



# CITY OF CHARLESTON West Virginia



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## Council Member – 12<sup>th</sup> WARD

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Finance Committee, Chair  
Parking Committee, Chair  
Parks and Recreation Committee  
Public Safety Committee

### AGENDA SELECT COMMITTEE ON INSURANCE AGENT RELATIONS – PROPERTY AND CASUALTY December 20, 2021 5:45 PM COUNCIL CHAMBERS, 3<sup>RD</sup> FLOOR, CITY HALL

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#### APPROVAL OF PREVIOUS MINUTES

11-5-2021

#### DISCUSSION AND APPROVAL

Discuss and approve insurance proposal evaluation criteria.

#### ADJOURN

JJ/ns

\*Meetings may be recorded and broadcast via internet <https://charlestonwv.civicclerk.com>

# MINUTES

## SELECT COMMITTEE ON INSURANCE AGENT RELATIONS – PROPERTY AND CASUALTY

THE MEETING WAS HELD OVER ZOOM AND WAS MADE PUBLIC PER THE AGENDA.

**4:30 P. M., NOVEMBER 5, 2021**

Joseph Jenkins, Vice Chairperson, called the meeting of the Select Committee on Insurance Agent Relations – Property and Casualty to order at 4:30p.m., November 5, 2021.

### **Committee Members Present:**

Joseph Jenkins, Chair  
Bobby Reishman  
Becky Ceperley  
Mary Beth Hoover  
Adam Knauff  
Shannon Snodgrass

### Members Absent:

Jennifer Pharr

A roll call was taken, and it was determined that a quorum was present.

### 1. Approval of the Previous minutes for September 27, 2021.

Councilmember Reishman motioned to approve the previous minutes. With the members being present having voted in the unanimously as affirmative, the Chair declared the previous minutes as approved.

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2. To discuss and approve insurance carrier allocations among competing brokerage/agent/producer firms, as mutually agreed to by such firms.

Councilmember Jenkins stated that the Members had received a memo from City Manager, Jonathan Storage concerning insurance carrier allocations. He and Storage spoke with the firms, who were agreeable to what underwriters they would go on behalf of the City. They have received confirmation of approval from each firm. It was deemed appropriate that the Committee approve them as well.

Councilmember Reishman motioned to approve the allocations. With those members being present having voted unanimously in the affirmative, the insurance carrier allocations were approved.

3. Miscellaneous

Councilmember Jenkins added that the City Manager has drafted the scoring process for the final round. The next meeting they have will be to approve the scoring system. The next meeting after that will be to review the proposals.


Councilmember Reishman motioned to adjourn the meeting.  
Meeting adjourned.



**CITY OF CHARLESTON**  
**OFFICE OF THE CITY MANAGER**

**MEMORANDUM**

**TO:** Select Committee on Insurance Agent Relations – Property & Casualty

**FROM:** Jonathan T. Storage, City Manager 

**DATE:** November 4, 2021

**SUBJECT:** Insurance Market Allocation

In order for the competing firms to represent the City of Charleston in the insurance marketplace, it is necessary to allocate the field of insurance carriers. This allocation is necessary because carriers are only willing to perform the due diligence required for providing a quote to one designated City representative per line of insurance coverage.

On Tuesday, November 2, 2021, Chairman Jenkins and I hosted a Zoom call with representatives of the competing firms, and the following market allocation was mutually agreed upon.

I submit this list for your consideration, and I recommend its approval.

**MARKET ALLOCATION:**

**RCM&D** – Old Republic Exclusive

- **Property / Excess Property:** Liberty, C N A, Zurich, AFM, AIG
- **B&M:** Liberty, C N A, Zurich, AFM, AIG
- **General Liability:** Liberty, Old Republic, Berkley, Chubb, AIG, Philadelphia
- **Auto:** Liberty, Philadelphia, Old Republic, Berkley, Chubb, AIG
- **Excess Work Comp:** Midwest
- **Crime markets:** Hanover, Zurich, Berkley, Chubb, Starr

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# EVALUATION CRITERIA

(200 POINTS POSSIBLE)

1. **Approach and Understanding:** ..... 30 points  
Proposer will be evaluated on demonstrated understanding of the City's needs with respect to coverage, as well as the proposer's ability to establish or market a comprehensive insurance program for the City.
  
2. **Client Relations and Service:** Proposer ..... 40 points  
will be evaluated on its ability to offer high levels of customer support, claims management services either internally or through a reputable third-party claims administrator, and reliable and frequent risk management advisement.
  
3. **Best Value Insurance Option:** Proposer ..... 75 points  
will be evaluated for providing coverage options that demonstrate the most favorable balance of risk and cost.
  
4. **Broker/Agent Fees:** Proposer will be ..... 30 points  
evaluated on total costs, including but not limited to premium costs, placement fees, commissions, claims management fees, insurance consulting fees, and risk management consulting fees. Per the City's solicitation, the Proposer's fee must be fixed, comprehensive, and disclosed.
  
5. **Stability of the Firm:** Proposer will be ..... 25 points  
evaluated based on its demonstration of corporate management and financial stability. No specific documents are required, but Proposer is encouraged to disclose any information that would support a finding of long-term corporate stability.

**TOTAL .....200 points**