

CITY OF PORT ORANGE
FIRE AND RESCUE PENSION BOARD OF TRUSTEES QUARTERLY MEETING
PORT ORANGE CITY HALL
1000 City Center Circle, City Hall Conference Room
PORT ORANGE, FLORIDA 32129
AGENDA

Monday, August 22, 2016, 4:30 P.M.

Any person who decides to appeal any decision of the Pension Board with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need 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 call Board Secretary Josh Moore at the Fire Department Headquarters, 386-506-5900, at least 24 hours prior to the meeting.

I. CALL TO ORDER/DETERMINATION OF A QUORUM

II. APPROVAL OF MINUTES - [Quarterly Meeting - June 6, 2016](#); [Special Meeting - June 17, 2016](#)

III. REPORTS (ATTORNEY/CONSULTANTS)

1. Burgess Chambers (BCA), Performance Monitor
 - Quarterly report - June 30, 2016
2. Scott Christiansen, Plan Attorney
 - State monies
3. Sheila Hutcheson, Julie Enright, Plan Administration
 - PNC quarterly retiree death audit - no deaths reported by bank.
 - Death of Carl Campbell (July 26, 2016) was reported by his family; 66&2/3% benefit processed to his joint annuitant as of August 1, 2016.
 - [PNC fee reduction \(effective billing as of 9/30/16\) authorized by Board processed; fee addendum was executed in June, 2016.](#)
 - [2015 Annual Report has been approved by the Division of Retirement \(notice dated 7/13/16\).](#)
 - Authorization to BCA for allocation of State monies when received.
 - Annual Financial Disclosure Forms were all timely filed by July 1, 2016.
 - Pension Fiduciary Insurance renewal application (for 10/5/16 policy) was submitted on 7/11/16; premium expected in September and coverage will be bound
 - [Police/Fire Pension Conference \(Division of Retirement\) Orlando \(Nov. 2 - 4, 2016\)](#)
 - Detailed accounting of prior fiscal year's administrative expenses will be submitted to the Board at the November meeting.
 - Benefit confirmation forms will be sent to retirees with a notice of the change of Administrator to Julie Enright as of Jan. 1, 2017.
 - Authorization for Attorney to prepare contract for Plan Administrator Julie Enright (as of Jan. 1, 2017) at a fee of \$1800/month (same as current Administrator's contract), guaranteed for one year + reasonable expenses, such as mileage, postage, copying.
 - Next quarterly meeting is on November 14, 2016 in the Conference Room - 4:30 p.m.

IV. NEW BUSINESS - Consideration of administrative budget for submittal to the City and for availability to Plan Members (for FY 16/17)

V. OLD BUSINESS

VI. RATIFICATION: DISBURSEMENTS/RETURN OF CONTRIBUTIONS and DEPOSITS

- **DISBURSEMENTS**

1. Sheila Hutcheson, Professional Services - **\$5,400.00** (quarterly administration fees)
2. Christiansen & Dehner, Professional Services - **\$39.40 , \$1,641.27**
3. PNC fees for custody, quarterly fee, 2nd quarter, 2016 : SSI -**\$296.71**; MCV - **\$219.52**; Real Estate - **\$164.81**; International - **\$344.39**; FMI - **\$686.81** (total fees: \$1,712.24)
4. PNC Asset Management, quarterly fee, 2nd quarter, 2016 - **\$6,267.78**
5. Fiduciary Management Inc., quarterly fee, 2nd quarter, 2016 - **\$9,917.00**
6. Burgess Chambers, Performance Monitor, quarterly fee, 2nd quarter, 2016 - **\$11,953.68**
7. SSI, quarterly fee, 2nd quarter, 2016 - **\$5,062.00**
8. American Core Realty Fund - quarterly fee, 2nd quarter, 2016 -**\$3,293.15**
9. Foster & Foster, actuarial services - **\$635.00, \$10,604.00**
10. Randy Lowe, refund of member contribution to non-vested member - **\$7,466.84**
11. Trustee Meeske, Police/Fire Pension Conference (May, 2016), mileage & meals reimbursement - **\$348.47**
12. Chris Weir commencement of normal retirement on September 1, 2016, lifetime with 100% joint survivor option - **\$2,169.40** /month (estimate)

DEPOSITS - none

VII. STAFF REPORTS, DISCUSSION, AND ACTION

VIII. TRUSTEES' REPORTS, DISCUSSION, AND ACTION

IX. REQUESTS FROM THE PUBLIC/EMPLOYEES PRESENT

CITY OF PORT ORANGE
FIRE AND RESCUE PENSION BOARD OF TRUSTEES QUARTERLY MEETING
MINUTES
Monday, June 6, 2016, 5:30 P.M.

Members Present:	Bob Ford Joe Meeske Josh Moore Jim Reardon
Members Absent:	Chris Taylor
Plan Administrator:	Sheila Hutcheson
Plan Attorney:	Scott Christiansen
Consultant:	Frank Wan, Performance Monitor (BCA)
Investment Manager:	Richelle Hayes, American Realty Advisors
City Staff:	Kenneth Fustin, Fire Chief

CALL TO ORDER/ DETERMINATION OF A QUORUM

The meeting was called to order at 5:31 p.m. by Chairman Reardon. There was a quorum with three members present.

APPROVAL OF MINUTES - Quarterly Meeting - February 22, 2016

Member Ford made a motion to approve the minutes of the quarterly meeting on February 22, 2016; Member Meeske seconded the motion, which passed unanimously.

REPORTS (ATTORNEY/CONSULTANTS)

Richelle Hayes, American Realty Advisors

Ms. Hayes provided an overview of the firm's staff; number and types of properties, amount and types of investments, and their ten office locations. All properties currently owned are in the United States, but the firm is now open to investors from outside the country, based on a fairly recent change in status. Currently, there are only two foreign investors. Their clients are all pension plans, with 92 clients in Florida and over 400 throughout the country. American Realty has had no conflicts of interest or securities issues in the firm's history. The firm has only retail, office, multi-family, and industrial properties. Ms Hayes then noted some recently purchased properties in Florida and other areas of the country. If there were a need to liquidate, it could be accomplished at the end of a quarter. Next, Ms. Hayes reported on the specifics of this Plan's original \$1 million investment in December, 2014, which has increased to \$1.82million as of March 31, 2016, with a 13.36% return in the past one year. The return was over 15% in calendar year 2015. The risk/returns' ratio was highlighted, noting that American Realty is risk averse. There is no queue for exiting the fund. The Plan's dividends are currently being reinvested. The fund this plan is invested in is twelve years old, and has over 300 investors.

The report continued with a review of the types and amount of debt. The firm is 17.7% leveraged, which is quite low, but bodes well for changes in the interest rates. New properties include what is called a "continuum." A new purchase in this regard is land for mixed use purposes (adjacent to Harvard). She concluded by advising that American Realty is a fiduciary to the Plan. Chairman Reardon asked if there are more inflows than outflows. Ms. Hayes said that, currently, monies are in queue to come into the fund, with no funds going out.

Burgess Chambers (BCA), Performance Monitor, quarterly report

Mr. Wan opened with some comments on the price of properties in New York, the foreign investments there and other cities in the country. He then said the latest topic on the economy is whether or not the Federal Reserve will raise rates. Banks have been struggling during the past ten years. Individuals' ability to borrow money has become more difficult. He discussed the economy for the last quarter and what will happen in the next six months. Mr. Wan reported on several changes that have been made to the portfolio over the past few years. Next, he discussed the returns: 2.0% for the quarter; 4.2% for the fiscal year to date; and 6.5% for the last three and five years' periods, all net of fees. The fund had \$24,071,947 on March 31, 2016, compared to \$23,491,111 on December 31, 2015.

Mr. Wan then discussed the individual managers. He had followed up with PNC after the February meeting, based on the negative returns, and BCA is still comfortable with the firm's strategy. He also negotiated the fees again, with a reduction from .35% to .25%.

Member Ford made a motion to authorize the Attorney to prepare a fee addendum with PNC reducing the rate to .25% for execution by the Chairman and Secretary; Member Meeske seconded the motion, which passed unanimously.

The Chairman commented on the percentile rankings for PNC, noting how poorly PNC did for the quarter, although will much better performance over the long term, which is most important. Member Meeske asked about the impact of a rate increase, if this action is taken by the Federal Reserve. Mr. Wan said an increase, if approved, should not have much effect over the long term. Member Meeske also asked about the investment in bonds, based on the low returns. Mr. Wan stated that the portfolio needs to be balanced for protection, but it is recognized that bond investments do adversely affect the fund's overall return. However, bonds do provide a reasonable return over the years. The risk in the portfolio will be evaluated in the next quarter and some recommendations for change may be made.

In conclusion, Mr. Wan also commented on the change in the sweep account, which is included in the Administrator's report. Due to the deadline for designation of the sweep account preceding today's meeting (May 23, 2016), a letter of direction was sent to PNC in this regard based on BCA's recommendation. Accordingly, the Board is asked to ratify this action.

Motion Ford made a motion to ratify the change in the automated sweep account to the PNC Government Money Market Fund as outlined in the May 13, 2016 letter of direction from the Chairman; Member Reardon seconded the motion, which passed unanimously.

Scott Christiansen, Plan Attorney

The Attorney opened by reminding the Board that the Annual Financial Disclosure Forms are due by July 1, 2016 with the Supervisor of Elections' Office.

Member Ford asked about the format change on the form, having heard the form may ask for more detailed financial information in the future. He said, that if this happens, it would discourage

participation. The State legislature may consider that change in the future. The Attorney said there is a change on the current forms regarding the requirement for ethics training, applying only to elected officials.

Legislative update

Mr. Christiansen reported that none of the proposed changes (expansion of cancers under the “presumed” diseases for fire personnel or the change in the exemptions to public records to include information on former firefighters, instead of only covering active firefighters). The Attorney said that a section of the public records statute was changed to provide that, going forward, contracts with vendors held by the vendor are a public record; future contracts will include this provision.

The report continued with confirmation that the Plan’s ordinance from the new labor contract was enacted by the City Council on May 3, 2016 and has been filed with the Division of Retirement. Mr. Christiansen asked if the Summary Plan Description (SPD) could wait to be changed to include the new labor contract provisions at its next scheduled date re-issue date of June, 2017. Member Meeske said that should be sufficient, with no need to update the SPD off-cycle, as the ordinance itself is attached to the contract and is correct.

Sheila Hutcheson, Plan Administrator

- Administration services

Ms. Hutcheson advised that she would like to work through the end of December and then retire. She commented on her ten years’ tenure as Administrator and recommended an associate, Plan Administrator Julie Enright, for the Board’s consideration. Based on her extensive experience and knowledge of the Board, Plan members and retirees, labor issues, etc., Ms. Hutcheson said that Ms. Enright is ideally suited to this position. She has extensive administration experience with large, complicated Fire pension plans, labor negotiations, statutory issues, internal City operations, legislative bodies, and has worked for many years with both Ms. Hutcheson and the Port Orange Police Pension Board Administrator, who was hired, sight unseen, by the Board based on her recommendation. The Police Board Administrator is not taking on any additional plans, but would work with Ms. Enright to assist in the transition. Additionally, Ms. Enright has agreed to work with the Board and me for the remainder of this year, unpaid, in preparation for formal retention as Administrator as of December 1, 2016 (one month of paid “overfill” status) and will guarantee that her rate will remain the same as mine (\$1,800/month plus expenses) for at least one year. Ms. Hutcheson said that she has a deep commitment to the Plan, Board, members, and retirees, and purposely remained active to accomplish certain goals, including the processing of all DROP participants; the last member has retired as of June 1, 2016 and the change through the contract of the one-year limit to DROP entry, etc. Additionally, the phase-in provides for the current Administrator to ensure that certain one time/year items are covered with the new Administrator, such as the budget, administrative expenses report, Annual Report; Valuation, and written notice to all consultants, managers, staff, and members/retirees of the change. If the Board concurs, she recommended a special meeting to meet Ms. Enright, who would then begin to attend quarterly meetings and work with Ms. Hutcheson on Plan activities. The Board thanked Ms. Hutcheson for her service and concurred with her recommendations.

It was the consensus of the Board to approve retaining Julie Enright as the Plan Administrator as outlined above. The Board will hold a special meeting on June 17, 2016 to meet Ms. Enright and to further discuss the transition of services.

- PNC quarterly retiree death audit - no deaths reported.
- Letter of direction was processed to raise cash for DROP distribution on 4/1/16 (\$315,088.34).
- Ratify letter of direction dated 5/13/16 that raised cash for last current DROP member's distribution on 6/1/16 (\$255,000).

By consensus, the Board ratified the letter of direction.

- PNC notice (4/25/16) regarding changes to automated cash sweep investment fund. Ratify BCA recommendation in this regard (5/12/16 letter signed by Chairman) processed due to 5/23/16 deadline.

By consensus the Board ratified the letter of regarding the automated cash sweep account. This was approved by a formal motion under the Consultant's report.

- The approved FY 14/15 accounting of administrative expenses was sent to the City, Plan Members (via posting on bulletin boards), and the Actuary on 2/23/16.
- Status from City Clerk of posting of required documents (5/5/16 email) on the City's website: Section 112.64, Florida Statutes, Compliance Statement (from Foster & Foster); five-year history of investment returns compared to assumptions and investment portfolio asset allocations (2-page charts from performance consultant); and Fire and Rescue Pension Fund - Actuarial Valuation Report as of October 1, 2015. This was confirmed on May 27, 2016 by the City Clerk.
- 2015 Annual Report has been filed with the Division of Retirement.
- Member Ford had requested City cost reduction in the assumed rate of return for the next valuation. This action had been taken 11/17/14 and began in the 2014 valuation, with the first reduction to a 7.9% rate of return (with the goal of achieving a 7.5% rate of return in five years by 0.10%/year incremental reductions), and to include its impact on the unfunded liability and the City's cost.
- Next quarterly meeting is August 22, 2016 in the Conference Room - 4:30 p.m.

NEW BUSINESS - Discussion: City Clerk's request to allow public input for each agenda item (email dated 2/26/16).

Ms. Hutcheson recommended that the Board approve this request, although it is not required. The Attorney concurred.

Member Ford made a motion to approve allowing public input for each agenda item, as outlined in the information from the City Clerk; Member Meeske seconded the motion, which passed unanimously.

OLD BUSINESS – none

RATIFICATION: DISBURSEMENTS/RETURN OF CONTRIBUTIONS and DEPOSITS

- **DISBURSEMENTS**
 1. Sheila Hutcheson, Professional Services - **\$5,400.00** (quarterly administration fees)
 2. Christiansen & Dehner, Professional Services - **\$1,618.15, \$3,273.06, \$551.60**

3. PNC fees for custody, quarterly fee, 1st quarter, 2016 : SSI -**\$704.91**; MCV - **\$291.53**; Real Estate - **\$218.80**; International - **\$168.27**; FMI - **\$345.49** (total fees: \$1,729.00)
4. PNC Asset Management, quarterly fee, 1st quarter, 2016 - **\$5,781.80**
5. Fiduciary Management Inc., quarterly fee, 1st quarter, 2016 - **\$9,853.00**
6. Burgess Chambers, Performance Monitor, quarterly fee, 1st quarter, 2016 - **\$12,022.39**
7. SSI, quarterly fee, 1st quarter, 2016 - **\$4,862.00**
8. American Core Realty Fund - quarterly fee, 1st quarter, 2016 -**\$3,263.93**
9. Harry Thomas, commencement of retirement (end of DROP) on April 1, 2016 – lifetime with 100% joint survivor option - **\$3,737.75** /month option, distribution of DROP account - **\$254,739.20**
10. Carol Calache, commencement of line-of-duty disability on 2/8/16 - retiree's lifetime with first ten years guaranteed - **\$2,137.23**, on June 1, 2016 (final based on adoption of Ordinance #2016-5 on 5/3/16, increasing minimum line-of-duty disability benefit to 51% of earnings, instead of 42%); retroactive payment of **\$1,417.56** will also be paid for period from 2/8 - 5/31/16.
11. Trustee Meeske, Police/Fire Pension Conference (May, 2016), lodging - **287.00**; registration - **\$300.00**; expenses (mileage and meals) - **\$348.47**
12. Jim Reardon, reimbursement of postage for 2015 Annual Report - **\$11.90**
13. Processed a change in joint annuitant for retiree Robert Jania - increased monthly benefit to **\$863.55** (from \$836.32/month).
14. Foster & Foster, actuarial services - **\$10,604.00**

DEPOSITS

- Securities litigation settlements - **\$58.92, \$90.86**
- Robert Jania, cost of recalculation by Actuary for joint/survivor change - **\$200.00**

Member Ford made a motion to ratify the Disbursements, Return of Contributions and Deposits; Member Meeske seconded the motion, which passed unanimously.

STAFF REPORTS, DISCUSSION, AND ACTION/TRUSTEES' REPORTS, DISCUSSION, AND ACTION /REQUESTS FROM THE PUBLIC/EMPLOYEES PRESENT

The Board welcomed the new Fire Chief, Kenneth Fustin, who was introduced by Member Meeske. Chief Fustin, who has previously served on his agency's Fire Pension Board, said he looked forward to his position with the City. Mr. Meeske had an invoice from Foster & Foster, Plan Actuary, that was given to him by the City Finance Director. The invoice was for the Actuary's presentation to the City Council on March 15, 2016. Ms. Hutcheson and the Attorney said the invoice should be paid by the Board (not by the Fire Department as suggested by the Finance Director).

ADJOURNMENT - There was no further business; the Chairman adjourned the meeting at 6:42 p.m.

Respectfully Submitted:

Approved:

Sheila Hutcheson, Plan Administrator

Jim Reardon, Chairman

CITY OF PORT ORANGE
FIRE AND RESCUE PENSION BOARD OF TRUSTEES SPECIAL MEETING
MINUTES
Friday, June 17, 2016, 1:00 P.M.

Members Present: Jim Reardon
Bob Ford
Joe Meeske
Members Absent: Josh Moore
Chris Taylor
Plan Administrator: Sheila Hutcheson, Julie Enright

CALL TO ORDER/ DETERMINATION OF A QUORUM

The meeting was called to order at 1:20 p.m. by Chairman Reardon. There was a quorum with three members present.

Discussion: Transition process for plan administration

Ms. Hutcheson introduced Plan Administrator Julie Enright. The Board's consensus at the June 6, 2016 meeting was to retain Ms. Enright as the new Administrator for the Plan upon Ms. Hutcheson's retirement at the end of 2016. This meeting was set to discuss the logistics of the transition, which will be facilitated by Ms. Enright working with Ms. Hutcheson through the remainder of the year, with her formal contract for services beginning later this year or on January 1, 2017. The transition period will include formal notices to the Plan's consultants; retirees, Plan Members; City staff; Division of Retirement officials, etc. In this regard, Ms. Hutcheson distributed a sample notice that she had used in the transition of another plan for the Board's review.

There was general discussion and both Ms. Hutcheson and Ms. Enright will meet with Plan Members to discuss this change and any issues members may have. Trustee Meeske will check to see if there is interest by the members in a meeting.

REQUESTS FROM THE PUBLIC - none

ADJOURNMENT - There was no further business; the Chairman adjourned the meeting at 1:40 p.m.

Respectfully Submitted:

Approved:

Sheila Hutcheson, Plan Administrator

Jim Reardon, Chairman

Subject: 46th Annual Police Officers' and Firefighters' Pension Conference
From: DivisionOfRetirement@rol.frs.state.fl.us
Date: 7/27/2016 10:17 AM
To: SHutch9750@aol.com

TO: Board of Trustee Members and Other Interested Parties
FROM: Florida Division of Retirement
Municipal Police Officers' and Firefighters' Pension Office
SUBJECT: 46th Annual Police Officers' & Firefighters' Pension Conference
November 2-4, 2016 - Orlando, Florida

Save the Date! Our 46th Annual Police Officers' & Firefighters' Pension Conference is scheduled for November 2-4, 2016, sponsored by the Department of Management Services, Division of Retirement. This program is uniquely designed for pension plans established under Chapters 175 & 185, Florida Statutes.

Wednesday's program, on November 2, is designed specifically for new trustees, for those interested in becoming trustees, or for those who want a basic understanding of the operation of the pension plan. The program will offer a no-nonsense explanation of how the pension plan works and will include lectures from a plan attorney, actuary, and the Division of Retirement on the trustees' responsibilities. Participants will be encouraged to ask questions and participate in group discussions focusing on the fundamentals of pension fund management. If you are a new trustee, we encourage you to participate in this special program.

Thursday and Friday's programs, on November 3 and 4, are designed for both the new and seasoned trustee and will feature presentations on legal, actuarial, investment, administrative, and government in the sunshine issues, as well as an update on any Legislative changes. We will also be discussing new changes to the annual report, so make sure you attend! There will be an opportunity for questions and answers after each speaker to provide you with a chance to address concerns specific to your plan.

Special Announcement: Attendees will be given an opportunity to view the new active online annual report submission process, which will be in effect starting with the upcoming 2016 Annual Reports. This will be an exclusive preview of the online submission reporting process prior to submitting your next annual report.

There is no registration fee to attend! The program will be held at the Radisson Resort, Orlando Celebration, Florida. The Hotel is located at 2900 Parkway Blvd, Kissimmee, Florida 34747. To book your room please click. [here](#). It is important to use this link or state that you are attending the Police Officers' and Firefighters' Pension Conference when booking. This helps us to continue getting facilities to host our Fall conference.

Conference materials will be available for free by download on our website prior to the conference. If a participant prefers to have a hard copy of the materials printed, we are making arrangements for conference books to be available for purchase directly from the printer. Contact information for the printer and the cost for book purchase will be posted to our website and emailed soon. The books will be transported to the hotel and distributed to participants that pre-purchased the materials. **Conference materials must be pre-purchased and will not be available to purchase on-site.**

All police officer and firefighter plan participants, board of trustee members, plan sponsors, administrators, accountants, actuaries, investment advisors, legal counselors, other advisors, and anyone interested in the administration and operation of the Chapters 175 and 185 Pension Plans should take advantage of this unique, insightful, and informative program.

Please remember, we are only able to continue providing these low cost / no cost conferences for our plans based on satisfactory attendance. We know that plan participants and board members fulfill a vital role in our communities, and although you may not be able to attend every program, Florida Statutes require that the plan investment policy provide for continuing education of board members. This program will help to satisfy that requirement and educate the attendees on how the plans may be most effectively administered to ensure their continued health. Please consider our program when making your training plans so that we can continue to offer them to you.

In the upcoming months, you will be able to access information and updates about the Fall Conference, including a copy of the program when completed, and links to register at the Radisson Resort, Orlando Celebration, on our [website](#). If you have any questions, you may contact our office toll free at (877) 738-6737, or locally at (850) 922-0667.

I look forward to meeting with you in November, in Kissimmee!



FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

retirement
We serve those who serve Florida

Bureau Local Retirement Systems
Municipal Police Officers' & Firefighters' Trust Funds' Office
P.O. Box 3010
Tallahassee, FL 32315-3010
Tel: 850-922-0667 | Fax: 850-921-2161 | Toll-Free: 877-738-6737

Rick Scott, Governor

Chad Poppell, Secretary

APPROVED

MEMORANDUM

July 13, 2016

To: Mr. Jim Reardon, Chairman
Port Orange Firefighters' Pension Fund

From: Office of Municipal Police Officers' and Firefighters'
Retirement Trust Funds, Division of Retirement

Subject: 2015 ANNUAL REPORTS

This is to advise that we have reviewed and approved the 2015 Annual Report (s) for the Port Orange Firefighters' Pension Fund.

NOTE:

- Please provide a reconciliation between the Audit and Annual Report.
- Page 2, line 3 – Please provide a final signed copy of Ordinance #2015-1 and #2015-7, along with the impact statements. If you have already provided this information to our office then disregard this comment.
- Please provide revised pages of any information that has been corrected.

If you have any questions, please contact our office at (850) 922-0667.

mjm

Copy: Bradley R. Heinrichs, Plan Actuary
Zach Chalifour, CPA
Scott Christiansen, Plan Attorney
Sheila Hutcheson, Plan Administrator ✓

Approved

Subject: RE: PO Fire - Fee reduction to .25 basis points

From: Mario N Ruano <mario.ruano@pnc.com>

Date: 8/12/2016 8:29 AM

To: Janet W Newcomb <janet.newcomb@pnc.com>, Sheila Hutcheson <shutch9750@aol.com>

Confirmed.

Thanks,
Mario

-----Original Message-----

From: Janet W Newcomb

Sent: Thursday, August 11, 2016 5:55 PM

To: Sheila Hutcheson <shutch9750@aol.com>

Cc: Mario N Ruano <mario.ruano@pnc.com>

Subject: RE: PO Fire - Fee reduction to .25 basis points

Yes that would be correct.

I have included Mario on this email as well to provide confirmation.

Thanks and have a nice evening!
Janet

Janet W. Newcomb
Market Director, Missouri/Central IL
Senior Vice President
PNC Institutional Asset Management
PNC Bank, National Association
Managing Director, PNC Capital Advisors, LLC

120 S. Central, Suite 140
St. Louis, MO 63105
Locator S1-YB93-01-1
(p) 314.898.1521 | (c) 314.497.8030 | (f) 314.726.0593 janet.newcomb@pnc.com

-----Original Message-----

From: Sheila Hutcheson [<mailto:shutch9750@aol.com>]

Sent: Thursday, August 11, 2016 4:51 PM

To: Janet W Newcomb <janet.newcomb@pnc.com>; Sheila Hutcheson <shutch9750@aol.com>

Subject: PO Fire - Fee reduction to .25 basis points

Janet,

I have the executed fee addendum (signed in June 2016) reducing the fee from .35 basis points to .25 basis points. The billing for

June 30, 2016 is at .35 basis points, so I assume the 9/30/16 rate will reflect the .25 basis points - correct?

Thanks.

--

Sheila Hutcheson
Pension Plan Administrator
3860 Grantline Road
Mims, FL 32754
321-267-3082
321-267-4728 (facsimile)

Fee Letter — City of Port Orange Fire and Rescue Pension Plan — Exhibit A

Schedule of Compensation	• .25% on the market value of the assets in the investment accounts. • Amounts invested in any proprietary funds shall not be included in the market value fee calculation • The custodian shall be compensated .05% on all assets, however, no custody fee shall be charged on assets managed by PNC.										
Compensation Notes	• The annual fees above are based upon on the total market value of assets as of the billing date • One-fourth of the above fee will be charged each quarter for the previous quarter • Minimum annual compensation: \$7,500 • No additional service or upkeep charge for investing cash balances daily • No additional security processing and settlement charge for investment purchases or sales										
Supplemental Services	<table border="0"> <tr> <td>• Lump sum payments</td><td>\$25 per payment - waived</td></tr> <tr> <td>• Periodic payments</td><td>\$2 per check, plus postage - waived</td></tr> <tr> <td>• Tax reporting</td><td>\$1 per 1099-R, plus postage - waived</td></tr> <tr> <td>• State withholding</td><td>\$100 per state - waived</td></tr> <tr> <td>• Stock distributions</td><td>\$25 per distribution - waived</td></tr> </table>	• Lump sum payments	\$25 per payment - waived	• Periodic payments	\$2 per check, plus postage - waived	• Tax reporting	\$1 per 1099-R, plus postage - waived	• State withholding	\$100 per state - waived	• Stock distributions	\$25 per distribution - waived
• Lump sum payments	\$25 per payment - waived										
• Periodic payments	\$2 per check, plus postage - waived										
• Tax reporting	\$1 per 1099-R, plus postage - waived										
• State withholding	\$100 per state - waived										
• Stock distributions	\$25 per distribution - waived										
Disclosure Regarding Float Earnings	PNC Bank, National Association (PNC Bank) maintains omnibus accounts, i.e., in the form of a demand deposit and/or time deposit account to facilitate the transactions of employee benefit accounts. Incoming contributions are received into PNC Bank's related omnibus DDA accounts by wire, ACH, check deposit or transfer from a client's PNC DDA. Contributions received into the omnibus account on non-Vested Interest® clients are credited to the appropriate Plan account on the day that they are received and within standard guidelines. Contributions received from Vested Interest® clients are credited to the appropriate Plan account within three business days of receipt of a contribution file and the applicable funds. The "float period" with respect to contributions pending investment commences on the receipt of the applicable funds and ends when such funds are credited to the appropriate plan account. Exceptions would occur if data files are not received in a usable format or if there are discrepancies between the contribution file totals and the funds received for investment. Funds are returned to the client after 30 days if a resolution for unusable files has not occurred. All distributions including benefit payments, lump sum distributions and loan disbursements, paid by check from Plan accounts are drawn on an omnibus account. The float period commences on payable date and ends when the check is presented for payment. Checks are mailed to the payee no later than the business day following payable date. To minimize the duration of the float period, PNC Bank provides Plan Administrators with reports identifying outstanding checks on a quarterly basis. In addition, if a participant/beneficiary check is not presented for payment within 60 days, PNC Bank distributes a notice to the payee inquiring as to the status of the uncashed check. Distributions by direct deposit do not result in a float period. As part of its compensation for handling these transactions, PNC Bank anticipates benefiting from the use of the balances held in omnibus accounts during the float period at a rate that approximates the Federal Funds rate in effect at such time or times.										

Fee Letter — City of Port Orange Fire and Rescue Pension Plan - continued

Disclosure

PNC fee-schedules are subject to change from time to time, and any future increases or decreases shall be applied to all accounts subject to these rates.

PNC and its affiliates may also receive compensation from the mutual fund company or other financial services provider for advisory and other services to funds that may be held in your account. This compensation is in addition to the account level fee and is set forth in a separate disclosure grid available from your relationship manager. PNC and its affiliates refers to affiliates of The PNC Financial Services Group, Inc. which provide advisory and/or administrative, transfer agency, custody, omnibus record keeping and other services to and receive compensation from certain mutual funds and the financial services industry in general. The compensation earned by PNC and its affiliates from mutual fund investments is calculated as a percentage of the daily amounts invested in such mutual funds.

Mutual fund shares are not deposits or obligations of, or guaranteed or endorsed by, any bank, and are not insured by the Federal Deposit Insurance Corporation, the Federal Reserve Board or any other agency. An investment in mutual funds involves risks, including the possible loss of principal. Investments in money market mutual funds are neither insured nor guaranteed by the U.S. government and there can be no assurance that a money market fund will be able to maintain a stable \$1.00 net asset value. The compensation earned by PNC Bank and its affiliates from mutual fund investments is calculated as a percentage of the daily amounts invested in such mutual funds.

For non-ERISA accounts, the Fee on any portion of your account invested in one or more portfolios of mutual funds advised by PNC Bank affiliates (other than money market funds) will be reduced by 15%. There is no reduction of the account-level fee for amounts invested in affiliated money market mutual funds.

You may receive a mutual fund prospectus by contacting your PNC Relationship Manager.

City of Port Orange Fire and Rescue Pension Plan

By:

Signature

Jim Reardon, Chairman

Print Name and Title

6/17/16

Date

Signature

Josh Moore, Secretary

Print Name and Title

6/22/16

Date

PNC Bank

Signature

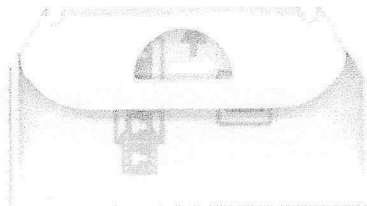
Janet Newcomb SVP Market Director

Print Name and Title

6/15/16

Date

Please keep a copy of this Fee Letter in your files



MEMORANDUM

August 11, 2016

TO: Port Orange Fire/Rescue Pension Board of Trustees

FROM: Sheila Hutcheson, Plan Administrator

SUBJECT: Administrative Expense Budget for FY16/17

As the Board will recall, based on F.S. 175.061 (8) (a), enacted July 1, 2015, an administrative expense budget must be adopted each fiscal year. This budget must be provided to the plan sponsor and made available to plan members before the beginning of the fiscal year (prior to October 1 of each year). Also, if the Board amends the administrative expense budget, a copy of the amended budget must be sent to the plan sponsor and a copy made available to plan members. The FY 15/16 budget did not require any amendments.

In accordance with this statute, attached is a proposed budget for FY16/17 (**DRAFT**) for your review and consideration. I have used the current fiscal year's (FY15/16's) actual/projected administrative expenses and/or actual expenses from FY 14/15 in preparing the proposed budget. Also noted are the assumptions used for the projected expenses. Based upon the Board's input and action, I will prepare the final budget for submittal (by October 1, 2016) to the plan sponsor (City of Port Orange). As the Board agreed last year, the final budget will include **only** the Fiscal Year budget, without the budget assumptions, as this is what the statute requires. In order to provide availability of the budget to the plan members, it will be posting on the bulletin boards in the Fire Stations and Headquarters.

The Board's action is needed by motion to adopt the FY16/17 administrative budget, which will be amended only if exceeded in the aggregate (not by line item), for submittal to the City of Port Orange and for posting on departmental bulletin boards for access by plan members.

City of Port Orange Fire/Rescue Pension Plan
Fiscal Year 2016-17 Budget DRAFT

Account Description	Prior Year Expense (actual or estimated)	Next Fiscal Year Budget
Membership Dues/Certification Fees		
Plan Expense:		
Service Providers:		
Actuary	*347,33.00	45,153.00
Administration Services	21,600.00	26,000.00
Custodian Banking Services	*7,202.96	8,644.00
Attorney/ Legal	19,237.08	29,505.00
Investment Consultant	47,204.81	56,652.00
Subtotal:	129,977.85	165,954.00
Other Plan Expenses:		
Insurance	*3,990.00	5,187.00
Miscellaneous Expenses	412.34	3,000.00
Education, Training & Travel , Membership Dues, Cert. Fees	1,230.51	6,000.00
Subtotal:	5,632.85	14,187.00
TOTAL:	135,610.70	180,141.00

Budget Assumptions

Increased 30% over actual paid in FY14/15.
No rate increase thru 9/30/17 by new Admin; includes funds for transition fee to former Admin.if needed
Increased by 20% over actual 14/15; fees based on assets; no increase in rate structure by PNC
Annualized 9 months actual for FY15/16 + 15%
Increased by 20%; fees are based assets; no increase in rate structure by BCA

Increased by 30%
Increased for any disability claims, postage, mileage, copying, other unanticipated expenses, etc.

Increased for additional conf./school attendance and new trustee training; FPPTA membership

*Actual paid in FY14/15

**City of Port Orange Fire and Rescue Pension Fund
Fiscal Year 2015 - 2016 Administrative Budget**

Account Description	Budget
Plan Expense:	
Service Providers:	
Actuary	45,916.00
Administration Services	21,600.00
Custodian Banking Services	8,644.00
Attorney/ Legal	18,609.00
Investment Consultant	52,567.00
Subtotal:	147,336.00
Other Plan Expenses:	
Membership Dues	1,000.00
Insurance	5,054.00
Miscellaneous Expenses*	2,500.00
Education, Training & Travel	3,000.00
Subtotal:	11,554.00
TOTAL:	158,890.00

*Misc. Expenses will also include other
postage, mileage, plaques, and unanticipated expenses, etc.

City of Port Orange Fire & Rescue Pension Trust Fund
Fiscal Year 2014 - 2015 - Detailed Accounting - Paid Administrative Expenses

Account Description	FY 14/15 Payments
Plan Expense:	
Service Providers:	
Actuary	34,733.00
Administration Services	21,600.00
Custodian Banking Services	7,202.96
Attorney/ Legal	16,686.45
Investment Consultant	45,710.46
Subtotal:	125,932.87
Other Plan Expenses:	
Membership Dues	0.00
Insurance	3,990.00
Miscellaneous Expenses*	125.01
Education, Training & Travel	396.00
Subtotal:	4,511.01
TOTAL:	130,443.88

*Misc. Expenses include postage and mileage

APPROVED BY THE PENSION BOARD OF TRUSTEES - FEBRUARY 22, 2016

FACSIMILE COVER SHEET

SHEILA G. HUTCHESON, Plan Administrator
Port Orange Fire/Rescue Retirement System
3860 GRANTLINE ROAD
MIMS, FL 32754
321-267-3082

TO: Mario N. Ruano
AVP, Account Manager

PNC Institutional Investments
Mail Stop: B7-YB13-13-2
1900 E. 9th Street
Cleveland, OH 44114

Via email

FROM: Sheila Hutcheson, Plan Administrator
Port Orange Fire/Rescue Pension Fund

DATE: 6/19/16

Number of Pages
Includes cover: 2

PAYMENT FROM ACCOUNT: Port Orange Fire/Rescue Pension Fund - Account #20-75-079-4493552

Please make the following payment from the above referenced account, as approved by a Board Member and Administrator Sheila Hutcheson on the attached statement.

PAYABLE TO: **Christiansen & Dehner, P.A.**

Amount: \$ 39.40

PAYMENT DESCRIPTION: Professional Legal Services - Invoice # 28308

Please mail check as follows:

Christiansen & Dehner, P.A.
63 Sarasota Center Blvd., Suite 107
Sarasota, FL 34240

Sheila Hutcheson

Sheila Hutcheson, Plan Administrator
321-267-3082
Shutch9750@aol.com

Christiansen & Dehner, P. A.

63 Sarasota Center Boulevard
Suite 107
Sarasota, FL 34240-

941-377-2200
Phone

941-377-4848
Fax

May 31, 2016

City of Port Orange Firefighters'
Pension Fund
3860 Grantline Road
Mims, FL 32754
ATTN: Sheila Hutcheson

Invoice Number

In Reference To: Fire Pension

9013

28308

Professional Services

	<u>Hours</u>	<u>Amount</u>
5/10/2016 Telephone conference with S. Hutcheson re: DROP payment.	0.10	39.40
For professional services rendered	0.10	\$39.40
Balance due		<u><u>\$39.40</u></u>

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

Jim Beardsley
6-17-16

Sheila Hutcheson
6-17-16

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

FACSIMILE COVER SHEET

SHEILA G. HUTCHESON, Plan Administrator
Port Orange Fire/Rescue Retirement System
3860 GRANTLINE ROAD
MIMS, FL 32754
321-267-3082

TO: Mario N. Ruano
AVP, Account Manager

PNC Institutional Investments
Mail Stop: B7-YB13-13-2
1900 E. 9th Street
Cleveland, OH 44114

Via email

FROM: Sheila Hutcheson, Plan Administrator
Port Orange Fire/Rescue Pension Fund

DATE: 7/19/16

Number of Pages
Includes cover: 3

PAYMENT FROM ACCOUNT: Port Orange Fire/Rescue Pension Fund - Account #20-75-079-4493552

Please make the following payment from the above referenced account, as approved by a Board Member and Administrator Sheila Hutcheson on the attached statement.

PAYABLE TO: **Christiansen & Dehner, P.A.**

Amount: **\$1,641.27**

PAYMENT DESCRIPTION: Professional Legal Services - Invoice #28634

Please mail check as follows:

Christiansen & Dehner, P.A.
63 Sarasota Center Blvd., Suite 107
Sarasota, FL 34240


Sheila Hutcheson, Plan Administrator
321-267-3082
Shutch9750@aol.com

Christiansen & Dehner, P. A.

63 Sarasota Center Boulevard
Suite 107
Sarasota, FL 34240-

941-377-2200
Phone

941-377-4848
Fax

June 30, 2016

City of Port Orange Firefighters'
Pension Fund
3860 Grantline Road
Mims, FL 32754
ATTN: Sheila Hutcheson

Invoice Number

In Reference To: Fire Pension

9013

28634

Professional Services

	Hours	Amount
6/6/2016 Preparation and attendance at Board Meeting.	1.40	551.60
Travel Time	4.50	886.50
For professional services rendered	5.90	\$1,438.10
Additional Charges :		

	Qty	
6/6/2016 Car Expense	1	129.60
Food Expense	1	19.00
Hotel Charge	1	54.57
Total additional charges		\$203.17

Total amount of this bill

\$1,641.27

Previous balance

\$39.40

Accounts receivable transactions

6/24/2016 Payment - thank you. Check No. 196634

(\$39.40)

Total payments and adjustments

(\$39.40)

Jim Reardon 7/19/16
Jim Reardon, Chairman Date

Sheila Hutcheson

PORT ORANGE FIRE PEN FHI LG CAP
20-75-079-4768517
MARIO N RUANO
(216) 222-9023

PNC BANK
AMG OPERATIONS - FEE GROUP
P.O. BOX 91249
CLEVELAND, OH 44101-3249

PER YOUR INSTRUCTIONS WE ARE CHARGING YOUR ACCOUNTS WITH
US FOR THE SERVICES THAT WE PROVIDED THIS BILLING PERIOD.
THIS CHARGE WILL OCCUR WITHIN FIVE BUSINESS DAYS FROM THE
DATE OF THIS INVOICE. IF YOU HAVE ANY QUESTIONS ABOUT ANY
ITEMS ON THIS ADVICE PLEASE CONTACT YOUR PLAN ADMINISTRATOR
AT THE ABOVE NUMBER.

20-75-079-3620912	PORT ORANGE FIRE PEN SSI INVT
20-75-079-4493578	PORT ORANGE FIRE PENSION MCV
20-75-079-4493586	PORT ORANGE FIRE PENSION RE
20-75-079-4493594	PORT ORANGE FIRE PENSION INT'L
20-75-079-4768517	PORT ORANGE FIRE PEN FHI LG CAP

TOTAL AMOUNT CHARGED

1,712.24

PORT ORANGE FIRE & RESCUE PENSIO
SHEILA HUTCHINSON-PLAN ADMIN
3860 GRANTLINE RD
MIMS FL

32754-5209

PLAN NAME: PORT ORANGE FIRE PEN FMI LG CAP
20-75-079-4768517

INQUIRIES:

MARIO N RUANO
(216) 222-9023

DATE: 07/15/2016

BILLING PERIOD:

FROM: 04/01/2016

TO: 06/30/2016

PAGE: 2

ADVICE OF CHARGES

ASSET BASED FEE

1,712.24

TOTAL AMOUNT CHARGED

1,712.24

PLAN NAME: PORT ORANGE FIRE PEN FMI LG CAP
20-75-079-4768517

FROM: 04/01/2016
TO: 06/30/2016
PAGE: 3

ASSET BASED FEES

SCHEDULE OF COMPENSATION:

.00050000 THEREAFTER

20-75-079-4768517	5,494,533	686.81
20-75-079-3620912	2,373,644	296.71
20-75-079-4493578	1,756,127	219.52
20-75-079-4493586	1,318,482	164.81
20-75-079-4493594	2,755,145	344.39

MARKET VALUE

TOTAL	MARKET VALUE	1,712.24
TOTAL ASSET BASED FEES		1,712.24
	TOTAL AMOUNT CHARGED	1,712.24

PORT ORANGE FIRE PENSION FIXED
20-75-079-4493552
MARIO N RUANO
(216) 222-9023

PNC BANK
AMG OPERATIONS -- FEE GROUP
P.O. BOX 91249
CLEVELAND, OH 44101-3249

PER YOUR INSTRUCTIONS WE ARE CHARGING YOUR ACCOUNTS WITH
US FOR THE SERVICES THAT WE PROVIDED THIS BILLING PERIOD.
THIS CHARGE WILL OCCUR WITHIN FIVE BUSINESS DAYS FROM THE
DATE OF THIS INVOICE. IF YOU HAVE ANY QUESTIONS ABOUT ANY
ITEMS ON THIS ADVICE PLEASE CONTACT YOUR PLAN ADMINISTRATOR
AT THE ABOVE NUMBER.

20-75-079-4493552 PORT ORANGE FIRE PENSION FIXED
20-75-079-4493617 PORT ORANGE FIRE PENSION SCC

TOTAL AMOUNT CHARGED 6,267.78

PORT ORANGE FIRE & RESCUE PENSIO
ATTN SHEILA HUTCHESON
PLAN ADMINISTRATOR
3860 GRANTLINE RD
MIMS FL 32754-5209

PLAN NAME: PORT ORANGE FIRE PENSION FIXED
20-75-079-4493552

INQUIRIES:

MARIO N RUANO
(216) 222-9023

DATE: 07/15/2016

BILLING PERIOD:

FROM: 04/01/2016

TO: 06/30/2016

PAGE: 2

ADVICE OF CHARGES

ASSET BASED FEE

6,267.73

TOTAL AMOUNT CHARGED

6,267.78

PLAN NAME: PORT ORANGE FIRE PENSION FIXED
20-75-079-4493552

FROM: 04/01/2016
TO: 06/30/2016
PAGE: 3

ASSET BASED FEES

SCHEDULE OF COMPENSATION:

.00350000 THEREAFTER

20-75-079-4493552	7,163,171	6,267.78
20-75-079-4493617	0	0.00

MARKET VALUE

TOTAL	MARKET VALUE	6,267.78
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TOTAL ASSET BASED FEES	6,267.78
------------------------	----------

TOTAL AMOUNT CHARGED	6,267.78
----------------------	----------

FACSIMILE COVER SHEET

SHEILA G. HUTCHESON, Plan Administrator
Port Orange Fire/Rescue Retirement System
3860 GRANTLINE ROAD
MIMS, FL 32754
321-267-3082

TO: Mario N. Ruano
AVP, Account Manager
PNC Institutional Investments
Mail Stop: B7-YB13-13-2
1900 E. 9th Street
Cleveland, OH 44114

VIA EMAIL

FROM: Sheila Hutcheson, Plan Administrator
Port Orange Fire/Rescue Pension Fund

7/21/16

Number of Pages

Includes cover: 2

PAYMENT FROM ACCOUNT: Port Orange Fire/Rescue Pension - Account # 20-75-079-4493552

Please make the following payment from the above referenced account, as approved by Board Member Jim Reardon and Administrator Sheila Hutcheson on the attached statement.

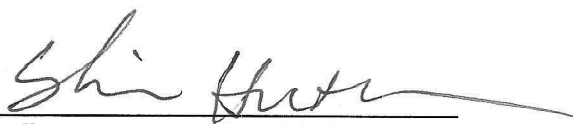
PAYABLE TO: **Fiduciary Management, Inc.**

Amount: **\$9,917.00**

PAYMENT DESCRIPTION: Investment Management Fees for quarter ending June 30, 2016

Please mail check as follows:

Fiduciary Management, Inc.
Accounts Receivable
100 East Wisconsin Ave., Suite 2200
Milwaukee, WI 53202


Sheila Hutcheson, Plan Administrator
321-267-3082



FIDUCIARY
MANAGEMENT, INC.
Investment Counsel

July 15, 2016

info@burgesschambers.com

shutch9750@aol.com

3860 Grantline Road

Mims, FL 32754

PORT ORANGE FIRE AND RESCUE PENSION FUND

20-75-079-4768517

STATEMENT OF MANAGEMENT FEES

Fiduciary Management, Inc.

For The Period April 1, 2016 to June 30, 2016

Portfolio Valuation as of 06-30-16

6,102,468

6,102,468 @ 0.6500% per annum

9,917

Quarterly Management Fee

9,917

TOTAL DUE AND PAYABLE

9,917

Remit to:

Accounts Receivable

Fiduciary Management, Inc.

100 East Wisconsin Avenue

Suite 2200

Milwaukee, WI 53202

Fiduciary Management, Inc.'s Wire Instructions:

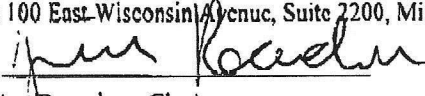
Bank name: Johnson Bank

ABA routing Number: 075911852

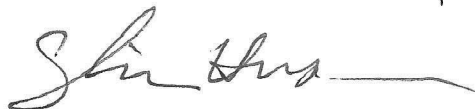
Account Number: 1002052254

Account name: Fiduciary Management, Inc.

Address: 100 East Wisconsin Avenue, Suite 2200, Milwaukee, WI 53202


Jim Reardon, Chairman

Date: 7/15/2016



FACSIMILE COVER SHEET

SHEILA G. HUTCHESON, Plan Administrator
Port Orange Fire/Rescue Retirement System
3860 GRANTLINE ROAD
MIMS, FL 32754
321-267-3082

Mario N. Ruano
AVP, Account Manager
PNC Institutional Investments
Mail Stop: B7-YB13-13-2
1900 E. 9th Street
Cleveland, OH 44114
Via EMAIL

FROM: Sheila Hutcheson, Plan Administrator

Port Orange Fire/Rescue Pension Fund

DATE: 8/5/16

Number of Pages

Includes cover: 2

PAYMENT FROM ACCOUNT: Port Orange Fire/Rescue Pension Fund - Account #20-75-079-4493552

Please make the following payment from the above referenced account, as approved by Board Member Jim Reardon and Administrator Sheila Hutcheson on the attached statement.

PAYABLE TO: Burgess Chambers & Associates, Inc.

Amount: \$11,953.68 (invoice #16-234)

PAYMENT DESCRIPTION: Performance Monitoring Services - 2nd qtr., 2016

Please mail check as follows:

BCA, Inc.
315 E. Robinson Street, Suite 690
Orlando, FL 32801



Sheila Hutcheson, Plan Administrator
321-267-3082

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

Invoice

Date	Invoice #
8/2/2016	16-234

Bill To

Sheila Hutcheson
Port Orange Fire and Rescue
Pension Plan Administration & HR
3860 Grantline Rd
Mims FL 32754

Description	Amount
Second Quarter 2016, Investment Performance and Advisory Fee per contract Market Value as of 6/30/16: \$23,907,375 Fee Calculation per contract: .0005 X 23,907,375=11,953.68	11,953.68
Total	\$11,953.68

Phone #	Fax #
(407) 644-0111	(407) 644-0694

Jim Reardon 8/3/16
Jim Reardon, Chairman Date

Sh. Davis

Investor Summary

City of Port Orange Fire and Rescue Pension Fund Account No. 1329

For the Quarter Ended June 30, 2016

	Date	Transaction	Unit Value	Units	Total
Beginning Net Asset Value	03/31/16		\$ 120,477.3179	9.8124	\$ 1,182,167.15
Contributions	-	\$ -	-	-	-
Withdrawals	-	-	-	-	-
Net Income Before Fees		12,648.38			12,648.38
Distributions Declared	06/30/16	17,718.77			
Asset Management Fees		(3,293.15)			(3,293.15)
Available for Reinvestment/Distribution		14,425.62			(14,425.62)
Amount Reinvested	06/30/16	14,425.62	120,187.0990	0.1200	14,425.62
Distribution Payable		-			-
Unrealized Gain/(Loss)		5,619.49			5,619.49
Realized Gain/(Loss)		\$ (3,396.83)			(3,396.83)
Ending Net Asset Value	06/30/16		\$ 120,187.0990	9.9324	\$ 1,193,745.04

Total Number of Units	9.9324
Current Unit Value	\$ 120,187.0990
Percentage Interest in the Fund	0.03%

Performance History

	2Q2016	Year-to-Date	One-Year	Three-Year*	Five-Year*	Ten-Year*	Since Inception*
Gross of Fees							
Income Return	1.07%	2.12%	4.40%	n/a	n/a	n/a	4.71%
Appreciation Return	0.19%	1.79%	6.04%	n/a	n/a	n/a	7.32%
Total Return	1.26%	3.92%	10.64%	n/a	n/a	n/a	12.29%
Net of Fees							
Income Return	0.79%	1.55%	3.24%	n/a	n/a	n/a	3.55%
Appreciation Return	0.19%	1.79%	6.04%	n/a	n/a	n/a	7.32%
Total Return	0.98%	3.35%	9.42%	n/a	n/a	n/a	11.06%

Inception Date: July 1, 2014

Performance Disclaimer:

The returns above for the Plan's investment in the American Core Realty Fund include leveraged returns before (gross) and after (net) the deduction of investment management fees and may include the reinvestment of some income. The sum of annualized component returns may not equal the total return due to the chain-linking of quarterly returns. American Realty Advisors will supplement this performance information with the distribution of the Fund's full quarterly report within 45 days following the close of the quarter. Past performance is not a guarantee of future results and it is important to understand that investments of the type made by the Fund pose the potential for loss of capital over any time period. Many factors affect fund performance including changes in market conditions and interest rates in response to other economic, political, or financial developments. Investment returns, and the principal value of any investment will fluctuate, so that when an investment is sold, the amount received could be less than what was originally invested. Use of leverage may create additional risks.

*Annualized; Since Inception returns are not reported for periods less than one year.
Returns are not reported on accounts invested less than a full period.

FACSIMILE COVER SHEET

SHEILA G. HUTCHESON, Plan Administrator
Port Orange Fire/Rescue Retirement System
3860 GRANTLINE ROAD
MIMS, FL 32754
321-267-3082

TO: Mario N. Ruano
AVP, Account Manager

PNC Institutional Investments
Mail Stop: B7-YB13-13-2
1900 E. 9th Street
Cleveland, OH 44114

FROM: Sheila Hutcheson, Plan Administrator

Port Orange Fire/Rescue Pension Fund

DATE: 6/13/16

Number of Pages

Includes cover: 2

PAYMENT FROM ACCOUNT: Port Orange Fire/Rescue Pension Fund - Account #20-75-079-4493552

Please make the following payment from the above referenced account, as approved by Trustee Jim Reardon and Administrator Sheila Hutcheson on the attached statement.

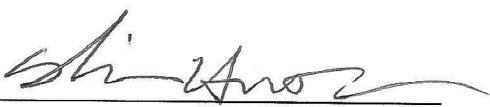
PAYABLE TO: Foster & Foster, Inc.

Amount: \$635.00

PAYMENT DESCRIPTION: Professional Actuarial Services – invoice 8764

Please mail check as follows:

Foster & Foster, Inc.
13420 Parker Commons Blvd., Suite 104
Fort Myers, FL 33912


Sheila Hutcheson, Plan Administrator
321-267-3082


FOSTER & FOSTER
 ACTUARIES AND CONSULTANTS

Invoice

Phone: (239) 433-5500

Fax: (239) 481-0634

data@foster-foster.com

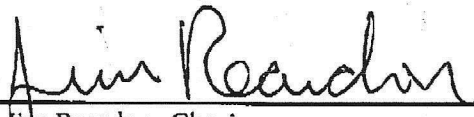
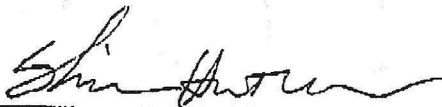
www.foster-foster.com

ORIGINAL

Date	Invoice #
5/13/2016	8764

Bill To City of Port Orange 1000 City Center Circle Port Orange, FL 32129

Terms	Due Date
Net 30	6/12/2016

Description	Amount
Preparation for and attendance at March 15, 2016 Board meeting (Board's share of expenses)	635.00
 Jim Reardon, Chariman	
	

 6-10-16
 Sheila Hutcheson, Administrator

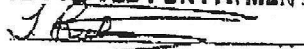
Balance Due
\$635.00
Thank you for your business!

Please make all checks payable to:

Foster & Foster, Inc.

13420 Parker Commons Blvd, Suite 104

Fort Myers, FL 33912

APPROVED FOR PAYMENT

 Date: 6/1/16

FACSIMILE COVER SHEET

SHEILA G. HUTCHESON, Plan Administrator
Port Orange Fire/Rescue Retirement System
3860 GRANTLINE ROAD
MIMS, FL 32754
321-267-3082

TO: Mario N. Ruano
AVP, Account Manager

PNC Institutional Investments
Mail Stop: B7-YB13-13-2
1900 E. 9th Street
Cleveland, OH 44114

FROM: Sheila Hutcheson, Plan Administrator
Port Orange Fire/Rescue Pension Fund

DATE: 5/16/16

Number of Pages
Includes cover: 2

PAYMENT FROM ACCOUNT: Port Orange Fire/Rescue Pension Fund - Account #20-75-079-4493552

Please make the following payment from the above referenced account, as approved by Trustee Rick Gherlone and Administrator Sheila Hutcheson on the attached statement.

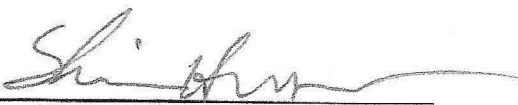
PAYABLE TO: Foster & Foster, Inc.

Amount: \$10,604.00

PAYMENT DESCRIPTION: Professional Actuarial Services – invoice 8765

Please mail check as follows:

Foster & Foster, Inc.
13420 Parker Commons Blvd., Suite 104
Fort Myers, FL 33912


Sheila Hutcheson, Plan Administrator
321-267-3082


FOSTER & FOSTER
 ACTUARIES AND CONSULTANTS

Invoice

Date	Invoice #
5/13/2016	8765

Phone: (239) 433-5500
Fax: (239) 481-0634
data@foster-foster.com
www.foster-foster.com

Bill To

City of Port Orange Fire
 & Rescue Pension Fund
 3860 Grantline Road
 Mims, FL 32754

Terms	Due Date
Net 30	6/12/2016

Description	Amount
Benefit Calculations: CALACHE (2), TAYLOR (6)	1,200.00
Joint Annuitant Change, JANIA	200.00
Confirmation of DROP Exit and taxability of benefit: THOMAS	38.00
Confirmation of DROP Exit and taxability of benefit: NIGH	38.00
Preparation of the 2015 Annual Report for the Division of Retirement.	3,000.00
Preparation of additional valuation as if all members (current & prior) would receive minimum Chapter 175 benefits, so as to make 2015 actuarial confirmation of State Monies	1,500.00
Preparation of required Actuarial Impact Statement dated April 11, 2106	1,000.00
Preparation of the 2015 Chapter 112.664 compliance disclosure.	3,500.00
Preparation for and attendance at November 16, 2015 Board meeting (Board's share of expenses)	128.00

5-16-2016

Thank you for your business!

Balance Due **\$10,604.00**

Please make all checks payable to:
 Foster & Foster, Inc,
 13420 Parker Commons Blvd, Suite 104
 Fort Myers, FL 33912

CITY OF PORT ORANGE FIRE AND RESCUE PENSION FUND

Authorization for Refund of Contributions

TO: Custodian

RE: Authorization from Board for Payment from Fund

Name of Payee: Randy Lowe

Social S

Date of
Date of
Date ofAddress
Paymer

Total Refund Due:

\$7,466.84

Taxable amount:

	7,466.84	(Before Tax Member Contribution)
+	0.00	(Interest)

\$7,466.84 (Total Taxable Amount)

Member Contributions:

Before Tax:	7,466.84
After Tax: +	0.00

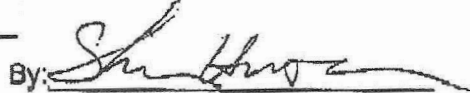
7,466.84

The foregoing authorization and direction for payment has been made pursuant to directions and authority of the Board.



Jim Reardon, Chairman

BOARD OF TRUSTEES

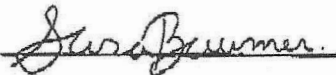


Sheila Hutcherson, Administrator

Date of Issuance: 7/12/16

(1 copy for Disbursing Agent, 1 copy for Board)

Prepared by: Mary Jean Stonedeman

Reviewed by: 

Foster & Foster, Inc.

**CITY OF PORT ORANGE
FIRE AND RESCUE PENSION FUND**

LUMP SUM DISTRIBUTION ELECTION FORM

To be completed by Plan Member or Beneficiary (Transferor) with regard to the distribution to be received from the City of Port Orange Fire and Rescue Pension Fund, (the "System"):

Taxable Amount \$ 7,466.84
Total Amount \$ 7,466.84

Non-taxable Amount \$ -0-

I. Please initial option A, B or C below:

☒ A. The System is directed to make full payment to me, less any applicable withholding described in the Special Tax Notice received with this election form.

☐ B. The System is directed to mail _____ % of the taxable portion of my distribution to _____ (Name of First Trustee or Plan) and _____ % of the taxable portion of my distribution to _____ (Name of Second Trustee or Plan) for deposit in accordance with the rollover provisions. Any non-taxable portion will be:

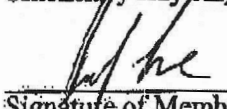
_____ paid directly to me.

_____ rolled over to the First/Second Trustee or Plan (to traditional IRA, Roth IRA or 401(a) plan) *

☐ C. The System is directed to mail \$ _____ of my distribution to _____ (Name of Trustee or Plan) for deposit in accordance with the rollover provisions. The remainder of the taxable portion less any applicable withholding described in the Special Tax Notice received with this election form, plus the non-taxable portion, will be paid directly to me. *

*For tax years prior to 1-1-20, you will be taxed on rollovers to a Roth IRA. To be eligible to rollover to a Roth IRA, your adjusted gross income cannot exceed \$100,000 and you must not be married filing separately.

NOTE: A surviving spouse may elect any option the deceased member could have made. A non-spouse beneficiary may only rollover to a regular IRA or Roth IRA and cannot rollover the payment himself.


Signature of Member or Beneficiary

Randy Lowe

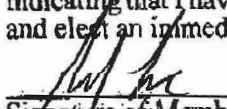
Printed Name of Member or Beneficiary

7-12-16
Date

The Agreement of Receiving Trustee or Plan below must be completed if Option B or C is selected.

II. Acknowledgment where election completed prior to 30 days after receipt of Special Tax Notice:

I acknowledge that I have had the opportunity to make an informed decision regarding my options, that I have been given the chance to consider the decision whether to elect a direct rollover for at least 30 days after my receipt of the special tax notice and that I have been provided with information clearly indicating that I have at least 30 days to make the decision, and I hereby waive the 30 day waiting period and elect an immediate distribution in accordance with my selection in I. above.


Signature of Member or Beneficiary

7-12-16
Date

**CITY OF PORT ORANGE
FIRE AND RESCUE PENSION FUND**

CERTIFICATION OF RECEIPT

I, Randy Lowe, hereby make application under the provisions of the City of Port Orange Fire and Rescue Pension Fund, for a lump sum distribution of my pension contributions.

I hereby acknowledge that I have received the SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS and the LUMP SUM DISTRIBUTION ELECTION FORM on this 10th day of July, 2016.

The SPECIAL TAX NOTICE REGARDING PLAN PAYMENTS gives information regarding my options for a lump sum distribution from the Pension Plan.

I understand that in accordance with Federal law, my lump sum distribution may not be distributed more than 180 days after receipt of the notice. I further have been informed and understand that I have at least 30 days to consider the options set forth in the above described Special Tax Notice, but that I may waive the 30 day period if I feel I have had the opportunity to make an informed decision.

Signature [Signature]

Date 7-12-16

Address: Please print your mailing address here:
[Redacted Address]

IT IS REQUESTED THAT YOU CC [Redacted] ADVISOR CONCERNING THIS MATTER.

NO DISTRIBUTION WILL BE MADE UNTIL THIS FORM AND THE LUMP SUM DISTRIBUTION ELECTION FORM ARE RECEIVED BY THE BOARD OF TRUSTEES AT:

**City of Port Orange Fire and Rescue Pension Fund
3860 Grantline Road
Mims, Florida 32754**

FACSIMILE COVER SHEET

SHEILA G. HUTCHESON, Plan Administrator
Port Orange Fire/Rescue Retirement System
3860 GRANTLINE ROAD
MIMS, FL 32754

TO: Mario Ruano, PNC

FROM: Sheila Hutcheson, Plan Administrator

Port Orange Fire/Rescue Pension Fund

DATE: 5/24/16

Number of Pages (Includes cover): 1

PAYMENT FROM ACCOUNT: Port Orange Fire/Rescue Pension Fund - Account #20-75-079-4493552- Please prepare the following check from the above referenced account, as approved by a Board Member and Administrator Sheila Hutcheson below

Payable to: Joe Meeske

AMOUNT: \$ 348.47

PAYMENT DESCRIPTION: Police/Fire Pension Conf. 5/16 - 5/18/16 in Tallahassee. Meals and mileage reimbursement:

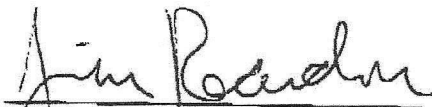
\$307.26 (569 miles X 54 cents/mile)

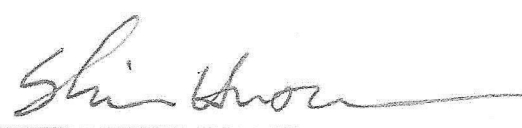
\$41.21 (three meals)

\$348.47 (total)

Please mail check to:

Mr. Joe Meeske



Jim Reardon, Board Chairman


Sheila Hutcheson, Plan Administrator

City of Port Orange Fire and Rescue Pension Fund

Notification of DROP/Normal Retirement Benefits
Benefit for Credited Service Prior to January 1, 2013
 Assuming a Date of Termination of August 31, 2016
 (Estimate as of August 10, 2016)

Member's Name: Chris Weir

Date of Birth: [REDACTED]

Years of Credited Service: 7.5507

Benefit Rate: 3.00% per Year of Credited Service

Fiscal Year Earnings History

2013	21,542.17	(Estimate)
2012	85,243.30	
2009	86,013.06	
2011	62,916.39	(Partial Year)

Average Final Compensation: \$7,103.19

Form of Benefit	Monthly Benefits as of September 1, 2016	
For Retiree's Lifetime Only	1,643.24	
For Retiree's Lifetime with 120 Payments Guaranteed	1,609.02	
Social Security Option* to Age 66 and 6 months (For Retiree's Lifetime Only)	<u>Before 12/1/23</u>	<u>12/1/23 and After</u>
	2,028.21	1,235.50
Social Security Option* to Age 63 and 6 months (For Retiree's Lifetime Only)	<u>Before 12/1/20</u>	<u>12/1/20 and After</u>
	2,063.90	1,429.73

*The Member may obtain an accurate determination of Social Security benefits from the Social Security Administration.

*The amounts shown are payable regardless of actual Social Security benefits.

	<u>To Retiree</u>	<u>To Surviving Joint Annuitant</u>
For Retiree's Lifetime with 100% continued to Joint Annuitant	1,443.55	1,443.55
For Retiree's Lifetime with 75% continued to Joint Annuitant	1,488.77	1,116.58
For Retiree's Lifetime with 66 2/3% continued to Joint Annuitant	1,504.49	1,003.04
For Retiree's Lifetime with 50% continued to Joint Annuitant	1,536.93	768.46

(Joint Annuitant Information for Survivor)

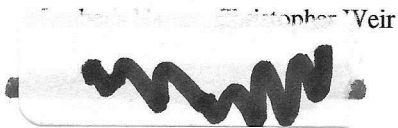
Prepared By: Cassandra Rapoport

Reviewed By: Chris M. O'Neil

Foster & Foster, Inc.

City of Port Orange Fire and Rescue Pension Fund

Notification of DROP/Normal Retirement Benefits Benefit for Credited Service On and After January 1, 2013 Assuming a Date of Termination of August 31, 2016 (Estimate as of August 10, 2016)


Christopher Veir

Years of Full-Time Credited Service: 3.6667

Benefit Rate: 3.00% per Year of Credited Service

Fiscal Year Earnings History		
2016	81,757.75	(Estimate)
2015	89,190.27	
2014	86,590.40	
2012	85,243.30	
2009	86,013.06	
2013	6,930.10	(Partial Year)

Average Final Compensation: \$7,262.08

Form of Benefit	Monthly Benefits as of September 1, 2016	
For Retiree's Lifetime Only	816.09	
For Retiree's Lifetime with 120 Payments Guaranteed	798.84	
Social Security Option* to Age 66 and 6 months (For Retiree's Lifetime Only)	Before 12/1/23 1,179.40	12/1/23 and After 386.03
Social Security Option* to Age 63 and 6 months (For Retiree's Lifetime Only)	Before 12/1/20 1,222.89	12/1/20 and After 588.19

*The Member may obtain an accurate determination of Social Security benefits from the Social Security Administration.

*The amounts shown are payable regardless of actual Social Security benefits.

	To Retiree	To Surviving Joint Annuitant
For Retiree's Lifetime with 100% continued to Joint Annuitant	725.85	725.85
For Retiree's Lifetime with 75% continued to Joint Annuitant	746.49	559.86
For Retiree's Lifetime with 66 2/3% continued to Joint Annuitant	753.62	502.44
For Retiree's Lifetime with 50% continued to Joint Annuitant	768.33	384.16

(Joint Annuitant Information for Survivorship)



Prepared By: Cassandra Rapoport

Reviewed By: Christo M. O'Neil

Subject: Choice of Pension Option-Christopher & Chantal Weir

From: Chris Weir [REDACTED]

Date: 8/11/2016 5:00 PM

To: "shutch9750@aol.com" <shutch9750@aol.com>

Hi Sheila,

Thank you for taking the time explaining all the information and going over the options available for retirement [REDACTED]
first option with the 100% of pension continued to Joint Annuitant [REDACTED]

If you need to speak with me, please contact me at your earliest convenience [REDACTED]

All the best,

Chris [REDACTED]

FACSIMILE COVER SHEET

SHEILA G. HUTCHESON, Plan Administrator
Port Orange Fire/Rescue Retirement System
3860 GRANTLINE ROAD
MIMS, FL 32754
321-267-3082

TO: Mario N. Ruano
AVP, Account Manager

PNC Institutional Investments
Mail Stop: B7-YB13-13-2
1900 E. 9th Street
Cleveland, OH 44114

FROM: Sheila Hutcheson, Plan Administrator
Port Orange Fire/Rescue Pension Fund

DATE: 8/2/16

Number of Pages

Includes cover: 2

PAYMENT FROM ACCOUNT: Port Orange Fire/Rescue Pension - Account # 20-75-079-4493552

Please make the following payment from the above referenced account, as approved by Board Member Jim Reardon and Administrator Sheila Hutcheson on the attached statement.

PAYABLE TO: **SSI Investment Management**

Amount: **\$5,062.00**

PAYMENT DESCRIPTION: Investment Management Fees – 6/30/2016 (*Invoice #- 002016-0371*)

Please mail check as follows:

SSI Investment Management
9440 Santa Monica Blvd., 8th Floor
Beverly Hills, CA 90210



Sheila Hutcheson, Plan Administrator
321-267-3082



**City of Port Orange Fire and Rescue
Pension Fund**
ATTN: Ms. Sheila Hutcheson
3860 Grantline Road
Mims, FL 32754

Invoice Date: July 21, 2016
Invoice #: 002016-0371
SSI Account #: 100874
Account Name: City of Port Orange Fire and
Rescue Pension Fund
Custodian: PNC Institutional Invst
Custodian Acct #: 750793620912

SSI MANAGEMENT FEE

For the Period April 1, 2016 through June 30, 2016

<u>Date</u>	<u>Asset Value</u>	<u>Quarterly Rate</u>	<u>Fee</u>
4/30/2016	\$2,424,094		
5/31/2016	\$2,465,106		
6/30/2016	\$2,473,825		
Total	\$7,363,025		
3-Month Average	\$2,454,342	0.20625%	\$5,062

Investment Management Fee Due:

\$5,062

Sheila Hutcheson

Jim Reardon 8/1/2016

Please remit payment via wire using instructions below or via check to SSI's office:

First Republic Bank
(877) 743-7777
ABA# 321081669
SSI Investment Management
Account # 80001324525

Should you have any questions, please contact your SSI Account Manager at (310)595-2000.

cc: Burgess Chambers & Associates