



Memorandum

TO: Police and Fire Department
Retirement Plan Board of Administration

FROM: Cheryl Parkman

SUBJECT: Ordinance Changes to Extend the
Notification Deadline for a Retired
Member to File an Election Naming a New
Spouse as a Beneficiary

DATE: July 26, 2023

In February 2023, the Police and Fire Department Retirement Plan Board of Administration requested that the City Council consider amending Municipal Code section 3.36.1468 to extend the deadline for a retired member to notify the Office of Retirement Services of the election of new spouse or new domestic partner as a beneficiary. The current deadline is a 30-day window after the date of the marriage or establishment of the domestic partnership.

The Police and Fire Board considered extending the deadline after a member was denied a retroactive change after missing the 30-day window. A 90-day window was determined to be a more appropriate deadline after a new marriage or domestic partnership.

In addition to the deadline change to 90 days, the City also made a housekeeping change to Municipal Code Section 3.36.1468 to clarify the effective date, which is one year from the date of the marriage or establishment of the domestic partnership. The Municipal Code changes are attached to this memo.

The bargaining units representing sworn Police and Fire employees were informed of these changes, and the bargaining units did not provide any comments or have any concerns.

Please let us know if you have any comments regarding the Municipal Code changes. The City will be taking this Municipal Code change to a City Council meeting in August 2023.

Cheryl Parkman
Assistant to the City Manager

c: Roberto Peña, Director of Retirement Services
Jennifer Schembri, Director of Human Resources and City Manager's Office of Employee Relations
Suzanne Hutchins, Senior Deputy City Attorney

Attachment