

# **AGENDA ITEM 1**

**NO BACKUP  
FOR THIS SECTION**

## **AGENDA ITEM 2**

**ITEM 2.a.**

**JANUARY 26, 2017 REGULAR  
BOARD MEETING AGENDA**

**CITY OF HOLLYWOOD, FLORIDA  
PENSION COORDINATOR  
MEMORANDUM TO THE PENSION BOARD**

---

**DATE:** January 19, 2017  
**TO:** Board of Trustees of the Employees' Retirement Fund  
**FROM:** Lisa Castronovo, Pension Coordinator *lee*  
**SUBJECT:** Agenda for January 26, 2017 Regular Board Meeting

---

**ISSUE:**

Approval of Agenda for January 26, 2017 regular Board meeting

**EXPLANATION:**

At the start of each regular Board meeting, approval of such meeting's agenda should be acquired.

**RECOMMENDATION:**

Approve Agenda for January 26, 2017 regular Board meeting

**AGENDA**  
**REGULAR PENSION BOARD MEETING**  
**CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND**  
**THURSDAY, JANUARY 26, 2017 at 9:00 AM**  
**CITY HALL ANNEX, ROOM 20, 2600 HOLLYWOOD BOULEVARD**

- 1. CALL TO ORDER**
- 2. ROLL CALL AND PLEDGE OF ALLEGIANCE**
  - a. January 26, 2017 Regular Board Meeting Agenda
- 3. CONSENT AGENDA**
  - a. December 15, 2016 Regular Meeting Minutes
  - b. January 17, 2017 Special Meeting Minutes
  - c. Ratification of Distributions (Contributions and DROP) and Plan Expenses
  - d. Approval/Ratification of New Retirement/DROP/Vested/Death Annuities
- 4. TREASURER'S REPORT**
- 5. INVESTMENT ISSUES (Keith Reynolds – Segal Rogerscasey)**
  - a. Flash Performance Review
  - b. Alternative Investments' Valuation Turnaround Time
  - c. Fixed Income Structure Discussion - continued
- 6. LEGAL ISSUES (James Linn – Lewis, Longman & Walker)**
  - a. Disability Application Processing Procedures
- 7. ADMINISTRATIVE ISSUES**
  - a. City Commission Communication
  - b. Directors and Officers Liability Coverage
  - c. Request for Proposal for Board Attorney
  - d. Request for Proposal for Pension Coordinator
  - e. Fund Administration Transition
  - f. Securities Litigation Cases – Preapproval of Lead Plaintiff Status Requests
  - g. Transfer of City Contributions to Fund – Authorized Signers
  - h. Introductory/Training Meeting for City Commissioners - Discussion
  - i. Set Date for Ms. Adefunmi's Formal Hearing re: Board's Denial of her Duty Disability
- 8. PUBLIC COMMENTS**
- 9. TRUSTEE REPORTS, QUESTIONS AND COMMENTS**
- 10. PENSION COORDINATOR'S REPORT (Lisa Castronovo)**
- 11. ADJOURNMENT**

Persons with disabilities who require reasonable accommodation in order to participate at an Employees' Retirement Board Meeting may call the Pension Office five (5) business days in advance at (954) 921-3333 (voice). If an individual is hearing or speech impaired, please call 1-800-955-8771 (V-TDD).

Any person wishing to appeal any decision made by the Board with respect to any matter considered at such meetings will need a record of the proceedings, and for such purposes may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

Two or more members of any other city board, commission, or committee, who are not members of the Employees' Retirement Fund Board may attend this meeting and may, at that time, discuss matters on which foreseeable action may later be taken by their board, commission, or committee.

## **AGENDA ITEM 3**

**ITEM 3.a.**

**MINUTES of  
DECEMBER 15, 2016  
REGULAR PENSION  
BOARD MEETING**



**MINUTES  
REGULAR PENSION BOARD MEETING  
CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND  
THURSDAY, DECEMBER 15, 2016**

**1. CALL TO ORDER**

Chair Shaw called the meeting to order at 9:07 a.m.

**2. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Board Members present: Chair Phyllis Shaw, Vice-Chair Jeffrey Greene (arrived at 9:51 a.m.), Chris Cassidy, Charles Howell, George Keller, Mel Standley (departed at 11:05 a.m.), and Richard Templeton. Also present: Pension Coordinator Lisa Castronovo and Board Attorney James Linn (Lewis, Longman & Walker).

**3. CONSENT AGENDA**

- a. October 27, 2016 Regular Meeting Minutes
- b. November 28, 2016 Special Meeting Minutes
- c. Excuse Trustee Mel Standley from October 27, 2016 Regular meeting and November 28, 2016 Special meeting
- d. Ratification of Distributions (Contributions and DROP) and Plan Expenses
- e. Approval/Ratification of New Retirement/DROP/Vested/Death Annuities

**MOTION** made by Mr. Templeton, seconded by Mr. Cassidy, to approve Consent Agenda Items 3.a.-e. In a voice vote by the members present, all members voted in favor. **Motion** passed 6-0.

**MOTION** made by Mr. Keller, seconded by Mr. Cassidy, to approve the December 15, 2016 regular Board meeting Agenda as presented. In a voice vote by the members present, all members voted in favor. **Motion** passed 6-0.

**4. TREASURER'S REPORT**

Mr. Ernesto Acosta, Division Director, General Accounting, Department of Finance, reported there was no Treasurer's Report as his office was still waiting to receive financial statements from alternatives investment manager Neuberger Berman.

**5. INVESTMENT ISSUES (Keith Reynolds – Segal Rogerscasey)**

- c. Alternative Investments' Valuation Turnaround Time (taken out of order)  
Mr. Reynolds' reviewed his December 12, 2016 letter to the Board (letter made part of these Minutes). Mr. Reynolds stated almost all investment managers investing in the private market experience a lag in valuing their holdings since their investment holdings were not traded on a daily basis and thus not valued on a daily basis. Mr. Reynolds suggested the Board use the prior quarter's information for its current quarterly reports as was the standard practice for public fund reporting. Mr. Reynolds suggested someone from the Finance Department talk to Gabriel, Roeder, Smith and Company about their methodology regarding the reporting issue to find out what was their preferred method.

**ACTION REQUIRED:** Mr. Acosta is to find out how the City's Fire and Police funds as well as the City of Palm Beach are handling the situation. Add this item to January 2017 regular Board meeting Agenda.

- a. September 30, 2016 Quarterly Performance Review (taken out of order; Report made part of these Minutes)

Mr. Reynolds reported the Fund experienced a very strong performance for the quarter end September 30, 2016 with the year-to-date, one year, three year and five year rates of return above their respective benchmarks.

Mr. Reynolds reviewed how each investment manager had performed as compared to their respective peers. Specifically, for the fiscal year October 1, 2015 – September 30, 2016, Northern Trust's S&P 500 Indexed Large Cap fund returned 15.4% and ranked in the highest quartile in its peer group of large cap core funds. TSW's smid-cap value fund underperformed its benchmark, but still returned 16.8%, ranking just outside the highest quartile of its peers. Frontier Capital's smid-cap growth fund returned 22% for the year, ranking in the top 2 percent of its peers. The international equity fund managed by Brandes returned 14.3%, ranking 26 percent in its peer group. The international equity fund managed by Wellington underperformed for the fiscal year, returning 7.4% and ranking at 63 percent of their peer group. Since Wellington was hired in late 2013, however, they outperformed their index by about 120 basis points and was in the top third of their peer group. Core plus fixed income manager Baird Advisors returned 6.24% percent and ranked in the top quartile while core fixed income manager Neuberger Berman returned 3.13% and was in the lowest quartile.

Mr. Reynolds reported that on a one year comparison of the Fund to 244 other public plans of similar allocations and less than \$500 million in assets, the Fund ranked in the top 12 percent of its peers. When the Fund was compared to its peers (237 funds of similar allocation and asset size) for the past three years, the Fund returned 7.95% and ranked #1.

Chair Shaw welcomed newly elected Mayor Josh Levy to the meeting. Mayor Levy asked Mr. Reynolds questions about the Fund, its assets and returns over the past years.

The Board discussed Mr. Reynold's proposed 2017 calendar of educational meetings and investment manager presentations. Mr. Reynolds stated he would present at the January 2017 Board meeting more education and information on direct lending and multi-strategy fixed income opportunities. Mr. Reynolds acknowledged the Board's desire to further meet with international equity manager Wellington regarding its relatively poor returns since inception and stated he would direct Wellington to make another presentation to the Board in the first half of 2017.

## **7. ADMINISTRATIVE ISSUES**

- a. Directors & Officers Liability Coverage (Christopher Goettelmann, R.T. Specialty on behalf of Gateway-Acentria Insurance; taken out of order)

Mr. Goettelmann presented a commercial insurance quote for directors, officers and company liability insurance. Mr. Goettelmann stated the Board might not need D&O insurance since it already had fiduciary liability insurance; the only reason the Board would need D&O insurance was if there was a gap between what was already covered by the fiduciary insurance and what D&O would

cover. Mr. Linn stated he did not believe there was a gap in coverage but would look into what coverage the Board needed.

**ACTION REQUIRED:** Mr. Linn will do research to find out if the Board's resolution to become independent of the City would preclude the City's Directors & Officers insurance from covering the Board.

The meeting recessed at 10:24 a.m. and resumed at 10:31 a.m.

**5. INVESTMENT ISSUES (Keith Reynolds – Segal Rogerscasey)**

**b. Flash Performance Review**

Mr. Reynolds did not present his Flash report since it was for October 2016.

**6. LEGAL ISSUES (James Linn – Lewis, Longman & Walker)**

**a. Mediation Follow-up**

Mr. Linn reviewed the issues discussed and addressed at the November 29, 2016 joint mediation hearing noting that a settlement had not yet been reached.

**b. Disability Order re: Ifatunbi Adefunmi**

Mr. Linn reviewed the Order he drafted on the Board's behalf for Ms. Adefunmi regarding the Board's denial of her duty disability application at its November 28, 2016 special Board meeting. Mr. Linn explained that Ms. Adefunmi would have 30 days after receipt of the order to appeal.

There was lengthy discussion regarding 1) the responsibility of the Human Resource's director regarding deciding an applicant's ability to work and 2) the issue of a disability claim for a fired employee.

**MOTION** made by Vice-Chair Greene, seconded by Mr. Templeton, to table Agenda Item 6.c. (Disability Application Processing Procedures) and Agenda Item 7.a. (Directors & Officers Liability Coverage) to the January 2017 regular Board meeting. In a voice vote by the members present, all members voted in favor. **Motion** passed 7-0.

**ACTION REQUIRED:** Add Disability Application Processing Procedures and Directors & Officers Liability Coverage to January 2017 regular Board meeting Agenda.

**7. ADMINISTRATIVE ISSUES**

**b. City Commission Communication**

Ms. Castronovo provided the Board with the draft of the City Commission Communication for the October 27, 2016 regular Board meeting. The Board approved the Communication and directed Ms. Castronovo to distribute it to the City Commission and other interested parties (City Manager, City Attorney and Assistant City Managers).

The Board directed Ms. Castronovo to email each meeting's Agenda to all of the City Commissioners with a specific invitation to attend each meeting. Mr. Standley suggested having an "introductory" meeting and training for the Commissioners.

**ACTION REQUIRED:** at least one week in advance of each Board meeting, Ms. Castronovo is to send to the City Commissioners the upcoming meeting's Agenda and an invitation to attend the meeting.

**ACTION REQUIRED:** add Introductory/Training Meeting for City Commissioners Discussion to January 2017 regular Board meeting Agenda.

c. Board Elections – Chair and Vice-Chair for 2017

Mr. Templeton nominated Phyllis Shaw as Chair. Mr. Howell seconded the nomination. In a voice vote by the members present, all members voted in favor. Nomination was accepted 6-0.

Mr. Howell nominated Jeffrey Greene as Vice-Chair. Mr. Templeton seconded the nomination. In a voice vote by the members present, all members voted in favor. Nomination was accepted 6-0.

Vice-Chair Greene nominated Mel Standley as Secretary. Mr. Keller seconded the nomination. In a voice vote by the members present, all members voted in favor. Nomination was accepted 6-0.

d. 2017 Board Meeting Schedule

Ms. Castronovo presented a draft 2017 Board meeting schedule. Ms. Castronovo noted that due to three conferences in October 2017 (FPPTA's Fall Trustees School, Segal Rogerscasey's Educational Summit and IFEBP's annual conference), it would be very difficult for the Board to meet in October. Ms. Castronovo proposed having the November meeting in early November since the Board would not meet in October. Mr. Templeton stated that due to all the upcoming changes facing the Board, the Board would need to have twelve meetings in 2017. Chair Shaw added the Board would need to meet in July since there would not be a regular meeting in October.

**MOTION** made by Mr. Howell, seconded by Vice-Chair Greene, to adopt the meeting schedule as drafted and to not meet in October 2017 and instead hold the November meeting on November 2, 2017. In a voice vote by the members present, all members voted in favor. **Motion** passed 6-0.

e. Disability Retiree Follow-up Medical Examinations

Per the Board's request at the October 27, 2016 meeting, Ms. Castronovo provided the Board with a list all retirees who were receiving either duty-related or nonduty-related disability benefits. Mr. Templeton stated follow-up medical examinations would be a wasted expense as disability retirees were required to provide annual income tax returns and most, whether receiving duty-related or nonduty-related disability benefits, were over 55 years of age at which point they would be entitled to receive normal retirement benefits.

**ACTION REQUIRED:** Ms. Castronovo is to provide the Board with a list of duty disability retirees who provided, per the Ordinance, required annual tax return information.

f. Request for Proposal for Board Attorney

Ms. Castronovo provided a draft RFP for the Board Attorney. There was discussion regarding evaluation criteria points for qualifications, past experience and price.

**MOTION** made by Vice-Chair Greene, seconded by Mr. Howell, to table the RFP for Board Attorney to the January 2017 regular Board meeting with the addendum that the trustees provide to Ms. Castronovo changes/additions to the RFP prior to the January meeting so that she can include in the RFP. In a voice vote by the members present, all members voted in favor. **Motion** passed 6-0.

**ACTION REQUIRED:** add Request for Proposal for Board Attorney to January 2017 regular Board meeting Agenda. Each Trustee is to review draft RFP and provide Ms. Castronovo with changes/additions prior to January regular Board meeting. Chair Shaw is to provide Ms. Castronovo the State of Florida's new statute on how to set up an RFP and what is required. Ms. Shaw is to provide to Ms. Castronovo information on how to structure the fee scheduled of final contract – as a flat dollar amount, fee-per-hour, or combination of the two.

g. Fund Administration Transition

The Board reviewed various items discussed and assigned at the November 28, 2016 Board workshop. Ms. Castronovo reported she found office space in the old library, but was informed that Code Enforcement requested and was given the space. Ms. Castronovo pointed out the cost savings to the City if the Pension Office stayed on City property. Mr. Keller said he would look into the matter.

**ACTION REQUIRED:** Mr. Keller is to look into the availability of office space for the Pension Office at the old library.

i. Actuarial Reporting for Finance Department (GASB 67 & 68 reports; taken out of order

Chair Shaw said the City needed information from the Fund's actuary to prepare GASB Statements 67 and 68.

h. Pension Coordinator – independent contractor or employee?

Mr. Templeton stated the Pension Coordinator position should be an employee of the Board. Ms. Castronovo stated the City would not provide health insurance or grant participation in the City's 457 deferred compensation plan to employees of the Board or any other City board. The Board briefly discussed how to provide health insurance to Board employees. Tammie Hechler, Director of Human Resources, suggested the Board find out how other pension Board employees were provided health insurance.

**MOTION** made by Vice-Chair Greene, seconded by Mr. Keller, for (2) Request for Proposals for Pension Coordinator be done by the City with one RFP being for the Pension Coordinator as an independent contractor and the second one for the Pension Coordinator as an employee. In a voice vote by the members present, all members voted in favor. **Motion** passed 6-0.

**ACTION REQUIRED:** Mr. Keller is to direct the City's Procurement Office to draft two (2) RFP's for Pension Coordinator – one with Pension Coordinator as an independent contractor and the other with the Pension Coordinator as an employee.

**8. PUBLIC COMMENTS**

Public comment was made by: Ron Bolton - 1150 NW 71<sup>st</sup> Avenue, Plantation, FL

**9. TRUSTEE REPORTS, QUESTIONS AND COMMENTS**

There were no trustee comments.

**10. PENSION COORDINATOR'S REPORT (Lisa Castronovo)**

Ms. Castronovo updated the Board on a few items of interest, specifically: 1) the City contributed \$8,360,624 to the Retirement Fund on October 11, 2016 and \$12,202,244 on November 3, 2016 for a total contribution of \$20,562,868 for fiscal year October 1, 2016 – September 30, 2017; 2) of the \$12,202,243.68 City contribution on November 3, 2016, per Keith Reynold's direction, \$6.0 million was placed with fixed income manager Baird Advisors and \$6.0 million was placed with Northern Trust's S&P 500 indexed fund; 3) FPPTA's Winter Trustees School would be at the Rosen Centre in Orlando, FL January 29 – February 1, 2017; 4) NCPERS 2017 Annual Conference & Exhibition would be at The Diplomat Hotel in Hollywood May 21 – May 24, 2016; and 5) HarbourVest made its first capital call for \$400,000.

**11. ADJOURNMENT**

**MOTION** made by Vice-Chair Greene, seconded by Mr. Howell, to adjourn the meeting. In a voice vote by the members present, **Motion** passed 6-0. Meeting adjourned at 12:03 p.m.

---

Phyllis Shaw, Chair

---

Date

**ITEM 3.b.**

**MINUTES of  
JANUARY 17, 2017  
SPECIAL PENSION  
BOARD MEETING**

**MINUTES  
SPECIAL PENSION BOARD MEETING  
CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND  
TUESDAY, JANUARY 17, 2017**

**1. CALL TO ORDER**

Chair Shaw called the meeting to order at 1:37 p.m.

**2. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Board Members present: Chair Phyllis Shaw, Vice-Chair Jeffrey Greene, Chris Cassidy (via telephone), George Keller, Charles Howell (via telephone), Mel Standley, and Richard Templeton (via telephone). Also present: Pension Coordinator Lisa Castronovo and Board Attorney James Linn (Lewis, Longman & Walker, via telephone)

**3. ADMINISTRATIVE ISSUE – Lannett Company, Inc. Litigation**

Ms. Marisa DeMato of securities monitoring law firm Labaton Sucharow presented information regarding a securities class action suit involving Lannett Company, Inc. Ms. DeMato stated she would like the Board to file for appointment as lead plaintiff in combination with three other Labaton Sucharow clients – City of West Palm Beach Police Pension Board, Laborers' District Council of Western Pennsylvania Welfare and Pension Funds, and Ironworkers Locals 40, 361 & 417 Union Security Funds. Vice-Chair Greene asked if the Fund would benefit financially by being a lead plaintiff. Ms. DeMato replied there was no financial benefit in being lead plaintiff, but the upside of lead plaintiff status was the protection of the Fund's assets and that the prevailing Fund(s) would have more say in the final dollar award.

**MOTION** made by Vice-Chair Greene, seconded by Mr. Templeton, to direct Labaton Sucharow to move forward with the lawsuit against Lannett Company, Inc. with the Board as lead plaintiff. In a voice vote by the members present, Motion passed 7-0.

**4. ADJOURNMENT**

**MOTION** made by Vice-Chair Greene, seconded by Mr. Howell, to adjourn the meeting. In a voice vote by the members present, **Motion** passed 7-0. Meeting adjourned at 1:47 p.m.

\_\_\_\_\_  
Phyllis Shaw, Chair

\_\_\_\_\_  
Date



**ITEM 3.c.**

**RATIFICATION OF  
DISTRIBUTIONS  
(Contributions and DROP)  
and  
PLAN EXPENSES**

# **PLAN DISTRIBUTIONS**

**EMPLOYEES' RETIREMENT FUND**  
**Fund Distributions - Refunds, Planned Retirement, DROP**  
**January 26, 2017 Regular Pension Board Meeting**

**Refunds of Contributions**

<b><u>Name</u></b>	<b><u>Refund</u></b>
Barner-Little, Maria	\$ 9,766.66
Blonzac-Hardy, Natalia	4,078.24
Margolis, David	8,047.45
Noriega, Ana	4,790.74
Villacci, Daniel	4,764.00
	\$ <u>31,447.09</u>

**Planned Retirement Distributions**

Denson, Candace	\$ 19,780.23
Miranda, Denise	213,410.87
	\$ <u>233,191.10</u>

**TOTAL: \$ 264,638.19**

# **PLAN EXPENSES**

# EMPLOYEES RETIREMENT FUND

Payment Requests Processed During the Period  
December 1, 2016 through December 31, 2016

## Manager Fees

Segal Rogerscasey (October 2016)	\$ 10,833.33
Segal Rogerscasey (November 2016)	10,833.33
	<u>21,666.66</u>

## Attorney Fees

Lewis, Longman and Walker, P.A. (October 2016)	3,116.34
Lewis, Longman and Walker, P.A. (November 2016)	5,323.05
	<u>8,439.39</u>

## Pension Coordinator Fees

LECastronovo Co., Inc. (December 2016)	<u>13,173.33</u>
--	------------------

## Travel Advances/Expenses

IFEBP Annual Conference (Orlando, Florida)	
Richard Templeton	556.00
Christopher Cassidy	1,127.13
Lisa Castronovo	556.00
Phyllis Shaw	795.00
	<u>3,034.13</u>

## Miscellaneous

Sharp - Copier Lease Payment (10/01/16 - 10/31/16)	181.83
Sharp - Copier Lease Payment (11/01/16 - 11/30/16)	141.09
Sharp - Copier Lease Payment (12/01/16 - 12/31/16)	152.52
United Postal Service	30.93
HostGator	10.95
	<u>517.32</u>

Total	\$ <u><u>46,830.83</u></u>
-------	----------------------------

**ITEM 3.d.**

**APPROVAL/RATIFICATION of  
NEW RETIREMENTS/DEATHS**

# **EMPLOYEES' RETIREMENT FUND**

## **New Retirement/DROP/Death/Vested Annuities - Monthly Amounts**

**January 26, 2017 Regular Pension Board Meeting**

### **October 2016**

---

Denson, Candace - retirement (Planned Retirement)	\$	3,411.34
Feliciano, William - retirement		4,955.76

### **November 2016**

---

Combrinck-Graham, Ildiko - retirement (from Vested)	\$	1,610.87
Miranda, Denise - retirement (Planned Retirement)		3,018.68
Rodriguez, Eddy - retirement		959.90

### **Benefits Stopped**

---

Cooke, Herbert - died 12/26/2016	\$	309.83
Drummond, Dorothy - died 12/15/2016		588.38

## **AGENDA ITEM 4**



**CITY OF HOLLYWOOD, FLORIDA**

**EMPLOYEES RETIREMENT FUND**

**TREASURER'S REPORT**

September 30, 2016

<u>Investment Balances</u>	<u>Market Value</u>	<u>Book Value</u>	<u>Unrealized Gain (Loss)</u>
Balance, October 1, 2015	\$ 286,269,704.92	\$ 262,602,326.02	\$ 23,667,378.90
Contributions and Payments:			
City Contributions		9,767,849.00	
Employee Contributions		3,099,053.25	
Pension Disbursements		(38,422,299.78)	
Administrative Expenses		(331,902.85)	
Net Contributions/Payments		<u>(25,887,300.38)</u>	
Investment Income:			
Dividends Received		3,101,089.49	
Interest Received - net		2,345,855.88	
Gain on Sales		4,718,838.31	
Commission Recapture		4,677.24	
Quarterly Investment Fees		(970,902.70)	
Net Investment Income		<u>9,199,558.22</u>	
Balance, September 30, 2016	<u>289,668,741.33</u>	<u>245,914,583.86</u>	<u>43,754,157.47</u>
Increase (Decrease) for the Period	\$ <u>3,399,036.41</u>	\$ <u>(16,687,742.16)</u>	\$ <u>20,086,778.57</u>

**Unrealized Gain (Loss) Account**

Composition of Increases (Decreases)

Thompson, Siegel & Walmsley	\$ 2,428,312.34
Frontier Capital Management	3,985,307.39
Wellington International	2,082,136.72
Northern Trust	6,917,496.38
Brandes Investment Partners	2,039,734.65
NB Crossroads	(112,410.02)
Total Equity Managers	<u>17,340,577.46</u>
Baird Advisors	999,961.43
Neuberger & Berman	582,468.49
Morgan Stanley	428,395.85
Principal Investors	735,375.34
	\$ <u>20,086,778.57</u>

**Investment Return**

Net Investment Income	\$ 9,199,558.22
Increase (Decrease) in Unrealized Gain/Loss	20,086,778.57
Total Investment Return for Period	\$ <u>29,286,336.79</u>

Beginning Market Value of Assets	\$ 286,269,704.92
Plus/(Less): Net Contributions/Payments	(25,887,300.38)
Assets Available for Investment	\$ <u>260,382,404.54</u>

Investment Return as a % of Assets Available for Investment	<u>11.25%</u>
---	---------------

**CITY OF HOLLYWOOD, FLORIDA**

**EMPLOYEES RETIREMENT FUND**

**TREASURER'S REPORT**

October 31, 2016

<u>Investment Balances</u>	<u>Market Value</u>	<u>Book Value</u>	<u>Unrealized Gain (Loss)</u>
Balance, October 1, 2016	\$ 289,668,741.33	\$ 245,914,583.86	\$ 43,754,157.47
Contributions and Payments:			
City Contributions		8,360,624.14	
Employee Contributions		239,005.80	
Pension Disbursements		(2,628,162.22)	
Administrative Expenses		(24,813.99)	
Net Contributions/Payments		<u>5,946,653.73</u>	
Investment Income:			
Dividends Received		82,162.26	
Interest Received - net		151,674.50	
Gain on Sales		181,739.92	
Commission Recapture		93.80	
Quarterly Investment Fees		(61,280.40)	
Net Investment Income		<u>354,390.08</u>	
Balance, October 31, 2016	<u>291,235,107.67</u>	<u>252,215,627.67</u>	<u>39,019,480.00</u>
Increase (Decrease) for the Period	\$ <u>1,566,366.34</u>	\$ <u>6,301,043.81</u>	\$ <u>(4,734,677.47)</u>

**Unrealized Gain (Loss) Account**

Composition of Increases (Decreases)

Thompson, Siegel & Walmsley	\$ (725,161.51)
Frontier Capital Management	(828,065.85)
Wellington International	(1,303,745.06)
Northern Trust	(1,274,888.70)
Brandes Investment Partners	29,946.45
NB Crossroads	0.00
Total Equity Managers	<u>(4,101,914.67)</u>
Baird Advisors	(412,515.08)
Neuberger & Berman	(220,247.72)
Morgan Stanley	0.00
Principal Investors	0.00
	\$ <u>(4,734,677.47)</u>

**Investment Return**

Net Investment Income	\$ 354,390.08
Increase (Decrease) in Unrealized Gain/Loss	<u>(4,734,677.47)</u>
Total Investment Return for Period	\$ <u>(4,380,287.39)</u>
Beginning Market Value of Assets	\$ 289,668,741.33
Plus/(Less): Net Contributions/Payments	<u>5,946,653.73</u>
Assets Available for Investment	\$ <u>295,615,395.06</u>
Investment Return as a % of Assets Available for Investment	<u>-1.48%</u>

**CITY OF HOLLYWOOD, FLORIDA**

**EMPLOYEES RETIREMENT FUND**

**TREASURER'S REPORT**

November 30, 2016

<u>Investment Balances</u>	<u>Market Value</u>	<u>Book Value</u>	<u>Unrealized Gain (Loss)</u>
Balance, October 1, 2016	\$ 289,668,741.33	\$ 245,914,583.86	\$ 43,754,157.47
Contributions and Payments:			
City Contributions		20,562,867.82	
Employee Contributions		485,928.75	
Pension Disbursements		(4,841,539.08)	
Administrative Expenses		(48,568.77)	
Net Contributions/Payments		<u>16,158,688.72</u>	
Investment Income:			
Dividends Received		109,114.89	
Interest Received - net		339,589.40	
Gain on Sales		19,119.15	
Commission Recapture		259.00	
Quarterly Investment Fees		(110,474.88)	
Net Investment Income		<u>357,607.56</u>	
Balance, November 30, 2016	<u>303,545,103.37</u>	<u>262,430,880.14</u>	<u>41,114,223.23</u>
Increase (Decrease) for the Period	\$ <u>13,876,362.04</u>	\$ <u>16,516,296.28</u>	\$ <u>(2,639,934.24)</u>

**Unrealized Gain (Loss) Account**

Composition of Increases (Decreases)

Thompson, Siegel & Walmsley	\$ 244,745.69
Frontier Capital Management	526,045.50
Wellington International	(2,024,823.73)
Northern Trust	1,253,691.40
Brandes Investment Partners	(276,595.80)
NB Crossroads	0.00
Total Equity Managers	<u>(276,936.94)</u>
Baird Advisors	(1,601,715.71)
Neuberger & Berman	(761,281.59)
Morgan Stanley	0.00
Principal Investors	0.00
	\$ <u>(2,639,934.24)</u>

**Investment Return**

Net Investment Income	\$ 357,607.56
Increase (Decrease) in Unrealized Gain/Loss	<u>(2,639,934.24)</u>
Total Investment Return for Period	\$ <u>(2,282,326.68)</u>
Beginning Market Value of Assets	\$ 289,668,741.33
Plus/(Less): Net Contributions/Payments	<u>16,158,688.72</u>
Assets Available for Investment	\$ <u>305,827,430.05</u>
Investment Return as a % of Assets Available for Investment	<u>-0.75%</u>

## **AGENDA ITEM 5**

## **ITEM 5.a.**

### **FLASH PERFORMANCE REVIEW**

**(Backup will be provided at meeting)**

## **ITEM 5.b.**

### **ALTERNATIVE INVESTMENTS' VALUATION TURNAROUND TIME**

## Lisa Castronovo

---

**From:** Ernie Acosta  
**Sent:** Thursday, January 19, 2017 12:52 PM  
**To:** Lisa Castronovo  
**Cc:** Natalie Otto  
**Subject:** FW: Agenda item from December meeting that needed follow up from you...

Hi Lisa;

Please provide this e-mail to the board. Option #2 is not an option, would delay use too much, we would not be able to complete any of the enterprise fund statement until late January. Option #1 has drawbacks too, you working with estimates, information to calculate the roll forward need to be provide (who will provide this information for us to do this roll forward), may require the actuary to recalculate GASB 67 & GASB 68 later if changes between estimates and actual are material (plus actuary will charge more to do it) and we may still have open statements in late January (if GASB 68 materially changes from recalculation)!! It a no win for Finance.

Ernie

---

**From:** Ariza, Moises [mailto:Moises.Ariza@marcumllp.com]  
**Sent:** Thursday, January 19, 2017 12:34 PM  
**To:** Ernie Acosta  
**Cc:** Hanna, Samuel; Blank, Jamie  
**Subject:** RE: Agenda item from December meeting that needed follow up from you...

Hi Ernie – This is good question. We have been noticing this is more common as many pension plans are investing in alternative investments.

- **Option #1 –**
  - The plans management performs a rollforward from the previously reported value (e.g. June 30<sup>th</sup>) through 09/30/2016. The rollforward would require certain estimates to be determined. While you may look to the plans investment consultant for the mechanics of the valuation, plans management needs to have sufficient information to evaluate and independently challenge the valuation.
- **Option #2 –**
  - Wait for the 09/30 fair value amount in order to record the adjustment. As you previously mentioned it may cause the funds financial closing to be delayed.

On another note, some Pension Administrators have asked the actuary to prepare the GASB 67 and GASB 68 reports prior to having that one missing value for a particular investment. Once the final reported investment value is received, plans management have asked the actuary's to update their original report. From our experience the cost to update the reports by the actuary are not time consuming or significant in cost.

Thank you,

Moe

**MARCUM**  
ACCOUNTANTS • ADVISORS

*Moises D. Ariza, CPA, CGMA Profile*

Manager

Marcum LLP

One SE Third Avenue, Suite 1100

Miami, FL 33131

P: (305) 995-9612

F: (305) 995-9601

[Moises.Ariza@marcumllp.com](mailto:Moises.Ariza@marcumllp.com)



---

**From:** Ernie Acosta

**Sent:** Wednesday, January 18, 2017 5:11 PM

**To:** Moises D. Ariza, CPA ([moises.ariza@marcumllp.com](mailto:moises.ariza@marcumllp.com))

**Subject:** FW: Agenda item from December meeting that needed follow up from you...

Hi;

Here is another issue. General Employee Pension plan is investing in alternative investment funds (real estate). Issue is that fund manager take at least 75 day after the quarter to provide the custodian (Well Fargo) with valuations which mean we don't get our number final investment numbers for our Pension Financial Statements until possibly late December which mean GASB 67 & 68 calculation are not done until the middle to late January. This cause all of our enterprise funds and internal service to remain open until late January. Mr. Reynolds (Pension Fund consultant) suggest to use the prior quarter number for the GASB 67 & 68 calculations. My concern is that if we wait for actual number we will always be delayed until the end of January to complete our fund statements which mean our CAFR may not be complete by March 31. If we use the prior quarter investment number (instead of actual) the GASB 68 & 67 may be distorted (especially for we have a very large swing like it happen in September of 2008) which intern may cause of Finance Statement to not be accurate. The actuary will use whatever numbers we provide. So my question to you, does our auditor have a preference?? For current year is a moot point since we our already delayed but going forward this concern me greatly. I really don't know how material an impact would be using the prior quarter (at present the mount invested in this investment in not material but going forward it could be or the swing could be). Please give us your two cent? Am I over reacting or do I have cause to worry??

Ernie

---

**From:** Lisa Castronovo

**Sent:** Wednesday, January 18, 2017 4:41 PM

**To:** Ernie Acosta

**Subject:** Agenda item from December meeting that needed follow up from you...

Hi Ernie,

Please see the following from the minutes of the December meeting:

Mr. Reynolds' reviewed his December 12, 2016 letter to the Board (letter made part of these Minutes). Mr. Reynolds stated almost all investment managers investing in the private market experience a lag in valuing their holdings since their investment holdings were not traded on a daily basis and thus not valued on a daily basis. Mr. Reynolds suggested the Board use the prior quarter's information for its current quarterly reports as was the standard practice for public fund reporting. Mr. Reynolds suggested someone from the Finance Department talk to Gabriel, Roeder, Smith and Company about their methodology regarding the reporting issue to find out what was their preferred method.



**ACTION REQUIRED:** Mr. Acosta is to find out how the City's Fire and Police funds as well as the City of Palm Beach are handling the situation.

Please let me know if you will have anything to provide the Board at next week's meeting.

Regards,

**Lisa Castronovo, CEBS, CPPT**  
**Pension Coordinator**  
**City of Hollywood Employees' Retirement Fund**  
**City Hall Annex Building Room 20**  
**PO Box 229045**  
**Hollywood, FL 33022-9045**  
**954.921.3333**  
**954.921.3332 (fax)**  
**lcastronovo@hollywoodfl.org**

*This communication is intended for the named recipient(s) and may contain information that is 1) proprietary to the sender, and/or 2) privileged, confidential and otherwise exempt from disclosure under applicable Florida and federal law. Receipt by anyone other than the named recipient(s) is not a waiver of any applicable privilege. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient(s), please contact the sender by replying to this e-mail and delete all copies of the original e-mail.*

---

**Ernie Acosta**  
Division Director, General Accounting  
City of Hollywood  
Financial Services  
2600 Hollywood Blvd  
P.O. Box 229045  
Hollywood, FL 33022-9045  
Office: 954-921-3228  
E-mail: EAcosta@hollywoodfl.org



Notice: Florida has a broad public records law. All correspondence sent to the City of Hollywood via e-mail may be subject to disclosure as a matter of public record.

---

**CONFIDENTIALITY NOTICE:**

This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of the message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone at (631) 414-4000 or (212) 485-5500 and destroy this message.

**DISCLAIMER:**

This communication has been prepared for informational purposes only and is not intended to constitute advertising or solicitation. It should not be used or interpreted as tax or professional advice, unless otherwise stated. Those seeking such advice should contact a member of our firm. Transmission of this information is not intended to create, and receipt does not constitute, any client-firm relationship. Personal or confidential information should not be sent to our firm without first communicating directly with a member of our firm about establishing a client relationship.

## **ITEM 5.c.**

### **FIXED INCOME STRUCTURE DISCUSSION**

**(Backup will be provided at meeting)**

## **AGENDA ITEM 6**

## **ITEM 6.a.**

### **DISABILITY APPLICATION PROCESSING PROCEDURES**

**(Tabled from December 15, 2016  
Regular Board Meeting)**

**CITY OF HOLLYWOOD, FLORIDA  
PENSION COORDINATOR  
MEMORANDUM TO THE PENSION BOARD**

---

**DATE:** January 18, 2017  
**TO:** Board of Trustees of the Employees' Retirement Fund  
**FROM:** Lisa Castronovo, Pension Coordinator *lc*  
**SUBJECT:** Disability application procedures

---

**ISSUE:**

Establish disability application procedures

**EXPLANATION:**

Per the Board's request, Board Attorney James Linn and associate Glenn Thomas have drafted disability application processing and hearing procedures.

**RECOMMENDATION:**

For review, discussion and revision

**HOLLYWOOD EMPLOYEES' RETIREMENT FUND**  
**DISABILITY APPLICATION PROCESSING AND HEARING PROCEDURE**

12.1.16 Draft

**1. DISABILITY RETIREMENT APPLICATION**

A. An application for disability benefits shall be made in writing on a form provided by the Board in the Pension Office and signed by the member (Claimant) or a duly authorized representative. The application shall include the Claimant's name, address, employing department, nature, date, cause, extent and duration of disability, name and address of attending physician(s), and a summary of any medical treatment, with the names of all treating providers, received during the five years preceding the disability. Applications shall be accompanied by a report of the attending physicians including the date of the first and last examination, the cause and nature of disability, information regarding surgery or laboratory tests, prognosis, an estimate of the probable length of disability, and if the claim is for a job-related disability benefit, a statement that the Claimant has reached maximum medical improvement. The application shall also include an authorization for release of medical records signed by the Claimant. An application will not be complete until the Claimant submits all required documentation. Completed Applications are considered to be filed with the Board when received by the Pension Coordinator at the Pension Office, located at: City Hall Annex, Room 20, 2600 Hollywood Blvd., Hollywood, FL 33020.

Pension Office Address

B. Within ~~fifteen (15)~~thirty (30) days following receipt of a complete Application, the Pension Coordinator shall will submit a request for medical records to all providers identified by the Claimant as having provided medical treatment within five years preceding the disability. Following receipt of the medical records, the Pension Coordinator shall arrange for instruct the Claimant to be examined by a physician or physicians designated by the Board, at the Board's expense. All medical records received from the Claimant's treating providers shall be furnished to the physician or physicians who examine the Claimant, prior to the examination, and shall be provided to the Claimant upon request. At the Board's discretion, investigation services may be employed to determine the extent and duration of disability on which a claim is based. Upon receipt of all records and reports outlined herein, the Pension Coordinator will prepare a disability pension file (File) to include all materials relevant to the Application, including all medical records relevant to the stated nature of the disability.

C. Within three (3) days following receipt of the report by the designated physician, the Pension Coordinator shall prepare a disability pension file (File) to include all materials relevant to the Application, including all medical records, and shall provide the Human Resources Director with the Application and the File.

D. Within twenty-one (21) days following receipt of the Application and File, the Human Resources Director shall review the Application and File, as well as other relevant information, and determine whether the Claimant is able to perform the specific duties of his or her position. If the Claimant is unable to perform the specific duties of his or her position, the City may offer the member, with no change in salary or benefit level, a newly created modified duty position or a vacant position which the member is capable and qualified to perform. If a new position is

offered to the Claimant, the Human Resources Director ~~shall~~will notify the Pension Coordinator and provide a position description for each position offered to the Claimant. The Pension Coordinator ~~shall arrange for~~will instruct the Claimant to be examined by the Board-designated physician to determine whether the Claimant is able to perform the specific duties of any or all of the newly offered position(s). All medical records received from the Claimant's treating providers shall be furnished to the physician or physicians who examine the Claimant, prior to the examination, and shall be provided to the Claimant upon request. The results of the examination shall be submitted to the Human Resources Director. The Human Resources Department shall notify the Claimant and the Board of its determination, and shall provide a written report to the Board together with all documents relevant to the Human Resources Director's determination.

E. If the Human Resources Director determines that the Claimant is unable to perform the specific duties of his or her position and no other position is offered to the Claimant, or if the Claimant is unable to perform the functions of a newly offered position, the Board shall schedule an Initial Hearing, to be conducted within forty-five (45) days following the determination by Human Resources Director, to determine:

(1) Whether the Claimant has a total and permanent disability;

(2) Whether the disability occurred by reason of injuries sustained by the Claimant while in the performance of an act of duty as an active employee of the City, or

(32) Whether additional information is required.

F. It shall be the function of the Pension Coordinator and Board legal counsel, throughout the application procedure, to assist the Board in the discovery and presentation of evidence in order to assure that the Board receives all relevant information prior to the Board's decision. Together with the Application and File, the Pension Coordinator shall~~will~~ provide the Board with the member's job description, date of birth, credited service date and years of credited service, normal retirement date and an estimate of the member's monthly disability benefit at least ten ~~(10)twenty~~ (20) days prior to the Initial Hearing.

GF. Claimant shall have the right to be represented by counsel or other representative at all times during the application process. If represented, all communications and correspondence will be through the Claimant's legal counsel or representative.

HG. Board legal counsel and the Claimant may stipulate to one extension of time not to exceed sixty (60) calendar days. Additional extensions shall require Board approval.

I. The Claimant shall bear the burden of proof to show entitlement to the benefits sought.

## 2. INITIAL HEARING ON THE APPLICATION

A. At the initial hearing, the Board shall consider only the documentary evidence contained in the File. ~~The Board may also hear live testimony from the treating physician(s) to clarify medical records and/or the personal physician report. The request for live testimony by the treating physician(s) may be made by the Board at the initial hearing at which time the initial~~

~~hearing will be continued and rescheduled at a time mutually convenient to the physician(s) and the Board.~~

B. Other than answers to questions from the Board ~~members~~ Trustees or from the Board's legal counsel, the Board will take no additional evidence at the initial hearing, although the Claimant or the Claimant's legal counsel or representative, may make a presentation not to exceed fifteen (15) minutes in length, limited to comments and/or arguments as to the evidence or information contained in the File, including physician report(s) ~~and any live testimony from the treating physician(s) given at the initial hearing.~~ A City representative may also make a presentation not to exceed 15 minutes in length, concerning the Application, which shall also be limited to comments and/or arguments as to the evidence or information contained in the File, including physician report(s) ~~and any live testimony from the treating physician(s) given at the initial hearing.~~

C. At the conclusion of the initial hearing, the Board shall adopt a motion granting or denying the Application. A written Order setting forth the Board's ~~its~~ findings and conclusions on the Application. ~~A written Order~~ shall be provided to the Claimant within thirty (30) days following the initial hearing. The Board may extend the time for entering the Order for up to an additional forty-five (45) days if it determines such time is necessary for adequate review.

The Order shall include:

- (1) The specific findings and conclusions of the Board, including specific references to pertinent provisions of the Plan on which such conclusions are based;
- (2) A description of any additional material or information that the Board may deem necessary for the claimant to perfect the claim, together with the reasons why such materials or information is necessary; and
- (3) An explanation of the right to a full hearing on the claim and the time limit in which a full hearing must be requested in writing.

D. The decision of the Board at the initial hearing shall become final if the Claimant does not request a full hearing within thirty (30) calendar days following receipt of the Board's Order on the initial hearing. The Board's Order shall be deemed received by the Claimant three (3) business days following the date it is mailed to the Claimant at the address provided to the Board by the Claimant.

~~not be final until after the time has expired to request a full hearing. The Board may extend the time for entering the order at an initial hearing for an additional forty-five (45) days if it determines such time is necessary for full discovery or adequate review.~~

### 3. FULL HEARING

A. Any Claimant may request a full hearing on the issues presented to the Board at an initial hearing and upon which the Board has entered an Order. ~~The Claimant shall bear the burden of proof at the full hearing to show entitlement to the benefits sought.~~

B. A full hearing must be requested in writing by the Claimant within thirty (30) calendar days following receipt of the Board's Order. The Board's Order ~~shall~~ will be deemed received by



the Claimant three (3) business days following the date it is mailed to the Claimant at the address provided to the Board by the Claimant.

C. Upon receipt of the written request for a full hearing the Board shall set a date for the full hearing and cause notice to be given to the Claimant. The full hearing shall be held within ninety (90) calendar days following the receipt of the request from the Claimant, unless the Board determines that additional time is necessary for full discovery or adequate review.

D. Copies of all documents to be offered into evidence at the full hearing, and a complete witness list with names and addresses of witnesses expected to be called, shall be furnished to the Board at least twenty (20) days prior to the full hearing. Documents not furnished to the Board within the prescribed time limit may be excluded from evidence at the full hearing, and witnesses not disclosed within the prescribed time limit may be excluded from testimony, if a reasonable explanation is not provided for the delay in providing the documents or witnesses.

E. The Claimant, Board Legal Counsel and the City's representative may obtain discovery by deposition and/or interrogatories prior to the full hearing. Written notice of any depositions and/or interrogatories shall be provided to the Claimant or Claimant's legal counsel or representative, Board Legal Counsel and the City's representative.

F. All costs of discovery initiated by the Claimant or Claimant's legal counsel or representative, including compensation of the Claimant's witnesses, shall be borne by the Claimant.

G. Testimony may be submitted in the form of a deposition. Transcripts of depositions shall be made part of the disability pension file. Transcripts, or any portions thereof, may be read into the record by any party and may be referred to in argument.

H. The Claimant shall be responsible for the appearance of any witnesses at the hearing.

I. Irrelevant and unduly repetitious evidence may be excluded.

J. Should a Claimant decide to appeal any decision made by the Board, with respect to any matter considered at such hearing, the claimant will need a record of the proceeding and may need to assure that a verbatim record of the proceeding is made. The Claimant will be responsible for obtaining a court reporter or otherwise making a record of the proceedings before the Board.

K. Any person who knowingly gives false testimony is guilty of a misdemeanor of the first degree, punishable as provided in Section 775.082 or 775.083, Florida Statutes.

L. The File maintained by the Board, including but not limited to various medical reports therein, is part of the record before the Board at the full hearing.

M. All proceedings of the Board shall be conducted in public in accordance with Ch. 287, Fla. Stat. (Sunshine Law).

N. At the conclusion of the full hearing, the Board shall adopt a motion granting or denying the Application. A written Order setting forth the Board's findings and conclusions on the Application shall be provided to the Claimant within thirty (30) days following the hearing. The Board may extend the time for entering the Order for up to an additional forty-five (45) days if it determines such time is necessary for adequate review. The decision of the Board after a full hearing shall be final and binding, subject to judicial review.

~~O. — Except as to those records which are exempted from the provisions of Chapter 119, Florida Statutes, Florida's Public Records Law, records maintained by the Board are open for inspection and/or copying during normal business hours at a reasonable cost for the copying.~~

OP. Within thirty (30) days after making a decision at the full hearing, the Board shall enter a final order setting forth its findings and conclusions, and a copy of the final order shall be provided to the claimant.

Q. Judicial review of decisions of the Board shall be in the manner prescribed by law.

#### 4: MISCELLANEOUS

A. Initial hearings and full hearings will be held during regular Board meetings as a part of the regular agenda, or at a special meeting as determined by the Board. No Claimant has the right to demand or receive a special appearance before the Board.

BC. Applications will generally be heard in the order filed. However, in some cases a later-filed Application will be ready for hearing before an earlier-filed Application. In such a case, the Application first ready to be heard will be heard first. The Board may limit the number of full hearings heard on any single agenda.

CE. All time periods and procedures may be modified by the Board, and a hearing may be continued by order of the Board. Any modification or continuance shall be based upon good cause being shown.

D. Except as to those records which are exempt from the provisions of Chapter 119, Florida Statutes, Florida's Public Records Law, records maintained by the Board are open for inspection and/or copying during normal business hours at a reasonable cost for the copying.

## **AGENDA ITEM 7**

## **ITEM 7.a.**

### **CITY COMMISSION COMMUNICATION**

**CITY OF HOLLYWOOD, FLORIDA  
PENSION COORDINATOR  
MEMORANDUM TO THE PENSION BOARD**

---

**DATE:** January 18, 2017  
**TO:** Board of Trustees of the Employees' Retirement Fund  
**FROM:** Lisa Castronovo, Pension Coordinator *lec*  
**SUBJECT:** City Commission Communication

---

**ISSUE:**

Regular communication with City Commissioners and other interested parties

**EXPLANATION:**

Attached is proposed City Commission Communication for the November 28, 2016 and January 17, 2017 special Board meetings and the December 15, 2016 regular Board meeting.

**RECOMMENDATION:**

For review and discussion

**CITY COMMISSION COMMUNICATION**  
**from**  
**CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND'S**  
**BOARD OF TRUSTEES**  
**regarding**  
**NOVEMBER 28, 2016 SPECIAL MEETING,**  
**DECEMBER 15, 2016 REGULAR MEETING and**  
**JANUARY 17, 2017 SPECIAL MEETING**

**Board's Communication to City Commission**

Items Requiring City Commission Action

- Attend Board of Trustees' February 23, 2017, 9:00 AM regular meeting (in Pension Office conference room). Board's 2017 regular meeting schedule is attached.

Items of Interest to the City Commission

- Retirement Fund's market value on September 30, 2016 was \$290.1 million with a 10.7% rate of return, net of fees, for the fiscal year ended September 30, 2016 (compared to the actuarially assumed rate of return of 7.9%)
- When compared to other public pension funds of similar asset allocation and total assets, the Retirement Fund ranked in the top 12% of its peers with its return over the past 12 months and ranked #1 in its peer group with its return of 7.95% over the past 3 years
- Florida Public Pension Trustees Association Winter Trustees School in Orlando, FL January 29 - February 1, 2017

Items Submitted for City Commission Consideration

- None

**November 28, 2016 Special Board Meeting Summary:**

**Disability Application:**

- The Board denied a duty-related disability benefit for Ifatunbi Adefunmi

**December 15, 2016 Regular Board Meeting Summary:**

Board Members present: Chair Phyllis Shaw  
Vice-Chair Jeffrey Greene  
Christopher Cassidy  
Charles Howell  
George Keller  
Mel Standley  
Richard Templeton

Also present: Pension Coordinator Lisa Castronovo  
Board Attorney James Linn

**Retirement Fund Investments** (Keith Reynolds, investment consultant):

- Mr. Reynolds presented the Fund's September 30, 2016 quarterly performance report highlighting the Fund's overall total return. When compared to its peers, the Fund was in the top 12% with its return over the past 12 months and ranked #1 with its return over the past 3 years

**Legal:**

- Board Attorney Linn updated the Board on legal matters.

**Administrative:**

The Board:

- nominated and approved Phyllis Shaw as Chair, Jeffrey Greene as Vice-Chair and Mel Standley as Secretary
- discussed the need to purchase Directors & Officers insurance coverage in light of recently acquired additional fiduciary insurance coverage
- approved its schedule of meetings for 2017 (copy attached)
- discussed RFP for Board attorney (tabled discussion to January 2017 meeting) and need for RFP for Pension Coordinator (will direct Procurement Department to draft RFP)

**January 17, 2017 Special Board Meeting Summary:**

**Administrative:**

- On the recommendation of outside counsel, the Board agreed to file for lead plaintiff status in a securities fraud lawsuit involving Lannett Company, Inc.
-

## **ITEM 7.b.**

### **DIRECTORS & OFFICERS LIABILITY COVERAGE**

**(Tabled from December 15, 2016  
Regular Board Meeting)**



**Lisa Castronovo**

---

**From:** Jim Linn <jlinn@llw-law.com>  
**Sent:** Wednesday, January 18, 2017 7:47 PM  
**To:** Lisa Castronovo  
**Cc:** Glenn Thomas  
**Subject:** Re: Directors & Officers insurance  
**Attachments:** image001.jpg

I did do the research and discussed with Alan. I do not believe there is a gap in coverage. Glenn will be able to present this to the Board.

Jim Linn  
Lewis, Longman & Walker, P.A.  
o 850.222.5702  
m 850.443.0086

On Jan 18, 2017, at 4:34 PM, Lisa Castronovo  
<[LCASTRONOVO@hollywoodfl.org](mailto:LCASTRONOVO@hollywoodfl.org)<<mailto:LCASTRONOVO@hollywoodfl.org>>> wrote:

<image001.jpg>  
Hi Jim,

Please see the following from the minutes of the December meeting:

Mr. Goettelmann presented a commercial insurance quote for directors, officers and company liability insurance. Mr. Goettelmann stated the Board might not need D&O insurance since it already had fiduciary liability insurance; the only reason the Board would need D&O insurance was if there was a gap between what was already covered by the fiduciary insurance and what D&O would cover. Mr. Linn stated he did not believe there was a gap in coverage but would look into what coverage the Board needed.

**ACTION REQUIRED:** Mr. Linn will do research to find out if the Board's resolution to become independent of the City would preclude the City's Directors & Officers insurance from covering the Board.

Will you have anything to provide the Board re: this at next week's meeting?

Regards,

Lisa Castronovo, CEBS, CPPT  
Pension Coordinator  
City of Hollywood Employees' Retirement Fund City Hall Annex Building Room 20 PO Box 229045  
Hollywood, FL 33022-9045  
954.921.3333  
954.921.3332 (fax)  
[lcastronovo@hollywoodfl.org](mailto:lcastronovo@hollywoodfl.org)<<mailto:lcastronovo@hollywoodfl.org>>

This communication is intended for the named recipient(s) and may contain information that is 1) proprietary to the sender, and/or 2) privileged, confidential and otherwise exempt from

# **ITEM 7.c.**

## **RFP FOR BOARD ATTORNEY**

**(Tabled from December 15, 2016  
Regular Board Meeting)**

**CITY OF HOLLYWOOD, FLORIDA  
PENSION COORDINATOR  
MEMORANDUM TO THE PENSION BOARD**

---

**DATE:** January 19, 2017  
**TO:** Board of Trustees of the Employees' Retirement Fund  
**FROM:** Lisa Castronovo, Pension Coordinator *lee*  
**SUBJECT:** RFP for Board Attorney

---

**ISSUE:**

Request for proposal for Board Attorney – tabled from December 15, 2016 regular Board meeting

**EXPLANATION:**

The Board began discussions regarding an RFP for Board Attorney at its December 15, 2016 regular Board meeting. The item was tabled to allow time for the Trustees to review the draft RFP provided by Ms. Castronovo with the directive that they provide to Ms. Castronovo their thoughts/ideas specifically regarding qualification points and how to structure the provider's fees once hired. Chair Shaw provided Florida Statute 287.055 known as the "Consultants' Competitive Negotiation Act" and also information regarding various contract fee structures used by the City's Public Utilities department.

**RECOMMENDATION:**

For further consideration and discussion

**CITY OF HOLLYWOOD  
EMPLOYEES' RETIREMENT FUND**

**REQUEST FOR PROPOSAL  
FOR**

**ATTORNEY FOR BOARD OF TRUSTEES  
OF THE  
CITY OF HOLLYWOOD EMPLOYEES'  
RETIREMENT FUND**

## TABLE OF CONTENTS

### **PART I: PURPOSE, BACKGROUND, QUALIFICATIONS, SCOPE OF SERVICE & COMPENSATION**

A.	PURPOSE .....	3
B.	BACKGROUND .....	3
C.	PROPOSER QUALIFICATIONS .....	3
D.	SCOPE OF SERVICES .....	4
E.	COMPENSATION AND OTHER INFORMATION .....	5

### **PART II: PROPOSAL SUBMISSION REQUIREMENTS**

A.	SUBMISSION REQUIREMENTS .....	6-9
B.	GENERAL INFORMATION AND SCHEDULE .....	9
C.	OTHER CONSIDERATIONS .....	9-10
D.	LOCAL PREFERENCE .....	10
E.	EQUAL EMPLOYMENT OPPORTUNITY .....	10
F.	MINORITY/WOMEN BUSINESS ENTERPRISE STATEMENT .....	11
G.	ADA COMPLIANCE .....	11
H.	PUBLIC ENTITY CRIMES .....	11
I.	INSURANCE REQUIREMENTS .....	11-12
J.	PROTEST .....	12
K.	DECLARATION .....	12
L.	DISCLOSURE STATEMENT .....	13
	FEE PROPOSAL PAGE .....	14

### **PART III: EVALUATION OF PROPOSALS**

A.	REVIEW PROCESS .....	15
B.	EVALUATION CRITERIA .....	15
C.	ORAL PRESENTATIONS .....	15
D.	FINAL SELECTION .....	16

	<b>SIGNATURE PAGE</b> .....	17
--	-----------------------------	----

## **PART I: PURPOSE, BACKGROUND, SCOPE OF SERVICE, AND COMPENSATION**

### **A. PURPOSE**

The Board of Trustees ("Board") of the City of Hollywood Employees' Retirement Fund ("Fund") is seeking Proposals from qualified Pension Attorneys ("Proposer") to serve as legal counsel to the Board for a contract period of three (3) years with two (2) additional one (1) year periods at the Board's option.

The Board is issuing this Request for Proposal ("RFP") to provide potential applicants with information, guidelines, and rules to prepare and submit a proposal. A proposal must satisfy all criteria in this request to qualify for consideration.

The selection of a Pension Attorney by the Board shall be based on the proposal which is, in the sole opinion of the Board, in the best interest of the Fund and the members of the Fund. The issuance of this Request for Proposal constitutes only an Invitation to make proposals to the Board. The Board reserves the right to determine, in its sole discretion, whether any aspect of the proposal satisfies the criteria established in this RFP. The Board further reserves the right to negotiate with any firm or firms submitting proposals and reserves the right to reject any or all proposals with or without cause. In the event that this Request for Proposal is withdrawn by the Board for any reason, the Board shall have no liability to any applicant for any costs or expenses incurred in connection with this Request for Proposal or otherwise.

### **B. BACKGROUND**

The Board is soliciting proposals for legal services for the City of Hollywood Employees' Retirement Fund, which covers general, confidential, professional, supervisory, management, and executive employees.

Implemented in 1958, the Fund represented 1,609 members on October 1, 2015, of which 574 were active. The Fund currently has assets of approximately \$300 million which are professionally managed by twelve investment managers representing large and SMID cap equity, fixed income, international equity, real estate and alternative investment portfolios. Segal Rogerscasey is the Fund's investment consultant, actuarial services are provided by Gabriel, Roeder, Smith & Co., and Wells Fargo is the Fund's custodian.

The Fund is a defined benefit plan. As of October 1, 2011, the Fund is a multi-tiered plan. Refer to Attachment 1 for a summary of Fund provisions for each tier.

### **C. PROPOSER QUALIFICATIONS**

Proposer should have extensive experience in Florida and Federal public pension law, including, but not limited to, disability, fiduciary responsibility, and Investments.

**D. SCOPE OF SERVICES**

Legal services to be provided by the Proposer(s) shall include, but not be limited to:

1. Act as general counsel in all aspects to the Board.
2. Attend all special and regular monthly Board meetings (except as otherwise instructed) and provide advice, input, and assistance as needed at each meeting.
3. Prepare and/or review Requests for Proposals and other related materials as required from time-to-time in connection with the administration of the Fund.
4. Review administrative records and prepare appropriate findings and rulings in connection with all administrative and judicial proceedings that come before the Board, and represent the Board at such proceedings.
5. Provide legal advice to the Board at hearing disputes pertaining to retirement or disability applications.
6. Review and provide legal advice regarding periodic actuarial studies and annual actuarial valuations of the Fund.
7. Provide legal advice during public and closed sessions with respect to matters related to the Board, the Fund, or its activities.
8. Provide litigation services as needed.
9. Supervise the services of any other attorney retained by the Board.
10. Prepare and file legal opinions regarding the Fund's operations and/or investment transactions, including obtaining necessary opinions, letter rulings, and other documents from the Internal Revenue Service and other state or federal regulatory or governing bodies.
11. Upon request by the Board or an individual trustee, provide oral and/or written legal opinion for matters pertaining to the Fund.
12. Provide updates and analysis of proposed federal, state and/or local legislation, rules, or regulations that could impact the Fund or Board.
13. Provide advice, review, and/or drafting services regarding passed federal, state and/or local legislation, rules, and regulations as such relate to the Board's administration of benefits and/or investment of assets.
14. Provide ongoing advice with respect to the City of Hollywood's Code of Ordinances as it relates to Fund matters (Sections 33.025-33.031) specifically, and employee benefit matters generally.
15. Assure Board's and Fund's compliance with relevant Florida Statutes, including, but not limited to, Florida Sunshine Laws and Public Records Acts.
16. Keep the Board and its staff advised of open meeting requirements such as noticing, agenda-related materials, and other issues, and review such materials as requested by Board or staff.
17. As they relate to the affairs of the Board, review contracts and other documents for legal sufficiency, form and correctness, and approve same on signature page of document.
18. Conduct legal research regarding various pension issues and formulate policy and procedures.
19. Keep the Board apprised of their fiduciary duties and obligations and of actions, procedures, and steps to comply with same.
20. Act in accordance with generally accepted principles of fiduciary responsibility.
21. Provide oral and/or written advice to Board's staff regarding legal matters affecting the Fund or Board.
22. Respond to and resolve sensitive and complex legal inquiries and issues.
23. Provide any other legal service Board deems appropriate.

**PART I: PURPOSE, BACKGROUND AND SCOPE OF SERVICE (CONT'D)**

**E. COMPENSATION AND OTHER INFORMATION**

**Compensation**

The Board will entertain compensation proposals based on a flat annual fee or on a per hour basis.

**Term of Contract**

The term of this contract shall be for a period of three (3) years with an option to renew for two (2) additional one (1) year periods, provided that services rendered have been satisfactory, and that such renewal will be in Board's best interest.

The terms, provisions and conditions of this agreement shall apply for the initial term of the agreement and for any renewal period.

**Cancellation**

The Board reserves the right to terminate this agreement with or without cause effective thirty (30) days from date of written notice. In the event that any of the provisions of the agreement are violated by the successful Proposer, the Board may serve written notice upon such Contractor of its intention to immediately terminate the agreement. Such notice will state the reason(s) for termination of agreement.

**Hold Harmless and Indemnity Clause**

The Proposer agrees to indemnify and hold harmless the Board, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorney's fees) suffered by the Board from (A) any breach by the Proposer of this agreement, (B) any inaccuracy in or breach of any of the representations, warranties, or covenants made by the Proposer herein, (C) any claims, suits, actions, damages, or causes of action arising during the term of this contract for any personal injury, loss of life, or damage to property sustained by reason or as a result of the performance of this contract by the Proposer and the Proposer's agents, employees, invitees, and all other persons, and (D) any claims, suits, actions, damages, or causes of action for any personal injury, loss of life, or damage to property sustained by reason or as a result of the presence of the Proposer and the Proposer's agents, employees, invitees, and all other persons. Nothing in this contract shall be construed to affect, in any way, the Board's rights, privileges, and immunities as set forth in Florida Statutes 768.28.



## **PART II: PROPOSAL SUBMISSION REQUIREMENTS**

### **A. SUBMISSION REQUIREMENTS**

All Proposals shall be received by the Board's Pension Coordinator, Lisa Castronovo at City of Hollywood Employees' Retirement Fund, 2600 Hollywood Boulevard, Annex Building Room 20, Hollywood, Florida 33020.

#### **PROPOSAL ENVELOPES SHALL BE SEALED AND IDENTIFIED AS SPECIFIED BELOW:**

<b>RFP NO.</b>	<b>LEGAL CONSULTING SERVICES - CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND</b>
<b>TO BE OPENED:</b>	<b>3:00 P.M., MONDAY, FEBRUARY 13, 2017</b>
<b>ADDRESSED TO:</b>	<b>LISA CASTRONOVO, PENSION COORDINATOR CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND 2600 HOLLYWOOD BOULEVARD ANNEX BUILDING ROOM 20 HOLLYWOOD, FLORIDA 33020</b>

**AN ORIGINAL, CLEARLY IDENTIFIED, TWELVE (12) COPIES, AND AN ELECTRONIC COPY OF THE PROPOSAL MUST BE SUBMITTED AT OR BEFORE TIME OF PROPOSAL OPENING.**

It will be the sole responsibility of Proposer to have his/her Proposal delivered to the Pension Coordinator at the Board's Pension Office on or before the closing hour and date shown above for receipt of Proposals. If a Proposal is sent by mail, the Proposers shall be responsible for its delivery to the Pension Office before the closing hour and date shown above for receipt of Proposals. Proposals thus delayed will not be considered and will be returned unopened after award.

**The Proposal shall be signed by a representative who is authorized to contractually bind the Proposer.** Each Proposal shall be prepared simply and economically, providing a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of the RFP. The emphasis in each Proposal must be on completeness and clarity of content. In order to expedite the evaluation of Proposals, it is essential that Proposer follow the format and instructions contained herein. If the Proposer so wishes, the Proposal may be accompanied with brochures, promotional materials, or displays properly identified. However, the Proposal Submission Requirements listed herein must be followed. All Proposals must be submitted as specified on the following pages. All attachments must be clearly identified.

The signed Proposal will be considered an offer on the part of the Proposer and such offer will be deemed accepted upon approval by the Board. In case of default, the Board reserves the right to accept or reject any or all Proposals, to waive irregularities and technicalities, and to request new Proposals. The Board also reserves the right to award any resulting agreement that it deems will best serve the interests of the Board.

Proposer must insure that they have signed the Proposal Signature Page in ink. Omission of a signature on that page may result in rejection of the Proposal.

## **PART II: PROPOSAL SUBMISSION REQUIREMENTS (CONT'D)**

### **FORMAT**

1. Title Page

Show the Request for Proposal subject, firm's name, address, telephone number, name of contact person, and date.

2. Table of Contents

Clearly identify the material by section and page number.

3. Letter of Transmittal

Limit to one (1) or two (2) printed pages.

- a. Briefly state your firm's understanding of the work to be done and provide a positive commitment to perform the work.
- b. Provide the names of the persons who will be authorized to make representations for your firm, their titles, addresses and telephone numbers.

4. Profile of Proposer

- a. State whether your firm is national, regional, or local.
- b. State the location of the office from which your work will be performed.
- c. Describe your firm including its size, range of activities, etc. Particular emphasis should be given on how the firm-wide experience and expertise in the area addressed by this RFP will be brought to bear on the proposed work.
- d. Provide a summary of any litigation filed against your firm in the past five (5) years which is related to the services your firm provides in the regular course of business. Summarize the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved.
- e. Are you, your firm or a related firm currently providing any services to the Fund?
- f. Is your firm involved in any litigation that directly affects services provided to the Board?
- g. Identify your firm's qualifications and experience in providing legal counsel in regards to public pension issues (i.e., disability, fiduciary, and investments) and other related experience, from the perspective of management or union affiliation.
- h. Provide an affirmative statement that you, your firm, and all assigned key professional staff are properly registered/licensed to practice in the State of Florida.

## **PART II: PROPOSAL SUBMISSION REQUIREMENTS (CONT'D)**

### **5. Summary of Proposer's Qualifications**

- a. Identify and provide as much information as possible regarding qualifications, experience, and training of the lead counsel and each additional individual who will be assigned to this engagement. Include resumes for each person (may be included as an appendix).
- b. Describe each consultant's experience in conducting similar engagements. Describe the relevant educational background of each individual.
- c. Describe the organization of the proposed team, if any, detailing the level of involvement, field of expertise and estimated hours for each member of the team.

### **7. Similar Engagements with Other Governmental Entities**

For the office that would be assigned responsibility for this engagement, list and rank the five (5) most significant engagements performed in the last five (5) years that are similar to the engagement described herein.

Indicate the scope of work, date, engagement staff, and the name and telephone number of the principal client contact. The Board reserves the right to contact these references and any other clients.

### **8. Conflict of Interest**

Disclose any potential conflicts of interest due to any other client's contract or property interest or include a notarized statement certifying that no member of your firm's ownership, management, or staff currently has a vested interest which might be considered a conflict of interest. Any potential conflict of interest listed by a firm will be reviewed to determine its substantiveness. If the conflict of interest is found to be substantive, your Proposal will be rejected.

### **9. Proof of Professional Liability Insurance**

Provide proof that your firm is in compliance with insurance requirements regarding minimum coverage by Professional Liability insurance.

### **10. Additional Information**

- a. Provide a financial statement, annual report, or other similar evidence of your firm's financial stability.
- b. Identify the type of business entity involved (e.g., sole proprietorship, partnership, corporation, etc.). Identify whether the business entity is incorporated in Florida, another state or a foreign country.
- c. Provide your firm's Federal Employer ID number.
- d. Include any additional information that you or your firm considers pertinent for consideration.

## **PART II: PROPOSAL SUBMISSION REQUIREMENTS (CONT'D)**

### **11. Sealed Cost Bid**

Proposal must include an estimated cost for a five year period, broken down by year based on a flat rate or on a per hour basis.

### **B. GENERAL INFORMATION AND SCHEDULE**

For information concerning procedure for responding to this Request for Proposal (RFP), contact Lisa Castronovo, Pension Coordinator for the Board of Trustees of the City of Hollywood Employees' Retirement Fund at (954) 921-3333. Such contact is to be for clarification purposes only. Material changes, if any, to the scope of services or Proposal procedures will only be transmitted by written addendum.

It is preferred that all questions regarding this Request for Proposal be submitted in writing. Questions should be directed to the City of Hollywood Employees' Retirement Fund, Annex Building Room 20, P.O. Box 229045, Hollywood, Florida 33022-9045, Attention: Lisa Castronovo, Pension Coordinator, or to facilitate prompt receipt of questions, they may be sent via fax at (954) 921-3332.

### **RFP Schedule**

**REQUEST FOR PROPOSAL ISSUED**

**Monday, January 9, 2017**

**PROPOSAL DUE DATE-PRIOR TO**

**3:00 P.M., Monday, February 13, 2017**

### **C. OTHER CONSIDERATIONS**

1. The Board reserves the right to approve substitutions for assigned personnel proposed for this engagement. Substitutions may be allowed for staff turnover, sickness or other emergency situations.
2. All contact for information regarding the Proposal must be addressed to the Pension Coordinator, City of Hollywood Employees' Retirement Fund. Over the course of this RFP process, related contact with any member of the Board by a respondent or their agent, other than as part of the evaluation process or for clarification purposes, will be grounds for automatic disqualification of Proposer.

Each Proposer shall examine all Proposal Documents and judge for themselves all matters relating to the adequacy and accuracy of the documents. If the Proposer is of the opinion that any part(s) of the Proposal Document is incorrect or obscure, or that additional information is needed, s/he should request such information or clarification from the Pension Coordinator in order that appropriate addenda may be issued, if necessary, to all prospective Proposers.

3. No oral change or interpretation of the provisions contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to Proposal Documents are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

## **PART II: PROPOSAL SUBMISSION REQUIREMENTS (CONT'D)**

4. All materials submitted in response to the RFP become the property of the Board and will be returned only at the Board's option. The Board has the right to use any or all ideas presented in any response to the RFP whether amended or not and selection or rejection of the Proposal does not affect this right, provided however, that any Proposal that has been submitted to the Pension Office may be withdrawn prior to Proposal opening time stated herein, upon proper identification and signature releasing Proposal Documents back to Proposer.
5. After initial review of the Proposals, the Board may invite Proposers for an interview to meet its representatives, particularly key personnel who would be assigned to the engagement and to discuss the Proposal. It is understood that the Board shall incur no costs as a result of this interview, nor bear any obligation in further consideration of the Proposal.
6. The Board reserves the right to determine, in its sole discretion, whether any aspect of a Proposal satisfies the criteria established in this RFP. The Board further reserves the right to negotiate with any person or firm submitting Proposals and reserves the right to reject any or all Proposals with or without cause. The Board also reserves the right to waive minor technical defects in a Proposal. In the event that this RFP is withdrawn by the Board for any reason, the Board shall have no liability to any applicant for any costs or expenses incurred in connection with this RFP or otherwise. All such expenses incurred in the preparation of a Proposal shall be borne by the Proposer.

Failure or refusal of the successful Proposer to execute a contract within thirty (30) days after award shall constitute a default. Any such Proposer shall not assign, transfer, convey, or otherwise dispose of any or all of its rights, title or interest therein, or its power to execute such contract to any person or firm without prior written consent of the Board.

### **D. LOCAL PREFERENCE:**

For evaluation of Proposals, the Board shall grant a preference in the amount of five (5) percent up to \$100,000 and two (2) percent thereafter of any proposal price to vendors whose business location is within Hollywood, Florida.

Each Proposer shall have the burden of demonstrating that it maintains an office or other site where it operates, conducts, engages in or carries on all or a portion of its business within Hollywood, Florida.

### **E. EQUAL EMPLOYMENT OPPORTUNITY**

Proposer shall provide a written statement that it does not and will not discriminate against any person, employee, or applicant for employment, because of race, creed, color, religion, sex, national origin, ancestry, age or disability.

## **PART II: PROPOSAL SUBMISSION REQUIREMENTS (CONT'D)**

### **F. MINORITY/WOMEN BUSINESS ENTERPRISE STATEMENT**

The Board is strongly committed to ensuring the participation of certified Minority/Women Business Enterprises (M/WBE's) in contract and subcontract opportunities which may become available as the result of the Board's negotiation of any agreement.

Proposers are encouraged to participate in the City of Hollywood's M/WBE Program by including as a part of their submittal the M/WBE Participation Form (Exhibit "A") and the Letter of Intent Form (Exhibit "B").

### **G. ADA COMPLIANCE**

Persons with disabilities who require reasonable accommodation to participate may call the Pension Office at (954) 921-3333 (voice). If an individual is hearing or speech impaired, call Florida Relay Service 1-800-955-8771.

### **H. PUBLIC ENTITY CRIMES**

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

### **I. INSURANCE REQUIREMENTS**

The Proposer awarded the contract shall not commence work until it has obtained all insurance required under this paragraph and such insurance has been approved by the Board. Further, the awarded Proposer shall not allow any subcontractor to commence work on its sub-contract until all similar such insurance required of the subcontractor has been obtained and approved.

**Certificates of Insurance**, reflecting evidence of the required insurance, shall be filed with the Board prior to the commencement of the work. These certificates shall contain a provision that coverage afforded under these policies will not be canceled until at least thirty (30) days prior written notice has been given to the Board. Policies shall be issued by companies authorized to do business under the laws of the State of Florida, shall have adequate policyholders and financial ratings in the latest ratings of A.M. Best, and shall be part of the Florida Insurance Guarantee Association Act.

Insurance shall be in force until all work required to be performed under the terms of the contract is satisfactorily completed as evidenced by the formal acceptance by the Board. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this contract, the Consultant shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the contract and extension thereunder is in effect. The Consultant shall not continue to work pursuant to this contract unless all required insurance remains in full force and effect.

## **PART II: PROPOSAL SUBMISSION REQUIREMENTS (CONT'D)**

1. Commercial General Liability Insurance naming the Board as an additional insured with not less than the following limits:

General Aggregate	\$1,000,000
Products-Comp	\$1,000,000
Personal Injury	\$1,000,000
or	
Each Occurrence	\$1,000,000
Fire Damage	\$ 50,000
Med Exp	\$ 5,000

Coverage shall include contractual liability assumed under this agreement, products and completed operations, personal injury, broad form property damage, and premises-operations.

2. Professional Liability or functional equivalent with limits not less than \$1,000,000. If coverage is provided on a claims made basis, then coverage must be continued for the duration of this contract and for not less than one (1) year thereafter, or in lieu of continuation, provide an "Extended Reporting Clause" for one (1) year.

The Board reserves the right to require any other insurance coverage it deems necessary depending upon the exposures.

### **J. PROTEST**

Notice of intent to award a contract will be posted for review by interested parties in the Pension Office for a period of five (5) business days. Any actual or prospective Proposer who is aggrieved in connection with the pending award must file a written protest within five (5) business days after the posting date, in accordance with the City of Hollywood's Purchasing Ordinance Section 38.51, or any right to protest is forfeited.

### **K. DECLARATION**

The undersigned, as Proposer, declares under oath that no other person has any interest in this Proposal or in any resulting agreement to which this Proposal pertains, that this Proposal is not made with connection or arrangement with any other persons, and that this Proposal is made without collusion or fraud.

The Proposer (herein used in the masculine singular, irrespective of actual gender and number) further declares that he has complied in every respect with all the instructions to Proposers, that he has read all addenda, if any, issued prior to the opening of Proposals, and that he has satisfied himself fully relative to all matters and conditions with respect to the general conditions of the agreement and all relevant information to which this Proposal pertains.

**PART II: PROPOSAL SUBMISSION REQUIREMENTS (CONT'D)**

**L. DISCLOSURE STATEMENT**

Proposer shall disclose below, to the best of his or her knowledge, any Board member, or any relative of any such Board member as defined in Section 112.3135, Florida Statutes, who is an officer, partner, director or proprietor of, or has a material interest in the Proposer's business or its parent company, any subsidiary, or affiliated company, whether such Board member is in a position to influence this procurement or not.

Failure of Proposer to disclose any relationship described herein shall be reason for debarment.

Name	Relationship
_____	_____
_____	_____

**In the event the Proposer does not indicate any names, the Board shall interpret such to mean that no such relationship exists.**



## SEALED FEE PROPOSAL

### LEGAL CONSULTING SERVICES for EMPLOYEES' RETIREMENT FUND

Address your fee proposal in the following manner:

	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
	\$	\$	\$
<b><u>Comments:</u></b>			
<b>HOURLY FEES (AS NEEDED)</b>			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
	\$	\$	\$
<b><u>Comments:</u></b>			
<b>HOURLY FEES (AS NEEDED)</b>			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
	\$	\$	\$
<b><u>Comments:</u></b>			
<b>HOURLY FEES (AS NEEDED)</b>			
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
	\$	\$	\$
<b><u>Comments:</u></b>			

## **PART III: EVALUATION OF PROPOSALS**

### **A. REVIEW PROCESS**

All properly submitted Proposals will be reviewed by each member of the Board. Each Board member will score each Proposal using a point formula based on the technical criteria outlined in Section B following. Each Board member will then review and discuss the evaluations and combine the individual scores to arrive at a composite technical score for each firm. At this point, those firms with an unacceptable low technical score will be eliminated from further consideration.

After the composite technical score for each firm has been established, the sealed cost bid will be opened and additional points will be added to the technical score based on the proposed fee and other criteria.

The Board reserves the right to retain all Proposals submitted and to use any idea in a Proposal regardless of whether that Proposal is selected.

### **B. EVALUATION CRITERIA**

Firms meeting the technical qualifications will have their Proposals evaluated and scored for technical qualifications, price, and other criteria. The following represents the principal selection criteria to be used during the evaluation process:

1. Technical Qualifications (MAXIMUM POINTS - 45%)
  - (a) Overall responsiveness of Proposal in clearly stating its understanding of the scope of services to be performed.
  - (b) Reputation, qualifications and technical ability of the specific individual(s) to be assigned to the engagement in respect to their capability to perform as Pension Attorney.
  - (c) Past experience in representing management only or union affiliated organizations.
2. Past Experience (MAXIMUM POINTS - 40%)

Past experience, including references, serving as Pension Board Attorney to municipalities in Florida.
3. Price/Other Criteria (MAXIMUM POINTS - 15%)
  - (a) Description of your firm's proposed fee schedule for the proposed services.
  - (b) Indication of your firm's policy regarding out-of-pocket and/or indirect cost expenses.

### **C. ORAL PRESENTATIONS**

During the evaluation process, the Board may, at its discretion, request Proposers to make oral presentations. Such presentations will provide the Proposer the opportunity to answer questions the Board has regarding the Proposal. It is possible that not all Proposers will be asked to make an oral presentation.

### **PART III: EVALUATION OF PROPOSALS (CONT'D)**

#### **D. FINAL SELECTION**

A short list of finalists will be determined and the Board will make the final ranking for the purposes of negotiating a contract with the top ranked Proposer. The Board shall be the sole judge of its own best interest, the Proposals, and the resulting negotiated agreement. The Board's decision will be final.

**NOTE TO PROPOSER:** Award of contract will require that the successful Proposer keep on file a properly completed Vendor Registration Form with the Board.

**SIGNATURE PAGE**

CERTIFICATION

THE PROPOSER CERTIFIES THAT THIS PROPOSAL IS BASED UPON ALL CONDITIONS AS LISTED IN THE PROPOSAL DOCUMENTS AND THAT HE HAS MADE NO CHANGES IN THE PROPOSAL DOCUMENT AS RECEIVED. PROPOSER FURTHER PROPOSES AND AGREES THAT IF THIS PROPOSAL IS ACCEPTED, PROPOSER WILL EXECUTE AN APPROPRIATE AGREEMENT FOR THE PURPOSE OF ESTABLISHING A FORMAL CONTRACTUAL RELATIONSHIP BETWEEN PROPOSER AND THE BOARD OF TRUSTEES OF THE CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND FOR THE PERFORMANCE OF ALL REQUIREMENTS TO WHICH THIS PROPOSAL PERTAINS.

PROPOSAL SUBMITTED BY:

\_\_\_\_\_  
NAME OF FIRM(S), CORPORATION, OR INDIVIDUAL

\_\_\_\_\_  
ADDRESS OF FIRM(S), CORPORATION, OR INDIVIDUAL

BY: \_\_\_\_\_  
SIGNATURE TITLE

IF CORPORATION - SEAL AND SECRETARY'S SIGNATURE: \_\_\_\_\_

IF INDIVIDUAL - SOLE OWNER, PARTNERSHIP OR JOINT VENTURE - TWO (2) WITNESSES

WITNESS	_____	_____
	NAME	ADDRESS
	_____	_____
	NAME	ADDRESS

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

BEFORE ME, PERSONALLY APPEARED \_\_\_\_\_, TO ME WELL KNOWN AND KNOWN TO ME TO BE THE PERSON(S) DESCRIBED HEREIN AND WHO EXECUTED THE FOREGOING CERTIFICATION AND ACKNOWLEDGED TO AND BEFORE ME THAT \_\_\_\_\_ EXECUTED SAID CERTIFICATION FOR PURPOSES THEREIN EXPRESSED.

WITNESS MY HAND AND OFFICIAL SEAL, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

NOTARY SEAL

\_\_\_\_\_  
NOTARY SIGNATURE

IDENTIFICATION SHOWN \_\_\_\_\_

COMMISSION EXPIRES \_\_\_\_\_

287.055 Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties.—

(1) SHORT TITLE.—This section shall be known as the "Consultants' Competitive Negotiation Act."

(2) DEFINITIONS.—For purposes of this section:

(a) "Professional services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.

(b) "Agency" means the state, a state agency, a municipality, a political subdivision, a school district, or a school board. The term "agency" does not extend to a nongovernmental developer that contributes public facilities to a political subdivision under s. 380.06 or ss. 163.3220-163.3243.

(c) "Firm" means any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice architecture, engineering, or surveying and mapping in the state.

(d) "Compensation" means the amount paid by the agency for professional services regardless of whether stated as compensation or stated as hourly rates, overhead rates, or other figures or formulas from which compensation can be calculated.

(e) "Agency official" means any elected or appointed officeholder, employee, consultant, person in the category of other personal service or any other person receiving compensation from the state, a state agency, municipality, or political subdivision, a school district or a school board.

(f) "Project" means that fixed capital outlay study or planning activity described in the public notice of the state or a state agency under paragraph (3)(a). A project may include:

1. A grouping of minor construction, rehabilitation, or renovation activities.
2. A grouping of substantially similar construction, rehabilitation, or renovation activities.

(g) A "continuing contract" is a contract for professional services entered into in accordance with all the procedures of this act between an agency and a firm whereby the firm provides professional services to the agency for projects in which the estimated construction cost of each individual project under the contract does not exceed \$2 million, for study activity if the fee for professional services for each individual study under the contract does not exceed \$200,000, or for work of a specified nature as outlined in the contract required by the agency, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause. Firms providing professional services under continuing contracts shall not be required to bid against one another.

(h) A "design-build firm" means a partnership, corporation, or other legal entity that:

1. Is certified under s. 489.119 to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
2. Is certified under s. 471.023 to practice or to offer to practice engineering; certified under s. 481.219 to practice or to offer to practice architecture; or certified under s. 481.319 to practice or to offer to practice landscape architecture.

(i) A "design-build contract" means a single contract with a design-build firm for the design and construction of a public construction project.

(j) A "design criteria package" means concise, performance-oriented drawings or specifications of the public construction project. The purpose of the design criteria package is to furnish sufficient information to permit design-build firms to prepare a bid or a response to an agency's request for proposal, or to permit an agency to enter into a negotiated design-build contract. The design criteria package must specify performance-based criteria for the public construction project, including the legal description of the site,

survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project.

(k) A "design criteria professional" means a firm who holds a current certificate of registration under chapter 481 to practice architecture or landscape architecture or a firm who holds a current certificate as a registered engineer under chapter 471 to practice engineering and who is employed by or under contract to the agency for the providing of professional architect services, landscape architect services, or engineering services in connection with the preparation of the design criteria package.

(l) "Negotiate" or any form of that word means to conduct legitimate, arms length discussions and conferences to reach an agreement on a term or price. For purposes of this section, the term does not include presentation of flat-fee schedules with no alternatives or discussion.

**(3) PUBLIC ANNOUNCEMENT AND QUALIFICATION PROCEDURES.—**

(a)1. Each agency shall publicly announce, in a uniform and consistent manner, each occasion when professional services must be purchased for a project the basic construction cost of which is estimated by the agency to exceed the threshold amount provided in s. 287.017 for CATEGORY FIVE or for a planning or study activity when the fee for professional services exceeds the threshold amount provided in s. 287.017 for CATEGORY TWO, except in cases of valid public emergencies certified by the agency head. The public notice must include a general description of the project and must indicate how interested consultants may apply for consideration.

2. Each agency shall provide a good faith estimate in determining whether the proposed activity meets the threshold amounts referred to in this paragraph.

(b) Each agency shall encourage firms engaged in the lawful practice of their professions that desire to provide professional services to the agency to submit annually statements of qualifications and performance data.

(c) Any firm or individual desiring to provide professional services to the agency must first be certified by the agency as qualified pursuant to law and the regulations of the agency. The agency must find that the firm or individual to be employed is fully qualified to render the required service. Among the factors to be considered in making this finding are the capabilities, adequacy of personnel, past record, and experience of the firm or individual.

(d) Each agency shall evaluate professional services, including capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act, and other factors determined by the agency to be applicable to its particular requirements. When securing professional services, an agency must endeavor to meet the minority business enterprise procurement goals under s. 287.09451.

(e) The public must not be excluded from the proceedings under this section.

**(4) COMPETITIVE SELECTION.—**

(a) For each proposed project, the agency shall evaluate current statements of qualifications and performance data on file with the agency, together with those that may be submitted by other firms regarding the proposed project, and shall conduct discussions with, and may require public presentations by, no fewer than three firms regarding their qualifications, approach to the project, and ability to furnish the required services.

(b) The agency shall select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the agency shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the agency, with the

object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. The agency may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations under subsection (5).

(c) This subsection does not apply to a professional service contract for a project the basic construction cost of which is estimated by the agency to be not in excess of the threshold amount provided in s. 287.017 for CATEGORY FIVE or for a planning or study activity when the fee for professional services is not in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO. However, if, in using another procurement process, the majority of the compensation proposed by firms is in excess of the appropriate threshold amount, the agency shall reject all proposals and reinstate the procurement pursuant to this subsection.

(d) Nothing in this act shall be construed to prohibit a continuing contract between a firm and an agency.

(5) COMPETITIVE NEGOTIATION.—

(a) The agency shall negotiate a contract with the most qualified firm for professional services at compensation which the agency determines is fair, competitive, and reasonable. In making such determination, the agency shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in s. 287.017 for CATEGORY FOUR, the agency shall require the firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required must contain a provision that the original contract price and any additions thereto will be adjusted to exclude any significant sums by which the agency determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments must be made within 1 year following the end of the contract.

(b) Should the agency be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the agency determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The agency shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the agency must terminate negotiations. The agency shall then undertake negotiations with the third most qualified firm.

(c) Should the agency be unable to negotiate a satisfactory contract with any of the selected firms, the agency shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this subsection until an agreement is reached.

(6) PROHIBITION AGAINST CONTINGENT FEES.—

(a) Each contract entered into by the agency for professional services must contain a prohibition against contingent fees as follows: "The architect (or registered surveyor and mapper or professional engineer, as applicable) warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the architect (or registered surveyor and mapper, or professional engineer, as applicable) to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the architect (or registered surveyor and mapper or professional engineer, as applicable) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement." For the breach or violation of this provision, the agency shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

(b) Any individual, corporation, partnership, firm, or company, other than a bona fide employee working solely for an architect, professional engineer, or registered land surveyor and mapper, who offers, agrees, or contracts to solicit or secure agency contracts for professional services for any other individual, company, corporation, partnership, or firm and to be paid, or is paid, any fee, commission, percentage, gift, or other consideration contingent upon, or resulting from, the award or the making of a contract for professional services shall, upon conviction in a competent court of this state, be found guilty of a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083.

(c) Any architect, professional engineer, or registered surveyor and mapper, or any group, association, company, corporation, firm, or partnership thereof, who offers to pay, or pays, any fee, commission, percentage, gift, or other consideration contingent upon, or resulting from, the award or making of any agency contract for professional services shall, upon conviction in a state court of competent authority, be found guilty of a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083.

(d) Any agency official who offers to solicit or secure, or solicits or secures, a contract for professional services and to be paid, or is paid, any fee, commission, percentage, gift, or other consideration contingent upon the award or making of such a contract for professional services between the agency and any individual person, company, firm, partnership, or corporation shall, upon conviction by a court of competent authority, be found guilty of a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083.

(7) **AUTHORITY OF DEPARTMENT OF MANAGEMENT SERVICES.**—Notwithstanding any other provision of this section, the Department of Management Services shall be the agency of state government which is solely and exclusively authorized and empowered to administer and perform the functions described in subsections (3), (4), and (5) respecting all projects for which the funds necessary to complete same are appropriated to the Department of Management Services, irrespective of whether such projects are intended for the use and benefit of the Department of Management Services or any other agency of government. However, nothing herein shall be construed to be in derogation of any authority conferred on the Department of Management Services by other express provisions of law. Additionally, any agency of government may, with the approval of the Department of Management Services, delegate to the Department of Management Services authority to administer and perform the functions described in subsections (3), (4), and (5). Under the terms of the delegation, the agency may reserve its right to accept or reject a proposed contract.

(8) **STATE ASSISTANCE TO LOCAL AGENCIES.**—On any professional service contract for which the fee is over \$25,000, the Department of Transportation or the Department of Management Services shall provide, upon request by a municipality, political subdivision, school board, or school district, and upon reimbursement of the costs involved, assistance in selecting consultants and in negotiating consultant contracts.

(9) **APPLICABILITY TO DESIGN-BUILD CONTRACTS.**—

(a) Except as provided in this subsection, this section is not applicable to the procurement of design-build contracts by any agency, and the agency must award design-build contracts in accordance with the procurement laws, rules, and ordinances applicable to the agency.

(b) The design criteria package must be prepared and sealed by a design criteria professional employed by or retained by the agency. If the agency elects to enter into a professional services contract for the preparation of the design criteria package, then the design criteria professional must be selected and contracted with under the requirements of subsections (4) and (5). A design criteria professional who has been selected to prepare the design criteria package is not eligible to render services under a design-build contract executed pursuant to the design criteria package.

(c) Except as otherwise provided in s. 337.11(7), the Department of Management Services shall adopt rules for the award of design-build contracts to be followed by state agencies. Each other agency must adopt rules or ordinances for the award of design-build contracts.



Municipalities, political subdivisions, school districts, and school boards shall award design-build contracts by the use of a competitive proposal selection process as described in this subsection, or by the use of a qualifications-based selection process pursuant to subsections (3), (4), and (5) for entering into a contract whereby the selected firm will, subsequent to competitive negotiations, establish a guaranteed maximum price and guaranteed completion date. If the procuring agency elects the option of qualifications-based selection, during the selection of the design-build firm the procuring agency shall employ or retain a licensed design professional appropriate to the project to serve as the agency's representative. Procedures for the use of a competitive proposal selection process must include as a minimum the following:

1. The preparation of a design criteria package for the design and construction of the public construction project.
2. The qualification and selection of no fewer than three design-build firms as the most qualified, based on the qualifications, availability, and past work of the firms, including the partners or members thereof.
3. The criteria, procedures, and standards for the evaluation of design-build contract proposals or bids, based on price, technical, and design aspects of the public construction project, weighted for the project.
4. The solicitation of competitive proposals, pursuant to a design criteria package, from those qualified design-build firms and the evaluation of the responses or bids submitted by those firms based on the evaluation criteria and procedures established prior to the solicitation of competitive proposals.
5. For consultation with the employed or retained design criteria professional concerning the evaluation of the responses or bids submitted by the design-build firms, the supervision or approval by the agency of the detailed working drawings of the project; and for evaluation of the compliance of the project construction with the design criteria package by the design criteria professional.
6. In the case of public emergencies, for the agency head to declare an emergency and authorize negotiations with the best qualified design-build firm available at that time.

(10) REUSE OF EXISTING PLANS.—Notwithstanding any other provision of this section, there shall be no public notice requirement or utilization of the selection process as provided in this section for projects in which the agency is able to reuse existing plans from a prior project of the agency, or, in the case of a board as defined in s. 1013.01, a prior project of that or any other board. Except for plans of a board as defined in s. 1013.01, public notice for any plans that are intended to be reused at some future time must contain a statement that provides that the plans are subject to reuse in accordance with the provisions of this subsection.

(11) CONSTRUCTION OF LAW.—Nothing in the amendment of this section by chapter 75-281, Laws of Florida, is intended to supersede the provisions of ss. 1013.45 and 1013.46. History.—ss. 1, 2, 3, 4, 5, 6, 7, 8, ch. 73-19; ss. 1, 2, 3, ch. 75-281; s. 1, ch. 77-174; s. 1, ch. 77-199; s. 10, ch. 84-321; ss. 23, 32, ch. 85-104; s. 57, ch. 85-349; s. 6, ch. 86-204; s. 1, ch. 88-108; s. 1, ch. 89-158; s. 16, ch. 90-268; s. 15, ch. 91-137; s. 7, ch. 91-162; s. 250, ch. 92-279; s. 55, ch. 92-326; s. 1, ch. 93-95; s. 114, ch. 94-119; s. 10, ch. 94-322; s. 868, ch. 95-148; s. 2, ch. 95-410; s. 45, ch. 96-399; s. 38, ch. 97-100; s. 1, ch. 97-296; s. 80, ch. 98-279; s. 55, ch. 2001-61; s. 63, ch. 2002-20; s. 944, ch. 2002-387; s. 1, ch. 2005-224; s. 19, ch. 2007-157; s. 3, ch. 2007-159; s. 3, ch. 2009-227.



CITY OF HOLLYWOOD  
DEPARTMENT OF PUBLIC UTILITIES  
ENGINEERING AND CONSTRUCTION SERVICES DIVISION

DEPARTMENT OF  
PUBLIC SERVICES-ESCD  
2012 MAR 13 PM 1:39

1621 N. 14<sup>th</sup> Avenue  
Hollywood, FL 33022  
Phone (954) 921-3930 Fax (954) 921-3258

## CONSULTANT'S AUTHORIZATION TO PROCEED

To: AECOM USA, Inc. Date: \_\_\_\_\_  
Facility Name: City of Hollywood - Water Distribution System Project No.: 12-1600A  
Project Name: Development of Transmission Collection System -  
WaterCAD to InfoWorks ATP Sequence Number: AEC 12-01

You are hereby authorized to proceed with the following services:



Basic Services



Additional/Reimbursable Services, as described below:

In accordance with Article(s) Article 5. Compensation (5.1 and 5.2) of the agreement between  
AECOM USA, Inc. and the City of Hollywood

This work is to be completed and submitted on or before: \_\_\_\_\_

See attached schedule dated: \_\_\_\_\_

Payment for these services shall be:



Lump Sum



Percentage

Cost Plus, with total not to Exceed:

\$24,832.00

### AUTHORIZED DESIGN VALUE

### CONSULTANT'S ESTIMATED COST

Construction Budget:	\$		\$	
Additive Alternates:	\$		\$	
Total Construction Budget:	\$		\$	

### BASIC SERVICES

### SUPP. SERVICES

### TOTAL

Total Estimated Fees:	\$	24,832.00	\$		\$	24,832.00
Fee Authorized Through This ATP	\$	24,832.00	\$		\$	24,832.00
Less Fee Previously Authorized	\$	0.00	\$		\$	0.00
Fee Authorized This ATP: (Not to Exceed)	\$	24,832.00	\$		\$	24,832.00

Account No.:

42.4000.86259.536.003130

Submitted:

3/14/12

Name:

Francois Domond, P.E., Senior Project Manager

Recommended:

EA

Approved:

Accepted:

JIM PENKOSKY for AECOM

Consultant

Note to Consultant: Please sign and return three (3) copies of the original to the Engineering and Construction Services Division

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND RELIANCE OF THE  
CITY OF HOLLYWOOD, FLORIDA, ONLY

BY:

CITY ATTORNEY



CITY OF HOLLYWOOD  
DEPARTMENT OF PUBLIC UTILITIES  
ENGINEERING AND CONSTRUCTION SERVICES

R-2014-219  
July 16, 2014

1621 N. 14<sup>th</sup> Avenue  
Hollywood, FL 33020  
Phone (954) 921-3930 • Fax (954) 921-3258

CONSULTANT'S AUTHORIZATION TO PROCEED

2014 JUL 21 PM 12:3  
DEPARTMENT OF  
PUBLIC UTILITIES  
CSD

To: AECOM Date: 8/1/14  
Facility Name: State Road 7 Lift Stations W-12, W-13, W-23 and W-24 Project No.: 14-7042B  
Project Name: State Road 7 Lift Stations W-12, W-13, W-23 and W-24 ATP Sequence Number: AEC 14-02

You are hereby authorized to proceed with the following services:

- ☒ Basic Services  
☐ Additional/Reimbursable Services, as described below:

In accordance with Article(s) Article 5 - Compensation (5.1 and 5.2) of the agreement.

This work is to be completed and submitted on or before:

See attached schedule dated: \_\_\_\_\_

Payment for these services shall be:

- ☒ Lump Sum  
☐ Cost Plus

☐ Percentage

AUTHORIZED DESIGN VALUE CONSULTANT'S ESTIMATED COST

Construction Budget:	\$		\$	
Additive Alternates:	\$		\$	
Total Construction Budget:	\$		\$	

		BASIC SERVICES		SUPP. SERVICES		TOTAL
Total Estimated Fees:						
Fee Authorized Through This ATP	\$	264,957.00	\$		\$	264,957.00
Less Fee Previously Authorized	\$	0.00	\$		\$	0.00
Fee Authorized This ATP: (Not to Exceed)	\$	264,957.00	\$		\$	264,957.00

APPROVED AS TO FORM AND LEGALITY for the use  
and reliance of the City of Hollywood, Florida only:

Jeffrey Shuffert  
City Attorney

The City of Hollywood, Florida

By: [Signature]  
Mayor

APPROVED AS TO FINANCE:

Matthew Lalla  
Financial Services Department Director

Attest: [Signature]  
City Clerk

Accepted By Consultant: [Signature]

Account No.: 42.4000.86865.536.023121

Note to Consultant: Please sign three (3) originals and return to the Engineering and Construction Services Division.

OK EA KAD 7/22/14 9/22/14



AECOM  
13450 West Sunrise Blvd.  
Suite 200  
Sunrise, Florida 33323  
www.aecom.com

954 745 7200 tel  
954 745 7299 fax

February 15, 2012

Mr. Francois Domond, P.E.  
Senior Project Manager  
City of Hollywood – Department of Public Utilities  
1621 N. 14th Avenue  
P. O. Box 229045  
Hollywood, FL 33020-9045

Re: Proposal for Consulting Services  
Water Model Conversion  
City of Hollywood Project No. 12-1611  
AECOM Work Order (12-01)

Dear Mr. Domond:

As requested, AECOM is pleased to submit the attached proposal. This proposal addresses engineering services associated with the conversion of the City's current water transmission model in WaterCad to Infoworks to be completed under the terms and conditions of our Professional Services Agreement with the City of Hollywood.

We look forward to working with the City on this important assignment. Please contact Jim Penkosky at 954.745.7215 should you have any questions or comments on the proposal.

Sincerely,  
AECOM USA, INC.

Lennart J. Lindahl, P.E.  
District Vice President

Enclosure

cc: Jeff Jiang, PhD, PE – COH ECSD  
Brian Stitt – AECOM  
Jim Penkosky, PE – AECOM  
Maricela Fuentes - AECOM

**PROJECT NUMBER 12-1611  
WORK ORDER (12-01)**

**February 15, 2012**

**FEE PROPOSAL AND SCOPE OF SERVICES  
CITY OF HOLLYWOOD**

**WATER MODEL CONVERSION**

**A. Background**

The City of Hollywood (City) owns and operates a water main distribution system. This system consists of a series of water transmission mains followed by water distribution pipes. The City also owns and operates a water treatment plant where the finish water originates.

As part of maintain the system and planning for future needs, the City has developed a water system model. The City has requested that AECOM convert the existing model (WaterCad) to Infoworks.

Specifically this fee proposal addresses provisions under Article 3 of our Contract with the City.

**B. Scope of Services**

**1.0 Engineering Design Services**

**1.1 Management**

Project Management activities comprise contract administration, coordination of project staff, monitoring of progress and project costs during this project phase.

**1.2 Project Meetings**

AECOM will attend meetings with representatives of the City as part of this project, as follows:

- a. Progress/ review meeting at the 90% completion milestone

**1.3 Value Engineering**

As part of our ISO 9000 certification, AECOM will be conducting an internal value engineering meeting at the 90% completion milestones for

the project to enhance value to the City. Results will be incorporated into the deliverables.

## **2.0 Engineering Services**

### **2.1 Water Model Conversion**

AECOM will convert the City's existing Bentley (WaterCAD) model and up to six existing scenarios to Infoworks. AECOM will provide the following services:

- Run the existing WaterCAD water model for up to six scenarios and summarize the results.
- Converting the existing model and up to six scenarios into InfoWorks WS modeling software
- Run the water model and its scenarios using InforWorks WS and summarize the results
- Compare model results from the WaterCAD software with InfoWorks WS
- Prepare an opinion on the accuracy of the model conversion and provide recommendations on further work that should be performed
- Meet with Client to discuss results of the model conversion
- Prepare a TM summarizing the conversion process and the comparison of modeling results

### **2.2 Deliverables**

AECOM will provide the following deliverables:

- Technical Memorandum summarizing the conversion process and the comparison of modeling results
- Three copies of the InfoWorks WS water model on CD

## **Project Team**

The project team will be led by AECOM's project manager Mr. Jim Penkosky, P.E. with local modeling lead services from Maricela Fuentes. The use of subcontractors by AECOM is not expected at this time.

## **C. Basic Assumptions**

1. Model calibration or related activities is not necessary.
2. Scope is specific to those activities listed in Task 2.1.
3. Compensation for engineering work in this proposal will be based on a lump sum method of payment. This estimate is based on an overall project budget level of effort for the fees proposed.

**D. Contract Reference**

This Task Order shall be performed under the terms and conditions described within the Professional Services Agreement for General Engineering Consultant Service contract 02-1214 dated February 2003 between the City of Hollywood and AECOM USA, Inc. as amended.

**E. Obligations of the City**

1. The City shall provide AECOM in a timely manner, all available record data and information related to the project as necessary for the performance of the services specified herein.
2. The City shall review all documents presented by AECOM; obtain advice of an attorney, insurance counselor, and other as the City deems appropriate for such review and render decisions pertaining thereto within reasonable time so as not to delay the services of AECOM.

**F. Compensation**

AECOM proposes to perform the tasks for a total of \$24,832. A fee breakdown is presented as **Attachment I**.

**G. Project Schedule**

The following project schedule has been developed:

<b><u>Schedule Task</u></b>	<b><u>Time Elapsed to Task Completion</u></b>
Notice to Proceed	0 weeks
Task 1 - Project Management	Continuous
Task 2 – Engineering Services	
Water Model Conversion	8 weeks
90% Review Meeting	9 weeks
Final Model Deliverable	10 weeks

ATTACHMENT I  
FEE ANALYSIS



**CITY OF HOLLYWOOD**  
**Water Model Conversion**  
**Project 12-1611**

**ATTACHMENT 1**

LABOR CATEGORY	HOURLY RATE	TASK Designations				TOTAL HOURS	TOTAL FEES
		1.0	2.0	1.0	2.0		
		Hours	Rt x Hrs	Hours	Rt x Hrs		
<b>Consulting/Engineering:</b>							
Proj. Dir., Principal	\$193		\$0		\$0	0	\$0
Senior Technical Director (QA/QC)	\$193	4	\$772	16	\$3,088	20	\$3,860
Senior Project Manager	\$172	8	\$1,376	2	\$344	10	\$1,720
Senior Technical Specialist II	\$172		\$0		\$0	0	\$0
Senior Technical Specialist I	\$145		\$0		\$0	0	\$0
Senior Project Engineer	\$125		\$0		\$0	0	\$0
Technical Specialist II	\$125	4	\$500	134	\$16,750	138	\$17,250
Technical Specialist I	\$112		\$0	8	\$896	8	\$896
Project Engineer II	\$112		\$0		\$0	0	\$0
Project Engineer	\$98		\$0		\$0	0	\$0
Senior Engineer	\$93		\$0		\$0	0	\$0
Engineer II	\$86		\$0		\$0	0	\$0
Engineer I	\$79		\$0		\$0	0	\$0
<b>Technical Services:</b>							
Senior Designer II	\$101		\$0		\$0	0	\$0
Designer	\$79		\$0		\$0	0	\$0
<b>Project Support Services:</b>							
Administrative	\$64	4	\$256		\$0	4	\$256
<b>TOTAL PERSONNEL</b>		<b>20</b>	<b>\$2,904</b>	<b>160</b>	<b>\$21,078</b>	<b>180</b>	<b>\$23,982</b>
<b>Direct Costs:</b>							
Subcontractor (none)	cost		\$0		\$0		\$0
ODCs	cost		\$150		\$700		\$850
10% markup on subcontractors	10%		\$0		\$0		\$0
<b>TOTAL DIRECT COSTS</b>			<b>\$150</b>		<b>\$700</b>		<b>\$850</b>
<b>TOTAL</b>			<b>\$3,054</b>		<b>\$21,778</b>		<b>\$24,832</b>

**ITEM 7.d.**

**RFP FOR  
PENSION COORDINATOR**

**CITY OF HOLLYWOOD, FLORIDA  
PENSION COORDINATOR  
MEMORANDUM TO THE PENSION BOARD**

---

**DATE:** January 19, 2017  
**TO:** Board of Trustees of the Employees' Retirement Fund  
**FROM:** Lisa Castronovo, Pension Coordinator *lcc*  
**SUBJECT:** RFP for Pension Coordinator

---

**ISSUE:**

Request for Proposal for Pension Coordinator

**EXPLANATION:**

At its December 15, 2016 regular Board meeting, the Board began discussions regarding whether the Pension Coordinator should be employed as an employee or an independent contractor. The Board decided to have the City's Procurement Department draft two RFP's for Pension Coordinator – one as an employee and the other as an independent contractor.

**RECOMMENDATION:**

For discussion/update

## **ITEM 7.e.**

### **FUND ADMINISTRATION TRANSITION**

**CITY OF HOLLYWOOD, FLORIDA  
PENSION COORDINATOR  
MEMORANDUM TO THE PENSION BOARD**

---

**DATE:** January 19, 2017  
**TO:** Board of Trustees of the Employees' Retirement Fund  
**FROM:** Lisa Castronovo, Pension Coordinator *lee*  
**SUBJECT:** Fund Administration

---

**ISSUE:**

Fund administration

**EXPLANATION:**

Continue discussions regarding the transition from City administration to independent administration of the Fund.

**RECOMMENDATION:**

Discuss/provide updates re: transition

# City of Hollywood Employee Retirement Pension

## Transition

### Rental/Lease/Lessee - location/amount/ownership

- Trustee Howell and Lisa will work to find office space (1400 square foot office is not needed if a shared conference room is available)
- Lisa will look into availability of business/office suites such as Regus
- Lisa will send out information on office space on Tyler Street

### Software/computer system:

- Recommend delaying implementation of pension software
- Trustee Greene has Demo
- Lisa will follow up with IT Director Raheem Seecharan to obtain information about getting our own system (cost, space, server, DRP, etc.)
- Find out what Police and Fire are using for computer system including server

### Telephone System:

- Trustee Howell will provide information on system
- Lisa will ask IT about phone system including keeping the current phone number

### Accounting: currently done by city. Hire accounting firm (all, some, bookkeeper)?

- Set up new Sunbiz
  - Need to make sure it still meet tax exempt under City of Hollywood – Lisa to request federal tax ID
  - Should it be a DBA – not needed
  - How are the others set up and are they legally done?
- Bank Reconciliation – follow the process we deem
- Payments
- What process (i.e. Police, Fire, etc.)? Board should see all payments prior to paying; continue to follow the current review process (establish an administrative policy)
- Budget – OMB (first budget FY 2018 / Oct 1, 2017). Lisa will provide template from Fire or Police with expenditures (email to all trustees)

### Signatory Authority: who/what/when/how

- Chair/Vice-Chair/Secretary (two signatures for all documents) – Lisa will follow up with Wells Fargo: Chair Shaw will look into viability of opening accounts with Sun Credit Union

### Payment of Vendors:

- What degree of involvement from Board? City will assist but Pension staff must take over these tasks

### City's ongoing involvement:

- What level of involvement? See above
- RFP/RFQs – Pension Coordinator to complete; will request assistance from City if needed

### Contracts in Place: all contracts should to be in Board's name from now on

- Actuary – RFP to be done in early 2017
- Attorney – RFP to be done in early 2017
- Investment Consultant – complete current investments
- Pension Coordinator - discuss at December 15 Board meeting
- Auditors – not needed for fiscal year 2016-17 as it will be part of City's contract; will need to do RFP for fiscal year 2017-18 and beyond
- Custodian – Open for discussion in early 2017

### Pension Office Staff: what is the need of the Pension Board? Independent contractor, TPA, hybrid, employees?

- Discuss at December 15 Board meeting

## **ITEM 7.f.**

### **SECURITIES LITIGATION CASES – PREAPPROVAL OF LEAD PLAINTIFF STATUS REQUESTS**

**CITY OF HOLLYWOOD, FLORIDA  
PENSION COORDINATOR  
MEMORANDUM TO THE PENSION BOARD**

---

**DATE:** January 19, 2017  
**TO:** Board of Trustees of the Employees' Retirement Fund  
**FROM:** Lisa Castronovo, Pension Coordinator *lc*  
**SUBJECT:** Securities Litigation Cases

---

**ISSUE:**

Lead status requests for securities litigation cases

**EXPLANATION:**

The Board held a special Board meeting on January 17, 2017 to decide, per Labaton Sucharow's recommendation, if it wished to be included in Labaton's filing request for lead plaintiff status.

To hold any Board meeting, a physical quorum of four or more trustees is required. It was difficult to schedule the January 17<sup>th</sup> special meeting especially considering the very short advance notice provided. As a result, a few trustees suggested instead of holding a special meeting every time one of the Board's securities litigation firms requests the Board be included as a lead plaintiff, the Board adopt a standing resolution to automatically give each respective securities litigation firm automatic approval to list the Board as a lead plaintiff.

**RECOMMENDATION:**

For discussion



## **ITEM 7.g.**

**TRANSFER OF CITY  
CONTRIBUTIONS TO  
RETIREMENT FUND –  
AUTHORIZED SIGNERS**

**CITY OF HOLLYWOOD, FLORIDA  
PENSION COORDINATOR  
MEMORANDUM TO THE PENSION BOARD**

---

**DATE:** January 19, 2017  
**TO:** Board of Trustees of the Employees' Retirement Fund  
**FROM:** Lisa Castronovo, Pension Coordinator *lec*  
**SUBJECT:** City Contribution Deposits to Wells Fargo

---

**ISSUE:**

Deposits of City contributions to Wells Fargo


**EXPLANATION:**

All Wells Fargo transactions for the Fund, including deposits of City and employee contributions, require an authorized signer. Effective late 2016, the authorized signers for the Fund are Chair Shaw, Vice-Chair Greene and Secretary Standley for cash and trade processing directives and myself for deposits and benefit payment processing directives. Because no one in the City's Department of Finance or Treasury is an authorized signer for the Fund with Wells Fargo, when the City is ready to make a deposit to the Fund of City or employee contributions, the deposit is held until an authorized signer approves the transaction.

To ensure City deposits of contributions do not get held up while waiting for one of the current authorized signer's approval, the Board could consider granting someone from City's Department of Finance the authority to approve City deposits, and only deposits, to the Fund.

**RECOMMENDATION:**

For discussion

Authorized Signer Information	Authorized Activity
Lisa Castronovo	<input type="checkbox"/> All Plan Activity and Direction OR
Name (please print)	<input type="checkbox"/> Asset Pricing - Non-publicly Traded Securities Provide Valuation to Wells Fargo for
Committee Membership (indicate as applicable)	<input type="checkbox"/> Corporate Action Processing Direction Proxy Voting, Tenders & Other Corporate Actions
Pension Coordinator	<input type="checkbox"/> Cash Processing Direction
Title (please print)	<input type="checkbox"/> Trade Processing Direction
	<input type="checkbox"/> In-Kind Processing Direction
Signature	<input checked="" type="checkbox"/> Benefit Payment Processing Direction
	<input type="checkbox"/> Fee and Expense Processing Direction
	<input checked="" type="checkbox"/> Other: <u>Sign off on deposits</u>
	This authorized signer may act:
	<input checked="" type="checkbox"/> Individually
	<input type="checkbox"/> Jointly, _____ (If left blank, two signatures will be required) signatures required with respect to the authorized activity indicated above.
	(If no election is made, Individually will be assumed)

Authorized Signer Information	Authorized Activity
	<input type="checkbox"/> All Plan Activity and Direction OR
Name (please print)	<input type="checkbox"/> Asset Pricing - Non-publicly Traded Securities Provide Valuation to Wells Fargo for
Committee Membership (indicate as applicable)	<input type="checkbox"/> Corporate Action Processing Direction Proxy Voting, Tenders & Other Corporate Actions
Title (please print)	<input type="checkbox"/> Cash Processing Direction
	<input type="checkbox"/> Trade Processing Direction
	<input type="checkbox"/> In-Kind Processing Direction
	<input type="checkbox"/> Benefit Payment Processing Direction
	<input type="checkbox"/> Fee and Expense Processing Direction
	<input type="checkbox"/> Other: _____
Signature	This authorized signer may act:
	<input type="checkbox"/> Individually
	<input type="checkbox"/> Jointly, _____ (If left blank, two signatures will be required) signatures required with respect to the authorized activity indicated above.
	(If no election is made, Individually will be assumed)

## **Lisa Castronovo**

---

**From:** Katherine.E.Harris@wellsfargo.com  
**Sent:** Thursday, January 19, 2017 2:14 PM  
**To:** Lisa Castronovo  
**Subject:** RE: Authorized signers for City deposits

Lisa,

Yes, it would allow you to sign off on deposits, as well.

Best,

Katherine Harris (Silmon)

Client Service Consultant  
(254) 761-6922

---

**From:** Lisa Castronovo [<mailto:LCASTRONOVO@hollywoodfl.org>]  
**Sent:** Thursday, January 19, 2017 12:45 PM  
**To:** Harris, Katherine E.  
**Subject:** Authorized signers for City deposits

Hi Katherine.

Please see attached Authorized Signers Certification. I see that I am authorized to sign off on deposits. Would this allow me, in addition to Phyllis Shaw, Vice-Chair Greene and Board Secretary Standley to approve City contribution deposits into the Fund?

Regards,

**Lisa Castronovo, CEBS, CPPT**  
Pension Coordinator  
City of Hollywood Employees' Retirement Fund  
City Hall Annex Building Room 20  
PO Box 229045  
Hollywood, FL 33022-9045  
954.921.3333  
954.921.3332 (fax)  
[lcastronovo@hollywoodfl.org](mailto:lcastronovo@hollywoodfl.org)

*This communication is intended for the named recipient(s) and may contain information that is 1) proprietary to the sender, and/or 2) privileged, confidential and otherwise exempt from disclosure under applicable Florida and federal law. Receipt by anyone other than the named recipient(s) is not a waiver of any applicable privilege. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient(s), please contact the sender by replying to this e-mail and delete all copies of the original e-mail.*

## **ITEM 7.h.**

### **INTRODUCTORY/TRAINING MEETING FOR CITY COMMISSIONERS – DISCUSSION**

**CITY OF HOLLYWOOD, FLORIDA  
PENSION COORDINATOR  
MEMORANDUM TO THE PENSION BOARD**

---

**DATE:** January 19, 2017  
**TO:** Board of Trustees of the Employees' Retirement Fund  
**FROM:** Lisa Castronovo, Pension Coordinator *lec*  
**SUBJECT:** Introductory Meeting/Training for City Commissioners

---

**ISSUE:**

Introductory meeting and/or training for City Commissioners

**EXPLANATION:**

The Board is making a concerted effort to keep the City Commissioners up-to-date on how the Retirement Fund and the Board operates. As part of its initiative, the Board is considering hosting a meeting that would provide information, education and training regarding the Fund and the Board itself for the City Commissioners.

**RECOMMENDATION:**

For discussion

**ITEM 7.i.**

**SCHEDULE FORMAL HEARING  
DATE FOR  
IFATUNBI ADEFUNMI**

**CITY OF HOLLYWOOD, FLORIDA  
PENSION COORDINATOR  
MEMORANDUM TO THE PENSION BOARD**

---

**DATE:** January 19, 2017  
**TO:** Board of Trustees of the Employees' Retirement Fund  
**FROM:** Lisa Castronovo, Pension Coordinator *lec*  
**SUBJECT:** Formal Hearing Date for Ifatunbi Adefunmi

---

**ISSUE:**

Ifatunbi Adefunmi's request for a formal hearing

**EXPLANATION:**

On January 12, 2017 via email (and per letter received on January 13, 2017), Ms. Adefunmi requested a formal hearing regarding the Board's denial of her disability retirement application at their December 15, 2016 regular Board meeting. Per the Section C.3.C. of the Board's Operating Procedures, "upon receipt of the request for a full hearing, the Board shall establish a date for the full hearing and cause notice to be given to the claimant. The full hearing shall be held within ninety (90) days following receipt of the request from the claimant, unless additional time is agreed to by the claimant and the Board."

I suggest the Board add the Formal Hearing to its March 23, 2017 regular Board meeting as this date falls within the required ninety (90) days.

**RECOMMENDATION:**

For approval



## **AGENDA ITEM 8**

**NO BACKUP  
FOR THIS SECTION**

## **AGENDA ITEM 9**

**NO BACKUP  
FOR THIS SECTION**

## **AGENDA ITEM 10**

**CITY OF HOLLYWOOD, FLORIDA  
PENSION COORDINATOR  
MEMORANDUM TO THE PENSION BOARD**

---

**DATE:** January 19, 2017  
**TO:** Board of Trustees of the Employees' Retirement Fund  
**FROM:** Lisa Castronovo, Pension Coordinator *lcc*  
**SUBJECT:** Pension Coordinator Report

---

**ISSUE:**

Items of interest from the Pension Coordinator

**EXPLANATION:**

- 1) GRS provided GASB 68 information to Ernesto Acosta on January 13, 2017. GRS is currently working on GASB 67.
- 2) Using information provided by GRS for each retiree affected by IRC Section 415 in 2017, I have calculated the monthly retirement benefit to be paid from the Retirement Fund. I provided my calculations to the City for their use in setting up the monthly benefits to be paid to each retiree from the City's recently established excess benefit plan.
- 3) As requested at December's Board meeting, I have incorporated into the Minutes "Action" items so please look for them.
- 4) As requested at December's Board meeting, I will be providing the Agenda of each regular Board meeting along with an invitation to attend to each City Commissioner in advance of each regular meeting. In early January, I provided the 2017 Board meeting schedule to each Commissioner.
- 5) On January 18, 2017, I mailed a letter requesting tax return information to each duty disability retiree required to provide such information. When I receive the requested information, I will provide a list to the Board of the retirees who responded.
- 6) The first Pension Task Force meeting will start at 3:00 p.m. Thursday, January 26, 2017 in City Hall Room 421. I have included herewith a copy of the agenda for the meeting.
- 7) Chair Shaw, Trustee Cassidy, Trustee Howell, Trustee Templeton and myself will be attending FPPTA's Winter Trustees School will be at the Rosen Centre in Orlando, FL January 29 – February 1, 2017.
- 8) NCPERS 2017 Annual Conference & Exhibition will be held at The Diplomat Hotel in Hollywood Sunday, May 21 – May 24, 2016 with pre-conference sessions Saturday and Sunday, May 20 and May 21. Registration is now open. Please let me know if you would like to attend so that I can register you accordingly.

**RECOMMENDATION:**

For your information

**City of Hollywood  
General Pension Task Force Meeting  
January 26, 2017  
3:00 p.m., Room 421**

- 1. Call To Order**
- 2. Self Introductions by Participants and Attendees**
- 3. Opening Remarks by City and General Pension Representatives**

**Purpose and Intent of Task Force  
Organizational Issues  
Process and Procedural Rules**

- 4. Listing and Prioritization of Discussion Issues**
- 5. Potential Discussion Items**
  - **Improved Coordination/Information Sharing**
  - **Pension Ordinance Amendments/Housekeeping**
  - **Actuarial Assumptions/Implementation and Timing**
  - **Investment Policies and Returns**
  - **Pension Plan Mergers/Migrations/Refunding**
- 6. Discussion**
- 7. Next Meeting**
- 8. Adjournment**

# 2017 Annual Conference & Exhibition (ACE)

MAY 21 – 24

## Pre-Conference Programs

NCPERS Accredited Fiduciary Program (NAF)

Trustee Educational Seminar (TEDS)

MAY 20 – 21

HOLLYWOOD, FL

## SCHEDULE AT A GLANCE\*

### SATURDAY, MAY 20

8:00 am – 3:00 pm	NCPERS Accredited Trustee Program (NAF) <i>(Pre-registration Required)</i>
8:00 am – 1:00 pm	Trustee Educational Seminar (TEDS)
5:00 pm – 6:00 pm	NCPERS President's Reception

### SUNDAY, MAY 21

8:00 am – 3:00 pm	NCPERS Accredited Trustee Program (NAF) <i>(Pre-registration Required)</i>
8:00 am – 1:00 pm	Trustee Educational Seminar (TEDS)
2:00 pm – 6:00 pm	ACE Registration Opens
4:00 pm – 6:00 pm	Exhibition & Welcoming Reception

### MONDAY, MAY 22

6:30 am – 7:45 am	ACE Breakfast
6:30 am – 2:00 pm	ACE Registration
8:00 am – 10:30 am	First General Session
8:00 am – 1:30 pm	Exhibition
10:30 am – 11:00 am	Exhibit Break
11:00 am – 12:00 pm	Three (3) Concurrent Breakout Sessions
12:15 pm – 1:15 pm	Three (3) Concurrent Breakout Sessions
12:15 pm – 1:15 pm	CIO & Investment Staff Forum
1:30 pm – 2:30 pm	Lunch & Lecture Series <i>(not open to guests)</i>
2:45 pm – 3:45 pm	Social Media 101
2:45 pm – 3:45 pm	National Committee Election
3:45 pm – 5:00 pm	Networking Events <i>(hosted events by members)</i>

### TUESDAY, MAY 23

6:30 am – 7:45 am	ACE Breakfast
7:00 am – 2:00 pm	ACE Registration
8:00 am – 10:30 am	General Session
8:00 am – 11:00 am	Exhibition

\*Schedule subject to change.



10:30 am – 11:00 am	Exhibit Break
11:00 am – 12:00 pm	Three (3) Concurrent Breakout Sessions
12:15 pm – 1:15 pm	Three (3) Concurrent Breakout Sessions
12:15 pm – 1:15 pm	Administrator's Forum
1:30 pm – 2:30 pm	Lunch & Lecture Series ( <i>not open to guests</i> )
2:45 pm – 3:35 pm	Social Media 201
2:45 pm – 3:30 pm	National Committee Executive Board Election
3:30 pm – 5:00 pm	Networking Events ( <i>hosted events by members</i> )

### WEDNESDAY, MAY 24

6:30 am – 7:45 am	ACE Breakfast
7:30 am – 12:00 pm	ACE Registration
8:00 am – 10:30 am	General Session
10:30 am – 11:00 am	Refreshment Break
11:00 am – 12:00 pm	Three (3) Concurrent Breakout Sessions
12:15 pm – 1:15 pm	Three (3) Concurrent Breakout Sessions
1:30 pm – 2:30 pm	Lunch & Lecture Series ( <i>not open to guests</i> )
2:45 pm – 3:45 pm	Annual Business Meeting
6:00 pm – 7:00 pm	Closing Reception
7:00 pm – 9:00 pm	Closing Dinner & Show

## **AGENDA ITEM 11**

**NO BACKUP  
FOR THIS SECTION**