



CITY OF *Los Angeles*

DEFERRED COMPENSATION PLAN

Board Report 21-58

Date: November 16, 2021

To: Board of Deferred Compensation Administration

From: Staff

Subject: Quarterly Staffing Reimbursements – Third Quarter 2021 and DCP Intern Funding Request

Board of Deferred Compensation Administration

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Recommendation:

That the Board of Deferred Compensation Administration (Board):

- (a) Approve reimbursements from the Deferred Compensation Plan (DCP) Reserve Fund to the Personnel Department in the amount of **\$66,713.11** and to the City Attorney in the amount of **\$22,448.91** totaling **\$89,162.02**, inclusive of the third quarter of calendar year 2021 ending September 30, 2021, for staff providing direct support of the DCP; and
- (b) Approve the DC Intern position to be employed on a full-time basis for the duration of 2021 and until such time as the Board adopts its budget for Plan Year 2022.

Discussion:

A. Quarterly Staffing Reimbursements – Third Quarter 2021

The proposed reimbursements identified in this report include the total staffing costs (direct and indirect costs – net method¹) of Personnel Department and City Attorney positions providing direct support of the DCP during the third quarter of 2021 beginning July 1, 2021 and ending September 30, 2021 as follows:

¹Staff uses two methods for reimbursement of staffing costs. The gross method is used for employees charging 100% of their time to the DCP. Funding for positions fully dedicated to the DCP was realigned from the General Fund to the DCP Trust Fund effective July 1, 2021 and accordingly accounting and reconciling funding for these positions is now administered internally between DCP staff and the Personnel Department's Accounting section (Board approval of reimbursements for these fully-dedicated positions is no longer required). The net method is used for employees who do not charge 100% of their time to the DCP, and is billed on a quarterly basis. The distinction between the two is that a Compensated Time Off (CTO) rate, which accounts for non-working hours such as sick and vacation time, is applied to the net method but not applied to the gross method (since compensated time such as vacation and sick time are already captured in gross salary). The gross method is used to reimburse the full-time Personnel Department staff (two Benefits Analyst; one Benefits Specialist) fully dedicated and 100% supporting the DCP. The net method is used to reimburse full-time Personnel Department staff (one Chief Personnel Analyst; one Senior Benefits Analyst II) and City Attorney staff who are partially dedicated to the DCP.

Summary of Staffing Cost Reimbursements for Third Quarter 2021 (July 1, 2021 - September 30, 2021)		
Personnel Department Direct Costs Net Method	\$	33,379.92
Personnel Department Indirect Costs Net Method @ 99.86%	\$	33,333.19
Total Reimbursement to Personnel Department	\$	66,713.11
City Attorney Direct Costs Net Method	\$	12,331.18
City Attorney Indirect Costs Net Method @ 82.05%	\$	10,117.73
Total Reimbursement to City Attorney	\$	22,448.91
TOTAL PERSONNEL DEPARTMENT AND CITY ATTORNEY REIMBURSEMENTS	\$	89,162.02

On May 18, 2021, staff informed the Board that the Mayor’s FY 2021-22 Proposed Budget included the realignment of funding for all full-time positions supporting the DCP (one Defined Contribution Plan Manager, one Senior Benefits Analyst I, two Benefits Analysts, and one Benefits Specialist) from the General Fund to the DCP Trust Fund effective July 1, 2021. Subsequently, staff worked with the Personnel Department, Administrative Services Division and developed an internal process for accounting and reconciling funding for these positions based on the gross method salary reimbursement. As such, Board approval of reimbursements for these fully-dedicated positions is no longer required. Accordingly, the proposed reimbursements for the third quarter 2021 included in this report and moving forward reflect reimbursements for staff partially dedicated to the DCP as follows:

- Personnel Department – One Senior Benefits Analyst II and one Chief Benefits Analyst. Upon filling the DC Plan Manager position, reimbursement of these partially dedicated positions will be eliminated.
- City Attorney – Deputy City Attorney and Legal Assistant partially dedicated to the DCP.

The calculation for salary reimbursements in this report for Personnel Department and City Attorney staff partially dedicated to the DCP includes direct costs (actual salary costs for all positions presently supporting the DCP) and indirect costs as calculated according to the City Controller Special Rates for Indirect Cost Centers (Special Rates). These Special Rates are established on a fiscal year basis. Unique rates are identified by department categories. The most recently published rate is Special Rates 43 for Fiscal Year (FY) 2020-21, which identifies staffing cost reimbursement percentages for the Personnel Department of **79.97%** for gross method reimbursement (reimbursed annually) and **99.86%** for net method reimbursement (reimbursed quarterly); the staffing reimbursement percentage for the City Attorney is **82.05%** for net method reimbursement.

Calculation details of the third quarter 2021 salary cost reimbursements including quarterly activity in the DCP’s revenue and expenditure accounts are provided in **Attachment A**.

B. DCP Intern Reimbursable Hours

On April 20, 2021, staff informed the Board that staff had hired the DCP Intern through Voya by working with a temporary employment agency. The funding source and cost of the position is the same as if the position had been filled within the City. The DCP reimburses Voya for the cost of the DCP Intern which is budgeted in the DCP’s annual budget. This staffing arrangement offers greater flexibility to the DCP in filling the position and assigning hours.

The incumbent in this position has been providing strong support to staff during a critical time, particularly with respect to DCP engagement activities, and is available to provide additional hours and administrative support. When the Board adopted the Plan Year budget for 2021, it was based on the assumption that the position would be employed on a half-time basis. Staff recommends that the Board approve the DC Intern position to be employed on a full-time basis for the duration of 2021 and until such time as the Board adopts its budget for Plan Year 2022, at which time the matter will be revisited with the Board. The monthly cost of the additional hours is approximately \$1,700, which represents a small fraction of the salary savings that have already been achieved in 2021 through position vacancies.

C. Reserve Fund Projection

Pursuant to Los Angeles Administrative Code Division 4, Chapter 14, all of the City’s internal administrative costs are required to be paid by participant fees. Two accounts are used to pay expenses: (1) an account held with the Third-Party Administrator (TPA), which acts as a repository for participant fees and from which most DCP expenses are paid; and (2) an account held within the City (Fund 896), from which office and administrative expenses, travel, and equipment purchases are made. Together, these two accounts comprise the DCP Reserve Fund.

To maintain stability within the DCP Reserve Fund and participant fees, the Board has established a target Reserve Fund balance of 50% of annual DCP operating expenses. Each quarter, when staff submits its accounting and recommendations for reimbursing administrative costs, a long-term projection is updated using assumptions for key variables that have been considered by the Board. This information is generated for the Board to compare the long-term projected Reserve Fund balance to the target Reserve Fund balance.

The Board last reviewed and approved long-term assumptions for DCP revenues and expenditures at its December 15, 2020 meeting, following a fee review and recommendations submitted by the DCP Plan Governance and Administrative Issues Committee. The current key variables used in long-term projections are summarized below:

<i>Expenses Inflation Adjustment Factor</i>	<i>Enrollment Adjustment Factor</i>	<i>Asset Growth Adjustment Factor</i>	<i>Stable Value Funds Interest Assumption</i>	<i>Basis Points Charged Against Participant Accounts</i>	<i>Fee Cap</i>	<i>Personnel Avg. Special Rate</i>	<i>City Attorney Avg. Special Rate</i>
2.0%	3.0%	7%	2.0%	0.09%	\$115	115.0%	115.0%

Normally with each quarterly review, staff provides a ten-year projection of the DCP Reserve Fund balance. That projection is omitted from this report as staff is presently updating is projections for the annual DCP Resource Review by the Plan Governance and Administrative Issues Committee, which will be scheduled within the next several weeks..

Submitted by: 

Mindy Lam, Benefits Analyst

Approved by: 

Steven Montagna, Chief Personnel Analyst

DEFERRED COMPENSATION PLAN QUARTERLY REVIEW OF REVENUES & EXPENSES				
	Pending	Adopted	Adopted	Adopted
	Ending	Ending	Ending	Ending
REVENUE & EXPENSE LINE ITEMS	9/30/2021	6/30/2021	3/31/2021	12/31/2020
STARTING BALANCE				
City Fund 896 Starting Balance	\$ 100,630.38	\$ 100,723.55	\$ 104,200.70	\$ 103,741.97
TPA Fund Starting Balance	\$ 4,478,372.23	\$ 4,323,766.23	\$ 4,383,238.39	\$ 4,044,698.93
Total Starting Balance	\$ 4,579,002.61	\$ 4,424,489.78	\$ 4,487,439.09	\$ 4,148,440.90
REVENUES				
Interest Earnings on Fund 896	\$ 200.85	\$ 553.22	\$ 331.44	\$ 458.73
Miscellaneous Credits To Fund 896	\$ -	\$ 30.00	\$ -	\$ -
Interest Earnings on TPA Fund	\$ 19,536.84	\$ 20,587.49	\$ 21,755.05	\$ 24,469.35
Revenue from Fees Deducted from Participant Accounts	\$ 777,277.53	\$ 760,297.89	\$ 748,303.81	\$ 724,334.86
Miscellaneous Credits to TPA Fund	\$ -	\$ 26,771.72	\$ -	\$ -
Total Revenue/Fees	\$ 797,015.22	\$ 808,240.32	\$ 770,390.30	\$ 749,262.94
TOTAL ASSETS (STARTING BALANCE + REVENUE/FEEES)	\$ 5,376,017.83	\$ 5,232,730.10	\$ 5,257,829.39	\$ 4,897,703.84
EXPENDITURES				
2120 Printing and Binding (Elections Administration)	\$ -	\$ (648.93)	\$ -	\$ -
2130 Travel/Training/Education	\$ -	\$ -	\$ -	\$ -
6010 Consulting Costs	\$ -	\$ -	\$ -	\$ -
6010 Office and Administrative: Reimb Staff Support	\$ (205,924.07)	\$ (199,491.14)	\$ (411,703.60)	\$ -
6010 Office and Administrative: Other	\$ -	\$ (27.46)	\$ (3,808.59)	\$ -
Contractual Fees Paid to TPA	\$ (412,324.75)	\$ (411,804.75)	\$ (410,244.75)	\$ (409,564.75)
Consulting Costs	\$ (277,998.42)	\$ (41,755.21)	\$ (7,582.67)	\$ -
Communications	\$ (216.00)	\$ -	\$ -	\$ -
Training/Education/Travel Paid by TPA	\$ (2,000.00)	\$ -	\$ -	\$ (700.00)
Elections Administration	\$ (34,083.73)	\$ -	\$ -	\$ -
Contractor Fees (DCP Intern Position)	\$ (7,283.60)	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ (939,830.57)	\$ (653,727.49)	\$ (833,339.61)	\$ (410,264.75)
INTER-FUND TRANSFERS				
Transfer to Fund 896: Salary Reimbursements	\$ (205,924.07)	\$ (199,491.14)	\$ (411,703.60)	\$ -
Transfer to Fund 896: Other	\$ -	\$ -	\$ -	\$ -
Fund 896 Deposit: Salary Reimbursements	\$ 205,924.07	\$ 199,491.14	\$ 411,703.60	\$ -
Fund 896 Deposit: Other	\$ -	\$ -	\$ -	\$ -
TOTAL INTER-FUND TRANSFERS	\$ -	\$ -	\$ -	\$ -
TOTAL ENDING BALANCE (ASSETS + EXPENDITURES + INTER-FUND TRANSFERS)	\$ 4,436,187.26	\$ 4,579,002.61	\$ 4,424,489.78	\$ 4,487,439.09
REPORTED ENDING BALANCE				
Actual City Fund 896 Ending Balance	\$ 100,831.23	\$ 100,630.38	\$ 100,723.55	\$ 104,200.70
Actual TPA Fund Ending Balance	\$ 4,335,356.03	\$ 4,478,372.23	\$ 4,323,766.23	\$ 4,383,238.39
ACTUAL TOTAL ENDING BALANCE	\$ 4,436,187.26	\$ 4,579,002.61	\$ 4,424,489.78	\$ 4,487,439.09
ENCUMBRANCES/LIABILITIES				
Outstanding Reimbursements from Prior Quarter(s)	\$ -	\$ -	\$ -	\$ (211,611.29)
Quarterly Personnel Department Direct/Indirect Costs	\$ (66,713.11)	\$ (176,834.42)	\$ (156,157.41)	\$ (158,031.44)
Quarterly City Attorney Direct/Indirect Costs	\$ (22,448.91)	\$ (29,089.65)	\$ (43,333.73)	\$ (42,060.87)
Net Ending Balance Owed	\$ (89,162.02)	\$ (205,924.07)	\$ (199,491.14)	\$ (411,703.60)
Funds in Transit from TPA Fund to City Fund 896	\$ -	\$ -	\$ -	\$ -
TOTAL ENDING BALANCE LESS LIABILITIES	\$ 4,347,025.24	\$ 4,373,078.54	\$ 4,224,998.64	\$ 4,075,735.49

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Legend

City Fund 896
TPA Reserve Fund