



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** March 20, 2024  
**PREPARED BY:** Tracey Vasquez, Director  
**DEPARTMENT:** Human Resources

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on an agreement between the City of Manor and HUB International for Benefits Consulting Services.

**BACKGROUND/SUMMARY:**

HUB International will analyze the City of Manor’s health and welfare benefits plans, with the intent for the city to go out to bid to make sure that employees have the best possible benefits and the most economical price. HUB International will issue an RFP on the City of Manor’s behalf to solicit bids from the marketplace for all lines of coverage. The city does not commit to paying for the work done by HUB. HUB only gets paid should the City choose to implement the new coverages and HUB will be paid by the insurance company.

**LEGAL REVIEW:** Yes, Veronica Rivera, Assistant City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** Yes  
**ATTACHMENTS:** Yes

- Agreement and Scope of Work
- 2024 Benchmark Presentation

**STAFF RECOMMENDATION:**

City staff recommends that the City Council approve the agreement Between the City of Manor and HUB International for Benefits Consulting Services and authorize the City Manager to execute the agreement.

**PLANNING & ZONING COMMISSION:**                      **Recommend Approval**                      **Disapproval**                      **None**