

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: June 25, 2018
	Agenda Item No. 35 Roll Call No. <u>18-1084</u> Communication No. <u>18-313</u> Submitted by: James R. Wells, Human Resources Director

AGENDA HEADING:

Renewal of Contract with Kabel Business Services, Jim Kabel, CEO, 1454 30th Street, Suite 105, West Des Moines, Iowa 50266, for administration of the City's flexible spending accounts for the period July 1, 2018 through June 30, 2019.

SYNOPSIS:

Renew administrative services only agreement with Kabel Business Services for flexible spending account administration per Roll Call No. 15-0834.

FISCAL IMPACT:

Amount: \$39,000 estimate (approx. 820 participants by \$3.95 per participant per month)

Funding Source: Health and Dental Fund, I301 ND412647, FY 16 Operating Budget, p. 125

ADDITIONAL INFORMATION:

- The City provides its employees an opportunity to defer salary pre-tax into flexible spending accounts for purpose of paying qualified medical expenses and/or dependent day care costs. Approximately 820 employees participate in one (1) of these accounts.
- Through a Request for Proposal (RFP) by Roll Call No. 15-0834, Kabel Business Solutions was awarded the contract for provision of these services. The contract term was for three (3) years beginning July 1, 2015 with two (2) 1-year renewal options. Kabel guaranteed their per member rate of \$3.95 per month for all five (5) years of the agreement. Kabel is performing consistent with the agreement and terms.

PREVIOUS COUNCIL ACTION(S):

Date: May 18, 2015

Roll Call Number: [15-0834](#)

Action: [Agreement](#) with Kabel Business Services to provide claims administration for employees and Airport Authority employees, Flexible Spending Accounts and Health Reimbursement Accounts for the period July 1, 2015 through June 30, 2018. ([Council Communication No. 15-241](#)) Moved by Hensley to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Hall, 400 Robert D Ray Drive. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to cityclerk@dmgov.org.