

City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 13, 2022

TO: MEMBERS OF THE FIREFIGHTERS AND POLICE OFFICERS PENSION PLAN

FROM: KADIRA COLEY, RETIREMENT ADMINISTRATOR

SUBJECT: ELECTION OF FIREFIGHTER AND POLICE OFFICER PARTICIPANT REPRESENTATIVES AND ALTERNATES TO THE CITY OF ALEXANDRIA FIREFIGHTERS AND POLICE OFFICERS PENSION BOARD

The City of Alexandria Firefighters and Police Officers Pension Board (the “Board”) petitions for the election for one Firefighter participant representative and one Firefighter alternate and one Police Officer participant representative and one Police Officer participant alternate. The Board is composed of eight voting members and three alternates. The voting positions are split equally between employee participant representatives and City of Alexandria management representatives. The four employee participant representatives include two firefighter representatives and two police officer representatives. There is also an alternate representative for the firefighters and police officers and City Management. A list of the current Board members is attached. If you are interested in running for a Board position, please read below for more information.

The purpose of the Board is to oversee the investments of three retirement plans:

1. The City of Alexandria Firefighters & Police Officers Pension Plan (a defined benefit plan),
2. The City of Alexandria Retirement Income Plan for Firefighters and Police Officers (a defined contribution plan), and
3. The Firefighters and Police Officers Disability Income Plan (a defined benefit plan).

The Board typically meets twice every quarter, generally at City Hall. One meeting is a structured meeting for the Board to review investment performance. The other meeting is less structured, and the Board reviews a wide range of pension topics. Additional special meetings may be scheduled during the year. Meetings typically last three hours, but preparation for meetings may take longer. Meeting materials are sent to Board members to review in advance of the meeting.

If you are interested in running to be the Police Officer or Firefighter Representative or Alternate or would like to learn more about the process, you should:

- Review the Board Open House event. The event took place live on Thursday, October 13, 2022 and a recording is available by emailing retirement@alexandriava.gov.
- Email the Pension Administration Division should you have any questions or need clarity.
- Assess your commitment. Are you willing to put in the time and accept the fiduciary responsibility? Training is available.
- Garner support. Nominations require petitions signed by 25 Plan participants.

- Prepare a personal statement explaining why you want to serve on the Board and summarize the talents, education, experience, training, and insights you would bring to the Board.
- Provide the Election Administrator, Kadira Coley, with contact information (phone, e-mail, etc.).

A tentative timeline follows. Anyone who would like to be a nominee must submit a Nomination Petition to the Election Administrator by the extended deadline date **Friday, November 4, 2022**. The petition must be signed by at least twenty-five (25) Eligible Voting Participants. Eligible Voting Participants include active, retired, and disabled firefighters or police officers covered under the Plan as well as those members who still have balances in the defined contribution plan.

TENTATIVE TIMELINE:

Oct	Administrator announces Procedures and Calendar
Oct	Administrator provides Nomination Petition
Oct	Candidates provide Contact Information to Administrator
Nov	Candidates submit Nomination Petition to Administrator
Nov	Administrator provides Sample Personal Statements to candidates
Nov	Administrator provides candidates information on fiduciary responsibilities
Nov	Administrator confirms acceptance or rejection of nominations
Nov	Nominees given three days notice to address petition deficiencies
Nov	Administrator prepares ballots
Nov	Nominees deliver Personal statements to Administrator
Dec	Administrator mails ballots with Personal Statements to participants
Dec	Administrator tallies votes with representative's present
Dec	Administrator prepares written summary of results
Dec	Administrator notifies candidates
Jan	Public announcement of results, copy to City Council
Jan	Appeals procedures followed, if necessary
Jan	Administrator reports results to Board with recommended changes if any
Jan	City Council appoints elected members
Feb	Newly appointed members begin term retroactive to 1/1/2023

Election information is posted on the Pension Administration Division web page on the City web site, www.alexandriava.gov/retirement. Click on the links for *Firefighters and Police Officers* and *Election 2022*. Please check this site regularly for election announcements, updates, or changes to the above calendar.

If you have questions about running for or serving as a representative, please contact The Pension Division via e-mail (retirement@alexandriava.gov) please write F&P elections in the subject line, or call (703) 746-3906.

STAFF:

Kendel Taylor, Director of Finance

City of Alexandria Firefighters and Police Officers Pension Plan Board

Board Members

Firefighter Representatives

Dylan Kempton

Patrick Evans

Rick Muse, Alternate

Term Expires

December 31, 2024

December 31, 2022

December 31, 2022

Police Officer Representatives

Shirl Mammarella, Alternate

Edward Milner

Jason North

Term Expires

December 31, 2022

December 31, 2022

December 31, 2024

Management Representatives – appointed by the City Manager

Julian Gonsalves, City Manager's Office

Jean Kelleher, Office of Human Rights

Katherine Key, Office of Performance Accountability

Jesse Maines, Transportation & Environmental Services

Kendel Taylor, Finance