

**CITY OF FT. PIERCE POLICE OFFICERS' RETIREMENT TRUST FUND**  
**MINUTES OF MEETING HELD**  
**JUNE 28, 2018**

A quarterly meeting of the Board of Trustees was called to order by John Schramm on June 28, 2018 at 9:33 a.m. in the 2<sup>nd</sup> Floor Conference Room located at the Fort Pierce City Hall, Fort Pierce, Florida.

**TRUSTEES PRESENT**

John Schramm  
Daniel Flaherty  
Frank Amandro  
Carlos Villanueva

**OTHERS PRESENT**

Adam Levinson, Klausner Kaufman Jensen & Levinson  
Kyle Tintle, Resource Centers  
Burgess Chambers, Burgess Chambers & Associates  
Christine Paz, City of Ft. Pierce

**PUBLIC COMMENTS**

No Public Comment.

**APPROVAL OF MINUTES**

The Trustees reviewed the minutes of the meeting held on March 15, 2018.

**Frank Amandro made a motion to approve the minutes of the meeting held on March 15, 2018. Carlos Villanueva seconded the motion, approved by the Trustees 4-0.**

**BENEFIT REPORT**

Christine Paz presented the paperwork for Frank Amandro's retirement package. Mr. Amandro plans to retire on January 10, 2019 which is his 25<sup>th</sup> year of employment with the Ft. Pierce Police Department. Mr. Levinson informed the Board that Mr. Amandro will need to recue himself from the vote because it presents a conflict of interest.

**Dan Flaherty made a motion to approve the retirement application for Frank Amandro. Carlos Villanueva seconded the motion, approved by the Trustees 3-0. Frank Amandro recused himself from the vote.**

**INVESTMENT CONSULTANT REPORT**

Mr. Chambers began his report by informing the Board that Burgess Chambers & Associates, Inc. is celebrating a milestone, 30 years in business. He continued with a firm update, Richard Snyder a new consultant, who has joined the firm. Mr. Chambers reviewed the investments for the quarter ending March 31, 2018 and a market overview.

The fund had a modest loss of \$49K or -0.3% (-0.4% net) ahead of the strategic model (-1.0%). Domestic equities and bonds were negative for the quarter but convertible bonds (+2.6%), private real estate (+1.9%), and international (+1.2%) were positive. The one year period, the Fund earned \$1.1 million or +8.1% (+7.6% net) beating the strategic model (+6.5%). The top five categories were: international (+21.8%), large-cap core (+14.0%), convertibles (+12.5%), mid-cap (+12.4%), and small-cap (+10.9%). As directed, the Westwood MLP portfolio was

liquidated on 01/31/18 and the proceeds went to purchase Cohen & Steers Infrastructure fund which earned (+0.8%) for the quarter. Mr. Chambers reviewed the historical performance of the fund and the asset allocations. The market value at the end of the quarter was \$13,143,092 versus the beginning value of \$13,381,382. At the last quarterly meeting the Board agreed that any pension trust funds over \$300,000, being held at the City, should be sent to the Custodian for investing. Mr. Chambers discussed the required or desired minimums for investing in funds. Ms. Paz advised the Board that the Finance Director Johnna Morris was looking for a more formal document requesting the transfer of funds in excess of the \$300,000. Ms. Paz and Ms. Morris will be meeting to clarify the document request to the Board. Mr. Chambers noted that the DROP cash was now included in the asset allocation report as requested.

### **FINANCIAL REPORT**

Ms. Paz presented the Board with the interim financial statement for review. She summarized the banking report for the quarter ending March 31, 2018. There were a few refund of contributions, one for a vested employee, and one for a non-vested member. Mr. Levinson inquired if generally the refunds were rollovers or members taking a lump sum. Ms. Paz replied that it varies, members are educated on the tax consequences, but ultimately make their own decision. Ms. Paz, Ms. Tintle, and Melanie Winslow of Burgess Chambers office, worked together to move the \$700,000 to the manager's sweep account held at SunTrust. Mr. Chambers provided the rebalancing direction. Ms. Paz continued by reviewing the members in the DROP and the total numbers.

### **ATTORNEY REPORT**

Mr. Levinson introduced himself to the Board as he is attending the meeting in place of Ms. Jensen for the day. He presented the Board with a memorandum on the Sunshine Law. The memo described a recent case dealing with Florida Sunshine Law violations. The case involved the City of Port St. Lucie, two council members, the City Mayor, the City Attorney, and if their actions violated the Sunshine Law. Mr. Levinson reminded the Trustees of the importance of not discussing any topics pertaining to the Pension Board should be only discussed within a reasonably noticed, scheduled, and public Board meeting. He emphasized that they should never "reply all" to correspondence from the Administrator or other service providers.

Mr. Levinson reminded the Trustees that the Annual Form 1 filing needs to be submitted to the Supervisor of Elections for their county of residence. He encourages the practice of keeping the receipt of the form as proof for their records. Submitting the form on a timely basis will avoid any penalties or fines. Mr. Flaherty asked if the "Part G – Training" question on the form pertained to the pension Board Trustees. Mr. Levinson explained that designation was for elected official officers like the City Commissioners and not for this Board.

### **ADMINISTRATIVE REPORT**

Ms. Tintle presented the Administrative Budget for 2018-2019. She reviewed the categories, actual figures, and projected amount for the next year. Discussion ensued followed by a motion.

**Frank Amandro made a motion to approve the Administrative Budget 2018-2019. Dan Flaherty seconded the motion, approved by the Trustees 4-0.**

## **OTHER BUSINESS**

After his retirement in January, Mr. Amandro will be joining the reserve group of Ft. Pierce Police. Mr. Schramm asked Mr. Levinson if Mr. Amandro will be eligible to continue as a Trustee on the Board. Mr. Levinson noted that appointed members do not have to be a member of the Plan however member elected Trustees need to be active members of the Plan. He would need to see the term limits to see who was appointed and who was elected. Mr. Levinson told Mr. Amandro that he could complete his service to the Board until the end of his current term. Discussion was held on which Trustees were elected or appointed. Ms. Tintle will send the Trustee Term Limit information to the Board. Mr. Levinson will discuss the topic with Ms. Jenson and she will review the requirements with the Board at the next meeting.

There being no further business and the next meeting being scheduled for September 20, 2018, the meeting adjourned at 10:28 A.M.

Respectfully submitted,

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