

ANNUAL REPORT

BOARD OF DEFERRED COMPENSATION ADMI NISTRATION 2010

# ELECTED OFFICIALS 

of the
CITY OF LOS ANGELES CALIFORNIA

ANTONIO R. VILLARAIGOSA MAYOR

CARMEN A. TRUTANICH
CITY ATTORNEY
WENDY GREUEL
CONTROLLER

# MEMBERS OF THE CITY COUNCIL 

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THIRTEENTH DISTRICT
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# BOARD OF DEFERRED COMPENSATION ADMINISTRATION 

for the<br>CITY OF LOS ANGELES<br>DEFERRED COMPENSATION PLAN

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CITY of LOS ANGELES
CALIFORNIA


ANTONIO R. VILLARAIGOSA MAYOR

June 1, 2011

The Honorable Antonio R. Villaraigosa, Mayor
Honorable Council of the City of Los Angeles
Deferred Compensation Plan Participants

On behalf of the Board of Deferred Compensation Administration, it is my pleasure to submit the 2010 Annual Report for the City of Los Angeles Deferred Compensation Plan. This report provides a review of important Plan data and activities over the 2010 calendar year.

The City of Los Angeles Deferred Compensation Plan is fully funded by participant fees. Plan participants pay all costs of the Plan (the City does not contribute any monies), including administrative, consulting, investment and staffing costs.

2010 was a year in which we saw the Plan return to peak asset levels last reached immediately before the 2008 financial crisis. The Plan has now reached a new milestone with over $\$ 3$ billion in assets. The Board, working together with its staff and recordkeeper, completed a number of significant initiatives in 2010, including the following:

- Completing the design of a new, consolidated investment menu to better assist participants in making effective asset allocation decisions;
- Approving changes to the way contracted trustee services are provided to provide enhanced protection for Plan assets;
- Adopting a new policy for investment manager procurement to create greater efficiency and broader consideration of potential providers;
- Approving implementation of a new "Roth 457" savings option, with implementation scheduled for mid-year 2011;
- Completing an online participant survey; and
- Administering a special election for our Fire/Police Pensions representative

The Plan also saw significant activity from participants retiring under the City's Early Retirement Incentive Program (ERIP), as their Deferred Compensation Plan account balances sometimes factored into decisions regarding whether they had the financial resources to retire earlier than they might have planned. The Plan also saw continued
interest in its loan program, as some participants used their accounts to deal with housing payment issues or reductions in household income.

In the midst of many uncertainties, the Deferred Compensation Plan is an important source of stability for its participants as they work to achieve long-term financial security. The Board is committed to maximizing the benefits of the Plan to its members in 2011 and beyond.

Respectfully submitted,

Eugene K. Canzano, Chairperson
Board of Deferred Compensation Administration

## PLAN OVERVIEW

## What is the Deferred Compensation Plan?

The City of Los Angeles Deferred Compensation Plan is a non-qualified taxdeferred savings program established in 1983 under IRC Section 457 and City of Los Angeles Administrative Code, Division 4, Chapter 14. It is open to all full-time employees who are members of one of the City's defined benefit retirement/pension systems, and is intended as a supplement to those plans. Contributions and earnings are tax-deferred until funds are withdrawn.

## How Much Can Be Contributed to the Plan?

In 2010 participants were eligible to contribute up to $\$ 16,500$ from their regular wages if below age 50 ; up to $\$ 22,000$ if age 50 or older; and up to $\$ 33,000$ if eligible for and enrolled in special "Catch-Up" provisions. The City does not provide a matching contribution. Plan assets are protected by being held in trust for the exclusive benefit of Plan participants.

## How and When Can Funds Be Distributed?

Funds can be withdrawn without penalty at any age so long as a participant has separated from service. In addition, active employees can withdraw funds through hardship withdrawal or by meeting certain de mimimis withdrawal provisions. Active employees are further eligible to borrow from their accounts through a loan program.

## How Can the Funds Be Invested?

The Plan provides participants with a variety of investment choices including savings options, bond funds and stock funds. The Plan also offers a SelfDirected Brokerage Option providing access to additional mutual funds, exchange-traded-funds, stocks, bonds, and Certificates of Deposit.

## How is the Plan Governed?

The City Council established the Board of Deferred Compensation Administration to provide administrative oversight of the Plan. The ninemember Board includes the General Manager City Employees' Retirement System; General Manager Fire and Police Pension Plan; Plan Manager of the Department of Water and Power Employees' Retirement Plan; three elected employee representatives from each of the afore-mentioned plans; a Certified Union Representative; a retired participant representative; and the General Manager Personnel Department. The Board has support staff and contracted entities to carry out Plan administration, as indicated on the following page.

## ADMINISTRATIVE STRUCTURE

## BOARD OF DEFERRED COMPENSATION ADMINISTRATION

(Plan oversight and administration)


## ACTIVITIES \& STATISTICS

Participation - As of December 31, 2010, the City's Plan had a total of 40,316 participant accounts, a $1.0 \%$ decrease from the previous year. The decrease resulted from a larger than normal number of employee separations and account closures due to Citywide staffing reductions. Despite this, the Plan Administrator recorded 880 new enrollments between January $1^{\text {st }}$ and December $31^{\text {st }} 2010$. The total number of contributing participants represents approximately $62.3 \%$ of the eligible employee population (a breakdown of departmental participation rates is provided as Appendix A to this report). The chart below indicates total enrollment levels from 2003 through 2010:


Plan Assets - Year-end total Plan assets were $\$ 3,154,860,910$, in comparison to $\$ 2,828,435,629$ at year-end 2009 . This is a new record in Plan assets and represents an $11.54 \%$ year-over-year increase, of which $7.72 \%$ was attributable to market returns and $3.82 \%$ to participant contributions/rollovers.


Fund Class Changes and Asset Allocation - Plan assets shifted slightly in 2010 as a result of the continued recovery in the equity/bond markets. The Plan also replaced several options within the core menu to reduce costs:
(1) The SSgA Russell Small Cap Index Non-Lending Series Fund (Class C) was replaced by the SSgA Russell Small Cap Index Non-Lending Series Fund (Class S), for the purpose of lowering the expense ratio by $0.14 \%$.
(2) The Vanguard Total Bond Market Index Fund (Institutional class) was replaced with the Vanguard Total Bond Market Index Fund (Institutional Plus class), for the purpose of lowering the expense ratio by $0.03 \%$.

Below is a summary comparison of how assets shifted by asset class from $12 / 31 / 09$ to $12 / 31 / 10$ :

## 2009 Plan Assets Breakdown



2010 Plan Assets Breakdown


Net Cash Flows - The charts below indicate changes in net cash flow activity over the past two years. In 2010, the strongest cash flows were to the Plan's mid-cap funds, asset allocation funds, and brokerage window; with large outflows coming from large-cap funds and international funds.



Loan Program - The City's loan program, introduced in 2004, continues to generate significant participant activity, with 14,237 loans outstanding as of $12 / 31 / 10$. A maximum of two loans per participant is allowed. The amounts loaned to participants is $\$ 126.5$ million, or $4.0 \%$ of total Plan assets (versus $3.8 \%$ at year-end 2009).


Total Participant Loans
(thru 12/31/10)
Current Total: \$126.5 million


Contributions - Total salary deferrals continued to fall as they had in 2009, decreasing $9.7 \%$ in 2010, likely due to a smaller workforce, furloughs, and the challenging economic environment.


Rollovers - Rollover activity slightly increased in 2010. On a net basis, 0.79\% of assets were rolled out of the Plan in 2010, versus $0.17 \%$ in 2009. Much of the funds entering the Plan came from sworn participants in the City's Deferred Retirement Option Program ("DROP").


Plan Assets by Participant/Balance Levels - The graph below separates Plan assets by the number of participants and account balances. Relative to the prior year, the percentage of participants with less than $\$ 50,000$ decreased from $61 \%$ to $58 \%$ and several of the mid-level categories grew slightly. This indicates rising average account balances as of 12/31/10 reflecting increasing market values.


Distributions - The table below breaks down distribution types by election and dollars. The vast majority of distributions were loans. However, this was the first year that loans and hardships comprised the largest segment of total dollars distributed.



Hardships - As a likely result of the difficult economic climate, Great-West processed 477 hardship applications in 2010, up from 324 the previous year, a $47 \%$ increase and the largest number since the introduction of the Plan. The graph below indicates the number of hardship applications reviewed from 1996 through 2010.


Phone Line/Website Statistics - The following graph demonstrates 2010 participant activity via the primary toll-free line as well as the Plan website. The Plan has reached a record high in 2010 for web transactions.


Local Service Statistics - The Plan places a heavy emphasis on local contact, whether telephonically, one-on-one counseling, or group meeting education. The following charts indicate totals for these contacts:

Group Meeting Attendance:


Individual Counseling Sessions:


Local Office Phone Calls:


Total Local-Office Participant Contact:


Performance Returns - Altogether, the overall 2010 participant return for all Plan assets (excluding the brokerage window) was $\mathbf{7 . 7 2 \%}$. The following table indicates performance for calendar year 2010 as well as the three, five and ten year periods:


Budgetary Accounts - The Plan maintains several accounts to fund the costs of administration, both internal and external. Presently, Plan participant accounts are assessed an annual asset based fee of $0.10 \%$, with a fee cap of $\$ 125$ annually for those account balances over $\$ 125,000$. These revenue sources reimburse the Plan's contractual obligations to the Plan Administrator as well as address the City's internal costs. A reserve is maintained to guard against fluctuations of Plan assets. The following is a summary of Plan revenue/expenses as well as the status of the current surplus.

| DEFERRED COMPENSATION PLAN YEARLY BUDGET REVIEW |  |  |
| :---: | :---: | :---: |
| ADMINISTRATIVE AND OPERATING EXPENSES YEAR ENDING 12/31/10 |  |  |
| STARTING BALANCE |  |  |
| Payroll Fee Trust Fund Ending Balance - 12/31/09 | \$ | 28,537 |
| Administrative Fee Reserve Fund Balance - 12/31/09 | \$ | 3,473,506 |
| Total | \$ | 3,502,043 |
| REVENUES/FEES |  |  |
| Interest Earnings on Payroll Fee Trust Fund | \$ | 1,636 |
| Administrative Fee Reserve Fund Deposits | \$ | 1,118,068 |
| Interest Earnings on Administrative Fee Reserve Fund | \$ | 110,016 |
| Total Revenue/Fees | \$ | 1,229,720 |
| STARTING BALANCE + REVENUE/FEES | \$ | 4,731,763 |
| EXPENDITURES |  |  |
| Personnel Department Reimbursements | \$ | $(212,803)$ |
| City Attorney Reimbursements | \$ | $(88,295)$ |
| Consulting Costs | \$ | $(24,431)$ |
| 2130 Travel/Training/Education | \$ | 6,370 |
| 4160 Governmental Meetings | \$ | - |
| 6010 Office and Administrative | \$ |  |
| 7300 Office Furniture \& Equipment | \$ |  |
| GWRS Quarterly Fees - Asset Allocation Fund Management | \$ | $(36,000)$ |
| TOTAL EXPENDITURES | \$ | $(355,159)$ |
| Actual Payroll Fee Trust Fund Ending Balance (12/31/10) | \$ | 134,375 |
| Actual Administrative Fee Reserve Fund Ending Balance (12/31/10) | \$ | 3,778,355 |
| ACTUAL TOTAL BALANCE AS OF 12/31/10 | \$ | 4,376,604 |
| ENCUMBRANCES/LIABILITIES |  |  |
| Reimbursements: (Personnel: 3 Mos. Ending 3/31/10) | \$ | $(91,390)$ |
| Reimbursements: (Personnel: 3 Mos. Ending 6/30/10) | \$ | $(116,569)$ |
| Reimbursements: (City Attorney: 3 Mos. Ending 6/30/10) | \$ | $(31,123)$ |
| Reimbursements: (DWP: 3 Mos. Ending 6/30/10) | \$ | $(1,398)$ |
| Reimbursements: (Personnel: 3 Mos. Ending 9/30/10) | \$ | $(118,217)$ |
| Reimbursements: (City Attorney: 3 Mos. Ending 9/30/10) | \$ | $(30,754)$ |
| Reimbursements: (Personnel: 3 Mos. Ending 12/31/10) | \$ | $(94,586)$ |
| Reimbursements: (City Attorney: 3 Mos. Ending 12/31/10) | \$ | $(30,935)$ |
| TOTAL LIABILITIES | \$ | $(514,971)$ |
|  |  |  |
| ASSETS LESS EXPENDITURES/LIABILITIES | \$ | 3,861,633 |

## Looking Forward

The Board has some key initiatives it is focusing on in 2011. Primary among these is implementing a new Roth 457 savings option where participants will have the ability to save post-tax dollars, completing a multi-year restructuring of the Plan's core investment menu, and working with its Third-Party Administrator on a "green campaign" to reduce paper and lower costs. In addition, the Board is continuing to develop new guidelines and more effective processes related to governance, service procurement, and services to participants. As always, we will work closely with our participants and encourage their feedback as we move forward.

| CONTRIBUTION RATES BY DEPARTMENT CODE - 2010 |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Department Name | $\begin{aligned} & \text { Eligible } \\ & 1 / 10 \end{aligned}$ | $\begin{gathered} \text { Contrib. } \\ 1 / 10 \end{gathered}$ | Previous \% Contrib. | $\begin{aligned} & \text { Current } \\ & \text { Eligible } \\ & 1 / 11 \end{aligned}$ | Current <br> Contrib. 1/11 | Current \% Contrib. | \% <br> Difference | Difference |
| AIRPORTS | 3,282 | 1,606 | 48.9\% | 3273 | 1611 | 49.2\% | 0.3\% | 5 |
| ANIMAL SERVICES | 360 | 159 | 44.2\% | 326 | 145 | 44.5\% | 0.3\% | (14) |
| AGING | 44 | 32 | 72.7\% | 38 | 26 | 68.4\% | -4.3\% | (6) |
| BUILDING \& SAFETY | 884 | 447 | 50.6\% | 736 | 385 | 52.3\% | 1.7\% | (62) |
| CAO | 123 | 84 | 68.3\% | 104 | 75 | 72.1\% | 3.8\% | (9) |
| CITY ATTORNEY | 951 | 559 | 58.8\% | 885 | 544 | 61.5\% | 2.7\% | (15) |
| CITY CLERK | 124 | 77 | 62.1\% | 95 | 65 | 68.4\% | 6.3\% | (12) |
| CITY ETHICS | 24 | 16 | 66.7\% | 21 | 13 | 61.9\% | -4.8\% | (3) |
| CDD | 270 | 143 | 53.0\% | 274 | 138 | 50.4\% | -2.6\% | (5) |
| COLISEUM | 30 | 13 | 43.3\% | 28 | 11 | 39.3\% | -4.0\% | (2) |
| CONTROLLER | 176 | 129 | 73.3\% | 157 | 120 | 76.4\% | 3.1\% | (9) |
| CONVENTION CENTER | 134 | 77 | 57.5\% | 114 | 69 | 60.5\% | 3.1\% | (8) |
| COUNCIL | 336 | 94 | 28.0\% | 331 | 88 | 26.6\% | -1.4\% | (6) |
| CULTURAL AFFAIRS | 61 | 25 | 41.0\% | 40 | 17 | 42.5\% | 1.5\% | (8) |
| DEPT ON DISABILITY | 18 | 12 | 66.7\% | 15 | 11 | 73.3\% | 6.7\% | (1) |
| DWP | 9,215 | 5,715 | 62.0\% | 9,383 | 5,768 | 61.5\% | -0.5\% | 53 |
| EL PBLO LA HIST MNT AUT | 16 | 7 | 43.8\% | 11 | 4 | 36.4\% | -7.4\% | (3) |
| EMERGENCY PREPAREDESS DEPT | 24 | 15 | 62.5\% | 23 | 15 | 65.2\% | 2.7\% | 0 |
| EMPLOYEE RELATIONS | 3 | 0 | 0.0\% | 3 | 1 | 33.3\% | 33.3\% | 1 |
| FIRE - FIREFIGHTERS | 3,648 | 3,065 | 84.0\% | 3,525 | 2,971 | 84.3\% | 0.3\% | (94) |
| FIRE CIVILIAN | 336 | 188 | 56.0\% | 298 | 161 | 54.0\% | -1.9\% | (27) |
| GENERAL SERVICES | 2,073 | 923 | 44.5\% | 1,768 | 808 | 45.7\% | 1.2\% | (115) |
| HARBOR | 940 | 545 | 58.0\% | 947 | 563 | 59.5\% | 1.5\% | 18 |
| HOUSING | 514 | 288 | 56.0\% | 532 | 302 | 56.8\% | 0.7\% | 14 |
| ITA | 672 | 469 | 69.8\% | 538 | 387 | 71.9\% | 2.1\% | (82) |
| LACERS | 127 | 91 | 71.7\% | 127 | 94 | 74.0\% | 2.4\% | 3 |
| LIBRARY | 784 | 354 | 45.2\% | 669 | 306 | 45.7\% | 0.6\% | (48) |
| MAYOR | 191 | 37 | 19.4\% | 180 | 31 | 17.2\% | -2.1\% | (6) |
| NEIGHBORHOOD EMPOWERMENT | 38 | 31 | 81.6\% | 19 | 14 | 73.7\% | -7.9\% | (17) |
| PENSIONS | 103 | 63 | 61.2\% | 100 | 65 | 65.0\% | 3.8\% | 2 |
| PERSONNEL C S 1 | 448 | 288 | 64.3\% | 377 | 256 | 67.9\% | 3.6\% | (32) |
| PLANNING | 275 | 171 | 62.2\% | 237 | 147 | 62.0\% | -0.2\% | (24) |
| POLICE OFFICERS | 9,946 | 7,819 | 78.6\% | 9,898 | 7,826 | 79.1\% | 0.5\% | 7 |
| POLICE CIVILIAN | 3,133 | 1,777 | 56.7\% | 2,864 | 1,647 | 57.5\% | 0.8\% | (130) |
| PUBLIC WORKS | 5,316 | 2,583 | 48.6\% | 4,880 | 2,473 | 50.7\% | 2.1\% | (110) |
| RECREATION \& PARKS | 1,761 | 719 | 40.8\% | 1,493 | 635 | 42.5\% | 1.7\% | (84) |
| TRANSPORTATION | 1,503 | 810 | 53.9\% | 1,390 | 760 | 54.7\% | 0.8\% | (50) |
| TREASURER | 400 | 240 | 60.0\% | 358 | 210 | 58.7\% | -1.3\% | (30) |
| LOS ANGELES ZOO | 205 | 85 | 41.5\% | 192 | 72 | 37.5\% | -4.0\% | (13) |
| TOTALS---> | 48,488 | 29,756 | 61.4\% | 46,249 | 28,834 | 62.3\% | 1.0\% | (922) |

