

# City of Alexandria, Virginia

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## MEMORANDUM

DATE: MAY 5, 2014  
TO: MEMBERS OF THE FIREFIGHTERS AND POLICE OFFICERS PENSION PLAN  
FROM: KADIRA A. COLEY, ACTING RETIREMENT ADMINISTRATOR  
SUBJECT: ELECTION OF PARTICIPANT REPRESENTATIVES AND ALTERNATES TO THE CITY OF ALEXANDRIA FIREFIGHTERS AND POLICE OFFICERS PENSION BOARD

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The City of Alexandria Firefighters and Police Officers Pension Board (the “Board”) announces elections for two participant representatives and two alternate participant representatives. 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 representatives from Fire and two from Police. There is also an alternate representative for the fire and police departments and City Management. A list of the current Board members is attached. If you are interested in running for a Board position please read on 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 may also recommend plan changes for the City Manager to propose to City Council; only City Council can adopt changes to the 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.

The Board’s participant representatives and alternates are elected for staggered four year terms. The terms for Patrick Evans (Firefighter Representative), Rick Muse (Firefighter Alternate), Edward Milner (Police Officer Representative), and Shirl Mammarella (Police Officer Alternate) expire December 31, 2014.

If you are interested in running to be the Firefighter Representative; Firefighter Alternate; Police Officer Representative; or the Police Officer Alternate for 2015 – 2018, or would like to learn more about the process, you should:

- 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 **Wednesday, June 4**. 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:**

<b>May</b>	Administrator announces Procedures and Calendar
<b>May</b>	Administrator provides Nomination Petition
<b>May</b>	Candidates provide Contact Information to Administrator
<b>May - June</b>	Candidates submit Nomination Petition to Administrator
<b>May - June</b>	Administrator provides Sample Personal Statements to candidates
<b>May - June</b>	Administrator provides candidates information on fiduciary responsibilities
<b>June</b>	Administrator confirms acceptance or rejection of nominations
<b>June</b>	Nominees given three days notice to address petition deficiencies
<b>July</b>	Administrator numbers and color codes ballots
<b>July</b>	Nominees deliver Personal statements to Administrator
<b>August</b>	Administrator mails ballots with Personal Statements to participants
<b>September</b>	Administrator tallies votes with representatives present
<b>September</b>	Administrator prepares written summary of results
<b>September</b>	Administrator notifies candidates
<b>September</b>	Public announcement of results, copy to City Council
<b>October</b>	Appeals procedures followed, if necessary
<b>October</b>	Administrator reports results to Board with recommended changes if any
<b>November</b>	City Council appoints elected members
<b>January 1</b>	Newly appointed members begin term

Election information is posted on the Pension Administration Division web page on the City web site, [www.alexandriava.gov/pension](http://www.alexandriava.gov/pension). Click on the links for *Firefighters and Police Officers* and *Election 2014*. 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 or alternate, please contact Kadira Coley, Acting Retirement Administrator via e-mail ([kadira.coley@alexandriava.gov](mailto:kadira.coley@alexandriava.gov)) or call (703) 746-3879.

**STAFF:**

Laura B. Triggs, Chief Financial Officer/Director of Finance  
 Thomas C. Gates, Deputy City Manager/Chief of Staff

# City of Alexandria Firefighters and Police Officers Pension Plan Board

## Board Members

### Firefighter Representatives

Michael Cross

Patrick Evans

Rick Muse, Alternate

### Term Expires

December 31, 2016

December 31, 2014

December 31, 2014

### Police Officer Representatives

Shirl Mammarella, Alternate

Edward Milner

Albert Tierney

### Term Expires

December 31, 2014

December 31, 2014

December 31, 2016

### Management Representatives

Thomas Gates, Deputy City Manager/Chief of Staff

Jean Kelleher, Director, Office of Human Rights

Nelsie Smith, Director, Office of Management & Budget

Laura B. Triggs, Chief Financial Officer/ Director of Finance

Vacant, Alternate

City Manager Appoints

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