

TMRS E-bulletin

FOR CITIES

March Board of Trustees Meeting • Member Annual Statement Update • City Correspondent Reminders • TMRSDirect Updates • 2016 Training

March Board of Trustees Meeting

The TMRS Board of Trustees met on March 23 and 24, 2016, in Austin. The public [presentations](#) from the meeting are available on the TMRS website.

The Board:

- Approved a 0.06% interest allocation to city trust accounts in the Benefit Accumulation Fund. Under the asset smoothing process previously approved by the Board, the actuarial rate of return that will be used in connection with the 2015 actuarial valuation is 6.69%.
- Appointed Trustees to the following Board committee positions:
 - o Advisory Committee on Retirement Matters and Nominating Committee – Chair Bill Philibert, Vice Chair Roy Rodriguez
 - o Internal Audit Committee – Chair Jim Jeffers, Vice Chair Julie Oakley
 - o Compensation Committee – Chair Julie Oakley, Vice Chair David Landis
- Approved recommendations for new managers in the absolute return, real return, and real estate asset classes, pending successful contract negotiations and background checks, and ratified a previous private equity manager recommendation.
- Heard a presentation from KPMG on the 2015 external audit plan and SOC-1 audit plan.
- Heard a quarterly Investment Department staff report, an annual review of the absolute return asset class, a presentation on the potential effect of negative interest rates, and a management update from the chief investment officer.

The next meeting of the Board will be May 19 – 20 in Austin.

Member Annual Statements - An Update

TMRS Member Annual Statements, which provide a summary of each member's account for the 2015 calendar year, have all been mailed and are available online through MyTMRS®. Now members are able to update their addresses and other contact information through MyTMRS. If your employees have other changes they need to make, such as beneficiary updates, they will need to send TMRS a form. Call 800-924-8677 if you have questions.

City Correspondent Reminders

Sign Up for Electronic Payroll, Get Free Registration for a TMRS Training Course!

Employees who are responsible for submitting monthly City payrolls to TMRS will want to review the online training that shows how to submit the City's Monthly Payroll Report. The [training page](#) is posted on the TMRS website and includes the following components:

1. [Payroll Reference Guide](#) (a resource that can be reviewed, printed, and kept for future reference).
2. Forms tutorial, [How to Fill Out Payroll Forms](#), which guides you through completion of TMRS payroll forms, and shows you how to calculate the correct amount to send to TMRS each month.
3. As needed for review, [FAQs Regarding Payroll Submission](#).
4. Instructions for filing payroll electronically, using either the Electronic Payroll Guide or the TMRS City Portal.

NOTE: Act now! Sign up and submit your first electronic payroll and you'll qualify to send someone from your city to a 2016 TMRS training event (either the Annual Training Seminar or a Correspondent Course). For either option, TMRS will waive the registration fee (\$125 or \$50, respectively). To take advantage of this offer and also receive payroll upload assistance, e-mail [Chris Gillis](mailto:Chris.Gillis@tmrs.com) or [Chad Nichols](mailto:Chad.Nichols@tmrs.com), or call our office at 800-924-8677 and ask to speak to Chris or Chad.

New Rule for Notaries

Anyone who is a notary public in Texas needs to be aware of a new requirement for ID numbers that was enacted by the Texas Legislature in House Bill 1683. The law directs the Secretary of State to "assign each notary public an identifying number and keep a record of the number assigned." This requirement for an identifying number took effect January 1, 2016.

The Member Services department at TMRS is now processing forms requiring notarization based on the new rule. For any form that requires notarization:

1. If the notary seal has an ID number, the notarization is valid if all other requirements are met.
2. If there is no ID number, we will look at the expiration date of the notary's commission. If the commission expires January 1, 2020 or later, then it's not a valid seal without ID number. If the commission expires before January 1, 2020, it is valid without an ID number if all other requirements are met.

E-newsletters for Members and Retirees

In the next two weeks, TMRS will be sending e-news alerts to members and retirees through the Govdelivery email system (the same program we use to send this "E-bulletin for Cities"). Please encourage employees to check for these emails (be sure they allow mail from "Texas Municipal Retirement System," or tmrs@public.govdelivery.com). Also encourage them to sign up for MyTMRS if they haven't already done so. Since MyTMRS is the principal program we are using for managing email addresses for members and retirees, they won't receive these email updates if they're not registered users of MyTMRS.



TMRS Direct Updates (MyTMRS and the City Portal)

Starting in April, TMRS retirees/annuitants will be able to use **MyTMRS** to change their income tax withholding instructions for their retirement benefit. We will post details and instructions at the time of the program upgrade and notify retirees who are registered on MyTMRS.

Since mid-2015, Authorized Users of the **City Portal** have been able to enroll members online using the City Portal. TMRS thanks City Portal users for contributing to the success of this direct processing initiative. The beneficiary portion of the enrollment is not online yet, so please give the new employee the appropriate beneficiary form (TMRS-0007 or TMRS-007V).

REMEMBER – the City Portal is a secure program and you should always keep member information confidential. Only Authorized Users and City Portal Administrators are allowed access to the portal. Keep your City Portal password secure, and never share it with anyone!

2016 TMRS Training Continues....

See the TMRS website [Events page](#) for training event details.

Executive Workshops – Our new workshops specifically designed for city decision makers and officials have been well received in Austin and McAllen. We have three more workshops planned for the year. If you're interested in attending, please send an email to communications@tmrs.com and tell us which Executive Workshop you're interested in attending.

April 13 - Plano (this session almost full)	NOTE NEW LOCATION: The Oak Point Park Nature & Retreat Center 5901 Los Rios Blvd.
May 24 - Deer Park	Deer Park Community Center, Room 6 610 E. San Augustine
July 13 - Nacogdoches	Nacogdoches County Exposition and Civic Center 2nd Floor Conference Room, 3805 NW Stallings Drive

City Correspondent Certification Courses – These one-and-a-half day courses for city staff who administer the TMRS program cover TMRS enrollment, service credit, retirement processing, and much more. The fee to attend is \$50. Breakfast (both days) and lunch is provided. Two more remain, both in Austin at the TMRS building, 1200 N. IH-35.

June 28-29 - Austin	Contact Sean Thompson
November 15-16 - Austin	Contact Colin Davidson

Regional Pre-Retirement Conferences – Free half-day events for members who are close to retirement; conferences feature an overview of TMRS and Social Security benefits, and individual counseling is available. Spouses are invited; breakfast is provided.

TMRS is asking cities to help us get the word out about [online registration](#) for these conferences; cities in the region of each event will receive emails with invitations to send to their employees.

REMAINING REGIONAL PRE-RETIREMENT CONFERENCES

- April 5 Irving
- April 21 Denton
- May 11 Beaumont
- May 17 Hurst

- June 1 Alpine
- June 22 Schertz
- July 12 Nacogdoches
- August 23 Pasadena
- November 2 Lubbock
- November 17 Plano

TMRS Annual Training Seminar – September 7-9 are the dates for “The Power of Partnership,” the Annual Training Seminar at the Sheraton Austin Hotel at the Capitol. Registration for the seminar is \$125. More details on the programming, hotel block, and registration forms will be coming soon!