

City of Alexandria, Virginia

MEMORANDUM

DATE: AUGUST 3, 2023

TO: MEMBERS OF THE FIREFIGHTERS AND POLICE OFFICERS PENSION PLAN

FROM: KADIRA COLEY, RETIREMENT ADMINISTRATOR

SUBJECT: SPECIAL ELECTION OF A POLICE OFFICER PARTICIPANT REPRESENTATIVE TO THE CITY OF ALEXANDRIA FIREFIGHTERS AND POLICE OFFICERS PENSION BOARD

The City of Alexandria Firefighter's and Police Officer's Pension Board (the "Board") announces the election for one Police Officer Participant Representative. This special election is being held to fill the seat of a recent mid-term vacancy.

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 Firefighter's and Police Officer's and City Management. A list of the current Board members is attached. The term for the vacant position will run from September 1, 2023 to December 31, 2026.

As per the City of Alexandria Firefighter's and Police Officer's Election Procedures, the currently seated Alternate may run for the newly vacated Participant Representative position. If the Alternate position is also vacated after the election, the Board shall recommend the candidate receiving the second highest number of votes to be appointed as the Alternate.

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 a Police Officer Representative 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 deadline date of **Thursday, August 17, 2023**. 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:

Aug	Administrator announces Procedures and Calendar
Aug	Administrator provides Nomination Petition
Aug	Candidates provide Contact Information to Administrator
Aug	Candidates submit Nomination Petition to Administrator
Aug	Administrator provides Sample Personal Statements to candidates
Aug	Administrator provides candidates information on fiduciary responsibilities
Aug	Administrator confirms acceptance or rejection of nominations
Aug	Nominees given three days notice to address petition deficiencies
Aug	Administrator prepares ballots
Aug	Nominees deliver Personal statements to Administrator
Aug	Administrator mails ballots with Personal Statements to participants
Sept	Administrator tallies votes with representative's present
Sept	Administrator prepares written summary of results
Sept	Administrator notifies candidates
Sept	Public announcement of results, copy to City Council
Sept	Appeals procedures followed, if necessary
Sept	Administrator reports results to Board with recommended changes if any
Sept	City Council appoints elected members
Sept	Newly appointed members begin term retroactive to 9/1/2023

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 2023*. 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:
Kadira Coley, Pension Administrator
Kendel Taylor, Director of Finance

City of Alexandria
Firefighters and Police Officers Pension Board
Board Members

<u>Firefighter Representatives</u>	<u>Term Expires</u>
Patrick Evans	December 31, 2026
Dylan Kempton	December 31, 2024
Rick Muse, Alternate	December 31, 2026

<u>Police Officer Representatives</u>	<u>Term Expires</u>
Shirl Mammarella, Alternate	December 31, 2026
Jason North	December 31, 2024
Vacant Position	December 31, 2026

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