

# A G E N D A

## **VIRTUAL - REGULAR MEETING OF THE CITY OF MIAMI FIRE FIGHTERS' & POLICE OFFICERS' RETIREMENT TRUST**

DATE: Wednesday, September 9, 2020  
TIME: 8:30 a.m.  
LOCATION: Via Microsoft Teams

The items on this agenda are for discussion and any recommendations for action to be taken by the Board.

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1. INPUT FROM RETIRED/ACTIVE MEMBERS

2. FOR DISCUSSION / APPROVAL

(Pg. 3 - 5)

a. Minutes Regular Meeting – June 17, 2020

(Pg. 6 - 8)

b. Minutes Investment Review – Aug 13, 2020

(Pg. 9)

c. Retirement for the Period

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d. Payments for the Period

(Pg. 10)

e. Three-Year Experience Study Cost Quote

f. Investment Performance Update

3. COMMITTEE REPORTS

(a) Audit Review  
(Last met 02/07/2020)  
M. Fernandez, O. Cotera

(b) COLA Committee  
(Last met 12/11/2019)  
O. Cotera

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- (c) Personnel  
(Last met 04/06/2020)  
O.Cotera, T.Roell, T.Gabriel, R.Suarez, M.Fernandez

4. ATTORNEY'S REPORT

5. ADMINISTRATOR'S REPORT

6. CONFERENCES

- (a) New Conferences
- (b) Report(s) on Conferences Attended

**MINUTES OF THE REGULAR MEETING OF  
THE CITY OF MIAMI FIRE FIGHTERS' AND POLICE OFFICERS'  
RETIREMENT TRUST**

June 17, 2020

Members Present

O. Cotera	-	Appointed by the City Commission
N. Enriquez	-	Elected by the Fire Fighters
M. Fernandez	-	Appointed by the City Commission
S. MacDonald	-	Elected by the Police Officers
T. Roell	-	Appointed by the City Commission
R. Suarez	-	Elected by the Fire Fighters
A. Valdivia	-	Elected by the Police Officers

Also Present

R. Klausner	-	Legal Advisor
G. Bikkesbakker	-	Investment Consultant
A. Lally	-	Investment Consultant
S. Bowen	-	Investment Consultant
H. Merlak	-	Actuary

Members Absent

M. Fernandez-Stiers	-	Appointed by the City Manager
T. Gabriel	-	Appointed by the City Commission

Chairman O. Cotera called the meeting to order at 9:00 a.m. with a quorum being present.

APPROVAL OF MINUTES

The minutes of the Regular meeting of April 16, 2020 were reviewed. Corrections were called for typographical errors. The corrected minutes were approved by a motion from T Roell, a second from N. Enriquez and a unanimous vote.

The minutes of the Investment Review meeting of May 14, 2020 were reviewed. The minutes were approved by a motion from T Roell, a second from N. Enriquez and a unanimous vote.

RATIFICATION OF RETIREMENTS

A list of retirements for the period was reviewed. A motion was made by N. Enriquez and seconded by T. Roell to ratify the retirements. The motion was approved unanimously.

**MINUTES OF THE REGULAR MEETING OF THE CITY OF MIAMI  
FIRE FIGHTERS' AND POLICE OFFICERS' RETIREMENT TRUST**

June 17, 2020

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**RATIFICATION OF PAYMENT**

Payments for the period were reviewed. A motion was made by R. Suarez and seconded by N. Enriquez to ratify payments presented. The motion was approved unanimously.

**INVESTMENT ISSUES**

G. Bikkesbakker and A. Lally and S. Bowen represented Meketa.

- Performance Update - a market and Fund performance update report was reviewed which showed the Fund with a return of 2% for Fiscal Year To Date.
- Manager Structure Recommendation – The Investment Consultants reviewed with the Board a report with their recommendations for a portfolio structure that would reduce fees, improve liquidity, reduce overlap, increase risk mitigating assets, increase growth assets and contain a core passive strategy in each of the major asset classes. A question and answer period followed the presentation. A motion to adopt the US Equity recommendation was made by S. McDonald seconded by M. Fernandez and approved by a unanimous vote. N. Enriquez moved and was seconded by A. Valdivia to adopt the recommendation for International Equity. The motion was approved unanimously. A motion was made by N. Enriquez and seconded by R. Suarez to adopt the recommendation for the Fixed Income. The motion was approved unanimously.
- Preliminary Manager Rotation Schedule – A preliminary schedule to commence presentations by Managers at Board meetings was reviewed. It was the consensus to move ahead with the rotation schedule.
- The Administrator presented a request from Dodge & Cox to be allowed to continue to hold Xerox securities which are below acceptable grade, for another six-month period. A motion was made by T. Roell and seconded by N. Enriquez to approve the request. The motion was approved unanimously.

**ADMINISTRATOR'S REPORT**

The Administrator reported that some of the members of the Personnel Committee, M. Fernandez and R. Suarez, had met with the City's Budget Department to review the Administrative Budget that would be presented for Commission approval. No issues were found however we were advised to review the budget for any possible reductions if the Commission was to request for a reduction in the Budget presented. Discussion ensued. The Board directed the Administrator to provide possible ways to reduce the approved Budget and present to the Board at next meeting.

**MINUTES OF THE REGULAR MEETING OF THE CITY OF MIAMI  
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**CONFERENCES DURING THE PERIOD**

T. Roell made a motion and it was seconded by R. Suarez to approve the attendance of any member interested in attending conferences listed for the period. The motion was approved unanimously.

Being no further business, the meeting was adjourned at 11:00 a.m. by a motion by N. Enriquez a second by T. Roell and a unanimous vote.

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Ornel Cotera, Chairman

Attest:

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Dania Orta, Administrator

**MINUTES OF THE VIRTUAL INVESTMENT REVIEW MEETING OF  
THE CITY OF MIAMI  
FIRE FIGHTERS' AND POLICE OFFICERS' RETIREMENT TRUST**

August 13, 2020

**MEMBERS PRESENT**

O. Cotera	-	Appointed by the City Commission
N. Enriquez	-	Elected by the Fire Fighters
M. Fernandez	-	Appointed by the City Commission
M. Fernandez-Stiers	-	Appointed by the City Manager
T. Gabriel	-	Appointed by the City Commission
S. MacDonald	-	Elected by the Police Officers
T. Roell	-	Appointed by the City Commission
A. Valdivia	-	Elected by the Police Officers

**ALSO PRESENT**

G. Bikkesbakker	-	Investment Consultant
A. Lally	-	Investment Consultant
S. Bowen	-	Investment Consultant
R. Klausner	-	Legal Counsel
H. Merlak	-	Actuary

**MEMBERS ABSENT**

R. Suarez	-	Elected by the Fire Fighters
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Chairman O. Cotera called the meeting to order at 9:00 a.m. with a quorum being present.

**INVESTMENT ISSUES AND PERFORMANCE REVIEW QE 06/30/2020**

The Meketa Group was represented by G. Bikkesbakker, A. Lally and S. Bowen.

- The Consultants reviewed with the Board the priority time line that was presented at the beginning of the engagement with Meketa. The time line shows that all of the categories listed as Priority One, have now been completed and we have moved on to completion of the categories under Priority Two.

INVESTMENT ISSUES AND PERFORMANCE REVIEW QE 06/30/2020 (continued)

- A detail review of the restructuring transition was provided. In summary, the transition was accomplished smoothly and without unwanted time out of the market. The transition was conducted in a period of 15 days from start to finish. A total exposure of \$650 million was reallocated with commission and implicit costs well below the pre-trade estimates. A \$106K investment gain was earned from holding AGG ETF during the transition.
- The Consultants reviewed with the Board the performance for quarter ending June 30, 2020. A full report of the quarter's Fund performance and position is on file and available for review.

MANAGER PRESENTATIONS

The below listed Investment Mangers made presentations to the Board on their performance for the quarter ending June 30, 2020. A copy of their individual reports is on file at the Fire and Police Pension Office and available for review.

Boston Partners – J. Forelli, W. Supple, E. Sheerin  
Dodge & Cox – S. Notowich  
Adams Street – M. Lucareli, M. Holzaepfel  
Lexington Partners – J. Kheng

ADMINISTRATIVE ISSUES

- a. K. Padmore – Military Service Purchase  
K. Padmore is an active member that is retiring on August 16, 2020. The member has requested to be allowed to purchase prior military service. The Board requires that a copy of the member's DD214 be provided with the request however, at this time, the member is not able to provide this document. He has requested a copy from the Veterans' Administration but due to the present work restraints it will take time for the copy to be issued. He is requesting the Board allow for him to purchase the service after retirement, provided he is able to provide the required documentation. Discussion ensued. Trustee T. Gabriel stated that K. Padmore was a decorated war veteran and should be given the opportunity. Discussion resumed. A motion was made by T. Gabriel and seconded by A. Valdivia to give the member six months from the date of retirement, to obtain the documents. The motion was approved unanimously.

MINUTES OF THE INVESTMENT REVIEW MEETING. OF THE CITY OF MIAMI FIRE FIGHTERS' AND POLICE OFFICERS' RETIREMENT TRUST  
August 13, 2020

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ADMINISTRATIVE ISSUES (continued)

b. Administrative Budget

The Administrator reviewed with the Board the approved Administrative Budget along with possible ways by which it could be reduced if such a request was presented by the City. Discussion ensued. A motion was made by N. Enriquez and seconded by T. Roell to adopt a reduction of an additional 2.3% from the 1.3% reduction that was approved by the Board in April. Discussion resumed. The motion was approved unanimously.

With no further business, the meeting was adjourned at 12:40 p.m. by a motion from N. Enriquez a second from T. Roell and a unanimous vote.

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O. Cotera, Chairman

Attest:

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Dania Orta, Administrator



## REGULAR MEETING September 9, 2020

<u>Group</u>	<u>Name</u>	<u>Retirement Type</u>	<u>D.O.R.</u>	<u>Option</u>	<u>Pension Gross</u>	<u>Back DROP Lump Sum</u>
Fire	DELGADO, Sigfredo	Forward DROP	07/05/20	6B	8,704.66	0.00
Fire	GONZALEZ, Jose L.	Forward DROP	07/05/20	6B	10,289.77	0.00
Police	GONZALEZ, Raymond	Forward DROP	07/05/20	6B	7,248.52	0.00
Fire	CLARO, Wilfredo	Forward DROP	07/19/20	4-70%	9,078.21	0.00
Police	JOHNSON, Reginald	Forward DROP	07/19/20	6B	8,122.71	0.00
Police	LEONARD, Leon	Forward DROP	07/19/20	6C	8,900.17	0.00
Police	STUCKEY, Melissa	Forward DROP	07/19/20	6B	7,596.08	0.00
Fire	BUSSE, Gustavo	Forward DROP	08/02/20	6B	10,152.28	0.00
Police	LINDSEY, Travis	Forward DROP	08/02/20	6B	8,632.46	0.00
Police	MACHADO, Steven	Rule fo 64	08/02/20	6B	7,644.67	0.00
Police	BERNAT, James	Service	08/16/20	2	4,479.48	0.00
Fire	PORRAS, Oscar	Forward DROP	08/16/20	6C	12,335.98	0.00
Fire	CHRISTOPHER, William	Forward DROP	08/16/20	4 - 45%	12,309.83	0.00
Fire	PADMORE, Kent	Service	08/16/20	6B	7,311.11	183,441.60
Fire	OBANDO, Merber	Vested Rights	Maturing 1/30/2029	6C	6,468.93	0.00
Fire	DAVIS, Devin	Forward DROP	08/30/20	6B	10,744.73	0.00
Fire	MCGANN, Tyrone	Forward DROP	08/30/20	3	16,012.43	0.00

PENSION BOARD CONSULTANTS, INC.  
CONSULTING, ACTUARIAL & ADMINISTRATIVE SERVICES

JARMON WELCH, A.S.A.  
PRESIDENT

KELLY SHELTON  
ACTUARY

195 FOURTEENTH ST. NE  
SUITE 2307  
ATLANTA, GEORGIA 30309-2677  
404-702-7802  
EMAIL: PENBRD@AOL.COM

VIA EMAIL ONLY

September 3, 2020

Ms. Dania Orta, Administrator  
City of Miami Fire Fighters' and Police Officers'  
Retirement Trust  
1895 SW 3<sup>rd</sup> Avenue  
Miami, Florida 33129-1456

Dear Dania,

We will provide our usual three-year review of the assumptions used to value your pension plan and present our results in Miami for \$24,000. This assumes Nyhart supplies the usual demographic information.

Our results are presented in a technical report. Our presentation covers any issues that we saw in our reviewing your last three actuarial reports as well as commentary on IMPORTANT potential actuarial standards issues.

Dania, we look forward to performing this review again. Best regards.

Cordially yours,



Jarmon Welch, A.S.A.  
President

ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_