

CONTINUING AND NEW PROJECTS

FOR FY 15 -16

SEPTEMBER 25, 2015

1. Information Systems Upgrades:

Complete ongoing planning meetings with ITD Staff to develop and approve work plan for computer systems upgrades incorporating changes enacted by the Pension Reform Ordinance. City Council action is required to correct several "flaws" in Ordinance language.

Develop work plan, ongoing oversight of the building, testing and implementation of our new "Share Plan" program within the Oracle Information System.

2. Records Retention Project:

Continue review of available programs and systems, select vendor to be utilized in digitization of our records. Vendor must meet all City requirements.

In accordance with State regulations conduct review of existing records and documents. Discard documents that are not necessary to retain for business or historic purposes.

HANDED OUT AT BOARD MEETING
SEPTEMBER 25, 2015

by: John Keane

Review document files selected for scanning;
remove duplicate copies, paper clips and
staples.

Coordinating with selected vendor:

Select filing system and design.

Assemble documents by date.

Determine "index" requirements.

Obtain Board approval for Contract.

3. Investment Manager and Advisors Contracts:

All professional service contracts and
agreements must be amended to include new
disclosure requirements enacted in the pension
reform Ordinance.

Renewal of all Investment Manager
Contracts on the Board Agenda for
September 25, 2015, for approval.

All other "professional service
agreements" in
process of amending, if required.

4. Actuarial Studies:

Required Member and Beneficiary data for the
2015 Actuarial Study has been transmitted to
the Fund Actuary. Monitor necessary data
corrections.

Performance data will be provided the Fund Actuary following the close of the fiscal year on 9-30.

5 year Experience Study authorized by the Board in February 2015 is underway. Results will impact 2015 Actuarial Study.

Coordinate with City Webmaster and the Division of Retirement the placement of Actuarial and other information on City and State websites.

5. Summary Plan revision and update:

Annual update required by Chapters 175 and 185. Provide information to new Members when employed. Revised edition will be placed on Fund "website".

6. Litigation:

Monitor ongoing and potential Securities Class Action cases the Fund is or may become the lead or co-lead plaintiff or class member.

Review information from Securities Litigation Counsel with Fund Counsel on new cases.

Assemble documents required for filing case, and at various stages of discovery.

Testify at deposition when scheduled.

Participate in settlement discussions with Fund Counsel and Securities Counsel.

Coordinate filing of claims to insure recovery of awarded damages.

7. Financial Reporting:

Coordinate with Controller and Financial Manager production of required documents for annual Independent Audit.

Working with City Comptroller Staff and Fund Staff insure all required information is available to produce the Annual State Report.

Monitor status of reports meet time deadlines established by City Finance Department and Division of Retirement.

File annual reports required by FS 119.075.

Monitor filing of Quarterly Gift Reports and Annual Financial Disclosure by Trustees and Administrator.

Oversight of monthly budget update to Board.

Schedule meetings with Investment providers for review of new investment products.

Recommend rebalance of Investment portfolio to maintain Asset Allocation Plan and Investment Policy Statement as required.

Monitor completion of annual affidavit program to insure compliance and protection of fund assets.

Schedule and conduct hearings for beneficiaries who fail to file required annual affidavit.

Update Fund website to comply with new requirements in 112.664.

Coordinate with Fund Actuary transfer of funds required by Section 121.114(c).

8. Special assignments and programs:

Continue responding to new requests for documents from the "Forensic Auditor" selected by the City Council.

9. Succession Planning - Staff Cross Training:

Notice of position opening for Executive Director Administrator posted on City Employee Service web site on August 18th.

Personnel Committee will be requested to authorize expansion of position notice to include national pension industry publications and organizational web sites.

10. Staff Personnel:

Schedule and conduct additional cross-training for various staff members when normal operational needs permit.

Select "temporary part time" employee to assist in ongoing projects - records retention and training and vacation relief.

Conduct performance evaluation of newly assigned employee and Annual Evaluation of all employees.

11. Building & Parking Garage and Sidewalk Issues

1. Skylight and Fire Protection System

A. Develop and obtain Board approval for Contract to be awarded for replacing Skylight due to continued leakage and resulting damage to building.

B. Develop and obtain Board approval for Contract to be award for relocating portion of Fire sprinkler system in coordination with Skylight replacement.

C. Develop and obtain Board approval for Contract to be award for Sheetrock repairs and

painting required following relocation portions of Fire sprinkler system.

D. Develop and obtain Board approval for Contract to be award for Tile and Flooring following Skylight replacement and Fire System repairs.

E. Selected contractor will repair as necessary doors in parking garage.

2. Telephone System, Security and Fire Systems

A. Continue reallocation of entire telephone service to City exchanges for budgetary *savings*.

B. Changing telephone service vendors will impact the operation of Security and Fire Systems. Both systems will be modified to accommodate the City exchange.

3. Emergency Generator.

Replacement of oldest emergency generator is required. Some building systems rely on emergency power for continuous operations.

4. Sidewalk Issues.

A. Sidewalk safety issues due to broken bricks and cracks in sidewalk areas in front of building have been reported. City inspectors marked site.

B. Standing water on portions of front sidewalk present safety issues. City inspectors have visited for inspection.

C. City is responsible for tree trimming and maintenance of trees and plant beds on right of way. Continuous monitoring of tree branches required to prevent building damage.

5. Increase revenue from Parking Garage

Continued expansion of customer base in parking garage to increase the number of monthly parking customers is a top priority. City Council recently reduced parking fees at City facilities requiring reduction of our monthly parking fee to maintain customers.

12. Finance and Investment Advisory Committee

Training has been completed for the 5 Members to be selected by the Board. See attachment.

Following Board approval, nominations must be submitted to City Council for confirmation.

Continue to seek additional applicants for the Advisory Committee due to anticipated turnover.

13. Baldwin Inter-Local Agreement

In 2014 the Florida Legislature amended Chapter 185 to permit receipt by the Police and Fire Pension Fund the Chapter Fund allocation for Baldwin, due to the Jacksonville Sheriff's Office providing law enforcement service to the Town of Baldwin. Enactment of enabling legislation by the Town of Baldwin and the Jacksonville City Council is required. Project

is being handled by the Office of General Counsel. Introduction of Legislation is long pending.

14. Trustee Education on new Asset Classes.

Dan Holmes with Summit presented "Private Equity Trustee Education" at the August Board meeting, with additional Trustee education programs to be scheduled prior to revising the Asset Allocation Plan and Investment Policy Statement.

15. Annual Affidavit Program.

Over 200 affidavits have not been returned by Members or beneficiaries, the deadline for return is September 30th. Follow up telephone calls from staff have begun. Failure to return the annual affidavit can result in suspension of pension benefits. Hearings must be scheduled and held prior to Board action in suspending pension benefits.