

DEFERRED COMPENSATION PLAN BOARD REPORT 09-54

Date: December 7, 2009
To: Board of Deferred Compensation Administration
From: Staff
Subject: Special Election – Pensions Representative

Members
Eugene K. Canzano, Chairperson
Richard Kraus, Vice-Chairperson
Shelley Smith, First Provisional Chair
Sally Choi, Second Provisional Chair
Maggie Whelan, Third Provisional Chair
Sangeeta Bhatia
Cliff Cannon
Michael Perez

Recommendation:

That the Board of Deferred Compensation Administration receive and file the following report regarding a special election for the Pensions Representative seat on the Board of Deferred Compensation Administration.

Discussion:

On November 5, 2009, the Fire/Police Pensions representative on the Board of Deferred Compensation Administration, Kurt Stabel, indicated he was resigning his position. The Board's Election Policy provides that in the event of a vacancy occurring in an elected seat a special election must be held within 90 days of the vacancy. The only exception for this would be if less than one year remained on the current term. In this case, the term for this seat ends on June 30, 2011, so a special election is mandatory.

Staff immediately began taking the necessary steps to set the election process in motion. A meeting was held with the City Clerk Election Division staff on November 10 and an action plan identified. The City Clerk indicated that, due to several other election processes occurring in February, 2009, it would be advisable to set an election date slightly earlier than 90 days (in this case, January 22).

Staff concurrently worked with Great-West Retirement Services and the City Controller to develop a mailing/eligibility list of Deferred Compensation Plan participants who are also active Pensions members. As a result of those efforts, a notification of the election was mailed out on November 24, 2009. Nominating packets for individuals interested in running for the seat were made available December 4. Petitions and candidate statements are due December 18.

A complete election calendar is provided as an attachment to this report. Staff will provide an update at the Board's January meeting, which takes place in the final week of the election.

Submitted by: _____
Steven Montagna

Approved by: _____
Alejandrina Basquez

**SPECIAL ELECTION FOR THE FIRE/POLICE PENSIONS REPRESENTATIVE
TO THE BOARD OF DEFERRED COMPENSATION AMINISTRATION**

January 22, 2010

DATE	E-Minus	DATE	ACTIVITY	ACTION/STATUS
2/29/2008	E-74	11/10/2009	Coordination Meeting - City Clerk and BDCA	Completed
	E-71	11/13/2009	Obtain electronic file of all Plan participants from Great-West Retirement Services.	Completed
	E-67	11/17/2009	Obtain electronic file of Pensions eligible population from City Controller.	Completed
	E-65	11/19/2009	Create refined file of Pensions eligible population (omitting undercover sworn) - deliver file to Great-West	Completed
3/6/2008	E-64	11/20/2009	Election Division prepares E-Minus Calendar. Notify printshop of upcoming print jobs.	Completed
3/14/2008	E-64	11/20/2009	GM of Personnel Dept to notify City Clerk of the upcoming election	Completed
	E-59	11/25/2009	Great-West mails notification of upcoming election to Pensions eligible population.	Completed
4/15/2008	E-59	11/25/2009	BDCA to send drafts of nominating packets for review.	Completed
3/18/2008	E-54	11/30/2009	Notify GSD- Mail Services of upcoming election. Discuss mailing dates.	Completed
3/18/2008	E-54	11/30/2009	Prepare SMUF for envelopes; color coded for Pensions (Outgoing, BRM, Identification Env.)	Completed
4/18/2008	E-50	12/4/2009	Nominating Petitions available at the Office of BDCA. BDCA to notify Election Division once a petition is received.	Completed
4/21/2008	E-47	12/7/2009	Prepare draft of official ballot (include space for write-in candidates)	Completed
4/21/2008	E-47	12/7/2009	Update if necessary Voter's Instructions page.	Completed
4/21/2008	E-47	12/7/2009	Deferred Comp Adm. to send List of Eligible Voters to Election Division to be used for checking signers of nominating petitions.	Completed
	E-37	12/17/2009	Request updated electronic file of all Plan participants from Great-West Retirement Services for ballot mailing.	Completed
5/2/2008	E-36	12/18/2009	Nominating Petitions due at the office of BDCA.- 5:00 p.m. Obtain occupational ballot designation submitted to BDCA by candidates. Update voters instructions page, have it reviewed by Mgt and send to Printshop for duplication.	Completed
5/9/2008	E-32	12/22/2009	Last day to verify nominating petitions. Notify candidates by registered mail re: sufficiency or insufficiency of their petitions.	
5/6/2008	E-31	12/22/2009	Update official ballot, voting instructions with candidate statements	

5/6/2008	E-30	12/23/2009	Drawing of names at the Election Division office - 8:30 a.m.	
5/9/2008	E-29	12/24/2009	Official Ballot order - send to Printshop after approval by Mgt. Send copy of approved official ballot to BDCA for attachment to the Notice of Election. Obtain info from Printshop as to when ballots will be stuffed. Have Election Div staff observe stuffing of ballots. (Send back envelopes to Printshop if previously delivered to Elections)	
	E-25	12/28/2009	Obtain updated electronic file of Pensions eligible population from City Controller.	
5/13/2008	E-24	12/29/2009	Personnel Dept sends Primary Roster (alpha order) to Election Division	
5/23/2008	E-23	12/30/2009	Plan will send "Notice of Election" to Election Division for posting: election date, sample ballot with candidate names, rules concerning eligibility to vote, etc.	
5/21/2008	E-18	1/4/2010	Official Ballot received from Printshop, stuffed and sealed.	
5/30/2008	E-14	1/8/2010	Ballot packets mailed	
5/30/2008	E-11	1/11/2010	Arrange for mail pick up with couriers or Service Center.	
5/30/2008	E-7	1/15/2010	Ballots can be returned personally to Election Division (7 calendar days before election)	
	E-7	1/15/2010	Prepare supplies/forms for tally, including letter opener machine. Schedule training; reserve conference room for training and tally.	
6/10/2008	E-3	1/19/2010	Obtain names of observers (no more than 2), including candidates names & staff from the Plan.	
6/10/2008	E-3	1/19/2010	Prepare Identification badges for observers.	
6/13/2008	E-0	1/22/2010	Election Day (ends at 5:00 pm; mail pick-up)	
6/13/2008	E-0	1/22/2010	Deferred Comp Office to send List of those who retired or no longer members of the Plan to Election Division	
6/17/2008	E+3	1/25/2010	Canvass of Election results at the Election Division office at 1:00 p.m.	
	E+6	1/28/2010	Last day to submit any protests (No later than 3 business days after canvass). City Clerk to submit a report to the Board within 14 calendar days after the election	
6/27/2008	E+14	2/5/2010	Last day to certify results to the Board	