



Legislation Text

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City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 6, 2013

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: RASHAD M. YOUNG, CITY MANAGER/s/

DOCKET TITLE:

Appointment of Participant and Alternate Representative and Management Representative to Certain City of Alexandria's Retirement and Investment Boards.

ISSUE: There are two similar issues: 1) Appointment of a Management Representative to the Retirement Board of the City of Alexandria Firefighters and Police Officer Pension Plan ("Fire & Police Plan") and 2) Appointment of an Employee Representative and Alternate to the Retirement Board of the City of Alexandria Supplemental Retirement Plan ("Supplemental Plan").

RECOMMENDATION:

1) That City Council replace the following representative from the City of Alexandria Firefighters and Police Officers Pension Board:

- Mark Jinks, Deputy City Manager, as City Management Representative

2) With:

- Nelsie Smith, Director of OMB, to the City of Alexandria Firefighters and Police Officers Pension Board.

Ms. Smith this serves on the Supplemental Board as well as the Post-Employment Benefit Trust (for retiree health and life insurance). Mr. Jinks has taken on additional transit and economic development responsibilities that will take away from the time needed for this investment board.

Ms. Smith will remain on the board until removed by City Council or ending her employment.

3) That City Council replace the following representative from the City of Alexandria Supplemental Retirement Plan Board:

- Jarod Overstreet, Deputy Sheriff-Sergeant, as Deputy Sheriff Participant Representative

4) With:

- Robert Gilmore, Deputy Sheriff III.
- Currently Mr. Gilmore has been serving Deputy Sheriff Alternate.

Mr. Overstreet has been promoted and his duties at the Sheriff's Department have changed and he would like to focus his time on his new duties.

Mr. Gilmore's term will begin November 13, 2013 and expire December 31, 2014.

5) That City Council appoints the following individual to the newly vacant position to the City of Alexandria Supplemental Retirement Plan Board:

- Valarie Wright-Perry, Deputy Sheriff IV, as Deputy Sheriff Participant Alternate.

Ms. Wright-Perry's term will begin November 13, 2013 and expire December 31, 2014.

DISCUSSION: The Fire & Police Board consists of eight members and three alternates. The Supplemental Board consists of eight members and five alternates. Both boards serve as the trustees of the trust and fiduciaries of the respective plans and their assets. The boards act for the City on matters concerning the assets of the plans, including selecting and monitoring investment funds and appointing investment managers, custodians, and advisors. The boards are also charged with consulting with City management to recommend modifications to the Plan. Both plans require board meetings to be held each quarter of the calendar year, but meetings are generally held more often.

City Council has the authority to appoint Fire & Police Board members. The board members are either nominated by the City Manager or elected by the Voting Participants, which include both active sworn Firefighters and Police Officers as well as retired and deferred vested Plan Participants who were sworn Firefighters or Police Officers. The City Manager nominates four 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 that City Council does not appoint a representative nominated by the City Manager or the Voting Participants, the nomination and election process must be repeated until all board member positions are filled.

City Council has the authority to appoint Supplemental Board members. The members are either nominated by the City Manager or elected by the Supplemental Board trustees. The City Manager nominates four representatives and one alternate to represent City management. The Supplemental Board Employee Representatives include: two general Schedule Employees, one Deputy Sheriff, and one Medic/Fire Marshall. Each Employee Representative has an Alternate. In the event that City Council does not appoint a representative nominated by the City Manager or the Board Trustees, the nomination process must be repeated

until all Board member positions are filled.

Current Management Representatives of the Fire and Police Board are:

Name

Tom Gates, Deputy City Manager & Chairman of the Fire and Police Board
Mark Jinks, Deputy City Manager
Morgan Routt, Assistant Director Office of Management & Budget
Laura Triggs, CFO & Finance Director
Jean Kelleher (Alternate)

Current Employee Representatives of the Fire and Police Board are:

Name

Term Expires

Fire Fighters

Michael Cross	12/31/2016
Patrick Evans	12/31/2016
Rick Muse, Jr.-Alternate	12/31/2014

Name

Term Expires

Police Officers

Edward Milner	12/31/2014
Albert Tierney	12/31/2016
Shirl Mammarella-Alternate	12/31/2014

Current Management Representatives of the Supplemental Board are:

Name

Tom Gates, Deputy City Manager/Chief of Staff
Morgan Routt, Assistant Director Office of Management & Budget
Laura Triggs, CFO & Finance Director and Plan Administrator
Nelsie Smith, Director of Office of Management & Budget
Jean Niebauer, Director, Office of Human Rights-Alternate

Current Employee Representatives of the Supplemental Board are:

Representative

General Schedule	Shane Cochran, Housing, Division Chief
Medic /Fire Marshall	Nancy McFadden, Fire Department, Medic
Deputy Sheriff	Jarod Overstreet, Sheriff's Department, Deputy Sheriff
General Schedule	Marietta Robinson, Emergency Manager

Alternates

General Schedule	Bill Eger, T&ES Energy Manager
Medic	Vacant
Deputy Sheriff	Robert Gilmore, Sheriff's Department, Deputy Sheriff
General Schedule	Brenda D'Sylva, APD, Administrative Assistant

Members will remain on the board until removed by City Council or ending their employment with the City.

FISCAL IMPACT: None.

ATTACHMENT: None.

STAFF:

Laura Triggs, Chief Financial Officer

Tom Gates, Chief of Staff

Steven Bland, Retirement Administrator