



# Memorandum

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

**FROM:** Theresa Stichler

**SUBJECT:** Change Retirement Effective Date  
Mr. Michael L. Villanueva

**DATE:** 12/08/2022

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Approved *Han Van*

Date 12/08/22

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## **RECOMMENDATION**

Change the retirement effective date from 12/10/2022 to 12/24/2022 for Mr. Michael L. Villanueva, Police Officer from the Police Department.

## **BACKGROUND**

At the 12/01/2022 Board meeting, the Police and Fire Department Retirement Plan Board of Administration approved the service retirement date of Mr. Villanueva effective 12/10/2022.

Retirement Services received electronic notification from Mr. Villanueva on 12/08/2022 stating he would like to delay his retirement date from 12/10/2022 to 12/24/2022, which is the date approved by the Board.

## **ANALYSIS**

Mr. Villanueva is requesting that the Board approve the request to change his retirement date from 12/10/2022 to 12/24/2022.

*Theresa Stichler*

Theresa Stichler  
Analyst

Enclosure

## Sitchler, Theresa

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**From:** Sitchler, Theresa  
**Sent:** Thursday, December 8, 2022 9:44 AM  
**To:** michael villanueva  
**Subject:** RE: Retirement Change Date (Villanueva)

Receipt confirmed. We will be preparing the memos and update your retirement documents for completion.

Sincerely,

*Theresa Sitchler  
Benefits Analyst II  
City of San José Office of Retirement Services  
1737 N. First St., Suite 600  
San José, CA 95112  
(408) 794-1015 direct  
(669) 259-5530 Zoom direct  
(408) 392-6732 fax  
[www.sjretirement.com](http://www.sjretirement.com) Official Website*

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**From:** michael villanueva <>  
**Sent:** Thursday, December 8, 2022 9:42 AM  
**To:** Sitchler, Theresa <[theresa.sitchler@sanjoseca.gov](mailto:theresa.sitchler@sanjoseca.gov)>  
**Subject:** Re: Retirement Change Date (Villanueva)

[External Email]

Good Morning,

Yes I would like to change it to 12-24-2022 I apologize for the inconvenience this puts you through.

Michael Villanueva

On Thu, Dec 8, 2022 at 9:35 AM Sitchler, Theresa <[theresa.sitchler@sanjoseca.gov](mailto:theresa.sitchler@sanjoseca.gov)> wrote:

Good morning, Michael. We need to know immediately if you are changing your retirement date. It will require going back to the Board for approval of the new date since your original date has already been presented to the Board. Your first pension payment would be delayed to 02/28/2023 with a 12/24/2022 retirement date.

We would need to prepare a memo to our Board and one to your department as well. Additionally, some of the retirement paperwork you received will require revision.

Please let me know as soon as possible if you are making a change by responding to this email.

Thank you.

Theresa Sitchler  
Benefits Analyst II  
City of San José Office of Retirement Services  
1737 N. First St., Suite 600  
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**From:** Imai, Tamilynn <[Tamilynn.Imai@sanjoseca.gov](mailto:Tamilynn.Imai@sanjoseca.gov)>  
**Sent:** Thursday, December 8, 2022 9:22 AM  
**To:** Co-Garcia, Marivic <[Maria.Co-Garcia@sanjoseca.gov](mailto:Maria.Co-Garcia@sanjoseca.gov)>  
**Cc:** Sitchler, Theresa <[theresa.sitchler@sanjoseca.gov](mailto:theresa.sitchler@sanjoseca.gov)>  
**Subject:** FW: Retirement Change Date (Villanueva)

**Please do not include social security numbers or birthdates on any forms submitted via e-mail.**

Tamilynn Imai  
Retirement Services  
City of San Jose  
[tamilynn.imai@sanjoseca.gov](mailto:tamilynn.imai@sanjoseca.gov)

**Website:** [www.sjretirement.com](http://www.sjretirement.com)  
**Phone:** (408) 794-1000  
**FAX:** (408) 392-6732  
**Address:** 1737 N. First St. Suite 600  
San Jose, CA 95112

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**From:** Michael Villanueva  
**Sent:** Thursday, December 8, 2022 9:21 AM  
**To:** Imai, Tamilynn <[Tamilynn.Imai@sanjoseca.gov](mailto:Tamilynn.Imai@sanjoseca.gov)>  
**Subject:** Re: City San Jose Retirement Group Counseling follow up (Villanueva)

[External Email]

Thank you so much I appreciate you following up for us. Quick question I wanted to push my retirement date back to 12-24-2022. As of right now it is scheduled for 12-10-2022.... What do I need to do to make this happen.

Michael villanueva

Sent from my iPhone