

City of Alexandria, Virginia

MEMORANDUM

DATE: MAY 2, 2012

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: RASHAD M. YOUNG, CITY MANAGER *RMJ*

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

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

RECOMMENDATION: That City Council appoint Morgan Routt, Acting Director of Office of Management and Budget, to the Board and appoint Tom Gates, Assistant City Manager, as an Alternate member of the Board, both effective May 12. These appointments are necessary as a result of the resignation of Human Resources Director Cheryl Orr. Her last day in City employment is May 11.

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 also is 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. 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.

City Representatives serve until they resign or are removed from the Board. Currently, the four City Representatives are Chief of Staff 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. Mr. Routt and Mr. Gates were previously appointed to the Board as member and alternate, respectively, when Bruce Johnson became Acting City Manager. They served in this capacity until Mr. Johnson returned to the Board in December 2011.

FISCAL IMPACT: None.

STAFF:

Michele Evans, Deputy City Manager

Laura B. Triggs, Acting Chief Financial Officer

Steven Bland, Retirement Administrator