



**Date: December 3, 2004**

A meeting of the Dallas Police and Fire Pension System Administrative Advisory Committee will be held at **8:30 a.m., on Thursday, December 9, 2004 in the First Floor Conference Room at 2301 North Akard Street, Dallas, Texas.** Items of the following agenda will be presented to the Committee:

**A. CONSENT AGENDA**

**Approval of Minutes**

Regular meeting of August 12, 2004

**B. DISCUSSION OF ITEMS FOR INDIVIDUAL CONSIDERATION**

- 1. Discussion of the 2005 Personalized Benefit Statement for Members of the Dallas Police and Fire Pension System**
- 2. Discussion of the 2005 Personalized Deferred Retirement Option Plan (DROP) Statement for Members of the Dallas Police and Fire Pension System**
- 3. Discussion of the Administrator's 2005 Strategic Plan**
- 4. Discussion of the performance review of the Administrator**

The term "possible action" in the wording of any Agenda item contained herein serves as notice that the Committee may, in its discretion, dispose of any item by any action in the following non-exclusive list: approval, disapproval, deferral, table, take no action, and receive and file.

At any point during the consideration of the above items, the Committee may go into Closed Executive Session as per Texas Government Code, Section 551.071 for consultation with attorneys, Section 551.072 for real estate matters, Section 551.074 for personnel matters, and Section 551.078 for review of medical records. An expression of preference or a preliminary vote may be taken by the Committee on any briefing item or item discussed in executive session.

At the discretion of the Committee, items on this agenda may be considered at times other than those indicated above.

**Dallas Police and Fire Pension System**  
**Thursday, December 9, 2004**  
**8:30 a.m.**  
**2301 N. Akard**  
**First Floor Conference Room**  
**Dallas, Texas**

Administrative Advisory Committee meeting, George Tomasovic, Chairman, presiding:

**ROLL CALL**

**Committee Members**

Present: George Tomasovic, Gerald Brown, Gary W. Edge, John M. Mays, Rector C. McCollum, Steven H. Umlor, and Richard H. Wachsman

Absent: None

**Staff** Richard Tettamant, Brian Blake, Everard Davenport, Jack Liewehr, Jay Jackson, John Holt, Jerry Chandler, and Linda Rickley

**Others** None

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The meeting was called to order at 8:30 a.m.

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**A. CONSENT AGENDA**

**Approval of Minutes**

Regular meeting of August 12, 2004

After discussion, Mr. Wachsman made a motion to approve the minutes of the August 12, 2004 meeting, subject to the final elected review by the Administrator. Mr. Mays seconded the motion, which was unanimously approved by the Committee.

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**Administrative Advisory Committee**  
**Thursday, December 9, 2004**

**B. DISCUSSION OF ITEMS FOR INDIVIDUAL CONSIDERATION**

**1. Discussion of the 2005 Personalized Benefit Statement for Members of the Dallas Police and Fire Pension System**

Mr. Tettamant and Mr. Rohan presented for discussion a proposed draft of the individualized annual benefit statements for members of the Dallas Police and Fire Pension System. The statement for each member includes a cover message from the Chairman and the Administrator, the Member's benefit estimate with a summary of the Member's total contributions to the Plan, and an explanation of terms. The draft also includes an insert sheet as a guide to help Members understand the layout of estimated Benefit Calculation page. Staff may make minor content and design changes before printing and distribution. Mailing of benefit statements to each member's home address of record is scheduled for late February 2005.

After discussion, Mr. Wachsman made a motion that the Committee recommend the Board approve the design of the 2005 Personalized Benefit Statement for Members of the Dallas Police and Fire Pension System and authorize staff to make editorial changes before issuing it. Mr. Edge seconded the motion, which was unanimously approved by the Committee.

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**2. Discussion of the 2005 Personalized Deferred Retirement Option Plan (DROP) Statement for Members of the Dallas Police and Fire Pension System**

Messrs. Tettamant & Rohan presented for discussion a proposed draft of the individualized Annual DROP Statement for members of the Dallas Police & Fire Pension System who have joined DROP. Mailing of the DROP statements to each participant's home address of record is scheduled for the last week of February 2005. Staff may make minor content and design changes before printing and distribution.

After discussion, Mr. Wachsman made a motion that the Committee recommend the Board approve the changes of the 2005 Personalized Deferred Retirement Option Plan (DROP) Statement and authorize staff to make editorial changes before issuing it. Mr. Edge seconded the motion, which was unanimously approved by the Committee.

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**3. Discussion of the Administrator's 2005 Strategic Plan**

Mr. Tettamant discussed the staff's proposed annual work plan for 2005, which is to be utilized as a guide for Board and Staff in project planning and implementation during the coming year.

**Administrative Advisory Committee**  
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**3. Discussion of the Administrator's 2005 Strategic Plan (continued)**

At the October workshop, the Board referred the 2005 Work Plan for the review and recommendation of the Administrative Advisory Committee.

After discussion, Mr. Wachsman made a motion that the Committee recommend Board approval of the Administrator's 2005 Strategic Plan. Mr. Edge seconded the motion, which was unanimously approved by the Committee.

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**4. Discussion of the performance review of the Administrator**

The Committee discussed the annual performance review of the Administrator.

After discussion, Mr. Wachsman made a motion that the Committee recommend Board approval of the performance review of the Administrator. Mr. Umlor seconded the motion, which was unanimously approved by the Committee.

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Mr. Tettamant stated that there was no further business to come before the Committee. On a motion by Mr. McCollum and a second by Mr. Brown, the meeting was adjourned at 9:04 a.m.

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George Tomasovic  
Chairman

ATTEST:

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Richard L. Tettamant  
Secretary