



City of Alexandria

City Council Chambers at
Del Pepper Community
Resource Center
4850 Mark Center Drive
Alexandria, VA 22311

Legislation Text

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City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 4, 2017

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: MARK B. JINKS, CITY MANAGER /s/

DOCKET TITLE:

Consideration of Appointment of the Fire Marshal/Medic Alternate to the City of Alexandria's Supplemental Retirement Board.

ISSUE: Appointment of Medic and Fire Marshal Alternate to the Retirement Board ("Board") of the City of Alexandria's Supplemental Retirement Plan ("Plan").

RECOMMENDATION: That City Council appoint the following individuals to the City of Alexandria's Supplemental Retirement Plan Board:

- James Mikell as a Medic/Fire Marshal Alternate Representative;

Assuming City Council appointment, the effective dates of these terms will be October 1, 2017 to December 31, 2020.

BACKGROUND: The Board was created on December 11, 2012 and includes General Schedule, Deputy Sheriff and Fire Marshal/Medic employees. The Board is comprised of eight members and five alternates who serve as the trustees of the Plan's trust and fiduciaries of the Plan and its assets. The Board acts for the City on matters concerning the Plan's assets, including selecting and monitoring investment funds and appointing investment managers, custodians, and advisors. The Board is also charged with consulting with City management to recommend modifications to the Plan. The Plan requires Board meetings to be held each quarter of the calendar year, but meetings are held more often.

City Council has the authority to appoint Board members. The Board members are either nominated by the City Manager or by the Board. The City Manager nominates four representatives and one alternate to represent City management. The Board nominates two representatives and two alternates to represent General Schedule employees, one representative and one alternate to represent the Deputy Sheriffs, and one representative and

one alternate to represent the Fire Marshals and Medics. In the event that City Council does not appoint a representative or alternate nominated by the City Manager or the Board, the nomination process must be repeated until all Board member positions are filled. The chairman and the secretary are elected by the Board members.

Participant Representatives and Participant Alternates serve four-year terms, which are staggered so that members' terms overlap but are not concurrent.

Current Participant Representatives and Alternates for the Supplemental Retirement Board are as follows:

Participant Representatives and Alternates for General Schedule Employees:

<u>Name</u>	<u>Current Term</u>
Shane Cochran	1/1/2015 - 12/31/2018
Nathan Imm	1/1/2017 - 12/31/2020
Philip Caldwell	1/1/2017 - 12/31/2020
Lillian Vagnoni	1/1/2015 - 12/31/2018

Participant Representatives and Alternates for Deputy Sheriffs:

<u>Name</u>	<u>Current Term</u>
Robert Gilmore	1/1/2015 - 12/31/2018
Valarie Wright	1/1/2015 - 12/31/2018

Participant Representatives and Alternates for Medics and Fire Marshals:

<u>Name</u>	<u>Current Term</u>
Charles Curia	1/1/2017 - 12/31/2020
Vacant-(Alternate) Proposed - James Mikell	Once appointed, term will end 12/31/2020

Management Representatives and the Management Alternate serve until they resign, are removed from the Board by City Council or end their employment with the City.

Current Management Representatives and Alternate for the Supplemental Retirement Board are as follows:

<u>Name</u>
Jack Browand, Division Chief, RPCA
James Davis, Human Resources Manager, Human Resources Department
Jean Kelleher, Director, Office of Human Rights
Laura Triggs, Deputy City Manager, City Manager's Office
Christina Zechman Brown, Assistant City Attorney, City Attorney's Office.

DISCUSSION: In accordance with Plan rules, the Board held elections for one vacant position at the September 14, 2017 and the Board voted to appoint Mr. Mikell as the Medic/Fire Marshall alternate in an uncontested election. The General Schedule Alternate position was previously held by Nancy McFadden who stepped down from the Board.

FISCAL IMPACT: None.

ATTACHMENTS: None.

STAFF:

Laura Triggs, Deputy City Manager

Kendel Taylor, Finance Director

Michael Stewart, Deputy Finance Director

Kadira Coley, Retirement Administrator