# City of Asheville Staff Report

## City Council Meeting Date: June 9, 2026

## Staff Resources: Emily Provance, HR Director

## Action Requested: Adoption of a resolution authorizing the City Manager to enter into a contract with Sun Life Assurance Company of Canada for Employee Insurance and Leave Management.

## Background:

- The City offers Accidental Death and Dismemberment, Life and other voluntary insurance benefits to recruit and retain talent and to ensure compliance with legislative and fiduciary requirements.
- Leave management administration is utilized to track, approve and manage protected leave for employees as prescribed by federal legislation.

## Vendor Outreach:

- Staff performed outreach through the Request for Proposals, process which included posting on the City's website and performing outreach in accordance with applicable purchasing and Asheville Business Inclusion policies.

## Council Vision 2036 Focus Area(s):

- Thriving Local Economy

## Council Priority Recovery Area(s):

- People

## Committee(s): n/a

## Fiscal Impact:

- Funding for Year 1 ($250,000) is available in the Health Services FY 2026-27 proposed budget.

## Suggested Motion:

- Motion to authorize the City Manager to enter into a contract on behalf of the City of Asheville and Sun Life Assurance Company of Canada of Canada to provide life,

accidental death & dismemberment, and long term disability insurance and absence management to eligible employees and their dependents; (2) execute said contract for administrative services in an amount not to exceed $283,333 annually for three (3) years, and (3) execute any necessary change orders to said contracts.

## Attachment:

- Resolution

# City of Asheville Resolution Number 26-___

Resolution authorizing the City Manager to enter a contract with Sun Life Assurance Company for employee life, accidental death and dismemberment, and long term disability coverage and absence management services.

Whereas, the City of Asheville has authority pursuant to Article 3 of Chapter 160A of the North Carolina General Statutes to enter into contracts for services with other entities; and

Whereas, the City is committed to providing employees access to life and disability insurance coverage including life, accidental death & dismemberment, and long term disability insurance and absence management administrative services; and

Whereas, City staff recommends contracting with Sun Life Assurance Company of Canada to provide insurance and administrative services in the delivery of the City's employee life, accidental death & dismemberment, long term disability and absence management coverage; and

Whereas, City staff recommends contracting with this vendor for administrative services in the continuation of life, accidental death & dismemberment, long term disability insurance coverage and absence management administrative services; and

Whereas, City staff recommends the execution of contract with a term of three (3) years.; and

Whereas, the contract effective date shall be July 1, 2026; and

Whereas, the monies for the contracts have been budgeted in the Health Care Fund budget at the same rate as the current contracted amount;

Now, Therefore, be it resolved by the City Council of the City of Asheville that:

The City Manager is hereby authorized to (1) enter into a contract on behalf of the City of Asheville with Sun Life Assurance Company of Canada to provide life, accidental death & dismemberment, and long term disability insurance and absence management to eligible employees and their dependents; (2) execute said contract for administrative services in an amount not to exceed $850,000 annually for three (3) years, and (3) execute any necessary change orders to said contracts.

Read, approved and adopted this 9th day of June.

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Esther E. Manheimer, Mayor

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Brad Branham, City Attorney

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Magdalen Burleson, City Clerk