

**Date:** January 12, 2026

**To:** Participating Municipalities of the Florida Municipal Pension Trust Fund

**From:** The Florida League of Cities, as Administrator

**RE:** Nomination of Trustee(s)

The Florida Municipal Pension Trust Fund (FMPTF) manages pension and retirement plans for local government entities and has a membership consisting of local government entities. The FMPTF Board of Trustees oversees the FMPTF's operations, and the Florida League of Cities serves as its Administrator. The purpose of this letter is to solicit nominations for election to the FMPTF Board of Trustees.

To qualify as a Trustee, a nominee at the time of appointment and throughout their tenure must be an elected municipal official from a municipality participating in the Trust. Trustee vacancies are filled by the Trust's current Board of Trustees, by majority vote, from the nominees offered by participating municipalities. A nominee may be appointed to fill either a current unexpired term or a full three-year term. Trustees are limited to serving two consecutive three-year terms. (Service in an unexpired term is not counted.)

New Trustees will receive an orientation from the Administrator. The Trust typically meets four times a year, once each quarter; however, special meetings may be scheduled as needed. Trustees are reimbursed for travel, meal and accommodation expenses incurred in attending Trust meetings and also receive a meeting fee.

No Trustee may be selected or continue to serve as a Trustee after becoming an owner, officer, employee or agent of a business entity having a contractual relationship or otherwise doing business with the Trust. A Trustee must relinquish their office or may be removed when they no longer serve as an elected official of the member from which they were selected or when the municipality from which they were selected ceases to participate as a member of the Trust.

FMPTF periodically solicits trustee nominations from participating municipalities. When FMPTF solicits nominees from participating municipalities, only one nominee per municipality should be submitted. Completed nominations may include evidence of formal action by the nominee's governing body, or a completed Trustee Nomination Form signed by another member of the governing body or signed by executive administration personnel such as City Manager, City Clerk, etc. In addition, please include a resume or a biographical sketch reflecting the nominee's background and qualifications to serve

Should you wish to submit a nomination to the Board of Trustees, please complete the enclosed nomination form and return it, along with a resume or biographical sketch, to Laura Underhill, Senior Financial Analyst, no later than **March 6, 2026**. Thank you.



P.O. Box 1757  
Tallahassee, FL 32302



Phone: (850) 222-9684  
Fax: (850) 222-3806



flcities.com



## FLORIDA MUNICIPAL PENSION TRUST FUND TRUSTEE NOMINATION FORM

Please indicate the name, title and municipality of your nominee below, along with your name, title and municipality. Nominations should be emailed to [lunderhill@flcities.com](mailto:lunderhill@flcities.com).

**NOTE: NOMINATIONS MUST BE RECEIVED NO LATER THAN MARCH 6, 2026.**

Nominee Name: \_\_\_\_\_

(Nominee must be an elected official of the municipality participating in the Trust)

Nominee's Title: \_\_\_\_\_

Municipality: City of Sanibel \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Has the nominee (above) been informed of this nomination?  Yes  No**

**Has the nominee's municipal governing body (Council, Commission, etc.) endorsed or otherwise approved the nominee as a prospective Trustee?  Yes  No**

Nominated by: Dana A. Souza \_\_\_\_\_

Title: City Manager \_\_\_\_\_

Municipality: City of Sanibel \_\_\_\_\_

Date: February 3, 2026 \_\_\_\_\_

**PLEASE EMAIL THIS NOMINATION FORM AND A RESUME OR BIOGRAPHICAL SKETCH  
BY MARCH 6, 2026 TO:**

Laura Underhill  
Senior Financial Analyst  
[lunderhill@flcities.com](mailto:lunderhill@flcities.com)

