



**GENERAL EMPLOYEES RETIREMENT FUND**

**BOARD OF TRUSTEES**

**REGULAR MEETING AGENDA PACKAGE**

**Tuesday, October 21, 2014**



**GENERAL EMPLOYEES RETIREMENT FUND  
BOARD OF TRUSTEES  
REGULAR MEETING AGENDA  
TUESDAY – OCTOBER 21, 2014 - 1:00 P.M.**

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**Trustees:** Ernest Carrera - Chairman; Alan Weiner - Vice Chairman; Derwin Bright - Trustee; Randy Goers, Trustee; Steve Kenny - Trustee; Julio Muniz - Trustee; Sonya Little - Chief Financial Officer

**Supporting Staff:** Mark L. Boghich, III - Pension Plan Supervisor; Justin Vaske - Assistant City Attorney and Board Attorney; Mark L. Boghich, III - Recording Secretary; Lee Huffstutler - Chief Accountant; Terrie Williams - Accounting Operations Manager; Deborah Hodo - Pension Reporting Accountant; Rosie Santos - Pension Relationship Accountant; Jill Wood - Office Support Specialist II

**Consultants:** Jason Pulos and Andrew Gillentine - Asset Consulting Group; Stephen Lambert Oswald and Bruce Crosswhite - AON/Hewitt

**Location and Time:** City Council Chambers, 3<sup>rd</sup> Floor, 315 E. Kennedy Blvd., Tampa, Florida 33602, October 21, 2014, 1:00 p.m.

*Any person who decides to appeal any decision of the Board of Trustees with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. **In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the General Employees Pension Office at least 48 hours prior to the date of the meeting.***

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**V. Consent Agenda (MOTION)**

Retirement Benefits & Estate Payments:

Longevity Retirements, DROP Applications, DROP to Longevity, Disability Retirement, Deferred Retirements, Spouse Benefits, Estate Payments and Death Benefits..... 41

Monthly Invoices:

- 1. COMSERV - (September 23) - \$ 62.00..... 42
- 2. COMSERV - (October 14) - \$ 62.00 ..... 43

Quarterly Invoices:

- 1. Asset Consulting Group - \$ 31,250.00 ..... 44

Miscellaneous Invoice:

- 1. Workhealth Occupational Medicine Clinic (Mejia) - \$ 825.00..... 45
- 2. National Association of Public Pension Attorneys - \$ 450.00..... 46
- 3. National Conference on Public Employee Retirement Systems - \$ 500.00 ..... 47
- 4. Ford & Harrison – \$ 475.00 and \$ 325.00 ..... 48 - 49

**VI. Adjournment**

**Next Meeting – 1:00 p. m., Tuesday,  
November 18, 2014 - Regular Board Meeting**

**Scheduled Topics:**

**ACG Quarterly Report with presentations from our  
Large Cap managers (Waddell & Reed and Dodge & Cox) and  
Real Estate managers (UBS and CBRE)**



**GENERAL EMPLOYEES RETIREMENT FUND  
BOARD OF TRUSTEES - REGULAR MEETING MINUTES  
TUESDAY – SEPTEMBER 16, 2014 - 1:00 p.m.**

The Board of Trustees for the General Employees Retirement Fund convened in a regular session at 1:00 p.m. on this 16th day of September, 2014 in the City Council Chambers, City Hall, 3<sup>rd</sup> Floor, 315 E. Kennedy Blvd., Tampa, FL 33602.

**Support Staff:** Mark L. Boghich III, Pension Plan Supervisor; Justin Vaske, ACA and Board Attorney; Mark L. Boghich III, Recording Secretary; Lee Huffstutler, Chief Accountant; Terrie Williams, Accounting Operations Manager; Deborah Hodo, Pension Reporting Accountant; Rosie Santos, Pension Relationship Accountant; and Jill Wood Office Support Specialist II.

**Consultants to Board:** Jason Pulos and Andrew Gillentine, Asset Consulting Group; Stephen Lambert Oswald and Bruce Crosswhite, AON/Hewitt

**I. ROLL CALL**

Mr. Carrera, Chairman, presiding, brought the meeting to Order at 1:00 p.m.

**Board Members Present Included:** Ernest Carrera, Chairman; Alan Wiener, Vice Chairman; Randy Goers, Trustee; Steve Kenny, Trustee; Sonya Little, Chief Financial Officer; Julio Muniz, Trustee. Member absent: Derwin Bright, Trustee.

**II. PUBLIC COMMENTS- Ten (10) Minutes**

There were no public comments.

**III. APPROVAL OF MINUTES**

Mr. Boghich requested the board approve the minutes from the August 19<sup>th</sup> meeting.

**MOTION: (Kenny - Goers ) On a motion made by Mr. Kenny, and seconded by Mr. Goers, to approve the minutes from the August Board meeting stands approved as presented. MOTION CARRIED.**

**IV. Medical Disability Hearing**

**1. Ron Starr**

Mr. Boghich advised the board that Mr. Ron Starr, who had been at the previous monthly meeting, had submitted additional medical reports to Dr. Hughes. Dr. Hughes reviewed the submitted reports and provided an addendum of report dated May 6, 2014 which states in relevant part, "...Mr. Starr is now

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incapable of usefully and efficiently performing any job in the City of Tampa...". Based on this addendum report dated September 2, 2014, our recommendation is Approval.

**MOTION: (Weiner-Kenny) On a motion made by Mr. Weiner, and seconded by Mr. Kenny, to follow the advice of our council and approve the application for disability benefit being requested by Mr. Ron Starr at this meeting. MOTION CARRIED.**

<b>V. Staff Report</b>
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**1. Demand Letter update – Rebecca Katz – Motley Rice LLC**

Mr. Boghich advised that Ms. Katz was on a conference call with Christopher Moriarty and ensured all members could hear them. Ms. Katz reiterated the contents and reason for the letter. Mr. Weiner questioned the obligation of the board to hold the stock until conclusion of any subsequent litigation and what is the expected cash return to the pension fund from engaging in this litigation? Mr. Moriarty advised if the company is run better the City of Tampa could see a raise in their stock. Ms. Katz advised the reason for the letter is to get the company to get things under control. Mr. Weiner and Ms. Katz discussed the issue. Mr. Weiner made a motion not to pursue the recommendation from Motley Rice

**MOTION: (Weiner-Muniz) Mr. Weiner made a motion not to pursue the recommendation from Motley Rice, and seconded by Mr. Muniz, was accepted and approve. MOTION CARRIED.**

**2. Forfeiture Procedure Update – First Reading**

Mr. Boghich advised we were adding an item to the policies and procedures reflective of the current state statute.

**MOTION: (Kenny-Goers) On a motion made by to Mr. Kenny, and seconded by Mr. Goers, was accepted and approved as presented. MOTION CARRIED.**

**3. Engagement Letter Ford & Harrison**

Mr. Boghich stated our policies and procedures state we need to hire outside council to review the facts of pension forfeiture and make a recommendation of action which should be taken by the Board. Our Legal Department recommends we hire the firm of Ford & Harrison for this engagement.

**MOTION: (Muniz-Kenny) On a motion to approve the engagement letter made by Mr. Muniz, and seconded by Mr. Kenny, was accepted and approved as presented. MOTION CARRIED.**

**4. Board Credit Card Request Update**

Mr. Boghich advised JP Morgan has provided us with an application for credit cards for the board trustees. Mr. Boghich suggested we establish policies and procedures prior to obtaining the credit cards. He recommends we modify the City's existing Purchasing Card Policies and Procedures to satisfy our needs.

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**MOTION: (Kenny-Weiner) On a motion made by Mr. Carrera to have the staff come back to the board with the City's Policy and Procedures redlined and amended for the pension board. Moved by Mr. Kenny, and seconded by Mr. Goers, was accepted and approved as presented. MOTION CARRIED.**

**5. Board Fiduciary Insurance Renewal**

Ms. Regina Lock from Risk Management Office advised she is here to renew/update the policy. The policy term will line up with the rest of the city's policies.

**MOTION: (Kenny-Goers) A motion was made to renew the policy by Mr. Kenny, and seconded by Mr. Goers, was accepted and approved as presented. MOTION CARRIED.**

**6. DROP Rate of Return for the period ending June 30 – Option 1**

Mr. Boghich requested a motion from the board to approve the rate of 11.41% from October 1, 2013 through June 30, 2014.

**MOTION: (Kenny-Weiner) On a motion to approve the rate of 11.41% was made by Mr. Kenny, and seconded by Mr. Weiner, was accepted and approved as presented. MOTION CARRIED.**

**7. DROP Rate of Return for the period ending June 30 – Option 2**

Mr. Boghich requested a motion from the board to approve the rate of .01% for Option 2.

**MOTION: (Muniz-Kenny) On a motion to approve the rate of .01% was made by Mr. Muniz, and seconded by Mr. Kenny, was accepted and approved as presented. MOTION CARRIED.**

**8. JP Morgan Money Market Daily Rate of Return**

Mr. Boghich advised this is a DROP holding account where funds are held for approximately 75 days. This account is based on the cash account rate of .01%.

**MOTION: (Weiner-Kenny) On a motion to approve the rate of .01% was made by Mr. Weiner, and seconded by Mr. Kenny, was accepted and approved as presented. MOTION CARRIED.**

**10. August 2014 Performance Report - ACG**

Andrew Gillentine of Asset Consulting Group provided an update on the overall portfolio, markets and managers. The market value of the Total Fund ("Fund") was approximately \$693.3 million at the end of August 2014, up from \$683.1 million at the end of 2013. Overall performance of the Fund has been strong on both an absolute basis and relative to the Fund's Policy Index. Over the trailing one year ending in August, the Fund's 17.8% return was 170 basis points ahead of the Policy Index. Over the trailing five years ending in August, the Fund has experienced a strong annualized return of 11.8%, which is 70 basis points ahead of the Policy Index during this time period.

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The strong performance of the Fund was a function of strong equity market performance over the last five years. The Fund has had a slight overweight allocation to the strategic target to equities which has also been a positive. In the nearer-term, the Fund's fixed income allocations have also added value. In addition, individual managers have generally outperformed their relevant indices.

With strong gains in the equity portion of the Fund during the last few years, the Fund's allocation to equities has grown beyond its strategic policy level target allocation range while its allocation to fixed income has fallen below this target allocation range. ACG had made recommendations at the previous regular board meeting to rebalance the Fund in order to bring the portfolio within its strategic policy target allocation ranges by modestly reducing equity exposure and modestly increasing fixed income exposure.

Mr. Boghich advised this recommendation was discussed at the previous board meeting, but was not voted on. He requested the board vote on this recommendation at this meeting.

There was board discussion on the recommendation made by ACG. Large Cap is overweight and Fixed Income is underweight, this motion is to reallocate funds according to ACG's recommendation.

**MOTION: (Kenny-Muniz) On a motion to reallocate funds was made by Mr. Kenny, and seconded by Mr. Muniz, was accepted and approved as presented. MOTION CARRIED.**

Mr. Weiner suggested having a discussion at ACG's earliest convenience on Asset Allocation.

**MOTION: (Weiner-Goers and Kenny) Mr. Weiner made a motion to direct ACG to present during their next scheduled visit the discussion of asset allocation. Mr. Goers and Mr. Kenny seconded, was accepted and approved as presented. MOTION CARRIED.**

## **11. International Managers Presentation**

### **A. Aberdeen – Emerging Markets – Ashley Cassel, Client Relationship Manager and Maree Mitchell, Senior Equity Specialist**

Aberdeen manages a dedicated Emerging Markets Equity strategy for the City of Tampa GE Retirement Fund which is a highly concentrated, low turnover portfolio and process is very bottom-up driven. The size of the plan's investment as of June 30, 2014 was approximately \$30 million which includes the \$9 million contribution made in May. Only one key organizational update to mention, since our last meeting, which is the acquisition with Scottish Widows Investment Partnership (SWIP), which was completed at the end of the first quarter. This deal adds scale and further strengthens our broad range of investment capabilities and confirms our position as a leading asset manager globally. Total assets under management through the end of June were \$551 billion.

2013 and Jan 2014 was tough from a relative performance point of view. In 2013 we saw very strong performance from developed markets including US, Europe and Japan. We were surprised by the extent of the rally by developed markets and in most cases it was a hope rally rather than on the back of corporate fundamentals. For example, last year European equities were up about 30%, yet in most cases, earnings were down. Similarly, Japan rallied due to hope that the new Prime Minister Abe could turn

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things around in Japan. So price moves were really on the back of macro news not corporate fundamentals which made it a difficult environment for Aberdeen as bottom up stock pickers.

In regards to Emerging Markets in general, the asset class underperformed by 29% vs. developed markets last year. Part of this was after the Fed announced in May 2013 that they were going to taper quantitative easing. As a result, those countries with the big current account deficits saw their equities and currencies sell off considerably especially in the likes of India, Indonesia, Philippines, Thailand, Brazil Turkey, Thailand, South Africa which are all the countries that, from a bottom up perspective, we have been overweight to for many years. The currencies and equities that held up relatively well last year were China, Taiwan and Korea. China and Taiwan because their currencies are more pegged to the US dollar and Korea because they have a current account deficit. Over the years we have struggled to find good quality companies in those countries so have had a long term underweight to those three countries. So last year about three quarters of our underperformance was from currency and asset allocation. There was definitely overselling last year and markets can be inefficient over the short term. We did not change our process or positioning in any way, however, we did take advantage of the sell off to add to some of the stocks which were oversold like our Brazilian and Turkish banks which had sold off considerably.

YTD to end of June we have managed to get some of the relative under performance back and really it has been a reversal of last year. So this year our underweight in China and Korea has been a positive as has our overweight to India, Philippines, Thailand and Turkey. Also our underweight to Russia has been a positive. And from a sector perspective our stock selection in Financials has been very strong so Financials has been the best performing sector YTD compared to the worst performing sector in 2013.

Another reason that Emerging Markets underperformed vs. developed last year was due to the outflows out of the asset class globally. In EM they don't have the mature pension funds like we have in the US so the flows are foreign investors like ourselves. And certainly on the retail side it is very sentiment driven so last year when you were reading about more positive economic news in the US vs. talk about sell off in currencies in EM people took their risk bets off and took money out of EM and put it into developed markets pushing those valuations higher. So last year in the last 10 months of the year we saw \$60 billion going out of EM globally into developed and in Q1 another \$40 billion went out. Thankfully sentiment appears to be changing more in favor of EM now and we have started to see flows back into the asset class. So from the end of Q1 to end August 2014, \$32 billion has gone back into the EM asset class. This is correlated to the relative performance of EM vs. developed as EM is outperforming developed since the end of Q1 to end August 2014.

From an outlook point of view, valuations still look attractive despite the pickup in emerging markets this year. One of the reasons EM stocks have underperformed vs. developed for the past couple of years was on the back of poorer quality of earnings. As in these companies have good cash flow which they have put back into the company to grow it but they have taken their off the ball in regards to costs/margins. The selloff in currencies hit profits last year and as a result companies have started to concentrate on the costs and margins. So far we have seen companies with decent results and an improvement in their margins having their shares rerated up. We expect to see more of this in the coming quarters. In addition the reason we have seen current account deficits widen in the past few years is that the export business has more or less dried up as the developed markets have gone through a slowdown in the US and Europe/UK. As these economies start to recover we will see an export driven

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recovery which means they will have more money in from exports, the current account deficits will narrow and the currencies will strengthen.

We have seen positive election results out of the likes of India and Indonesia and hopefully we will see a positive election result from Brazil in October. This will again help with the sentiment towards EM as there are expectations that some of these new governments will cut red tape, make reforms and increase infrastructure spend. All these would be positives for the economies in EM.

Fundamentals remain attractive for EM and once markets get back to being driven by corporate fundamentals rather than macro news, our portfolios should start to perform well against the index.

**B. Fisher – Foreign Equity Fund (Growth-Oriented) – Read Williamson, Vice President, Relationship Manager and Margaret Chan, Vice President, Relationship Manager**

Margaret Chan and Read Williamson from Fisher Investments provided an update on their firm and their Foreign Equity strategy, which invests in developed non-US equities and has opportunistic exposure to emerging markets equities. There were no developments at the firm or with the team to report. As of July 31, 2014, Fisher managed over \$64.5 million on behalf of the City of Tampa GE Retirement Fund. Fisher has been managing assets for the Fund since July of 2003. As of July 31, 2014, the Foreign Equity strategy returned -1% net of management fees, compared to the 2.7% return of the MSCI EAFE Index during this time. Fisher Investments has a top down investment philosophy with high conviction, low turnover in their portfolio's positioning. In the short term, the strategy can lag the MSCI EAFE Index but they are confident that their higher level themes will add value in the long term. Since June 30, 2003, Fisher has advanced 9.0% on an annual basis, which is 20 basis points ahead of the MSCI EAFE Index.

**C. Mercator – International Equity (Value-Oriented) – Barbara Trebbi, General Partner, Portfolio Manager and Cindy New, General Partner, Portfolio Manager**

As of June 30, 2014 Mercator Asset Management managed approximately \$62 million for the City of Tampa GE Retirement Fund in its international equity strategy. Mercator has managed this strategy since February of 2003.

Ms. Trebbi provided an overview of the recent performance of the account indicating that calendar year 2013 had been a very good year in absolute and relative terms with the portfolio gaining about 26% compared to the benchmark at 23%. More recent performance has been negatively impacted by adverse global events such as conflicts in the Middle East and Ukraine as well as concerns over an economic slowdown in Europe. As a result the portfolio has lost some ground relative to the benchmark, but the longer term and since inception results are ahead of the benchmark. Mercator believes despite this near term set back, the portfolio is well positioned for a continued expansion of economic activity, particularly in Europe, where they remain overweight on a relative basis. Ms. Trebbi also explained that Mercator believes that they are entering a cycle where value style investing should outperform growth style investing, particularly as the economic expansion gains traction and monetary policy remains accommodative. This would provide a very favorable backdrop to Mercator's fundamental, bottom-up value style.

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Ms. New discussed the portfolio's geographic positioning, especially relative to the overweight in Europe where P/E's are trading at a significant discount to the US and where earnings are just now beginning to recover. She also highlighted the underweight in Japan and overweight in Asia X-Japan including several emerging markets. She went on to discuss the portfolio's sector positioning which is generally more exposed to economically sensitive areas such as industrials and financials and is underweight the more expensive consumer staples and healthcare. Ms. New discussed two new buy ideas for the portfolio: Jardine Matheson and ASML Holdings, and concluded with a brief investment outlook which emphasized a favorable view of economic growth for the coming months.

**9. Trustee Election Update**

August 15 notices were posted for applications. There was only one application and that was Mr. Kenny.

**12. Pension Presentation Update**

Approximately two weeks ago we had two sessions with approximately 100 employees of the Parks and Recreation Department in attendance where we reviewed information on retirement options and DROP. Our Human Resources – Risk Management staff participated by sharing information on health insurance options for retirees. Both of our deferred compensation providers were present informing the employees of the available options with the deferred compensation (457) plans. We continue to have these sessions for employees at various locations throughout the City.

<b>V. CONSENT AGENDA</b>
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Mr. Boghich advised the Consent Agenda has been reviewed and the items listed are true and correct.

Retirement Benefits & Estate Payments:

Longevity Retirements, DROP Applications, DROP to Longevity, Disability Retirement, Deferred Retirements, Spouse Benefits, Estate Payments and Death Benefits.

Monthly Invoices:

1. COMSERV – (August 27) - \$62.00
2. COMSERV - (September 10) - \$62.00

Miscellaneous Invoices:

1. Tampa Occupational Health Services (Yulee) – \$1200.00
2. Workhealth Occupational Medicine Clinic (Yulee) - \$1740.00
3. Tampa Neurology Associates (Dorta) - \$1550.00
4. Shumaker, Loop & Kendrick LLP - \$175.00

**MOTION: (Kenny-Goers) On a motion made by Mr. Kenny, and seconded by Mr. Goers, the Consent Agenda was accepted and approved as presented. MOTION CARRIED.**

<b>VI. NEXT MEETING</b>
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**BOARD OF TRUSTEES - REGULAR MEETING MINUTES**  
**September 16, 2014**

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The next Regular Board meeting will be held at 1:00 p.m., Tuesday, October 21, 2014, in City Council Chambers.

**VII. ADJOURNMENT**

There being no further business, Chair Carrera adjourned the meeting at 2:48 p.m.

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CHAIRMAN – Ernest P. Carrera

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PENSION PLAN SUPERVISOR - Mark L. Boghich, III

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RECORDING SECRETARY - Mark L. Boghich, III



# City of Tampa General Employees Retirement Fund

Policies and Procedures

*Forfeiting Pension - Procedure*

This procedure is the mechanism that shall be followed if a determination has been made by the Board that it should pursue an investigation of whether an employee or former employee has committed an offense that qualifies as one that warrants forfeiture of his or her City pension. If the investigation determines that ground exist to pursue the forfeiture of an employee’s or former employee’s pension, the Procedures that are enumerated below shall be followed:

A. Upon receiving information that an employee or former employee has committed a crime that falls within the provisions of Section 112.3173, Fla. Stat., the Board shall hire an independent counsel to undertake an independent investigation to determine whether the employee or former employee has committed an offense that qualifies under the aforementioned Florida Statute for the purpose of considering a hearing before the Board to determine the forfeiture of his or her pension. At the conclusion of the investigation, the independent counsel shall bring these findings to the Board, and the Board shall take a vote to accept or reject the findings of the independent counsel.

B. In considering what action to take, the Board must make an initial determination of whether the offense of which the employee or former employee was convicted is one that falls within the scope of the forfeiture statute.

C. The Board shall use the definitions that are found in Section 112.3173(a)-(c) Fla. Stat. in making the initial determination of whether to pursue a full evidentiary hearing to forfeit the employee’s or former employee’s pension. This Section of the Florida Statutes states:

1. Section 112.3173(a) defines “Conviction” and “convicted” as: “an adjudication of guilt by a court of competent jurisdiction; a plea of guilty or *nolo contendere*; a jury verdict of guilt when adjudication of guilt is withheld and the accused is placed on probation; or a conviction by the Senate of an impeachable offense.”

2. Section 112.3173(b) defines “Court” to mean: “any state or federal court of competent jurisdiction which is exercising its jurisdiction to consider a proceeding involving the alleged commission of a specific offense.”

3. Section 112.3173(c) defines “Public officer or employee” to mean: “any officer or employee of any public body, political subdivision, or public instrumentality of the state.”

10/21/14

Approved by

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Ernest P. Carrera, Chairman

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D. The specified offenses that warrant forfeiture are found in Section 112.3173(e). They include:

1. The committing, aiding, or abetting of an embezzlement of public funds;
2. The committing, aiding, or abetting of any theft by a public officer or employee from his or her employer;
3. Bribery in connection with the employment of a public officer or employee;
4. Any felony specified in Chapter 838, excerpt ss. 838.15 and 838.16 [This Chapter deals with Bribery, and Misuse of Public Office, and the exclusions deal with "Commercial Bribery.]"
5. The committing of an impeachable offense; or
6. The committing of any felony by a public officer or employee who, willfully and with intent to defraud the public or the public agency for which the public officer or employee acts or in which he or she is employed of the right to receive the faithful performance of his or her duty as a public officer or employee, realizes or obtain, or attempts to realize or obtain, a profit, gain, or advantage, for himself or herself or for some other person through the use or attempted use of the power, rights, privileges, duties, or position of his or her public office or employment position.
7. The committing on or after October 1, 2008, of any felony defined in s. 800.04 against a victim younger than 16 years of age, or any felony defined in chapter 794 against a victim younger than 18 years of age, by a public officer or employee through the use or attempted use of power, rights, privileges, duties, or position of his or her public office or employment position.

E. The offense would have to have taken place as specified in Section 112.3173(3) which states:

FORFEITURE - Any public officer or employee who is convicted of a specified offense committed prior to retirement, or whose office or employment is terminated by reason of his or her admitted commission, aid or abetment of specified offense, shall forfeit all rights and benefits under any public retirement system of which he or she is a member, except for the return of his or her accumulated contribution, as of the date of termination.

F. If the Board finds that the employee or former employee does not fall under the statute, there will be no forfeiture hearing and the employee or former employee will be entitled to his or her pension. If, however, a finding is made by the Board that the employee or former employee falls under the above enumerated provisions, then a hearing will be held to determine whether the employee's or former employee's pension will be forfeited.

G. The hearing shall be conducted in a manner that affords the employee or former employee all procedural and substantive due process rights. These include notice of the forfeiture hearing; the opportunity to be heard; the opportunity to be represented by counsel; the opportunity to present oral and written testimony; the opportunity to call witnesses; the opportunity to cross examine witnesses; and the opportunity to make legal arguments in his or her defense. The Board shall then make formal findings of fact and conclusions of law to support its decision.

H. The Board shall use the following procedures if it has made a determination that a forfeiture hearing will be conducted:

1. The Respondent (the person whose pension rights are being considered for forfeiture) must be given reasonable notice of the hearing. Reasonable shall mean no less than fourteen (14) days, unless waived by all parties. The notice must contain:

- a. A statement of the time, place and nature of the hearing. The hearing shall be a specially called hearing in which the forfeiture proceedings(s) shall be the only order of the business.
- b. A statement of the legal authority and jurisdiction under which the hearing is to be held.

2. A bill of particulars shall be included with the notice, and it shall contain the following information:

- a. The identification of the Respondent.
- b. A statement of when and how the Respondent received notice of the Board's action or proposed action.
- c. An explanation of how the Respondent's substantial interests are or will be affected by the action or proposed action.
- d. A statement of all material facts that will be presented by the Board or a statement that there are no disputed facts.

e. A statement of the ultimate facts alleged, including a statement of the specific facts the Board contends warrant the agency's proposed action.

f. A statement of the specific rules or statutes that the Board contends justifies the Board's proposed action, including an explanation of how the alleged facts relate to the specific rules or statutes.

g. A statement of the results sought by the Board, stating precisely the action the Board wishes to take with respect to the proposed action.

3. The Board will then adhere to the following procedures during the hearing:

a. The Board is authorized to receive a written Response from the Respondent should he or she wish to file such a Response. If a Response is filed, it must be signed by the Respondent, the Respondent's Attorney, or the Respondent's designated representative.

b. A certified court reporter should be provided, and all witnesses shall be sworn, and their testimony shall be taken under oath.

c. Written, pictorial or other evidence may be presented, and the proper steps shall be taken to authenticate such evidence.

d. The Chairman of the Board shall have the authority to exclude irrelevant, immaterial, or unduly repetitious evidence, but all other evidence of a type commonly relied upon by a reasonably prudent person in the conduct of his or her affairs shall be admissible, whether or not such evidence would be admissible in a trial court in Florida.

e. The Respondent, his or her representative, the board, and the Board's representative, shall be permitted to conduct cross-examination when testimony is taken or documents are made a part of the record, and to submit rebuttal testimony.

f. Unless the time period is waived or extended with the consent of the Respondent and the Board, a final Order should be issued by the Board within ninety (90) days of the conclusion of the hearing, and mailed to all parties.

g. The final Order shall contain findings of fact that set forth with particularity the underlying facts of the record that supports the Board's findings. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but it shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.

h. The final Order shall also contain conclusions of law that have been reached by the Board.

i. The Respondent shall have until ten (10) days after the final Order is rendered to file a Motion for a Rehearing before the Board, and the Board shall take up the Motion at its next regularly scheduled meeting following Service of the Motion. The Motion shall be served on the General Employee Pension Board's Coordinator.

j. The Motion for rehearing shall be heard by the Board, and upon an affirmative vote of the members present and voting, the Motion shall be granted or denied. If the Motion is denied, the Respondent will then be required to pursue his or her remedy through the normal judicial process of the Florida or Federal Court Systems. If the Motion is granted, the matter will be set for rehearing at the next regularly scheduled Board Meeting at which time the grounds upon which the Motion was granted shall be heard, and all of the due process procedures enumerated above shall be followed to the extent they are appropriate under the circumstances of the situation.

k. If no Motion for Rehearing is filed within the ten (10) day period, the Order of the Board shall be final, and the Respondent will have to pursue his or her appeal through the State or Federal Courts.

# City of Tampa - General Employees Pension Board Purchasing Card Policies

## PURPOSE

The Visa Purchasing Card is issued to a General Employees' Retirement Board Trustee (Trustee) for the purpose of making purchases of Registration, Hotel (Room, Tax and Parking) and airfare costs in order to attend a training session which is in compliance with the General Employees Retirement Board Travel Policy.

## AUTHORIZATION

All requests for a Purchasing Card must be submitted to the General Employees Pension Plan Supervisor for approval as an agenda item at a regularly scheduled Trustee Board Meeting. Trustees not requesting a card will be allowed to submit a decline card form

Before a Purchasing Card is issued, the trustee must read and sign the Purchasing Card Acknowledgement form.

By signing the acknowledgement form, the trustee affirms that he/she has read and is familiar with the rules, regulations, and procedures as stated in the Board Purchasing Card Policy and the Board Travel Policy

Purchasing Cards may be used only by the person whose name appears on the face of the card and may not be loaned to or used by any other person. The account number must not be given to any individual other than the vendor from whom the employee is making a purchase.

## LIMITS AND RESTRICTIONS

The Purchasing Card is for official Board business only and the purchase of goods or services for the Trustee's personal use is strictly prohibited. The purchase of tobacco products, alcohol, gift cards or obtaining a cash advance is strictly prohibited. In addition, the use of a retailer's "Customer Rewards Program" held by a cardholder in conjunction with a Board Purchasing Card is strictly prohibited. No employee shall receive any personal benefits from the use of a Board Purchasing Card.

### **Gasoline may only be purchased in the following two instances:**

- 1) For City vehicles on City trips outside of Hillsborough County.
- 2) For an approved Rental car on a Board trip outside of Hillsborough County.

**NOTE:** When gasoline is purchased for a City Vehicle a copy of the receipt with the mileage and vehicle number must be forwarded to the Fleet Maintenance Office (mailcode: 345D). Gasoline purchases for privately owned vehicles are prohibited. Gasoline purchases inside Hillsborough County are prohibited.

# City of Tampa - General Employees Pension Board

## Purchasing Card Policies

### MONTHLY SPENDING LIMIT

The Monthly Spending Limit is \$5,000.00.

### TRAVEL RELATED CHARGES

The trustee is required to review the Board's Travel Policy.

Expenditures for the following trustee reimbursable travel expenses are prohibited from being charged on the Purchasing Card:

- Meals (Per Diem)
- Bridge, road and tunnel toll charges
- Telephone charges
- Taxi, ferry and airport limousine/shuttle fares
- Parking charges within Hillsborough County

Purchases for conference registrations/classes, airline tickets, and hotels are permissible. Parking charges are only allowed outside of Hillsborough County. Rental cars, which require the prior written approval of the Chief Accountant, may be charged on the Purchasing Card.

The trustee must submit the appropriate Request for Travel Reimbursement form to the Board Chairman for prior approval. Please note that a copy of the Request for Travel Reimbursement form, the Chief Accountant's prior authorization for rental vehicles, and copies of any trip-related receipts charged to the Purchasing Card must be submitted with the monthly Visa reconciliation to the Pension Plan Supervisor.

The submission of a copy of the Request for Travel Reimbursement form is required even though some travel items are authorized to be placed on the Purchasing Card and others are prohibited and must be handled through the regular Pension Board Reimbursement process.

### TAXES

Most purchases are exempt from sales tax. The tax identification number is listed on the face of the Purchasing Card. Cardholders must assure that sales tax has not been added to the receipt or request that a credit be processed. Some Internet purchases will require the cardholder to call a customer service (Contact Us) number on the company's website in order not to have taxes placed on the order; it is the responsibility of the cardholder to ensure that this occurs. Cardholders using a Purchasing Card out of state may be subject to that state's tax law.

### LOST OR STOLEN CARDS

If a card is lost or stolen, immediately contact Visa Card Services at 1-888-449-2273

## City of Tampa - General Employees Pension Board Purchasing Card Policies

and the General Employees' Pension Plan Supervisor at. 274-8136 Verbal reports of a lost or stolen card must be confirmed by e-mail to the. General Employees' Pension Plan Supervisor

### **CREDITS/RETURNS**

Merchandise returned must be credited to the City's account to which the transaction was charged. Cardholders are not authorized to receive a cash payment or store credit for returned merchandise. It is the responsibility of the trustee to assure that credits for returned merchandise are properly applied to the monthly account statement.

### **DISPUTES/ERRONEOUS CHARGES**

It is the responsibility of the cardholder to document and resolve disputes and erroneous charges directly with the vendor. In most cases, disputes can be resolved in this manner. If a dispute cannot be resolved, a Statement of Disputed Item must be submitted to Visa Card Services no later than 60 days after the billing cycle in which the dispute first appears.

### **SUSPENSION POLICY**

. The Suspension Policy is a progressive step policy, and may be put into effect by a cardholder's failure to submit proper documentation to the Purchasing Card Administrator or Department Reconciler by the established deadlines or misuse of card privileges by making inappropriate purchases of items or services not in compliance with this Purchasing Card Program policy.

- **First Offense:** The cardholder will receive a documented written warning from the Pension Plan Supervisor
- **Second Offense:** Suspension of card privileges for a period of one (1) to three (3) months. The effected Purchasing Card is to be surrendered to the Pension Plan Supervisor during the suspension period.
- **Third Offense:** Permanent revocation of card privileges.

### **SEMI-ANNUAL PURCHASING CARD INVENTORY**

A semi-annual Purchasing Card Inventory will be conducted by the Pension Plan Supervisor . The Board Chairman will re-affirm that p-cards issued for to the trustee are still required by signing off on the inventory list and returned back to the .Pension Plan Supervisor.

### **RECORD KEEPING/RECEIPTS**

It is the responsibility of the cardholder to obtain transaction receipts for all purchases. Sales receipts must be obtained whether a purchase is made in person or via telephone, fax, mail, or over the Internet. It is the trustee's responsibility to assure

## City of Tampa - General Employees Pension Board Purchasing Card Policies

that the description on the sales receipt is legible and clearly describes the purchase. These receipts will be used by the Pension Plan Supervisor to balance the monthly Visa Reconciliation and be part of the documentation kept on file in the department Pension Office to substantiate the payment process.

Documentation maintained must be accurate, accessible and complete, as it not only records the transaction, but also supports the legitimate business purpose of the purchase. In addition to sales receipts, the following are additional examples of supporting documentation:

- Conference registration forms
- Cash register receipts
- Detailed hotel bill listing all charges

In the event all efforts to obtain documentation of a transaction have failed, the cardholder must attach a written description of the purchase along with a signed certification that the purchase was made in accordance with City policy. Failure to provide certification may result in disciplinary action and the trustee may be required to pay the Pension Fund for the undocumented expense. Three or more incidents of missing documentation may result in the cancellation of the trustee's Purchasing Card.

The cardholder is responsible for submitting all documentation to the Pension Plan Supervisor as soon as possible, but absolutely no later than the 10th of each month. It is essential that the established time frames and documentation requirements be followed to insure timely payments to Visa.

### **CHANGES IN AUTHORIZED USERS**

It is the responsibility of the trustee to return the Purchasing card at the end of their term on the Board, at which time the card will be shredded by the Pension Plan Supervisor.

### **VISA RECONCILIATION PACKET**

The is responsible for submitting copies of Request for Travel Reimbursement Forms & Back-Up.

- 1) The Pension Plan Supervisor is responsible for maintaining original receipts that have been signed by the trustee. Said original documents should be kept in accordance with their normal State of Florida retention schedule.

# City of Tampa - General Employees Pension Board Purchasing Card Policies

## ~~4.6 PURCHASING CARD POLICY~~

### PURPOSE

~~In an effort to streamline processes, reduce paper, improve management and to reduce the cost of small dollar purchases (purchases up to \$1,999.00), the City implemented a Purchasing Card Program.~~

~~The Visa Purchasing Card is issued to a General Employees' Retirement Board Trustee (Trustee) authorized employees for the purpose of making purchases of Registration, Hotel (Room, Tax and Parking) and airfare costs in order to attend a training session which is in compliance with the General Employees Retirement Board Travel Policy. ~~small dollar purchases previously handled under open purchase orders or through spot quotations from vendors. The card may be used to purchase non-restricted commodities in person at the vendor site, over the telephone, via fax, by mail and over the Internet.~~~~

### AUTHORIZATION

~~All requests for a Purchasing Card must be submitted to the General Employees Pension Plan Supervisor for approval as an agenda item at a regularly scheduled Trustee Board Meeting. Trustees not requesting a card will be allowed to submit a decline card form approved by the employee's supervisor and submitted to the Purchasing Card Administrator using the Purchasing Card/MSWorks Access Authorization Request form. Only the respective Agency Head (Department Director) can authorize issuance of a Purchasing Card.~~

~~Chief of Staff will sign the Purchasing Card/MSWorks Access Authorization Request form for new card requests and monthly payment authorizations for senior staff (Department Administrators).~~

~~Before a Purchasing Card is issued, the trustee employees must attend a training class and must read and sign the Purchasing Card Acknowledgement form.~~

~~By signing the acknowledgement form, the trustee employee affirms that he/she has read and is familiar with the rules, regulations, and procedures as stated in the Board City of Tampa Purchasing Card Manual Policy and, the Board City of Tampa Travel Manual Travel Policy, and the City of Tampa Personnel Manual, particularly but not exclusively, Sections B23 Code of Ethics, B23.1 Fraud, and B28.2 Discipline Administration Cause for Dismissal. Employees who misuse or abuse card usage will be subject to disciplinary action up to and including termination of employment.~~

Purchasing Cards may be used only by the person whose name appears on the face of the card and may not be loaned to or used by any other person. The account number must not be given to any individual other than the vendor from whom the employee is making a purchase.

# City of Tampa - General Employees Pension Board Purchasing Card Policies

## LIMITS AND RESTRICTIONS

The Purchasing Card is for official ~~Board City~~ business only and the purchase of goods or services for the ~~Trustee's employee's~~ personal use is strictly prohibited. The purchase of tobacco products, alcohol, gift cards or obtaining a cash advance is strictly prohibited. In addition, the use of a retailer's "Customer Rewards Program" held by a cardholder in conjunction with a ~~City Board~~ Purchasing Card is strictly prohibited. No employee shall receive any personal benefits from the use of a ~~City Board~~ Purchasing Card.

~~Capital and cellular telephones purchases are prohibited. Types of capital purchases that cannot be purchased with a P-card are moveable fixed assets, which are purchases using Oracle Capital Outlay Account Codes 564000-056600. In general, these are purchases that have a per item cost of at least \$1,000.00 and/or require an Inventory Asset tag. These items are monitored by the Property Control Division and should not be purchased on a P-Card. If an employee is unsure that an item to be purchased would come from a capital funding source, the employee should check with the appropriate person within the department that handles funding or contact their Supervisor.~~

~~P-Card purchases for Capital Improvement Projects (CIP) are allowed. CIP purchases are funded by Oracle Account Codes 562000-563006. CIP purchases made using a P-Card are allowed in that they do not require a completed FIN-26 form. Property Control may request documentation for CIP purchases made using a P-Card.~~

### **Gasoline may only be purchased in the following two instances:**

- 1) For City vehicles on City trips outside of Hillsborough County.
- 2) For an approved Rental car on a ~~Board City~~ trip outside of Hillsborough County.

**NOTE:** When gasoline is purchased for a City Vehicle a copy of the receipt with the mileage and vehicle number must be forwarded to the Fleet Maintenance Office (mailcode: 345D). Gasoline purchases for privately owned vehicles are prohibited. Gasoline purchases inside Hillsborough County are prohibited.

### ~~Food may only be purchased in the following two instances:~~

- ~~1) By designated Sales Account Representatives at the Tampa Convention Center in the course of their normal City duties.~~
- ~~2) By departments authorized to purchase food items for authorized City events and purposes. These departments must include a copy of a current and executed City of Tampa Mayor's Special Purchase Authorization with their monthly Department Visa Reconciliation. Please note that the Mayor's Special Purchase Authorization must always be executed prior to the event and/or purchase.~~

# City of Tampa - General Employees Pension Board

## Purchasing Card Policies

### MONTHLY SPENDING LIMIT

The Monthly Spending Limit is \$15,000.00. ~~Single transactions are allowed up to \$1,999.00. Splitting a transaction to stay within dollar limits is prohibited. Cardholders who are found to engage in split purchases to circumvent single purchase limits will have his/her card privileges revoked and may be subject to disciplinary action.~~

~~It is the responsibility of the user department to have adequate funding available prior to making purchases.~~

### TRAVEL RELATED CHARGES

The ~~trustee~~ ~~department traveler~~ is required to review the Board's City of Tampa's Travel Policy, P-card Policy and if employed by the Tampa Convention Center their Travel Policy before traveling.

Expenditures for the following ~~trustee~~ employee reimbursable travel expenses are prohibited from being charged on the Purchasing Card:

- Meals (Per Diem)
- Bridge, road and tunnel toll charges
- Telephone charges
- Taxi, ferry and airport limousine/shuttle fares
- Parking charges within Hillsborough County

Purchases for conference registrations/classes, airline tickets, and hotels are permissible. Parking charges are only allowed outside of Hillsborough County. Rental cars, which require the prior written approval of the Chief Accountant, may be charged on the Purchasing Card.

The trustee must ~~department traveler still needs to~~ submit the appropriate Request for Travel Reimbursement form to the Board Chairman Agency Head ~~(Department Director or designee)~~ for prior approval. Please note that a copy of the Request for Travel Reimbursement form, the Chief Accountant's prior authorization for rental vehicles, and copies of any trip-related receipts charged to the Purchasing Card must be submitted with the monthly Department Visa reconciliation to the Pension Plan Supervisor.

The submission of a copy of the Request for Travel Reimbursement form is required even though some travel items are authorized to be placed on the Purchasing Card and others are prohibited and must be handled through the regular Pension Board Purchase Order and Reimbursement process.

### TAXES

Most purchases are exempt from sales tax. The tax identification number is listed on the face of the Purchasing Card. Cardholders must assure that sales tax has not been added to the receipt or request that a credit be processed. Some Internet

## City of Tampa - General Employees Pension Board Purchasing Card Policies

purchases will require the cardholder to call a customer service (Contact Us) number on the company's website in order not to have taxes placed on the order; it is the responsibility of the cardholder to ensure that this occurs. Cardholders using a Purchasing Card out of state may be subject to that state's tax law.

### **BACKORDERS**

~~A backorder must be processed as a separate transaction. The City will only pay for goods received at the time of purchase.~~

### **LOST OR STOLEN CARDS**

If a card is lost or stolen, immediately contact Visa Card Services at 1-888-449-2273 and ~~the General Employees' Pension Plan Supervisor Amanda Yaksic, Purchasing Methods Analyst at 274-8835, 274-8136~~ Verbal reports of a lost or stolen card must be confirmed by e-mail to the ~~Purchasing Card Administrator.~~ General Employees' Pension Plan Supervisor

### **CREDITS/RETURNS**

Merchandise returned must be credited to the City's account to which the transaction was charged. Cardholders are not authorized to receive a cash payment or store credit for returned merchandise. It is the responsibility of the ~~trustee user department~~ to assure that credits for returned merchandise are properly applied to the monthly account statement.

### **DISPUTES/ERRONEOUS CHARGES**

It is the responsibility of the cardholder to document and resolve disputes and erroneous charges directly with the vendor. In most cases, disputes can be resolved in this manner. If a dispute cannot be resolved, a Statement of Disputed Item must be submitted to Visa Card Services no later than 60 days after the billing cycle in which the dispute first appears.

### **SUSPENSION POLICY**

~~The following Card suspension policy was put into effect on May 1, 2004.~~ The Suspension Policy is a progressive step policy, and may be put into effect by a cardholder's failure to submit proper documentation to the Purchasing Card Administrator or Department Reconciler by the established deadlines or misuse of card privileges by making inappropriate purchases of items or services not in compliance with this Purchasing Card Program policy.

- **First Offense:** The cardholder will receive a documented written warning from the ~~Pension Plan Supervisor~~Purchasing Card Administrator.
- **Second Offense:** Suspension of card privileges for a period of one (1) to three (3) months. The effected Purchasing Card is to be surrendered to the ~~Purchasing Card Administrator~~Pension Plan Supervisor during the

## City of Tampa - General Employees Pension Board Purchasing Card Policies

suspension period.

- **Third Offense:** Permanent revocation of card privileges.

### SEMI-ANNUAL PURCHASING CARD INVENTORY

A semi-annual ~~and emergency level~~ Purchasing Card Inventory will be conducted by ~~the Pension Plan Supervisor, each user department. A list of all department cardholders will be provided to their Visa Reconcilers by the Purchasing Card Administrator. Visa Reconcilers and Department Directors~~ The Board Chairman will re-affirm that p-cards issued for to the trustee ~~their department~~ are still required by signing off on the inventory list and returned back to the ~~Purchasing Card Administrator.~~ Pension Plan Supervisor.

### RECORD KEEPING/RECEIPTS

It is the responsibility of the cardholder to obtain transaction receipts for all purchases. Sales receipts ~~or packing slips~~ must be obtained whether a purchase is made in person or via telephone, fax, mail, or over the Internet. It is the trustee's employee's responsibility to assure that the description on the sales receipt ~~or packing slip~~ is legible and clearly describes the purchase. These receipts will be used by the ~~Department Reconcilers~~ Pension Plan Supervisor to balance the monthly ~~Department~~ Visa Reconciliation and be part of the documentation kept on file in the department Pension Office to substantiate the payment process.

Documentation maintained must be accurate, accessible and complete, as it not only records the transaction, but also supports the legitimate business purpose of the purchase. In addition to sales receipts ~~and packing slips~~, the following are additional examples of supporting documentation:

- ~~Copies of internal order forms~~
- ~~Subscription or dues forms~~
- Conference registration forms
- ~~Statement of service report from vendor performing on-site repairs~~
- Cash register receipts
- Detailed hotel bill listing all charges

In the event all efforts to obtain documentation of a transaction have failed, the cardholder must attach a written description of the purchase along with a signed certification that the purchase was made in accordance with City policy. Failure to provide certification may result in disciplinary action and the employee trustee may be required to pay the Pension Fund City for the undocumented expense. Three or more incidents of missing documentation may result in the cancellation of the trustee's employee's Purchasing Card.

## City of Tampa - General Employees Pension Board Purchasing Card Policies

The cardholder is responsible for submitting all documentation to ~~their Department Reconciler~~ the Pension Plan Supervisor as soon as possible, but absolutely no later than the 10th of each month. It is essential that the established time frames and documentation requirements be followed to insure timely payments to Visa.

### ~~BILLING STATEMENTS~~

~~Every cardholder will be given access to Works Payment Manager in order to download billing statements and review transactions. Transactions are available for viewing within 24 hours of posting to the Visa system. The City of Tampa's monthly billing cycle runs from the 5th of the month through the 4th of the following month. Monthly billing statements can be downloaded from Works after the 6th of each month.~~

### ~~CHANGES IN AUTHORIZED USERS~~

~~It is the responsibility of the trustee to return the Purchasing card at the end of their term on the Board, at which time the card will be shredded by the Pension Plan Supervisor. employee, Supervisor, Visa Reconciler, or Department Director to contact the Purchasing Card Administrator concerning any change to an authorized cardholder's employment status such as transfer, termination, resignation, or retirement. Visa Reconciler will fill out the Purchasing Card/Works Access Cancellation Form and submits it to the Purchasing Card Administrator. P-cards are shredded by the department and not returned to Purchasing Department.~~

### ~~MONTHLY DEPARTMENT VISA RECONCILIATION~~

~~Department Reconcilers will be given access to Works Payment Manager (MSWorks) in order to download billing statements and review transactions for their designated sections. Transactions are available for viewing within 24 hours of posting to the Visa system. The City of Tampa's monthly billing cycle runs from the 5th of the month through 4th of the following month. Monthly billing statements can be downloaded from Works after the 6th of each month. It is recommended that P-Card Users and Department Reconcilers review MSWorks on a daily or weekly basis to better track usage, verify charges and retain receipts.~~

~~New Department Reconcilers can request access to Works by submitting a Purchasing Card User Request form to the Purchasing Card Administrator.~~

### ~~MONTHLY RECONCILIATION TIMELINE~~

~~The following dates should be adjusted for weekends and holidays.~~

- ~~● 4<sup>th</sup> - Billing Cycle Ends~~
- ~~● 6<sup>th</sup> - Download City of Tampa Billing Statement from Works~~
- ~~● 10<sup>th</sup> - Deadline is for Cardholders to submit documentation to Department Reconcilers.~~
- ~~● 15<sup>th</sup> - Deadline is for Main Reconcilers to submit Department Visa Reconciliation requisition and attachment(s) by 5:00 p.m. to the P-card Administrator Buyer.~~

# City of Tampa - General Employees Pension Board

## Purchasing Card Policies

### ~~DEPARTMENT VISA RECONCILIATION PACKET~~

~~The Main Reconciler is responsible for submitting the following documentation to the Purchasing Department via requisition by 5:00 p.m. on the 15th of each month:~~

- ~~• Supplemental Director Approval (if applicable).~~
- ~~• Copies of Request for Travel Reimbursement Forms & Back-Up (if applicable). See Travel Related Charges section for further details. This is attached to requisition. Copies of Mayor's Special Purchase Authorization & Back-Up (if applicable).~~
- ~~• See Limits and Restrictions section for further details. This is attached to requisition.~~

~~Copy of the City of Tampa Emergency Spend report & Back-up (For Mayoral Declared State of Emergency only). See Special **Purchasing Card Policies Regarding Emergency Situations** section for further details. This is attached to requisition.~~

~~The Requisition shall include the following Item Numbers in Oracle to identify the type of P-card charges:~~

~~963.00.1002 Credit Card, Misc. Purchases~~

~~963.00.1003 Credit Card, Travel Related Charges~~

~~963.00.1004 Credit Card, Food~~

~~963.00.1005 Credit Card, Emergency (For Mayoral Declared State of Emergency only)~~

~~The Pension Plan Supervisor Department Reconcilers are is responsible for maintaining original receipts that have been signed by the trustee, an authorized Accounts Payable signature and back-up with their original City of Tampa Billing Statement printed from Works Payment Manager. Said original documents should be kept in accordance with their normal State of Florida retention schedule.~~

### ~~EXCEPTIONS~~

~~The Director of Purchasing may authorize exceptions to this policy.~~

### ~~SPECIAL PURCHASING CARD POLICIES REGARDING EMERGENCY SITUATIONS~~

~~Emergency purchases are for City of Tampa Mayoral Declared Emergency Situations only (such as hurricane response and post-hurricane recovery efforts).~~

### ~~PURCHASING DEPARTMENT EMERGENCY LEVEL PURCHASING CARDS~~

~~In case of an official declared state of emergency, the Purchasing Department maintains specifically designated Emergency Level Purchasing Cards. These cards have no single purchase limit and a monthly transaction limit of \$500,000.00. The authorized users of these cards are: Director of Purchasing, Inventory Supervisor, Purchasing System Manager, Goods and Services Manager, and Emergency Buyers designated to report to the Emergency Operations Center (EOC). These cards are to be used at the EOC for Citywide emergency purchases or for emergency operations and recovery as designated by the Director of Purchasing.~~

# City of Tampa - General Employees Pension Board Purchasing Card Policies

## ~~DEPARTMENTAL EMERGENCY LEVEL PURCHASING CARDS~~

~~The Director of Purchasing is prepared to authorize Emergency Level status to a limited number of designated departmental cardholders. Departmental Emergency Level cards will have their single purchase restriction lifted and their monthly limit raised to \$50,000.00. Until the Mayor of the City of Tampa formally declares a state of emergency, cards may not be taken to an Emergency Level.~~

~~When deemed necessary for public safety, by either the Director of Purchasing or the Chief of Staff, designated Purchasing Cards at Police and Fire may be raised to an Emergency Level prior to the Mayor's declared state of emergency, this action will be determined on a case-by-case basis.~~

## ~~EMERGENCY DOCUMENTATION AND RECONCILIATION~~

~~It is the cardholder's responsibility to obtain a detailed receipt for all Emergency Purchases. This receipt, whether hand-written or electronically generated, must list the specific items purchased, quantities, and unit prices. In addition, the cardholder should thoroughly document how the purchase relates to the Emergency Situation.~~

~~Copies of all receipts for emergency purchases, along with the completed City of Tampa Emergency Spend report must be submitted with the monthly Department Visa Reconciliation Packet.~~

~~**NOTE:** Due to power outages, some emergency transactions may take longer than normal to post, causing them to appear in future billing cycles.~~

~~It is the responsibility of the cardholder to verify that all emergency purchases have posted to Works Payment Manager. Once posted, the cardholder or designated Department Reconciler must enter the following information on purchases made during a Mayoral Declared State of Emergency or during Disaster Recovery:~~

- ~~• Cost Center: Specific Emergency Index Codes will be provided per Storm.~~
- ~~• Expense Account: Appropriate to the Items Purchased~~
- ~~• Emergency: Is this is an Emergency Purchase? Yes or No~~
- ~~• Storm: The calendar year and storm name (for emergency purchase only)~~
- ~~• Category: FEMA disaster response categories A-G and H for Federal Highway Administration~~
- ~~• (for emergency purchases only)~~
- ~~• Comment: The purpose of the purchase (for emergency purchases only)~~
- ~~• Item Detail: Use a separate detail line for each category of items purchased (for emergency purchases only).~~

~~Upon reconciliation of the City of Tampa Emergency Spend report and City of Tampa Billing Statement, a purchase order and invoice will be processed by the user department for emergency purchases. All emergency purchase requisitions should be completed using only the following commodity code:~~

~~— 963.00.1005 Credit Card, Emergency~~

## City of Tampa - General Employees Pension Board Purchasing Card Policies

Department Reconcilers are responsible for maintaining original receipts and back-up with their City of Tampa Emergency Spend report and City of Tampa Billing Statement printed from Works Payment Manager.

### **SPECIAL PURCHASING CARD POLICIES REGARDING MUTUAL AID SITUATIONS**

Florida has a Statewide Mutual Aid Agreement (SMAA) that requires governmental units to obtain a Mutual Aid Mission Number from the State prior to requesting assistance from another government during a disaster. SMAA provides the assisting government the ability to be reimbursed for the cost of assisting the requesting government.

When a disaster occurs in Florida and your department is contacted to provide assistance, the following State procedures should be followed to ensure reimbursement for the assistance provided:

- Complete the SMAA Contract Summary and Claim Narrative forms.
- Fill in the State EOC mission #, which should be provided by the requesting party.
- On the forms note the name and phone number of the requesting party.
- Send copies of both forms to the Director of Purchasing and the Chief Accountant.
- Once the Mutual Aid assignment is complete notify the Chief Accountant.
- Begin the process of collecting documentation related to the cost of the incident.
- The State has specific forms that must be completed to process the reimbursement.
- The forms can be obtained from [http://floridadisaster.org/internet\\_library.htm](http://floridadisaster.org/internet_library.htm). For further assistance please contact the Chief Accountant.
- Do the best you can to complete the forms; any omissions will be completed by the Chief Accountant with the assistance of the department involved.
- When you have completed the cost information send it to the Chief Accountant.
- The Chief Accountant will review and process the information to the State or County, whichever is appropriate.
- The Chief Accountant along with department personnel will follow up on collections. In accordance with the Mutual Aid Rules and Regulations above, when a City of Tampa Department has been requested to provide assistance from another Governmental Entity as a result of a catastrophic event, the Purchasing Card may be used with the below stipulations:
  - The Purchasing Card must be used by the individual specifically approved to use the card. No generic cards will be issued.
  - Purchasing Cards may be used only for providing assistance to another governmental entity upon receipt of a documented Mutual Aid Request (MAR) from the agency seeking assistance.
  - When using the Purchasing Card for Mutual Aid, City procedures for providing Mutual Aid assistance must be followed to ensure prompt reimbursement. The Mutual Aid procedures are listed above and in great detail on the State of Florida

## City of Tampa - General Employees Pension Board Purchasing Card Policies

website: <http://floridadisaster.org/>.

- ~~The City of Tampa Department providing Mutual Aid assistance must anticipate the financial requirements of responding to a Mutual Aid Request (MAR) and have sufficient funding in their budget to cover all expenditures before actually using the Purchasing Card in responding to a MAR.~~

**NOTE:** ~~It is recommended that Departments take into consideration that MARs will typically occur towards the end of the Budget Year (during hurricane season) when funding may be low. Therefore, it is imperative for Departments to evaluate end of Fiscal Year spending priorities to ensure that funding is in place to cover a MAR before responding to an actual event.~~

~~The City of Tampa Purchasing Card may specifically be used for the following activities regarding MARs:~~

- ~~1) Food (within the City's per Diem for each employee).~~
- ~~2) Fuel purchases for a City vehicle used in response to a MAR.~~
- ~~3) Hotel/Motel charges.~~
- ~~4) All charges must have a corresponding receipt signed by the cardholder.~~
- ~~5) All charges must be supported by a Mutual Aid number.~~
- ~~6) Use of the Purchasing Card to purchase capital equipment in response to a MAR is disallowed.~~
- ~~7) 1) All charges for a MAR must be reasonable and eligible for reimbursement under existing State and Federal guidelines.~~



**Asset Consulting Group's Monthly Report  
as of September 30, 2014 will be available at the  
Meeting.**

**BOARD OF TRUSTEES  
REGULAR MEETING AGENDA  
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# CITY OF TAMPA



**Bob Buckhorn**  
Mayor

September 30, 2014

Mr. Julio C. Muniz  
601 Bayshore Boulevard, #645  
Tampa, FL 33606

Dear Mr. Muniz,

Thank you for accepting a three-year reappointment to the City of Tampa General Employees Pension Fund Board of Trustees (term beginning on November 1, 2014 and ending on October 31, 2017). Your experience and expertise has been of great value to both our employees and the other members of the board.

As before, in order to make this appointment official, you will need to appear before the City Clerk to take the oath of office and fill out any other paperwork required. If possible, this should be done within ten days after receipt of this letter. For convenience, you may call to make an appointment at 274-8397.

Please be assured that we are most grateful for the time and effort you have volunteered to give by accepting this reappointment. It is a reflection of your commitment to making a positive difference in our community and is very much appreciated.

Sincerely,

Bob Buckhorn

BB/ct

cc: Shirley Foxx-Knowles, City Clerk  
Sonya Little, Chief Financial Officer  
Dennis Rogero, Chief of Staff  
Mark Boghich, General Employees Pension Plan Supervisor



# General Employees Retirement Fund

Bob Buckhorn, Mayor

## General Retirement Fund Board of Trustees Meeting Schedule

Held the 3<sup>rd</sup> Tuesday of Each Month

*All are invited to attend.*

Contact: Mark Boghich, 274-8136

Date	Time	Location	Topic
<b>2014</b>			
Oct 21, 2014	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
Nov 18, 2014	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
Dec 16, 2014	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
<b>2015</b>			
Jan 20, 2015	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
Feb 17, 2015	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
March 17, 2015	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
April 21, 2015	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
May 19, 2015	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
June 16, 2015	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
July 21, 2015	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
Aug 18, 2015	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
Sept 15, 2015	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
Oct 20, 2015	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
Nov 17, 2015	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
Dec 15, 2015	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
<b>2016</b>			
Jan 19, 2016	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
Feb 16, 2016	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting
March 15, 2016	1:00 p.m.	Tampa City Council Chambers, Old City Hall 315 East Kennedy Blvd, Third Floor, Tampa, FL	Regular Monthly Board Meeting

## 2015 - General Employees Board of Trustees Annual Planner - Meeting Agenda

### CONSULTANT RESPONSIBILITIES

January	February	March	April	May	June	July	August	September	October	November	December
ACG: Monthly Performance Report	ACG: Monthly Performance Report	ACG: Monthly Performance Report	ACG: Monthly Performance Report	ACG: Monthly Performance Report	ACG: Monthly Performance Report	ACG: Monthly Performance Report	ACG: Monthly Performance Report	ACG: Monthly Performance Report	ACG: Monthly Performance Report	ACG: Monthly Performance Report	ACG: Monthly Performance Report
	ACG: Quarterly Investment Performance Review			ACG: Quarterly Investment Performance Review			ACG: Quarterly Investment Performance Review			ACG: Quarterly Investment Performance Review	
	ACG: Trustee Education Workshop, Asset Allocation	Manager Annual Report: Fixed Income: Taplin, Canida & Habacht, State Street, and Brandywine			AON: Actuarial Report	Manager Annual Report: Small Cap: ClariVest, GW, & Wellington	Manager Annual Report: Large Cap Aberdeen, Fisher & Mercator			Manager Annual Report; Real Estate: UBS and CBRE	

### STAFF RESPONSIBILITIES

January	February	March	April	May	June	July	August	September	October	November	December
Review of Ethics Laws/Rules		Risk Management: Fiduciary Liability Policy Renewal	Financial Statement Presented		Letter to State of Florida (Doug Beckendorf) expected ROR						
Cash Analysis			Cash Analysis			Cash Analysis			Cash Analysis		
		ROR for Quarter ending 12/31 and Daily Money Market			ROR for Period 10/1 - 3/31 and Daily Money Market			ROR for Period 10/1 - 6/30 and Daily Money Market			ROR for Year ending 9/30 and Daily Money Market
							Trustee Financial Disclosure Statements Due September 1st		2016 Board Annual Planner Review		

MONTHLY: Minutes, Staff Reports, Consent Agenda and Old/New Business

City of Tampa  
 General Employees Retirement Fund  
 Cash Account Analysis - FY 2015 - as of October 16, 2014

DESCRIPTION	ESTIMATES											
	October	November	December	January	February	March	April	May	June	July	August	September
Beginning Balance:	22,346,637	17,138,571	13,217,650	7,991,036	4,694,422	732,808	(4,533,806)	(7,830,420)	(11,792,034)	(17,058,648)	(20,352,762)	(24,313,683)
<b>DISBURSEMENTS</b>												
Pension Benefits	(2,803,501)	(2,805,000)	(2,805,000)	(2,840,000)	(2,840,000)	(2,840,000)	(2,840,000)	(2,840,000)	(2,840,000)	(2,840,000)	(2,840,000)	(2,840,000)
Taxes	(274,836)	(275,000)	(275,000)	(280,000)	(280,000)	(280,000)	(280,000)	(280,000)	(280,000)	(280,000)	(280,000)	(280,000)
Vendors	(181,987)	(850,000)	(155,000)	(185,000)	(850,000)	(155,000)	(185,000)	(850,000)	(155,000)	(185,000)	(850,000)	(155,000)
Drop Payouts-Qtrly	(1,641,714)	-	(2,000,000)	-	-	(2,000,000)	-	-	(2,000,000)	-	-	(2,000,000)
Capital Calls	-	-	-	-	-	-	-	-	-	-	-	-
Net Disbursements	(4,902,038)	(3,930,000)	(5,235,000)	(3,305,000)	(3,970,000)	(5,275,000)	(3,305,000)	(3,970,000)	(5,275,000)	(3,305,000)	(3,970,000)	(5,275,000)
Subtotals	17,444,599	13,208,571	7,982,650	4,686,036	724,422	(4,542,192)	(7,838,806)	(11,800,420)	(17,067,034)	(20,363,648)	(24,322,762)	(29,588,683)
<b>RECEIPTS</b>												
Transfers from Fidelity	702,305	-	-	-	-	-	-	-	-	-	-	-
Transfers from(to) Mgr(s)	(20,000,000)	-	-	-	-	-	-	-	-	-	-	-
Contributions:												
City Employees	7,510	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	7,500	5,000	5,000
County Employees	366	549	366	366	366	366	366	366	366	366	549	366
City Employer-FY15	18,981,000	-	-	-	-	-	-	-	-	-	-	-
County Employer	1,019	1,530	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,020	1,530	1,020
ConvergEx, Misc.	1,773	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Interest & Gain												
Net Receipts	(306,027)	9,079	8,386	8,386	8,386	8,386	8,386	8,386	8,386	10,886	9,079	8,386
Estimated Ending Balance:	17,138,571	13,217,650	7,991,036	4,694,422	732,808	(4,533,806)	(7,830,420)	(11,792,034)	(17,058,648)	(20,352,762)	(24,313,683)	(29,580,297)

**NOTES:**

Pension Benefits + COLA (Jan increase)

Vendors + Mgrs (Nov, Feb, May, Aug)

Vendors + Consultant (Oct, Jan, Apr, Jul)

County additional pay period in Oct + July will be deposited in Nov + Aug



# CITY OF TAMPA

Bob Buckhorn, Mayor

Department of Revenue and Finance

Board of Trustees  
General Employees Retirement Fund

October 21, 2014

Jeffrey Gandel, Vice President  
Long Wharf Real Estate Partners LLC  
1 Federal Street, 26<sup>th</sup> Floor  
Boston, MA 02110

Troy Schepflin, Client Service Acct Mgr.  
J.P. Morgan Investors Services Inc.  
1111 Polaris Parkway, Floor 3J  
Columbus OH 43240-2050

Phone #: 617-250-7270  
Fax#: 617-250-7290

Phone #: 614-248-4127  
Fax#: 877-750-2865

Dear Mr. Gandel,

At a recent Board of Trustees Meeting, the Board made and approved a motion which does have an impact on your company. We will transfer funds from your JP Morgan Account P90212 as shown below:

Transfer Date: October 21, 2014

Transfer Amount: \$ 702,304.65

JP Morgan is instructed to transfer the funds from the JP Morgan Fidelity 111 Account P90212 to the City of Tampa Cash Account P90222 (JP Morgan Account Number P90222).

Sincerely,

Ernest P. Carrera  
Chairman, Board of Trustees



September 30, 2014

Ms. Debbie Hodo  
Pension Accountant  
City of Tampa General Employees' Retirement Fund  
315 E. Kennedy Blvd  
7E, 050A7E  
Tampa, FL 33602

**Re: Fidelity Real Estate Growth Fund III ("FREG III") Distributions**

Dear Ms. Hodo:

We are pleased to inform you that we will be making a distribution from FREG III on Tuesday, September 30, 2014. This distribution will total \$123,000,000.00 of which your pro rata share will be \$702,304.13.

This distribution consists primarily of proceeds from the following realizations: \$47.0 million from the sale of the Atlanta Gateway Hotels; \$27.7 million from the sale of the final asset in the Champion Dallas Portfolio, and \$44.6 million from the sale of the IBC industrial portfolio. The remainder of the distribution is comprised of \$3.1 million of residual cash distributions from four previously realized investments, and \$0.6 million in operating income received from the Towers at Riverwalk.

We will be sending your wire using the instructions referenced below. Please notify us immediately if these instructions are not correct.

Wire Instructions: JPMorgan Chase Bank, NA  
ABA 021000021  
AC 900-9-000127  
JPMorgan Chase, AC P90212  
BNF: CITY OF TAMPA FREG III

If you have any questions on this or any other matter, as always please do not hesitate to call David Laplante at (401) 292-7877 or me at (617) 250-7267.

Sincerely,

A handwritten signature in black ink that reads "John Hampe".

John Hampe  
Portfolio Controller

cc:  
Cristina Carmolinga

David Laplante  
Iain Wright

Andrew Gillentine  
Mark Boghich

As of: 30-Sep-2014

**Institutional Accounting**

**Cash Balances**

Account : P 90212 CITY OF TAMPA - FIDELITY III [FINAL]

Base Currency: USD

Asset ID	Description	Local Currency	Cost Base	Market Value Base	Accrued Income Base	Unrealized Gain/Loss Market Base	Unrealized Gain/Loss Currency Base	Unrealized Gain/Loss Total Base
<i>Settled Cash</i>								
USD	US DOLLAR	702,304.13	702,304.13	702,304.13	0.00	0.00	0.00	0.00
Total Settled Cash			702,304.13	702,304.13	0.00	0.00	0.00	0.00

As of: 30-Sep-2014

**Institutional Accounting**

**Cash Balances**

Account : P 90212 CITY OF TAMPA - FIDELITY III [FINAL]

Base Currency: USD

Asset ID	Description	Local Currency	Cost Base	Market Value Base	Accrued Income Base	Unrealized Gain/Loss Market Base	Unrealized Gain/Loss Currency Base	Unrealized Gain/Loss Total Base
<i>Cash Equivalents</i>								
<i>USD</i>								
928995AJ8	JPMORGAN US GOVT MMKT - AGENCY SHR FUND 1603	0.52	0.52	0.52	0.00	0.00	0.00	0.00
Total USD Cash Equivalents		0.52	0.52	0.52	0.00	0.00	0.00	0.00
Total Cash Equivalents			0.52	0.52	0.00	0.00	0.00	0.00
<i>Summary</i>								
	US DOLLAR	702,304.65	702,304.65	702,304.65	0.00	0.00	0.00	0.00
Total Cash And Cash Equivalents ForP 90212			702,304.65	702,304.65	0.00	0.00	0.00	0.00

**City of Tampa  
General Employees Retirement Fund  
Retirement Benefits & Estate Payments  
Consent Agenda  
October 21, 2014**

**LONGEVITY RETIREMENTS**

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date of Birth</u>	<u>Date Hired</u>	<u>Separation Date</u>	<u>Service</u>		<u>Department</u>
					<u>Yrs</u>	<u>Mos</u>	
32951-00	Vincent Thompson	9/6/1955	2/11/1986	8/20/2014	28	6	Wastewater

**DROP TO LONGEVITY**

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date of Birth</u>	<u>Date Hired</u>	<u>Exit Drop Date</u>	<u>Service</u>		<u>Department</u>
					<u>Yrs</u>	<u>Mos</u>	
24247-00	Daniel Keller	8/22/1955	5/8/1978	9/11/2014	30	0	Water
42540-00	Jaime Soto-Merengueli	10/19/1953	3/27/1995	9/15/2014	18	10	Water
35726-00	Eloy Garcia	3/12/1952	4/3/1989	9/10/2014	23	4	DPW-Trans.
37222-00	Durriya Divan	8/12/1949	7/2/1990	9/19/2014	21	2	Water

**DISABILITY RETIREMENT**

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date of Birth</u>	<u>Date Hired</u>	<u>Separation Date</u>	<u>Service</u>		<u>Department</u>
					<u>Yrs</u>	<u>Mos</u>	
44525-00	Lorrie Mejia	3/10/1969	2/11/1998	6/26/2014	15	4	DPW-Parking
34552-00	Ronald Starr	7/8/1953	3/15/1988	10/6/2014	27	7	DPW-Parking

**DEFERRED RETIREMENTS**

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date of Birth</u>	<u>Date Hired</u>	<u>Separation Date</u>	<u>Service</u>		<u>Department</u>
					<u>Yrs</u>	<u>Mos</u>	
37371-00	Kenneth Holton	2/8/1964	10/22/1990	9/23/2014	23	11	Transportation

**DEFERRED TO LONGEVITY RETIREMENTS**

<u>Employee Number</u>	<u>Employee Name</u>	<u>Date of Birth</u>	<u>Date Hired</u>	<u>Separation Date</u>	<u>Service</u>		<u>Department</u>
					<u>Yrs</u>	<u>Mos</u>	
43340-00	Emily Kass	10/14/1952	6/3/1996	6/30/2005	9	1	Museum
44997-00	Thomas King	10/6/1952	5/3/1999	7/26/2013	14	3	Plg & Dev

**SPOUSE BENEFITS**

<u>Number</u>	<u>Spouse</u>	<u>Decedent</u>	<u>Death</u>
31383-01	Betty Monemi	David Monemi	7/27/2014
07476-01	Jack Wolcott	Leonora Wolcott	9/6/2014
18192-01	Louise Yetman	Thomas Yetman	9/2/2014
07886-01	Norma Dorado	Prudencio Dorado	9/26/2014

**ESTATE PAYMENTS**

<u>Employee Number</u>	<u>Beneficiary</u>	<u>Decedent</u>	<u>Date of Death</u>
11163-80	Tammy Biggerstaff	Vilma Rodriguez	5/20/2014
07869-80	Tammy Biggerstaff	Vilma Rodriguez	5/20/2014
32909-80	Dorothy Mathews	Brenda Mathews	5/5/2014
07476-80	Jack Wolcott	Leonora Wolcott	9/6/2014
18192-80	Louise Yetman	Thomas Yetman	9/2/2014



7095 SE Twin Oaks Circle, Stuart, FL 34997-4729, 1-866-XFRAUD6, 772-781-9435 (fax)

# INVOICE

Ms. Rosie Santos  
 Relationship Accountant  
 City of Tampa, Florida  
 General Empl. Pension Office  
 306 E. Jackson St, 7th Floor E  
 Tampa, FL 33602

Date: September 23, 2014  
 Invoice No: 0336/09232014DIS-140  
 Purchase Order:  
 Federal ID#: 52-1481319

**TERMS:** Net due upon receipt.  
 Invoices not paid in 60 days incur a 1.5% per month late charge.

Services provided by COMSERV, Inc related to investigating 2,631 records against a comprehensive computerized data base of deceased persons, which includes social security number validation.

Invoice Amount ..... \$62.00

**NOTE: Payment should be made to:**

**COMSERV, Inc.  
 7095 SE Twin Oaks Circle  
 Stuart, FL 34997-4729**

**PAYMENT SCHEDULE (SEE TERMS: ABOVE)**

09/23/2014 - 11/22/2014 (1-60)..... \$62.00  
 11/23/2014 - 12/22/2014 (61-90)..... \$62.93  
 12/23/2014 - 01/21/2015 (91-120)..... \$63.86

**Approved by**

**TOTAL DUE \$62.00**

**Mark Boghich  
 GE Pension Plan Supervisor**

*Mark L. Boghich III* 9/24/2014



7095 SE Twin Oaks Circle, Stuart, FL 34997-4729, 1-866-XFRAUD6, 772-781-9435 (fax)

# INVOICE

Ms. Rosie Santos  
 Relationship Accountant  
 City of Tampa, Florida  
 General Empl. Pension Office  
 306 E. Jackson St, 7th Floor E  
 Tampa, FL 33602

Date: October 14, 2014  
 Invoice No: 0336/10142014DIS-141  
 Purchase Order:  
 Federal ID#: 52-1481319

**TERMS:** Net due upon receipt.  
 Invoices not paid in 60 days incur a 1.5% per month late charge.

Services provided by COMSERV, Inc related to investigating 2,633 records against a comprehensive computerized data base of deceased persons, which includes social security number validation.

Invoice Amount . . . . . \$62.00

**NOTE: Payment should be made to:**

**COMSERV, Inc.  
 7095 SE Twin Oaks Circle  
 Stuart, FL 34997-4729**

Approved by  
 Mark Boghich  
 GE Pension Plan Supervisor

*Mark L. Boghich*  
 10/15/14

**PAYMENT SCHEDULE (SEE TERMS: ABOVE)**

10/14/2014 - 12/13/2014 (1-60)..... \$62.00  
 12/14/2014 - 01/12/2015 (61-90)..... \$62.93  
 01/13/2015 - 02/11/2015 (91-120)..... \$63.86

**TOTAL DUE \$62.00**

September 15, 2014

City of Tampa, GE Pension Office  
Mark Boghich  
306 E Jackson St., 7th Fl East  
Tampa, FL 33602

Invoice #:6692

Professional Fees for Investment Consulting for  
the Period July 1, 2014 through September 30, 2014.

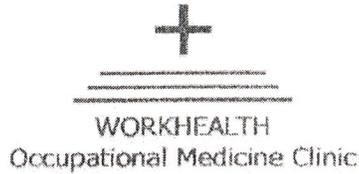
\$31,250.00

**Approved by**

**Mark Boghich**  
**GE Pension Plan Supervisor**

  
9/18/2014

Please remit to:  
Asset Consulting Group  
Attention: Accounts Receivable  
231 S. Bemiston, 14th Floor  
St. Louis, MO 63105  
Federal ID #26-0887580



# INVOICE

E. Yemi Owl, MD

Date: 07/23/14

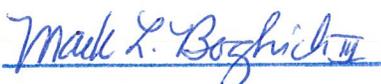
Invoice: 2694

Medical Director

ME63536  
 DEA: B01600560  
 NPI: 1881819365  
 Tax ID# 264101954  
 FECA: 614164100

To: CITY OF TAMPA  
 306 EAST JACKSON STREET  
 7<sup>TH</sup> FLOOR EAST  
 TAMPA, FL 33602

Doctor	Date of Service	Payment Terms	Bill Date
E. Yemi Owl, MD	07/10/14	Net 30 days	07/23/14

Date	Description	Code	\$ Charges
07/10/14	Re: Lorrie Mejia	-----	-----
	SS# : XXX-XX-2694	-----	-----
	INDEPENDENT MEDICAL EXAMINATION	2HRS 45 MINS	\$825.00
	Approved by		
	Mark Boghich GE Pension Plan Supervisor	Total Charges	\$825.00
		Total Due	\$825.00

Make all checks payable to Workhealth Occupational Medicine Clinic  
 9/17/2014 **Thank you for your business!**

Workhealth Occupational Clinic 607 w. M L King Jr Blvd Ste# 102, Tampa, FL 33603  
 Phone (813) 238-1222 Fax (813) 238-1214

Justin Vaske  
City of Tampa/General Employee Retirement Fund

**INVOICE**

FEDERAL ID # 68-0123751

**ANNUAL MEMBERSHIP DUES: January 2015 – December 2015**

**AMOUNT DUE: \$450.00**

Due Upon Receipt – Return Invoice with Payment

Please Make Check Payable to: **NAPPA**  
2410 Hyde Park Road, Ste B  
Jefferson City, MO 65109-4780

\*\*\*\*\*

*Please review and make any necessary corrections to your contact information below. PLEASE PRINT CORRECTIONS.*

**GENERAL INFORMATION:**

Title: Assistant City Attorney  
Phone: (813) 274-7179  
Fax:  
Email: [justin.vaske@ci.tampa.fl.us](mailto:justin.vaske@ci.tampa.fl.us)

**MAILING ADDRESS:**

Justin Vaske  
City of Tampa/General Employee Retirement  
Fund  
315 East Kennedy Boulevard, 5th Floor  
Tampa FL 33602

**PHYSICAL LOCATION:**

*(If different than mailing address)*

Justin Vaske  
City of Tampa/General Employee Retirement  
Fund  
315 East Kennedy Boulevard, 5th Floor  
Tampa FL 33602

Initial here if contact information is correct:   jv  

**Approved by**

Mark Boghich  
GE Pension Plan Supervisor



10/8/2014



The Voice for Public Pensions

# INVOICE

Tuesday, September 16, 2014  
Invoice No: 3371

**444 North Capitol St., NW Suite 630  
Washington DC 20001**

**Bill To:**

City of Tampa, FL General Employees Retirement Fund  
~~Attn: Shell Glanton~~  
306 E. Jackson St., 7th Floor  
Tampa, FL 33602

Member Number: 25068

**Remit Payment To:**

**NCPERS**  
444 North Capitol St., NW  
Suite 630  
Washington, DC 20001

DESCRIPTION	UNIT PRICE	QTY	AMOUNT
Membership Renewal Member Type: Fund thru: 12/31/2015	\$500.00	1	\$500.00
TERMS: Net 90			
			<b>Subtotal</b>
			\$500.00
			<b>Sales Tax</b>
			\$0.00
			<b>Prior Payments</b>
			\$0.00
			<b>TOTAL DUE</b>
			\$500.00

**Notes:**

Your current membership expires on: 12/31/2014

**Thank you!**

All payments must be made in US Dollars. Please include member number on your check.

**Please return this portion with your payment**

Member # \_\_\_\_\_ Organization Name \_\_\_\_\_

Invoice number \_\_\_\_\_

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV \_\_\_\_\_

Name on Card \_\_\_\_\_

Address Card is billed to \_\_\_\_\_

**Please verify address and provide corrections below:**

Organization Name: \_\_\_\_\_

Primary Billing Person: ATTN: MARK BOGHICH

Mailing Address: \_\_\_\_\_

City, State, Zipcode: \_\_\_\_\_

Approved by

Mark Boghich  
GE Pension Plan Supervisor

Mark L. Boghich

9/22/2014

# FORDHARRISON<sup>LLP</sup>

## Remittance Statement

October 8, 2014

Remittance Statement for services in connection with our file number 011061.0007:

City of Tampa

---

Summary of charges for invoice #605061:

CURRENT FEES .....	\$	<u>475.00</u>
<b>CURRENT AMOUNT DUE.....</b>	<b>\$</b>	<b>475.00</b>

Please remit this copy with your payment to:

FORD & HARRISON LLP  
Post Office Box 101423  
Atlanta, Georgia 30392-1423

Approved by  
Mark Boghich  
GE Pension Plan Supervisor  
Mark L. Boghich  
10/15/2014

# FORDHARRISON<sup>LLP</sup>

## Remittance Statement

October 8, 2014

Remittance Statement for services in connection with our file number 011061.0009:

City of Tampa

---

Summary of charges for invoice #605062:

CURRENT FEES .....	\$	<u>325.00</u>
<b>CURRENT AMOUNT DUE.....</b>	<b>\$</b>	<b>325.00</b>

Please remit this copy with your payment to:

FORD & HARRISON LLP  
Post Office Box 101423  
Atlanta, Georgia 30392-1423

Approved by

Mark Boghich  
GE Pension Plan Supervisor

Mark L. Boghich

10/15/2014