### Subject:
An ordinance to clarify the duties of an Employee Benefits Consultant as an Insurance Broker

### Action Required:
- √ Ordinance
- Resolution
- Approval
- Information Report

### Approved By:
Bruce T. Moore
City Manager

### SYNOPSIS
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.

### FISCAL IMPACT
None.

### RECOMMENDATION
Approval of the ordinance.

### BACKGROUND
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.

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.