

RESOLUTION 18-204

**A RESOLUTION AUTHORIZING THE CITY OF SPRING HILL
TO PARTICIPATE IN THE TML RISK MANAGEMENT POOL
“PROPERTY CONSERVATION” MATCHING GRANT PROGRAM**

WHEREAS, the citizens of the City of Spring Hill have entrusted this administration with the care and custody of city-owned property; and

WHEREAS, all efforts shall be made to protect city-owned property from various perils that may arise for the City of Spring Hill; and

WHEREAS, the TML Risk Management Pool seeks to encourage the members with property coverage to develop and implement a property conservation program by offering a “Property Conservation” Matching Grant Program; and

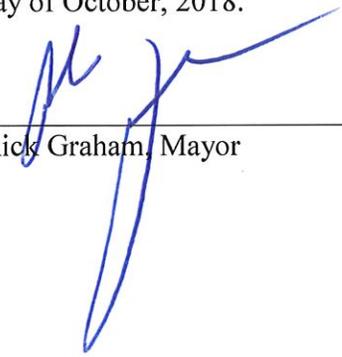
WHEREAS, the City of Spring Hill now seeks to participate in this important program.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE the following:

SECTION 1. That the City of Spring Hill is hereby authorized to submit application for a “Property Conservation” Matching Grant Program through the TML Risk Management Pool.

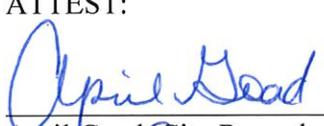
SECTION 2. That the City of Spring Hill is further authorized to provide a matching sum of up to \$5,000.00 to serve as a match for any monies provided by this grant.

Passed and adopted this 15th day of October, 2018.



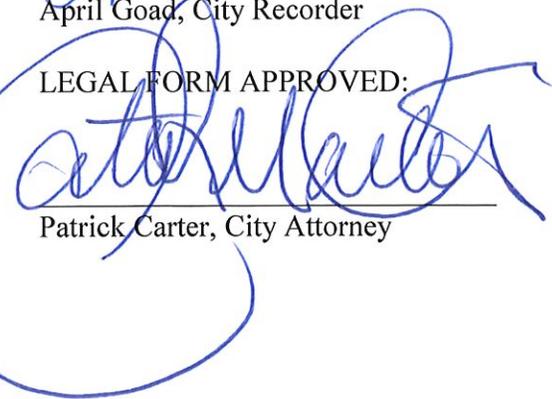
Rick Graham, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



REQUEST: *Approval of Resolution 18-204*
SUBMITTED BY: Victor Lay, City Administrator
April Goad, City Recorder
DATE: October 10, 2018
RE: Property Conservation Matching Grant Program
ATTACHMENTS: Resolution 18-204
TML's Property Conservation Grant Guidelines and
Resolution 18-204

PURPOSE:

The purpose of this request is to apply for grant funding offered by TML Risk Management Pool, in an amount up to \$5,000.00 for property conservation. This program encourages entities insured by TML to act on loss prevention for reduction of claims.

BACKGROUND:

TML Risk Management Pool is the provider of city property and worker's compensation insurance coverages. The City of Spring Hill participates in many programs offered by TML Risk Management Pool.

FINANCIAL IMPACT:

This is a matching grant. We will submit up to \$10,000.00 in security related purchases in order to get a reimbursement of up to \$5,000.00. Loss prevention measures subsequently decrease insurance premiums.

STAFF RECOMMENDATION:

Staff recommends approval. If the city receives this grant, funds can go toward security needs at Rippavilla, the Library, and/or the Wastewater Treatment Plant.

ACTION REQUIRED:

Approval of Resolution 18-204 is required as soon as possible. Grant deadline is November 16, 2018. Grant applications are considered in the order they are received. Award of grant is contingent on timely submission of all requirements.



Property Conservation Matching Grant Program Guidelines

The Pool is pleased to announce the launch of its third annual **Property Conservation Matching Grant Program** for all members who have **property coverage** with The Pool.

OBJECTIVE: *To help eligible Pool members purchase items designed to protect insured property from a variety of covered perils.*

What is property conservation?

An organized and managed effort directed toward loss prevention and reduction.

Why is a property conservation program important?

- Loss prevention and reduction affect the frequency and severity of property losses. A property conservation program preserves and protects the physical assets of public agencies.
- Professional public organizations can — and should — manage their property loss prevention/control efforts through the use of available tools and technologies designed to meet the goals of a property conservation program.
- A comprehensive program can play a vital role in protecting agencies from the dangers of unforeseen property loss.

Please read this information in its entirety before completing the application:

- 1) The Pool will **reimburse up to 50 percent** of the cost of the property conservation-related approved item(s) with a maximum reimbursement based on the Priority Classification matrix rating.
- 2) **Matching grant funds must be used for property loss prevention/control items.** *(See participation rules in this document for additional information.)*
- 3) Entity must be an existing Pool member and must currently have **property coverage** with The Pool as of 7/1/2018.
- 4) Entity must be in good standing with The Pool and in compliance with **previous property loss control recommendations.**



DEADLINE: Friday, November 16, 2018 (close of business)

GRANT NOTIFICATION DATE: Week of December 18, 2018

ELIGIBILITY: Available **ONLY** to Pool members with **Property Coverage** since **July 1, 2018**. Your **expenditure** may be made between **Jan 1, 2018 and May 1, 2019**.

RULES FOR PARTICIPATION

1. **Applications must be submitted online.** The application is **DATE SENSITIVE** and is subject to available funds. Direct all questions to your property conservation consultant (please refer to pg. 4).
2. **Matching grant funds must be used for property loss prevention/control items.** Examples include but are not limited to: lightning attenuation (lightning protection) systems, security fencing, infrared thermography, sprinkler head protective cages, security cameras or security lighting. Grant funds may also be used for recommended loss prevention/control items identified by The Pool's property conservation loss control surveys, transformer oil and gas testing recommendations to electric utilities generated by a transformer oil or gas analysis (TOGA) program, and/or deficiencies or maintenance recommendations generated by infrared thermography inspections. Items not eligible include but are not limited to: items subject to general wear and tear or operational items, such as new roofs, new water heaters, etc.
3. A signed **Resolution** or **Motion** (by the appropriate official: mayor or chairman of the board) passed by the governing body of the city/agency **MUST BE** provided. For boards of local government agencies that do not pass resolutions, a sample **Motion** is attached and may be signed by the appropriate Executive.

NOTE: IF your resolution/motion cannot be approved and signed when your application is ready, you may submit the application only by including a notation on the application stating that your resolution/motion will follow after your board or council meeting (list the date of meeting). Since the APPLICATION is date sensitive, it is **NOT** necessary to submit the application and resolution/motion together. (Samples of each are attached). Your grant check will not be sent to you until we have received this document.

4. The Pool will **reimburse** approved grants for one-half of the paid expenditures (50 percent), **up to the maximum funding level for the participant's assigned classification.**



5. If the Grant Committee approves your application, you will be asked to submit proof of payment(s) for your property conservation-related purchased item(s) **before** we can process your grant check. **Invoices** alone will **NOT** be used as proof of payment. We must have copies of **cancelled checks** or a **proof-positive paper trail** for approved items. Verification of payment should be submitted to Tahtia Carver at tcarver@thepool-tn.org or faxed to 615-371-9212, along with your grant "Notification of Approval" letter.
6. The **deadline** for us to receive your application and close this program is Friday, November 16, 2018 (close of business). Approval/pending/non-approval **grant notifications will be distributed the week of December 18, 2018.**
7. Only ONE grant application may be approved for each town/city/agency during any given FISCAL YEAR. You may not "roll-over" an application from one fiscal year to another.
8. **Total** all estimates and final paid receipts!
9. If approved for a grant, your proof of payment for expenditures must be received in this office by May 1, 2019, or your grant money WILL be awarded to the next "pending" member's application.

GRANT CONSIDERATIONS: Consideration of grants will be based on a variety of issues, such as your entity's risk management practices, loss experience, and availability of funding and submission date.

1. The primary consideration will be the amount of available funding for the fiscal year. The funding level for the current grant has been established by The Pool's Board of Directors for the current fiscal year.
2. Priority will be given to risk exposures noted in the property loss control site surveys, recommendations and/or loss trends, and a history of sound property risk management practices.

Grant funding will depend on the matrix rating (*see Priority Classification in this document*) assigned to a Pool member. This rating assesses the **total insured values (TIV) for each insured entity**, along with that entity's loss experience for the **previous year**. This process allows all members that might have high losses, but are also in compliance with sound risk management practices, to have equal consideration.