

City of Alexandria, Virginia

MEMORANDUM

DATE: DECEMBER 9, 2004
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: PHILIP SUNDERLAND, CITY MANAGER *ps*
SUBJECT: APPOINTMENTS OF CITY MANAGER AND EMPLOYEE REPRESENTATIVES TO THE CITY OF ALEXANDRIA FIREFIGHTERS AND POLICE OFFICERS PENSION PLAN RETIREMENT BOARD

ISSUE: Appointment of City Manager and Employee Representatives as the Retirement Board Members for the City of Alexandria Firefighters and Police Officers Pension Plan.

RECOMMENDATION: That City Council appoint the following individuals to the City of Alexandria Firefighters and Police Officers Pension Plan Board.

Participant Representatives Nominated by Firefighters:
Michael Cross
Christopher Lockwood
Patrick Evans (Alternate)

Participant Representatives Nominated by Police Officers by secret ballot:
Dana Lawhorne
Joseph Seskey
Shirl Mammarella (Alternate)

Representatives Nominated by the City Manager:
Michele Evans, Assistant City Manager
Mark Jinks, Assistant City Manager
Henry Howard, Jr., Director Personnel Services
D. A. Neckel, Director of Finance
Bruce Johnson, Director, Office of Management and Budget (Alternate)

DISCUSSION: Under the provisions of the City of Alexandria Firefighters and Police Officers Pension Plan (Pension Plan), which was approved by Council on February 21, 2004, the Pension Plan Board established as part of the Pension Plan is to consist of eight members and three alternates. Board Members serve as the Trustee of the Trust and the fiduciary of the Pension Plan and its assets. The Board has full authority to act for the City on matters concerning the assets of the Pension Plan including selecting and monitoring investment funds, appointing the investment managers, custodians

and investment advisors. The Pension Plan Board is also charged with consulting with City management to make recommendations concerning modifications to the Pension Plan.

The members are either nominated by the City Manager or are voting participants in the Pension Plan. The appointing authority is City Council. Four members of the Pension Plan Board and one alternate are nominated by the City Manager. Two members and one alternate are to be nominated by Pension Plan participants currently employed by the City as firefighters utilizing secret ballots. Firefighters and Police Officers in the plan each elect and nominate two members as an alternate member to represent each group. In the event the Council does not appoint a City Manager representative or a participant representative who has been nominated, the City Manager or voting participants, as the case may be, are to select and present another nominee through the same nomination and election procedure.

During October and November, participants in the Pension Plan held elections for the firefighter and police officer representatives in accordance with the procedures in the Pension Plan. The employees in the Pension Plan in each department elected two Participant Representative nominees and one Alternative Participant Representative. The four City Manager members have been participants of the Pension Committee with the police and fire employees over the last several years in the review and revisions to their retirement plan.

Board Members representing voting participants serve three-year terms. City Representatives serve until they resign or are removed from the Board. At any time, the City Manager may, at his discretion, request the removal of a City Representative with or without cause. Pension Board meetings are to be held each quarter of the calendar year. The chairman and the secretary are to be elected by the Board Members.

Other Jurisdictions

The Arlington County Board of Trustees consists of seven trustees. The Board includes two trustees appointed by the County Board and one trustee appointed each by the County Manager and the School Board respectively. One trustee is elected by the police officers, firefighters and deputy sheriffs. One trustee is elected by employees covered by VRS and one trustee is elected by employees not represented by another trustee.

The Fairfax County Police Officers Retirement System is administered by a Board of seven trustees. Two members are appointed by the Board of Supervisors. The County Director of Finance is the Treasurer of the Board. Three trustees are elected by active members and one retiree is elected by retired members of the Police Department.

FISCAL IMPACT: None

STAFF:

Mark Jinks, Assistant City Manager
Michele Evans, Assistant City Manager
D. A. Neckel, Director of Finance
Caterina Tarver, Pension Administrator