

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** September 19, 2023

**DEPARTMENT:** Human Resources

**TITLE:**

Eighth Amendment to Professional Services Agreement with Ben Few & Company, Inc.

**SUMMARY:**

The Amendment authorizes Ben Few & Company, Inc. to continue providing Risk Management Services for the period from October 1, 2023 to September 30, 2024, at the same fee of \$48,000.00 annually or \$4,000.00 monthly.

**BACKGROUND AND JUSTIFICATION:**

The City of Lake Worth Beach has utilized the services of Ben Few & Company (“Consultant”) for many years. In 2011, the Consultant was selected through an RFP process as the City’s insurance consultant. Since then, the City entered into a new professional services agreement in 2015, for comprehensive risk management services with Consultant. The Agreement allows Consultant to work closely with in-house staff to facilitate, among other things, RFP’s for the selection of an insurance broker for appropriate insurance coverages, RFP’s for the selection of third-party managers/administrators, investigations and adjustments of claims. In addition, Consultant continues to assist staff with risk management issues throughout the City.

The Eighth Amendment to the Professional Services Agreement extends the agreement for one year at a rate of \$48,000 annually. These services are included in the FY24 Self Insurance Budget. The Agreement may be terminated at any time with a 30-day notice to either party.

**MOTION:**

Move to approve/disapprove the Eighth Amendment to the Professional Services Agreement with Ben Few & Company, Inc.

**ATTACHMENTS:**

Fiscal Impact Analysis  
Eighth Amendment

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>Inflows</b>					
Current Appropriation	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
<b>Outflows</b>					
Current Appropriation	\$48,000	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
<b>Net Fiscal Impact</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>No. of Addn'l Full-Time Employee Positions</b>					
	0	0	0	0	0

<b>Contract Award - Existing Appropriation</b>	
	Expenditure
Department	Human Resources
Division	Risk
GL Description	Contractual Services
GL Account Number	520-1331-513.34-50
Project Number	N/A
Requested Funds	\$48,000.00