

NOTICE OF MEETING

RETIREMENT SECURITY PLAN COMMITTEE

NOTICE IS HEREBY GIVEN THAT THE RETIREMENT SECURITY PLAN (RSP) COMMITTEE WILL MEET IN A REGULAR SESSION AT 3:00 P.M. ON WEDNESDAY, FEBRUARY 15, 2012 IN THE BUILDING INSPECTIONS TRAINING ROOM LOCATED ON THE 1ST FLOOR OF THE MUNICIPAL CENTER.

1. Call to Order
 - A. Chairman Casey Srader

2. General Discussion

In accordance with the Open Meeting Act, the Retirement Security Plan Committee will hear comments of interest relevant to the Retirement Security Plan, but any discussion shall be limited to placing the item on a future agenda for future consideration. Remarks are limited to three (3) minutes per speaker, with a maximum of 30 total minutes of testimony. Other time restraints may be directed by the Chairman. Specific factual information or an explanation of current policy may be made in response to an inquiry, but any discussion or decision must be limited to a proposal to place the item on a future agenda. Speakers will be notified when speaking time has expired.

3. Approval of October 20, 2011 meeting minutes

4. Update from Cliff Langwith of Comerica Bank

5. Quarterly appraisal report by Bank of America (U.S. Trust)

6. Ratification of payment to Bank of America (U.S. Trust)

7. Ratification of payment to TEXPERS
 - Invoice 2298 \$367.31 membership dues

8. Ratification of payment to D. Brennan Reilly, P.C.
 - Invoice 2490 \$1,239.00 RSP billing

9. Ratification of payments to participants

10. Items for future discussion/action on future agendas

11. Adjournment

Liaison: City Manager Glasscock or his designee

Municipal Center is wheelchair accessible. A sloped curb entry is available at the main entrance, facing Avenue L, with specially marked parking spaces nearby. Access and special parking are also available on the north side of building. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling Shirley Montgomery at 972-941-7296.

Approval of October 20, 2011 meeting minutes

**Minutes of the Retirement Security Plan
February 15, 2012**

The City of Plano Retirement Security Plan Committee met in a regular session on October 20, 2011 at 3:00 pm in the Building Inspections Training Room of the Plano Municipal Center. Committee members present were Casey Srader, Chairman; Steve Doud, Vice Chairman and Members Myra Conklin, Sean Sullivan and Robert Smouse. City staff present were: Darlene McAndrew, Retirement Administrator; Victoria Huynh, Deputy City Attorney; and Shirley Montgomery, RSP Secretary. Guests present were: Cliff Langwith of Comerica Bank, and Leon Andrus and John Tidwell of Bank of America, Dax Kaetzel and Dan Barron of Grant Thornton.

Approval of October 20, 2011 meeting minutes: Upon a motion by Member Smouse seconded by Member Conklin, the minutes were unanimously approved.

Update from Cliff Langwith of Comerica Bank: Cliff reported the ending balance as of 09/30/2011 was \$74,235,374.53; employer contributions \$799,356.94; 1,957 benefit payments totaling \$822,275.92; 13 lump sum distributions totaling \$51,972.61; fees and expenses totaling \$14,027.41.

Audit report presentation: Dan Barron and Dax Kaetzel of Grant Thornton, LLP.

Quarterly appraisal report by Bank of America (U.S. Trust): Leon Andrus and John Tidwell presented the quarterly report. See attachment "A" for the details of the report.

Ratification of payment to Bank of America (U.S. Trust): Upon a motion by Member Conklin seconded by Member Doud, the Committee unanimously ratified payment.

Ratification of payment to NCPERS: Upon a motion by Member Smouse, seconded by Member Conklin, invoice #36097 in the amount of \$225 for membership dues was unanimously ratified.

Ratification of payment to Grant Thornton, LLP: Upon a motion by Member Doud, seconded by Member Conklin, invoice #952336128 in the amount of \$4,134 was unanimously ratified.

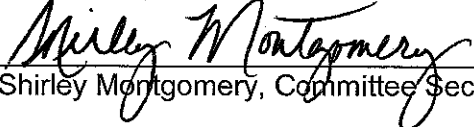
Ratification of payments to participants: Upon a motion by Member Smouse, seconded by Member Conklin, the Committee unanimously ratified payments.

Election of Vice Chairman effective November 1, 2011: Upon a motion by Member Conklin, seconded by Member Smouse, the Committee voted Steve Doud as Vice Chairman.

Items for future discussion/agendas: No future items for discussion

Adjournment: Upon a motion by Member Smouse, seconded by Member Conklin, the meeting was unanimously adjourned at 4:10pm.

Respectfully submitted,


Shirley Montgomery, Committee Secretary

Update from Cliff Langwith of Comerica Bank

Quarterly appraisal report by Bank of America
(U.S. Trust)

Ratification of payment to Bank of America (U. S. Trust)



December 19, 2011

Comerica Bank
Institutional Trust and Retirement Services
8850 Boedeker St., 5th Floor
Dallas, Texas 75225

Re: City of Plano Retirement Security Plan, Account #1050010057

To Whom It May Concern:

Please remit payment to Bank of America in the amount of \$40,707.05. These fees represent professional services for the period beginning September 30, 2011 through December 31, 2011. Enclosed is an itemization of these fees.

Sincerely,

Darlene McAndrew
Retirement Administrator

Enclosure

FEE
STATEMENT

ACCOUNT 5854676

CITY OF PLANO
ATTN MS DARLENE MCANDREW
PO BOX 860358
PLANO TX 75086-0358

IA CITY OF PLANO RETIREMENT SECURITY PLAN

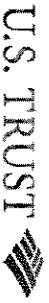
September 30, 2011 through December 31, 2011

MARKET VALUE: (SCHEDULE 5J)

TOTAL MARKET VALUE			
1,000,000.00 @	.005	5,000.00	
4,000,000.00 @	.004	16,000.00	
70,914,096.61 @	.002	141,828.19	
		<hr/>	
75,914,096.61		162,828.19	40,707.05

THIS BILL IS DUE AND PAYABLE UPON RECEIPT. PLEASE RETURN PAYMENT WITH COPY OF INVOICE ENCLOSED

\$40,707.05



Bank of America Private Wealth Management

Ratification of payment to TEXPERS



October 28, 2011

Comerica Bank
Institutional Trust and Retirement Services
8850 Boedeker St., 5th Floor
Dallas, Texas 75225

Re: City of Plano Retirement Security Plan, Account #1050010057

To Whom It May Concern:

Please remit payment to TEXPERS in the amount of \$367.31. This represents the annual TEXPERS membership fee for the City of Plano Retirement Security Plan. Please remit payment to:

TEXPERS
1225 North Loop West, Suite 909
Houston, TX 77008

Sincerely,

Darlene McAndrew
Retirement Administrator

Enclosure



TEXPERS

1225 North Loop West, Suite 909
Houston, TX 77008

Invoice

DATE	INVOICE NO.
10/28/2011	2298

BILL TO
Plano Retirement Security Plan P.O. Box 860358 Plano, TX 75086-0358

TERMS
Due on Receipt

DESCRIPTION	AMOUNT
2012 TEXPERS System Member Annual Membership Dues	367.31
Total \$367.31	

Method of Payment

Check enclosed payable to: TEXPERS

Charge my: American Express VISA Mastercard Discover

Card No.: _____

Exp. Date: _____ CVV No.: _____

Cardholder's Name: _____

Signature: _____

Ratification of payment to D. Brennan Reilly, P.C.



November 16, 2011

Comerica Bank
Institutional Trust and Retirement Services
8850 Boedeker St., 5th Floor
Dallas, Texas 75225

Re: City of Plano Retirement Security Plan, Account #1050010057

To Whom It May Concern:

Please remit payment to D. Brennan Reilly, P.C. in the amount of \$1,239.00.

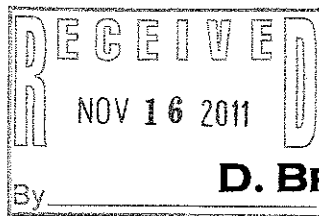
- Invoice 2490 for services rendered:
 - October 13, 2011 in the amount of \$59.00
 - October 19, 2011 in the amount of \$560.50
 - October 21, 2011 in the amount of \$354.00
 - October 24, 2011 in the amount of \$147.50
 - October 26, 2011 in the amount of \$59.00
 - October 27, 2011 in the amount of \$59.00

Enclosed is an itemization of the invoice.

Sincerely,

Darlene McAndrew
Retirement Administrator

Enclosure

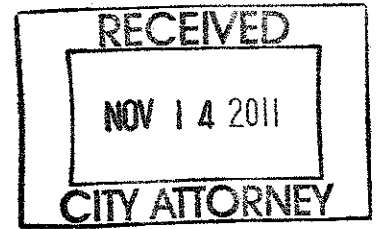


D. BRENNAN REILLY, P.C.

3731 RICE BLVD.

HOUSTON, TEXAS 77005

EIN: 76-0634363



City of Plano
P.O. Box 860358
Plano, Texas 75086-0358

November 14, 2011

File #: 53-200901
Invoice #: 2490

Attention: Victoria Huynh, Esq.
RE: RSP (Retirement Savings Plan)

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Oct-13-11	Correspondence with Darlene McAndrew regarding RSP restatement.	0.20	59.00	DBR
Oct-19-11	Review RSP restatement; discussion with Victoria Huynh and Darlene McAndrew regarding same; review same.	1.90	560.50	DBR
Oct-21-11	Revise RSP restatement; correspondence with Victoria Huynh regarding same.	1.20	354.00	DBR
Oct-24-11	Legal analysis regarding provision of RSP SPD; correspondence with Victoria Huynh regarding same.	0.50	147.50	DBR
Oct-26-11	Discussion with Victoria Huynh regarding council adoption of restated RSP.	0.20	59.00	DBR
Oct-27-11	Revise RSP and correspondence with Darlene McAndrew regarding same.	0.20	59.00	DBR
	Totals	4.20	\$1,239.00	

APPROVED FOR PAYMENT

Signature

Date

GEN ACCOUNTING 381.6312

P.O. Number

Total Fees & Disbursements

\$1,239.00

Previous Balance

\$0.00

Previous Payments

\$0.00

Balance Due Now

\$1,239.00



Ratification of payments to participants

Payments to Participants

January 31, 2012

NAME	TYPE	AMOUNT
Brooks Elmo	Monthly	\$ 234.88
Cardona Camilo	Monthly	\$ 224.71
Davis Jeffery	Monthly	\$ 227.68
Davis Melinda	Lump Sum	\$ 815.43
Flaharity Cheryl	Monthly	\$ 173.64
Gillman Sandra	Monthly	\$ 1,054.13
Greenwald Brian	Lump Sum	\$ 5,369.50
Hardin David	Lump Sum	\$ 2,873.89
Harrison Jay	Monthly	\$ 751.68
Hood Margie	Monthly	\$ 264.99
King Terry	Monthly	\$ 649.46
Klein Kenneth	Monthly	\$ 1,121.80
Kvale Barbara	Monthly	\$ 909.06
McDonald Torrance	Lump Sum	\$ 3,510.81
Mergen James	Monthly	\$ 631.65
Mook Jim	Lump Sum	\$ 1,816.35
Nickell David	Monthly	\$ 524.66
Ramon Julian	Lump Sum	\$ 4,535.87
Sabando Homero	Monthly	\$ 107.69
Scanio Barbara	Monthly	\$ 371.61
Sepulveda Laurie	Lump Sum	\$ 9,210.19
Shiplely Donna	Monthly	\$ 1,676.20
Snow Laretta	Monthly	\$ 283.29
Sturns Sharon	Monthly	\$ 539.47
Talley Rita	Monthly	\$ 385.08
Toberman Herschel	Lump Sum	\$ 3,408.22
Valenta Sharon	Monthly	\$ 303.72
Warren James	Lump Sum	\$ 1,591.17
West Allen	Monthly	\$ 679.53