

September 14, 2020

Heather Hoekstra  
President  
Sacramento City Exempt Employees Association  
1017 L Street #503  
Sacramento, California 95814

Jason H. Jasmine  
Counsel  
Messing Adam & Jasmine LLP  
980 9<sup>th</sup> Street, Suite 380  
Sacramento, California 95814

**Re: Letter of Understanding – City of Sacramento 457(b) Plan Administrative Fee**

Dear Ms. Hoekstra and Mr. Jasmine:

This letter confirms the agreement reached between the City of Sacramento (City) and the Sacramento City Exempt Employees Association (SCXEA) regarding a new administrative fee for the City of Sacramento's 457(b) plan (the Plan).

The City will establish the administrative fee as soon as administratively feasible, following the adoption of an updated Personnel Resolution Covering Unrepresented Officers and Employees by the City Council and the execution of letters of understanding from each recognized employee organization with terms similar to this agreement. The administrative fee will require each SCXEA member who participates in the Plan to contribute one dollar and fifty cents (\$1.50) per month from their plan balance to the Plan's administrative allowance account. Funds accumulated by the administrative fee will be utilized as prescribed in the Defined Contribution Plans Committee's Fee and Expense Policy.

Sincerely,



Aaron A Donato (Sep 14, 2020 16:30 PDT)

Aaron Donato  
Labor Relations Manager

**FOR THE CITY:**

  
Howard Chan (Oct 2, 2020 18:16 PDT)

Howard Chan  
City Manager



Shelley Banks-Robinson  
Director of Human Resources

**FOR THE ASSOCIATION:**

  
Heather Hoekstra (Sep 24, 2020 15:08 PDT)

Heather Hoekstra  
President

  
Jason Jasmine (Sep 24, 2020 16:52 PDT)

Jason Jasmine  
Counsel

Approved as to form:

  
Brett M. Witter (Sep 25, 2020 11:32 PDT)

Brett M. Witter  
Supervising Deputy City Attorney