
800.8 SUBJECT: PENSION ADVISORY COMMITTEE

:1 OBJECTIVE:

Establish membership and operating procedures for the Pension Advisory Committee. The duties of the Committee will be to review, investigate, and recommend to City Council proposals concerning the pension plan(s) for general employees.

:2 AUTHORITY:

This procedure amended by City Council August 29, 2005, item A2.

:3 DIRECTION:

Mayor/City Council/Chief Financial Officer.

:4 METHOD OF OPERATION:

A. Membership on the Committee

1. The Pension Advisory Committee (PAC) shall consist of voting members as follows:

a) The Chief Administrative Officer, Chief Financial Officer and Director of Management, Budget & Accounting or their designees shall serve as permanent members. The Chief Financial Officer shall serve as Chairman and the Management, Budget and Accounting Director shall serve as Vice Chairman of the Committee.

b) Each Department Director of the departments listed below shall appoint a representative from their department who is a member of a City General Employee Pension Plan.

1) General Administration Department

2) Fire Department

3) Families, Parks & Recreation

4) Economic Development Department

5) Police Department

6) Public Works Department

7) Housing & Community Development Department

8) Transportation Department

c) Each Bargaining Unit listed below shall appoint representatives as indicated below.

1) L.I.U.N.A. Local 678 members shall appoint three members until October 31, 2005, after which they shall appoint two members.

2) SEIU Local 8 members shall appoint two members.

- d) Department employees may have a designee appointed by the Department Director to attend in their absence. Union appointees may have a designee selected by the Union to attend in their absence.
- e) Each member must be a participant of a City General Employee Pension Plan, and will be appointed by their respective department director or Union to serve a two-year term. The terms shall run from October 1 to September 30. The Pension Coordinator will maintain a record of each member's term. The General Administration, Fire, Families, Parks and Recreation, Economic Development and LIUNA representatives shall have terms that expire in odd-numbered years. The Housing, Police, Public Works, Transportation and SEIU representatives shall have terms that expire in even-numbered years.

B. Meetings

1. The Committee will meet at the call of the Chairman or Vice Chairman.

C. Organization, Officers, Rules, Minutes

1. The Committee may establish rules necessary for the orderly conduct of business.
2. All meetings of the Committee are open to the public, with minutes of meetings and other records open to public inspection.
3. The Pension Coordinator is responsible for scheduling, and preparing of meeting agenda, processing and preparing items for Committee consideration, and reporting and distribution of minutes.
4. A quorum shall be a majority of the voting Committee members.
5. In the event of the absence of the Chairman and Vice Chairman, the committee members present may select a Chairman to conduct the meeting, provided a quorum is present.

D. Implementation

1. The Pension Coordinator, under the direction of the Chairman or Vice Chairman is responsible for the implementation of the recommendations of the Committee as approved by City Council.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES

None.

:7 REFERENCE:

This procedure adopted by City Council April 24, 1978, Item 7; amended February 27, 1984, Item 6,A-1; amended May 11, 1987, Item 11, A-6, deleting procedure 102.10; amended December 18, 1989, Item 16, A-47; amended December, 1992, deleting 102.2; amended June 21, 1993, Item 2 P; amended August 12, 1996, Item 8 X; amended

December 6, 1999, Item 6-R; amended August 9, 2004, Item A4; amended August 29, 2005, item A2.

:8 EFFECTIVE DATE:

This procedure effective August 29, 2005.