

South Bay Cities Council of Governments

December 9, 2013

TO: Steering Committee

FROM: Jacki Bacharach, Executive Director
David Biggs, Interim Operations Manager

SUBJECT: Modification of Employee Benefit Programs

BACKGROUND

The SBCCOG provides its employees with a benefits package in addition to salary. At this time, the benefits package consists of paid vacation, sick leave, life insurance, and an employer contribution to health, dental and vision insurance. The insurance benefit provided is that the employer pays 50% of the employee only cost of the plan selected by the employee. The SBCCOG offers no retirement program currently other than participation in Social Security.

As part of an on-going organizational assessment, which included individual employee interviews, it was identified that employees felt the existing benefits package was not competitive with other employers. A key concern was the lack of any form of retirement savings vehicle for employees. In addition, the SBCCOG has recently lost valued employees to other employers with the benefits package being a main factor in their decision to leave.

The organizational assessment underway also incorporated a review of the SBCCOG’s benefit offerings. This included surveying the SBCCOG member agencies except for the City of Los Angeles. While only eight cities responded, the information was useful in identifying that the SBCCOG has the lowest benefit package as it relates to health, dental and vision. A summary of the survey results is attached as Exhibit 1.

Health, Vision & Dental

The employer contributions for these cities, with non-cafeteria plans, range for employee only from a low of \$434.13 to \$1,037.53 per month; two party from \$865.03 to \$1,538.88; and family from \$1080.36 to \$1,873.86. For the two true cafeteria plans the caps range from \$1,080.36 to \$1,472.00 per employee. A cafeteria plan is one in which the monthly allowance provided to the employee for a range of benefits is set and if not used completely applied to benefits, becomes compensation or is applied towards deferred compensation or another retirement savings program.

In comparison, the SBCCOG contributions per employee range from a low of \$156.99 per month to a high of \$466.76, though the vast majority of employees are towards the lower end of the range. It is important to note that the SBCCOG’s exposure is towards the upper end of the range as the employee plan selection is completely at the discretion of the employee and that while

most employees are choosing the less expensive HMO options, they could be selecting the more costly PPO options.

It is recommended that the SBCCOG transition to a cafeteria style benefits program for health, dental and vision and that a monthly cap of \$500.00 per employee be implemented with any amount within the cap not used to purchase insurance be a required contribution to an IRS Section 457 Deferred Compensation program (discussed below). This approach would fix the SBCCOG's exposure, allow for more certainty in budgeting and would improve our competitive position as an employer.

Retirement

In regard to retirement, all SBCCOG member agencies are covered by a defined benefit program such as CalPERS. Clearly, the SBCCOG does not have the resources to offer a CalPERS type retirement program. However, it would be beneficial to employees if the SBCCOG, as a public agency, were to offer an IRS Section 457 deferred compensation plan. This can be done by contracting with a deferred compensation provider such as the International City/County management Association Retirement Corporation (ICMA-RC). While some employers offer a contribution or match for a section 457 deferred compensation program, this is not required. By offering this vehicle, it would allow employees to save for retirement of a pre-tax basis, in addition to any contributions made through the cafeteria plan proposed for insurance.

Compensatory Time Off

In addition to the vacation and sick leave, most SBCCOG employees also accrue some level of compensatory time off (comp time) for extra hours worked. It is recommended that the current comp time system be replaced with a fixed bank of Administrative Leave for exempt employees. Exempt employees are employees who have been designated exempt from the Fair Labor Standards Act. An annual Administrative Leave Bank of 40 hours for each employee, together with flex scheduling as appropriate and approved on a case-by-case basis, would replace the existing hour-for-hour comp time system.

Summary

The fiscal impact from each component of the recommended revisions is set forth below and is affordable under our grant and partner funded programs:

- As noted above, the SBCCOG is already exposed to possible benefit costs in-line with the \$500 cafeteria cap proposed. This maximum exposure is built into the hourly loaded billing rates for the grant and partner funded programs operated by the SBCCOG. Based on all positions being filled, and employee historical health plan elections, the full cost of transitioning the cafeteria benefits plan proposed is approximately \$48,000 per year. The capacity to absorb these costs exists within the grant and partner funded programs. Approximately 10% of the overall cost would be applied of the non-grant and partner funded programs and can be accommodated with minor revisions to the existing SBCCOG operating budget.
- There would be no-direct cost to implement the IRS Section 457 Deferred Compensation offerings through ICMA-RC. There would be additional administrative time associated with the initial establishment of the program and in the processing of annual enrollments.

- The transition to an Administrative Leave program has the same or less possible fiscal impact since Admin Leave has the same requirements for being paid out upon separation as comp time and there is a fixed annual cap on Admin Leave which is not the case with comp time.

RECOMMENDATION

Recommend that the Board approve the following modifications to the SBCCOG employee benefits program:

1. Establish a cafeteria benefits plan with a monthly amount of \$500 per employee to be applied towards health, dental and vision insurance and any unused amounts being applied to deferred compensation effective March 1, 2013, with open enrollment;
2. Adopt a Resolution Relating to a 457 Deferred Compensation Plan and authorize the Chairperson to execute an Administrative Services Agreement with ICMA Retirement Corporation;
3. Approve the implementation of a 40 hour per year Administrative Leave program for exempt employees, effective February 1, 2013.

Prepared by David Biggs with input from Suzanne Charles

Exhibits:

- 1) Summary of Benefits Survey
- 2) Resolution
- 3) Administrative Services Agreement

Redondo Beach	Contribution		Health Insurance Premiums				Dental		Vision	Life	Opt Out
		Health	Health +	Highest	Lowest	PPO	HMO			100/50k	
Mgmt	E	536.00		635.10	451.01	66.98	22.84	4.79		18.00	Misc. and Safety: Effective September 1, 2007, employees may elect not to select medical insurance coverage and receive 50% of the employee's medical coverage premium for the level of coverage for which they are eligible: Employee, Employee +1 or Family.
	EE	964.00		1291.45	922.27	113.87	37.69	8.72		18.82	Teamsters: Employees may elect not to select medical insurance and receive \$150.00 per month in lieu of this benefit.
	E fam	1232.00		1874.00	1356.22	174.14	55.73	13.33		18.82	It's pay-not applied to deferred comp.
CEA	E	726.00		635.10	451.01	66.98	22.84	4.79		9.00	
	EE	973.00		1291.45	922.27	113.87	37.69	8.72		9.82	
	E fam	1177.00		1874.00	1356.22	174.14	55.73	13.33		9.82	
Team	E	541.00		635.10	451.01	66.98	22.84	4.79		9.00	
	EE	973.00		1291.45	922.27	113.87	37.69	8.72		9.82	
	E fam	1244.00		1874.00	1356.22	174.14	55.73	13.33		9.82	
PSA	E	624.00		635.10	451.01	66.98	22.84	4.79		18.00	
	EE	998.00		1291.45	922.27	113.87	37.69	8.72		18.82	
	E fam	1282.00		1874.00	1356.22	174.14	55.73	13.33		18.82	

Torrance	Contribution		Health Insurance Premiums				Dental		Vision	Life	Opt Out
		Health	Health +	Highest	Lowest	PPO	HMO			200/100/50k	
	E	392.68	434.13	624.59	395.50	38.22	17.47	3.23		21.00	Employees hired before Jan. 1, 2008 receive a cash amount of \$226.01 to \$320 for waiving health insurance coverage.
	EE	785.36	865.03	1249.18	791.00	76.44	31.54	6.10		10.50	
	E fam	1020.96	1100.63	1623.93	1028.30	131.87	46.64	8.92		5.25	

Hermosa Beach	Contribution		Health Insurance Premiums				Dental		Vision	Life	Opt Out
		Health	Health +	Highest	Lowest	PPO	HMO			200/?/40k	
Misc	E	732.22	789.26	732.22	610.54	57.04	13.70	8.28		48.00	Professional & Administrative group can opt-out. They receive the HMO single/employee premium per month and have to provide proof of coverage elsewhere.
	EE	1346.44	1460.20	1346.44	1122.14	113.76	23.20	16.56			
	E fam	1346.44	1551.70	2110.80	1770.30	205.26	36.50	21.38			

Carson	Contribution		Health Insurance Premiums				Dental		Vision	Life	Opt Out
		Health	Health +	Highest	Lowest	PPO	HMO			200/150/100k	
	E	1385.00	1472.00	957.05	430.50		87.00	7.07		40.00	Employees opting out of health and/or dental insurance receive either a % of the amount previously paid on the premium or a % of the lowest 2-party premium, whichever is greater, to be placed into a City-sponsored deferred compensation plan credited to the employee. To be eligible for the opt-out provision, employees must submit written proof of equivalent health and/or dental insurance coverage.
	EE	1385.00	1472.00	1914.10	860.99		87.00	12.73			The percentage varies between bargaining units from 50% to 75%.
	E fam	1385.00	1472.00	2488.32	1119.29		87.00	18.39			Employees can purchase other benefits with any unused monies within the cap

RPV	Contribution		Health Insurance Premiums				Dental		Vision	Life	Opt Out
		Health	Health +	Highest	Lowest	PPO	HMO			2X	
	E	972.79	1037.53	972.79	578.50	53.56	14.44	11.38		City paid	Opt out for up to 50% of the premium cost of the least expensive plan
	EE	1446.25	1538.88	1919.71	1157.07	100.04	24.44	20.48			
	E fam	1751.02	1873.86	2529.25	1504.22	151.57	37.78	29.36			

Lawndale	Contribution		Health Insurance Premiums				Dental		Vision	Life	Opt Out
		Health	Health +	Highest	Lowest	PPO	HMO			100/50k	
	E	1080.36		956.28	430.15	42.88	16.93	19.87		City Paid	Opt out available
	EE	1080.36		1912.57	860.31	81.62	27.92	28.76			
	E fam	1080.36		2486.34	1118.40	145.2	41.28	51.25			

Lomita	Contribution		Health Insurance Premiums				Dental		Vision	Life	Opt Out
		Health	Health +	Highest	Lowest	PPO	HMO			50k	
	E	940.00	1018.84	956.28	430.15	58.97		19.87		9.25	One half of \$940 may be applied to deferred comp
	EE	940.00	1087.49	1912.57	860.31	118.73		28.76			
	E fam	940.00	1204.93	2486.34	1118.4	213.68		51.25			

RHE	Contribution		Health Insurance Premiums				Dental		Vision	Life	Opt Out
		Health	Health +	Highest	Lowest	PPO	HMO			2x/200k	
	E	530.75	593.5	957.05	430.5	42.88	16.11	19.87		44.00	No
	EE	928.82	1026.26	1914.1	860.99	80.27	26.54	28.76			
	E fam	1167.65	1310.33	2488.32	1119.29	131.43	39.54	51.25			

**SUGGESTED RESOLUTION
FOR A LEGISLATIVE BODY RELATING TO A 457 DEFERRED COMPENSATION PLAN**

Account Number 30-_____

Name of Employer: _____

State: _____

Title of Program Coordinator: _____
(see definition below for duties of Program Coordinator)

Resolution of the above named Employer ("Employer")

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the establishment of a deferred compensation plan for such employees serves the interests of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the establishment of a deferred compensation plan to be administered by the ICMA Retirement Corporation serves the above objectives; and

WHEREAS, the Employer desires that its deferred compensation plan be administered by the ICMA Retirement Corporation, and that some or all of the funds held under such plan be invested in the VantageTrust Company, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans;

NOW THEREFORE BE IT RESOLVED that the Employer hereby adopts the deferred compensation plan (the "Plan") in the form of: (Select one)

- The ICMA Retirement Corporation Deferred Compensation Plan and Trust, referred to as Appendix A
- The plan provided by the Employer (executed copy attached hereto).

BE IT FURTHER RESOLVED that the Employer hereby executes the Declaration of Trust of the VantageTrust Company, attached hereto as Appendix B, intending this execution to be operative with respect to any retirement or deferred compensation plan subsequently established by the Employer, if the assets of the plan are to be invested in the VantageTrust Company.

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust, with the Employer serving as trustee, for the exclusive benefit of the Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose.

BE IT FURTHER RESOLVED that the Employer hereby agrees to serve as trustee under the Plan.

BE IT FURTHER RESOLVED that the _____ (use title of official, not name) shall be the coordinator for this program; shall receive necessary reports, notices, etc. from the ICMA Retirement Corporation or the VantageTrust Company; shall cast, on behalf of the Employer, any required votes under the VantageTrust Company; Administrative duties to carry out the plan may be assigned to the appropriate departments, and is authorized to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

I, _____, Clerk of the (City, County, etc.) of _____, do hereby certify that the foregoing resolution, proposed by _____, in the (Council Member, Trustee, etc.) of _____ was duly passed and adopted in the (Council, Board, etc.) of the (City, County, etc.) of _____ at regular meeting thereof assembled this ____ day of _____, 20_____, by the following vote:

AYES:

NAYS:

ABSENT:

(Seal)

Clerk of the (City, County, etc.)

ADMINISTRATIVE SERVICES AGREEMENT

Between

ICMA Retirement Corporation

and

South Bay Cities Council of Government

Type: 45

Account #: 307120

ADMINISTRATIVE SERVICES AGREEMENT

This Administrative Services Agreement (“Agreement”), made as of the day of , 2013 (herein referred to as the “Inception Date”), between the International City Management Association Retirement Corporation (“ICMA-RC”), a nonprofit corporation organized and existing under the laws of the State of Delaware, and the South Bay Cities Council of Governments (“Employer”), an Entity organized and existing under the laws of the State of California with an office at 20285 South Western Avenue, Suite 100, Torrance, California 90501.

RECITALS

Employer acts as public plan sponsor of a retirement plan (“Plan”), and in that capacity, has responsibility to obtain administrative services and investment alternatives for the Plan;

VantageTrust (the “Trust”) is a group trust established and maintained in accordance with New Hampshire Revised Statutes Annotated section 391:1 and Internal Revenue Service Revenue Ruling 81-100, 1981-1 C.B. 326, which provides for the commingled investment of retirement funds held by various state and local governmental units for their employees;

ICMA-RC acts as investment adviser to VantageTrust Company, the Trustee of the Trust;

ICMA-RC has designed, and the Trust offers, a series of separate funds (the “Funds”) for the investment of plan assets as referenced in the Trust’s principal disclosure document, “Making Sound Investment Decisions: A Retirement Investment Guide” and the accompanying VantageTrust Fund Fees and Expenses document (“Retirement Investment Guide”).

The Funds are available only to public employers and only through the Trust and ICMA-RC.

In addition to serving as investment adviser to the Trust, ICMA-RC provides a range of services to public employers for the operation of employee retirement plans including, but not limited to, communications concerning investment alternatives, account maintenance, account recordkeeping, investment and tax reporting, transaction processing, benefit disbursement, and asset management.

AGREEMENTS

1. Appointment of ICMA-RC

Employer hereby appoints ICMA-RC as Administrator of the Plan to perform all nondiscretionary functions necessary for the administration of the Plan. The functions to be performed by ICMA-RC shall be those set forth in Exhibit A to this Agreement.

2. Adoption of Trust

Employer has adopted the Declaration of Trust of VantageTrust Company and agrees to the commingled investment of assets of the Plan within the Trust. Employer agrees that operation of the Plan and the investment, management, and distribution of amounts deposited in the Trust shall be subject to the Declaration of Trust, as it may be amended from time to time and shall also be subject to terms and conditions set forth in disclosure documents (such as the Retirement Investment Guide or Employer Bulletins) as those terms and conditions may be adjusted from time to time.

3. Employer Duty to Furnish Information

Employer agrees to furnish to ICMA-RC on a timely basis such information as is necessary for ICMA-RC to carry out its responsibilities as Administrator of the Plan, including information needed to allocate individual participant accounts to Funds in the Trust, and information as to the employment status of participants, and participant ages, addresses, and other identifying information (including tax identification numbers). Employer also agrees that it will notify ICMA-RC in a timely manner regarding changes in staff as it relates to various roles. This is to be completed through the online EZLink employer contact options. ICMA-RC shall be entitled to rely upon the accuracy of any information that is furnished to it by a responsible official of the Employer or any information relating to an individual participant or beneficiary that is furnished by such participant or beneficiary, and ICMA-RC shall not be responsible for any error arising from its reliance on such information. ICMA-RC will provide reports, statements and account information to the Employer through EZLink, the online plan administrative tool.

Employer is required to send in contributions through EZLink, the online plan administration tool provided by ICMA-RC. Alternative electronic methods may be allowed, but must be approved by ICMA-RC for use. Contributions may not be sent through paper submittal documents.

To the extent Employer selects third-party funds that do not have fund profile information provided to ICMA-RC through our electronic data feeds from external sources (such as Morningstar) or third party fund providers, the Employer is responsible for providing to ICMA-RC timely fund investment updates for disclosure to Plan participants. Such updates may be provided to ICMA-RC through the Employer's investment consultant or other designated representative.

Failure to provide timely fund profile update information, including the source of the information, may result in a lack of fund information for participants, as ICMA-RC will remove outdated fund profile information from the systems that provide fund information to Plan participants.

4. Certain Representations and Warranties

ICMA-RC represents and warrants to Employer that:

- (a) ICMA-RC is a non-profit corporation with full power and authority to enter into this Agreement and to perform its obligations under this Agreement. The ability of ICMA-RC to serve as investment adviser to the Trust is dependent upon the continued willingness of the Trust for ICMA-RC to serve in that capacity.
- (b) ICMA-RC is an investment adviser registered as such with the U.S. Securities and Exchange Commission under the Investment Advisers Act of 1940, as amended. ICMA-RC Services, LLC (a wholly owned subsidiary of ICMA-RC) is registered as a broker-dealer with the U.S. Securities and Exchange Commission (“SEC”) and is a member in good standing with Financial Industry Regulatory Authority (“FINRA”) and the Securities Investor Protection Corporation (“SIPC”).
- (c) ICMA-RC shall maintain and administer the Plan in compliance with the requirements for eligible deferred compensation plans under Section 457 of the Internal Revenue Code and other applicable federal law; provided, however, that ICMA-RC shall not be responsible for the eligible status of the Plan in the event that the Employer directs ICMA-RC to administer the Plan or disburse assets in a manner inconsistent with the requirements of Section 457 or otherwise causes the Plan not to be carried out in accordance with its terms. Further, in the event that the Employer uses its own customized plan document, ICMA-RC shall not be responsible for the eligible status of the Plan to the extent affected by terms in the Employer’s plan document that differ from those in ICMA-RC’s standard plan document. ICMA-RC shall not be responsible for monitoring state or local law or for administering the Plan in compliance with local or state requirements unless Employer notifies ICMA-RC of any such local or state requirements.

Employer represents and warrants to ICMA-RC that:

- (d) Employer is organized in the form and manner recited in the opening paragraph of this Agreement with full power and authority to enter into and perform its obligations under this Agreement and to act for the Plan and participants in the manner contemplated in this Agreement. Execution, delivery, and performance of this Agreement will not conflict with any

law, rule, regulation or contract by which the Employer is bound or to which it is a party.

- (e) Employer understands and agrees that ICMA-RC's sole function under this Agreement is to act as recordkeeper and to provide administrative, investment or other services at the direction of Plan participants, the Employer, its agents or designees in accordance with the terms of this Agreement. Under the terms of this Agreement, ICMA-RC does not render investment advice, is not the Plan Administrator or Plan Sponsor as those terms are defined under applicable federal, state, or local law, and does not provide legal, tax or accounting advice with respect to the creation, adoption or operation of the Plan and the Trust. ICMA-RC does not perform any service under this Agreement that might cause ICMA-RC to be treated as a "fiduciary" of the Plan under applicable law.
- (f) Employer acknowledges and agrees that ICMA-RC does not assume any responsibility with respect to the selection or retention of the Plan's investment options. Employer shall have exclusive responsibility for the Plan's investment options, including the selection of the applicable mutual fund share class. Where applicable, Employer understands that the VT Retirement Income Advantage Fund is an investment option for the Plan and that the fund invests in a separate account available through a group variable annuity contract. By entering into this Agreement, Employer acknowledges that it has received the Important Considerations document and the Retirement Investment Guide and that it has read the information therein concerning the VT Retirement Income Advantage Fund.
- (g) Employer acknowledges that certain such services to be performed by ICMA-RC under this Agreement may be performed by an affiliate or agent of ICMA-RC pursuant to one or more other contractual arrangements or relationships, and that ICMA-RC reserves the right to change vendors with which it has contracted to provide services in connection with this Agreement without prior notice to Employer.
- (h) Employer acknowledges that it has received ICMA-RC's Fee Disclosure Statement, prepared in substantial conformance with ERISA regulations regarding the disclosure of fees to plan sponsors.
- (i) Employer approves the use of its Plan in ICMA-RC external media, publications and materials. Examples include press releases announcements and inclusion of the general plan information in request for proposal responses.

5. Participation in Certain Proceedings

The Employer hereby authorizes ICMA-RC to act as agent, to appear on its behalf, and to join the Employer as a necessary party in all legal proceedings involving the garnishment of benefits or the transfer of benefits pursuant to the divorce or separation of participants in the Plan. Unless Employer notifies ICMA-RC otherwise, Employer consents to the disbursement by ICMA-RC of benefits that have been garnished or transferred to a former spouse, current spouse, or child pursuant to a domestic relations order or child support order.

6. Compensation and Payment

- (a) **Plan Administration Fee.** The amount to be paid for plan administration services under this Agreement shall be 0.55% per annum of the amount of Plan assets invested in the Trust. Such fee shall be computed based on average daily net Plan assets in the Trust.
- (b) **Mutual Fund Services Fee.** There is an annual charge of 0.15% assessed against average daily net Plan assets invested in the Trust's non-proprietary Trust Series funds.
- (c) **Compensation for Management Services to the Trust, Compensation for Advisory and other Services to The Vantagepoint Funds and Payments from Third-Party Mutual Funds.** Employer acknowledges that in addition to amounts payable under this Agreement, ICMA-RC receives fees from the Trust for investment advisory services and plan and participant services furnished to the Trust. Employer further acknowledges that certain wholly owned subsidiaries of ICMA-RC receive compensation for advisory and other services furnished to The Vantagepoint Funds, which serve as the underlying portfolios of a number of Funds offered through the Trust. For a Trust fund that invests substantially all of its assets in a third-party mutual fund not affiliated with ICMA-RC, ICMA-RC or its wholly owned subsidiary receives payments from the third-party mutual fund families or their service providers in the form of 12b-1 fees, service fees, compensation for sub-accounting and other services provided based on assets in the underlying third-party mutual fund. These fees are described in the Retirement Investment Guide and ICMA-RC's Fee Disclosure Statement. In addition, to the extent that third party mutual funds are included in the investment line-up for the Plan, ICMA-RC receives administrative fees from its third party mutual fund settlement and clearing agent for providing administrative and other services based on assets invested in third party mutual funds; such administrative fees come from payments made by third party mutual funds to the settlement and clearing agent.
- (d) **Redemption Fees.** Redemption fees imposed by outside mutual funds in which Plan assets are invested are collected and paid to the mutual fund by

ICMA-RC. ICMA-RC remits 100% of redemption fees back to the specific mutual fund to which redemption fees apply. These redemption fees and the individual mutual fund's policy with respect to redemption fees are specified in the prospectus for the individual mutual fund and referenced in the Retirement Investment Guide.

- (e) **Payment Procedures.** All payments to ICMA-RC pursuant to this Section 6 shall be made from Plan assets held by the Trust or received from third party mutual funds or their service providers in connection with Plan assets invested in such third party mutual funds, to the extent not paid by the Employer. The amount of Plan assets held through the Trust shall be adjusted by the Trust as required to reflect any such payments as are made from Plan assets invested in the Trust. In the event that the Employer agrees to pay amounts owed pursuant to this section 6 directly, any amounts unpaid and outstanding after 30 days of invoice to the Employer shall be withdrawn from Plan assets held by the Trust.

The compensation and payment set forth in this section 6 is contingent upon the Employer's use of ICMA-RC's EZLink system for contribution processing and submitting contribution funds by ACH or wire transfer on a consistent basis over the term of this Agreement.

7. Contribution Remittance

Employer understands that amounts invested through the Trust are to be remitted directly to the Trust in accordance with instructions provided to Employer by ICMA-RC and are not to be remitted to ICMA-RC. In the event that any check or wire transfer is incorrectly labeled or transferred to ICMA-RC, ICMA-RC may return it to Employer with proper instructions.

8. Indemnification

ICMA-RC shall not be responsible for any acts or omissions of any person with respect to the Plan or related Trust, other than ICMA-RC in connection with the administration or operation of the Plan. Employer shall indemnify ICMA-RC against, and hold ICMA-RC harmless from, any and all loss, damage, penalty, liability, cost, and expense, including without limitation, reasonable attorney's fees, that may be incurred by, imposed upon, or asserted against ICMA-RC by reason of any claim, regulatory proceeding, or litigation arising from any act done or omitted to be done by any individual or person with respect to the Plan or related Trust, excepting only any and all loss, damage, penalty, liability, cost or expense resulting from ICMA-RC's negligence, bad faith, or willful misconduct.

9. Term

This Agreement shall be in effect and commence on the date all parties have signed and executed this Agreement (“Inception Date”). This Agreement may be terminated without penalty by either party on sixty days advance notice in writing to the other; provided however, that the Employer understands and agrees that, in the event the Employer terminates this Agreement (or replaces the VT PLUS Fund as an investment option in its investment line-up), ICMA-RC retains full discretion to release Plan assets invested in the VT PLUS Fund in an orderly manner over a period of up to 12 months from the date ICMA-RC receives written notification from the Employer that it has made a final and binding selection of a replacement for ICMA-RC as administrator of the Plan (or a replacement investment option for the VT PLUS Fund).

10. Amendments and Adjustments

- (a) This Agreement may be amended by written instrument signed by the parties.
- (b) ICMA-RC may amend this agreement by providing 60 days’ advance written notice to the Employer prior to the effective date of such proposed amendment. Such amendment shall become effective unless, within the 60-day notice period, the Employer notifies ICMA-RC in writing that it objects to such amendment.
- (c) The parties agree that enhancements may be made to administrative and operations services under this Agreement. The Employer will be notified of enhancements through the Employer Bulletin, quarterly statements, electronic messages or special mailings. Likewise, if there are any reductions in fees, these will be announced through the Employer Bulletin, quarterly statement, electronic or special mailing.

11. Notices

All notices required to be delivered under this Agreement shall be in writing and shall be delivered, mailed, e-mailed or faxed to the location of the relevant party set forth below or to such other address or to the attention of such other persons as such party may hereafter specify by notice to the other party.

ICMA-RC: Legal Department, ICMA Retirement Corporation, 777 North Capitol Street, N.E., Suite 600, Washington, D.C., 20002-4240
Facsimile; (202) 962-4601

Employer: at the office set forth in the first paragraph hereof, or to any other address, facsimile number or e-mail address designated by the Employer to receive the same by written notice similarly given.

Each such notice, request or other communication shall be effective: (i) if given by facsimile, when transmitted to the applicable facsimile number and there is appropriate confirmation of receipt; (ii) if given by mail or e-mail, upon transmission to the

designated address with no indication that such address is invalid or incorrect; or (iii) if given by any other means, when actually delivered at the aforesaid address.

12. Complete Agreement

This Agreement shall constitute the complete and full understanding and sole agreement between ICMA-RC and Employer relating to the object of this Agreement and correctly sets forth the complete rights, duties and obligations of each party to the other as of its date. This Agreement supersedes all written and oral agreements, communications or negotiations among the parties. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.

13. Titles

The headings of Sections of this Agreement and the headings for each of the attached schedules are for convenience only and do not define or limit the contents thereof.

14. Incorporation of Schedules

All Schedules (and any subsequent amendments thereto), attached hereto, and referenced herein, are hereby incorporated within this Agreement as if set forth fully herein.

15. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California, applicable to contracts made in that jurisdiction without reference to its conflicts of laws provisions.


In Witness Whereof, the parties hereto certify that they have read and understand this Agreement and all Schedules attached hereto and have caused this Agreement to be executed by their duly authorized officers as of the Inception Date first above written.

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

By _____ Date _____
Signature

Name and Title (Please Print)

INTERNATIONAL CITY MANAGEMENT ASSOCIATION
RETIREMENT CORPORATION

By 
Angela C. Montez
Assistant Corporate Secretary

Please return fully executed contract to: New Business Unit
ICMA-RC
777 North Capitol Street NE
Suite 600
Washington DC 20002-4240

Exhibit A

Administrative Services

The administrative services to be performed by ICMA-RC under this Agreement shall be as follows:

- (a) Participant enrollment services, including providing a welcome package and enrollment kit containing instructions and notices necessary to implement the Plan's administration. Employees will enroll online or through form. ICMA-RC will provide an enrollment link through the general ICMA-RC web site. Plan sponsor will also make available the online enrollment link in their Intranet site or via email to new employees. Employer can also enroll employees through EZLink.
- (b) Establishment of participant accounts for each employee participating in the Plan for whom ICMA-RC receives appropriate enrollment instructions. ICMA-RC is not responsible for determining if such Plan participants are eligible under the terms of the Plan.
- (c) Allocation in accordance with participant directions received in good order of individual participant accounts to investment funds offered under the Plan. Participants can complete allocations through Investor Services, Voice Response System or through Account Access, the secure participant online system provided by ICMA-RC.
- (d) Maintenance of individual accounts for participants reflecting amounts deferred, income, gain or loss credited, and amounts distributed as benefits.
- (e) Maintenance of records for all participants for whom participant accounts have been established. These files shall include enrollment instructions (provided to ICMA-RC through Account Access, EZLink or form), beneficiary designation instructions and all other documents concerning each participant's account, and if applicable, records of any transaction conducted through the Voice Response Unit ("VRU"), Account Access or other electronic means.
- (f) Provision of periodic reports to the Employer through EZLink. Participants will have access to account information through Investor Services, Voice Response System, Account Access and through quarterly statements that can be delivered electronically through Account Access or by postal service.
- (g) Communication to participants of information regarding their rights and elections under the Plan.
- (h) Making available Investor Services Representatives through a toll-free telephone number from 8:30 a.m. to 9:00 p.m. Eastern Time, Monday through Friday (excluding holidays and days on which the securities

markets or ICMA-RC are closed for business (including emergency closings), to assist participants.

- (i) Making available a toll-free number and access to VantageLine, ICMA-RC's interactive VRU, and ICMA-RC's web site, to allow participants to access certain account information and initiate plan transactions at any time. Account access and VantageLine are normally available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance. The scheduled maintenance window is outlined at <https://harper1.icmarc.org/login.jsp>
- (j) Distribution of benefits as agent for the Employer in accordance with terms of the Plan. Participants who have separated from service can request distributions through Account Access or via form.
- (k) Upon approval by the Employer that a domestic relations order is an acceptable qualified domestic relations order under the terms of the Plan, ICMA-RC will establish a separate account record for the alternate payee and provide for the investment and distribution of assets held thereunder.
- (l) Loans may be made available on the terms specified in the Loan Guidelines, if loans are adopted by the Employer. Participants can request loans through Investor Services or Account Access.
- (m) Guided Pathways – Participant Advice and Guidance may be made available through a third party vendor on the terms specified on ICMA-RC's website.
- (n) ICMA-RC will determine appropriate delivery method (electronic and/or print) for plan sponsor/participant communications and education based on a number of factors (audience, effectiveness, etc.)