

M E M O R A N D U M

TO: Chief Administrative Officer

FROM: City Comptroller

Re: Resolution Appointing Personnel Manager as IMRF Authorized Agent

DATE: November 21, 2002

Brief Description of Item. The attached resolution will name the Personnel Manager as IMRF Authorized Agent.

Background Information. In the period when the City was searching for a new Personnel Manager, I assumed duties of the IMRF Agent. I am now recommending returning these duties to the Personnel Manager. Responsibilities of IMRF are often a combination of both financial and personnel. In many cities, the Finance Director does serve as the authorized agent. However, IMRF requires that all actions, even the most minor, have the signature of the agent. Since these minor actions are administered through the Personnel Office, it is more efficient, in our case, to have the Personnel Manager be the agent and sign these documents. Both offices of Finance and Personnel will continue to work together and coordinate all major IMRF decisions and actions, especially those that have a financial impact.

Recommendation. Approval of the attached resolution.

RESOLUTION NO. 2002-11-030R

{A RESOLUTION APPOINTING THE PERSONNEL MANAGER
AUTHORIZED AGENT FOR THE IL. MUNICIPAL RETIREMENT FUND}

WHEREAS, The City of Urbana, Illinois, is enrolled in the Illinois Municipal Retirement Fund, a pension plan which provides retirement, disability, and death benefits to it's employees, as required by State Law;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

That the Personnel Manager shall be the authorized agent for the City of Urbana in the Illinois Municipal Retirement Fund, and is authorized to cast, on behalf of the City of Urbana, Illinois, any votes under the program; and,

That the City Clerk is hereby authorized and directed to certify that the Personnel Manager is appointed the authorized agent for the City of Urbana, Illinois, Illinois Municipal Retirement Fund by signature on the attached Notice of Appointment of Authorized Agent, IMRF Form 2.20.

PASSED by the City Council this ____ day of _____,
_____.

AYES:

NAYS:

ABSTAINS:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____,
_____.

Tod Satterthwaite, Mayor