



City of San Gabriel
STAFF REPORT

DATE: April 16, 2019

TO: Honorable Mayor and City Council

FROM: Mark Lazzaretto, City Manager *ML*

BY: Edward Macias, Director of Human Resources & Risk Management *EM*
Krystle Murillo, Human Resources Analyst *KM*

SUBJECT: **Adoption of Resolution No. 19-12, Designating the Human Resources Director as the Plan Administrator for the City of San Gabriel's PARS Plan**

SUMMARY

PARS is the provider of the City's alternative retirement system for part-time employees. To comply with PARS guidelines, City Council must adopt Resolution No. 19-12 to designate the Human Resources Director as the Plan Administrator.

BACKGROUND

Since 2011, the City of San Gabriel has provided an alternative retirement system to part-time employees through Public Agency Retirement Services (PARS). With the appointment of a new Human Resources Director, staff must now update the plan's contact information and assign the Human Resources Director as the Plan Administrator. Per PARS guidelines, staff is required to prepare a resolution to designate the Human Resource Director as the Plan Administrator, which must be adopted by City Council.

DISCUSSION

As the Plan Administrator, the Human Resources Director is authorized to execute PARS legal documents on behalf of the City and to take whatever additional actions are necessary to maintain the City's participation in PARS. In addition, the Human Resources Director is authorized to maintain PARS compliance of any relevant regulation issued or as may be issued.

FISCAL IMPACT

There will be no fiscal impact to the budget. Resolution No. 19-12 only seeks to update the City's contact information to designate the new Human Resources Director as the Plan Administrator.

RECOMMENDATION

We recommend that City Council adopt Resolution No. 19-12, designating the Human Resources Director as the Plan Administrator for the City of San Gabriel's PARS plan.

ATTACHMENTS

- A. Resolution No. 19-12

RESOLUTION NO. 19-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL, CALIFORNIA, DESIGNATING THE HUMAN RESOURCES DIRECTOR AS THE PLAN COORDINATOR FOR THE CITY OF SAN GABRIEL'S PARS PLAN

WHEREAS, the City of San Gabriel adopted the PARS Trust, including the City of San Gabriel PARS Section 457(b) FICA Alternative Retirement Plan (the "Plan"), effective January 1, 2012; and

WHEREAS, the City previously appointed the position of Assistant City Manager to act as Plan Administrator for the Plan; and

WHEREAS, the City desires to appoint the Human Resources Director as the Plan Administrator for the ongoing administration of the Plan.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN GABRIEL, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby appoints the Human Resources Director, or his/her successor or his/her designee as the City's Plan Administrator for the City of San Gabriel PARS Section 457(b) FICA Alternative Retirement Plan.

SECTION 2. The City's Plan Administrator is hereby authorized to execute the PARS legal documents on behalf of the City and to take whatever additional actions are necessary to maintain the City's participation in PARS and to maintain PARS compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the City's PARS plan.

SECTION 4. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 16th day of April, 2019.

City of San Gabriel, California

BY: _____
JASON PU, Mayor

ATTEST:

JULIE NGUYEN, City Clerk

APPROVED AS TO FORM:

KEITH LEMIEUX, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief City Clerk of the City of San Gabriel, do hereby certify that Resolution No. 19-12 was duly adopted by the City Council of the City of San Gabriel at a [regular/special/emergency] meeting held on the 16th day of April, 2019, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief City Clerk