



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: John Flynn

SUBJECT: See Below

DATE: August 12, 2025

COUNCIL DISTRICT: Citywide

SUBJECT: Approval of the Board of Administration (“Board”) for the Police and Fire Department Retirement Plan’s Action Designating 1737 N. First St, Suite 580, San Jose, CA 95112 as the Standard Location for Regular Board and Committee Meetings

RECOMMENDATION

It is recommended that the City Council accept the Board of the Police and Fire Department Retirement Plan’s designation of the Office of Retirement Services (“ORS”), located at 1737 N. First St, Suite 580, San Jose, CA 95112, as its standard meeting location for its Regular Board and Committee meetings.

SUMMARY AND OUTCOME

On August 7, 2025, the Board of the Police and Fire Department Retirement Plan took action by unanimous vote to designate the Office of Retirement Services, located at 1737 N. First Street, Suite 580, San Jose, CA 95112, as its standard location for its Board and Committee meetings. This action is consistent and in accordance with Section 3.36.330 of the San José Municipal Code (“SJMC”), which authorizes the Board to determine the time and place of its meetings.

BACKGROUND

Section 3.36.330 of the San José Municipal Code states:

3.36.330 - Retirement board - Meetings - Quorum - Voting.

The retirement board shall hold regular meetings monthly at a time and place to be determined by the board. Special meetings may be held at any time and place upon the call of its president or of a quorum of the members of the board. Until at least seven seats on the board are filled for the first time after adoption of the ordinance increasing the board to nine members, four members of the board shall be necessary to constitute a

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quorum for the board to take action, although a lesser number may adjourn from time to time. Once seven seats on the board have been filled for the first time after adoption of the ordinance increasing the board to nine members, a majority of the total number of member seats, filled or vacant, shall be necessary to constitute a quorum, although a lesser number may adjourn from time to time. The board shall act by resolution, order or motion. All meetings shall be open and public.

For meetings of the Police and Fire Retirement Plan’s Board and/or its committees, the ORS Boardroom is open to the public and fully complies with the requirements of the City of San Jose Sunshine Resolution and the Ralph M. Brown Act applicable to public meetings for local agencies in San Jose’s jurisdiction. The Police and Fire Retirement Plan’s Board will continue to permit remote participation by the City administration and Council Member Liaisons, as needed. Members of the public will also be allowed to participate remotely as well.

The ORS Office is located on North 1st Street, directly across from the “Metro/Airport” VTA light rail stop, which serves both the Blue and Green lines. Free parking is available at the ORS office building for those attending meetings. This convenient location accommodates attendees who drive as well as those who use public transportation to attend Retirement Board or Committee meetings.

The Board has made this change for several reasons, including but not limited to:

- Greater consistency in meeting location, as scheduling conflicts with the City Hall Wing rooms have required Retirement Board meetings to be periodically relocated to the ORS Office to accommodate other city operations. Recent examples of Police and Fire Department Retirement Plan’s Board meetings affected by such conflicts include meetings scheduled on the following dates:
 - April 4, 2024
 - December 5, 2024
 - April 3, 2025;
- Increased convenience for the Board Members;
- Improved efficiency for ORS staff, who can more effectively support Board meetings from their own office and board room; and
- Continued commitment to providing the public with the same level of open access, ensuring opportunities for participation both in person and remotely.

HONORABLE MAYOR AND CITY COUNCIL

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EVALUATION AND FOLLOW-UP

No required follow up.

COORDINATION

ORS administration has consulted with both the City Manager Office Liaison and the City Council Liaison to the Police and Fire Department Retirement Plan's Board.

PUBLIC OUTREACH

ORS will notify all members of the location change through its standard communication channels. This will include updates to the website, newsletters, social media channels, and agendas.

COMMISSION RECOMMENDATION AND INPUT

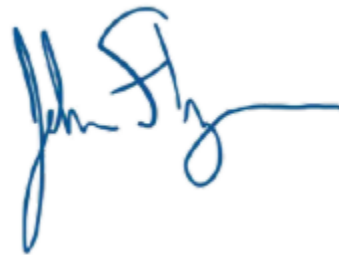
No commission recommendation or input is associated with this action.

CEQA

Not a CEQA Project.

PUBLIC SUBSIDY REPORTING

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code, or under the City's Open Government Resolution.



John Flynn
CEO, Office of Retirement Services

For questions, please contact John Flynn, CEO of the Office of Retirement Services, at john.flynn@sanjoseca.gov or (408) 794-1000.