



AGENDA

Gainesville Retirement Plan A Board Meeting
Tuesday, April 9, 2019, 10:00 AM
Administration Building, Board Room
300 Henry Ward Way, 3rd Floor
Chairman or Vice Chairman Presides

NEW BUSINESS:

- RFQ for Investment Consulting Services Tommy Hunt
- RFP for Custodian Services Tommy Hunt

ORGANIZATIONAL MEETING:

- Election of Chairman Tommy Hunt
- Election of Vice Chairman Tommy Hunt
- FY 2020 Proposed Retirement Plan A Budget Tommy Hunt

EXECUTIVE SESSION:

- Personnel Matters Karen Rojas

REGULAR BUSINESS:

- New Benefits Report Karen Rojas
- New Disbursements Report Karen Rojas
- Executive Session Minutes: February 12, 2019 Meeting Karen Rojas
- Minutes: February 12, 2019 Meeting Karen Rojas

ADJOURNMENT:

Final: Monday, April 8, 2019, 5:03 PM

NEXT SCHEDULED MEETING
May 14, 2019, 10:00 AM

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 4/2/2019
Presenter: Tommy Hunt
Item of Business: RFQ for Investment Consulting Services
Meeting Date: 4/9/2019

Purpose of Request:

To comply with the RPA Professional Services Vendor Review Policy, which requires the Board to periodically review and evaluate vendors through a process involving Requests for Qualifications (RFQ) and/or Requests for Proposals (RFP) on a regular time table.

History/Background:

RPA adopted the Professional Services Vendor Review Policy on February 13, 2018, which requires all contracts for vendors providing professional services to the Plan to be reviewed on a regular basis.

Facts & Issues for Consideration:

Department Recommendation:

Review and approve the issuance of an RFQ for Investment Consulting Services.

Department Director:

Tommy Hunt

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

Amount Requested: **Source of Funds:**

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
 Professional Services Vendor Review Policy	Backup Material

Professional Services Vendor Review

Purpose:

The purpose of this policy is to establish guidelines for review of contracts of vendors performing professional services for the Plan.

Additional Authority:

City of Gainesville Purchasing Ordinance and Manual

Scope:

Applies to Retirement Plan A Board

Responsible Party:

Retirement Plan A Chair

POLICY

I. Policy Statement

The Board will periodically review and evaluate vendors through a process involving Requests for Qualifications (RFQ) and Requests for Proposals (RFP) on a regular time table.

II. Procedure

A. Contracts for vendors providing professional services to the Plan will be reviewed on a regular basis.

1. Annually, at the Board's organizational meeting, all contracts will be reviewed for expiration during the current year.
2. At a minimum, on the fifth anniversary year of any contract the Board will cause either an RFQ or an RFP to be issued for the purpose of evaluating the market for the particular service being performed.
3. More frequent RFP's and RFQ's may be issued at the discretion of the Board.

B. Upon receipt of responses to the RFP or RFQ, the Board will conduct an evaluation of the responses and determine if further action is desired.

1. The Board may conclude from the responses received that the services being performed by the current vendor are sufficient and competitive for the particular market. If so, the Board may cause the contract to be renewed with the current vendor.
2. The Board may determine that it would be in the best interest of the Plan to investigate the responses further.
 - a) Through a process established by the Board, the responses will be narrowed down to a list of no more than five vendors and interviews with these candidates will be conducted.
 - b) A vendor will be selected from the finalists.
 - c) A contract will be prepared and executed.

III. Desired Time Table for RFP/RFQ

The purpose of this time table is to estimate the time needed to complete the process. Variations may be established by the Board based on the needs of the Plan and terms of the respective contracts.

- A. January – Identify vendors
- B. February – Issue RFP/RFQ
- C. April – Evaluate RFP/RFQ responses
- D. May – Interview finalists
- E. May – Prepare contract
- F. June – Present contract to City Council
- G. July 1 – Contract goes into effect

IV. Vendor selection will be in compliance with the purchasing policies of the City.

Chairman, Board of Trustees
City of Gainesville Employees' Retirement System Plan A

Date

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 4/2/2019
Presenter: Tommy Hunt
Item of Business: RFP for Custodian Services
Meeting Date: 4/9/2019

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Facts & Issues for Consideration:

Department Recommendation:

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Department Director:

Tommy Hunt

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Amount Requested: **Source of Funds:**

Finance Comments:

Administrative Comments:

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Retirement Plan A Chair

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IV. Vendor selection will be in compliance with the purchasing policies of the City.

Chairman, Board of Trustees
City of Gainesville Employees' Retirement System Plan A

Date

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 4/2/2019
Presenter: Tommy Hunt
Item of Business: Election of Chairman
Meeting Date: 4/9/2019

Purpose of Request:

Purpose of this request is to nominate/select a Chairman of the Board.

History/Background:

The duties of the Chairman are as follows:

- Preside over meetings
- Serve as the spokesperson for RPA business items
- Spokesperson with RPA service providers
- Prepares and/or signs various documents
- Approves agenda items
- Assist with Plan Document language interpretations
- Ensures business matters are properly addressed and/or resolved

Facts & Issues for Consideration:

Department Recommendation:

Department Director:

Tommy Hunt

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

No

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 4/2/2019

Presenter: Tommy Hunt

Item of Business: Election of Vice Chairman

Meeting Date: 4/9/2019

Purpose of Request:

Purpose of this request is to nominate/select the Vice Chairman of the Board.

History/Background:

The Vice Chairman assumes the duties of the Chairman during his/her absence and addresses other matters as assigned.

Facts & Issues for Consideration:

Department Recommendation:

Department Director:

Tommy Hunt

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

No

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 4/3/2019
Presenter: Tommy Hunt
Item of Business: FY 2020 Proposed Retirement Plan A Budget
Meeting Date: 4/9/2019

Purpose of Request:

The purpose of this request is to review the proposed FY 2020 Retirement Plan A Budget.

History/Background:

This is the first year of a formalized budget for the Retirement Plan A board.

Facts & Issues for Consideration:

N/A

Department Recommendation:

To approve the proposed FY 2020 Retirement Plan A Budget.

Department Director:

Tommy Hunt

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

No

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
☐ FY20 Proposed Retirement Plan A Budget	Backup Material

		Retirement Board Budget Operating Budget FY20					
Account #	Account Name	Description	Quantity	Unit Cost	Total Amount		
521200	Professional Services						
521200.002	Legal	Morris, Manning and Martin LLP	1	6000.00	6,000.00		
		Total:			6,000.00		
521200.003	Professional Services Other						
		Segal (Actuary)	1	70000.00	70,000.00		
		Southeastern Advisory (Investment Consultant)	1	55000.00	55,000.00		
		Wells Fargo (Custodian)	1	25000.00	25,000.00		
		Total:			150,000.00		
523000	Other Purchased Services						
523000.003	Other Purchased Services - Unspecified				0.00		
		Total:			0.00		
523300	Advertising						
523300.000	Advertising	RFP, RFQ & Bids	1	100.00	100.00		
		Board Meetings	1	240.00	240.00		
		Total:			340.00		
523400	Printing and Binding						
523400.000	Printing and Binding	Stationary, Envelopes, Misc. Items	1	200.00	200.00		
		Total:			200.00		
523500	Travel						
523500.000	Travel	GAPPT Conference Per diem & Mileage	1	1000.00	1,000.00		
		GAPPT Trustee School Per Diem & Mileage	1	600.00	600.00		
		GAPPT Meetings	1	250.00	250.00		
		Total:			1,850.00		
523600	Dues and Fees						
523600.002	Dues & Fees - Association Dues						
		GAPPT Memberships & Certifications	1	400	400.00		
		Total:			400.00		
523700	Education and Training						
523700.000	Education\Training						
		GAPPT Conference Registration	7	250.00	1,750.00		
		GAPPT Conference Hotel	7	580.00	4,060.00		
		GAPPT Trustee School Registration	7	150.00	1,050.00		
		GAPPT Trustee School Hotel	7	380.00	2,660.00		
		Total:			9,520.00		
531700	Other Purchased Items						
531700.000	Other Purchased Services - Misc.				0.00		
		Total:			0.00		
		Total Requested Excluding Personnel Costs:			168,310.00		

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 4/2/2019
Presenter: Karen Rojas
Item of Business: Personnel Matters
Meeting Date: 4/9/2019

Purpose of Request:

History/Background:

Facts & Issues for Consideration:

Department Recommendation:

Department Director:

Tommy Hunt

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: 4/3/2019
Presenter: Karen Rojas
Item of Business: New Benefits Report
Meeting Date: 4/9/2019

Purpose of Request:

To provide a report of new retirement benefits processed as of 03/31/2019.

History/Background:

Facts & Issues for Consideration:

New benefit payments processed as of 03/31/2019.

Department Recommendation:

To approve payments as presented.

Department Director:

Tommy Hunt

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

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
 April 9, 2019 New Benefits Report	Report

RETIREMENT PLAN A
NEW BENEFITS PAYMENT REPORT
April 9, 2019

RETIREE BENEFICIARY	DEPARTMENT	EFFECTIVE DATE	BENEFIT INFORMATION				SERVICE	
			TYPE	AMOUNT	START DATE	SPOUSAL OPTION	Years of Service	TOTAL - CREDITED (Includes Conv Sick)
1 Martin, Carol	Police	1/31/2019	Normal		2/1/2019	No	32.03	32.37

2
3

TOTAL	\$ -
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SPECIAL REPORTS

RETIREE BENEFICIARY	DEPARTMENT	EFFECTIVE DATE	BENEFIT INFORMATION				SERVICE	
			TYPE	Amount	START DATE	SPOUSAL OPTION	TOTAL	CREDITED

1 Rogers, Jimmy	Retiree	3/12/2019	Deceased			100%	Notified by wife	
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2
3

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 4/3/2019
Presenter: Karen Rojas
Item of Business: New Disbursements Report
Meeting Date: 4/9/2019

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 03/31/2019.

Department Recommendation:

Department Director:

Tommy Hunt

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

Amount Requested: **Source of Funds:**

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description	Type
 April 9, 2019 New Disbursements Report	Report

**RETIREMENT PLAN A
DISBURSEMENT REPORT
April 9, 2019**

EMPLOYEE NAME	DEPARTMENT	DATE OF HIRE	TERMINATION DATE	DISTRIBUTION INFORMATION				
				DATE PROCESSED	CONT AMT	VESTED	DEATH BENEFIT	LUMP SUM ROLLOVER LUMP SUM/ROLLOVER
1 Buffington, William B.	DWR	08/02/2006	3/4/2019	3/29/2019		Yes	No	Lump Sum
2 Evatt, Derek Steven	Police	06/18/2012	1/28/2019	2/28/2019		No	No	Rollover
3 Hulsey, Zachary D.	Fire	10/08/2007	1/25/2016	3/13/2019		No	No	Lump Sum
4 Occhipinti, Anthony	DWR	05/27/2015	2/12/2019	3/6/2019		No	No	Lump Sum
5 Toomer, Niasia K.	Police	12/10/2018	1/23/2019	2/5/2019		No	No	Lump Sum
TOTAL					\$144,668.19			

SPECIAL REPORTS

RETIREE BENEFICIARY	DEPARTMENT	EFFECTIVE DATE	BENEFIT INFORMATION				SERVICE	
			TYPE	Amount	START DATE	SPOUSAL OPTION	TOTAL	CREDITED

1
2
3

CITY OF GAINESVILLE

AGENDA REQUEST

Date Submitted: 4/2/2019

Presenter: Karen Rojas

Item of Business: Executive Session Minutes: February 12, 2019 Meeting

Meeting Date: 4/9/2019

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:

Tommy Hunt

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: 4/2/2019
Presenter: Karen Rojas
Item of Business: Minutes: February 12, 2019 Meeting
Meeting Date: 4/9/2019

Purpose of Request:

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

History/Background:

Facts & Issues for Consideration:

Draft minutes were distributed via email to the Board and Ex-Officio Members for comments/corrections.

Department Recommendation:

Adopt the minutes accepting edits as presented.

Department Director:

Tommy Hunt

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

No

Amount Requested:

Source of Funds:

Finance Comments:

Administrative Comments:

ATTACHMENTS:

Description

Type