



AGENDA ITEM SUMMARY SHEET CITY COUNCIL REGULAR

MEETING DATE: September 20, 2021
WARD: All

AGENDA ITEM NO. 3.7
QUASI-JUDICIAL: No

CONSENT AGENDA

MOTION: Approve Contract for Ben Few & Company, LLC, an independent firm, that provides insurance and risk management consulting services to the City for \$66,000/annually for 5 years.	MANAGEMENT RECOMMENDATION: Approve
FUNDING SOURCE:	521-2101-513-3400 Risk Management Contract Services
FISCAL IMPACT (\$):	\$66,000 per fiscal year for 5 years
One-Time Cost:	No
Budget Year:	FY2022-FY2026
Budgeted Item:	Yes

Person Initiating Request: Marvlyn Scott

Department: Human Resources

BACKGROUND INFORMATION:

Ben Few & Company, LLC is an independent firm that provides insurance and risk management consulting services to the City. They have no carrier or broker affiliations and do not sell insurance products. The flat fee ensures that the City receives unbiased, untainted, uninfluenced professional advice. The services provided are as follows:

- Prepare a comprehensive audit of the insurance and risk management program for the City.
- Prepare specifications for insurance related services.
- Analyze proposals for insurance or related services with recommendations to the City regarding such proposals.
- Continuously audit insurance policies and surety bonds.
- Report on the feasibility of self-insurance or partial self-insurance.
- Make recommendations for coverage improvements and cost reductions where possible. Prepare insurance specifications for property, casualty insurance and communicate with agents and brokers during procurement process, as well as once policies are in place.
- Examine contracts, leases and agreements of any kind that may be entered into by the City. The Consultant shall recommend insurance and indemnification provisions to be included in any such document submitted for examination.

- Assist in claims handling and protection/reimbursement from excess carriers.
- Review Risk Management procedures and make recommendations as needed.

The expanded duties consist of, but not to be limited to the following scope of services:

- Working with the Safety Program on best management practices to enhance awareness and prevent safety issues throughout the City.
- Any additional requests by City Attorney, HR Department, Procurement, Recreations, Risk Management

The flat fee for consulting services will remain the same as the expiring contract, an annual cost of \$66,000. Regarding the additional four year optional term - the fee will not change. Contract is for 10-01-2021 thru 10-01-2026 term.

ATTACHMENTS:

[COI - Ben Few & Company LLC ADA-OCR.pdf](#)

[Ben Few & Company LLC contract - FY2021-2026 ADA-OCR.pdf](#)

[RFP 18-18 Proposal Approved by Village Council 7-19-18 ADA-OCR.pdf](#)

[Request_for_Proposals_for_Insurance_and_Risk_Management_Services RFP 18-18 ADA-OCR.pdf](#)