

City of Alexandria, Virginia

MEMORANDUM

DATE: MAY 7, 2012

TO: MEMBERS OF THE FIREFIGHTERS AND POLICE OFFICERS PENSION PLAN

FROM: STEVEN BLAND, RETIREMENT ADMINISTRATOR

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

The Board for the City of Alexandria Firefighters and Police Officers Pension Plan (the "Plan") announces elections for two participant representatives (one for Firefighters and one for Police Officers). The Board is composed of eight voting members and three alternates. The voting positions are split equally between Plan participants and City of Alexandria management. The four 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 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
2. 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 Michael Cross, Firefighter, and Albert Tierney, Police Officer, expire December

31. If you are interested in running to be the Firefighter Representative or the Police Officer Representative for 2013 – 2016, 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, Steven Bland, 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 6**. The petition must be signed by at least twenty-five (25) eligible Voting Participants. They include active, retired, and disabled firefighters or police officer covered under the Plan as well as those members who still have balances in the defined contribution plan.

TENTATIVE TIMELINE:

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

Election information will be posted on AlexNet (Finance/Employee Retirement and Pensions) and the Pension Administration Division web page on the City web site, www.alexandriava.gov/pension. Please check these sites regularly for election announcements, updates, or changes to the above calendar.

If you have questions about running for or serving as a representative, please e-mail steven.bland@alexandriava.gov or call Steven Bland, Retirement Administrator, at (703) 746-3886.

STAFF:

Laura B. Triggs, Acting Chief Financial Officer

City of Alexandria Firefighters and Police Officers Pension Plan Board

Board Members

Firefighter Representatives

Michael Cross

Patrick Evans, Alternate

Michael Wimer

Term Expires

December 31, 2012

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, 2012

Management Representatives

Michele Evans, Deputy City Manager

Bruce Johnson, Chief of Staff

Cheryl Orr, Human Resources Director

Morgan Routt, Acting Director, Office of
Management and Budget

Laura B. Triggs, Acting Chief Financial Officer

City Manager Appoints

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