

PUBLIC AGENCY RETIREMENT SERVICES

SCOPE OF SERVICES

The CONSULTANT will provide the following services for the City of National City's irrevocable supplemental pension trust plan ("Plan"):

1. Plan Installation Services:

- A. Meeting with appropriate CITY personnel to discuss Plan provisions, implementation timelines, the actuarial valuation process, funding strategies, benefit communication strategies, data reporting, and submission requirements for contributions, reimbursements, and distributions;
- B. Providing necessary analysis and advisory services to finalize the elements of Paragraph 1(A) of this Exhibit A;
- C. Providing all documents needed to create the Plan for review and approval by the City Attorney. Resulting final Plan documents must be approved by the CITY before the commencement of Plan Administration Services outlined in Paragraph 2 below.

2. Plan Administration Services:

- A. Monitoring the receipt of Plan contributions made by the CITY to the trustee of the Trust ("Trustee"), based upon information received from the CITY and the Trustee;
- B. Performing periodic accounting of Plan assets, reimbursements/distributions, and investment activity, based upon information received from the CITY and/or Trustee;
- C. Coordinating the processing of distribution payments pursuant to authorized direction by the CITY, and the provisions of the Plan, and, to the extent possible, based upon CITY-provided Data;
- D. Coordinating actions with the Trustee as directed by the Plan Administrator within the scope the Agreement;
- E. Preparing and submitting a monthly report of Plan activity to the CITY, unless directed by the CITY otherwise;
- F. Conducting an annual in-person client review to provide a full administrative and investment review of the Plan and to ensure the CITY'S ongoing satisfaction with its participation in the Plan.
- G. Conducting in-person or over-the-phone meetings more frequently, if requested by the CITY.
- H. Providing updates of the Plan to the City Council during one of its public meetings, if requested by the CITY.
- I. Preparing and submitting an annual report of Plan activity to the CITY;

- J. Facilitating actuarial valuation updates and funding modifications for compliance with GASB 45/75, if prefunding OPEB obligations;
 - K. Coordinating periodic audits of the Plan;
 - L. Monitoring Plan and Trust compliance with federal and state laws.
3. The CITY acknowledges that PARS is not licensed to provide, and does not offer tax, accounting, legal, investment, or actuarial advice.