

City of Milwaukee  
Employees' Retirement System

**Bernard J. Allen**  
Executive Director

**Thomas A. Rick, CFA**  
Chief Investment Officer

**Martin Matson**  
Deputy Director

February 12, 2010

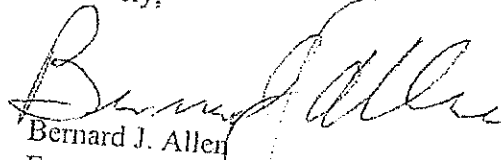
Mr. Ronald D. Leonhardt  
City Clerk  
Room 205, City Hall

Dear Mr. Leonhardt:

Please be advised that an Administration & Operations (A & O) Committee Meeting of the Annuity and Pension Board has been scheduled for Thursday, February 18, 2010 at 10:00 a.m. in the **Employees' Retirement System Conference Room at 789 N. Water Street, Suite 300**. If a quorum of the Board is present, this meeting will convene as a Special Board Meeting. The agenda is as follows:

- I. Jefferson Wells Internal Audit Report(s).
  - A. Approval of Statement of Work #5.
- II. Close Out 2009 Budget.
- III. ERS Special Projects Report.
- IV. Summary of Standard Operating Guidelines.
- V. Approval of Remote Office Lease.
- VI. Approval of Memorandum of Understanding with State of WI for Remote Office Site.

Sincerely,

  
Bernard J. Allen  
Executive Director

BJA:smf

**NOTICE TO PUBLIC** - Meetings of the City of Milwaukee Annuity and Pension Board are open to the public. Those in attendance wishing to address the Board on a specific agenda item may do so by registering in advance of the meeting with the Board Secretary.

**PLEASE NOTE** - Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, please call 286-3557.