



**STAFF REPORT**  
**City of Dripping Springs**  
PO Box 384  
511 Mercer Street  
Dripping Springs, TX 78602

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**Submitted By:** Caylie Houchin; Accountant/Financial Analyst

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**Council Meeting Date:** August 6, 2024

**Agenda Item Wording:** Discuss and consider approval of Administrative Service Agreement with MissionSquare Retirement.

**Agenda Item Requestor:** Caylie Houchin; Accountant/Financial Analyst

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**Summary/Background:** Based on feedback from City employees gathered in the May survey, we began exploring options for retirement savings opportunities for City staff members. Formerly known as the ICMA (International City/County Management Association) Retirement Corporation, Mission Square Retirement was originally created as an organization dedicated exclusively to the retirement needs of public sector employees. Today MissionSquare Retirement serves 9,200 public service employers and 1.9 million participant accounts. Mission Square Retirement was chosen based on its utilization in numerous cities across the state.

This program will be offered to full-time City employees as an additional, optional method to save and invest for retirement with tax advantages. Contributions are made pre-tax through payroll deductions and are only taxed upon withdrawal. The program will cost the City \$25 per enrolled employee per year, amounting to a current maximum annual cost of \$1725.00 if every full-time employee participates. The program is similar to a 401K but is a 457 plan based on our governmental status.

**Staff Recommendation:** Approve MissionSquare agreement.

**Attachments:** Final draft of the Administrative Service Agreement.

**Next Steps/Schedule:** Contact MissionSquare representative and give an update on the Council's decision. The final draft will be signed by Michelle Fischer via DocuSign, sent by MissionSquare. Employees will be educated on the program and invited to participate.