


## City of Alexandria, Virginia

## MEMORANDUM

DATE: DECEMBER 4, 2007

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: APPOINTMENT OF PARTICIPANT REPRESENTATIVES AND  
ALTERNATES TO THE CITY OF ALEXANDRIA FIREFIGHTERS AND  
POLICE OFFICERS PENSION PLAN RETIREMENT BOARD

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**ISSUE:** Appointment of Participant Representatives and Alternates to the Retirement Board of the City of Alexandria Firefighters and Police Officers Pension Plan ("Plan").

**RECOMMENDATION:** That City Council appoint the following individuals to the City of Alexandria Firefighters and Police Officers Pension Board (the "Board") effective January, 2008.

Participant Representatives and Alternates nominated and elected by Firefighters:

Michael Cross  
Christopher Lockwood  
Patrick Evans (Alternate)

Participant Representatives and Alternates nominated and elected by Police Officers:

Albert Tierney  
Edward Milner  
Shirl Mammarella (Alternate)

**DISCUSSION:** The Plan, which was approved by City Council on February 21, 2004, established a Board. The Board consists of eight members and three alternates. The Board members serve as the Trustees of the Trust and the Fiduciary of the Plan and its assets. The Board has full authority to act for the City on matters concerning the assets of the Plan, including selecting and monitoring investment funds, appointing the investment managers, custodians and investment advisors. The Board is also charged with consulting City management to make recommendations concerning modifications to the Plan.

City Council has the authority to appoint Board members. The Board members are either nominated by the City Manager or by the Voting Participants. Voting Participants include active employees who are sworn Firefighters or Police Officers as well as the retired and deferred vested Participants who were sworn Firefighters or Police Officers. The City Manager nominates four City Representatives and one Alternate to represent City management. Firefighters nominate, and elect through secret ballot, two Participant Representatives and one Alternate. Police Officers also nominate, and elect through secret ballot, two Participant Representatives and one Alternate. In the event City Council does not appoint a City Manager representative or a Participant Representative nominated by the Voting Participants, the nomination and election process must be repeated to fill all the Board member positions.

During August and September, participants in the Plan held elections for the Firefighter and Police Officer Participant Representatives and Alternates in accordance with the procedures in the Plan. Two Police representatives on the Board chose not to run again: Dana Lawhorne (Police retiree) and Sgt. Joseph Seskey. The employees in the Plan in each department nominated and elected two Participant Representative nominees and one Alternate Participant Representative nominee. Ballots were sent to 197 active, retired, and vested Firefighters and 411 active, retired, and vested Police Officers. Completed ballots were received from 58 Firefighters and 153 Police Officers.

Participant Representatives serve 3-year terms. City Representatives serve until they resign or are removed from the Board. The four City representatives are Deputy City Managers Mark Jinks and Michele Evans, Finance Director Laura Triggs and Personnel Services Director Henry Howard. The alternate is Office of Management and Budget Director Bruce Johnson. The City Manager, at his discretion, may request at any time the removal of a City Representative with or without cause. The Plan requires Board meetings to be held each quarter of the calendar year, but meetings are held more often. The chairman and the secretary are to be elected by the Board members.

**FISCAL IMPACT:** None.

**STAFF:**

Mark Jinks, Deputy City Manager  
Michele Evans, Deputy City Manager  
Laura B. Triggs, Director of Finance  
Steven Bland, Retirement Administrator