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MEMORANDUM

March 2, 2016

TO: Gregg Mandsager, City Administrator

FROM: Stephanie Romagnoli, Human Resources Manager

SUBJECT: Insurance Broker Services

The Insurance Committee has recently conducted an RFP process for insurance broker services. The last process was conducted in 2008 and it was time to conduct the process again.

Requests for Proposal were sent to several regional brokers. The City received two responses; one from the incumbent, Holmes Murphy, the other from Arthur J. Gallagher (AJG). The insurance committee elected to interview both.

Following the interview process the committee determined that the current best option for the city is to move broker services from Holmes Murphy to AJG. Holmes Murphy has provided exceptional service for many years. At this time, however, AJG is able to provide some expanded services in loss control and human resource support that warrant the change. The committee's recommendation, therefore, is to enter into an agreement with AJG for broker services effective April 1, 2016.

If you require additional information, please let me know.