

August 4, 2016

POLICE PENSION BOARD OF TRUSTEES:

KIRK JONES, Chairman
JOHN THOMSON
MARK SEVERANCE
JAKE SACHS
DAVID WILLIAMS

This notice shall serve to inform you of a regular meeting of the Police Pension Board, which has been scheduled for **Thursday, August 11, 2016 at 2:00 p.m.**, at the Recreation Portable, 1000 Live Oak St., New Smyrna Beach, FL 32168, to discuss the enclosed agenda items.

Respectfully submitted,

Kirk Jones, Chairman

cc: Althea Philord, Finance Director
Claudia Rogers, Human Resources
Pamela Brangaccio, City Manager
Carol Hargy, Human Resources Director
John Bledsoe, City Clerk
Christiansen and Dehner, Attorney
Mike Coffin., Police Chief
Gary Conroy, Teamsters
Members of the New Smyrna Beach Police Department
Frank Wan, Burgess Chambers (Investment Consultant)
Ashley Pelletier, Salem Trust (Custodian)
Barbara Billings, City Clerk's Administrative Specialist
Tammy Kosorok, Assistant to City Manager

Pursuant to Florida Statutes 286.0105, if an individual decides to appeal any decision made by this body 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. Such person must provide a method for recording the proceedings.

In accordance with the Americans with Disabilities Act, person needing assistance to participate in any of these proceedings should contact the Office of Finance listed below prior to the meeting:

Althea Philord, Finance Director
210 Sams Ave
New Smyrna Beach, FL 32168
(386) 424-2120

AGENDA
NEW SMYRNA BEACH POLICE PENSION BOARD MEETING
THURSDAY, AUGUST 11, 2016 2:00 P.M.

- ROLL-CALL
- APPROVAL OF MINUTES OF REGULAR POLICE PENSION MEETING ON MAY 12, 2016.
- PUBLIC COMMENTS.
- BCA INVESTMENT PERFORMANCE EVALUATION FOR PERIOD ENDING 6/30/16.
- MINDY JOHNSON FROM SALEM TRUST.
- DISCUSS JOSEPH HUNCHARD'S DISABILITY CASE.
- APPROVE BUDGET FOR FYE 9/30/17.
- DISCUSSION OF SB #1172. Currently the City and teamsters have yet to reach agreement. Under this condition, how does this affect Future Share Plan payments to Retirees? Share Plan Amounts for 2017 will be settled at the November meeting.
- APPROVE PENSION INVOICES:
 - CHRISTIANSEN & DEHNER
 - 5/31/16-\$1,977.06
 - 6/30/16-\$3,253.46
 - SALEM TRUST
 - 7/15/16-\$1,562.50
 - TARA SPINI
 - 5/31/16-\$400.00
 - 6/30/16-\$400.00
 - 7/31/16-\$400.00
 - BURGESS CHAMBERS
 - 8/3/16-\$3,750.00
- OTHER ITEMS OF BUSINESS.
 - FOSTER & FOSTER EXPERIENCE STUDY DECISION.
- BOARD MEMBER REPORTS AND COMMUNICATIONS.
- CITY REPORTS AND COMMUNICATIONS.
- ATTORNEY REPORTS.
- ADJOURNMENT.

The next regularly scheduled meeting will be held on November 10, 2016 at 2:00pm.

NEW SMYRNA BEACH POLICE PENSION

BUDGET OF ADMINISTRATIVE EXPENSES – FYE 09/30/2017

Professional Services

Foster & Foster, Actuarial	\$17,500.00
Tara Spini, Administration	\$4,800.00
Salem Trust, Custody	\$6,250.00
Burgess Chambers, Consulting	\$15,000.00
Christiansen & Dehner, Legal	\$9,500.00
Miscellaneous	<u>\$1,000.00</u>
Total Profession Services	\$54,050.00

Other Expenses

Florida Municipal Insurance Trust, Insurance	\$4,000.00
Travel & Education	\$1,500.00
Miscellaneous	<u>\$1,000.00</u>
Total Other Expenses	\$6,500.00

TOTAL ANNUAL BUDGET **\$60,550.00**

Tara Spini

Prepared by

Approved by the Pension Board of Trustees at the Regular quarterly meeting held on August 11, 2016.

Kirk Jones

Chairman

Christiansen & Dehner, P. A.

63 Sarasota Center Boulevard
Suite 107
Sarasota, FL 34240-

941-377-2200
Phone

941-377-4848
Fax

May 31, 2016

City of New Smyrna Beach Police Officers' Pension Plan
Attn: Mr. John Thomson
6307 Palmas Bay Circle
Port Orange, FL 32127

Invoice Number

In Reference To: New Smyrna Beach Police Officers' Pension Plan	0406	28283
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Professional Services

	<u>Hours</u>	<u>Amount</u>
5/10/2016 Telephone conference with J. Thomson.	0.10	39.40
5/12/2016 Preparation and attendance at Board Meeting.	1.30	512.20
Travel Time	<u>1.30</u>	<u>256.10</u>
For professional services rendered	2.70	\$807.70

Additional Charges :

	<u>Qty</u>	
5/12/2016 Car Expense	1	37.80
Food Expense	1	8.84
Hotel Charge	1	<u>18.40</u>
Total additional charges		\$65.04

Total amount of this bill \$872.74

Balance due \$872.74

** Please note that the "Balance Due" figure at the end of this bill reflects both "Total New Charges - Current Period" and any previous balances due. In most cases, if the previous balance(s) have already been approved for payment but not yet received in our office, you should be paying only the "Total New Charges - for services and/or expenses". Thank you.

In Reference To: Joseph Hunchard Disability 1609 28284

Professional Services

	Hours	Amount
5/10/2016 Receipt and review of claim; review of Pension Plan disability provisions and administrative rules.	0.70	275.80
5/13/2016 Preparation of Interrogatories to Claimant and Authorization to Furnish Medical Information; correspondence to claimant.	2.00	788.00
5/23/2016 Receipt and review of Interrogatories and Medical Authorization from Claimant.	1.20	472.80
5/27/2016 Correspondence to Workers' Compensation carrier to request records.	0.20	78.80
Correspondence to City requesting personnel records and any Workers' Compensation records.	0.20	78.80
Correspondence to health care providers requesting medical records.	0.40	157.60
5/30/2016 Receipt and partial review of medical records.	0.20	78.80
For professional services rendered	4.90	\$1,930.60

Additional Charges :

	Qty		
5/13/2016 Copies	89		22.25
Postage	1		9.12
5/27/2016 Copies	34		8.50
Postage	1		1.84
5/30/2016 Copies	19		4.75
Total additional charges			\$46.46

Total amount of this bill

\$1,977.06

Balance due

\$1,977.06



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**Please indicate account number(s) with payment.
(Please Deduct any payments not reflected in Balance due)**

Christiansen & Dehner, P. A.

63 Sarasota Center Boulevard
Suite 107
Sarasota, FL 34240-

941-377-2200
Phone

941-377-4848
Fax

June 30, 2016

City of New Smyrna Beach Police Officers' Pension Plan
Attn: Mr. John Thomson
6307 Palmas Bay Circle
Port Orange, FL 32127

		Invoice Number
<hr/>		
In Reference To: New Smyrna Beach Police Officers' Pension Plan	0406	27228
<hr/>		
		<u>Amount</u>
Previous balance		\$872.74
Balance due		<u>\$872.74</u>

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In Reference To: Joseph Hunchard Disability	1609	28619
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Professional Services

	Hours	Amount
6/2/2016 Receipt and partial review of medical records.	0.20	78.80
6/6/2016 Receipt and partial review of medical records.	0.20	78.80
6/8/2016 Receipt and review of personnel records.	1.00	394.00
Receipt and review of workers' compensation records.	1.00	394.00
6/16/2016 Receipt and partial review of medical records.	0.20	78.80
6/28/2016 Arrange Independent Medical Evaluation (IME) and transmittal of records.	1.00	394.00
Correspondence to Claimant to attend IME and transmit records.	0.40	157.60
Correspondence to Board to give notice of IME appointment and transmit records for distribution to the Board; assemble records.	1.00	394.00
For professional services rendered	5.00	\$1,970.00

Additional Charges :

	Qty	
6/2/2016 Medical Records.	1	36.22
6/8/2016 Medical Records.	1	75.00
6/15/2016 Medical Records.	1	35.00
6/16/2016 Copies	44	11.00
6/28/2016 Copies	1,014	253.50
Total additional charges		\$410.72

Total amount of this bill	\$2,380.72
Previous balance	\$1,977.06
Accounts receivable transactions	
6/24/2016 Payment - thank you. Check No. 24599	(\$1,977.06)
Total payments and adjustments	(\$1,977.06)
Balance due	\$2,380.72

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(Please Deduct any payments not reflected in Balance due)**

Christiansen & Dehner, P. A.

63 Sarasota Center Boulevard
Suite 107
Sarasota, FL 34240-

941-377-2200
Phone

941-377-4848
Fax

June 30, 2016

City of New Smyrna Beach Police Officers' Pension Plan
Attn: Mr. John Thomson
6307 Palmas Bay Circle
Port Orange, FL 32127

Project Billing Summary

Invoice Number

	Fees/ Costs	Payments/ Credits/ Refunds	Prev. Bal/ New Chgs/ Pm/Cr/Ref/ New Bal
In Reference To: New Smyrna Beach Police Officers' Pension Plan	0406		27228
	\$0.00	\$0.00	\$872.74
	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00
			\$872.74
In Reference To: Joseph Hunchard Disability	1609		28619
	\$1,970.00	(\$1,977.06)	\$1,977.06
	\$410.72	\$0.00	\$2,380.72
		\$0.00	(\$1,977.06)
			\$2,380.72
	\$1,970.00	(\$1,977.06)	\$2,849.80
	\$410.72	\$0.00	\$2,380.72
		\$0.00	(\$1,977.06)
GRAND TOTAL (current and previous balances)			<u><u>\$3,253.46</u></u>



Please indicate account number(s) with payment.
(Please Deduct any payments not reflected in Balance due)



July 15, 2016

John Thomson
6307 Palmas Bay Circle
New Smyrna Beach, FL 32127

Fee AC #M03582
New Smyrna Beach Police

Fee Advice for Period	April 1, 2016	to	June 30, 2016	
				Annual Fee
				Quarterly Fee
Flat Fee				\$6,250.00
				\$1,562.50

Total Amount Due **\$1,562.50**

**These fees will automatically be charged to your account.
If you have any questions, please contact Mindy Johnson at 813.288.4990**

TARA SPINI
541 Morning Sun Dr, Apt 614
Ormond Beach, FL 32174

INVOICE

Invoice Date	Month of
5/31/2016	May

Bill To
New Smyrna Beach Police Pension
6307 Palmas Bay Circle
Port Orange, FL 32127

Description	Amount
May 2016 Professional Services, Plan Administrator for NSB Police Pension Board	\$ 400.00
	
TOTAL	\$400.00

TARA SPINI
541 Morning Sun Dr, Apt 614
Ormond Beach, FL 32174

INVOICE

Invoice Date	Month of
6/30/2016	June

Bill To
New Smyrna Beach Police Pension
6307 Palmas Bay Circle
Port Orange, FL 32127

Description	Amount
June 2016 Professional Services, Plan Administrator for NSB Police Pension Board	\$ 400.00
	
TOTAL	\$400.00

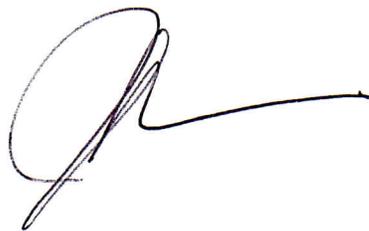
TARA SPINI
541 Morning Sun Dr, Apt 614
Ormond Beach, FL 32174

INVOICE

Invoice Date	Month of
7/31/2016	July

Bill To
New Smyrna Beach Police Pension
6307 Palmas Bay Circle
Port Orange, FL 32127

Description	Amount
July 2016 Professional Services, Plan Administrator for NSB Police Pension Board	\$ 400.00
TOTAL	\$400.00

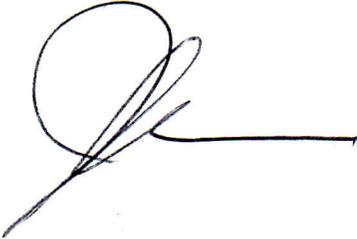


BURGESS CHAMBERS & ASSOCIATES, INC.
INVESTMENT ADVISORS
S.E.C. REGISTERED
315 E. Robinson Street, Suite 690
Orlando, Florida 32801

Invoice

Date	Invoice #
8/3/2016	16-251

Bill To
Tara Spini New Smyrna Beach Police Pension 6307 Palmas Bay Circle Port Orange, FL 32127

Description	Amount
Third Quarter 2016 Investment and Performance Monitoring and Advisory Fee per Contract 	3,750.00

Total	\$3,750.00
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Phone #	Fax #
(407) 644-0111	(407) 644-0694