

**CITY OF WARRENSBURG**  
**FINANCE DEPARTMENT**

Council Letter No. 17-136

September 11, 2017

Honorable Mayor and  
Members of the City Council  
City of Warrensburg, Missouri

Dear Mayor and Council Members:

**SUBJECT:** An Ordinance Authorizing the City Manager and City Clerk to Execute a Contract with Mike Keith Insurance, Inc. for Property and Casualty Insurance Broker Services

**BACKGROUND:**

Request for Proposals for Property and Casualty Insurance Broker Services were solicited from agencies in and around the Warrensburg area, as well as national companies. This request resulted in three qualifying bids from Arthur J. Gallagher & Co., Crane Insurance Agents and Brokers, and Mike Keith Insurance, Inc. The selection committee reviewed all three proposals, and analyzed them based on criteria outlined in the request. The proposal submitted by Mike Keith Insurance, Inc. best met the specified qualifications, and in complete detail, answered all the questions presented in the RFQ. Staff feels that this is the best and most beneficial proposal to the City.

**ISSUE:**

To choose Mike Keith Insurance, Inc. as the Broker for Property and Casualty Insurance.

**STRATEGIC PLAN:**

N/A

**FISCAL IMPACT:**

There will be no immediate fiscal impact as the broker does not require a fee from the City

**ECONOMIC BENEFITS / IMPACT:**

The proposal offers to find the best coverage for to protect City assets, from the most qualified insurance carriers at the best possible price for the City.

**RECOMMENDATIONS:**

Staff recommends the acceptance of the Mike Keith Insurance, Inc. bid, and the adoption of the ordinance as submitted.

Sincerely,

Matthew Lue,  
Director of Finance

cc: City Manager

Attachments: 1. Property and Casualty Insurance Ordinance  
2. Property and Casualty Insurance Contract  
3. Mike Keith Insurance, Inc. Proposal

BILL NO. \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE A CONTRACT WITH MIKE KEITH INSURANCE, INC. FOR PROPERTY AND CASUALTY INSURANCE BROKER SERVICES**

**BE IT ORDAINED AS FOLLOWS BY THE COUNCIL OF THE CITY OF WARRENSBURG, MISSOURI, AS FOLLOWS:**

Section 1. That the City Manager and City Clerk are hereby authorized to execute a contract with Mike Keith Insurance, Inc. for Property and Casualty Insurance Broker Services

Section 2. That this ordinance shall be in full force and effect from and after its passage by the City Council.

Read two times and passed in open session this \_\_\_\_ day of September, 2017

\_\_\_\_\_  
Bryan Jacobs, Mayor

ATTEST:

\_\_\_\_\_  
Cindy Gabel, City Clerk