



Legislation Text

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City of Alexandria, Virginia

MEMORANDUM

DATE: DECEMBER 2, 2015

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

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

DOCKET TITLE:

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

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

RECOMMENDATION:

1. That City Council replace the following Management Representative on the City of Alexandria Firefighters and Police Officers Pension Board and the Supplemental Retirement Board:
 - Titania Cross, Deputy Director, Planning, Construction and Facilities, Department of General Services with Christina Zechman Brown, Assistant City Attorney, Office of the City Attorney
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:
 - James Davis, HR Manager II, Human Resources

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 quarterly, 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 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 to act on 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 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 for the Firefighters and Police Officers Pension Board and the Supplemental Retirement Board are:

Laura Triggs, Deputy City Manager
Christina Zechman Brown*, Assistant City Attorney
Jean Kelleher, Director, Office of Human Rights
Jack Browand, Division Chief, RCPA
Proposed - James Davis, HR Manager II, Human Resources

* Ms. Zechman Brown has been serving as the Management Alternate Representative to Fire and Police Board and the Supplemental Board since September 9, 2015. These appointments will move her from Management Alternate Representative to Management Representative for both Boards.

Current Employee Representatives of the Firefighters and Police Officers Pension Board are:

<u>Name</u>	<u>Term Expires</u>
Firefighters	
Michael Cross, Battalion Chief	12/31/2016
Patrick Evans, Firefighter II	12/31/2018
Ricky Muse, Jr., Firefighter II - Alternate	12/31/2018
<u>Name</u>	<u>Term Expires</u>
Police Officers	
Edward Milner, Lieutenant	12/31/2018
Albert Tierney, Retired	12/31/2016

Shirl Mammarella, Captain - Alternate

12/31/2018

Current Employee Representatives of the Supplemental Retirement Board are:

<u>Name</u>	<u>Term Expires</u>
General Schedule	
Shane Cochran, Division Chief, Office of Housing	12/31/2018
Marietta Robinson, Public Safety Operations Manager, DEC	12/31/2016
Lillian Vagnoni - Family Services Supervisor, DCHS - Alternate	12/31/2018
Brenda D'Sylva, Fiscal Officer III, 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
Charles Curia, Medic II, Fire Department	12/31/2016

<u>Name</u>	<u>Term Expires</u>
Deputy Sheriff	
Robert Gilmore, Deputy Sheriff Sergeant, Sheriff's Office	12/31/2018
Valarie Wright, Deputy Sheriff IV, Sheriff's Office - Alternate	12/31/2018

We are recommending the appointments of both Ms. Zechman Brown and Mr. Davis to both the City of Alexandria Firefighters and Police Officers Pension Board and the Supplemental Retirement Board. Staff requests that City Council appoint these individuals both Boards effective December 9, 2015. Ms. Zechman Brown currently serves on the Supplemental Board and the Fire & Police Board as the Management Alternate Representative. Ms. Cross is no longer employed by the City of Alexandria.

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

Mr. Davis joined the City as Benefits Manager in May 2015. Prior to this, he served for 16 years as Benefits Manager for the Washington Metropolitan Area Transit Authority (Metro) where he was responsible for both insurance and retirement benefits and functioned as Plan Administrator for Metro's seven Pension Trusts. Before that, he was Benefits Director for the American National Red Cross for nine years and functioned as Plan Administrator for their national insurance program trust for all Red Cross chapters. Mr. Davis has a bachelor's degree in Mathematics and a Master's degree in Counseling.

FISCAL IMPACT: None.

ATTACHMENTS: None.

STAFF:

Laura Triggs, Deputy City Manager
Kendel Taylor, Finance Director, Finance
Kadira Coley, Retirement Administrator, Finance.

