

**CITY OF WEST ALLIS  
RESOLUTION R-2024-0434**

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A  
CONTRACT FOR EMPLOYEE BENEFIT ADMINISTRATION SERVICES**

**WHEREAS**, the City entered into an agreement with OnCore, LLC on December 4, 2018, for employee benefit administration services for an initial three-year term, and this agreement has continued through subsequent corporate acquisitions, with OnCore, LLC being acquired by TeemWurk, Inc., which was later acquired by Kenz Innovation HCM, Inc., and the City has exercised its options to renew the agreement for additional consecutive one-year terms; and

**WHEREAS**, the City of West Allis recognizes the critical importance of efficient and comprehensive employee benefit administration and seeks to engage professional services to effectively manage, streamline, and potentially enhance its employee benefits programs; and

**WHEREAS**, the City's employee benefit consultant, in collaboration with the City Administrator and Human Resources Department, initiated and conducted a comprehensive process to solicit, review, and evaluate proposals for the provision of employee benefit administration services; and

**WHEREAS**, after a thorough review process evaluating multiple vendors, City staff has narrowed the list to three finalists, with one vendor emerging as the leading candidate, based on selection criteria including but not limited to: demonstrated experience and expertise in employee benefit administration, advanced functionality and user-friendliness of software platforms, superior customer service and communication models, and competitive pricing structures; and

**WHEREAS**, the City recognizes that a modern, efficient employee benefit administration system is crucial for attracting and retaining quality employees, ensuring compliance with relevant laws and regulations, and promoting overall employee satisfaction and well-being;

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Common Council of the City of West Allis that the City Administrator or their designee is hereby authorized to complete the vendor selection process, and subsequently negotiate and execute a contract with the chosen vendor for the provision of employee benefit administration services for a period of three years with an option to extend the contract up to two additional years in an amount not to exceed \$65,000 annually, exclusive of any one-time setup or implementation fees; and

BE IT FURTHER RESOLVED that funding for this contract shall be derived from the City's Health Insurance Fund, with annual expenditures not to exceed the amount authorized in this resolution; and

BE IT FURTHER RESOLVED that the City Attorney is hereby authorized to review, revise, and approve any substantive changes, modifications, additions and deletions to and from the various service contract documents, including but not limited to all attachments, exhibits, addendums and amendments, as may be necessary and proper to correct inconsistencies, eliminate ambiguity, ensure legal compliance, and otherwise clarify and supplement said provisions to preserve and maintain the general intent thereof, and to prepare and deliver such other and further documents as may be reasonably necessary to complete the transactions contemplated therein.

**SECTION 1:**        **ADOPTION** “R-2024-0434” of the City Of West Allis Municipal Resolutions is hereby *added* as follows:

**ADOPTION**

R-2024-0434(*Added*)

PASSED AND ADOPTED BY THE CITY OF WEST ALLIS COUNCIL

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	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Ald. Ray Turner	_____	_____	_____	_____
Ald. Kimberlee Grob	_____	_____	_____	_____
Ald. Chad Halvorsen	_____	_____	_____	_____
Ald. Marissa Nowling	_____	_____	_____	_____
Ald. Suzzette Grisham	_____	_____	_____	_____
Ald. Danna Kuehn	_____	_____	_____	_____
Ald. Dan Roadt	_____	_____	_____	_____
Ald. Patty Novak	_____	_____	_____	_____
Ald. Kevin Haass	_____	_____	_____	_____
Ald. Marty Weigel	_____	_____	_____	_____

Attest

Presiding Officer

\_\_\_\_\_  
Rebecca Grill, City Clerk, City Of  
West Allis

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Dan Devine, Mayor, City Of West  
Allis