

Deferred Compensation Plan BOARD REPORT 11-35

Date: May 4, 2011
 To: Board of Deferred Compensation Administration
 From: Staff
 Subject: Board Elections

*Board of Deferred Compensation
 Administration
 Eugene, Canzano, Chairperson
 Richard Kraus, Vice-Chairperson
 Sangeeta Bhatia
 Cliff Cannon
 Tom Moutes
 John R. Mumma
 Michael Perez
 Robert Schoonover
 Maggie Whelan*

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

Ballots were mailed on April 29, 2011 and must be returned to the City Clerk by May 20, 2011. The City Clerk will certify the results by June 3, 2011.

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

Date	Activity	Status
December 2, 2010	Coordination Meeting – City Clerk and Plan Staff	Completed
January 5, 2011	City Clerk finalized calendar and notified print shop of upcoming print jobs	Completed
February 11, 2011	Sent request to Great-West and Controller to generate mailing lists of eligible voters	Completed
February 22, 2011	General Manager of Personnel Dept. notified City Clerk of upcoming election	Completed
February 28, 2011	Provided # of voters and accounting info to City Clerk	Completed
March 16, 2011	Send drafts of Nominating Petition Packet to City Clerk for review	Completed
March 16, 2011	Eligible voters will receive a letter about the requirements for both voting & candidacy	Completed
March 16, 2011	Send request to Great-West and Controller to generate updated lists of eligible voters	Completed
March 25, 2011	Nominating petitions available from Deferred Compensation Plan staff between 8:00 AM to 4:00 PM	Completed
March 25, 2011	Send list of eligible voters to City Clerk to be used for signature verification of Nominating Petitions	Completed
April 8, 2011	Nominating petitions due to Deferred Compensation Plan staff by 4:00 PM; Deliver candidate occupational ballot designation to City Clerk	Completed
April 8, 2011	Send draft Notice of Election to City Clerk	Completed
April 15, 2011	Obtain copy of approved Official Ballot from City Clerk for	Completed

	attachment to the Notice of Election	
April 20, 2011	Personnel Dept. sends Primary Roster to City Clerk	Completed
April 29, 2011	Send "Notice of Election" to City Clerk for posting: election date, sample ballot with candidate names, rules concerning eligibility to vote, etc.	Completed
April 29, 2011	GSD Mail Services mail ballot packets to voters; Deliver ballots to LAPD for distribution to confidential members	Completed
May 13, 2011	Ballots can be returned personally to City Clerk; Election Division will place ballot box at the Front Counter	
May 17, 2011	Provide names of designated observers (maximum of two), candidates names, and Plan staff to City Clerk	
May 20, 2011	Election Day (ends at 5:00 PM)	
May 20, 2011	Plan staff to send list to City Clerk of those who retired or no longer participants of Plan	
May 24, 2011	Canvass of Election results at City Clerk – Election Division Office	
May 27, 2011	Last day to file for written protests to City Clerk – Election Division	
June 3, 2011	Last day for City Clerk to certify results to the Board	

Submitted by: _____
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Reviewed by: _____
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Approved by: _____
Steven Montagna

Approved by: _____
Alejandrina Basquez