

Memorandum

TO: VEBA ADVISORY COMMITTEE

FROM: Eric Lemon

Finance Department

SUBJECT: SEE BELOW

DATE: December 9, 2019

Approved

Dano

Date

12/2/19

SUBJECT: PLAN REPORT – FIRST QUARTER ACTIVITY FOR FISCAL YEAR 2019-2020

RECOMMENDATION

Approve the Voluntary Employees' Beneficiary Association ("VEBA") Plan Report for the first quarter of Fiscal Year 2019-2020.

OUTCOME

Provide the VEBA Advisory Committee with financial information and statistical data on the VEBA Plan ("Plan").

BACKGROUND

Each quarter, the Finance Department presents the following information to the VEBA Advisory Committee: employee participation in the Plan; financial data regarding the Plan assets held by VOYA Financial, Inc. ("Plan Provider"); and financial activities pertaining to the administrative fund.

ANALYSIS

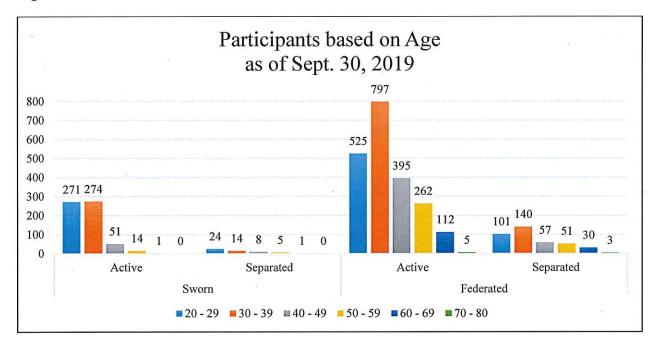
This section of the report is divided into three sections: Plan Participation, Plan Assets, and Administrative Source and Use of Funds.

I. Plan Participation

<u>Employee Plan Participation by Age</u> – At September 30, 2019, VEBA Plan had a total of 611 active and 52 separated employees in Sworn, and 2,096 active and 382 separated employees in Federated. The majority of active Sworn employees at 44 percent are within 20-29 age range and Federated employees at 38 percent (Exhibit G).

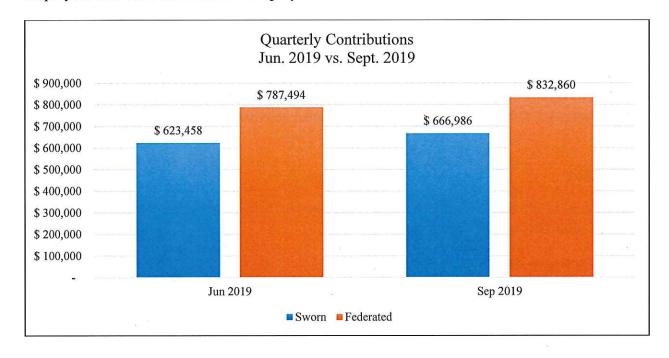
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<u>Contribution</u> – Total contributions through salary deductions increased during the quarter ended September 30, 2019 by \$43,528 (7.0 percent) to \$666,986 for Sworn employees and by \$45,366 (5.8 percent) to \$832,860 for Federated employees compared to the amounts reported for the quarter ended June 30, 2019. This increase was primarily due to an increase in the number of employees during the quarter.

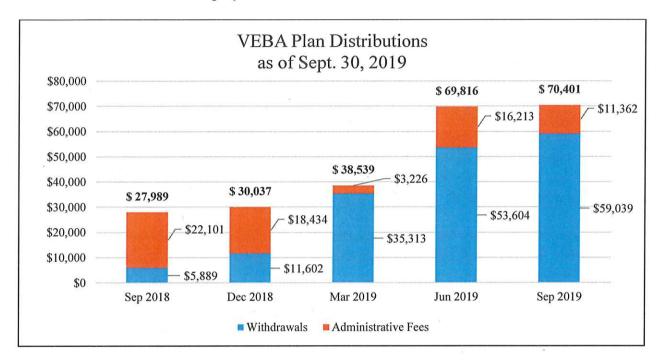
The average employee contribution for the quarter ended June 30, 2019 was \$1,092 for Sworn employees and \$397 for Federated employees.



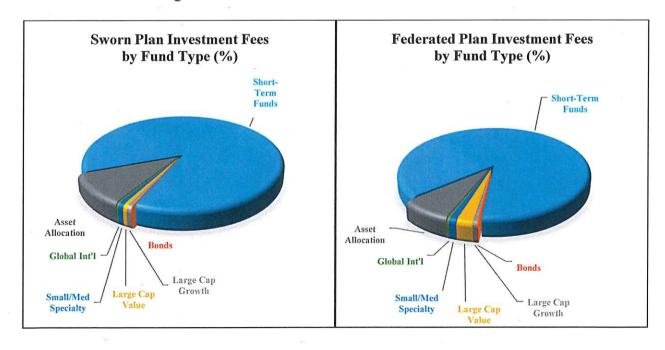
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<u>Distributions</u> – As of September 30, 2019, the total distributions for the first quarter of \$70,401 were the result of \$59,039 (83.9 percent) of withdrawals, and fees of \$11,362 (16.1 percent) for both Sworn and Federated employees.



<u>Investments Fees</u> – As of September 30, 2019, majority of the fees incurred in both plans were derived from short-term funds. In Sworn employees, 87.2 percent of total investments fees derived from that investment category while in Federated is 87.9 percent. Below is a summary of the fees in each investment categories. Please see Exhibit I for details.



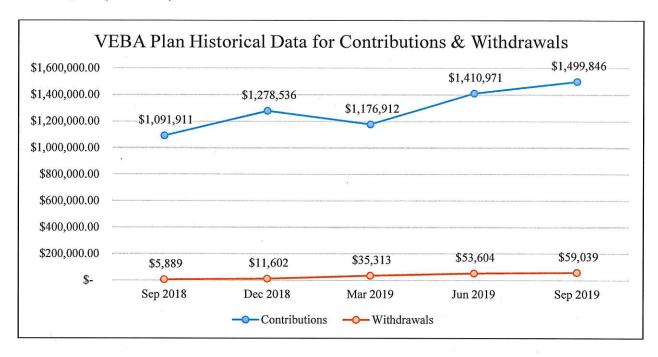
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<u>Investments Earnings/(Losses)</u> - Total investment gains for the current quarter were \$36,929 and \$45,949 for Sworn and Federated employees respectively, a decrease of \$65,861 and \$78,623 when compared to the investment gains reported for the fourth quarter ended June 30, 2019. This is primarily due to unfavorable market conditions in the first quarter of Fiscal Year 2019-2020. Please see Exhibit D for details. The table below shows historical data of earnings of the VEBA plan for the last 5 quarters.

VEBA	A Plan	n Historical I)at	ta - Earnings	
×.		Sworn		Federated	Total
Jul 2018 - Sep 2018	\$	51,827	\$	82,679	\$ 134,506
Oct 2018 - Dec 2018	\$	(138,546)	\$	(189,441)	\$ (327,987)
Jan 2019 - Mar 2019	\$	202,628	\$	250,086	\$ 452,714
Apr 2019 - Jun 2019	\$	102,809	\$	124,572	\$ 227,381
Jul 2019 - Sep 2019	\$	36,929	\$	45,949	\$ 82,878

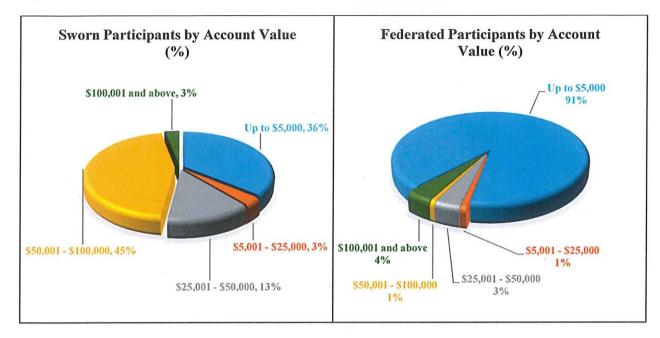
The following chart shows VEBA Plan Historical Data for contributions and withdrawals over the last 5 quarters. For September 30, 2019 quarter, contributions and withdrawals were \$1.5 million and \$59,039 (Exhibit E).



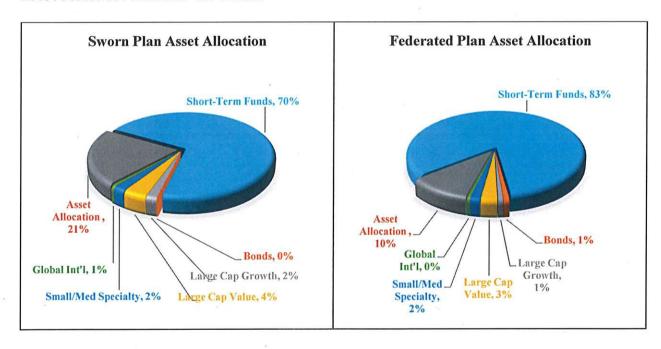
<u>Participant Account Balances</u> – As of September 30, 2019, 36 percent of the accounts for Sworn and 91 percent for Federated had balances below \$5,000, 3 percent of the accounts for Sworn and 1 percent for Federated had balances between \$5,001 and \$25,000, 13 percent for Sworn and 3 percent for Federated had balances between \$25,001 and \$50,000, and 48 percent of the accounts for Sworn and 5 percent for Federated had balances above \$50,001 in the VEBA Plan. Please see Exhibit G for details.

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<u>Fund Class Changes and Asset Allocation</u> – As of September 30, 2019, most of the cash in both plans is invested in short-term funds resulting in 70 percent for Sworn employees and 83 percent for Federated employees. Below is a summary of the fund asset allocation as of September 30, 2019. Please see Exhibit F for details.



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III. Administrative Source and Use of Funds – As of September 30, 2019, the actual revenues in the fund were under the quarterly budget at 20.4 percent due to the lower than expected cost reimbursement from the Plan Provider. The total expenditures that was incurred were under the quarterly budget at 17.7 percent mainly due to less personal expenditures being charged in the fund.

VEBA Plan
Source and Use of Administrative Reimbursement Funds
Fiscal Year 2019-2020

	t Quarter (Jul-Sep)	F	Total Tiscal Year		cted Annual Budget	% of Budget		
Surplus - Beginning	\$ 221,366	\$	221,366					
Adjustment	1,770		1,770					
Surplus - Beginning, Adjusted	\$ 223,136	\$	223,136					
Surplus - Beginning	\$ 223,136	\$	223,136			×		
Revenues								
VOYA - Cost Reimb	\$ 28,392	\$	28,392	\$	140,000	20.3%		
Interest Earnings	557		557	V.	1,810			
Total Revenues	\$ 28,950	\$	28,950	\$	141,810	20.4%		
Expenditures								
Personal	\$ 17,394	\$	17,394	\$	129,093	13.5%		
Non-Personal	19,072		19,072		77,153	24.7%		
Total Expenditures	\$ 36,467	\$	36,467	\$	206,246	17.7%		
Surplus - Net Change	\$ (7,517)	\$	(7,517)					
Ending Surplus - Reserved	\$ 106,561	\$	106,561					
Ending Surplus - Unreserved	109,058		109,058	5				
Ending Surplus - Total	\$ 215,619	\$	215,619					

Consistent with prior quarterly reports, attached are the graphs and schedules outlining plan activities, participation, and performance.

Prepared by: Maurice De Castro

Accountant

Reviewed by: Eric Lemon

Principal Accountant

VEBA Plan Average Contribution Fiscal Year 2019-2020

FY 2019
4th Quarter
(Apr-Jun)

Federated

Sworn

Federated

FY 2020

Change from
FY19 4th Qtr to FY20 1st Qtr
(Jul-Sept)

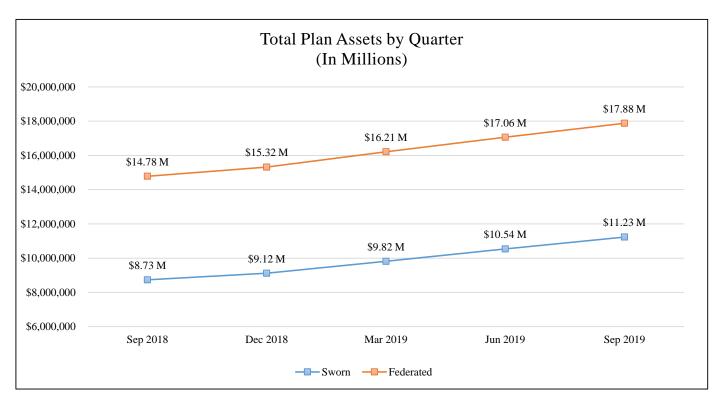
Increase (Decrease)

Sworn

Federated

	Sworn	 Federated		Sworn		Federated		Sworn		Federated
Employee Contributions	\$ 623,458	\$ 787,494	\$	666,986	\$	832,860	\$	43,528	\$	45,366
Number of Participants*	560	1,974		611		2,096		51		122
Average contribution per employee	\$ 1,113	\$ 399	\$	1,092	\$	397	\$	(22)	\$	(2)

^{*} The number of participants only pertains to current Active employees



QUARTER ENDED

				Percentage Ch	ange from last
Quarter Ending	Total Pla	an A	<u>Assets</u>	<u>Qua</u>	<u>rter</u>
	Sworn		Federated		
Jun 2018	\$ 8,216,914	\$	14,100,809		
Sep 2018	\$ 8,734,699	\$	14,781,451	6.30%	4.83%
Dec 2018	\$ 9,116,688	\$	15,319,974	4.37%	3.64%
Mar 2019	\$ 9,818,439	\$	16,209,311	7.70%	5.81%
Jun 2019	\$ 10,535,089	\$	17,061,177	7.30%	5.26%
Sep 2019	\$ 11,230,719	\$	17,877,869	6.60%	4.79%

VEBA Plan Schedule of Combined Assets By Fiscal Quarter Fiscal Year 2019-2020

Assets	1st Quarter (Jul-Sept)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-Jun)
Sworn	\$ 11,230,719			
Federated	 17,877,869			
Ending Balance	\$ 29,108,588 \$	-	\$ -	\$ -

VEBA Plan Statement of Changes in Assets Fiscal Year 2019-2020

4th Quarter FY19 (Apr-Jun) 1st Quarter FY20 (Jul-Sep) Change from FY19 4th Qtr to FY20 1st Qtr Increase (Decrease)

	 Sworn	Federa	ited	Sworn Federated		 Sworn		ederated	
Beginning Balance	\$ 9,818,439	\$ 16,20	09,311 \$	10,535,088	\$	17,061,177	\$ 716,649	\$	851,866
Add:									
Payroll Contributions	623,477	7	87,494	666,986		832,860	43,509		45,366
Deduct:									
Withdrawals	(6,139)	(4	47,465)	(5,892)	(53,147)	(247)		5,682
Administrative Fees	(3,478)	(12,735)	(2,392)	(8,970)	(1,086)		(3,765)
Earnings (Loss):									
VEBA Investments	102,789	1:	24,572	36,929		45,949	(65,860)		(78,623)
Ending Balance	\$ 10,535,088	\$ 17,0	61,177 \$	11,230,719	\$	17,877,869	\$ 695,631	\$	816,692

VEBA Plan
Historical Data (Sworn & Federated)
Fiscal Year 2017-2018 through Fiscal Year 2019-2020

Other Contributions

	Payro	ll Contributions	/Roll-	ins	Withdrawals	Admin	istrative Fees	Investm	ent Earnings
FY 2017-2018									
4th Qtr		22,273,879		-	(1,950)		(8,690)		54,485
Total	\$	22,273,879	\$	-	\$ (1,950)	\$	(8,690)	\$	54,485
FY 2018-2019									
1st Qtr	\$	1,091,911	\$	-	\$ (5,889)	\$	(22,101)	\$	134,506
2nd Qtr		1,278,536		-	(11,602)		(18,434)		(327,987
3rd Qtr		1,176,912		-	(35,313)		(3,226)		452,715
4th Qtr		1,410,971		-	(53,604)		(16,213)		227,361
Total	\$	4,958,330	\$	-	\$ (106,408)	\$	(59,974)	\$	486,595
FY 2019-2020									
1st Qtr	\$	1,499,846	\$	-	\$ (59,039)	\$	(11,362)	\$	82,878
2nd Qtr									
3rd Qtr									
4th Qtr									
Total	\$	1,499,846	\$	-	\$ (59,039)	\$	(11,362)	\$	82,878

VEBA Plan Investment Detail as of September 30, 2019

Balance as of 9/30/2019

Investment (%) as of 9/30/2019

		as 01 31	JUI 4	(01)	as 01 3/30/2013			
		Sworn		Federated	Sworn	Federated		
Fund	-	SWOIN		rederated	SWOTH	rederated		
Voya Fixed Account	\$	7,818,210	\$	14,662,680	70%	82%		
Voya Holding Account	Ψ	95,806	Ψ	121,996	1%	1%		
Vanguard Federal Money Market		915		117,177	0%	1%		
Short-Term Funds	\$	7,914,931	\$	14,901,853	70%	83%		
Templeton Global Bond	\$	481	\$	62,929	0%	0%		
BlackRock Inflation-Protected Bond		1,011		19,873	0%	0%		
Loomis Sayles Core Plus Bond		1,328		85,714	0%	0%		
Bond Funds	\$	2,820	\$	168,516	0%	1%		
American Funds Growth	\$	137,048	\$	113,087	1%	1%		
Fidelity Adv New Insights		57,581		34,398	1%	0%		
Large Cap Growth	\$	194,629	\$	147,485	2%	1%		
AMG Yacktman	\$	88,143	\$	84,032	1%	0%		
Vanguard Total Stock Market Index		148,053		258,086	1%	1%		
Vanguard Institutional Index		16,827		55,330	0%	0%		
Parnassus Core Equity		83,449		27,383	1%	0%		
Vanguard Equity Income		92,450		53,043	1%	0%		
Large Cap Value	\$	428,922	\$	477,874	4%	3%		
VY Clarion Real Estate Portfolio	\$	87,475	\$	18,920	1%	0%		
Vanguard Small Cap Index		18,744		9,713	0%	0%		
Vanguard Mid Cap Index		16,197		42,398	0%	0%		
Janus Henderson Small Cap Value		25,269		17,680	0%	0%		
JP Morgan Mid Cap Value		1,667		20,369	0%	0%		
Emerald Growth		282		63,895	0%	0%		
Janus Henderson Enterprise		72,984		92,392	1%	1%		
Small/Med Specialty	\$	222,618	\$	265,367	2%	1%		

Continue

Total VEBA Plan investments	\$ 11,230,719	\$ 17,877,869	100%	100%
Asset Allocation Funds	\$ 2,401,875	\$ 1,836,154	21%	10%
Vanguard Target Retirement Income	 -	18,832	0%	0%
Vanguard Target Retirement 2065	1,548	1,878	0%	0%
Vanguard Target Retirement 2060	10,424	4,326	0%	0%
Vanguard Target Retirement 2055	137,624	94,622	1%	1%
Vanguard Target Retirement 2050	171,309	123,288	2%	1%
Vanguard Target Retirement 2045	187,882	55,129	2%	0%
Vanguard Target Retirement 2040	140,192	91,457	1%	1%
Vanguard Target Retirement 2035	160,587	85,488	1%	0%
Vanguard Target Retirement 2030	173,669	162,414	2%	1%
Vanguard Target Retirement 2025	32,130	153,852	0%	1%
Vanguard Target Retirement 2020	125,883	91,879	1%	1%
Vanguard Target Retirement 2015	-	98,463	0%	1%
Conservative Custom Lifestyle	296,424	171,782	3%	1%
Aggressive Custom Lifestyle	562,489	309,116	5%	2%
Moderate Custom Lifestyle	\$ 401,714	\$ 373,628	4%	2%
Global Int'l	\$ 64,924	\$ 80,620	1%	0%
DFA International Small Company	 1,189	102	0%	0%
Oppenheimer Developing Markets	52,417	18,169	0%	0%
American Funds Europacific	7,551	15,132	0%	0%
Vanguard Total Intl Stock Market Index	\$ 3,767	\$ 47,217	0%	0%

Concluded

VEBA Plan
Account Value and Participant Profile
as of September 30, 2019

By Acc	count Value*			By Age						
	Sworn	Federated		Sv	vorn	Federated				
	Sworn	rederated		Active	Separated	Active	Separated			
Up to \$5,000	219	1,905	20 - 29	271	24	525	101			
\$5,001 - \$25,000	21	18	30 - 39	274	14	797	140			
\$25,001 - \$50,000	82	76	40 - 49	51	8	395	57			
\$50,001 - \$100,000	268	15	50 - 59	14	5	262	51			
\$100,001 and above	21	82	60 - 69	1	1	112	30			
			70 - 80	0	0	5	3			
Total Accounts	611	2,096	Total	611	52	2,096	382			

^{*} The number of accounts by Account Value only pertains to current Active employees.

VEBA Plan Administrative Fees Detail as of September 30, 2019

Fees as of 9/30/2019

Investment Fee (%) as of 9/30/2019

		Sw	orn			Fede	rated		Sworn	Federated
Fund	Reco	rdkeeping	Sha	reholder	Reco	rdkeeping	Shar	reholder		
Voya Fixed Account	\$	2,087	\$	-	\$	4,198	\$	-	87.2%	87.6%
Voya Holding Account		-		-		-		-	0.0%	0.0%
Vanguard Federal Money Market		-		-		13		-	0.0%	0.3%
Short-Term Funds	\$	2,087	\$	-	\$	4,211	\$	-	87.2%	87.9%
Templeton Global Bond	\$	-	\$	_	\$	3	\$	-	0.0%	0.1%
BlackRock Inflation-Protected Bond		-		-		4		-	0.0%	0.1%
Loomis Sayles Core Plus Bond		2		-		5		-	0.1%	0.1%
Bond Funds	\$	2	\$	-	\$	12	\$	-	0.1%	0.3%
American Funds Growth	\$	9	\$	-	\$	14	\$	-	0.4%	0.3%
Fidelity Adv New Insights		5		-		10		-	0.2%	0.2%
Large Cap Growth	\$	14	\$	-	\$	24	\$	-	0.6%	0.5%
AMG Yacktman	\$	4	\$	_	\$	6	\$	-	0.2%	0.1%
Vanguard Total Stock Market Index		6		-		63		-	0.3%	1.3%
Vanguard Institutional Index		1		-		32		-	0.0%	0.7%
Parnassus Core Equity		1		-		4		-	0.0%	0.1%
Vanguard Equity Income		4		-		6		<u> </u>	0.2%	0.1%
Large Cap Value	\$	16	\$	-	\$	111	\$	-	0.7%	2.3%
VY Clarion Real Estate Portfolio	\$	1	\$	_	\$	3	\$	-	0.0%	0.1%
Vanguard Small Cap Index		3		-		6		-	0.1%	0.1%
Vanguard Mid Cap Index		1		-		11		-	0.0%	0.2%
Janus Henderson Small Cap Value		1		-		2		-	0.0%	0.0%
JP Morgan Mid Cap Value		-		-		4		-	0.0%	0.1%
Emerald Growth		-		-		9		-	0.0%	0.2%
Janus Henderson Enterprise		12		-		13		<u> </u>	0.5%	0.3%
Small/Med Specialty	\$	18	\$	-	\$	48	\$	-	0.8%	1.0%

Continue

						Continued
Vanguard Total Intl Stock Market Index	\$ 1	\$ -	\$ 9	\$ -	0.0%	0.2%
American Funds Europacific	1	-	2	-	0.0%	0.0%
Oppenheimer Developing Markets	4	-	3	-	0.2%	0.1%
DFA International Small Company	-	-	-	-	0.0%	0.0%
Global Int'l	\$ 6	\$ -	\$ 14	\$ -	0.3%	0.3%
Moderate Custom Lifestyle	\$ 18	\$ -	\$ 41	\$ -	0.8%	0.9%
Aggressive Custom Lifestyle	47	-	28	-	2.0%	0.6%
Conservative Custom Lifestyle	8	-	12	-	0.3%	0.3%
Vanguard Target Retirement 2015	-	-	5	-	0.0%	0.1%
Vanguard Target Retirement 2020	5	-	6	-	0.2%	0.1%
Vanguard Target Retirement 2025	1	-	17	-	0.0%	0.4%
Vanguard Target Retirement 2030	2	-	9	-	0.1%	0.2%
Vanguard Target Retirement 2035	19	-	23	-	0.8%	0.5%
Vanguard Target Retirement 2040	23	-	19	-	1.0%	0.4%
Vanguard Target Retirement 2045	45	-	67	-	1.9%	1.4%
Vanguard Target Retirement 2050	36	-	73	-	1.5%	1.5%
Vanguard Target Retirement 2055	36	-	47	-	1.5%	1.0%
Vanguard Target Retirement 2060	8	_	17	-	0.3%	0.4%
Vanguard Target Retirement 2065	2	-	4	-	0.1%	0.1%
Vanguard Total Retirement Inc	-	_	2	-	0.0%	0.0%
Asset Allocation Funds	\$ 250	\$ -	\$ 370	\$ -	10.4%	7.7%
Total VEBA Plan administrative fees	\$ 2,393	\$ -	\$ 4,790	\$ <u> </u>	100.0%	100.0%

Concluded

VEBA Plan
Source and Use of Administrative Reimbursement Funds
Fiscal Year 2019-2020

	1st Quarter (Jul-Sep)		Total Fiscal Year		Projected Annual Budget		% of Budget
Surplus - Beginning	\$	221,366	\$	221,366			
Adjustment	Ψ	1,770	Ψ	1,770			
Surplus - Beginning, Adjusted	\$	223,136	\$	223,136			
Surplus - Beginning	\$	223,136	\$	223,136			
Revenues							
VOYA - Cost Reimb	\$	28,392	\$	28,392	\$	140,000	20.3%
Interest Earnings		557		557		1,810	
Total Revenues	\$	28,949	\$	28,949	\$	141,810	20.4%
Expenditures							
Personal	\$	17,394	\$	17,394	\$	129,093	13.5%
Non-Personal		19,072		19,072		77,153	24.7%
Total Expenditures	\$	36,466	\$	36,466	\$	206,246	17.7%
Surplus - Net Change	\$	(7,517)	\$	(7,517)			
Ending Surplus - Reserved	\$	106,561	\$	106,561			
Ending Surplus - Unreserved		109,058		109,058			
Ending Surplus - Total	\$	215,619	\$	215,619			