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MAY 17 2016
CITY MANAGER

MEMORANDUM

TO: Donald Cooper, City Manager

FROM: Edward DeMicco, Risk Manager E.D.

THROUGH: Jack Warner, Chief Financial Officer

DATE: May 17, 2016

SUBJECT: Payment of Railroad Crossing Liability Renewal Invoices

This is a request for emergency approval due to time constraints, in paying annual renewal invoices for liability insurance for the railroad crossing lease. Currently, the premiums are invoiced from Ascension Benefits (our insurance broker) rather than a direct billing from the insurance company. We have two invoices for policies that have a renewal date of June 5, 2016. Purchasing ordinance No. 29-13, Chapter 36.02 (B) requires approval from the City Commission for payment of individual invoices that total over $25,000 from the same vendor. The combination of the two invoices exceeds $25,000. Finance/Risk Management will bring this issue for Commission approval at the Commission meeting scheduled for June 7, 2016.

The invoices to be paid are as follows:

- Railroad crossing liability renewal - $20,000
- Railroad crossing excess liability renewal - $7,500

TOTAL - $27,500

We are asking approval to pay these invoices.

Thank you.

/rc

Attachment

cc: Theresa Webb, Chief Purchasing Officer

Approved
Donald Cooper, City Manager

cmrequest.doc