




City of San Gabriel
STAFF REPORT

DATE: April 17, 2018

TO: Honorable Mayor and City Council

FROM: Mark Lazzaretto, City Manager 

BY: Rayna Ospina, Human Resources Director 
Krystle Murillo, Human Resources Analyst 

SUBJECT: **Adoption of Resolution No. 18-16, Designating the Human Resources Director as the Plan Coordinator for the City of San Gabriel's ICMA-RC 457 Plan**

SUMMARY

ICMA-RC is one the City's 457 deferred compensation plans offered to full-time employees. To comply with ICMA-RC guidelines, the City Council must adopt a resolution to designate the Human Resources Director as the new Plan Coordinator.

Background

ICMA-RC is one of the City's 457 deferred compensation plans offered to full-time employees. With the appointment of the Human Resources Director, staff must now update the plan's contact information and assign the Human Resources Director as the new Plan Coordinator. Per ICMA-RC guidelines, staff is required to prepare a resolution to designate the Human Resource Director as the new Plan Coordinator, which must be adopted by the City Council.

Discussion

As the Plan Coordinator, the Human Resources Director will be responsible for receiving all necessary reports, notices, etc. for the Plan; cast, on behalf of the City, any required votes; and delegate any administrative duties relating to the Plan to other appropriate departments. As Plan Coordinator, the Human Resources Director will also be responsible for executing all necessary agreements related to the administration of the Plan.

Fiscal Impact

There will be no fiscal impact to the budget. This Resolution only seeks to update the City's contact information to designate the Human Resources Director as the new Plan Coordinator.

Recommendation

We recommend that Council:

1. Approve Resolution No. 18-16, Designating the Human Resources Director as the Plan Coordinator for the City of San Gabriel's ICMA-RC 457 Plan

Attachments

- A. Resolution No. 18-16

ATTACHMENT A

RESOLUTION NO. 18-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL DESIGNATING THE HUMAN RESOURCES DIRECTOR AS THE PLAN COORDINATOR FOR THE CITY OF SAN GABRIEL'S ICMA-RC 457 PLAN

WHEREAS, the City of San Gabriel offers a 457 deferred compensation plan administered by ICMA Retirement Corporation to full-time employees; and

WHEREAS, with the appointment of the Human Resources Director, the City must update the plan's contact information and designate the Human Resources Director as the new Plan Coordinator; and

THEREFORE, BE IT RESOLVED THAT that the Human Resources Director shall be the coordinator for this Plan; shall receive reports, notices, etc., from ICMA Retirement Corporation and VantageTrust; shall cast, on behalf of the City of San Gabriel, any required votes under VantageTrust; may delegate any administrative duties relating to the Plan to appropriate departments; and

BE IT FURTHER RESOLVED that the City of San Gabriel hereby authorizes the Human Resources Director to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

PASSED, APPROVED AND ADOPTED ON this 17th day of April, 2018.

John Harrington, Mayor
City of San Gabriel, California

ATTEST:

Julie Nguyen, City Clerk
City of San Gabriel, California