

## City of Alexandria, Virginia

## MEMORANDUM

**DATE:** JUNE 7, 2011

**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

**FROM:**  BRUCE JOHNSON, ACTING CITY MANAGER

**SUBJECT:** APPOINTMENT OF MANAGEMENT REPRESENTATIVE AND  
MANAGEMENT ALTERNATE REPRESENTATIVE TO THE CITY OF  
ALEXANDRIA FIREFIGHTERS AND POLICE OFFICERS PENSION  
PLAN RETIREMENT BOARD

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**ISSUE:** Appointment of Management Representative and Management Alternate Representative to the Retirement Board ("Board") of the City of Alexandria Firefighters and Police Officers Pension Plan ("the Plan").

**RECOMMENDATION:** That City Council appoint Acting Office of Management and Budget Director Morgan Routt to the City of Alexandria Firefighters and Police Officers Pension Board to serve in the place of Acting City Manager Bruce Johnson as a management representative until Mr. Johnson returns to his position of Chief Financial Officer (At that time, Mr. Routt will once again become the alternate representative of City management.)

In the interim, I also recommend that Assistant City Manager Tom Gates be appointed to take Mr. Routt's position as alternate management representative during this period.

**DISCUSSION:** The Alexandria Firefighters and Police Officers Pension Plan Retirement Board consists of eight members and three alternates who serve as the trustees of the trust and fiduciaries of the Plan and its assets. The Board acts for the City on matters concerning the assets of the Plan, including selecting and monitoring investment funds and appointing the investment managers, custodians and investment advisors. The Board is also charged with consulting City management to recommend modifications to the Plan.

City Council has the authority to appoint the Board members, who are nominated by the City Manager. The City Manager nominates four City Representatives and one Alternate to represent City management.

City Representatives serve until they resign or are removed from the Board. Currently, the four City Representatives are Acting City Manager Bruce Johnson, Deputy City Manager Michele Evans, Acting Chief Financial Officer Laura Triggs, and Human Resources Director Cheryl Orr. The Alternate is Office of Management and Budget Acting Director Morgan Routt. The Plan requires Board meetings be held each quarter of the calendar year, but meetings are held more often. The chairman and the secretary are elected by the Board members.

When he returns to the position of Chief Financial Officer, Mr. Johnson will serve again as a member of the Retirement Board and Mr. Routt will once again be an alternate member of the board. Mr. Gates will no longer serve as an alternate member of the Board at that time.

**FISCAL IMPACT:** None.

**STAFF:**

Michele Evans, Deputy City Manager

Laura B. Triggs, Acting Chief Financial Officer

Steven Bland, Chief Investment Officer