



Board Report 22-33

Date: June 7, 2022

To: Board of Deferred Compensation Administration

From: Staff

Subject: Quarterly Staffing Reimbursements – First Quarter 2022

Board of Deferred Compensation Administration
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Recommendation:

That the Board approve reimbursements from the Deferred Compensation Plan (DCP) Reserve Fund to the Personnel Department in the amount of **\$59,394.83** and to the City Attorney in the amount of **\$25,991.40** totaling **\$85,386.23** for staff providing direct support of the DCP during the quarter ending March 31, 2022.

Discussion:

A. Quarterly Staffing Reimbursements – First Quarter 2022

The proposed reimbursements identified in this report include the total staffing costs (direct and indirect – net method¹) of Personnel Department and City Attorney positions providing direct support of the Deferred Compensation Plan (DCP) during the quarter beginning January 1, 2022 and ending March 31, 2022 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 Management Analyst; one Senior Personnel Analyst II) and City Attorney staff who are partially dedicated to the DCP.

Summary of Staffing Cost Reimbursements for First Quarter 2022 (January 1, 2022 - March 31, 2022)	
Personnel Department Direct Costs Net Method	\$ 30,854.97
Personnel Department Indirect Costs Net Method @ 97.09%	\$ 29,957.09
<i>Adjustments for Qtr Ending 9/30/21 and 12/31/21</i>	<i>\$ (1,417.23)</i>
Total Reimbursement to Personnel Department	\$ 59,394.83
City Attorney Direct Costs Net Method	\$ 14,442.40
City Attorney Indirect Costs Net Method @ 81.26%	\$ 11,735.89
<i>Adjustments for Qtr Ending 9/30/21 and 12/31/21</i>	<i>\$ (186.89)</i>
Total Reimbursement to City Attorney	\$ 25,991.40
TOTAL PERSONNEL DEPARTMENT AND CITY ATTORNEY REIMBURSEMENTS	\$ 85,386.23

The proposed reimbursements for the first quarter 2022 included in this report reflect reimbursements for staff partially dedicated to the DCP as follows:

- Personnel Department – One Senior Personnel Analyst II and one Chief Management 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 44 for Fiscal Year (FY) 2021-22, which identifies staffing cost reimbursement percentages for the Personnel Department of **80.18%** for gross method reimbursement and **97.09%** for net method reimbursement; the staffing reimbursement percentage for the City Attorney is **81.26%** for net method reimbursement.

Calculation details of the first quarter 2022 salary cost reimbursements including quarterly activity in the DCP’s revenue and expenditure accounts are provided in **Attachment A**.

B. Adjustment of Quarterly Staffing Reimbursements – Third Quarter 2021 through Fourth Quarter 2021

The Board approved reimbursements from the DCP Reserve Fund to the Personnel Department and City Attorney for the third and fourth quarters of 2021, at its meetings on November 16, 2021, and February 15, 2022, respectively. These staffing costs reimbursements were based on Special Rates 43 for FY 2020-21 as the FY 2021-22 Special Rates were not available at the time the staffing costs reimbursements were calculated. The recently published Special Rates 44 for FY 2021-22 resulted in adjustments to the staffing costs reimbursement percentages as follows:

- Personnel Department Gross Method – **79.97%** to **80.18%**
- Personnel Department Net Method – **99.86%** to **97.09%**
- City Attorney Net Method – **82.05%** to **81.26%**

Accordingly, staff has recalculated the staffing costs reimbursements for the previous quarters in FY 2021-22 based on Special Rates 44. The change in the reimbursement percentages results in a difference in staffing costs reimbursements of **\$1,417.23** for the Personnel Department and **\$186.89** for the City Attorney as detailed in the chart below.

Quarter Ending	FY 20-21 Special Rates (43)				FY 21-22 Special Rates (44)				Adjustments	
	Total Personnel Amount Reimbursed (Net Method) under Special Rates 43	Applied Special Rate	Total City Attorney Amount Reimbursed (Net Method) under Special Rates 43	Applied Special Rate	Total Personnel Reimbursement Amount Calculated per Special Rates 44	Applied Special Rate	Total City Attorney Reimbursement Amount Calculated per Special Rates 44	Applied Special Rate	Personnel	City Attorney
9/30/21	\$66,713.11	99.86%	\$22,448.91	81.99%	\$65,788.48	97.09%	\$22,351.50	81.26%	-\$924.62	-\$97.42
12/31/21	\$35,542.48		\$20,619.55		\$35,049.87		\$20,530.07		-\$492.61	-\$89.48
Total Adjustments Owed to Departments:									-\$1,417.23	-\$186.89

The decrease in staffing costs has been applied to the first quarter 2022 staffing reimbursements resulting in total reimbursements from the DCP Reserve Fund to the Personnel Department in the amount of **\$59,394.83** and to the City Attorney in the amount of **\$25,991.40**.

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.

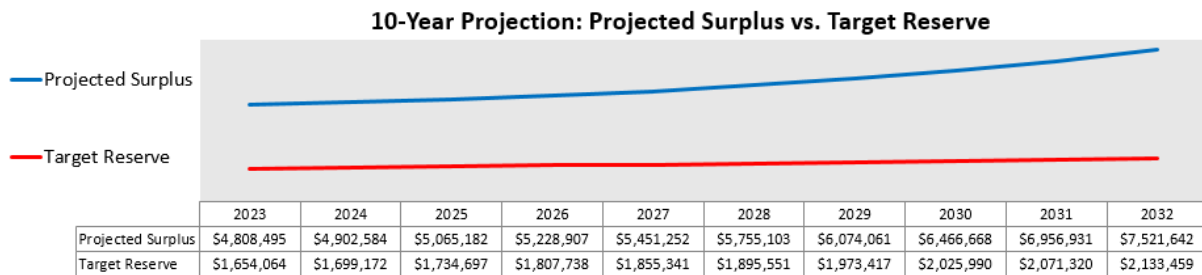
To maintain stability within the DCP Reserve Fund and participant fees, the Board has established a target Reserve Fund balance of 50% of annual DCP operating expenses. Each quarter, when staff submits its accounting and recommendations for reimbursing administrative costs, a long-term projection is 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 21, 2021 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:

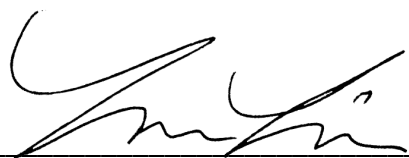
<i>Expenses Inflation Adjustment Factor</i>	<i>Enrollment Adjustment Factor</i>	<i>Asset Growth Adjustment Factor</i>	<i>Stable Value Funds Interest Assumption</i>	<i>Basis Points Charged Against Participant Accounts</i>	<i>Fee Cap</i>	<i>Personnel Avg. Special Rate</i>	<i>City Attorney Avg. Special Rate</i>
3.0%	3.0%	6%	2.0%	0.09%	\$115	91.0%	93.0%


With each quarterly review, staff provides a ten-year projection of the DCP Reserve Fund balance. Fluctuations in overall DCP assets can have a significant impact on projections of future Reserve Fund balances.

Following is the rolling ten-year forecast of the DCP Reserve Fund balance updated with data as of March 31, 2022. As indicated in the chart, given sustained increases in DCP assets, the Reserve Fund balance is projected to be above the target reserve over the entire ten-year period. The lowest projected surplus amount above the target Reserve Fund balance is approximately **\$4.8 million** in 2023, increasing to approximately **\$7.5 million** in 2032. The lowest difference between the projected surplus and the target Reserve Fund balance is approximately **\$3.2 million** in 2023, increasing to approximately **\$5.4 million** in 2031.



At its meeting on December 21, 2021, the Board postponed options for addressing the long-term projected surplus until completion of its next resource review, scheduled for mid-year 2022.

Submitted by: 
 Mindy Lam, Benefits Analyst

Approved by: 
 Daniel Powell, Senior Personnel Analyst II

DEFERRED COMPENSATION PLAN QUARTERLY REVIEW OF REVENUES & EXPENSES				
	Pending	Adopted	Adopted	Adopted
	Ending	Ending	Ending	Ending
REVENUE & EXPENSE LINE ITEMS	3/31/2022	12/31/2021	9/30/2021	6/30/2021
STARTING BALANCE				
City Fund 896 Starting Balance	\$ 95,219.31	\$ 97,163.48	\$ 100,630.38	\$ 100,723.55
TPA Fund Starting Balance	\$ 4,397,639.56	\$ 4,335,356.03	\$ 4,478,372.23	\$ 4,323,766.23
Total Starting Balance	\$ 4,492,858.87	\$ 4,432,519.51	\$ 4,579,002.61	\$ 4,424,489.78
REVENUES				
Interest Earnings on Fund 896	\$ 260.93	\$ 297.51	\$ 200.85	\$ 553.22
Miscellaneous Credits To Fund 896	\$ -	\$ -	\$ -	\$ 30.00
Interest Earnings on TPA Fund	\$ 18,841.30	\$ 19,065.40	\$ 19,536.84	\$ 20,587.49
Revenue from Fees Deducted from Participant Accounts	\$ 795,479.68	\$ 781,535.26	\$ 777,277.53	\$ 760,297.89
Miscellaneous Credits to TPA Fund	\$ 17,241.77	\$ -	\$ -	\$ 26,771.72
Total Revenue/Fees	\$ 831,823.68	\$ 800,898.17	\$ 797,015.22	\$ 808,240.32
TOTAL ASSETS (STARTING BALANCE + REVENUE/FEEES)	\$ 5,324,682.55	\$ 5,233,417.68	\$ 5,376,017.83	\$ 5,232,730.10
EXPENDITURES				
2120 Printing and Binding (Communications)	\$ -	\$ (1,530.86)	\$ -	\$ (648.93)
2130 Travel/Training/Education	\$ -	\$ -	\$ -	\$ -
6010 Consulting Costs	\$ -	\$ -	\$ -	\$ -
6010 Office and Administrative: Reimb Staff Support	\$ (89,162.02)	\$ -	\$ (205,924.07)	\$ (199,491.14)
6010 Office and Administrative: Other	\$ (1,850.00)	\$ (710.82)	\$ (3,667.75)	\$ (27.46)
Contractual Fees Paid to TPA	\$ (416,356.75)	\$ (415,436.75)	\$ (412,324.75)	\$ (411,804.75)
Consulting Costs	\$ -	\$ (203,827.65)	\$ (277,998.42)	\$ (41,755.21)
Communications	\$ -	\$ (5,000.00)	\$ (216.00)	\$ -
Training/Education/Travel Paid by TPA	\$ -	\$ (600.00)	\$ (2,000.00)	\$ -
Elections Administration	\$ -	\$ (16,506.71)	\$ (34,083.73)	\$ -
Reimb Voya for Staff Support (DCP Intern)	\$ (8,006.40)	\$ (7,784.00)	\$ (7,283.60)	\$ -
TOTAL EXPENDITURES	\$ (515,375.17)	\$ (651,396.79)	\$ (943,498.32)	\$ (653,727.49)
INTER-FUND TRANSFERS				
Transfer to Fund 896: Salary Reimbursements	\$ -	\$ (89,162.02)	\$ (205,924.07)	\$ (199,491.14)
Transfer to Fund 896: Other	\$ -	\$ -	\$ -	\$ -
Fund 896 Deposit: Salary Reimbursements	\$ 89,162.02	\$ -	\$ 205,924.07	\$ 199,491.14
Fund 896 Deposit: Other	\$ -	\$ -	\$ -	\$ -
TOTAL INTER-FUND TRANSFERS	\$ 89,162.02	\$ (89,162.02)	\$ -	\$ -
TOTAL ENDING BALANCE (ASSETS + EXPENDITURES + INTER-FUND TRANSFERS)	\$ 4,898,469.40	\$ 4,492,858.87	\$ 4,432,519.51	\$ 4,579,002.61
REPORTED ENDING BALANCE				
Actual City Fund 896 Ending Balance	\$ 93,630.24	\$ 95,219.31	\$ 97,163.48	\$ 100,630.38
Actual TPA Fund Ending Balance	\$ 4,804,839.16	\$ 4,397,639.56	\$ 4,335,356.03	\$ 4,478,372.23
ACTUAL TOTAL ENDING BALANCE	\$ 4,898,469.40	\$ 4,492,858.87	\$ 4,432,519.51	\$ 4,579,002.61
ENCUMBRANCES/LIABILITIES				
Outstanding Reimbursements from Prior Quarter(s)	\$ (56,162.03)	\$ -	\$ -	\$ -
Quarterly Personnel Department Direct/Indirect Costs	\$ (59,394.83)	\$ (35,542.48)	\$ (66,713.11)	\$ (176,834.42)
Quarterly City Attorney Direct/Indirect Costs	\$ (25,991.40)	\$ (20,619.55)	\$ (22,448.91)	\$ (29,089.65)
Net Ending Balance Owed	\$ (141,548.26)	\$ (56,162.03)	\$ (89,162.02)	\$ (205,924.07)
Funds in Transit from TPA Fund to City Fund 896	\$ -	\$ 89,162.02	\$ -	\$ -
TOTAL ENDING BALANCE LESS LIABILITIES	\$ 4,756,921.14	\$ 4,525,858.86	\$ 4,343,357.49	\$ 4,373,078.54

Summary of Staffing Cost Reimbursements for First Quarter 2022 (January 1, 2022 - March 31, 2022)	
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Legend
City Fund 896
TPA Reserve Fund