

# Memo

**To:** Mayor McFarland & Finance Committee

**From:** Lisa Schwartz, Human Resources Coordinator

**Date:** July 2, 2024

**Re:** **Enter Into Agreement with Benefit Broker for Employee Benefit Options**

Please find the following agenda item for your consideration and approval.

The City would like to enter into an agreement with USI to pursue employee benefit options, specifically health insurance. The city has been with our current health plan for at least over ten years and continues to experience increasing costs. Utilizing a broker will help us determine the availability of plans and potential cost savings, while still maintaining equitable and quality coverage for our employees and families.

Several brokers were contacted regarding services that the city could utilize. Two brokers were recommended, and references were called by the human resources office. USI is currently working with municipalities such as Waupun and governmental entities such as the Watertown School District. The USI broker would be able to provide quotes for health plan vendors able to serve the employee population for the city to review. A future meeting would be scheduled to determine the options of staying with the current health plan or to leave the ETF network for a new program under the brokerage of USI.

Pending the approval of the City Attorney, and the appropriate funding approvals, we would send the signed agreement to USI for quotes to be returned prior to the budget process. Any new plan would have an anticipate effective date of January 1, 2025.

In order to receive this service from USI, a budget amendment is necessary. Please review and approve the transfer of \$5,000 from account 01-51-81-56(Contingency), to HR Dues, Fees, Subscriptions 01-51-60-22.