



Legislation Text

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City of Alexandria, Virginia

MEMORANDUM

**DATE:** JANUARY 16, 2019

**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 Alternate to the City of Alexandria Supplemental Retirement Board and Firefighters and Police Officers Pension Board.

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**ISSUE:** Appointment of a Management Representative Alternate to the City of Alexandria Firefighters and Police Officers Pension Board (“Fire & Police Board”) and Appointment of a Management Representative Alternate to the Retirement Board of the City of Alexandria Supplemental Retirement Plan (“Supplemental Board”).

**RECOMMENDATION:** That City Council appoint Philip Pugh, Property Maintenance Code Division Chief, Department of Code Administration as a Management Representative Alternate to the City of Alexandria Firefighters and Police Officers Pension Board and the Supplemental Retirement Board.

**BACKGROUND:** The Firefighter & Police Officers Pension Board consists of eight representatives and three alternates. The Supplemental Board consists of eight representatives 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. With overlapping investments both boards meet together with some frequency, hence the overlapping membership.

**DISCUSSION:** City Council has the authority to appoint Firefighter & Police Officers Pension Board representatives. The board representatives are either nominated by the City Manager or management 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 Retirement 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 Employee Representative. The employee representatives are elected by secret ballot votes from existing board members. 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:

Shari Davidson, Human Resources Manager, Human Resources Department  
Jean Kelleher, Director, Office of Human Rights  
*Proposed Philip Pugh, Property Maintenance Code Division Chief, Code Administration*  
Laura Triggs, Deputy City Manager, City Manager's Office  
Sharon Vaughan-Roach, Assistant Director, Center for Operations, DCHS

\*Ms. Vaughn-Roach has been serving as the Management Alternate Representative to the Firefighters and Police Officers Pension Board and the Supplemental Retirement Board since April 25, 2018. 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	12/31/2020
Patrick Evans, Firefighter Lieutenant	12/31/2022
Ricky Muse Jr., Firefighter III - Alternate	12/31/2022
Police Officers	
Edward Milner, Lieutenant	12/31/2022
Albert Tierney, Retired	12/31/2020
Shirl Mammarella, Captain - Alternate	12/31/2022

Current Employee Representatives of the Supplemental Retirement Board are:

<u>Name</u>	<u>Term Expires</u>
General Schedule	
Lynda Barbieri-Strain, Finance Department	12/31/2022

Phillip Caldwell, DCHS - Alternate	12/31/2020
Nathan Imm, Planning and Zoning	12/31/2020
Karen Spence, Finance Department - Alternate	12/31/2022

<u>Name</u>	<u>Term Expires</u>
Medic /Fire Marshal	
Vacant	12/31/2020
James Mikell, Fire Department	12/31/2020

<u>Name</u>	<u>Term Expires</u>
Deputy Sheriff	
Robert Gilmore, Sheriff's Office	12/31/2022
Valarie Wright, Sheriff's Office - Alternate	12/31/2022

Staff supports the appointment of Philip Pugh to both the City of Alexandria Firefighters and Police Officers Pension Board and the Supplemental Retirement Board. Staff requests that City Council appoint Mr. Pugh to both Boards effective immediately.

Philip Pugh is a code administration professional with 16 years of experience. He currently serves as the Property Maintenance Division Chief for the City of Alexandria's Department of Code Administration. He leads an inspection team that strives to enhance the quality of life for residents and visitors of Alexandria through proactive inspections, community engagement and service collaborations with various departments. Prior to coming to Alexandria, he served as Program Manager for the District of Columbia's Neighborhood Stabilization Inspection Program in the Department of Consumer and Regulatory Affairs. In neighboring Arlington County, Mr. Pugh held a position as a community code enforcement inspector for four years. In addition to his local government code administration experiences, he also owned and operated a home inspection and consulting business for several years in the District of Columbia and Maryland.

Philip serves on the City of Alexandria's Hoarding Task Force and was the committee chairman for the Virginia Building Code Officials Association's Property Maintenance committee for two terms. Philip also serves as an employee development trainer, specializing in customer service, time management and leadership 101 training. He is the immediate past president (2017-18) for City of Alexandria Toastmasters organization and holds the Advance Communicator Silver Award.

After appointment, Mr. Pugh will remain on both boards until he resigns from this board appointment, is removed by City Council or ends his employment.

**FISCAL IMPACT:** None.

**ATTACHMENTS:** None.

**STAFF:**

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

