



# City of Broken Arrow

## Request for Action

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**File #: 17-1855, Version: 1**

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**Broken Arrow City Council  
Meeting of: 02-21-2017**

**To: Mayor and City Council  
From: Office of the City Manager  
Title:**

**Approval of and authorization to execute the Oklahoma Municipal Retirement Fund Authorized Agent Notification Form designating Amber Moreno as the City's Authorized Agent**

**Background:**

Retirement benefits are provided to non-union employees through the Oklahoma Municipal Retirement Fund (OkMRF) program. OkMRF requires the governing body to designate an Authorized Agent to act as the agent of the employer in matters pertaining to the local administration and coordination of plan activities. Administration activities include processing contribution and payroll information, forms and applications for plan participants and to assist participants, the employer and governing body regarding plan matters.

The Authorized Agent has historically been the Compensation and Benefits Manager. On January 3, 2017, Amber Moreno was hired as the Compensation and Benefits Manager. Jannette McCormick, who was promoted to Human Resources Director, previously held this position.

Staff recommends the Council approve the Oklahoma Municipal Retirement Fund Authorized Agent Notification Form and authorize its execution.

**Cost: \$0.00**

**Prepared By: Jannette McCormick, Human Resources Director**

**Reviewed By: Assistant City Manager - Administration  
Legal Department**

**Approved By: Michael L. Spurgeon, City Manager**

**Attachments: OkMRF Authorized Agent Notification Form**

**Recommendation:**

Approve the Oklahoma Municipal Retirement Fund Authorized Agent Notification Form and authorize its

execution.