

# CONSENT ITEM – 8C



## MEMORANDUM

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**DATE:** March 9, 2026  
**TO:** Honorable Mayor and City Councilmembers  
**FROM:** Jessica Jagoe, City Administrator  
**SUBJECT:** COBRA Administration Agreement with Benefits Extra

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

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### **Council Should Consider**

Motions to approve, table, or deny the following:

- COBRA Administration Agreement with Benefits Extra.

### **Background**

The City has a professional services contract with NFP related to administration of employee benefits. Today as part of our scope of services with NFP, they have been facilitating the notification and administration of COBRA coverage for employees when they leave the City. There are specific rules and regulations for COBRA which are above and beyond the nuances of benefits coverage. Therefore, NFP has selected a partnering company called Benefits Extra that can be used by their clients for administering COBRA benefit coverage and eligibility. NFP has confirmed an agreement with Benefits Extra to administer COBRA for us would be at zero cost to the City and that there in turn is no increase in any City costs for using NFP to offset this.

At their December meeting, the Personnel Committee reviewed this matter and recommended staff bring forth an agreement for City Council approval. The City Attorney has reviewed the draft agreement (Attachment A) and has no additional comments for Council consideration prior to approval. The agreement with Benefits Extra would be effective upon City Council approval.

### **Budget Impact**

None as costs of services are to be paid for by NFP.

### **Attachment**

Attachment A: Agreement with Benefits Extra