

DEFERRED COMPENSATION PLAN BOARD REPORT 09-36



Date: June 9, 2009
To: Board of Deferred Compensation Administration
From: Staff
Subject: 2009 NAGDCA Conference

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 approve the necessary funding for available Board members; four Personnel Department staff; and one City Attorney staff; to attend the 2009 NAGDCA conference in Austin, Texas.

Discussion:

The National Association of Government Defined Contribution Administrators (NAGDCA) is an organization consisting of government and industrial members pursuing legislative enhancements to defined contribution plans and providing educational benefits to its membership. The organization's 2009 conference is being held in Austin, Texas September 12-16. The annual conference is focused on issues affecting state and local government administrators of primarily Section 457 defined contribution plans. The conference generally includes sessions reviewing federal legislative developments, current trends on plan design and administration, and basic education on plan fundamentals.

A preliminary conference schedule is attached. Board members should indicate to staff as soon as possible whether it is or is not their intention to attend. The registration deadline is August 10, 2009. Staff will make all registration arrangements.

Following is an estimate of conference costs per attendee. In addition to these costs, pre-conference events could add one-two nights of hotel costs and up to \$80 in fees. Board members interested in attending the pre-conference events should notify staff.

Expense	Amount
4-Night Stay @ \$184 per night w/13.0% tax)	\$ 846
Registration	\$ 550
Transportation (Estimated)	\$ 300
Miscellaneous (Food, Taxis, etc.)	\$ 250
Total-->	\$ 1,946

Hotel Reservations – Board members can make hotel reservations on their own or with staff's assistance.

Air Reservations - Attendees are welcome to make their own air reservations but should wait until after approval to attend the conference has been provided by the Mayor's Office. Staff will begin processing that request immediately upon Board action to approve this report. If making your reservation independently, it is important to document the lowest available non-stop fares at time of purchase. This can be done by printing out pages from an airfare shopping service such as Expedia. The City will not provide reimbursement for these purchases until immediately prior to the conference. If there are any questions regarding making these reservations, please contact staff.

Alternatively, attendees are welcome to use the City's American Express Travel Agent service. Again, however, American Express should not be contacted until after we have received approval from the Mayor's Office and a travel authority number has been issued.

Attendance – In the past the Board has approved funding for all available Board members and staff to attend the conference. This year, in light of current economic conditions and in the interests of streamlining costs, staff is recommending that Personnel staff attendance be reduced from six to no more than four attendees, and City Attorney attendance reduced from two to no more than one attendee.

Staff Resources - Staff member Natasha Zuvich will coordinate all matters regarding attending the conference this year. In addition, as always, staff will follow up with each Board member to confirm attendance and track related details.

Submitted by: _____
Steven Montagna

Approved by: _____
Alejandrina Basquez