



COUNCIL AGENDA: 12/17/2024

FILE: 24-2368

ITEM: 2.8

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Toni J. Taber, MMC
City Clerk

SUBJECT: SEE BELOW

DATE: December 4, 2024

**SUBJECT: APPOINTMENT TO THE POLICE EMPLOYEE SEAT ON THE
BOARD OF ADMINISTRATION FOR THE POLICE AND FIRE
RETIREMENT PLAN**

RECOMMENDATION

Appoint David Woolsey as the Police Department Employee Representative to the Board of Administration for the Police and Fire Department Retirement Plan to a partial term from December 22, 2024 to November 30, 2025 and to a subsequent four year term from December 1, 2025 to November 30, 2029.

OUTCOME

Appointment to the Police Employee Representative Seat will allow for a fully constituted Board of Administration for the Police and Fire Department Retirement Plan (Board) to continue conducting regular business.

BACKGROUND

San José Municipal Code Section 2.08.1210.B requires one of the nine members of the Board to be an employee in the Police Department who is also a member of the Police and Fire Department Retirement Plan.

David Wilson is currently seated as the Employee Representative to the Board of Administration for the Police and Fire Department Retirement Plan; his term is scheduled to end November 30, 2025. David Wilson informed the Office of Retirement Services of his upcoming retirement; his last day of City Service will be December 21, 2024. Pursuant to San José Municipal Code Section 2.08.1230.A, David Wilson will cease to be an employee of the Police Department on December 22, 2024 and will cease to serve as a member of the Board of Administration for the Police and Fire Department Retirement Plan on that date. Thereupon, the Council shall appoint a successor for the unexpired portion of such member's term in conformance with the provisions of Section 2.08.1245 of the Municipal Code. For unscheduled vacancies, the candidate recommended by election may be appointed by the City Council to fill the remainder of the unexpired term plus the full four year term if by such time of the Council appointment, there is less than twelve (12) months left on the vacated term.

HONORABLE MAYOR AND CITY COUNCIL

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ANALYSIS

Pursuant to Section 2.08.1245.A and the employee election procedures, the City Clerk's Office conducted a recruitment for the unscheduled vacancy of the Police Department Employee Seat on the Board. The nomination period opened on October 23, 2024 and closed at 5:00 p.m. on November 14, 2024. At the close of the nomination period, the Office of the City Clerk received one application and completed nomination petition from Police Department employee David Woolsey. In accordance with the City Clerk's employee election procedures, immediately upon the close of the petition period, the City Clerk filed David Woolsey's petition for appointment with the Board of Administration for the Police and Fire Department Retirement Plan. The Board reviewed the petition and submits its recommendation to the City Council for the appointment of David Woolsey. The Board's recommendation is attached.

David Woolsey is currently seated on the Deferred Compensation Advisory Committee and is permitted to be concurrently seated on the Board of Administration for the Police and Fire Department Retirement Plan.

EVALUATION AND FOLLOW-UP

A core duty of the Office of the City Clerk is to minimize vacancies on the Boards and Commissions. If any vacancies remain, it is recommended that the City Council direct the City Clerk to continue recruitment.

PUBLIC OUTREACH

This memorandum has been posted on the City Clerk's website as part of the December 17, 2024 City Council Meeting Agenda.

COORDINATION

This memorandum has been coordinated with the Office of Retirement Services and the Office of the City Attorney.

CEQA

Not a Project, File No. PP17-010, City Administrative Activities, resulting in no changes to the physical environment.



TONI J. TABER, MMC
City Clerk

For questions, please contact Toni Taber, City Clerk, at (408) 535-1260.