden this stuff was taken out, I didn't know about it, I don't know who all up here knew about it at the time. And then all the sudden we get this 1.3 million dollars. That's like me going and buying a car, they tell me one price one day, I come back and say oh no its this price and its more but nobody said anything. And I think that's the reason why I was upset last time because this was stuff that was promised but it was taken out and nobody said anything about it. Rather because somebody didn't want to own up to a mistake or whatever it was but I just think, especially for future projects that are as big as this, transparency should be improved. Especially when it comes from taken stuff out after we have already promised the community that this is what they were going to get.

Mr. Spalding: I think you get agreement from all of us. Yea, we agree with you.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 7/22/2019 7:35 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Mel Clemens, Ward 4 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

ORDINANCE AUTHORIZING THE APPROPRIATION OF \$4,356.00 FROM AN ACCOUNT IN THE SERVICE DEPARTMENT TO AN ACCOUNT IN THE PARKS AND RECREATION DEPARTMENT, AND DECLARING AN EMERGENCY. --- Cotner. Finance and Administration Committee.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 7/22/2019 7:35 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

ORDINANCE AUTHORIZING THE MAYOR TO CONTRACT WITH MEEDER INVESTMENT MANAGEMENT AND DECLARING AN EMERGENCY

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REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
July 22, 2019

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 7/22/2019 7:35 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Clemens, Cotner, Luzader, Spalding	

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City Auditor's Office

Stephen Cicak
7232 E. Main Street
Reynoldsburg OHIO 43068
614/322-6858 Phone

ORDINANCE REQUEST

DATE: September 9, 2019
TO: Finance and Administration Committee
RE: Novatime Technology, Inc. 60-Month Contract

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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This legislation will allow for more efficient payroll processing, time keeping, and compliance of the Fair Labor Standards Act by allowing our supervisors to track overtime, meals and rest periods. This will provide for One Clock at the Street Barn and Two Clocks for Water Department and Park and Recreation respectively. All Departments will have access to an online time keeping program. The approval of this contract will allow for the installation, set up and testing. The Goal is to be ready for the first pay period of 2020. A 60-month agreement ensures the lowest Per Employee Per Month (PEPM) rate.

Appropriate \$5500.00 to Acct 110.545.5339 (Misc Contract Services) from the Unappropriated General Fund



Andrews Technology HMS, Inc.

1213 Culbreth Drive
Wilmington, NC 28405

sales@andrewstechnology.net

(800) 319-8096 Fax:(516) 674-8119



4.a.a

RENTAL ORDER FORM

Invoice To:	City of Reynoldsburg	Hosted By:	Vendor
Ship To:	TBD	Terms:	60 Mo. Term; Deposit = One Time Implementation Fee, Plus First and Last Months Payment
Account Executive:	Lauren Self		

Qty	Description	Item	Monthly
Novatime Web-Based Time & Attendance System			
3	NT7000 Biometric Finger Terminal	\$110	\$330
3	Power over Ethernet or WiFi Module	Included	Included
120	Novatime Web-Based Time & Attendance Software	3.20	384
120	Employee Web Services (PC Entry& Mobile Application)	Included	Included
30	Supervisor Module: Approval/Reporting/Review/Modification	5	150
1	New World Payroll Interface (Guaranteed Interface)	Included	Included
1	Electronic In-Out Board	Included	Included
1	Labor Tracking (Activity Based Reporting - 8 Levels)	Included	Included
1	Standard Supply & Demand Scheduling Module	Included	Included
1	Accrual Module (Vacation, Sick, Personal, etc.)	Included	Included
1	Notification Module	Included	Included
120	Optional Module: Archive (for beyond 3 years reporting)	0.50/ee/mo	TBD
	Implementation		See Below
	Software Annual Maintenance	\$1,800/yr	1st Yr Free
	Hardware Annual Maintenance		Included
120	Vendor Hosting Fee	Included	Included
	Sales Tax		TBD
	Monthly Total		\$864

One Time Implementation Fees			
	Initial Planning Session	Included	
	Rules Questionnaire Assistance	Included	
	Install Novatime Web-Based Software	Included	
	Install Employee Files & Payroll Rules	Included	
	Unlimited Administrative/Supervisor Training	Included	
	Program Hardware (Customer to Install)	Included	
	System Test/Go Live	Included	
	Total One-Time Fees	\$3,585	
Note: All monthly customers must be current on Annual Maintenance, otherwise they will be subject to suspension of service.			

Attachment: City of Reynoldsburg - Novatime 5000 SaaS (Novatime Technology, Inc Contract)

Agreement will automatically renew unless customer provides 90 days written notice prior to 60 mo. anniversary of date executed below.

All components of this Agreement/Order Form may be assigned by Andrews Technology.

Customer Authorization _____ Title _____

_____ Date _____

Andrews Technology HMS, Inc. _____ Title _____

_____ Date _____



Workforce Management Time & Attendance Solution

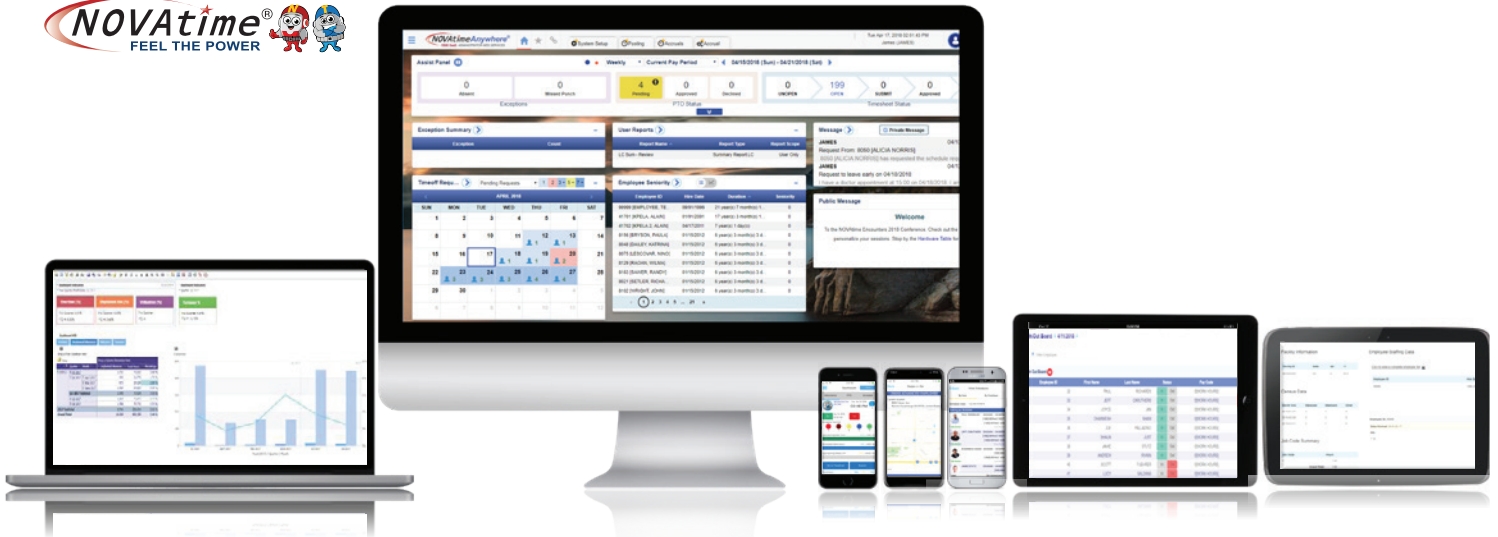
Desired Outcomes, Delivered



Attachment: LIT-NOVASAAS (Novatime Technology, Inc Contract)



- Operational excellence through Business Intelligence (BI) analytics
- 100% User adoption
- Highly configurable
- Recurring ROI
- Increased employee engagement



About NOVAtime

For NOVAtime Technology, Inc., 2019 marks 20 years dedicated to delivering innovative solutions in the Workforce Management / Time & Attendance industry. Today, our Software as a Service (SaaS) solution continues our rich tradition by combining a breadth of pay/work rules to support even the most complex organizations, while delivering ease of use that is unmatched in the industry.

Over 20,000 clients benefit from our cost-effective solution. We are proud to provide solutions for all vertical markets and clients with over 100,000 employees. With compliance at the core of our offering, along with user-defined dashboards and reporting that allows for operational excellence, NOVAtime delivers your desired outcomes!

- Time & Attendance
- Scheduling
- BI Reporting
- Attendance Tracking
- Accrual Management
- Leave Management
- Expense Reporting
- In/Out Board
- Pay-Per-Performance





Minimize Compliance Risk

With labor laws constantly changing, it is imperative that your Workforce Management solution remains current. Thanks to NOVAtime's flexible, easily configured rules engine, adjustments can quickly be launched to help ensure compliance with complex local, state, and federal laws, as well as internal documented policies, now and in the future.

Avoid Fair Labor Standards Act (FLSA) and Wage & Hour Lawsuits

Standard features within NOVAtime allow you to track overtime, meal/rest periods, and expenses so your organization can avoid common FLSA and Wage & Hour lawsuits. We support:

- Management of all employee categories
- Complex overtime and pay-per-performance calculations
- Fully configurable meals and breaks by shift, with penalties for user-defined policy violations





Accruals and Leave Management

Stay in Compliance with Perpetually Changing Local and State Sick Leave Laws

The system supports:

- Configurable accrual calculations based on bargaining units, standard grants, minimum worked requirements, and seniority
- Real-time leave validation
- User-defined limits and qualifying conditions
- Carryover limits and cascading leave

Fully Automated Leave Request Management

NOVAtime's Leave Management module allows organizations to achieve streamlined, workflow-enabled management of leave events and fully automated, closed-loop compliance:

- Self-service or on employee behalf leave request
- Online, editable FMLA forms
- Annual and rolling balance reset
- Real-time eligibility display
- Concurrent PTO deductions
- Continuous, intermittent, and reduced hours leave
- User-defined compliant workflows
- Workflow email notifications and reminders
- Dashboard open case status gadget
- Document storage and history



Desired Outcomes, Delivered





A Wide Variety of Time Clock Options

Pay-Per-Performance

Our embedded calculations engine allows your organization to use performance compensation as a strategic tool to achieve higher levels of business performance. Our solution offers:

- Team production rate
- Individual production rate
- Overtime rate
- Minimum wage rate
- Issue resolution rate for call center teams

Attendance Management

Streamline your process, monitor/manage your policies, and encourage exceptional attendance:

- Advisory documents
- Actionable review forms
- Dashboard highlights
- E-mail notifications

Mobile Solutions

Full Supervisor and Employee functionality on the go:

- GPS location tracking
- Geo-fencing
- Expense management
- Absence management
- Submit and approve
- Crew labor costing

Wide Selection of Data Collection Devices



Attachment: LIT-NOVASAAS (Novatime Technology, Inc Contract)



Cost Control and Trusted Security

Labor is one the largest expenses an employer incurs, but it is controllable if the right automated Workforce Management tools are in place. Do not let the complexities that exist within your organization prevent you from achieving the proven ROI that you can expect from a cost-effective and highly adaptive solution.

NOVAtime manages the ongoing performance tuning, system updates, security, and the stability of the solution. We continually offer the highest level of quality and service built on leading-edge software and hardware infrastructure—this combined with the most flexible time entry options in the industry ensures a complete Workforce Management solution for your entire organization!

Less IT Management

- Unmatched reliability and performance
- Efficient deployment
- No additional hardware
- SSAE18 Type II certified data center with redundancy

Budget Friendly

- Fixed-price implementation
- Locked-in per employee per month (PEPM) billing
- Low-cost clock rental

Current & Secure

- Automatic updates/upgrades
- Application security certified
- SSAE18 Type II certified Tier III data centers; SOC 2 compliant Q3 2018

- Better user experience: responsive web page that scales on any device
- Better decision making: business intelligence dashboards and a robust notification engine



Desired Outcomes, Delivered



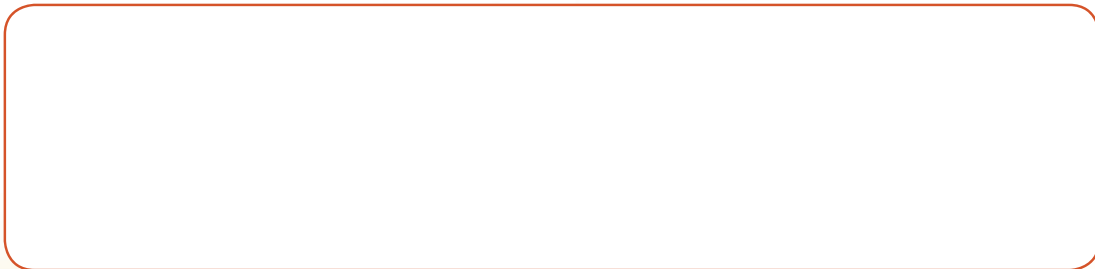


Attachment: LIT-NOVASAAS (Novatime Technology, Inc Contract)

The Elite Cloud-based Workforce Management Solution

Feel the Power

Ask NOVAtime how our solutions
are green and earth friendly



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US82018

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Human Resources Dept.

Sandra Boller
7232 E. Main Street
Reynoldsburg OHIO 43068
614-322-6868 Phone

ORDINANCE REQUEST

DATE: **September 9, 2019**

TO:

RE: **Renewal of Employee Life, ADD and Disability Insurance**

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the Mayor be and is hereby authorized and directed to enter into contract with United of Omaha Life Insurance Company, Mutual of Omaha Plaza, Omaha, NE 68175 for employee Life, Accidental Dismemberment & Disability, Short Term Disability and Long Term Disability beginning WHEREAS, the City of Reynoldsburg has a contract with Mutual of Omaha Life Insurance Company for employee Life, Accidental Dismemberment and Disability, Short Term Disability and Long Term Disability; and

WHEREAS, the previous contact with Mutual of Omaha Life Insurance Company expires on December 31, 2019; and

WHEREAS, the Mayor has requested that Council authorize him to execute a renewal of that contract, which is attached hereto as Exhibit A and incorporated herein by reference, on behalf of the City of Reynoldsburg.

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

Human Resources Dept.**Sandra Boller****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6868 Phone**

SECTION 1. That the Mayor be and is hereby authorized and directed to enter into contract with Mutual of Omaha Life Insurance Company for employee Life, Accidental Dismemberment & Disability, Short Term Disability and Long Term Disability beginning January 1, 2020 through December 31, 2022.



Renewal Information and Exhibits

Prepared For:

City of Reynoldsburg

Group ID: G000B9KT

Renewal Effective Date: January 1, 2020

Attachment: Mutual of Omaha renewal 2020 - 2021 (Life Insurance Renewal Mutual of Omaha)



Thank you for choosing Mutual of Omaha Insurance Company or one of its affiliates, as City of Reynoldsburg's benefits provider. It has been our pleasure to provide City of Reynoldsburg with group benefits and services that are unique to its needs. We are committed to providing unparalleled service that will meet the needs of our customers.

Each renewal period, we analyze current benefit and rate structures to determine the appropriate rates for continued group insurance protection for your valued employees. This process includes recalculation of the premium rates to reflect factors like:

- Plan features
- Demographics
- Experience
- Any adjustments to our underlying rate structure

Based on our review, please find below the renewal rates for City of Reynoldsburg's benefit plans. We appreciate your business and look forward to the continued opportunity to meet your group insurance needs.

Renewal Contact Information

Elizabeth Torok
Renewal Executive
Cincinnati Group Office
513/448-3773
Elizabeth.Torok@mutualofomaha.com



CITY OF REYNOLDSBURG

LIFE AND AD&D

Rate Guarantee Period - January 1, 2020 to January 1, 2022

Additional Value Added Services Included - Travel Assistance/Identity Theft Assistance

Life

Current Monthly Premium	Renewal Monthly Premium	Renewal Monthly Premium Change
\$1,431.56	\$1,431.56	\$0.00

Class Description

All Eligible Managers, Directors and Municipal Employees

All Eligible Police Officers & Sergeants, Excluding Police Lieutenants, Police Chiefs, Police Clerks & Police Dispatchers

All Eligible Police Dispatchers

All Active Managers, Directors and Municipal Employees not eligible for STD/LTD

Employee Rate Basis - per \$1,000

Lives	Volume	Current Rate	Renewal Rate
149	\$11,012,000	\$0.130	\$0.130

AD&D

Current Monthly Premium	Renewal Monthly Premium	Renewal Monthly Premium Change
\$220.24	\$220.24	\$0.00

Employee Rate Basis - per \$1,000

Lives	Volume	Current Rate	Renewal Rate
149	\$11,012,000	\$0.020	\$0.020



CITY OF REYNOLDSBURG

VOLUNTARY LIFE AND AD&D

Rate Guarantee Period - January 1, 2020 to January 1, 2022

Voluntary Life

Current Monthly Premium	Renewal Monthly Premium	Renewal Monthly Premium Change
\$1,615.87	\$1,615.87	\$0.00

Class Description

All Eligible Managers, Directors and Municipal Employees

All Eligible Police Officers & Sergeants, Excluding Police Lieutenants, Police Chiefs, Police Clerks & Police Dispatchers

All Eligible Police Dispatchers

All Active Managers, Directors and Municipal Employees not eligible for STD/LTD

Employee & Spouse Rate Basis - per \$1,000

Age of Employee	Current Rate	Renewal Rate
Less than 24	\$0.06	\$0.06
25-29	\$0.08	\$0.08
30-34	\$0.09	\$0.09
35-39	\$0.11	\$0.11
40-44	\$0.18	\$0.18
45-49	\$0.30	\$0.30
50-54	\$0.50	\$0.50
55-59	\$0.78	\$0.78
60-64	\$1.21	\$1.21
65-69	\$2.18	\$2.18
70-74	\$3.90	\$3.90
75-79	\$6.43	\$6.43
80-84	\$13.04	\$13.04
85-89	\$13.04	\$13.04
90-100	\$13.04	\$13.04

Child(ren) Rate Basis - per \$1,000

Current Rate	Renewal Rate
\$0.16	\$0.16

Voluntary AD&D

Current Monthly Premium	Renewal Monthly Premium	Renewal Monthly Premium Change
\$173.50	\$173.50	\$0.00

Employee & Spouse Rate Basis - per \$1,000

Current Rate	Renewal Rate
\$0.03	\$0.03

Child(ren) Rate Basis - per \$1,000

Current Rate	Renewal Rate
\$0.04	\$0.04



CITY OF REYNOLDSBURG

SHORT-TERM DISABILITY

Rate Guarantee Period - January 1, 2020 to January 1, 2022

STD

Current Monthly Premium	Renewal Monthly Premium	Renewal Monthly Premium Change
\$1,083.60	\$1,083.60	\$0.00

Class Description

All Eligible Managers, Directors and Municipal Employees

Employee Rate Basis - per \$10 of Total Weekly Benefit

Lives	Volume	Current Rate	Renewal Rate
83	\$49,255	\$0.22	\$0.22



CITY OF REYNOLDSBURG

LONG-TERM DISABILITY

Rate Guarantee Period - January 1, 2020 to January 1, 2022

LTD

Current Monthly Premium	Renewal Monthly Premium	Renewal Monthly Premium Change
\$1,129.98	\$1,129.98	\$0.00

Class Description

All Eligible Managers, Directors and Municipal Employees

Employee Rate Basis - per \$100 of Monthly Covered Payroll

Lives	Volume	Current Rate	Renewal Rate
83	\$364,510	\$0.31	\$0.31

Enrollment Rules for City of Reynoldsburg G000B9KT

Voluntary Life-

The group does not have an annual open enrollment on the Voluntary Life coverage but they do have an annual increase option if the employee currently has Voluntary Life insurance with Mutual of Omaha. This means if the employee currently has Voluntary Life with Mutual of Omaha, they can increase their current coverage by \$10,000 or \$20,000 up to the guaranteed issue amount of \$100,000. If they want to add coverage for the first time, increase their current coverage greater than \$20,000, or elect an amount over \$100,000, they will be required to fill out an Evidence of Insurability form and be approved by Underwriting.

The annual increase option is not available to dependents their spouse. If they want to add coverage for the first time or increase coverage for their spouse, they will be required to fill out an Evidence of Insurability form and be approved by Underwriting. If they want to add coverage for the child, they can do so without going through EOI.

If they want to take advantage of the \$10,000 or \$20,000 increase, they will need to fill out an Enrollment form with the new amount between 10/1 and 12/31 of each year and send the enrollment form by email to the Mutual of Omaha Service Team (Ohio-IndyService@mutualofomaha.com). The new amount will go into effect on 1/1 of each year. If they want to add or increase their coverage greater than the \$10,000, they will need to submit the Evidence of Insurability with their application when they send it in to the Mutual of Omaha Service Team.

If approved, the election will go into effect on the first of the month after they have been approved. HR Department and the employee will notified by mail of approval or denial when they must submit Evidence of Insurability and when new deductions should begin if approved.

Please see the HR department for an enrollment form and/or Evidence of Insurability Form. The HR department can also let the employee know what the current Voluntary Life insurance amounts are.

Willis Towers Watson

City of Reynoldsburg

2020 ANCILLARY MARKETING SUMMARY

Rates Effective: January 1, 2020

Marketing Summary

Thank you for the opportunity to market your employee benefits program. Below is a high level summary of the markets we approached on your behalf. We have indicated which proposals are included in the detailed summary based on what most aligns with the strategic direction you gave us in our pre-renewal strategy discussion. If you would like a copy of any proposal received, please let us know and we will provide it to you.

Carrier Name	Line(s) of Business	Response	Compensation	Additional Compensation	Comments
Mutual of Omaha	Life/AD&D + STD	Quoted	First \$30,000=10%; next \$20,000=9%; next \$50,000=5%; next \$100,000=4%; on amounts in excess of \$200K=1.5%		
Mutual of Omaha	Voluntary Life/AD&D		First \$30,000=15%; next \$20,000=9%; next \$50,000=8%; next \$100,000=4%; on amounts in excess of \$200K=1.5%		
Mutual of Omaha	LTD	Quoted	First \$15,000=15%; next \$10,000=10%; next \$25,000=5%; on amounts in excess of \$50K=1%		

Selection of Coverage

Above is a high level summary of the markets we approached on your behalf. We have indicated which quotes are included in the detailed summary based on what most aligns with the strategic direction you gave us in our pre-renewal strategy discussion. If you would like a copy of any quote received, please let us know and we will provide it to you.

Please review the details of the proposals included to ensure that these meet your expectations. The proposals may differ from your current policy, so we recommend that you read the specifications from the carrier in their entirety and compare them to your current policy. Should you have any questions about the proposals or concerns about what is included in this summary, please let us know at once. Please provide us with your selection of coverage. We will confirm the details of this selection in writing with you and the carrier.

This proposal is presented in conjunction with the Standard Terms and Conditions for Human Capital Accounts which is enclosed.

The compensation that will be paid to Willis Towers Watson will vary based on the insurance contract it sells. Depending on the insurer and insurance contract you select, compensation may be paid by the insurer selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract and insurer you select. In some cases, other factors such as the volume of business Willis Towers Watson provides to the insurer or the profitability of insurance contracts Willis Towers Watson provides to the insurer also may affect compensation. Upon request, Willis Towers Watson will provide you with additional information about the compensation Willis Towers Watson expects to receive based in whole or in part on your purchase of insurance, and (if applicable) the compensation expected to be received based in whole or in part on any alternative quotes presented to you.

Brokerage Terms, Conditions & Disclosures

Your decision to purchase insurance coverages, products, and/or services through Willis Towers Watson is subject to the following terms and conditions.

1. General Terms and Conditions

- 1.1. **Fees Exclusive of Taxes.** Any fees or rates quoted or estimated will be exclusive of income tax or of any sales, ad valorem, value added tax or any similar tax unless such tax is required to be included pursuant to a statutory requirement. If required, we will add the relevant tax to the invoice, separately stated, and remit such tax to the appropriate authority.
- 1.2. **Our Responsibilities.** We will provide the services in a professional manner with reasonable skill and care and in accordance with all laws and regulations applicable to us. We will assign to the project team, members of our staff with adequate education, training and experience to perform the tasks assigned to them. We will use reasonable endeavors to meet any agreed timetable.

The work product we produce in the course of providing the services (the "**Work Product**") will not infringe any intellectual property right of any third party. Unless otherwise expressly agreed in writing, we do not accept any fiduciary or trust responsibilities or related liability in connection with the performance of the services. We do not provide legal, accounting or tax advice.

- 1.3. **Your Responsibilities.** You will provide us, in a timely manner, with all documentation, information, access to your personnel, access to your premises (if applicable) and cooperation reasonably required to provide the services. Any delay or failure to provide such documentation, information, access to your personnel or cooperation may result in: (a) a revision to any agreed timetable; and (b) if we are required to perform any additional work as a result, in additional fees being charged. We will rely on the documentation and information provided by you or your representatives and we do not take responsibility for verifying the accuracy or completeness of it. You may rely only upon our final Work Product and not on any drafts or oral statements made by us in the course of performing the services.
- 1.4. **Intellectual Property Rights and Work Product.** You will retain ownership of all original data and materials provided to us by you or your representatives, and the intellectual property rights in that data and materials. You will have the right to use, reproduce and adapt the copies of the Work Product for internal purposes within your organization. We will retain the intellectual property rights in the Work Product, and the skills, know-how and methodologies used or acquired by us during the course of providing any of the services.

The services, including the Work Product, are provided solely for the intended purpose, and may not be referenced or distributed to any other party without our prior written consent. You may distribute the Work Product to your affiliates, provided that you ensure that each such affiliate complies with these Terms, Conditions, & Disclosures, as if it were a party to them, and you remain responsible for such compliance.

You will not refer to us or include any of the Work Product in any shareholder communication or in any offering materials (or fairness opinion provided by your professional advisers) prepared in connection with the public offering or private placement of any security, unless otherwise agreed in writing.

- 1.5. **Confidentiality and Data Privacy.** Each party (the "**Recipient**") will protect all confidential information which the other party (the "**Discloser**") provides to it (whether orally, in writing or in any other form) ("**Confidential Information**") using the same standards as the Recipient applies to its own comparable confidential information, but in no event less than reasonable measures. Confidential Information will not include information that is: (a) already known to the Recipient at the time of disclosure; (b) in the public domain or publicly available; (c) provided to it by a third party who is under no such obligation of confidentiality; (d) independently developed by it; or (e) is required to be disclosed by court order, regulatory authority or other legal process, provided that prior to disclosing any Confidential Information, the Recipient will, if permitted by law, notify, and cooperate with the Discloser, at Discloser's expense, to lawfully limit and/or obtain appropriate protective orders with respect to such portion(s) of the Confidential Information which is the subject of any such required disclosure. Each party may disclose Confidential



Information to its legal advisers to protect its own legitimate interests or to comply with any legal or regulatory requirements.

In the course of providing the services, the parties acknowledge that you may provide us with information about an identifiable individual or information which relates to a natural person and allows that person to be identified, including your customer or employee information ("**Personal Data**"). It is further acknowledged that we are a global business and that we may transmit your information, including Personal Data, within our global network of offices to our affiliates and providers of IT outsourcing who will be subject to appropriate data protection standards. You represent that Willis Towers Watson is authorized to receive and possess any such Personal Data and that you have obtained any necessary consents from third parties, including the individual to which such Personal Data relates, that may be required for us to use the Personal Data for the purposes of providing the services. Irrespective of where we receive or hold Personal Data on your behalf, we will take appropriate technical, physical and organizational/administrative measures to protect it against accidental or unlawful destruction or accidental loss or unauthorized alteration, disclosure or access. Each party will comply with the provisions and obligations imposed on it by applicable data privacy legislation and regulations.

You agree that we may maintain, process and transfer your Confidential Information and Personal Data in order to perform the services, and for other reasonable ancillary purposes, unless you instruct otherwise.

In addition, you hereby grant us permission to use data we receive from you or your representatives in the course of the services for use in industry benchmarking studies, trend analyses and research. We may use the results of these studies, analyses and research for various purposes, including articles and studies for distribution to our other clients and prospects. Any such articles or studies will not disclose your participation or mention the inclusion of your information to any other party. Any findings from these studies that may show individual participant results will be on a blinded basis, and not attribute any finding to a specific participant.

- 1.6. **Nonconforming Services.** If the services do not conform to the requirements agreed between the parties, you will notify us promptly and we will re-perform any non-conforming services at no additional charge or, at our option, refund the portion of the fees paid with respect to such non-conforming services. The re-performance of the services or refund of the applicable fees is intended to provide an adequate remedy for any failure on our part to adhere to the requirements agreed between the parties for the performance of services.
- 1.7. **Indirect Damages.** In no event shall we or any of our affiliates and our and their respective employees, directors, officers, agents and subcontractors be liable for any incidental, special, punitive, or consequential damages of any kind (including, without limitation, loss of income, loss of profits, or other pecuniary loss), except to the extent such liability may not be excluded as a matter of law.
- 1.8. **Joint Liability.** Where we are jointly liable to you with another party, we will to the extent permitted by law only be liable for those losses that correspond directly with our share of responsibility for the losses in question.
- 1.9. **Third Parties.** We accept no responsibility for any consequences arising from any third party relying on the Work Product. If we agree to provide the Work Product to a third party, you are responsible for ensuring that the third party is made aware of the fact that they are not entitled to rely upon it. You agree to reimburse us for all costs (including reasonable legal fees) that we incur in responding to any requests or demands by third parties, pursuant to legal process or otherwise, for data or information related to the services.
- 1.10. **Force Majeure.** Neither party will be liable for any delay or non-performance of its obligations caused by an event beyond its control (a "**Force Majeure Event**") provided that the party affected gives prompt notice in writing to the other party of such Force Majeure Event and uses all reasonable endeavors to continue to perform its obligations. Either party may terminate any Statement of Work or Service Agreement by written notice to the other with immediate effect if such Force Majeure Event continues for more than 3 months.
- 1.11. **Miscellaneous.** These Term, Conditions & Disclosures, together with any signed agreement between us applicable to the same services, set out the complete and exclusive statement of agreement and

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understanding between the parties, which supersedes and excludes all prior or contemporaneous proposals, understandings, agreements or representations, whether oral or written, with respect to your purchase of insurance. To the extent there is a conflict between these Terms, Conditions & Disclosures and a separately negotiated and signed agreement between you and Willis Towers Watson for the same services, the relevant portions of the signed agreement will control. Any modifications of or amendments to any MSA, Statement of Work, a Service Agreement, or a change to the services must be in writing and agreed by the parties. Should any provisions of an MSA, Statement of Work, Service Agreement, or any of the Terms, Conditions, & Disclosures be declared void, illegal or otherwise unenforceable, the remainder will survive unaffected.

Neither party may assign or delegate any of its rights or obligations to any third party without the prior written consent of the other party. Notwithstanding the foregoing, either party may assign or delegate any of its rights and obligations to an affiliate. We reserve the right to employ subcontractors to assist in providing services and to pass to them any information and materials they need to perform their work. Where we use affiliates or subcontractors to provide the services, we will remain ultimately responsible for the provision of the services.

Neither party will have any liability in respect of any statement (except in the case of fraud where the liability of each party to the other will be unlimited) made by such party or on its behalf to the other party which is not contained in an applicable Statement of Work, Service Agreement, or these Terms, Conditions, & Disclosures and each party acknowledges that it has not entered into an any Statement of Work, or Service Agreement or will enter into a Statement of Work or Service Agreement, in reliance on any representation by the other party which is not contained in the MSA, the applicable Statement of Work, Service Agreement, or these Terms, Conditions & Disclosures.

We do not tolerate unethical behavior either in our own activities or in those with whom we seek to do business. We will comply with applicable laws, regulations, and rules.

- 1.12. **Sanctions and Export Control.** Sanctions and export control laws from the EU, United States, Canada, and other government authorities prohibit companies, including Willis Towers Watson, from conducting business in certain jurisdictions or with certain individuals. The restrictions may differ based on your business activity, ownership structure, and the location or nationality of your employees. Please inform us of any insurance or service requirements you have which touch upon goods, countries, entities or individuals subject to any sanctions or export controls. We will comply with all applicable sanctions and export control laws, and we are not responsible for actions taken by third parties based on their own sanctions or export control constraints.

To comply with applicable anti-money laundering regulations there are times when we may ask clients to confirm (or reconfirm) their identity. We may need to do this at the time you become a client or have been one for some time or for example, when checking details on proposal forms and transferring claims payments. This information may be shared with other subsidiaries of Willis Towers Watson PLC and where we deem necessary with regulatory or law enforcement bodies. Please note that we are prohibited from disclosing to you any report we may make based on knowledge or suspicion of money laundering, including the fact that such a report has been made.

We have systems that protect our clients and ourselves against fraud and other crime and we may utilize the services of third parties in order to identify and verify clients. Client information can be used to prevent crime and trace those responsible. We may check your details against financial crime databanks. If false or inaccurate information is provided, we may be obliged to pass such details to relevant regulatory agencies that may use this information.

- 1.13. **Dispute Resolution.** The parties agree to work in good faith to resolve any disputes arising out of or in connection with the services provided under these Terms, Conditions & Disclosures. If a dispute cannot be resolved it will be submitted to non-binding mediation to be conducted by Judicial Arbitration and Mediation Services (JAMS) before either party pursues other remedies hereunder. If the mediation does not resolve the dispute and a party or both parties wish to pursue other remedies, the parties agree that their legal dispute will be resolved without a jury trial and agree not to request or demand a jury trial. To the fullest extent permitted by applicable law, the parties hereby irrevocably waive any right they may have to demand a jury trial.

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To the extent the foregoing jury trial waiver is not enforceable under the governing law, except as provided below, any dispute arising out of or in connection with these Terms, Conditions & Disclosures which the parties are unable to resolve between themselves or through mediation as provided above, will be resolved by binding arbitration in the state as provided for in paragraph 14 below, or other mutually agreed location, before a panel of three arbitrators in accordance with the Commercial Arbitration Rules of the American Arbitration Association. Under these circumstances, the arbitration proceeding will be the sole and exclusive means for resolving any dispute between the parties, except for any dispute involving the ownership or use of work product or intellectual property, provided that either party may seek an injunction or other equitable relief if such action is necessary to avoid irreparable damage or to preserve the status quo. Each party will have the right to select one of the arbitrators and the two arbitrators so selected will agree on the choice of the third arbitrator. Each party will bear the expenses of the arbitrator it selects and one-half of the expenses of the third arbitrator and other costs related to the arbitration. Judgment on the award rendered by the arbitrators will be final and binding, and may be entered in any court having jurisdiction thereof. The arbitration proceeding will be confidential.

- 1.14. **Governing Law.** Any controversy, dispute or claim of any kind between the parties will be governed by and interpreted in accordance with the laws of the jurisdiction where the Willis Towers Watson office principally responsible for providing the services to you under the particular Statement of Work is located, without regard to any provisions governing conflicts of laws; provided that if such office is located outside of Canada or the US, the governing law will be that of the State of New York, without regard to any provisions governing conflicts of laws.
- 1.15. **Additional Provisions Applicable Only to Health and Benefits Services.**
- 1.15.1. If and to the extent that any portion of Willis Towers Watson's compensation is to be paid by or on behalf of any employee health or other welfare benefit plan ("Plan"), including commissions derived from Plan assets, then you will secure the approval of the applicable Plan fiduciaries for such portion of our compensation. You, and if applicable, the Plan fiduciaries, and not Willis Towers Watson, will determine whether any payment utilizing, or deriving from, Plan assets is appropriate. Willis Towers Watson will provide details concerning its charges to enable you, and if applicable, the Plan fiduciaries to make such determinations, but any information that Willis Towers Watson provides to you with its invoices or otherwise should not be construed as advice regarding the appropriate use of Plan assets. You, and if applicable, the Plan fiduciaries are encouraged to consult with legal counsel regarding such matters. Unless you tell us otherwise, in providing our services we will assume that the employee welfare benefits you provide to your employees and with respect to which we provide services have been wrapped into a single Plan. To the extent that you or your Plan enter into an Administrative Services Only contract with a Third party Administrator pursuant to which Willis Towers Watson receives a directed fee, you represent that all administrative fees are paid by you out of your general assets and will not be charged to the Plan.
- 1.15.2. Willis Towers Watson is not being engaged as a fiduciary or to provide investment advice and does not and will not perform or assume any fiduciary or trust responsibilities or liability in connection with the performance of the services. You agree that the services to be performed by Willis Towers Watson under an applicable Statement of Work are ministerial and not fiduciary in nature, that Willis Towers Watson has no discretionary authority or control with respect to the management or administration of your employee benefit plan(s) or any Plan assets, that Willis Towers Watson is not providing any advice with respect to products that may have an investment component, and that Willis Towers Watson's compensation has not been set at levels intended to compensate it for assuming fiduciary liability. You retain full responsibility for decisions to purchase or not purchase insurance policies, all claims for benefits against the Plan and any other discretionary decisions by the Plan or any fiduciary, trustee, Plan administrator, or Plan committee.
- 1.15.3. You agree that any enrollment or census data provided to Willis Towers Watson shall be provided by you in your role as an employer. You agree that you are responsible for your own access to and use of employee data, and that all persons whom you direct or request Willis Towers Watson to share employee data with are authorized to receive the employee data.
- 1.15.4. In the event that you and/or any of the employee benefit plans sponsored by you need to enter into business associate agreements with Willis Towers Watson to satisfy the requirements of the

Health Insurance Portability and Accountability Act, the regulations implementing that Act (the "Standards for Privacy of Individually Identifiable Health Information," codified at 45 C.F.R. parts 160 and 164), or any other similar law, the parties will execute an agreement in compliance with these requirements.

2. Brokerage Terms and Conditions

- 2.1. The services we provide to you will rely in significant part on the facts, information and direction provided by you or your authorized representatives. In order to make our relationship work, we must each provide the other with accurate and timely facts, information and direction as is reasonably required. You must provide us with complete and accurate information regarding your loss experience, risk exposures, and changes in the analysis or scope of your risk exposures and any other information reasonably requested by us or insurers. It is important that you advise us of any changes in your business operations that may affect our services or your insurance coverages. Therefore, all information which is material to your coverage requirements or which might influence insurers in deciding to accept your business, finalizing the terms to apply and/or the cost of cover, or deciding to pay a claim, must be disclosed. Failure to make full disclosure of material facts might potentially allow insurers to avoid liability for a particular claim or to void the policy. This duty of disclosure applies equally at renewal or modification of your existing coverage and upon placement of new lines of coverage. You agree that Willis Towers Watson will not be responsible for any consequences arising from any delayed, inaccurate or incomplete information.
- 2.2. An insurer quote is an offer to provide coverage. Offers can be modified or withdrawn prior to your acceptance through your order to bind coverage. The quote itself is not a legally binding commitment or a confirmation of actual coverage. Should you choose to bind coverage, we will secure a formal commitment, typically in the form of a binder on a form issued or approved by the insurer(s) at issue. The quotes we will provide to you are based upon the information that you have provided to us. If you discover that previously submitted information is inaccurate or incomplete, please advise us immediately so that we can attempt to revalidate terms with insurers.
- 2.3. At the time of binding, we review the financial soundness of the insurers we recommend to provide your coverages based on publicly available information, including that produced by well-recognized rating agencies. Upon request, we will provide you with our analysis of such insurers. We do not guarantee or warrant the solvency of any insurer or any intermediary that we may use to place your coverage.
- 2.4. If you have a multi-year policy, it is important that you understand the limitations associated with the coverage options and the possibility that the financial strength of the insurer may change throughout the term of the policy. We recommend that you review the insurer's ratings for any downgrades during the term of this multi-year policy.
- 2.5. The final decisions with respect to all matters relating to your insurance coverages, risk management, and loss control needs and activities are yours. We will procure the insurance coverage chosen by you, including the limits you choose, prepare or forward insurance binders, if applicable, and review and transmit policies to you.
- 2.6. We will review all binders, policies and endorsements to confirm their accuracy and conformity to negotiated specifications and your instructions and advise you of any errors in, or recommended changes to, such documents. You agree that you will also review all such documents and promptly advise us of any questions you have or of any document or provision which you believe may not be in accordance with your instructions as soon as possible, and in no event longer than two weeks, after you receive them. Your coverage is defined by the terms and conditions detailed in your insurance policies and endorsements. Your review of these documents, and any review you may seek from outside legal counsel or insurance consultants, is expected and essential.
- 2.7. We will inform you of the reporting requirements for claims, including where claims should be reported and the method of reporting to be used, if applicable. Please carefully review any claims-reporting instructions or information we provide. Failure to timely and properly report a claim may jeopardize coverage for the claim. In addition, you should retain copies of all insurance policies and coverage documents as well as claims-reporting instructions after termination of the policies because in some cases you may need to report claims after termination of a policy.

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- 2.8. Our compensation may be revised if you request a change in the coverages and/or services during the term of this Agreement and we enter into a written agreement documenting any change in coverages, services and compensation.
- 2.9. If your insurance risks are in more than one jurisdiction, we, where required, will work with you and insurers to determine the allocation of premium between applicable jurisdictions, and the amount of insurance premium tax payable in each jurisdiction. In providing such services, Willis Towers Watson is acting in its capacity as an insurance broker, not as your tax advisor. You should seek your own advice in relation to such tax laws where you consider it necessary. We will not be liable to you should the apportionment of premium or amount of tax payable under the policy be challenged by any tax authority. In addition, we will not be liable to you should the insurers fail, or refuse, to collect and pay such insurance premium tax to the relevant authorities.
- 2.10. You will provide immediately available funds to pay premiums by the dates specified in the insurance policies, invoices, or other payment documents. Failure to pay premium on time may prevent coverage from incepting or result in cancellation of coverage by the insurer. You agree that we are not responsible for any consequences arising from any delay or failure by you to pay the amount due by the indicated date.
- 2.11. You may use a premium finance company, property appraiser, structured settlement firm or other similar service provider in connection with the insurance coverages we place for you. Premium finance options are not always available, but where they are, Willis Towers Watson currently works with industry leading finance providers for this service. Where permitted by law, we receive a fee for the services we provide those companies. These services include, but are not limited to, processing the premium finance applications and marketing and sales support they do not have. If you would like more information about the fee we receive, please let us know.
- 2.12. We will handle any premiums you pay through us and any funds which we receive from insurers or intermediaries for payment or return to you in accordance with applicable province/territory, state and federal insurance laws and regulations and province/territory and state unclaimed property laws. We may transfer your funds directly to insurers or to third parties such as wholesale brokers, excess and surplus lines brokers, or managing general agents to carry out transactions for you.
- 2.13. Where we collect funds from you, you agree that we may receive and retain interest on such funds from the date we receive the funds until we pay them to the insurers, intermediaries, or other third parties in the course of providing services, or until we return them to you after we receive such funds.
- 2.14. The following may be applicable where U.S. risks are insured with or through a foreign insurer or intermediary. The Foreign Account Tax Compliance Act (FATCA) is a U.S. law aimed at foreign financial institutions and other financial intermediaries (including insurance companies and intermediaries such as brokers) to prevent tax evasion by U.S. citizens and residents through offshore accounts. In order to comply with FATCA, insurance companies and intermediaries must meet certain legal requirements. Insurance placed with an insurance company that is not FATCA compliant may result in a 30% withholding tax on your premium. Where FATCA is applicable to you, in order to avoid this withholding tax, Willis Towers Watson will only place your insurance with FATCA-compliant insurers and intermediaries for which no withholding is required unless you instruct us to do otherwise and provide your advance written authorization to do so. If you do instruct Willis Towers Watson to place your insurance with a non-FATCA compliant insurer or intermediary, you may have to pay an additional amount equivalent to 30% of the premium covering U.S.-sourced risks to cover the withholding tax. If you instruct us to place your insurance with a non-FATCA compliant insurer but you do not agree to pay the additional 30% withholding if required, we will not place your insurance with such insurer. Please consult your tax adviser for full details of FATCA.
- 2.15. Unless otherwise provided in writing, you agree that we may use your company name and logo in marketing materials and for internal Willis Towers Watson use.
- 2.16. Unless otherwise agreed in writing, in the event of termination, we will be entitled to receive and retain any commissions payable under the terms of our commission agreements with the insurers in relation to policies placed by us, whether or not the commissions have been received by us.

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- 2.17. Our obligation to render services under the agreement ceases on the effective date of termination of the agreement. Nevertheless, we will take reasonable steps to assist in the orderly transition of matters to you or to a new insurance broker. Claims and premium or other adjustments may arise after our relationship ends, and we have no responsibility to handle these things after our relationship ends. Such items are normally handled by the insurance broker serving you at the time the claim or adjustment arises. However, we will consider providing such services after the termination of this agreement for mutually agreed additional compensation. Nevertheless, we will process all remaining deposit premium installments on the policy(ies) in effect at the time of change.
- 2.18. The insurance market is complex, and there could be other relationships which are not described in this document which might create conflicts of interest. If a conflict arises for which there is no practicable way of complying with this commitment, we will promptly inform you and withdraw from the engagement, unless you wish us to continue to provide the services and provide your written consent. Please let us know in writing if you have concerns or we will assume that you understand and consent to our providing our services pursuant to these Terms, Conditions & Disclosures.

3. Brokerage Disclosures

- 3.1. If a Willis Towers Watson affiliate or office located outside of Canada or the United States serves as an intermediary in the placement of your coverages, it will also earn and retain compensation for providing those services, which compensation may not be included in the fee.
- 3.2. The compensation that will be paid to Willis Towers Watson will vary based on the insurance contract it sells. Depending on the insurer and insurance contract you select, compensation may be paid by the insurer selling the insurance contract or by another third party. Such compensation may be contingent and may vary depending on a number of factors, including the insurance contract and insurer you select. In some cases, other factors such as the volume of business Willis Towers Watson provides to the insurer or the profitability of insurance contracts Willis Towers Watson provides to the insurer also may affect compensation. Willis Towers Watson may accept this compensation in locations where it is legally permissible, and meets standards and controls to address conflicts of interest. Whether or how much insurers may pay in such compensation does not play any role in Willis Towers Watson's placement recommendations on behalf of its clients. If you prefer that we not accept this compensation related to your policy, please notify us in writing and we will request that your insurer(s) exclude your business from their payment calculations.
- 3.3. Upon request, Willis Towers Watson will provide you with additional information about the compensation Willis Towers Watson expects to receive based in whole or in part on your purchase of insurance, and (if applicable) the compensation expected to be received based in whole or in part on any alternative quotes presented to you.
- 3.4. To the extent Willis Towers Watson is compensated by commissions paid to us by insurers, they will be earned for the entire policy period at the time we place policies for you. We will be paid the commission percentage stated for the placement of your insurance as indicated, and will receive the same commission percentage for all subsequent renewals of this policy unless a different commission percentage is disclosed to you, or unless the insurer changes its commission rates, in which case the new commission rate will be disclosed to you before placement of the policy.
- 3.5. Willis Towers Watson may place your insurance or other business with members of a panel of insurers or other vendors. Willis Towers Watson develops panels of insurers and vendors in certain market segments. Participating insurers and vendors are reviewed on a variety of factors. Commission or fee rates on panel placements may be higher than rates paid on business placed outside of the panel process. Willis Towers Watson discloses its commission rates to clients on quotes obtained through the panel process prior to binding the coverage. In some instances, insurers or vendors pay an administration or management fee to participate in the panel process or for additional reporting. In some instances, Willis Towers Watson may earn a referral fee for referring your business to certain vendors.
- 3.6. In some cases the use of a wholesale broker may be beneficial to you. We will not directly or indirectly place or renew your insurance business through a wholesale broker unless we first disclose to you in writing any compensation we or our corporate parents, subsidiaries or affiliates will receive as a result.

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- 3.7. If wholesalers, underwriting managers or managing general agents have a role in providing insurance products and services to you, they will also earn and retain compensation for their role in providing those products and services. If any such parties are corporate parents, subsidiaries or affiliates of ours, any compensation we or our corporate parents, subsidiaries or affiliates will receive will be included in the total compensation we disclose to you. If such parties are not affiliated with us, and if you desire more information regarding the compensation those parties will receive, please contact us and we will assist you in obtaining this information.
- 3.8. Commission schedules and other compensation arrangements related to our services on your behalf may change over time and may not always be congruent with your specific policy period. Willis Towers Watson will provide you with accurate information to the best of our knowledge when information is presented to you, but it is possible that compensation arrangements may change over time. We will update you on any changes to our compensation prior to your renewal, and will do so at any time upon your request.
- 3.9. As an insurance intermediary, we normally act for you. However, we or our corporate parents, subsidiaries or affiliates may also provide services to insurers for which we may earn compensation. These services may include, for example, (a) acting as a managing general agent, program manager or in other similar capacities which give us binding authority enabling us to accept business on their behalf and immediately provide coverage for a risk; (b) arranging lineslips or similar facilities which enable an insurer to bind business for itself and other insurers; (c) managing lineslips for insurers; or (d) providing third party administration and other services to insurers. Contracts with these insurers may grant us certain rights or create certain obligations regarding the marketing of insurance products provided by the insurers. We may place your insurance business under such a managing general agent's agreement, binding authority, lineslip or similar facility when we reasonably consider that these match your insurance requirements/instructions. When we intend to do so, we will inform you and disclose that we will receive compensation related to these services. In addition, these services may include providing services to insurers as a client. For example, we or they may provide consulting, brokerage, outsourced administration, or reinsurance services to insurer clients. In such cases, we or they will be compensated separately for the services provided to those insurer clients. Some of these insurer clients may happen to be insurers with whom we place your insurance coverages. The services provided to you and the services provided to our insurer clients are separate and any compensation earned for the services provided to insurer clients are separate from and in addition to the compensation we earn for the services we provide you under this Agreement.
- 3.10. We are members of a major international group of companies. In addition to the commissions received by us from insurers for placement of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesale brokers, reinsurance intermediaries, underwriting managers and similar parties (some of which may be owned in whole or in part by our corporate parents or affiliates), may earn and retain usual and customary commissions for their role in providing insurance products or services to you under their separate contracts with insurers or reinsurers.
- 4. Disclosures Applicable Only to Property and Casualty Placements (Not applicable to Health and Benefits Placements)**
- 4.1. Willis Towers Watson negotiates commission rates with certain insurers on a corporate level. If the rate on your placement is lower than the negotiated rate, Willis Towers Watson will collect the difference directly from the insurer. These payments will not increase the cost of your insurance or otherwise impact your premium or rates. Details of these arrangements where there is compensation beyond the base compensation detailed in your Quote Proposal can be found at: http://www.willis.com/About_Willis/The_Willis_Way/Commission_Rates.
- 4.2. A separate business unit within the Willis Towers Watson Group, FINMAR Market Services, provides a wide range of services direct to certain insurers that write business for FINEX Global clients. A separate fee is paid to FINMAR Market Services by insurers for the delivery of these services to them. This fee is calculated within a range of 2.75% and 7.5% (plus VAT, if applicable) of the overall premiums placed depending on the scale of services provided. Unless otherwise stated, premiums paid by the clients of FINEX Global will not be increased as a result of these arrangements.
- 4.3. If a surplus lines insurer (sometimes referred to as an excess lines insurer, non-admitted insurer, or non-licensed insurer) was used to quote your coverage, its premium rates, coverage terms and policy forms

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are not regulated by your home state, province or territory, as applicable, and you will be required to pay an additional surplus lines premium tax which is on top of the premium. Also, in the event of the insurer's insolvency you will not be indemnified by any government guaranty fund for unpaid claims.

- 4.4. In addition to any other terms governing the use of your information as provided herein or in any other master services agreement, statement of work, or other agreement, you agree that we may use your information and, if applicable, receive remuneration for such use, as described below. We may:
- 4.4.1. aggregate and anonymise your information and may disclose to third parties certain anonymized or industry-wide statistics or other information which may include information relating to you, but that we will not, without your consent, reveal any information specific to you other than on an aggregated and anonymized basis and as part of an industry or sector-wide comparison;
 - 4.4.2. use your information to engage certain insurers in periodic discussions to gauge insurers' capabilities and interest in potentially quoting your business at a future date. Such discussions could be specific to your account or part of a discussion about a portfolio of accounts and typically increase the effectiveness and efficiency of our future marketing efforts on your behalf when you desire alternative bids;
 - 4.4.3. share information concerning your insurance arrangement with insurers or their agents where this is necessary to enable insurers to decide whether to participate in insuring your risk or to participate in any arrangement made by Willis Towers Watson whereby participating insurers agree to insure (wholly or partly) a portfolio of risks without necessarily making underwriting decisions on a case by case basis for individual risks within such portfolio;
 - 4.4.4. use any information you provide, without further notice to you, for the purpose of: (1) prospecting facultative reinsurance business from prospective insurer clients; (2) placing facultative reinsurance on behalf of our insurer clients; (3) marketing facultative reinsurance with prospective reinsurers on behalf of our insurer clients.

5. Language

- 5.1. It is the express wish of the parties that this Agreement and any related documents be drawn up in the English language. Les parties confirment qu'il est leur volonté expresse et réciproque que ce contrat et tout document qui s'y rattache soient rédigés en anglais.

6. Inquiries and Complaints

- 6.1. Your satisfaction is important to us. If you have questions or complaints, please inform the person who handles your business or contact the head of our office. Alternatively, you may call toll free 1-866-704-5115.

City Auditor's Office**Stephen Cicak****7232 E. Main Street****Reynoldsburg OHIO 43068****614/322-6858 Phone****RESOLUTION REQUEST**

DATE: September 9, 2019

TO: Finance and Administration Committee

RE: Accept Franklin County Tax Rates Due October 1st

Approval:

Completed Brad McCloud	Jed Hood	Completed Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor.

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(CITY COUNCIL)
OHIO REVISED CODE, SECTION 5705.34, 5705.35

The Council of the City of REYNOLDSBURG, Franklin County

Ohio, met in _____ session on the _____ day of _____,
(Regular or Special)
2019, at the office of _____ with the following members

present:

_____ moved the adoption of the following Resolution:

WHEREAS, This Council in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1, 2020; and

WHEREAS, The Budget Commission of Franklin County, Ohio, has certified its action thereon to this Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Council of the City of REYNOLDSBURG
Franklin County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted: and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said City the rate of each tax necessary to be levied within and without the ten mill limitation for tax year 2019 (collection year 2020) as follows:

Attachment: FRcptyacceptingrates (Accept the Amounts and Rates from Franklin County Auditor)

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY APPROVED BY THE BUDGET COMMISSION, AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount to be Derived from Levies Outside 10 Mill Limitation	Amount Approved by Budget Commission Inside 10 Mill Limitation	County Auditor's Estimate of Full Tax Rate to Be Levied	
			Inside 10 Mill Limit	Outside 10 Mill Limit
General		\$303,853.73	0.40	
General Fund Charter				
Bond Retirement				
Bond Retirement Charter				
Police Pension		224,952.72	0.30	
Police Operating				
Fire Pension				
Fire Operating				
Police/Fire Pension				
Capital Improvement Charter				
Road & Sidewalk Fund				
TOTAL		\$528,806.45	0.70	

and be it further

RESOLVED, That the Clerk of this Council be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

_____ seconded the Resolution and the roll being

called upon its adoption the vote resulted as follows:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Adopted the _____ day of _____, 2019.

Attest:

Clerk of Council

President of Council

REYNOLDSBURG
Franklin County, Ohio.

Attachment: FRcptyacceptingrates (Accept the Amounts and Rates from Franklin County Auditor)

**CERTIFICATE OF COPY
ORIGINAL ON FILE**

The State of Ohio, Franklin County, ss.

I, _____, Clerk of the Council of the City of

REYNOLDSBURG within and for said County, and in whose

custody the Files and Records of said Council are required by the Laws of State of Ohio to be kept

do hereby certify that the foregoing is taken and copied from the original _____

now on file, that the foregoing has been compared by me with said original

document, and that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____, 2019.

Clerk of Council

REYNOLDSBURG

Franklin County, Ohio.

Attachment: FRctyacceptingrates (Accept the Amounts and Rates from Franklin County Auditor)

City Auditor's Office**Stephen Cicak****7232 E. Main Street****Reynoldsburg OHIO 43068****614/322-6858 Phone****RESOLUTION REQUEST**

DATE: September 9, 2019

TO: Finance and Administration Committee

RE: Accept of County Tax Rates due by October 1st

Approval:

Completed Brad McCloud	Jed Hood	Completed Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Co. Auditor's Est. of Yield of Levy
TOTALS	0

Attachment: Copy of LKGCTY AB 19 (Accept the Amounts and Rates from Licking County Auditor)

(1) RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(CITY COUNCIL)

Revised Code, Secs., 5705.34-5705.35

The Council of the City of Reynoldsburg, Licking

County, Ohio, met in _____ session on the _____ day of _____, (Regular or Special)

_____, at the office of _____ with the following members

present: _____

Mr. _____ moved the adoption of the following Resolution:

for the next succeeding fiscal year commencing January 1st, 2020 and

WHEREAS, The Budget Commission of Licking County, Ohio, has certified its action thereon to this Council together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within the ten mill limitation; therefore be it

RESOLVED, By the Council of the City of Reynoldsburg

Licking County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said City the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

Attachment: Copy of LKGctyRATE RESOLUTION (Accept the Amounts and Rates from Licking County Auditor)

RESOLVED, That the Clerk of this Council be and is hereby directed to certify a copy of this

Resolution to the County Auditor of Said County,

Mr. _____ seconded the Resolution and the roll being called

upon its adoption the vote resulted as follows:

Mr. _____,

Mr. _____,

Mr. _____,

Mr. _____,

Mr. _____,

Mr. _____,

Mr. _____,

Adopted the _____ day of _____,

Attest:

President of Council

Clerk of Council

Attachment: Copy of LKGctyRATE RESOLUTION (Accept the Amounts and Rates from Licking County Auditor)

CERTIFICATE OF COPY

ORIGINAL ON FILE

4.d.b

The State of Ohio, Licking County, ss.

I, _____, Clerk of the Council of the City of **Reynoldsburg**

within and for said County, and in whose custody the Files and Records of said Council are required by Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original _____

_____ now on file, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof,

WITNESS my signature, this _____ day of _____, _____

Clerk of Council

Attachment: Copy of LKGctyRATE RESOLUTION (Accept the Amounts and Rates from Licking County Auditor)

1. A copy of this Resolution must be certified to the County Auditor within the time prescribed by Sec. 5705.34 R.C., or at such later date as may be approved by the Board of Tax Appeals.

Human Resources Dept.

Sandra Boller
7232 E. Main Street
Reynoldsburg OHIO 43068
614-322-6868 Phone

ORDINANCE REQUEST

DATE: **September 9, 2019**

TO:

RE: AN ORDINANCE UNAPPROPRIATING \$6,000 FROM ACCOUNT 110.582.5103 (HUMAN RESOURCES - WAGES PART-TIME) AND APPROPRIATE \$6,000.00 TO ACCOUNT 110.534.5339 (CIVIL SERVICE - MISCELLANEOUS CONTRACT SERVICES) FROM THE UNAPPROPRIATED GENERAL FUND, AND DECLARING AN EMERGENCY.

Approval:

Completed Brad McCloud	Completed Jed Hood	Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Statement of necessity: Financial needs of the City's government - having enough funds to pay for the unexpected expense of the Lieutenant's hiring process.

ORDINANCE UNAPPROPRIATING \$6,000 FROM ACCOUNT 110.582.5103 (HUMAN RESOURCES - WAGES PART-TIME) AND APPROPRIATE \$6,000.00 TO ACCOUNT 110.534.5339 (CIVIL SERVICE - MISCELLANEOUS CONTRACT SERVICES) FROM THE UNAPPROPRIATED GENERAL FUND, AND DECLARING AN EMERGENCY.

Development Department

Andrew Bowsher
7232 E. Main Street
Reynoldsburg OHIO 43068
614-322-6831 Phone

ORDINANCE REQUEST

DATE: September 9, 2019

TO: Finance and Administration Committee

RE: An Ordinance Authorizing Mayor to Enter into Contract with Viewpoint Cloud Solutions, for the Purchase of New Permitting Software and Related Services.

Approval:

Completed Brad McCloud	Skipped Jed Hood	Completed Stephen Cicak
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The Reynoldsburg Department of Development is Requesting, Council approval for the following:

1. Waive the competitive bidding process for this project. This purchase includes software that possesses specific capabilities to establish the collaborative effort with the other departments involved. The Consolidation works seamlessly with all involved departments utilizing the same software.

2. Purchase the Viewpoint Cloud Solutions software and the data conversion at a total cost of \$66,680.00 Cost broken down as follows:

3. Utilize funds from fund 5300 from the following departments: Building, Development, Service, Water, and Streets. This is a combined, and collaborative software which will replace the current systems, and interconnect with our GIS capabilities.

Please see attachment for complete details.

Proposal Information

Created Date 7/8/2019 Contract Start Date 10/1/2019
 Quote Number 201807-411 Contract End Date 9/30/2020

Municipal Information

Account Name City of Reynoldsburg Name Andrew Bowsher
 Billing Address 7232 E Main St Phone (614) 322-6831
 Reynoldsburg, Ohio 43068-2080 Email abowsher@ci.reynoldsburg.oh.us
 United States

Investment Line Items

Product	Product Description	Product Code	Total Price
ViewPoint Cloud	<p>For the Unlimited divisions/departments/disciplines (starting with Development (planning & zoning), Building (permits and code) and Service (streets, garage sale, special events) Accept online requests, route through workflows, manage approvals, collect payments, and issue permits.</p> <p>Allows for public inspection requests, inspection scheduling, mobile field inspections, and inspection reporting.</p> <p>Also you will be able to create renewal campaigns on any record type that is currently active in ViewPoint Cloud.</p> <ul style="list-style-type: none"> • Unlimited Users • Support & Maintenance • All Hosting & Storage • All Updates & Upgrades <p>Unlimited usage annually for the Department(s) and/or record types listed.</p>	Annual Recurring	\$44,880.00
ViewPoint Cloud Discount	Multi-department discount - Annual Recurring (ongoing)	Discount - Annual Recurring	(\$14,500.00)
ESRI Integration Support	ArcGIS Server 10.x web service accessible outside of the community's local intranet.	Annual Recurring	\$1,200.00
Flag integration (per system) Ongoing Updates	Import a list of flags into ViewPoint Cloud.	Annual Recurring	\$1,200.00
Master Address Table Annual Support	Integrate your Master Address Table into ViewPoint Cloud for a weekly import of all location information. This will replace the automated Google Maps Address Search. It will be the municipalities responsibility to provide ViewPoint with the file initially and ongoing for any updates. Requirements: Same as 1 time import, plus (at least) read-only any-time access to the MAT database which must contain the parcel properties latitude/longitude coordinates.	Annual Recurring	\$2,400.00
Contractor Integration Support	Integrate ViewPoint Cloud with your contractor database to import licensed contractor information. *Small municipality discount (under 40k pop.) - 25% off monthly dues. Requirements: A clean contractor table including all information to be included on application forms.	Annual Recurring	\$1,200.00
Discount	Annual Recurring Discount as noted above.	Discount	(\$300.00)
	ViewPoint will train administrative staff and provide implementation services for your first department (additional department deployment services may be requested for \$7,500/department)		

Attachment: Reynoldsburg OH (unlimited divisions-disciplines-departments)_V1 (Viewpoint Cloud Solutions Software/Service Purchase)

• This quotation may be multiple pages, please ensure you have all pages to include the signature authorization section

Implementation & Deployment Services	ViewPoint will provide implementation services for the first department you subscribe for these services. This service spans the duration of department deployment from beginning to go-live, during which time ViewPoint will set up your records as we collaborate on tailoring the system to suit your community. Intended for 1-3 administrators and/or your Project Manager. ViewPoint Cloud will provide professional services consulting and best practice recommendations, delivered remotely. This involves interacting with your project manager and at times department(s) staff for setting up record types for the department(s) and covers forms, fees, attachments, workflows, access rights & document outputs. Additional sample curriculum includes: • Defining citizen service goals • Developing an online permitting strategy • How to customize forms and workflows • Testing & Training best practices	One Time	\$13,000.00
Discount		Discount	(\$3,900.00)
End User Education Course	For 2 End User Sessions Expert assistance from a ViewPoint education specialist. Intended for end user staff. Price per department for single 2-hour end-user training webinar + recording. End Users will learn necessary skills to perform their jobs in the ViewPoint Cloud environment.	One Time	\$2,500.00
ESRI ArcGIS Server Integration	Integrate ViewPoint Cloud with your ArcGIS Server. This will replace all Google Maps views with your published ESRI map.	One Time	\$1,000.00
Flag integration (per system)	Import a list of flags into ViewPoint Cloud. (per system/dataset)	One Time	\$1,000.00
Master Address Table One Time Import	Import all of your location information from your Master Address Table into ViewPointCloud. This will replace the automated Google Maps Address Search. Requirements: A clean master address table including all of the community's location information and must contain the parcel properties latitude/longitude coordinates, as well as at least 1 unique ID field. ViewPoint does not take responsibility for 'dirty' data.	One Time	\$2,000.00
Contractor Integration	Contractor list provided by State of Ohio and made available in the software Integrate ViewPoint Cloud with your contractor database to import licensed contractor information.	One Time	\$1,000.00
Historical Data Migration	Migrate historical department data from BDS (in a clean state) **Additional scoping may be required** Please refer to Notes Below	One Time	\$7,000.00
Historical Data Migration	Migrate historical department data from New World (in a clean state) **Additional scoping may be required** Please refer to Notes Below	One Time	\$7,000.00

Total Investment from Items Above			
	Total Price		\$66,680.00

Notes **For the Unlimited divisions/departments/disciplines (starting with Development (planning & zoning), Building (permits and code) and Service (streets, garage sale, special events)**

Data Migration and File Requirements:

Import of permits and associated data from a report (or series of reports) exported by the community's current permitting system that conform to the technical requirements outlined by ViewPoint. The data migration is subject to the requirements summarized in the "Notes" section below.

- Each migration must have a central records file with a unique ID and all information that is 1 to 1 with each record.
- All many-to-one information (i.e. payments, inspections) must be provided in separate files with each item referencing the unique ID of the corresponding record
- Files must be provided in a flat-file format (csv, txt, or xlsx) with column headers in the first row. Names of files should indicate their contents

Attachment: Reynoldsburg OH (unlimited divisions-disciplines-departments)_V1 (Viewpoint Cloud Solutions Software/Service Purchase)

- The file must not contain extraneous rows which do not represent data to be migrated (e.g. summary data such as record counts, totals, etc.)
- For flat files, fields must be appropriately delimited and text should also be appropriately delimited and escaped
- The community must also provide a data-dictionary defining how the provided data fields should be mapped to fields in ViewPoint Cloud and whether any provided fields should be omitted from the migration.

The scope of data migration includes:

- Records (Permits, Licenses, etc.)
- Applicant data
- Location information (Records will only be linked to locations if an ID, MBL, or other logical link is provided to match up to the community's address integration)
- Fees and Payments (will be migrated as form data)
- Inspections (will be migrated as form data)
- Contractors, Work Description and other Form Data
- Other Multi-Entry form data

The scope of data migration does not include:

- Cleaning of any corrupted data
- Creation and linking of applicant accounts
- Integration of historical fees and payments into workflow or financial reports.
- Logs of permit changes
- Migration of any data into the workflow (i.e. pending or completed sign-offs, fee steps, document issuance, inspections).
- Permit Attachments
- Import of contractor database
- Creation of projects or other relationships between permits

ViewPoint Contact

Prepared By Carl Anderson Expiration Date 9/30/2019

By signing below, you hereby agree to the ViewPoint Cloud Terms of Service and will be billed according to the terms therein. The terms of service can be found here - <http://viewpointcloud.com/terms-of-service/>. ViewPoint's Privacy Policy may be found here - <http://viewpointcloud.com/privacy-policy/>. Annual recurring costs not to exceed 7% increase per year.

Signed _____ Date _____

Printed Name _____ Title _____