

**SUNRISE POLICE OFFICERS' RETIREMENT PLAN**  
**13790 N.W. 4<sup>th</sup> Street, Suite 105**  
**Sunrise, FL 33325**  
**October 02, 2024**  
**9:00 A.M.**

**Call to Order**

On behalf of the Board, Mr. Dave Williams called the meeting to order at 10:01 A.M.

**Roll Call**

Present were Mr. Darwin Arroyo, Mr. Timothy McGovern, Ms. Elizabeth Rivera and Mr. Alfredo Montano.

**Absent & Excused**

None

**Others Present**

Mrs. Richelle Levy – Lorium Law; Mr. Ernesto Acosta – Finance & Administrative Services Director, Ms. Emilie Smith - Deputy City Manager; Mr. Sean Dineen – Assistant City Manager; Mr. Mark Lubelski – City Manager; Mrs. Patty Ostrander – Administrative Assistant and Mr. Dave Williams – Plan Administrator.

**Public Discussion**

Ms. Smith stated that the City Manager wanted to present some requests from the city for the Board to consider. Mr. Lubelski presented a document with a list of expenses he would ask the Board to address. The Board discussed the issues broadly and stated that they may consider some of these issues when they have a full board.

**Approval of Payables**

After review and consideration of the payables of August 12, 2024 through October 01, 2024 a motion to approve was made by Mr. Arroyo, seconded by Mr. McGovern. Motion passed 4-0. Mr. Williams thanked Mr. Montano and Mrs. Rivera for signing the warrants in between the meetings.

**New Business**

Board Organization – The new Board introduced themselves and their background. Mr. Williams stated that we have had a few emails from retirees who monitor the plan and activity, and they requested that a retiree be placed as a Fifth Member. Mr. Williams asked for direction on how to assist the Board in selecting a Fifth Member and stated he believes the Board would like to select a fifth member before our November meeting. At the request of the Board, Mrs. Levy explained what stated that it would constitute an ex-officio position and is allowable. This was confirmed with the Attorney Generals office. Mr. Montano said he would like city employees to be given the option to apply for this position. Mr. Arroyo stated that he believes it would be beneficial to have a retired officer. Mr. Williams stated that in the past retired officers expressed an interest in being on the board, but it was always an active officer position. The Board directed Mr. Williams to send out a notice to all retirees and active city employees about the open position.

Mr. Williams asked the Board to sign the updated authorization page for Fiduciary Trust.

Mrs. Levy recommended that the Board select a Chairman and Secretary. Mrs. Levy discussed instances where there are time-sensitive matters that need to be acted on in between meetings. The Board can give the Chairman the authority to act on behalf of the board if needed and action taken in between meetings must be discussed and ratified at the next meeting. Mr. Arroyo made a motion to appoint Mr. McGovern as the Board Chairman, seconded by Mr. Montano. Motion

passed 3-0. Mr. Montano made a motion to self-nominate as the Board Secretary, seconded by Mr. McGovern, motion passed 3-0.

Ms. Smith asked why the Board meets quarterly and not monthly like the other City boards. Mrs. Levy stated that quarterly meetings are required per state statute and informed Ms. Smith that the Fire Board will begin meeting quarterly. Also, this Board has scheduled monthly meetings if needed.

Mr. Williams distributed an up-to-date list of 23 officers who have left the department as of 10-01-2023. This list included members who left the DROP early. Mr. Williams cited the turnover should be a concern.

Mr. Williams alerted the trustees about fraud situations that is happening within the pension community. Pension plans are receiving direct deposit changes for members who have retired. Mr. Williams explained our process, in order to identify and stop the activity. Thankfully this hasn't happened in our plan. For this reason, these documents have been removed from our website. If someone wants to change, they are being directed to contact the Office of Retirement directly.

Mr. Williams distributed several warrants for approval that were received recently. He explained that under normal circumstances, the warrants are approved in between meetings and the Board can review them in the money report presented at each meeting.

### **Attorney's Report**

Mrs. Levy gave an overview of being a trustee and the ways the trustees can get educated. Mr. Williams asked Mrs. Levy to explain about the annual financial forms.

### **Administrator's Report**

Mr. Williams explained what Security litigation companies do for the Plan.

Mr. Williams informed the Board that the annual audit is underway. The audit should be presented at the February 2025 meeting.

Mr. Williams suggested the Board take into consideration the City Managers' recommendations as presented today, get a full board appointed and place the items on a future agenda. Mr. Arroyo asked if we could get other Boards operating procedure manuals. Mr. Williams stated that what we have here is something that a lot of other boards do not have. Mr. Montano asked if Mrs. Levy or Mr. Williams had anything to say about the letter that was presented. Mrs. Levy stated that in terms the manager's requests regarding 1-5, the Board has the ability to reconsider the expenses but none of these are unreasonable expenses. For plans that do not issue American Express cards, the trustees must pay up front and then get reimbursed. Mr. Williams stated that if you have a credit card with the plans name on it, a tax-exempt certificate can be used. Mr. Williams said that this way the trustee does not have to lay out the money and having the cards actually reduces the cost to the Plan. Mr. Williams used the recent conference that Mr. Arroyo attended as an example. The taxes he incurred cost more than the annual American Express fee. The proposed change would increase cost and be a burden to the trustees who volunteer for this position. Mrs. Levy covered # 6 earlier. In terms of # 7, the previous Board considered implementing the training program understanding that it is a huge learning curve for a new trustee and the Board was made up of DROP members who all would need to be replaced. They instituted criteria to choose the interested members. She pointed out that many plans throughout the state including the Sunrise Fire Plan have this program for that reason. Regarding the statement by the City manager that the fire plan uses recapture money not trust fund money. Our plan also receives recapture fund, and it is all considered trust fund money.

Mr. Williams states that every year this Board and the Boards that preceded this Board adopt an annual budget which is reviewed, discussed and adopted at a public meeting. This budget is then presented to the city and has been since the inception of the law change that required the budget to be prepared. Mr. Williams stated that our budget is 16 basis points. The annual auditor will come before the Board and state that any expense up to 1% is considered reasonable, so at 16 basis points, this Board is extremely reasonable. Mr. Amrose, our Actuary did a study that he shared with us of all his other clients, and he said the average is 28 basis points for his other clients. Mr. Williams stated that the items before you are nothing that no other board is not doing, it may not be what the general or fire department boards are doing, but they are acting in the way they feel is best for their plan and we are acting in what is best for our plan. This is the reason the plans separated in 1989. This plan has always provided the highest level of service to the members, active and retired, and will continue to do so unless otherwise directed. These are all things that cost the office 2 basis points a year for the service being provided. Mr. Williams stated he sees there is a recommendation to terminate Mrs. Ostrander, he stated that every Administrator has an assistant, it may not be paid separately, but it is all part of the fee. If it is a situation where you do not want to pay her separately, I will pay her and incorporate that in my fee. He doesn't see a need for that and there has never been a need for that. We have had this office here since 1998 (26 years) and been diligent in keeping the rent low, in fact, there has not been a base rent increase in over ten years and the landlord has been friendly to us and they appreciate having the police department here. Taking all this into consideration, we will put it on an agenda with a full board. This will also provide Mr. Williams the opportunity to show you that there are other plans out there doing the same thing, again not like Fire or General, but that is their decision, not our decision. Mr. Montano asked about costs and Mr. Williams informed him that the budget is on our website<sup>1</sup>. Mr. Williams also explained that Mrs. Ostrander keeps the fiscal year financial report up to date that is in the packet at each meeting.

Mr. Williams conveyed his best wishes for Rosh Hashana and stated May God Bless the people of Israel during this difficult time.

### **Old Business**

None

### **Open Board Discussion**

None

### **Adjournment**

Motion to adjourn at 10:14 A.M. by Mr. Arroyo, seconded by Mr. McGovern. Motion passed 4-0.

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<sup>1</sup> [http://sunrisepolicepension.com/docs\\_state/AnnualBudget/2024-25%20Sunrise%20Police%20Pension%20Adm%20Expense%20Budget%2008-12-2024.pdf#zoom=100](http://sunrisepolicepension.com/docs_state/AnnualBudget/2024-25%20Sunrise%20Police%20Pension%20Adm%20Expense%20Budget%2008-12-2024.pdf#zoom=100)