

# TOWN OF PALM BEACH

Information for Town Council Meeting on: June 11, 2019

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To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Jane Le Clainche, Finance Director

Re: Administration of Defined Contribution Retirement Plans  
**Resolution No. 35-2019**

Date: May 31, 2019

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## **STAFF RECOMMENDATION**

Staff recommends that the Town Council approve Resolution No. 35-2019 amending the administration of the defined contribution retirement plans.

## **GENERAL INFORMATION**

At the March 15, 2019, Retirement Board meeting, the Board voted to ask the Town Council to clarify the Ordinance and remove the responsibility of the health savings accounts and defined contribution retirement plans from the Retirement Board oversight. At the April 9, 2019 Town Council meeting, the Town Council approved the Retirement Board's recommendation and requested staff to establish a new committee to be made up of Town staff to oversee the investment selections, employee educational opportunities and oversight of some of the administrative tasks for the defined contribution plans.

The Town offers several defined contribution plans to assist employees with retirement planning, including the 410(a) plan and optional 457 plan, Roth IRA plan, and Retirement Health Savings Plan.

Resolution No. 35-2019, creates the Defined Contribution Plan Committee comprised of Town employees to provide administrative support and coordination for all of the Town's defined contribution plans. The Town Manager will oversee the Committee and adopt administrative policies and procedures to govern the Committee and execute all necessary agreements incidental to the administration of the plan. The Resolution also memorializes the duties of the Human Resources Director to be the coordinator of the 401(a) plan and delegate any administrative duties relating to the plan to appropriate personnel and is authorized to execute all necessary documents incidental to the administration of the 401(a) plan.

Upon approval of the Resolution, the Town Manager will execute a recently negotiated Administrative Services Agreement with ICMA-RC to provide administrative services and investment alternatives for the defined contribution plans. In addition, an agreement with AndCo Consultants will be executed to provide investment consulting services for the Defined Contribution Plan Committee.

**FUNDING/FISCAL IMPACT**

The fees generated by the investments of the plan will cover the costs of the administrative services by ICMA-RC and AndCo.

**PURCHASING REVIEW**

This item has been reviewed by the Purchasing Division and approved as recommended.

**TOWN ATTORNEY REVIEW**

The Retirement Board attorneys have drafted the proposed Resolution.

jls

cc: Department Directors  
John C. Randolph, Town Attorney  
Dave West, AndCo  
Janice Rustin, Lewis, Longman & Walker  
Jim Linn, Lewis, Longman & Walker