

Deferred Compensation Plan BOARD REPORT 11-40

Date: June 7, 2011
To: Board of Deferred Compensation Administration
From: Staff
Subject: 2011 NAGDCA Conference

*Board of Deferred
Compensation Administration
Eugene K. Canzano, Chairperson
Richard Kraus, Vice-Chairperson
Sangeeta Bhatia
Cliff Cannon
Tom Moutes
John R. Mumma
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Robert Schoonover
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Recommendation:

That the Board of Deferred Compensation Administration approve the necessary funding for available Board members and professional staff to attend the 2011 NAGDCA conference in Albuquerque, New Mexico.

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 2011 conference is being held in Albuquerque, New Mexico September 10-14. 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 5, 2011. Staff will make all registration arrangements. In addition, staff has reserved rooms in advance for each potential attendee. Confirmation numbers can be provided to those attending.

With respect to air reservations, attendees must make their own air reservations through the City's TravelStore but should wait until after a travel authority number is issued. Staff will begin processing that request immediately upon Board action to approve this report. Questions regarding making these reservations should be directed to staff. **Attendees should not make their reservations independent of the City's TravelStore as they may risk being reimbursed by doing so.** The City has been utilizing the State of California's Travel Agency Contract for the past year as part of their direction to cut costs by effectively and efficiently managing the City's travel program.

Costing & Attendance – Staff recommends that attendance at this conference be limited to available Board members and available Personnel Department/City Attorney professional staff. Following is an estimate of conference and pre-conference costs per attendee. The

pre-conference events would add one additional night of hotel costs and up to \$80 in registration fees. Board members interested in attending the pre-conference events should notify staff.

| Estimated Expenses Per Attendee | Amount |
|--|-----------------|
| 5-Night Stay @ \$145 per night w/13.0% tax | \$ 820 |
| Registration | \$ 630 |
| Transportation (Estimated) | \$ 400 |
| Miscellaneous (Food, Taxis, etc.) | <u>\$ 285</u> |
| Per Attendee Total ---> | \$ 2,135 |
| Maximum Board Members Attending | 9 |
| Maximum Staff Members Attending | 5 |
| Maximum Total Conference Cost (w/pre-conference costs) | |
| TOTAL -----> | \$32,025 |

This year’s conference arrangements are a bit unique in the sense that all conference activities are not going to be held at the same location. The sessions are being held in the Albuquerque Convention Center and the receptions are taking place in the Hyatt Regency hotel. The conference has sponsored both the Hyatt Regency and the DoubleTree hotels. Staff has arranged room reservations at the DoubleTree hotel, since the Albuquerque Convention Center is closer in proximity (0.1 miles) to the DoubleTree hotel versus the Hyatt Regency hotel (0.5 miles). Additionally, the cost savings to the Plan would equate to \$2,457 (\$33/night X 5) X 15 attendees.

Staff Resources - Staff member Natasha Gameroz 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: _____
Natasha Gameroz

Reviewed by: _____
Steven Montagna

Approved by: _____
Alejandrina Basquez