

# Memorandum

**TO:** Board of Administration  
Police & Fire Department Retirement Plan

**FROM:** Michelle Saechao  
Benefits Analyst

**SUBJECT:** Change Retirement Effective Date for  
Police & Fire Member David Olmos

**DATE:** 01/04/2023

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**Approved:** *Han Van*

**Date:** 1/4/23

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## **RECOMMENDATION**

Change the retirement effective date from 01/21/2023 to 01/22/2023, for Police & Fire Member David Olmos.

## **BACKGROUND**

At the 01/05/2022, Board meeting, the Police & Fire Department Retirement Plan we set to approve the service retirement of David Olmos on the agenda with an effective date of 01/21/2023.

On 01/04/2023, Retirement Services received an email from David Olmos stating he would like his retirement date to be revised with an effective date of 01/22/2023 (please see attached).

## **ANALYSIS**

David Olmos is requesting that the Board approve his request to change his retirement date from 01/21/2023 to 01/22/2023.

*Theresa Stiehler for Michelle Saechao*

Attachment

**Sitchler, Theresa**

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**From:** DAVID OLMOS <mveagles@aol.com>  
**Sent:** Tuesday, January 3, 2023 3:17 PM  
**To:** Saechao, Michelle  
**Cc:** Co-Garcia, Marivic  
**Subject:** Changing effective retirement date to January 22, 2023

[External Email]

Hi Michelle, Maravic,

Alyssa from payroll called me today to inform me that I'll be shorted 24 hours unless I change my effective date by one day (1/22/2023). I called Maravic earlier today and left a voice message but I figured I better follow up with an email. Can you please change my effective retirement date from January 21st to January 22. Thank you for your help on this matter.

Kind regards,

Dave Olmos

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