The Newsletter of the Houston Municipal Employees Pension System

Volume 27, Fall 2005



Fred Holmes Chairman



Ray Kennedy Vice Chairman



Roderick J. Newman Secretary



Sophia Chang Elected Trustee



Sherry Mose Elected Trustee



Lee Pipes Elected Trustee



Barbara Chelette Appointed Trustee



Gilbert Garcia Controller Appointee



Alfred Jackson Council Appointee



Richard Badger Council Appointee



David L. Long Executive Director

\*The Mayoral Appointee to the HMEPS Board of Trustees is pending.

### LETTER FROM THE CHAIRMAN

Dear Plan Participants,

The lazy days of summer may have come to an end, but I can assure you HMEPS had anything but a lazy summer. The staff has been busy with many items of interest, two of which I would like to highlight here.

At the July and August Board meetings, HMEPS officially swore in new board members (as part of the meet and confer agreement). The new trustees include: Gilbert Garcia, Controller Appointee; Richard Badger, Council Appointee; and Alfred Jackson, Council Appointee. On behalf of the current Board members, I would like to welcome these new trustees.

The HMEPS investment team finished the fiscal year with strong performance numbers. On June 30, 2005, at the close of fiscal year 2005, the fund's assets totaled \$1.826 billion dollars. During fiscal year 2005, the fund returned 13.85% – ranking it as the best performing public fund in the Wilshire Public Fund Universe. Over the past ten years the fund's investment performance averaged over 9.4% and in each of its past two fiscal years earned investment gains of approximately \$200 million. I commend our investment team for these impressive numbers.

As always, we thank you for your continued support.

Sincerely,

Ined Holmes

Fred Holmes Chairman See page 7 for information on the DROP Interest Rate for calendar year 2006.

### In This Issue...

| December 30, 2005 Deadline for Service Conversions from Group B to Group A | .2  |
|--|-----|
| Retirees' Frequently Asked Questions About Pension Checks                  | .3  |
| A Checklist for Retirement   | .4  |
| HMEPS Investments  | .6  |
| Normal and Deferred Retirements/In Remembrance                             | 5-7 |
| Pension Check Schedules  | .7  |

# December 30, 2005 Deadline for Service Conversions from Group B to Group A

If you are a Group A member with credited service in Group B, or a Group B member who is electing to participate in Group A for future service, you have until December 30, 2005 to elect to convert all of your Group B credited service to Group A credited service. If you elect to convert your Group B service to Group A, you must pay to HMEPS the actuarially determined cost of converting the eligible service, as determined by the HMEPS actuary, plus interest at the rate of 8.5% a year, not compounded, until the date of payment. The 2004 Meet and Confer Agreement provides that no conversions will be allowed after December 31, 2005; however, December 31, 2005 is a Saturday, so Friday, December 30, 2005 is the last day that HMEPS can receive an election to convert service (either a service purchase obligation or rollover/transfer form (RT-1 Form)).

In order to be eligible to convert service from Group B to Group A, you must be a HMEPS member (eligible active employee) not currently participating in the Deferred Retirement Option Plan (DROP), and HMEPS must receive your executed and notarized service purchase obligation or RT-1 form <u>on or before</u> December 30, 2005 (or before you terminate employment, if earlier).

If you are eligible and you would like to convert service from Group B to Group A, you must initiate the process by submitting a completed "Request to Purchase Credited Service" form (Request) to HMEPS. The form can be downloaded from the HMEPS website (www.hmeps.org) or obtained by calling HMEPS at (713) 595-0100. You should submit your Request as soon as possible to allow sufficient time for HMEPS to process the Request, calculate the cost of the conversion, and send you a service purchase obligation or RT-1 form for you to sign (and have notarized). Further, you must return the form so that it is received by HMEPS on or before December 30, 2005. IMPORTANT: The Request is not binding on you or HMEPS. If you only submit the Request and HMEPS does not receive your signed and notarized service purchase obligation or RT-1 form on or before December 30, 2005 (or before terminating employment, if earlier), you will not be able to convert service from Group B to Group A.

For more information on service conversions, please see the "Frequently Asked Questions Regarding Service Conversions" article in the Winter 2004 edition of the HMEPS *Pension Press*, available on the HMEPS website, www.hmeps.org, under "Publications," or call the HMEPS office.

### The following is a brief overview of the general steps for converting service:

**Submit Request form to HMEPS** 

HMEPS sends member a service purchase obligation or RT-I form to complete

Member returns completed service purchase obligation or RT-1 to HMEPS (HMEPS must receive on or before December 30, 2005, or before member's termination of employment, if earlier)

**Payment begins** 

Member receives credited service in Group A upon completion of payment

This overview is intended only as a brief description of the service conversion procedures. Nothing contained herein can be construed to convey any right or privilege not otherwise provided by the pension law. In the event of any conflict between this overview and the pension law, the pension law shall take precedence.

### Retirees' Frequently Asked Questions About Pension Payments

### Q: How do I sign up for Direct Deposit?

A: HMEPS strongly recommends that you sign up for direct deposit when you retire, so your checks will be electronically deposited to your account in your financial institution. Application forms are available from the HMEPS office or you can download them directly from the "Forms" page of the HMEPS website (www.hmeps.org). You must take the application form to the financial institution where you want your checks deposited to get a signed certification of the account numbers. HMEPS must be kept informed in

writing of any changes in your home address after you retire, even if you use direct deposit, so periodic statements, news updates, and your form 1099-R can be mailed to you.

### Q:What if I close my bank account?

A: HMEPS would like to remind retirees who are signed up for direct deposit to be sure and notify HMEPS before they close their current bank accounts. Why? If you fail to notify HMEPS before you close or change an account and HMEPS sends your pension check to the old account, it will get returned – and you will not receive your funds.

The proper procedure for closing or changing a direct deposit account is:

- 1. First notify the bank that you would like to close the account. They can work with you and keep the account open until you have opened another account.
- 2. Notify HMEPS that you are closing the account and what your plans are for opening another. HMEPS can then make arrangements to send your check to another location until you have had time to open another account.

## Q: On my retirement check there is a field called "Non-Tax Amount" – are my retirement benefits taxed?

A: HMEPS benefits are generally subject to federal income tax. A portion of each benefit payment may be excluded from taxable income if you made contributions to HMEPS on an after-tax basis. On your check, this is the amount you were already taxed on when you worked for the City. HMEPS cannot tax you on those funds again. The Non-tax Amount is not a deduction, it is part of your earnings. HMEPS takes that Non-tax Amount out of your earnings and taxes the remaining portion of funds and then adds the

Non-tax Amount back in as a credit in the after tax deduction area – you then receive your funds correctly. If you live out of state after you retire, you should research the tax laws in your state and community of residence.

## Q: What if my pension check is not delivered, or is lost, stolen or destroyed?

A: HMEPS will not take any action with respect to an undelivered check or a lost, stolen or destroyed check before the tenth (10th) day of the month after the check is issued. On

or after the 10th day, if a participant notifies HMEPS that he/she has not received his/her check or that the check has been lost, stolen or destroyed, HMEPS will request a stop-payment order. Replacement checks will be processed twice a month, under the following time frames:

(a) Undelivered check: If a participant calls between the 10th and 13th day of the month, a replacement check will be processed on or about the 15th day of the month and mailed to the participant. If the participant calls after the 13th day of the month and before the 18th day (subject to holiday schedules), a replacement check will be processed with the month-end payroll and mailed to the participant. If notification occurs after the 18th day of the month,

the replacement check will be processed on the 15th day of the following month.

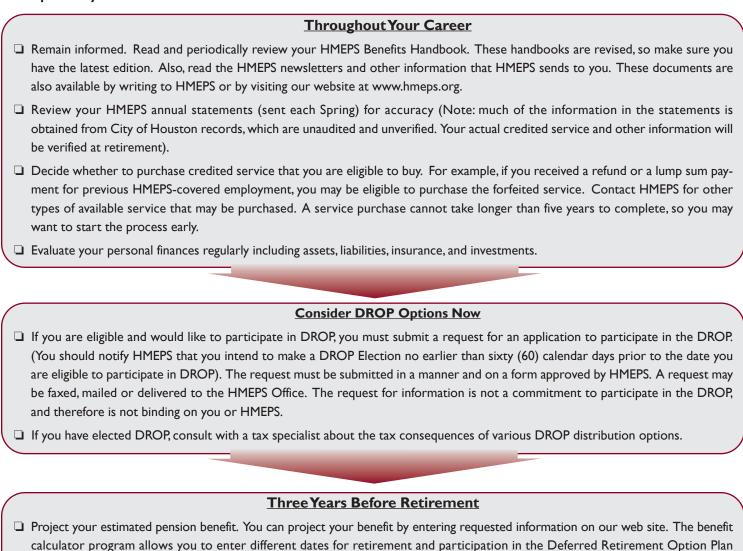
(b) Lost, stolen or destroyed check: If a participant calls between the 10th and 13th day of the month, an affidavit will be mailed to the participant. The participant must complete, sign, and return the affidavit in order for HMEPS to initiate processing a replacement check. If HMEPS receives the affidavit by the 13th day of the month, a replacement check will be processed on or about the 15th day of the month, and mailed to the participant. If HMEPS receives the affidavit after the 13th day of the month and before the 18th day of the month, a replacement check will be processed with the month-end payroll and mailed to the participant. If HMEPS receives the affidavit after the 18th day of the month, the replacement check will be processed on the 15th day of the following month.

All dates are subject to change due to weekend and Holiday schedules.

### **A Checklist for Retirement**



No matter if you're a few months or a few years from retirement, you should start thinking about the steps you need to take to make your transition into retirement as smooth as possible. Here is a general checklist to help you plan a successful retirement. Please note that many pension processes have a specific deadline for completion, and that you must initiate your request sufficiently in advance of the deadline in order to ensure that all necessary documents, information and/or payments are completed by the deadline.



### One to Two Years Before Retirement

□ Locate proof of your birth date. No benefits can be paid without proof of your birth date. The most common documents HMEPS accepts are: birth certificate (or delayed birth certificate); passport; naturalization papers; and census report more than 30 years old. Contact HMEPS if you do not have any of the above documents. Also, if you have changed your name since birth, HMEPS must have

| Evaluate other income sources. The Social Security Administration now provides annual statements to workers three months           |
|--|
| before their birthday. These statements estimate Social Security retirement and disability benefits. For more information, you can |
| call them at 1-800-772-1213.   |

Contact any other tax-deferred annuity agents or financial planners to discuss other retirement income.

(DROP), salaries and credited service totals.

official records establishing the name change(s).

### Two Months Before Retirement

- □ Prepare your retirement application package (W4-P, direct deposit form completed by you and your financial institution, and other requested documents). All forms should be submitted to HMEPS 45 days prior to your planned retirement date.
- □ Provide HMEPS with a qualified domestic relations order (QDRO) if you're divorced and you agreed or were ordered to have a portion of your HMEPS pension benefit paid to your ex-spouse. A QDRO is not valid until it has been qualified by HMEPS pursuant to state law requirements. For more information on QDROs, please consult with your attorney.
- ☐ If age 62 or older, formally notify Social Security of your retirement plans.

### **During Your Last Pay Period**

Contact your City departmental payroll representative to finalize insurance arrangements, if any.

### **Before Effective Retirement Date**

☐ Make sure your employer notifies HMEPS of your termination from employment. Your retirement cannot be finalized and may be delayed if we do not receive this notification.

### Additional items needed for retirement - Unless indicated, send photocopies of documents

- · Birth Certificate and Social Security card, and drivers license or state-issued identification card.
- Spouse's or Beneficiary's Social Security card Required for payment of survivor benefits and/or undistributed DROP balance if you predecease your spouse or die prior to the full distribution of your DROP benefit.
- Electronic Funds Transfer Direct Deposit Enrollment Application Form (completed by you and your financial institution) required to have your benefit deposited directly in your financial institution.
- Divorce Decree or Domestic Relations Order If you were divorced (or are divorcing) while an active HMEPS member and you agreed or were ordered to pay a portion of your HMEPS benefit to your ex-spouse.
- Other documents requested by HMEPS, as applicable.

### How Does the Retirement Process Work?

HMEPS will begin the calculation process and submit your benefit information to the Board of Trustees. After your retirement is approved, we will send you a letter notifying you of the amount of your first and regular checks. If you selected direct deposit, your benefit will be deposited into your bank account on the last business day of every month (allow 60 days to confirm direct deposit with your financial institution). Otherwise, your check will be mailed to your address of record to arrive on the last business day of every month.

Other important information:

- Your first post-retirement annuity increase will begin in February if you are on the retiree payroll in January of that year.
- You must notify HMEPS immediately if you are reemployed by the City in a HMEPS-covered position. Your pension benefit will be suspended during the period in which you are reemployed.
- Contact HMEPS if you need to sign a power of attorney to appoint another person to handle your affairs. HMEPS will accept only a power of attorney that meets certain statutory requirements.

This checklist can be very helpful, but it is not a complete statement of what you need to do to prepare for retirement. If you have questions that are not addressed in the HMEPS Benefits Handbook or on our website, please contact HMEPS directly. Nothing contained herein may be construed to convey any right or privilege not otherwise provided by the pension law. In the event of any conflict, the pension law takes precedence.

### Normal and Deferred Retirements – April 2005 to August 2005

#### **Aviation**

Ahmad. Iftikhar\* Allen, Michael Chheng, Kheang Connelly, Corinne Dean. Grace Guerra, Phillip Harris, Amon\* Hoffman, Diana Incerta, Juanita Johnson, Judith Lackey, Carlos\* Lonero, Margaret Melvin, Lillie Morales, Lawney Roy, Melvin Saenz, Marcos Wall, Cecelia Wilkerson, Daryel Woodard, James

### **Building Services**

Alvarez, Maria Coleman, Deborah\* Idowu, Toyin\* Layton, Linda\* McWhorter, William Merryman, Robert Jr. Pearrie, Nathaniel Smith, Verdie Vallejo, Martin

### **City Council**

Thompson, Alexander\*

#### **Controller's Office**

Smith, Sarah\*

### **Convention & Entertainment**

Hammond, Emily Kivel, Harry

### Finance & **Administration**

Brock, Major\* Garcia, Jaime\* Houston, Charles\* Tews, Donald Waddle, Rosalind

#### **Fire**

Crain, Therin

Edwards, Elizabeth Maniscalco, James Parker, Helen Rosenquist, Jerry Smith, Frank

#### Health

Arellano, Gonzalo Arias, Edna Baker, Claire Boaz, Nirmala\* Boone, Leona\* Cisneros. Baltazar Dam, Chauha Deverson, Pauline Elmore, Patricia\* Gallegos-Castillo, Florina Giles. Adele Glenn, Merdice Gosuico, Marietta Griffin, Norita Luna, Dora\* Moreno, Gloria\* Morgan, Mary Nelson, Pamela Nix, John Oshipp, Judith\* Simon, Deidre\* Smith, Jacqueline Steadman, Wanda Stephen, Bartholomew

#### Housing

McKinna, Douglas Symonette, Charles

Whitesides, David

### **Houston Emergency**

Labdi, Bonnie\* Savin, Thomas Zammarron, Teresa\* **Information Technology** 

### Fuselier, Linda

Ghayee, Pratap

#### Legal

Briseno, Angelina Crumpton, Arthur Day, Anne\* Nock, Beth Sanchez, Judith\*

### Library

Anderson, Jeffrey Blair, Jo Coreathers, Elisiah Elam. Paulia\* Falcon, Rudy Fontana, James Griffin, John Hidala, Gloria Logan, Robert\* Mier-Carreno, Gloria Winn, Cathy\*

### Mayor's Office

Morris, William\* Nielson, Henry Rincon, Alma\* Young, James\*

### **Municipal Courts**

Aulbach, Susan\* Gonzalez, Esperanza Perez, Daniel Turner, Jim

### **Parks & Recreation**

Ayala, Enrique\* Calasara, Edgar Caraviotis, Jerry\* Collins, Clorida\* Davis, Jerry Davis, Linda Douglas, Adolfo\* Flanagan, Joseph Garza, Jesse Gorey, John\* Jenning, Phillip\* Lovel. Sandra Martinez, Alfred\* Russo, Kelly\* Shoemaker, Patricia Sias, Cozetter Werner, Ray\* Whiteing, Luther Williams, Felisia\* Withers, Darrell

#### Planning

Holt, Terry Manuel, David Sezonov, Erika

#### **Police**

Anderson, Calandra\*

Barefield, Addie

Bearden, Marla\*

Blunt, Francene\*

Bowman, Matthew\*

Chevalier, Minnie\*

Bowdry, Tony\*

Collins, Phillip

Collman, Karen Crampton, Lee Czee, Richard\* Diaz, Mary Isabel\* Dominey, Sheila Emmons, Annette\* Farrar, Linda Golden, Ruth\* Gomez, Rudy\* Greenwood, Linda\* Gutierrez, Victor Hagood, Lawrence Hawkins, Mary\* Henley, Lisa Hernandez, Bernadett\* Hernandez, Natalie\* Holloway, Alice Hood, Penny\* Jackson, Michael Jenkins, Pleas Jones, Valencia\* Latin, Debra LeBlanc, Linda\* Leclere, Carmen Lemke, Edna\* Letwin, David Lewis, Ella\* Marshall, Glenda Masterson, Ronald Mitchell, Herbert Nelson, Eric\* Nguyen, Minh Nino, Jose Pennewill, Ann Rhodes, Edward Robbins, James\* Roberts. Delford\* Ross. Margaret Runnels, Pam\* Sellers, Tommie Smith, Virginia\* Spradley, Freddy Stanford, Barbara\* Thomas, George

### HMEPS' Frazier to Retire

The staff of HMEPS would like to congratulate Betty Frazier, Benefits Manager



HMEPS, on January 1, 2006 retirement. Betty, best of luck to you in all your future endeavours!

Vargas, Carmelita\* Wilson, Jacqueline

### **Public Works**

Abram. Marilyn Alberti, Lawrence Bolden, Richard Bowman, Louis Campos, Manuel Cantu. Israel Clark, Francis Cunningham, George Doze, Carol **Dunlap, Shirley Jo** Fernandez, Hector Jr. Franklin, Dolores Garza, Daniel Gilbert, Forrest Grizzle, Barbara Hamilton, Kenneth Helm, James Heneke, Robert Henriques, Concepcion\* Hill, Glenn Hilliard, Oliver Homan, Lawrence Hulbert, Roger\* Jackson, Weldon Kidd, Kenneth\* Lane, Wilbur Leal, David\* Lott, Christopher\* Luter, William Lynch, Marvin Malone, Thomas\* Manuel, Charles Martinez, Foster Martinez, Jose Meador, Kenneth Milton, Robert

Osborn, Dormita\* Paquet, Lawrence Qureshi, Mumtaz Reves. Atanacio Rivera, Jose Roberson, Bobby\* Similien, Patricia\* Smith, David\* Spence, Robert Spiller, Doris Stepanski, Thomas Stuckey, James Tellez, Saul Williams, Jacauelyn Ybarra, Rebecca

#### **Solid Waste**

Arias, Pedro Cooley, Genora Dancy, Dawn Diaz, Jerry Do. Vinh White, Claude

\*Deferred Retirement

Correction: John Gronsky's name was misspelled in the previous issue. He retired from Public Works in 9/04.

### In Rememberance

## Active Employee and Retiree Deaths – April 23, 2005 to September 7, 2005

HMEPS received notification of the following participants' deaths. We wish to remember these individuals and their dedication and service to the City of Houston.

Adams, Elma\*\* Fuller, Worthie Agapiou, Eleftherios Galentine, Joseph Alaniz, John Garcia, Gregorio Alexander, Anna Bell\*\* Gartner, F. Allen, Lucious Gillmore, Jean Andres, Joseph Gillum, Wilbert Atkins, Virginia\* Goins, Stanford Bailey, William Gonzales, Willie Graham, James Barnes, John Barnett, Herman Graham, Tappy\*\* Barrera, Vincent Grant, Thomas Barrett, Mary\*\* Griffin, Robert Beasley, Linda Guidry, Paul Bell, Belinda\* Gunn, Stephen\* Blankinship, Jerry\* Hale, Emil Bleakney, C. Harris, Walter Heiser, Mary\*\* Bray, Larry Brisson, Nancy\* Henry, Ernest Brown, Oscar Hubbard, William Carker, Annie\*\* Hurd. Leonard Carnley, Robert Hurst, Bernice Carter, Isaiah Johnson, Erwin Chavez, Guadalupe Johnson, Jerry Clary, Vernon Johnson, Rosa\*\* Constable, Nan Kerr, Alice\*\* Cooks, Wilbert Kerr, Carl Cooper, Camille King, Ray Cortez, Antonio Knighton, Z.\*\* Cuellar, Hector Landin, Diana\* Dale, Allie\*\* Lara, Joe Davis, Anthony Love, Beth\*\* Davis, Kenneth Lovelace, K. Davis, Ruth\*\* Lytle, Raye\*\* Dawson, Willie\*\* Mancha, Rosenda\*\* Deason, Janice\*\* May, Walter Dominy, Alton McBride, Dora\*\* Dorion, Willie McCullar, Ada\*\* Eck, Charles McGinnis, Joseph Em, Yim Moninger, Zelma\*\* Evans, Emmett Moore, Fay Fitzgerald, Milton Pascua, Federico

Perez, Frank Perez, Locadio Phillips, Barbara Pollard, Barry Preble, Elvera\*\* Quin, Harry Reagan, Dewitt Reyes, Jose Romero, Miguel Rooke, Charles Sampy, Joseph Sanchez, Andrew Sanders, James Saxrude, Harold\*\* Schroder, Annie Senegal, Orelia\*\* Shaka, Rambo\* Shaw, Ellis Smith, Edward\*\* Stafford, Wade Stephens, Clara\*\* Strong, Ruth\*\* Tillman, Junious Tumlinson, William Walker, Larry Walker, Martha Washington, Joseph Wehmeyer, Clarence White, Alfred Young, Portia Zittle, Bobbie

\*Active Employee Death

\*\*Widow(er)

### **Pension Check Schedules**

The following are the dates pension benefit checks will be <u>mailed</u> in the months ahead. The schedule will be strictly adhered to. Keep this schedule handy so you will know when your benefit check will be mailed.

- November 28, 2005
- December 28, 2005
- January 27, 2006

Direct deposits (ACH) will be deposited on the last business day of each month, as follows:

- November 30, 2005
- December 30, 2005
- January 31, 2006

If you are interested in direct deposit of your pension benefit checks, please call our office at (713) 759-9275.

### 2006 DROP Interest Rate Approved

At the November 17, 2005 Board meeting, the Board approved a DROP rate of 6.93% for calendar year 2006. This rate will apply to DROP accounts starting January 1, 2006.

### **HMEPS** Investments

#### Market Values, as of 6/30/05

| Domestic Equity            | \$<br>492,200,737   |
|----------------------------|---------------------|
| International Equity       | 323,027,651         |
| Fixed Income               | 242,213,621         |
| Real Assets                | 221,382,666         |
| Alternative Investments    | 216,941,751         |
| Cash Equivalents           | 14,059,366          |
| City of Houston Hotel Note | 316,362,500         |
| Total Fund                 | \$<br>1.826.188.292 |

- For the first six months of calendar year 2005, the Fund's investment return was 3.84%.
- For the fiscal year 2005 ending June 30, 2005 the Fund's investment return was 13.85%.



### **Pension Press**

Houston Municipal Employees Pension System 1111 Bagby, Suite 2450 Houston, Texas 77002-2555 (713) 595-0100 1-800-858-1450 www.hmeps.org Presorted Standard U.S. Postage PAID Houston, TX Permit No. 7057

### **BOARD OF TRUSTEES**

### **ELECTED AND APPOINTED TRUSTEES**

Fred Holmes, Chairman
Ray Kennedy, Vice Chairman
Roderick J. Newman, Secretary
Shiou-Huey "Sophia" Chang, CPA
Sherry Mose
Lee Pipes
Barbara Chelette, Appointed

### **CITY-APPOINTED TRUSTEES**

Richard Badger Gilbert Garcia Alfred Jackson

### **PENSION PRESS**

David L. Long, Executive Director Peter Koops, Director of Communications Naomi "Amy" Rowley, Executive Assistant

Thanks to the HMEPS staff for their contributions to the ongoing success of the *Pension Press*.

### **NEWSLETTER CONTENT**

The material contained in this newsletter is intended to provide you with important information about your pension participation. The content cannot be taken as the basis of any contractual rights between HMEPS and its participants. If there is a question of interpretation, retirement laws are the final authority.



### **HMEPS Address:**

Houston Municipal Employees Pension System 1111 Bagby Street, Suite 2450 Houston, Texas 77002-2555

**HMEPS Phone Numbers:** 

Phone: (713) 595-0100 Toll Free: (800) 858-1450 Fax: (713) 650-1961

HMEPS Website: www.hmeps.org