

**OFFICE OF THE CITY MANAGER
LITTLE ROCK, ARKANSAS**

**BOARD OF DIRECTORS COMMUNICATION
JUNE 6, 2017 AGENDA**

Subject:	Action Required:	Approved By :
<p>An ordinance to clarify the duties of an Employee Benefits Consultant as an Insurance Broker</p> <p>Submitted By:</p> <p>Human Resources Department</p>	<p>√ Ordinance Resolution Approval Information Report</p>	<p>Bruce T. Moore City Manager</p>
SYNOPSIS	<p>This ordinance spells out in more detail the specific duties of an Insurance Broker selected through the Professional Services RFQ process to deal with insurance issues as an Employee Benefits Consultant.</p>	
FISCAL IMPACT	<p>None.</p>	
RECOMMENDATION	<p>Approval of the ordinance.</p>	
BACKGROUND	<p>The City has utilized the services of an Insurance Broker for a number of years. The broker is selected as a professional service for Employee Benefit Consultants. It has been determined that a more effective way to get the best insurance proposal is to let the Broker negotiate with various providers, make a recommendation to the City based upon those negotiations, and if the recommendation is accepted by management, present the proposal to the Board of Directors for approval. Among other things, this helps to avoid legal impediments to a bid when, for example, an applicant mentions a price term prematurely in a bid package.</p> <p>The Broker will be required to maintain records of the negotiations which the City will be able to review. In addition, to the extent that records do not constitute an unfair competitive advantage – a statutory exemption from FOIA already in place – these public records are subject to disclosure.</p>	