


## City of Alexandria, Virginia

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## MEMORANDUM

DATE: JANUARY 7, 2009

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: CONSIDERATION OF APPOINTMENT OF TWO CITY REPRESENTATIVES TO THE POLICE/FIRE PENSION BOARD

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**ISSUE:** Appointing a new City Representative and changing the City Representative Alternate to the City of Alexandria Firefighters and Police Officers Pension Plan Board (the "Board").

**RECOMMENDATION:** That City Council ratify the appointment of Cheryl Orr as a City Representative and Bruce Johnson as the Alternate City Representative member to the Board.

**BACKGROUND:** The investments of the City of Alexandria Firefighters and Police Officers Pension Plan (the "Plan") are managed by the Board. The Board consists of two Participant Representatives and one Alternate elected by firefighters, two Participant Representatives and one Alternate elected by police officers, and four City Representatives and one Alternate appointed by the City Manager. Both the elected Participant Representatives and the City Manager-appointed City Representatives are subject to ratification by the City Council before they can take office. Previously, Personnel Services performed the daily administrative activities necessary for the Plan. These duties are now carried out by the Finance Department.

Henry Howard, the Director of Personnel Services, was a City Representative on the Board from 2004 until his retirement on August 29, 2008. On September 9, 2008, City Council approved the appointment of Bruce Johnson, the Budget Director and the former Alternate City Representative, as the fourth City Representative to the Board. At the same time, Kathleen Schramm, who at that time was the Acting Director of Personnel Services, was appointed the Alternate City Representative.

The City Manager indicated at that time that he would recommend that the new Director of Personnel Services become a City Representative, that Mr. Johnson move back into the Alternate City Representative position, and that Ms. Schramm would no longer serve as Alternate City Representative. Ms. Orr replaced Mr. Howard as Director of the newly named Human Resources Department on November 24, 2008. The other City Representatives are the two Deputy City Managers, Mark Jinks and Michele Evans, and the Finance Director, Laura Triggs.

**FISCAL IMPACT:** None.

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