



M E M O R A N D U M

TO: Board of Trustees of the City of Delray Beach Firefighters' Retirement System

FROM: Lisa Castronovo, Pension Administrator

SUBJECT: Pension Administrator Report

DATE: 2/23/2024

- 1) The approved 2023-24 administrative expense budget versus actual administrative expenses through February 23, 2024 is included.
- 2) During the first week of January, we mailed the annual benefit verification ("alive & well") letters to 128 retirees. Through February 23, 2024, 112 had been returned. In the next few days, we will mail follow-up letters to the five retirees who did not return their letter by February 28th. Since we give each retiree every opportunity to return their letter, we will not cease anyone's benefit until after a third notice is sent the first week of April.