



MEMORANDUM

TO: Mayor Diane Wolfe Marlin and City Council Members

FROM: Elizabeth Hannan, Human Resources & Finance Director / CFO
Tamra Lighty, Interim Human Resources Coordinator

DATE: April 14, 2022

SUBJECT: **Resolution Appointing the Interim Human Resources Manager as Illinois Municipal Retirement Fund (IMRF) Authorized Agent**

Introduction: Attached is a resolution appointing the Interim Human Resources Manager as the Illinois Municipal Retirement Fund (IMRF) Authorized Agent.

Discussion: Responsibilities of administering the City's Illinois Municipal Retirement Fund (IMRF) are typically a combination of both financial and human resources functions. IMRF requires that all actions, even the most minor items, have the signature of the agent. As these actions are administered through the Human Resources office, the City's past practice has been to designate the Human Resources Manager as the agent.

As a practical matter, staff from Human Resources and Finance collaborate and coordinate all major IMRF decisions and actions, especially those that have a financial impact. This appointment allows the Human Resources & Finance Director/Chief Financial Officer to delegate routine administrative actions.

Alternatives:

1. Forward the resolution appointing the Interim Human Resources Manager as IMRF Authorized Agent for approval on April 25, 2022.
2. Do not forward the resolution for approval.

Recommendation: Forward the resolution appointing the Interim Human Resources Manager as IMRF Authorized Agent for approval on April 25, 2022.

RESOLUTION NO. _____

**A RESOLUTION APPOINTING THE
INTERIM HUMAN RESOURCES MANAGER AS THE
AUTHORIZED AGENT FOR THE ILLINOIS MUNICIPAL RETIREMENT FUND
(2022)**

WHEREAS, the City of Urbana, participates in the Illinois Municipal Retirement Fund ("IMRF"), a pension plan that provides retirement, disability, and death benefits to its employees, pursuant to Section 7-132 of the Illinois Pension Code, 40 ILCS 5 /7-132; and

WHEREAS, Section 7-135 of the Illinois Pension Code, 40 ILCS 5/7-135, authorizes each participating municipality to appoint an authorized agent to act on behalf of the municipality with respect to the IMRF, in accordance with the powers and duties set forth in such section; and

WHEREAS, the Urbana City Council, after due consideration, finds that the appointment of the Interim Human Resources Manager as the City's IMRF authorized agent is in the best interests of the City and is desirable for the welfare of the City's government and affairs.

NOW, THEREFORE, BE IT RESOLVED by the City Council, of the City of Urbana, Illinois, as follows:

Section 1.

The Interim Human Resources Manager is hereby appointed to serve as the authorized agent to act on behalf of the City of Urbana in connection with the Illinois Municipal Retirement Fund.

Section 2.

The Interim Human Resources Manager is hereby vested with the power to execute all necessary documents with the IMRF incidental to administration of the plan and all of the powers and duties set forth in Section 7-135 of the Illinois Pension Code, including but not limited to the power to file petitions for nominations of an executive trustee of the IMRF and to cast a ballot for election of an executive trustee of the IMRF.

Section 3.

Upon approval of this Resolution, the City Clerk is directed to (a) certify by signature on IMRF Form 2.20, "Notice of Appointment of Authorized Agent," that the Interim Human Resources Manager is appointed as the authorized agent for the City of Urbana; and (b) transmit a certified copy of this Resolution and the completed Form 2.20 to the Illinois Municipal Retirement Fund, 2211 York Road, Suite 500, Oak Brook, Illinois 60523-2337.

PASSED BY THE CITY COUNCIL this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this Date day of Month, Year.

Diane Wolfe Marlin, Mayor