



# Memorandum

**TO:** Board of Administration, Police and  
Fire Department Retirement Plan

**FROM:** Han Van

**SUBJECT:** Change Retirement Effective Date  
Mr. Melvin Meeks

**DATE:** January 30, 2023

Approved *Theresa Stuchler*

Date 02/01/2023

## RECOMMENDATION

Change the retirement effective date from January 7, 2023 to February 23, 2023 for Mr. Melvin Meeks, Fire Captain from the Fire Department.

## BACKGROUND

At the January 5, 2023 Board meeting, the Police and Fire Department Retirement Plan Board of Administration approved the service retirement date of Mr. Meeks effective January 7, 2023.

On January 17, 2023, Retirement Services staff ran another estimate for Mr. Meeks upon his request via phone conversation. The new estimate indicated that Mr. Meeks would retire with less than 25 years of service due to lost time and not receiving full service credit as originally projected. Mr. Meeks later received confirmation from the Fire Department that he did not receive 25 years of service and would need to delay his retirement date if he intended to retire with 25 years of service. Retirement Services received written notification from Mr. Meeks that he would like to delay his retirement date. Retirement Services staff and Fire Department staff estimated for the pay period Mr. Meeks could retire in to meet the years of service based upon current working status. It was determined Mr. Meeks' retirement date should be delayed to February 23, 2023 to achieve 25 years of service.

## ANALYSIS

Mr. Meeks is requesting that the Board approve the request to change his retirement date from January 7, 2023 to February 23, 2023.

Han Van  
Han Van  
Analyst

Enclosure