



AGENDA

Gainesville Retirement Plan A Board Meeting
Tuesday, September 26, 2017, 2:00 PM
Administration Building, Board Room
300 Henry Ward Way, 3rd Floor
Chairman or Vice Chairman Presides

OLD BUSINESS:

- JP Morgan SSPF Real Estate Fund Legal Review David Frazier / Ed Emerson
- RFQ for Actuarial Fees Matt Hamby

EXECUTIVE SESSION:

- Personnel Matters

REGULAR BUSINESS:

- Executive Session Minutes: August 8, 2017 RPA Board Meeting David Frazier
- Retirements Delores Waithe
- Disbursements Delores Waithe
- Minutes: August 8, 2017 RPA Board Meeting Alisa Grayson
- 2017 Proposed Election Calendar Denise Jordan
- Board Training Calendar Year 2018 David Frazier
- 2017 Goals Review David Frazier

ADJOURNMENT:

Final: Thursday, September 21, 2017, 12:37 PM

NEXT SCHEDULED MEETING
NOVEMBER 14, 2017, 10:00 AM

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 9/17/2017
Presenter: David Frazier / Ed Emerson
Item of Business: JP Morgan SSPF Real Estate Fund Legal Review
Meeting Date: 9/26/2017

Purpose of Request:

To hear from the Plan's attorney on whether the proposed investment in this fund is allowable under Georgia law.

History/Background:

At a previous meeting the Board approved being placed in a non-binding queue for the purchase of 2 million dollars in the JP Morgan Special Situation Fund (SSPF). JP Morgan is expected to forward documents containing the details of how the fund operates. Board attorney Ed Emerson will review the documents when they are received and will advise the Board whether the investment would be allowed under Georgia law.

Facts & Issues for Consideration:

Determine whether to proceed with the purchase based on the recommendation of the Plan's attorney.

Department Recommendation:

Follow recommendation of the Plan's attorney.

Department Director:

David Frazier

If funding is involved, are funds approved within the current budget?

Amount Requested:

Two million dollars (\$2,000,000)

Source of Funds:

RPA Trust Fund

Finance Comments:

Administrative Comments:

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 9/17/2017
Presenter: Matt Hamby
Item of Business: RFQ for Actuarial Fees
Meeting Date: 9/26/2017

Purpose of Request:

To review fees of actuarial companies for the purpose of determining if our present provider is price competitive with the market.

History/Background:

At a previous meeting the Board expressed a desire to sample the actuarial market to gain information on how our present fees compared with the market. Board member Matt Hamby advised that this could be accomplished by issuing an RFQ to known actuarial firms.

Facts & Issues for Consideration:

Whether our present fees for actuarial services are competitive with this market.

Department Recommendation:

Review and approve the issuance of an RFQ if the document meets the needs of the Board.

Department Director:

David Frazier

If funding is involved, are funds approved within the current budget?

Amount Requested: **Source of Funds:**

Finance Comments:

Administrative Comments:

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 9/6/2017
Presenter: David Frazier
Item of Business: Executive Session Minutes: August 8, 2017 RPA Board Meeting
Meeting Date: 9/26/2017

Purpose of Request:

The purpose of this request is to allow the Board to approve the Executive Session minutes from the referenced meeting.

History/Background:

Facts & Issues for Consideration:

Minutes of each Executive Session shall be maintained by the Secretary in accordance with the Open Meetings Act.

Department Recommendation:

Approve the minutes with edits as presented.

Department Director:

David Frazier, Chairman

If funding is involved, are funds approved within the current budget?

Amount Requested: **Source of Funds:**

Finance Comments:

Administrative Comments:

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 9/14/2017
Presenter: Delores Waithe
Item of Business: Retirements
Meeting Date: 9/26/2017

Purpose of Request:

To provide a report of new retirement benefits processed as of 09/13/17.

History/Background:

Facts & Issues for Consideration:

New benefit payments processed as of 09/13/17.

Department Recommendation:

To approve payments as presented.

Department Director:

Janeann Allison

If funding is involved, are funds approved within the current budget?

No

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
☐ Retirement Report - Revised	Report

[illegible]

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 9/14/2017
Presenter: Delores Waithe
Item of Business: Disbursements
Meeting Date: 9/26/2017

Purpose of Request:

To provide a report of all disbursements since the last RPA Board Meeting and to seek the Board's approval of the disbursements as presented.

History/Background:

Facts & Issues for Consideration:

Disbursements processed as of 09/13/17.

Department Recommendation:

To approve the disbursements as presented.

Department Director:

Janeann Allison

If funding is involved, are funds approved within the current budget?

Amount Requested: **Source of Funds:**

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
 disbursement report	Report

RETIREMENT PLAN A 9/26/2017**DISBURSEMENT REPORT**

	Employee Name	Department	Termination Date	Distribution Processed	Contributions
1	Chapman, Terrell	FD	7/12/2017	8/4/2017	
2	Daniel, Cody	PW	7/7/2017	8/4/2017	
3	White, John	DWR	7/29/2017	8/9/2017	
4	Palmer, Terry	PW	8/25/2017	9/13/2017	
5	Johns, Terrence	PD	6/23/2017	9/13/2017	
6	Gonzalez, Edwin	DWR	6/1/2017	8/19/2017	
7	Caraballo, Manuel	PD	8/4/2017	8/19/2017	
8					
9					
10					
11					
TOTAL					\$90,646.43

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 9/19/2017
Presenter: Alisa Grayson
Item of Business: Minutes: August 8, 2017 RPA Board Meeting
Meeting Date: 9/26/2017

Purpose of Request:

The purpose of this request is to allow the Board to approve the minutes from the referenced meeting.

History/Background:

A draft copy of the minutes was distributed via email to the Board Members and Ex-Officio Members to review and submit comments/corrections.

Facts & Issues for Consideration:

Department Recommendation:

Approve the minutes accepting edits as presented.

Department Director:

David Frazier, Chairman

If funding is involved, are funds approved within the current budget?

No

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description

Type

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 9/6/2017
Presenter: Denise Jordan
Item of Business: 2017 Proposed Election Calendar
Meeting Date: 9/26/2017

Purpose of Request:

The purpose of this request is to present the proposed calendar to address the following 2018 expiring term positions:

1. Fire Representative - Gary Clark
2. Police Representative - Margaret Johnson

History/Background:

Section 8.01(b) of the Plan Document addresses the election of board members and requires the City Clerk to preside over elections.

Facts & Issues for Consideration:

The current terms are set to expire 2/22/2018. A proposed calendar along with an alternate plan is attached for the Board's consideration.

Proposed revisions to the Election Policy are also attached consisting of clarifications and the addition of language to address campaigning. During this review, the Board is asked to revisit whether members should continue to be elected by majority vote (the winner is the person who received 50% of the votes + 1) or change to a plurality vote (the winner is the person with the most votes). An amendment to the Plan Document will be required if there is a desire to make a change. The policy already addresses tie vote situations.

Department Recommendation:

Adopt an election calendar to address the upcoming expiring terms, adopt the proposed amendments to the election policy and provide direction regarding majority versus plurality vote.

Department Director:

David Frazier

If funding is involved, are funds approved within the current budget?

Amount Requested: **Source of Funds:**

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
☐ RPA Members	Backup Material
☐ Proposed Election Schedule	Backup Material
☐ Proposed Election Policy - Marked Up Version	Backup Material
☐ Proposed Election Policy - Clean Version	Backup Material

RETIREMENT BOARD PLAN A

POST	LAST NAME	FIRST NAME	ELECTED	INITIAL TERM BEGINS	TERM ENDS
All Employees	Hunt	Tommy	11/16/2016	2/22/2017	2/22/2019
All Other Employees	Hamby (Vice Chairman)	Matt	1/28/2011 1/3/2013 1/5/2015 10/5/2016	2/23/2011	2/22/2019
Fire	Clark	Gary	4/24/2015 UE	10/16/2015	2/22/2018
Police	Johnson	Margaret	1/5/2015 UE	10/16/2015	2/22/2018
Water Resources	Ingram	Danny	11/18/15 UE 10/5/2016		2/22/2019
Retirees	Frazier (Chairman)	David	2/9/2001 2/21/2003 1/21/2005 2/2/2007 1/9/2009 1/28/2011 1/3/2013 1/5/2015 10/5/2016		2/22/2019
By Virtue of Position	Jordan (Secretary)	Denise	2/1/2000	Indefinite Term	N/A
Ex-Officio By Virtue of Position	Perry	Jeremy	10/31/2016	Indefinite Term	N/A
Ex-Officio By Virtue of Position	Lackey	Bryan		Indefinite Term	N/A
Ex-Officio Designated by the Board	Allison	Janeann		Indefinite Term	N/A

TERM: Two year terms

CONTACT: David Frazier, Chairman

UPDATED: 3/21/17 ag

Retirement Plan A - 2017 Election Calendar

Terms Expiring February 22, 2018: Gary Clark, Fire Representative
Margaret Johnson, Police Representative

TASK	PROPOSED	ALTERNATE
Eligible voters list	10/16/17	11/28/17
Post election schedule	10/18/17	12/1/17
First day for nominations	10/23/17	12/4/17
Last day for nominations	11/3/17	12/15/17
Letters identifying candidates	11/8/17	12/20/17
Prepare ballots		
Prepare sign in registers		
Absentee Voting Period	11/15/17 - 12/1/17	12/27/17 - 1/10/18
Advance Voting (*TBD) 1:30 PM to 3:30 PM	11/29/17	1/8/18
Election Roosevelt Room 10:00 AM to 2:00 PM	12/1/17	1/10/18

*Location To Be Determined

Run-off Election Date To Be Determined

“Qualified participants shall be defined as those participants enrolled in Retirement Plan A prior to the first day of Absentee Voting. No one entering the Plan on or after the first day of Absentee Voting will be eligible to vote.”

Originally Adopted: 05/13/2015

Amended: 08/10/2016

Effective Date: 08/10/2016

Election of Board Members

Purpose:

The purpose of this policy is to provide guidelines concerning elections of board members.

Additional Authority: Plan Document

Scope:

Applies to Retirement Plan A Board

Responsible Party: Retirement Plan A Chair

POLICY

I. Policy Statement

The board will conduct elections in a timely manner in compliance with the Plan Document and in a manner that encourages maximum participation within a reasonable and verifiable voting process.

II. Procedure

A. The City Clerk shall prepare an Election Calendar and shall conduct the election in accordance with said calendar. Deviations from the calendar may occur with the consent of the Chairman of the Board.

B. Prior to requesting nominations, a "Qualified Participants List", identifying all Participants eligible to vote during an election will be prepared by the Payroll Office and maintained by the City Clerk. The list will identify all employees/retirees enrolled in or receiving a retirement benefit from Retirement Plan A. In the case of elections that, pursuant to the Plan Document, are limited to specific groups of employees or retirees, the City Clerk will filter the list to include only Qualified Participants within that group. The list shall be updated as of the first day of absentee voting and will remain the same throughout the election cycle, including any run-off election.

1. The list shall contain the Participant's name, hire date, Plan A participation/enrollment date, and department. As to retirees, the list will contain retirement date.
2. The list will be prepared in Microsoft Excel or other format agreed upon by the City Clerk and Payroll Office that will facilitate use of the data in preparing labels, statistics, sorted lists, or other reports necessary for

conducting or documenting the election.

3. The City Clerk has the authority to investigate questions regarding qualified participants.

C. Qualified Participants enrolled in Plan A prior to the first day of the nomination period shall be eligible to submit one nomination for each position in which he/she is eligible to cast a vote.

D. Qualified Participants may opt to vote via Absentee Ballot for any reason.

1. Participant will complete an Absentee Voting application and submit it to the City Clerk's Office. Upon receipt, the City Clerk's Office will date stamp the application.
2. If approved, within 24 hours of receipt of the application an absentee ballot packet will be mailed to the applicant containing the following: Ballot, Instructions, Official Absentee Ballot Envelope, and an envelope addressed to the City Clerk's Office.
3. Absentee Ballot must be delivered to the City Clerk's Office, either in person or by mail by 4:00 p.m. on Election Day in the envelope provided, as stated in the instructions.
4. Upon receipt by the City Clerk's Office the Absentee Ballot will be date stamped and will remain un-opened and stored in a secure location until the votes are tallied.
5. Any Absentee Ballot delivered in person by the Participant at the voting location during the advance or regular voting period will be declared void and the Participant will be asked to cast a ballot.
6. Any Absentee Ballot shall be declared void if the voting instructions were not followed.

E. On the Day Before Advance Voting and Election Day the election workers will receive instructions regarding their assigned tasks and the voting station(s) will be prepared, including signs, ballots, and other necessary materials for the election location.

F. During Advance Voting the following process will be followed:

1. Election signs will be posted.
2. Each election worker will be provided with information pertaining to their task.
3. Instructions will be reviewed and questions answered.
4. Polls will open and close at the time specified within the election calendar.
5. For each Participant voting, a picture identification will be checked and it will be verified that each Participant is entitled to vote. An Employee ID Card or Driver's License is preferred.
6. Each Participant will sign the register prior to voting.

7. Each Participant will receive a ballot and be directed to a private voting area.
8. Participant will place their ballot in the ballot box.
9. At the end of each day, an election worker will certify that the number of ballots in the ballot box is equivalent to the number of advance voters shown on the register.
10. Ballots will be placed in a sealed, date-stamped envelope.
11. The date-stamped envelope will be placed in a secure location until the votes are tallied.

G. On Election Day the following process will be followed:

1. Election signs will be posted.
2. Each election worker will be provided with information pertaining to their task.
3. Instructions will be reviewed and questions answered.
4. Polls will open and close at the time specified within the election calendar.
5. For each Participant voting, a picture identification will be checked and it will be verified that each Participant is entitled to vote. An Employee ID Card or Driver's License is preferred.
6. Each Participant will sign the register prior to voting.
7. Each Participant will receive a ballot and be directed to a private voting area.
8. Participant will place their ballot in the ballot box.

H. A Provisional Ballot will be issued to any employee/retiree desiring to vote whose name is not printed on the Qualified Participant list. ~~Proper identification must be shown at the time the ballot is issued.~~ Provisional Ballots will be verified ~~within a reasonable amount of time after the conclusion of the election~~ in accordance with Section I.4 of this policy. Only those votes cast on provisional ballots by Qualified Participants shall be included in the official election results upon completion of the verification process. A Provisional Ballot will also be issued to an employee/retiree who fails to provide proper identification at the voting precinct. The voter must provide identification within ~~two~~ one business days after the voting period closes for his/her vote to be counted.

I. The following process will be used to Tally Votes by two people who will see that the results are entered into a spreadsheet:

1. On Election Day

- a) One election worker will pull the ballots from the box, announce the vote, and sort the ballots accordingly, while a second election worker marks a blank ballot keeping count of the votes that were cast.

- b) One election worker will count the ballots in each stack while the second election worker tallies the marks on the ballot for each candidate. The two should be the same

2. Absentee Votes

- a) Ballots will be removed from their secure location.
- b) The absentee ballot outer envelope will be opened, removing the unmarked envelope and placing in a separate stack.
- c) Unmarked envelopes will be shuffled in order to maintain voting secrecy.
- d) Unmarked envelopes will be opened.
- e) One election worker will announce the votes and stack ballots accordingly, while a second election worker marks a ballot, keeping count of the votes that were cast.
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- a) Ballots will be removed from their secure location and the envelopes will be opened.
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- c) One election worker will count the ballots in each stack while the second election worker tallies the marks on the ballot for each candidate. The two should be the same.

4. Provisional Ballots

- a) Ballots will be removed from their secure location.
- b) The voter must present picture identification within one business day, i.e., City Clerk's Office business day, from closing the election if not presented at the time the provisional ballot was cast. Within five business days, a determination will be made as to whether the voter is a Qualified Participant. If so, the process is continued. If not, "not qualified" will be marked on the outer envelope and it will not be opened.
- c) Election worker will open qualified "Provisional Ballot" outer envelope, remove the unmarked inner envelope and place it in a stack.
- d) Unmarked envelopes will be shuffled to maintain voting secrecy.
- e) Unmarked envelopes will be opened.
- f) One election worker will announce the votes and stack the ballots accordingly. A second election worker will mark a ballot, keeping count of the ballots that were cast.
- g) One election worker will count the ballots in each stack while the second election worker tallies the marks on the ballot for each candidate. The election workers will confirm that the totals match

and resolve any differences if necessary.

- J. As soon as practical After the Election, if discrepancies exist on the spreadsheet, the tallies will be revisited to resolve or explain said discrepancies. After doing so, the spreadsheet shall serve as the certified election results and shall remain on file with the election materials. A letter will be prepared to Qualified Participants announcing the certified election results.
- K. The winner of an election shall be determined by majority vote of the Qualified Participants who voted. A majority vote equals 50% of the votes cast plus one vote.
- L. A Run-off election is required between the top two candidates when there are more than two candidates and no one receives the majority vote. A run-off election will be conducted using the same election process and the same Qualified Participants List.
- M. In the event of a tie vote in an election that includes only two candidates, a one day election will be held in an attempt to break the tie, using the "Election Day" procedures contained in this policy. If the tie is unresolved after this election, the election will be decided by a coin toss conducted by the City Clerk.

III. Campaigning

Candidates may campaign in break rooms and in common areas, i.e., where employee information is posted. However, said campaigning shall not be offensive, shall not be negative toward other candidates and shall not be in a manner that adversely effects the performance of employees. Citywide emails for campaigning purposes must be distributed by the Communications and Tourism Director. Campaigning is not allowed in voting areas during election hours.

Originally Adopted: 05/13/2015

Amended: 08/10/2016

Effective Date:

Election of Board Members

Purpose:

The purpose of this policy is to provide guidelines concerning elections of board members.

Additional Authority: Plan Document

Scope:

Applies to Retirement Plan A Board

Responsible Party: Retirement Plan A Chair

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conducting or documenting the election.

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H. A Provisional Ballot will be issued to any employee/retiree desiring to vote whose name is not printed on the Qualified Participant list. Provisional Ballots will be verified in accordance with Section I.4 of this policy. Only those votes cast on provisional ballots by Qualified Participants shall be included in the official election results upon completion of the verification process. A Provisional Ballot will also be issued to an employee/retiree who fails to provide proper identification at the voting precinct. The voter must provide identification within one business day after the voting period closes for his/her vote to be counted.

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candidate. The two should be the same

2. Absentee Votes

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3. Advance Votes

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4. Provisional Ballots

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CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 9/17/2017
Presenter: David Frazier
Item of Business: Board Training Calendar Year 2018
Meeting Date: 9/26/2017

Purpose of Request:

To determine if the Board desires to establish guidelines for attendees of training in 2018 for the purpose of effectively focusing the training needs of the Board and controlling training costs.

History/Background:

Since the inception of GAPPT the Board has taken advantage of the excellent training provided by this organization. Initially, GAPPT offered one annual conference which provided training designed for public pension fund trustees. This training was held in Macon. GAPPT has now added an annual training conference designed to provide the opportunity for public pension trustees to obtain certification. This training is now held in Macon or other central location and the annual conference is generally held in less central locations. With an additional conference, the question is raised as to whether the Board should examine the costs of this training and the possible duplication of materials covered at the two conferences and determine if we need to re-evaluate our funding for attendance of these conferences.

Facts & Issues for Consideration:

Costs of attending GAPPT training conferences, and the possible duplication of training.

Department Recommendation:

Discuss the issue and determine if any action is necessary.

Department Director:

David Frazier

If funding is involved, are funds approved within the current budget?

Amount Requested: **Source of Funds:**

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
 RPA Training Expenses	Attachments/Exhibits

RETIREMENT PLAN A TRAINING EXPENSES

<u>Date</u>	<u>Event</u>	<u>Location</u>	<u>Cost</u>	<u>Attendees</u>
September 22-25, 2014	Conference	Pine Mountain	\$ 2,149.78	4
March 22-25, 2015	School	Macon	\$ 2,473.85	5
September 21-14, 2015	Conference	Savannah	\$ 5,313.91	5
March 21-23, 2016	School	Macon	\$ 3,299.07	8
September 20-22, 2016	Conference	Lanier Island	\$ 2,339.60	8
March 20-22, 2017	School	Macon	<u>\$ 4,056.65</u>	8

TOTAL \$ 19,632.86
AVERAGE COST \$ 3,272.14

AVERAGE COST PER SCHOOL \$ 3,276.52

AVERAGE COST PER CONFERENCE \$ 3,267.76

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 9/17/2017
Presenter: David Frazier
Item of Business: 2017 Goals Review
Meeting Date: 9/26/2017

Purpose of Request:
To review goals progress.

History/Background:
Annual goals were established at the February 14, 2017 RPA Board meeting and it is the practice of the Board to periodically review the progress toward attaining these goals.

Facts & Issues for Consideration:
A review of the goals can determine whether we need to re-focus our efforts in certain areas. The last review occurred on April 11, 2017.

Department Recommendation:
Discuss and review goals.

Department Director:
David Frazier

If funding is involved, are funds approved within the current budget?
No

Amount Requested: **Source of Funds:**

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
 Goals 2017	Cover Memo

City of Gainesville Retirement Plan A

Goals

The following are goals established by the Pension Board of Retirement Plan A,

Year: 2017

I. One Year

1. Publish four (4) newsletters.
2. Conduct four (4) informational sessions with City departments
3. Achieve Actuarial Rate of Return of 7.25%.
4. Achieve at least Basic GAPPT certification for all board members.

II. Long Term (longer than 1 year)

1. Have actuarial analysis done for the feasibility of cost of living increase for retirees within seven (7) years.
2. Achieve Large Retirement Plan Status (GA Code Title 47) within seven (7) years.
3. Achieve 100% Plan funding within 25 years.