

City of Alexandria, Virginia

MEMORANDUM

DATE: AUGUST 2, 2010

TO: PARTICIPANTS IN THE CITY OF ALEXANDRIA FIREFIGHTERS AND POLICE OFFICERS PENSION PLAN

FROM: STEVEN BLAND, RETIREMENT ADMINISTRATOR, ACTING AS THE ELECTION ADMINISTRATOR

SUBJECT: ELECTION OF PARTICIPANT REPRESENTATIVES FOR FIREFIGHTERS AND POLICE OFFICERS

Enclosed is your ballot to vote for your Representatives and Alternate to the City of Alexandria Firefighters and Police Officers Pension Plan Board. Vote to determine who will serve as the Fire or the Police Representatives and Alternate for the next couple years. Your vote will be counted if the Pension Administration Division receives your ballot in the enclosed pre-addressed return envelope by 3:00 p.m. on Wednesday, August 25, 2010.

Your representatives serve on the Board with City management to oversee the investments of the three retirement plans listed below.

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).

All active employees, retirees, and disabled retirees who have earned service under the Plan are eligible to vote. Beneficiaries and alternate payees are not eligible to vote.

This package includes a ballot, personal statements from each of the nominees for either the Fire or the Police Participant Representatives and Alternate, and a pre-addressed return envelope. The top of your ballot should be marked "Police Ballot 2010" if you are currently, or were, employed as a sworn Police Officer for the City. Your ballot should be marked "Firefighter Ballot 2010" if you are currently, or were, employed as a sworn Firefighter for the City. Please call the Pension Division at 703.746.3887 if you received the wrong ballot or if your package is not correct or complete. The correct ballot will be mailed to you immediately.

Read the Personal Statements from each of the Nominees and then vote on the enclosed ballot. The nominee for Fire or Police Representative receiving the greatest number of votes will serve a four year term and the nominee receiving the second greatest number of votes will serve a two

year term. The nominee elected to be the Alternate will serve a four year term. All terms begin on January 1, 2011.

The Board seat that is being filled for two years in this election will be up for re-election in two years. At that time the Board seat will be filled for four years. A recent amendment to the Plan called for the terms of the Participant Representatives to be staggered. This results in more frequent elections, but also ensures you will always have at least one Participant Representative serving with a couple years of experience. In one of the past elections there was a 100% turnover of Participant Representatives for one of the employee groups.

Please do the following to participate in the voting process.

1. Vote for two (2) Participant Representatives and one (1) Participant Representative Alternate by placing a check mark (✓) in front of the names of the nominees you wish to vote for in this election.
2. Mail your completed ballot in the enclosed pre-addressed return envelope and mail it to the address on the envelope. The return envelope is coded in order to identify Fire and Police ballots. The envelope for active employees is meant to be mailed through the City internal mail system.

You may also place your completed ballot in the ballot box located in City Hall Room 1600. Please use the return envelope even if you deliver your ballot.

3. A ballot will be counted if it is received by the Retirement Administrator by 3:00 p.m. on Wednesday, August 25, 2010.
4. The Retirement Administrator will keep all ballots secured and unopened until the time designated to count ballots. Ballots will be counted beginning at 2:00 p.m. on Thursday, September 2. Nominees, or their representatives, may be present during the counting process and may challenge ballots. A challenged ballot will be set aside until the end of the vote count. The Retirement Administrator will then make the determination whether to use a challenged ballot if the challenged ballot can affect the outcome of the election.

Thank you for participating in this voting process. Email theresa.nugent@alexandriava.gov or steven.bland@alexandriava.gov if you have any questions. You may also call us at 703.746.3887 for Theresa Nugent or 703.746.3886 for me.