

Agenda Item: 2.d

Meeting Date: July 9, 2026

MEMORANDUM

To: City Commission

Through: Jennifer K. Bramley, City Manager

From: Theresa Smalling

Date: 2026-06-16

Subject: Approval of the Amendment to the City's Retirement Plan Investment Advisory Agreement with OneDigital Investment Advisors, LLC to revise the current fee structure.

Presenter(s): Dr. Theresa E. Smalling, SPHR, Director of HR & Risk Management

Staff Recommendation: Staff recommends Commission approval of the Service Agreement Amendment with OneDigital, LLC.

Strategic Themes: Good Governance

Boards & Committees: N/A

Budget Impact: None. Expenses are paid through Empower Retirement from the city's retirement plan forfeitures account.

Past Action: N/A

Next Action: N/A

Attachments: [A. Delegated-Authority-Memo One Digital Agreement Amendment.pdf](#)
[B. Second Amendment to Retirement Plan Investment Advisory Agreement.pdf](#)
[C. OneDigital Personal Financial Planning Services Amendment \(eff 9-1-23\).pdf](#)
[D. OneDigital Retirement Plan Investment Advisory Agreement \(eff 7-1-20\).pdf](#)

Background: The City has an ongoing agreement with OneDigital Investment Advisors, LLC, to provide advisory and consulting services to the City of Dunedin for the city's employee retirement plans currently offered by Empower Retirement; the current agreement is attached. Per the existing agreement, modifications and amendments may be requested by either the City or OneDigital,

and are valid if made in writing and agreed upon by both parties. The current agreement includes a flat fee for advisory and consulting services, paid on a quarterly basis. There is also a project based amount, also a flat fee, paid on an as needed basis for specific projects, such as conducting an RFQ for Retirement Plan Recordkeeper Provider Renewal/Re-solicitation. The aforementioned expenses are paid through Empower Retirement from the city's retirement plan forfeitures account. In 2023, OneDigital Personal Financial Planning services was added as a free benefit to City of Dunedin employees; this expense is paid annually from wellness dollars provided by Cigna, the City's health benefits administrator.

The latest amendment (attached) requests an automatic annual Cost of Living Adjustment ("COLA") of three percent (3%), with an effective date of January 1, 2027. The requested amendment also includes the City's consent for OneDigital to offer specific investment advisory and/or management services to participants within the managed account service offering in place with Empower. This is a voluntary service; there would be no change to the participant fees for individuals who opt-into this service.

The requested amendments were presented to, and discussed by the City's Retirement Plan Committee comprised of Director of Finance Les Tyler, HR Manager Alex Simpkins, Sr. Compensation & Benefits Coordinator Paula McLemore and Director of Human Resources and Risk Management Theresa Smalling at the last quarterly meeting in July 2025. The COLA adjustment is in line with neighboring One Digital clients. Empower Retirement has no issues with One Digital's assumption of advisory service. The requested amendment agreement was reviewed by City Attorney Jennifer Cowan, who made revisions. The attached Second Amendment Agreement is the final document that has been agreed to by the City Attorney and One Digital.

Since the amended agreement will exceed the threshold for department director approval, staff recommends the City Manager approve the agreement with One Digital Investment Advisors, LLC with an effective date of June 1, 2026.