

Agenda item #64

**CITY OF SAN ANTONIO
FINANCE DEPARTMENT
CITY COUNCIL MEMORANDUM**

TO: Sheryl Sculley, City Manager

FROM: Ben Gorzell Jr., Director of Finance

SUBJECT: Ordinance Authorizing the Renewal of an Administrative Services Agreement with the San Antonio Fire and Police Pension Board of Trustees ("Fund")

DATE: June 29, 2006

SUMMARY AND RECOMMENDATION

This Ordinance authorizes the execution and approval of a renewal of the Administrative Services Agreement with the San Antonio Fire and Police Pension Board of Trustees ("Fund") for the City to provide certain administrative services to the Fund for the period from October 1, 2005 to September 30, 2007. The agreement provides for upon mutual agreement renewal of such agreement for (2) additional (1) one-year terms; and accepts compensation in the amount of \$25,363 per year.

Approval of this Ordinance is recommended.

BACKGROUND INFORMATION

The San Antonio Fire and Police Pension Fund is a statutory trust which provides pension benefits for San Antonio Fire Fighters, Police Officers, and their beneficiaries. The fund is governed by a nine member Board of Trustees comprised of the following members: Mayor Phil Hardberger; Councilmember Christopher Haass; Councilman Art Hall; two active firefighters; two active police officers; a retiree representative of the Fire Department; and a retiree representative from the Police Department.

Historically, the City has provided certain administrative services to the Pension fund and accepted compensation at various levels in order to compensate for the services rendered for the Pension Fund. These administrative services include processing payroll for the Pension Office staff, Retirees and Beneficiaries, accounting for payrolls, and the preparation and filing of various Internal Revenue Service Forms. This ordinance will approve the renewal of the Administrative Services Agreement. The term of the proposed agreement is October 1, 2005 through September 30, 2007 with an administrative renewal of the agreement upon mutual agreement of the two parties for two (2) additional one (1) year terms. The City will accept an initial first year fee in the amount of \$29,423 which includes one-time fees and \$25,363 annually thereafter, for providing the outlined services.

POLICY ANALYSIS

The administrative services agreement is "administrative" in nature and is not intended to enlarge or limit any rights, duties or obligations of the City or the Fire and Police Pension Fund's Board of Trustees under any applicable law nor under the provisions of the collective bargaining agreements between the City and the bargaining agents of the fire fighters and police officers. It is also not intended to create any right or interest in any third party.

FISCAL IMPACT

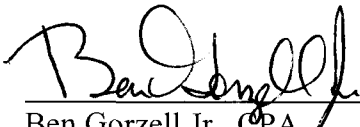
The City will receive an initial payment of \$29,423 for the first year and a yearly fee of \$25,363, thereafter. These funds will be deposited into the City's General Fund.

COORDINATION

This item has been coordinated with the City Attorney's Office.

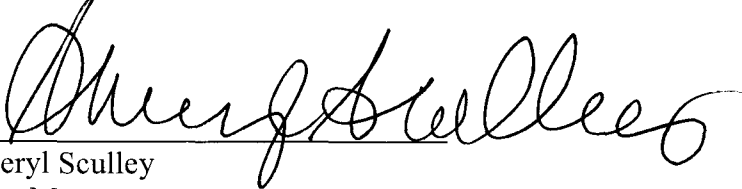
SUPPLEMENTARY COMMENTS

The disclosure requirements of the City's Ethics Ordinance are not applicable.



Ben Gorzell Jr., CPA
Director of Finance

Approved for Council Consideration:



Sheryl Sculley
City Manager