



### **MEMORANDUM**

To: Boards of Trustees

From: Klausner, Kaufman, Jensen & Levinson

Subject: Required Documents for Posting by Plan Sponsor

Date: February 1, 2026

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Over the course of several years, municipal governmental pension plans have been tasked with requirements to ensure that certain documents are provided to the plan sponsor to be posted on the plan sponsor's website, as well as posted on the plan's website (if they have one).

To make everyone aware of these requirements, please see the below list of items required to be provided to the plan sponsor to be posted:

- Section 112.664 Compliance
- Detailed Accounting Report
- 60T Disclosure - (History of Investment Returns compared to assumptions and investment portfolio asset allocations)
- Actuarial Valuation
- Link to the Division of Retirement's Summary Fact Sheet for the Plan

Separately, if the plan has a website, the contact information for the Public Records Custodian must be prominently displayed.

We recommend that this memo be provided to your administrative team and the Municipal Clerk or District Administrator (whichever is applicable), so that they are aware of the posting requirements.

Please contact us if you have any questions.

As outlined in the memo, I reviewed the City's website to confirm the presence of the required pension plan disclosures. I have highlighted several pages that demonstrate compliance with these posting requirements.

The Pension Records Custodian is clearly identified on the 3<sup>rd</sup> page provided, meeting the requirement that public records contact information be prominently displayed.

On the 4th page provided, the following required documents and links are available and accessible:

- Section 112.664 Compliance information
- Detailed Accounting Report
- History of Investment Returns (60T Disclosure)
- Actuarial Valuation
- A link to the Division of Retirement's Summary Fact Sheet for the Plan

Based on this review, the City's website reflects the items identified in the memo as required for posting, and no deficiencies were noted at this time.

**Chapter 119, Florida Statutes, Notice of  
the City of Ocala General Employees'  
Retirement System Custodian of Public  
Records**

The Custodian of Public Records for the City of Ocala is the Pension Office. The Pension office is the location where the City's public records are routinely created, sent, received, maintained and requested. The location and contact information is:

Alicia Gaither, Pension Office  
City of Ocala, Customer Service Center  
201 SE 3<sup>rd</sup> Street  
Ocala, FL 34471  
352-629-8372 (office)  
352-690-2025 (fax)  
agaither@ocalafl.gov

I WANT TO...

## **General Pension**

If you have any questions you can email [RetireesCorner@ocalafl.gov](mailto:RetireesCorner@ocalafl.gov)

## **VIEW THE UPCOMING MEETING AND AGENDA**

## **Compliance**

[Ocala General Pension Actuarial Valuation 2024](#)

[Ocala General Pension Corridor Letter 10.01.2024](#)

[Ocala General Pension Investment Performance 9.30.2024](#)

[Ocala General Pension Investment Policy](#)

[Ocala General Pension Investment History Chart](#)

[Ocala General Pension GASB Report 9.30.2024](#)

[Ocala General Pension Budget FY 25-26](#)

[Ocala General Pension Expenses FY 23-24](#)

[GENERAL SPD](#)

[Ocala General Pension Division Retirement Fact Sheet 10.2023](#)

## Retiree's Corner

### Welcome to the Retiree's Corner

If you are a City of Ocala retiree, this site is for you! Here, you can securely access information personal to you, download forms, learn of state legislative measures that might affect your benefits.

Keep in touch and let us know if there is other helpful information that we can provide.

You can submit one of the forms below or use the [Munis Self Service Portal](#) to make any of these changes.

### Retiree Forms

[Address Change Form Revised ADA](#)

[Change of Surname ADA](#)

[Contact Information Update Form ADA](#)

[Direct Deposit Form revised 10.2021ADA](#)

[2025 Form W-4P pdf](#)

[Pension Custodian of Public Records](#)

Please email forms to [Retireescorner@ocalafl.org](mailto:Retireescorner@ocalafl.org)

### Pension Information Items:

[City Insurance Rates](#)

[FY 2024-25 Payroll & Pension Calendar](#)

### Links of Interest

IMPORTANT INFORMATION: Starting 4/14/2020, the EDEN Portal will be used for historical information.

Please use the MUNIS Self Services link below to access your information, starting 4/15/2020. A letter explaining the change will be mailed to you.

- MUNIS Self Services
- My BenTek