

DEFERRED COMPENSATION PLAN BOARD REPORT 09-24



Date: April 7, 2009
 To: Board of Deferred Compensation Administration
 From: Staff
 Subject: Board Elections

Members
Eugene K. Canzano, Chairperson
Richard Kraus, First Provisional Chair
Shelley Smith, Second Provisional Chair
Maggie Whelan, Third Provisional Chair
Sangeeta Bhatia
Sally Choi
Michael Perez
Kurt A. Stabel

Recommendation:

That the Board of Deferred Compensation Administration receive and file the following information regarding upcoming elections for the Board of Deferred Compensation Administration.

Discussion:

Following is an update regarding the upcoming elections for the DWP and Retired Participant Representative seats on the Board of Deferred Compensation Administration. Petitions for these seats were made available at the Employee Benefits Division from March 20 to April 3. Two individuals requested and submitted nominating petitions (one for each seat). In order to qualify, candidates for the DWP Participant Representative seat were required to obtain a minimum of 100 and not more than 200 signatures from their respective constituencies. Candidates for the Retired Participant Representative seat were required to obtain a minimum of 10 and not more than 20 signatures from their respective constituencies.

Staff is currently working on the creation of the Official Notice of Election, which will be submitted to the City Clerk and posted on April 17, 2009. The Notice will include the names of individuals who have qualified to run, the election date, a sample ballot, and rules concerning participants' eligibility to vote. Staff is also in the process of obtaining the official mailing lists that the City Clerk will use to send the ballots on April 24, 2009. Ballots must be returned by May 8, 2009. The Board will receive the official elections results from the City Clerk by May 22, 2009.

The following is an updated schedule of events, completed and pending, concerning the election:

Date	Event	Description	Status
February 27, 2009	Mailing List	Requested Great West, DWP Human Resources, and City Controller to generate mailing lists of eligible voters	Completed
March 2, 2009	Department Notification	As required by the Board's adopted policy, official notification of the upcoming elections was given to the City Clerk by the General Manager of the Personnel Department	Completed
March 13, 2009	Election Letter	Eligible voters will receive a detailed letter informing them of the elections including the requirements for both voting and candidacy	Completed
March 20, 2009	Petitions Made Available	Prospective candidates will be able to obtain their petitions from Plan staff between 8:30 AM and 5:00 PM	Completed

April 3, 2009	Petitions Due	All outstanding petitions will be due by 5:00 PM to Deferred Compensation Plan staff	Completed
April 17, 2009	Notice of Election	A Notice will be posted with the election date, sample ballot, rules concerning eligibility to vote, and additional voter information	
April 18, 2009	Official Mailing List	Great West, DWP Human Resources, and City Controller will be contacted to generate updated mailing lists of all eligible voters	
April 24, 2009	Mail Ballots	Official Ballots will be mailed to all eligible participants	
May 5, 2009	List of Observers	Candidates will give the City Clerk the names of their designated observers who will make sure the ballots are properly counted	
May 8, 2009	Election Day	All ballots will be due to the office of the City Clerk by 5:00 PM	
	Ineligible List	An ineligible list (including but not limited to recently retired participants) will be delivered to the City Clerk	
May 22, 2009	Election Results	No later than this date the City Clerk shall furnish the official results of the Election to the Board.	

Submitted by: _____
Ashley Stracke

Reviewed by: _____
Steven Montagna

Approved by: _____
Alejandrina Basquez