CITY OF NORTH LAS VEGAS MEETING
AGENDA ITEM

NUMBER: 4.

SUBJECT:	
Approve Family Medical Leave Act (FMLA) Ease Plus Administration and Business Associate Agreements with Basic Benefits, LLC in a Total Amount Not to Exceed $133,200; $33,300 Annually for a Three-Year Period with an Option to Renew for a One-Year Period at the City Manager's Discretion for the Absence Management and Third Party Administration of All Leaves of Absences that Fall Under the FMLA. (Citywide) (For Possible Action)	
REQUESTED BY: Mark Olson, Acting Director, Human Resources	WARD: Citywide

RECOMMENDATION OR RECOMMEND MOTION:

It is recommended that City Council approve the agreements in the amount not to exceed $133,200 for three (3) years with additional one (1) year renewals at the sole discretion of the City Manager. Basic Benefits, LLC will function as the City's third party administrator of FMLA leaves to provide enhanced case management services to all City employees while also providing a robust absence management tool.

FISCAL IMPACT:	ACCOUNT NUMBER:
AMOUNT: $33,300.00 Annually Total Amount: $133,200 EXPLANATION: Contract for three (3) years with additional one (1) year renewals at the sole discretion of the City Manager. This amount has been budgeted under the City's Human Resources Funds.	720-170111-430632

STAFF COMMENTS AND BACKGROUND INFORMATION:

Enclosed is the proposal for BASIC Benefits, LLC.

There is no implementation or start up fees associated with this service. The estimated annual cost is based on an approximate number of price per employee, per month. (1500 employees x $1.85/each = $2,775 monthly x 12 months = $33,300 annually).

BASIC Benefits, LLC was the only provider we found in our research, that offered stand-alone FMLA third party administrator services combined with an absence management tool.

CIP No.	Related Item:	
LIST CITY COUNCIL GOAL(S): Responsible Fiscal Management		
PREPARED BY: Mark Olson Human Resources Acting Director	Respectfully Submitted Ryann Juden City Manager	MEETING DATE: 12/16/2020