

Below are the steps necessary to make a plan change:

- **Request a plan change study from TMRS.** TMRS will prepare a cost analysis for any potential changes to your city's plan.
- **Prepare an ordinance for your city council to adopt.** TMRS will provide you with a model ordinance that your city council can use to make a plan change. Some plan changes take effect the month after adoption, while others will not take effect until January 1 of the following year.
- **Request the ordinance at least seven days before you post notice for your council meeting.**
- **Submit the adopted ordinance to TMRS.** When the city council adopts the ordinance, email a copy of the signed ordinance to cityservices@tmrs.com.
- **Pay the new contribution rate.** If the plan benefit change impacts the cost of the city's benefits, a new contribution rate will be emailed to you and reflected in the City Portal.

Member Service Center

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Website

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Mailing Address

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