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DEFERRED COMPENSATION PLAN BOARD REPORT 08-42



Date: October 7, 2008

To: Board of Deferred Compensation Administration

From: Staff

Subject: Staff Report: Pending Projects & Information Items

Recommendation:

That the Board of Deferred Compensation Administration receive and file the following information.

Pending Projects & Information Items:

Council Report - Plan Investments - On July 23, 2008, the City Council adopted a motion (Zine/Rosendahl) instructing the Personnel Department to “report within 30 days of the status of investments and the financial condition of the City’s Deferred Compensation Program.” Staff drafted a response to Council which came from the Chairperson and Vice-Chairperson. That report was heard by Personnel Committee on September 23, and by full Council on October 1. A follow-up report was requested within 60 days.

Investments Committee & Plan Governance Committee Meetings - The Plan Governance and Administrative Issues Committee met on October 2, 2008, to consider potential changes to the Plan's Elections Policy. A report from the Committee on this topic will be presented to the Board at its November 18 meeting. The Investments Committee will be meeting on October 10 to continue work on the redesign of the Plan's core investment menu.

Requests for Proposal - Requests for Proposal for a Russell 2000 Index Fund and Stable Value Fund manager are due October 24. Results for the former will be presented at the November meeting. Results for the latter may be presented at the same meeting or at the December meeting, depending on the volume of responses received. It is expected that recommendations regarding a Mid-Cap Index fund manager will also be presented at the November meeting.

Fiduciary Responsibility - Staff members Ashley Stracke (Personnel) and Vicky Williams (City Attorney), with assistance from Steven Montagna (Personnel) and Richard Bobb (City Attorney), are currently researching and preparing for a presentation that will be given to the Board regarding fiduciary responsibilities and obligations as they relate to the City's Deferred Compensation Plan. This presentation is tentatively scheduled for the Board's December meeting.

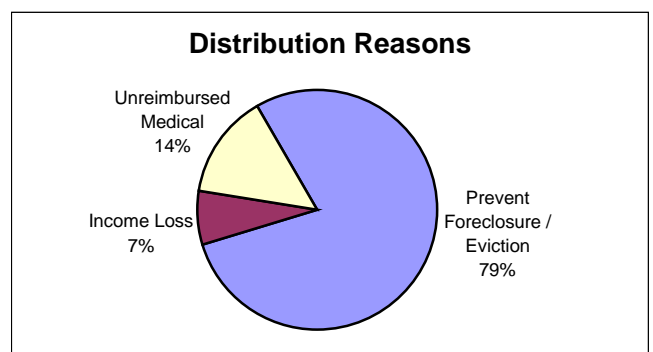
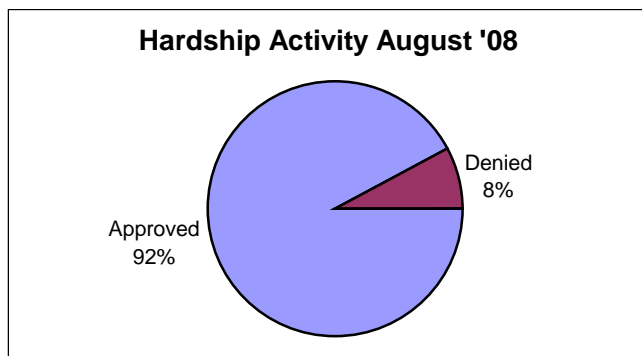
Board By-Laws - Ashley Stracke (Personnel) and Richard Bobb (City Attorney) have begun work on drafting a set of by-laws for the Board. The intent of this document is to formalize policies and procedures associated with the conduct of Board meetings, construction of Committees, elections for chair/vice-chair, etc. Staff will report on the progress of this project in its monthly status reports.

Investment Survey Results - Staff and Great-West are working together to include an article in the next quarterly newsletter regarding the investment survey results. Additionally, these results will be posted on the Plan website following the release of the newsletter.

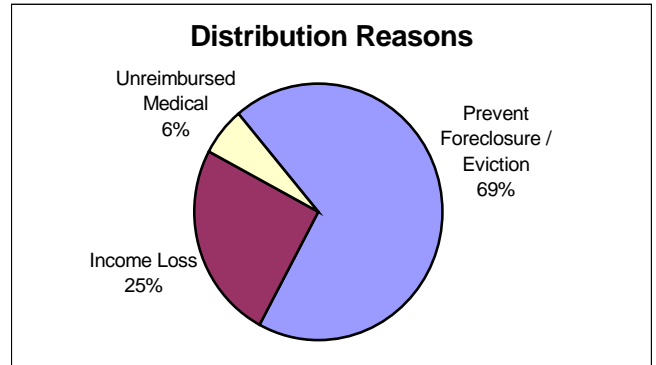
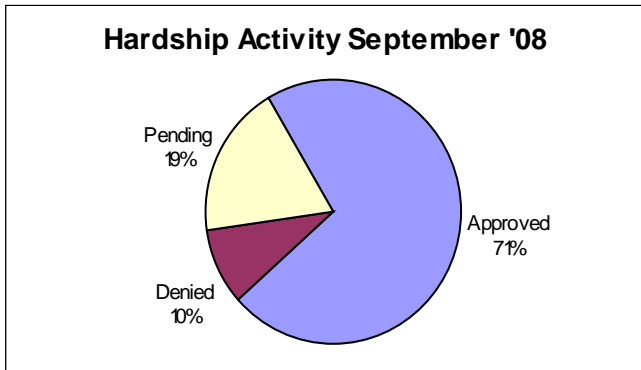
“DROP” meetings – Due to an increase of interest, Staff and Great-West have scheduled several DROP/Plan Discussion meetings at various fire and police stations throughout the City. Staff will continue its outreach to other stations to help our sworn participants manage this important asset.

Hardship Activity – Staff has compiled the following results of hardship processing with Great-West for the months of August and September 2008. During the month of August, thirteen hardship cases were submitted to Great-West. Twelve cases were approved and one was denied. Additionally, in the month of September, twenty-one hardship cases were submitted. Fifteen cases were approved, two denied, and four were pending further documentation.

Following are hardship activity results for the month of August:



Following are hardship activity results for the month of September:



Submitted by: _____
Natasha Zuvich

Reviewed by: _____
Steven Montagna

Approved by: _____
Maryanne Keehn