



Legislation Text

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City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 5, 2014

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

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

DOCKET TITLE:

Appointment of Management Representative and Alternate the City of Alexandria Supplemental Retirement Board and Firefighters and Police Officers Pension Plan.

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

RECOMMENDATION:

1. That City Council replace the following Management Representative from the City of Alexandria Firefighters and Police Officers Pension Board and the Supplemental Retirement Board:
 - Morgan Routt, Assistant Director of the Office of Management & Budget (“OMB”), with Jean Kelleher, Director of Human Rights.

Ms. Kelleher currently serves on the Supplemental Board and the Fire & Police Board as the Management Alternate Representative. Mr. Routt has taken on additional responsibilities in OMB that will take away from the time needed for this investment board.

After appointment, Ms. Kelleher will remain on both boards until removed by City Council or ending her employment.

2. That City Council appoint the following individual to the newly vacant Management Alternate Representative on the City of Alexandria Firefighters and Police Officers Pension Board and the

Supplemental Retirement Board:

- Elizabeth Davies, Performance Analyst.

After appointment, Ms. Davies will remain on both boards until removed by City Council or ending her employment.

BACKGROUND: 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 and fiduciaries of their respective plans and assets. Both Boards act for the City on matters concerning the Plan's assets, including selecting and monitoring investment funds and appointing investment managers, custodians, and advisors. Both 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.

DISCUSSION: 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 Management Representatives and one Management Alternate Representative to act on the behalf of 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 Management Representatives and one Management Alternate Representative to act on the behalf of City management. The Supplemental Board Employee Representatives include: two General Schedule Employees, one Deputy Sheriff, and one Medic/Fire Marshal. 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 and the Supplemental Retirement Board are:

Name

Tom Gates, Deputy City Manager/Chief of Staff

Jean Kelleher*, Director, Office of Human Rights

Nelsie Smith, Director, Office of Management and Budget

Laura Triggs, CFO & Finance Director

Proposed - Elizabeth Davies, Performance Analyst - Alternate

* Ms. Kelleher has been serving as the Management Alternate Representative to Fire and Police Board since 9/11/2012. Ms. Kelleher has been serving as the Management Alternate Representative to Supplemental Board since 12/11/2012. These appointments will move her from Management Alternate Representative to Management Representative for both Boards.

Current Employee Representatives of the Fire and Police Board are:

<u>Name</u>	<u>Term Expires</u>
Fire Fighters	
Michael Cross, Battalion Chief	12/31/2016
Patrick Evans, Firefighter II	12/31/2014
Ricky Muse, Jr., Firefighter II - Alternate	12/31/2014

<u>Name</u>	<u>Term Expires</u>
Police Officers	
Edward Milner, Lieutenant	12/31/2014
Albert Tierney, Retired	12/31/2016
Shirl Mammarella, Lieutenant - Alternate	12/31/2014

Current Employee Representatives of the Supplemental Board are:

<u>Name</u>	<u>Term Expires</u>
General Schedule	
Shane Cochran, Division Chief , Housing	12/31/2014
Marietta Robinson, Public Safety Operations Manager, DEC	12/31/2016
Bill Eger, Energy Manager, General Services - Alternate	12/31/2014
Brenda D'Sylva, Fiscal Officer I, Police Department - Alternate	12/31/2016

<u>Name</u>	<u>Term Expires</u>
Medic /Fire Marshal	
Nancy McFadden, Medic II, Fire Department	12/31/2016
Young-Ju Kim, Medic II, Fire Department	12/31/2016

<u>Name</u>	<u>Term Expires</u>
Deputy Sheriff	
Robert Gilmore, Deputy Sheriff III, Sheriff Department	12/31/2014
Valarie Wright, Deputy Sheriff IV, Sheriff Department - Alternate	12/31/2014

We are recommending the appointments of Ms. Kelleher and Ms. Davies to both the Fire & Police Board and to the Supplemental Board. Staff requests that City Council re-appoint Ms. Kelleher and appoint Ms. Davies to the Boards effective March 12, 2014.

FISCAL IMPACT: None.

ATTACHMENTS:
None.

STAFF:
Laura Triggs, Chief Financial Officer & Finance Director
Tom Gates, Deputy City Manager/Chief of Staff
Steven Bland, Retirement Administrator

