CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND

CALENDAR OF ITEMS

REGULAR BOARD MEETING
JUNE 20, 2023

ADDITIONAL MATERIAL

2A, 4B, 5B, 7A, 7B AND 7C

AGENDA ITEM 2.A. AGENDA ADOPTION

REVISED



CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND

2600 Hollywood Blvd. • City Hall Annex Building, 2ND Floor, Room 20 • Hollywood, FL 33020 (954) 921-3333 • (954) 921-3332 Fax • www.hollywoodpension.com

REVISED

AGENDA

REGULAR PENSION BOARD MEETING TUESDAY, JUNE 20, 2023 at 9:00 AM CITY HALL, ROOM 219, 2600 HOLLYWOOD BOULEVARD

- 1. CALL TO ORDER
- 2. ROLL CALL AND PLEDGE OF ALLEGIANCE
 - A. Agenda Adoption
- 3. CONSENT AGENDA
 - A. May 23, 2023 Regular Meeting Minutes
 - B. Ratification of Distributions (Contributions and DROP) and Plan Expenses
 - C. Approval/Ratification of New Retirements/DROP/Vested/Death Annuities
- 4. FINANCIAL
 - A. Actuarial Valuation Report as of October 1, 2022
 - B. Proposed Capital Budget Modification for Fiscal Years 2023-2024
 - C. Financial Reports and Investment Summary
- 5. INVESTMENT (Segal Marco Advisors)
 - A. April Flash Performance Report
 - B. Fiscal Year 2022 Manager Fee Detailed Schedule
 - C. Work Plan 2023
- 6. LEGAL (Ron Cohen Lorium Law)
 - A. Legal Update
- 7. EXECUTIVE DIRECTOR'S REPORT
 - A. City Commission Communication
 - B. CPMS Update
 - C. Communications from the Executive Director
- 8. PUBLIC COMMENTS
- 9. TRUSTEE REPORTS, QUESTIONS AND COMMENTS
- 10. ADJOURNMENT

PERSONS WITH DISABILITIES WHO REQUIRE REASONABLE ACCOMMODATION TO PARTICIPATE IN AN EMPLOYEES' RETIREMENT FUND BOARD MEETING MAY CALL THE PENSION OFFICE FIVE (5) BUSINESS DAYS IN ADVANCE AT 954-921-3333 (VOICE). IF AN INDIVIDUAL IS *ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE HEARING OR SPEECH IMPAIRED, PLEASE CALL 800-955-8771 (V-TDD).* BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING 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 *THIS MEETING MAY BE CONDUCTED BY MEANS OF OR IN CONJUNCTION WITH AND EVIDENCE UPON WHICH THE APPEAL IS MADE.* COMMUNICATION MEDIA TECHNOLOGY, THE TYPE BEING A SPEAKER TELEPHONE.* *IN COMPLIANCE OF STATE LAW, THE BOARD OF TRUSTEES FINDS THAT A PROPER AND LEGITIMATE PURPOSE IS SERVED WHEN MEMBERS OF THE PUBLIC HAVE BEEN GIVEN A REASONABLE OPPORTUNITY TO BE HEARD ON A MATTER BEFORE THE BOARD. THEREFORE, THE BOARD OF TRUSTEES HAVE DETERMINED AND DECLARED THAT THEY WILL ALLOW THE PUBLIC TO COMMENT; HOWEVER, EACH PERSON IS LIMITED TO NO MORE THAN (3) THREE *TWO OF MORE MEMBERS OF ANY OTHER CITY BOARD, COMMISSION, OR COMMITTEE, MINUTES TO COMMENT AT EACH MEETING.* 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 4.B. FINANCIAL

PROPOSED CAPITAL MODIFICATION
FOR FISCAL YEAR 2023 - 2024

Proposed Capital Budget FY 2022-FY2024

	Approved	Approved	Requested	Modified	Projected	Actual	
	Budget	Modifications	Modifications	Budget	Expenditure	Expenditure	Variance
CPMS Project							
GTJZ	336,870		72,000	408,870	408,870	300,200	108,670
Project Management Contingency	100,000		(72,000)	28,000	28,000	•	28,000
DTG .	300,000			300,000	300,000	000'06	210,000
Highstreet	61,980	9,180		71,160	71,160	71,160	ı
COH Contingency	5,820		44,180	50,000	20,000	•	20,000
Building Purchase	495,777	ı	1	495,777	495,777	495,777	1
Building Renovation							
Vercetti	338,751			338,751	338,751	30,626	308,125
Permits	21,688			21,688	21,688	12,986	8,702
Renovation Contingency	230,561			230,561	230,561	•	230,561
Firmittire	80,000			80,000	80,000	•	80,000
Building Contingency	100,000			100,000	100,000	1	100,000
Total	2,071,447	9,180	44,180	2,124,807	2,124,807	1,000,749	1,124,058

AGENDA ITEM 5.B. INVESTMENT

FISCAL YEAR 2022 MANAGER FEE DETAILED SCHEDULE

City of Hollywood Employees' Retirement Fund Summary of Investment Management Fees As of September 30, 2022

Compined State Comp				Actual	Market Value	Total Fees	Total Fees	
Comment Equity Total International Developed 15.53% \$6.0077.559 \$6.345.82.33 \$135.37.27.37	investment Manager		Commitment	Allocation	9.30.22	FYTD 2022	FYTD 2021	Difference
Ownering Equity Total SMID Growth SMID Growth Boweloped 3.84% 14,756,237 53 51,721,71 51 518,63.25 51,721,71 51 518,63.25 51,721,72 51,721,	Northern Trust S&P 500	Large Cap		15.63%	\$60,077,599	\$43,828.38	\$39,192.37	\$4,636.01
Market Index	TSW - SMID Value	SMID Value		3.84%	\$14,756,237	\$122,271.71	\$136,373.51	(\$14,101.80)
Dominatic Equity Total 10.42% 595,767,889 5115,131.83 514,504.27 Dominatic Equity Total International Developed 10.42% 540,075,866 5319,653.69 5319,632.82 International Equity Total International Developed 10.42% 540,075,866 5319,653.69 5319,632.82 International Equity Total International Developed 10.42% 540,075,866 5319,653.69 5319,632.82 International Equity Total International Developed 10.42% 540,075,866 5319,653.69 5319,632.82 International Equity Total International Developed 10.42% 540,075,86 5319,632.89 5319,632.82 International Equity Total International Developed 10.42% 5319,632.89 5319,632.89 International Equity Total International Developed 10.42% 10.42	Loomis Savies Small/Mid Can Growth	SMID Growth		3.01%	\$11,581,158	\$75,277.53	\$107,274.21	(\$31,996.68)
Doministic Equity Total 10,42% 540,075,586 5219,653.69.45 5297,344.35 110,42% 540,075,586 5319,653.69 5346,092.82 110,42% 540,075,586 5319,653.69 5346,092.82 110,42% 540,075,586 5319,653.69 5346,092.82 110,42% 540,075,586 5319,653.69 5346,092.82 110,42% 540,075,586 5319,653.69 5346,092.82 110,42% 540,075,586 5319,633.69 5346,092.82 110,42% 110,42% 110,47% 11	Northern Trust Extended Equity Market Index	SMID Core		2.43%	\$9,352,895	\$21,731.83	\$14,504.27	\$7,227.56
International Developed 10.42% \$40,075.586 \$319,63.69 \$346,092.82 International Equity Total Emerging Market Equity 4.32% \$16,611.240 \$146,178.91 \$192,809.56 Emerging Market Equity 4.32% \$16,611.240 \$146,178.91 \$192,809.56 Emerging Market Equity 4.32% \$16,611.240 \$146,178.91 \$192,809.56 Emerging Market Equity \$10,000.000 \$1,	Domestic Equity Total			24.91%	\$95,767,889	\$263,109.45	\$297,344.36	(\$34,234.91)
International Equity Total International Equity International Interna		4		70 A 70K	\$40.075.586	¢219 653 69	¢346 097 87	(\$26 439 13)
Fixed Income Total Emerging Market Equity 4.32% \$16,611,240 \$146,178.91 \$192,809.56 \$1	Wellington International	International Developed		10.4270	000'010'040	50.000,0100	40-100025-02	(01.00-020)
Fixed Income Total Core Plus 8.64% \$15,611,240 \$146,178.91 \$192,809.56				10.42%	\$40,075,586	\$319,653.69	\$346,092.82	(\$26,439.13)
Private Equity Total Core Plus S. 1964, 178.71 S. 199, 578 S. 199, 578 S. 199, 578 S. 199, 588 S. 199, 589 S. 199, 599 S.	RBC Emerging Markets Equity	Emerging Market Equity		4.32%	\$16,611,240	\$146,178.91	\$192,809.56	(\$46,630.65)
Core Plus Core	Emerging Markets Equity Total			4.32%	\$16,611,240	\$146,178.91	\$192,809.56	(\$46,630.65)
Private Equity Total Private Equity \$10,000,000 \$1,000,000 \$		Core		8.64%	\$33,199,479	\$99,598.44	\$144,472.70	(\$44,874.26)
Short Duration Since Duration 9.52% \$36,620,000 \$116,975.78 \$128,627.36 \$10,000,000	balla Core rius boria	Core Plus		2.49%	\$9,584,164	\$6,178.37	\$0.00	\$6,178.37
Fixed Income Total Multi-Sector Credit 4.45% \$17,111,067 \$128,333.00 \$140,314.40	LIN Capital Group, ELC Active Cole rius	Short Duration		9.52%	\$36,620,000	\$116,975.78	\$128,627.36	(\$11,651.58)
Fixed Income Total Real Estate 4.01% \$15,409,210 \$172,636.03 \$172,711.16 \$16,941.67 \$15,409,210 \$172,636.03 \$172,711.16 \$16,941.67 \$15,943.674 \$317,786.35 \$188,573.88 \$18,773.89 \$18,773.89 \$18	Neuberger & berman short Datation	Multi-Sector Credit		4.45%	\$17,111,067	\$128,333.00	\$140,314.40	(\$11,981.40)
Real Estate 4.01% 515,409,210 5172,636.03 5172,717.16		7538.4		25.10%	\$96,514,710	\$351,085.59	\$413,414.46	(\$62,328.87)
Real Estate				A 03%	\$15,409,210	\$172,636.03	\$172.717.16	(\$81.13)
Real Estate \$10,000,000 2,226 \$9,301,005 \$174,222.00 \$180,995.00 Real Estate Total	Morgan Stanley Prime Property	Keal Estate		4.01%	\$16 943 674	\$317,736.35	\$158,573.58	\$159,162.77
Real Estate 55,000,000 0.76% 52,935,881 562,500 549,778 562,500 549,778 562,500 549,778 562,500 549,778 562,500 549,778 562,500 549,778 544,589,770 5727,124,389 5522,03.75 5633,629.00 5.88% 52,610,624 5173,992.00 5173,505.00 5173,000,000 1.72% 544,589,770 5173,992.00 5173,505.00 5173,992.00	Principal Enhanced Property Fund		\$10,000,000	7.41%	\$9 301 005	\$174.252.00	\$180,995.00	(\$6,743.00)
Neal Estate Total	AG Realty Value Fund X		\$5,000,000	0.76%	\$2,935,881	\$62,500	\$49,778	\$12,722
Real Estate Total Private Equity \$20,000,000 5.88% \$22,610,546 \$225,197.00 \$693,629.00 Private Equity \$10,000,000 1.72% \$6,610,624 \$173,992.00 \$171,505.00 Private Equity \$10,000,000 1.72% \$6,610,624 \$173,992.00 \$171,505.00 Private Equity Total \$10,000,000 1.52% \$21,533,229 \$206,350.56 \$498,333.68 Private Equity Total \$12,000,000 1.52% \$5,837,329 \$328,465.00 \$488,000.00 Policet Lending \$7,500,000 1.81% \$6,954,126 \$401,355.00 \$488,000.00 I.P Direct Lending \$7,500,000 1.81% \$6,954,126 \$401,355.00 \$50.00 I.P Direct Lending \$20,000,000 1.33% \$5,114,901 \$113,283.00 \$50.00 E Fund Direct Lending \$20,000,000 2.71% \$10,420,040 \$169,645.25 \$50.00 Private Debt Total \$10,000,000 3.32% \$12,755,908 \$2229,647.37 \$200,908.31 Infrastructure Total		Neg.		44 500	CAA EOO 770	¢777 17A 28	\$562 063 75	\$165,060,63
private Equity \$20,000,000 5.88% \$22,510,546 \$225,197.00 \$693,629.00 Private Equity \$10,000,000 1.72% \$6,610,624 \$173,992.00 \$171,505.00 Private Equity Total \$10,000,000 1.66% \$13,293,229 \$206,350.56 \$498,333.68 p. Direct Lending \$12,000,000 1.52% \$5,837,329 \$506,539.56 \$498,333.68 p. Direct Lending \$12,000,000 1.52% \$5,837,329 \$506,539.56 \$498,333.68 p. Direct Lending \$12,000,000 1.81% \$6,954,126 \$401,355.00 \$34,255.00 p. Direct Lending \$7,500,000 0.86% \$3,289,121 \$7,061.00 \$30.00 p. Direct Lending \$20,000,000 1.33% \$5,144,901 \$113,283.00 \$30.00 p. Private Debt Total \$20,000,000 2.11% \$10,420,040 \$10,645.25 \$522,647.37 \$200,908.31 Infrastructure Total \$100,000,000 3.32% \$12,755,908 \$225,647.37 \$200,908.31	Real Estate Tota			11.60%	0///885/445	oc:+7T'/7/¢	2307,003.13	
Private Equity	N Paris 1 1 1 1 1 1 1 1 1	Private Equity	\$20,000,000	5.88%	\$22,610,546	\$225,197.00	\$693,629.00	(\$468,432.00)
Private Equity 70tal Private Equity Total Private Debt Total Private Private Private Private Private Private Private Private	No Crossidades Fullu Axi	Private Equity	\$10,000,000	1.72%	\$6,610,624	\$173,992.00	\$171,505.00	\$2,487.00
Private Equity Total Private Equity Total P. Direct Lending \$12,000,000 1.52% \$5,837,329 \$328,465.00 \$488,000.00 \$1.81% \$6,954,126 \$401,355.00 \$34,255.00 \$30.00 \$1.81% \$6,954,126 \$401,355.00 \$34,255.00 \$30.00 \$1.81% \$6,954,126 \$401,355.00 \$30.00 \$30.00 \$37,500,000 0.86% \$3,289,121 \$7,061.00 \$30.00 \$30.00 \$1.33% \$5,114,901 \$113,283.00 \$30.00 \$30.00 \$30.00 \$3.13% \$5,114,901 \$113,283.00 \$30.00 \$30.00 \$30.00 \$3.13% \$31,114,901 \$113,283.00 \$30.00 \$30.00 \$30.00 \$30.00 \$31.04,001 \$31.04,00,000 \$3.10,000,00	Harbourvest Dover Fund IA	Private Equity	\$10,000,000	3.46%	\$13,293,229	\$206,350.56	\$498,333.68	(\$291,983.12)
ect Lending Fund II, L.P. Direct Lending S12,000,000 \$1.52% \$5,837,329 \$328,465.00 \$488,000.00 st Blue Ocean Onshore Fund LP wood Capital Fund LV, LP bon Healthcare Finance Fund LP birect Lending S20,000,000 1.81% \$6,954,126 \$401,355.00 \$30.00 wood Capital Fund V, LP bon Healthcare Finance Fund bon Healthcare Finance Fund Direct Lending S20,000,000 2.71% \$114,901 \$113,283.00 \$0.00 vate Debt Fund IV LP private Debt Total Direct Lending S20,000,000 2.71% \$10,420,040 \$169,645.25 \$0.00 vate Debt Fund IV LP private Debt Total B10,000,000 3.32% \$31,615,517 \$1,019,809.25 \$522,555.00 Iobal Infrastructure Total Cash 1.05% \$4,017,904 \$220,647.37 \$200,908.31 ment Cash Account Cash 1.05% \$34,462.924 \$3,662,148 \$3,898,356				11.06%	\$42,514,399	\$605,539.56	\$1,363,467.68	(\$757,928.12)
ect Lending Fund II, L.P. Direct Lending Direct Lending S12,000,000 \$1.52% \$35,937,523 \$35,500 \$35,507,523 \$35,500 \$35,500 \$35,500 \$35,500 \$35,500 \$35,500 \$35,500 \$35,500 \$35,500 \$35,500 \$35,500 \$35,500 \$30,000 \$36,94,126 \$401,355,000 \$30,00	ON AMPLIANCE PARTY OF			3000	ACC 700 25	¢328 465 00	\$488 DOU DO	(\$159.535.00)
st Blue Ocean Onshore Fund LP Direct Lending S7,500,000 1.81% S9,534,120 S1,061.00 S0.00 S1,289,121 S1,061.00 S0.00 S1,001.00	AG Direct Lending Fund II, L.P.	Direct Lending	\$12,000,000	1.32%	020,000,00	\$401.355.00	\$34.255.00	\$367,100.00
wood Capital Fund V, LP Direct Lending \$7,500,000 0.88% \$3,603,121 \$7,000,000 \$3,603,121 hon Healthcare Finance Fund Direct Lending \$20,000,000 1.33% \$5,114,901 \$113,283.00 \$0.00 \$1 vate Debt Fund IV LP Private Debt Total S20,000,000 2.71% \$10,420,040 \$169,645.25 \$0.00 \$1 lobal Infrastructure Infrastructure Total \$10,000,000 3.32% \$12,755,908 \$229,647.37 \$200,908.31 <td>EnTrust Blue Ocean Onshore Fund LP</td> <td>Direct Lending</td> <td>57,500,000</td> <td>1.81%</td> <td>50,334,120</td> <td>67.061.00</td> <td>\$0.00</td> <td>\$7.061.00</td>	EnTrust Blue Ocean Onshore Fund LP	Direct Lending	57,500,000	1.81%	50,334,120	67.061.00	\$0.00	\$7.061.00
hon Healthcare Finance Fund birect Lending \$20,000,000 1.33% \$5,114,901 \$113,283.00 \$0.00 \$1 Direct Lending \$20,000,000 2.71% \$10,420,040 \$169,645.25 \$0.00 \$1 Birect Lending \$20,000,000 2.71% \$10,420,040 \$169,645.25 \$522,255.00 \$4 Birect Lending \$20,000,000 2.71% \$10,420,040 \$169,645.25 \$522,255.00 \$4 Birect Lending \$20,000,000 3.32% \$12,755,908 \$229,647.37 \$200,908.31 \$1 Infrastructure Total	Brightwood Capital Fund V, LP	Direct Lending	\$7,500,000	0.85%	121,502,55	00.100,75	00.04	¢113 283 00
Vate Debt Fund IV LP Private Debt Total Privat	Marathon Healthcare Finance Fund	Direct Lending	\$20,000,000	1.33%	\$5,114,901	\$113,283.00	\$0.00	0150545
Vate Debt Total Private Debt Total Infrastructure		Direct Lending	\$20,000,000	2.71%	\$10,420,040	\$169,645.25	00.0¢	\$109,045.25
Infrastructure				8.22%	\$31,615,517	\$1,019,809.25	\$522,255.00	\$497,554.25
1.05% \$4,017,904 \$3,662,148 \$3,898,356 \$3,898,3	Canada and and an in the same	Infrastructure	\$10,000,000	3.32%	\$12,755,908	\$229,647.37	\$200,908.31	\$28,739.06
ment Cash Account Cash Account S3,662,148 \$3,898,356		200		3.32%	\$12,755,908	\$229,647.37	\$200,908.31	\$78,/39.06
ment Cash Account 5384.462.924 \$3,662,148 \$3,898,356		4		1.05%	\$4,017,904			
	Investment Cash Account	CASH	京	100 00%	¢384.462.924	\$3,662,148	\$3,898,356	(\$236,208)

AGENDA ITEM 7.A. EXECUTIVE DIRECTOR'S REPORT

CITY COMMISSION COMMUNICATION



CITY OF HOLLYWOOD EMPLOYEES' RETIREMENT FUND

2600 Hollywood Blvd. • City Hall Annex Building, 2ND Floor, Room 20 • Hollywood, FL 33020 (954) 921-3333 • (954) 921-3332 Fax • www.hollywoodpension.com

CITY COMMISSION COMMUNICATION June 2023

The following information is provided to the City Commission for informational purposes only.

BOARD OF TRUSTEES

Phyllis Shaw – Chair

Robert Strauss - Secretary Jeffrey Greene

David Keller

George Keller – Vice Chair

Barbara Armand

Charles Howell

All Trustees attended the May 23, 2023 Regular Meeting of the Board of Trustees.

ITEMS OF INTEREST TO THE CITY COMMISSION

- The estimated value of the Fund's assets available for investments on April 30, 2023 was \$420.8 million, up 0.4% net of fees for the month of March 2023, and up 8.2% for the fiscal year to date.
- Mr. Reynolds reported the Fund's performance for the quarter ended December 31, 2022. He noted that the assets available for investments were \$420.0 million and performance was 4.7% net of fees for the quarter. He noted that the Fund outperformed its peers across the one-, three-, five-, seven-, and ten-year periods.
- The Fund's Actuarial Valuation Report as of October 1, 2022 has been completed and Required Employer Contribution for Fiscal Year 2024 has been submitted to City Management. If paid in full on October 1, 2023 the Actuarially Determined Contribution will be \$26,508,097.
- The Funded Ratio (the value of the actuarial assets divided by the actuarial accrued liability) was 64.4% as of October 1, 2022, up from 64.1% as of October 1, 2021, and up from 63.3% as of October 1, 2020.
- The Board approved a budget modification of \$104,300.
- The Board approved an Operating Budget of \$5,479,630 for Fiscal Year 2024 which included \$1,991,530 in Administrative Expenses and \$537,700 in Investment Fees paid by the Fund. The budget also recognized an additional \$3,488,100 in estimated Investment Fees are charged directly against the Investment revenues.

UPCOMING PENSION EDUCATIONAL OPPORTUNITIES FOR CITY COMMISSION

- Koried Global Summit
 July 19 21, 2023
 The Biltmore, Coral Gables
- IFEBP New Trustee Institute and Annual Con.
 September 30 October 4, 2023
 Boston, Massachusetts
- FPPTA Trustee School October 1-4, 2023 Sawgrass, Ponte Vedra
- FPPTA Trustee School January 28 - 31, 2024 Rosen Centre, Orlando

MEETING SCHEDULE 2023

Dates	Time	Location	<u>Dates</u>	<u>Time</u>	Location
July 25, 2023	9:00am-12:00pm	City Hall, Room 219	November 14, 2023	9:00am-12:00pm	City Hall, Room 219
	9:00am-12:00pm	City Hall, Room 219	December 19, 2023	9:00am-12:00pm	City Hall, Room 219
September 26, 2023	9:00am-12:00pm	City Hall, Room 219			

Please Take Careful Note: Meetings of the Board of Trustees, as well as, the time and location of these meetings may be adjusted prior to the meeting. The next Regular Meeting of the Board of Trustees will be held on Tuesday, July 25, 2023 at 9:00am. This meeting is expected to be held in person. All Commissioners are invited to attend.

AGENDA ITEM 7.B. EXECUTIVE DIRECTOR'S REPORT CPMS UPDATE

May 15, 2023

Ms. Christine Bailey
Executive Director
City of Hollywood Employees' Retirement Fund
2600 Hollywood Boulevard, Annex Building, Room 20
Hollywood, FL 33020

Dear Ms. Bailey:

As requested by COHERF, this letter outlines GTJZ Consulting's proposed assistance to the City of Hollywood Employees' Retirement Fund for CPMS Post-Go-live Task (PGL Tasks).

The PGL Tasks are categorized as listed below where the first four items are pressing matters because, now that CPMS is live, the missing data will be needed for upcoming member transactions and the payroll file must be generated and imported every two weeks. Further, data conversion efforts into a Production environment are complex and require additional levels of management.

- <u>Data Conversion "Retro" Deduction Elements</u>: Previously, GTJZ worked with COHERF and the City on revisions to the logic of the Oracle Extraction Data File to include the series of "Retro" Deduction Elements which were missing from the original list provided by the City earlier in the CPMS project. COHERF learned that this revised logic was not actually migrated to Oracle Production as planned, as a result, the final Round 3 Oracle data extraction file generated in April did not include the "Retro" Deduction Elements. Accordingly, a post-go-live data conversion effort is needed to extract these records from Oracle and bring them into CPMS in the Production environment. GTJZ will oversee this effort including working with COHEF, the City and PTG.
- <u>Data Conversion Missing Pay Elements</u>: In working on a retirement calculation in CPMS after the system went live, COHERF discovered that its member received pensionable pay under an "Emergency" Pay Element which was not included in the original list provided by the City earlier in the project. GTJZ will oversee this task including working with the City to determine the extent of missing the Pay Elements and an approach to extract the historical earnings records from Oracle based on the missing Pay Elements. GTJZ will then work with PTG to bring the missing data into the CPMS Production environment.
- <u>Biweekly Payroll Feed Missing Pay Elements</u>: Once the extent of the missing Pay Elements is determined, GTJZ will work with City IT for it to modify the Biweekly Payroll Feed logic to include these missing Pay Elements. The task will also involve analyzing test files to confirm the revised logic properly includes the missing Pay Elements should they be used on future payrolls.

- <u>Biweekly Payroll Feed Duplicate Pay Elements</u>: Previously, GTJZ worked with COHERF on the City's modification to the logic for the Biweekly Payroll Feed to include the missing "Retro" Deduction Elements as discussed above. COHERF learned that this revised logic was not migrated to Oracle Production earlier this year as planned. Once City IT did migrate the revised logic to Oracle Production in late April, while the revised logic was confirmed to include the "Retro" Deduction Elements, a new issue was found with duplicate Pay Elements being written to the file. GTJZ will work with COHERF as City IT troubleshoots and resolves this issue so that the revised logic can be migrated to Production for ongoing generation of the Biweekly Payroll Feed file. In the meantime, the "old" logic seems to be generating the file without duplicate records, and because City Payroll indicated that the "Retro" Deduction Elements are not currently used, the Production version of the Biweekly Payroll Feed can be generated using the old logic.
- <u>Discreet Go-Live Tasks</u>: The current list of PGL tasks includes 62 discreet tasks. These tasks range from infrequently used functionality that require additional testing, to additional work on letters, to research and data entry tasks. At COHERF's request, GTJZ will oversee the needed work for these tasks, and where applicable, bring the task to completion.

With respect to the timing for this work, because of the pressing nature of the first four tasks above, at COHERF's request, GTJZ's work began on April 24, 2023. This work is expected to continue over the coming months.

As you know, GTJZ Consulting's professional arrangements for the CPMS project were on a not-to-exceed basis. GTJZ performed all necessary work to bring CPMS live, including providing 211 hours of work which could not be billed. In 2021, GTJZ offered a discounted billing rate of \$170 per hour for this project, and we agreed to extend this rate for the MSS assistance which will take place this summer. However, for this new work, GTJZ is unable to continue to extend this discounted billing rate from two years ago. Accordingly, GTJZ's professional fees for the PGL Tasks will be billed on a time & materials basis for actual hours incurred at our current hourly rate of \$225 per hour. GTJZ Consulting's work on the PGL Tasks will be as directed by COHERF.

GTJZ appreciates the opportunity to continue its assistance to the Retirement Fund on the important tasks needed for CPMS. I'm available to discuss this letter at your convenience.

Sincerely,

Jack H. Ziegler

Jan H Ziegler

Gary Tunnicliffe & Jack Ziegler LLC

AGENDA ITEM 7.C. EXECUTIVE DIRECTOR'S REPORT

COMMUNICATIONS FROM THE EXECUTIVE DIRECTOR

Communications - June 20, 2023

- 2022 and 2023 Life Certificates
- Supplemental Pension Distribution 2012
- 29 remaining distributions totalling \$161,035.52
- Supplemental Pension Distribution 2021
- 4 remaining distributions totalling \$15,378.64
- Assignment Pay
- DROP Participant List