

**PENSION BOARD POLICIES
FIREFIGHTERS & POLICE OFFICERS
PENSION FUND OF THE CITY OF TAMPA**

Policy Number: 816
Policy: Pension Plan Administrator Authority
Eff. Date: 10/24/00 06/05/01 02/23/12 07/30/14 06/26/19 12/13/23
Ref: Board Minutes

POLICY:

The Fire and Police Pension Plan Administrator shall be authorized to approve the following expenses to ensure the efficient and cost-effective daily administration of the pension fund:

- Established payments on contracts with professionals approved by the board (annual, quarterly, monthly, etc.--set payments as defined in contract).
- Routine invoices less than \$3,000 pertaining to daily operations, such as copies of medical records, routine maintenance and operation of the pension office, such as power, water, cleaning, etc. This may also include expenses related to necessary investigations, as agreed on by the Chair and general board attorney.
- Invoices for disability evaluation/reevaluation costs for independent medical exams (IMEs).

The Plan Administrator and appropriate staff shall audit the board travel reports and credit card statements to verify that the trustee travel and training expenditures charged to the credit card by trustees and staff are appropriate and accurate prior to authorizing payment on the consolidated account or authorizing reimbursement to the trustee.

The Plan Administrator shall not be authorized to approve the following:

- Special projects commissioned by the board from professionals, such as actuarial studies, formal legal opinions, etc. Special projects by professionals shall be quoted in advance on a “not to exceed” basis for board approval in advance.
- Invoices for professional fees that vary from month to month, depending upon the services rendered, such as general board counsel.

In order to ensure the efficient and cost-effective daily administration of the pension fund and considering that the Board of Trustees generally meets only once monthly, the Board of Trustees hereby delegates the authority for the Plan Administrator to work with the general board counsel on an as-needed basis in preparation for matters to come before the board and in matters which are time-critical and under stringent deadlines. The Plan Administrator shall be judicious in the use of general board counsel’s professional time and shall review general board counsel’s invoices for accuracy prior to submission to the Board for approval. Examples of time-critical matters are review of drafts of local bills under negotiations between the City and Unions prior to submission to the local

delegation, state legislature or state agencies under stringent deadlines; legal review of unusual occurrences for which there are no precedents, policies or procedures and Board action is required in a timely fashion, such as determination of survivor benefits for death while in active service; and matters arising immediately prior to a Board meeting wherein legal guidance is necessary to make an educated recommendation to the Board for action.

In the case of an emergency, invoices greater than or equal to \$3,000 not established by contract shall require the approval of the Chair, consistent with Policy 815, and invoices greater than \$10,000 shall require approval of the full board.