



**PALM BAY POLICE AND FIREFIGHTERS' PENSION PLAN**

[www.pbpfpf.org](http://www.pbpfpf.org)

Robert J. Conlan Professional Center

1501 R. J. Conlan Blvd., NE, Suite 240 - Palm Bay, Florida 32905

*39<sup>th</sup> Anniversary ~ Fund Established May 2, 1974*

**AGENDA**

**BOARD OF TRUSTEES**

Quarterly Meeting No. 13-09

Friday, August 2, 2013-9:00 A.M.

**CALL TO ORDER:**

**ROLL CALL:**

**AGENDA REVISIONS:**

**CONSENT AGENDA:**

There will be no separate discussion on those items listed under Consent Agenda (indicated with asterisks (\*)). They will be enacted by the Board of Trustees by one motion. If discussion is desired by the Board, that item will be removed from the Consent Agenda by the Board and will be considered in the order that it appears on the agenda.

**ADOPTION OF MINUTES:**

\*Regular Minutes 13-07

\*Regular Minutes 13-08

**SUNTRUST QUARTERLY REPORT AT 10:00 A.M.:**

1. SunTrust Institutional Investment Solutions-Mr. Blake Myton, Vice President, Investment Manager
  - a. Quarterly Report

**BURGESS CHAMBERS QUARTERLY REPORT AT 10:30 A.M.:**

1. Burgess Chambers & Associates-Mr. Larry Cole, Senior Consultant
  - a. Quarterly Report
  - b. Discussion of Managed Limited Partnerships-Tortoise Capital Advisors, LLC and Westwood Holdings Group

## OLD BUSINESS:

1. Actuarial Services & Projects: Foster & Foster, Inc.
  - a. Senate Bill 1128 for Police & Fire Plans-Proposed Draft Ordinance & Impact Statement
  - b. Police Officers' & Firefighters' Furlough Refund
2. Ronald C. Giordano, Jr.-Disability Application-Appeal
- \*3. DROP Returns for Quarter-Ending June 30, 2013
4. Levi, Ray & Shoup, Inc.-PensionGold Upgrades
5. Pension Employee Personal Leave Guidelines
6. Deputy Board Administrator Position
7. Review of the Proposed Budget FY 2013-2014

## NEW BUSINESS:

- \*1. Consideration of Warrants for Payment
  - a) J.P. Morgan Investment Management Inc.-\$30,473.30-Quarterly Management Fee for Period Ending 06/30/2013 for RE SPF-Inv. No. 20130630-1788-A (Police & Fire Funds Only)
  - b) Goldstein Schechter Koch, CPA-\$780.00-Presentation at the City of Palm Bay Town Council Pension Meeting-Invoice #105555
  - c) SSI Investment Management-\$12,865.00-Management Fee 4/1-6/30/2013, Inv. No. 002013-0134 (Police & Fire Funds Only)
  - d) Levi, Ray & Shoup, Inc.-\$Varies-Reoccurring Monthly Pymt for Monthly LRS Web Servicing. Rate Increase from \$85.00 to \$90.00 P/Hr. Effective August 1, 2013. (Fee Covers Routine Additions/Deletions to the Website)
  - e) Foster & Foster, Inc.-\$1,903.00-Actuarial Services, Invoice No. 5135 (Fire Fund Only)
  - f) Foster & Foster, Inc.-\$1003.00-Actuarial Services, Invoice No. 5136 (Police Fund Only)
  - g) Regions-\$9,842.21-Account Management for 04/01-06/30/2013, Invoice No. 84357
  - h) Eagle Asset Management-\$9,646.82-Investment Management Fees for Billing Period 04/01-06/30/2013 (Police & Fire Funds Only)
  - i) SunTrust Bank-\$97,375.85-Investment Management Services 04/01-06/30/2013, Inv. No. 250131
- \*2. Review of Correspondence:
  - a) Market Value of the Fund-6/30/2013
  - b) Fund Deductions October 2012-June 2013
  - c) Fund Deductions at July 1, 2013
- \*3. New Plan Member Application, Member Beneficiary Changes, Pre-Retirement Death Benefit Option Selection and Retirement Beneficiary Forms
4. Board Business
5. Upcoming Events-Educational Opportunities
- \*6. Approval of Revised Disability Procedures
- \*7. Letter of Engagement from the Accounting Firm of Janes, Key & Dinho, CPA

- \*8. Letter of Engagement for Audit Services Fiscal Year-End 9/30/2013-Goldstein Schechter Koch, CPA
- \*9. Annual Retiree Cost-of-Living Allowances (COLA)
- \*10. Request to Close DROP Account & Authorize Withdrawal/Rollover and/or Annual Distributions as Per Guidelines-Police Officer John Blackledge
- 11. Discussion of Senate Bill 50-Public Comments at Meetings
- 12. Application for Disability-Police Officer Eric Kennard

**INPUT FROM ACTIVE AND RETIRED PLAN MEMBERS:**

**INPUT FROM THE PUBLIC:**

**ADJOURNMENT:**

If an individual decides to appeal any decision made by the Board of Trustees with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Pension Office at (321) 724-8877 or Florida Relay System at 711.

This meeting may be conducted by means of or in conjunction with communications media technology, specifically a telephone conference call. The location, Robert J. Conlan Professional Center, 1501 R. J. Conlan Boulevard, NE, Suite 240, (corner of Palm Bay Road East & Robert J. Conlan Boulevard, 2<sup>nd</sup> Floor of the R.J. Conlan Professional Center) Palm Bay, Florida 32905, which is open to the public, shall serve as an access point.