



## CITY OF *Los Angeles* DEFERRED COMPENSATION PLAN

# BOARD REPORT 18-30

Date: June 19, 2018

To: Board of Deferred Compensation Administration

From: Staff

Subject: Authorization for Office and Administrative Equipment Purchases

### Board of Deferred Compensation Administration

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### **Recommendation:**

That the Board of Deferred Compensation Administration authorize purchase of approximately \$4,050 in office and administrative equipment items.

### **Discussion:**

At its March 20, 2018 meeting, the Board adopted a budget for Deferred Compensation Plan expenses for Plan Year 2018. Included within that budget is an allocation of \$7,000 for office and administrative expenses.

With the addition of an Administrative Intern and local Voya Retirement Counselor to the overall local staffing complement, additional seating and equipment is required in the Employee Benefits Division's location at City Hall Room 867. To accommodate the additional staffing needs, an Employee Benefit conference room is being converted into a shared workspace. Staff is requesting authorization for purchase of certain equipment items for three workstations to be used by the Voya local representatives and the Administrative Intern.

In addition, staff is requesting authorization to purchase an iPad tablet to be used by participants and new enrollees to check-in and meet with Voya Representatives or with staff. The iPad will allow staff to more efficiently track the reason(s) for each visit, the department and time spent, the employment status (active or retired) of each participant or new enrollee, and potentially other data. The information obtained through using an iPad will allow staff to quickly analyze data, observe the reasoning for in-person contacts versus using the Plan website or the contact call center, and provide staff information in order to develop future Plan communication strategies.

The equipment items and estimated costs are indicated in the following table:

Equipment/Furniture Request	Justification	Estimated Cost
Three desks	Workstations for two Voya Representatives and one Administrative Intern	\$1,050
One personal computer	To be utilized by the Plan's Administrative Intern	\$1,500
Phone units, data lines, and installation charges	General equipment and set-up of workstations for use by the Administrative Intern and Voya Representatives	\$1,000
One iPad - 9.7" Wi-Fi (128 GB)	To be used by participants and new enrollees to check-in and meet with Voya Representatives or with staff	\$500
<b>Total Estimated Cost:</b>		<b>\$4,050</b>

Submitted by:

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Kevin Hirose

Approved by:

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Steven Montagna