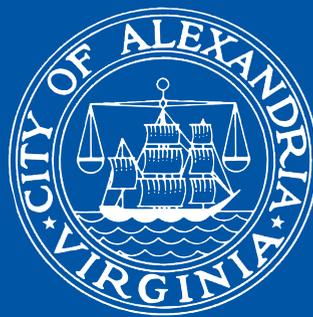


# *Know Your City*

## A CITIZEN'S GUIDE TO ALEXANDRIA



*League of Women Voters of  
Alexandria, Virginia*

# KNOW YOUR CITY

## City Council

William D. Euille, Mayor  
Redella S. Pepper, Vice Mayor  
Ludwig P. Gaines  
Rob Krupicka  
Timothy B. Lovain  
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Justin M. Wilson

James K. Hartmann, City Manager

This publication was prepared by  
The Alexandria Office of Citizen Assistance and  
The League of Women Voters of Alexandria



For electronic copy go to City's website: [www.alexandriava.gov](http://www.alexandriava.gov)

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# PREFACE

Alexandria is a City of about 16 square miles with over 140,000 residents. We are a community with a rich history, an exciting present day environment, and a promising future. Our residents look to the City government to provide a variety of public services.

The Alexandria City Council and City government are committed to pursuing excellence in the delivery of all forms of public services. Alexandria has been the recipient of national awards recognizing the quality of our services and programs. We also are one of the few independent cities in the United States with a triple-A bond rating from two of Wall Street's major credit rating agencies.

In our continuing efforts to inform and involve our citizens, the City works with the Alexandria League of Women Voters to prepare **Know Your City** which is published every three years. We hope you will find this a useful guide to the City's government and to the various services and programs we provide.

James K. Hartmann  
City Manager



# FOREWORD

Alexandria is a vibrant, ever-changing city steeped in tradition, striding forward, reaching backward, endeavoring to retain the charm and coveted qualities that enrich its heritage and culture. We, in the Alexandria League of Women Voters, are proud of our more than 50-years of community activism in a city noted for its strong citizen involvement. Since 1975, the League has cooperated with the City to produce this **Know Your City** guide. As you read the guide, you will discover the wealth of resources and services available to Alexandria residents and you will quickly come to appreciate the many opportunities for volunteer service, cultural enrichment, and recreational pursuits that give Alexandria its reputation for diversity and character.

In addition to describing the work of the city government and volunteer organizations, **Know Your City** also provides information on that most important civic duty--registering to vote and voting. We hope you will use the guide to learn about the community and find ways to get involved.

Judy Miller  
President  
Alexandria League of Women Voters

**The League of Women Voters of Alexandria is a non-partisan group of people organized to promote voter participation and educate voters on selected issues. To find out more about the League's activities, please call (703) 548-5168 or contact website <http://www.lwvalex.org>**



# 1. Alexandria — Past and Present

Much of present-day Alexandria was included in a 6,000-acre land grant from Sir William Berkeley, Governor of Virginia, which was awarded to Robert Howson, a tobacco merchant and sea captain, on October 21, 1669. This land overlapped a 700-acre patent that had previously been issued to Dame Margaret Brent in 1654. The Howson tract extended along the Potomac River from Hunting Creek on the south to the Little Falls on the north. The grant was made by authority of King Charles II in recognition of Captain Howson's bringing 120 people to live in Virginia. Less than a month later, Howson sold the land for 6,000 pounds of tobacco to John Alexander.

By 1732, Hugh West had established tobacco warehouses one mile north of Hunting Creek. The adjacent land had been cleared and farmed as early as the 1720s by John Summers and Gabriel Adams. To facilitate shipping, Scottish and English merchants who owned real estate at Cameron, a small hamlet two miles west, petitioned the Virginia General Assembly in the fall of 1748 to establish a town at West's Hunting Creek Warehouse. In the spring of 1749, this site was selected and the new town was named Alexandria in honor of its original owner--John Alexander. John West Jr., Fairfax County assistant surveyor, laid out 60 acres, and lots were auctioned off July 13 and 14, 1749.

Incorporated in 1779, Alexandria became a port of entry for foreign vessels and a major export center for flour and hemp. Its bustling harbor teemed with brigs, schooners, and ships of the line, which traversed the high seas and engaged in international and coast wide trade. The streets were lined with substantial brick houses and the "sound of the hammer and trowel were at work everywhere." In 1796, a visitor, the Duc de La Rochfoucauld Liancourt, commented that: "Alexandria is beyond all comparison the handsomest town in Virginia--indeed is among the finest in the United States." (Quotes by Fairfax Harrison: See Page 417 of **Landmarks of Old Prince William County**, 1964, Chesapeake Book Company, Berryville, Virginia)

In 1789, Alexandria and a portion of Fairfax County were ceded by the State of Virginia to become a part of the newly created 10-mile-square District of Columbia. Formally accepted by Congress in 1801, Alexandria remained under the aegis of the new federal government until it was retroceded to Virginia in 1847. In 1852, it acquired city status and gained a new charter.

George Washington drilled militia troops at Market Square in 1754, and the town served as a supply and hospital center during the Revolutionary conflict. Captured and held for ransom by the British during the War of 1812, Alexandria's warehouses were plundered by the enemy.

During the Civil War, the City was immediately occupied by the Union military forces on May 24, 1861, and became a logistical supply center for the federal army. It was during this era that several forts were constructed in Alexandria as a part of the

defenses of the City of Washington. Fort Ward Park contains one of these restored forts. From 1863 to 1865, the City was the capital of the Restored Government of Virginia, which represented the seven Virginia counties remaining under federal control during the Civil War.

Alexandria, which is almost 50 years older than Washington, D.C., is one of America's most historic communities. It has many authentic eighteenth-century buildings and neighborhoods which are carefully preserved by strict architectural and demolition control.

Alexandria has become a mecca for divisional, regional, national, and multinational headquarters for operations ranging from research and development to information technology companies, associations, and professional services. It is also the site of the U.S. Patent and Trademark Office.

Since 1988, Alexandria has experienced unprecedented commercial development. Today the Old Town historic district is known for its array of museums, architecture, special events, fine restaurants and hotels, and other attractions that draw more than 1.5 million international and domestic visitors to it each year. More than two million square feet of new office complexes have been constructed. With this development, the City has become a mecca for divisional, regional, national, and multinational headquarters for operations ranging from research and development to high technology, associations, and professional services.

A cross section of headquarters operations that have expanded or relocated to Alexandria includes the American Diabetes Association, Capitol Publications, the American Oncology Association, United Way, American Peanut Council, Boat USA, National Center for Missing and Exploited Children, Motley Fool, H2Gen Innovations, and the American Society for Training and Development.

With the development of the Carlyle Project, the Eisenhower Valley area now includes the Federal Courthouse, hotels, a 12-screen movie theater, apartments, and condominiums. In addition, the U.S. Patent and Trademark Office, with 7,100 employees, relocated to five new buildings in the area. This is the largest federal lease of real estate in U.S. history.

## 2. City Government

Alexandria is an independent city (Virginia cities have no county affiliation), which derives its governing authority from a charter granted by the Virginia General Assembly. Changes in the structure and powers of the City government are made by amending the Charter. This requires action by the General Assembly, usually upon the request of the City Council, following public hearings. The present City Charter was granted in 1950; it was amended extensively in 1968, 1971, 1976, 1982, and 1983.

By referendum in 1921, an overwhelming majority of the voters approved the adoption of the council-manager form of city government, which went into effect in September 1922. This form of government centralizes legislative authority and responsibility in the elected City Council. Administrative authority and responsibility are held by the City Manager, who is appointed by the City Council.

The **City Council** is composed of a Mayor and six Council members who are elected at-large for three-year terms. Any in-term vacancy is filled by a special election unless the vacancy occurs within six months of the end of the term, at which time a judicial appointment is made. The Mayor, who is chosen on a separate ballot, presides over meetings of the Council and serves as the ceremonial head of government. The Mayor does not have the power to veto Council action. Council members traditionally choose the person receiving the most votes in the election to serve as Vice Mayor. In the absence or disability of the Mayor, the Vice Mayor performs the mayoral duties. The Mayor receives a salary of \$30,500, and other Council members receive a salary of \$27,500 per year.

Council determines the needs to be addressed and the degree of service to be provided by the administrative branch of the City government. Under Alexandria's Charter, the Council has power to:

- Determine policy in the fields of planning, traffic, law and order, public works, finance, social services, and recreation;
- Appoint and remove the City Manager;
- Adopt the budget, levy taxes, collect revenues, and make appropriations;
- Appoint and remove the City Attorney;
- Authorize the issuance of bonds by a bond ordinance;
- Appoint and remove the City Clerk;
- Establish administrative departments, offices, and agencies;

- Appoint members of the Planning Commission, and other City authorities, boards, commissions, and committees;
- Inquire into the conduct of any office, department, or agency of the City and make investigations into municipal affairs;
- Provide for an independent audit; and
- Provide for the number, titles, qualifications, powers, duties, and compensation of all officers and employees of the City.

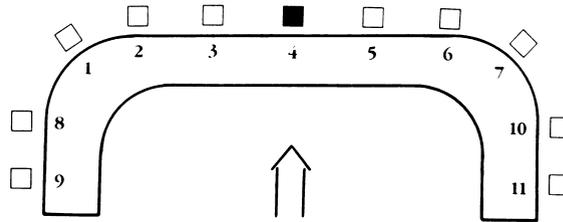
Legislative meetings of City Council are held on the second and fourth Tuesdays of each month at 7:00 p.m. in Council Chambers, located on the second floor in City Hall. Public hearings are generally held on the Saturday following the second Tuesday in each month at 9:30 a.m. During July and August, City Council is in recess; however, special meetings may be held if the Council finds them necessary. The Council meeting schedule is listed on the City Council section of the City's web page. The City Council operates under the Virginia Freedom of Information Act, which bars closed sessions of the Council, except for discussions on matters relating to personnel, pending litigation, land acquisition, and other statutory exempt subject matter.

Rules of procedures and speaker forms for those who wish to appear before the Council can be obtained from the Office of the City Clerk and in Council Chambers immediately before the convening of any public hearing. In addition, persons wishing to speak may telephone the City Clerk's Office during business hours and ask staff to prepare a speaker's form for them in advance of the Council meeting. Speaker's forms may also be submitted electronically by using the form posted on the City's website ([www.alexandriava.gov](http://www.alexandriava.gov)). Electronic forms must be transmitted by 5:00 p.m. on the day preceding the public hearing.

Council meetings are shown live on cable channel 70 and repeated at a later time. The council meetings can also be viewed via computer on streaming video. Past sessions of Council meetings can be watched via computer or on videos available from the Office of Citizen Assistance.

Each Council member has one part-time administrative assistant to help with constituent services and administrative tasks as required. The Mayor has a full-time aide, which is a job shared by two assistants. Administrative assistants may assist any Council member in any election campaign in Virginia except the member for whom the assistant works.

## “A Spectator’s View of Alexandria City Council and Staff”



1. Councilmember Timothy B. Lovain
2. Councilman Paul C. Smedberg
3. Vice Mayor Redella S. Pepper
4. Mayor William D. Euille
5. Councilman Rob Krupicka
6. Councilman Ludwig P. Gaines
7. Councilman Justin M. Wilson
8. Ignacio Pessoa, City Attorney
9. Jacqueline Henderson, City Clerk
10. Michele Evans, Deputy City Manager
11. James K. Hartmann, City Manager

The **City Manager** (703-838-4300) is appointed by City Council, and serves as the chief executive officer of the City. The manager plans, organizes, directs, and coordinates all activities of City government; is responsible for developing the docket and related materials; attends all meetings of City Council; and advises Council on the financial condition and future needs of the City. The manager has the right to introduce ordinances and speak, but not to vote.

The manager prepares and submits the annual operating budget and capital improvement program and is responsible for their administration after adoption; prepares monthly and annual fiscal and activity reports; and appoints all City department heads and employees, except those court’s constitutional officers, libraries and school personnel.

The manager supports the City Council by introducing Council to, and assisting with, policy issues by developing agendas for Council meetings, reviewing and approving docket items, and producing memos and managing work sessions during budget season.

The **City Clerk** (703-838-4550) is appointed by Council and serves as its secretary. The Clerk prepares and distributes the docket for Council meetings and keeps minutes. Citizens may listen to or purchase an audio tape of any City Council meeting from the City Clerk. Copies of video tapes of any City Council meeting may be purchased from the Citizen Assistance Office. In addition, City Council meetings are webcast live and can be viewed on the City’s website. Archived videos (webcasts) of the City Council meetings begin in September 2005. City Council meetings are also podcast. The Clerk is responsible for the custody and use of the Corporate Seal of the City and maintains, as a

matter of record, all documents considered by the City Council. Copies of the docket may be obtained prior to Council meetings from the Clerk's Office via U.S. Mail, fax or electronically via eNews on the City's website. Copies of the City Code and the Zoning Ordinance are available on the City's website or may be purchased from the Clerk's Office.

The **City Attorney** (703-838-4433) is appointed by the City Council and is the legal advisor to the City Council, City Manager, and all departments, boards, commissions, and agencies of the City. The City Attorney renders opinions, on request; is responsible for drafting ordinances, deeds, affidavits, bonds, leases, and other legal papers; represents the City as counsel in civil cases; and institutes and prosecutes legal proceedings on behalf of the City.

**Procedures for Enacting Legislation.** Any member of the City Council or the City Manager can introduce an ordinance at any regular or special Council meeting, if prior public notice has been given in the docket, or without prior public notice if all the City Council members approve its introduction. If the legislation passes once (first reading), it goes to a public hearing after proper public notice. Following public hearing, it either passes or fails on the second reading.

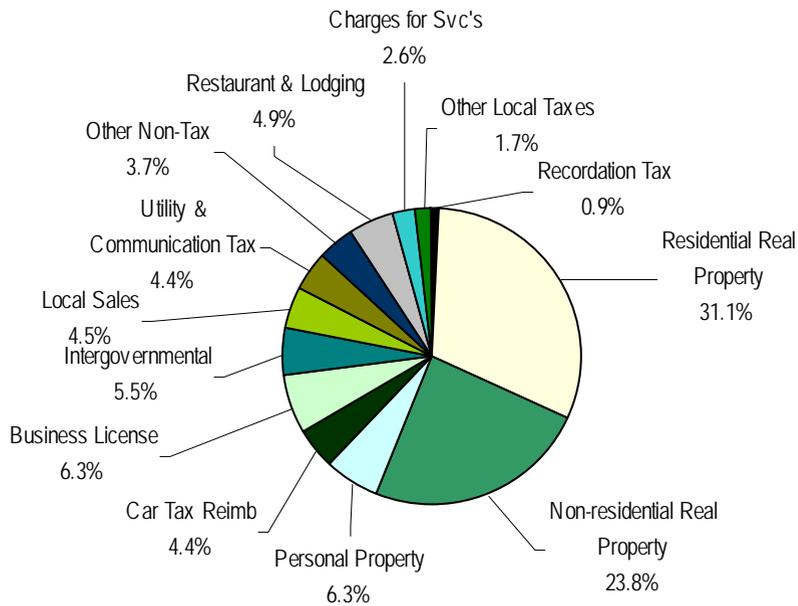
The City Council frequently considers specific issues less formally at "work sessions." Appropriate City staff attend these sessions to provide information to the Council. Rules regarding public participation at each work session vary according to Council decision. Since a work session is not an official meeting of City Council, no votes are taken.

**The Budget Process.** The budget is prepared by the City Manager and is submitted to City Council at a regularly scheduled meeting in the middle of February. It includes the operating budget, capital improvement program, and an explanatory budget message. Since the City Charter requires the City Manager to submit a balanced budget, the Manager may propose altering or adding taxes as needed to comply with this requirement. Council sets a time and place for public hearings (one of which must be at least 60 days before the beginning of the next fiscal year) and publishes notices of these hearings and its budget work sessions. The school budget, which is included in the City Manager's proposed budget, is initiated by the School Board, forwarded to the City Manager for recommendations or changes, and submitted to the City Council for approval. City Council adopts the budget in early May.

In addition to real estate, the City may tax personal property, cigarettes, hotel and motel rooms, restaurant meals, business gross receipts, utilities, admissions, and sales. Personal income and certain public service franchises are taxed only by the State. For more information the budget see Office of Management and Budget on webpage.

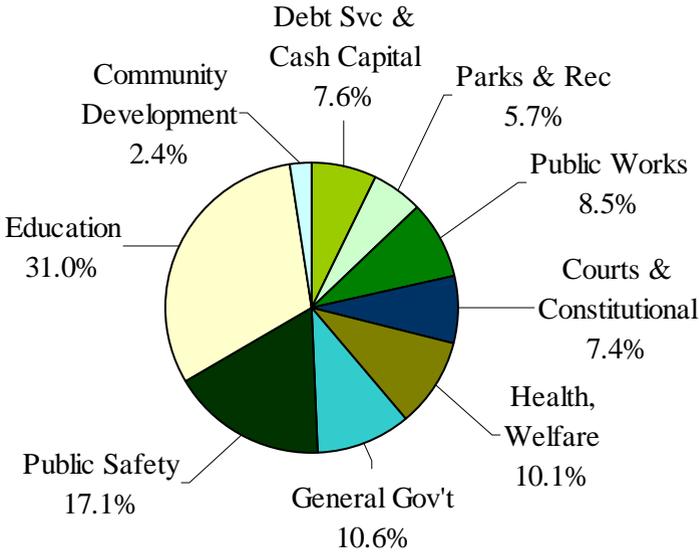
For more information on the City government and the City Council visit the City's website. To communicate with elected officials and staff go to "Contact Us" on the website for inquiries, compliments and complaints.

### FY 2009 General Fund Revenue

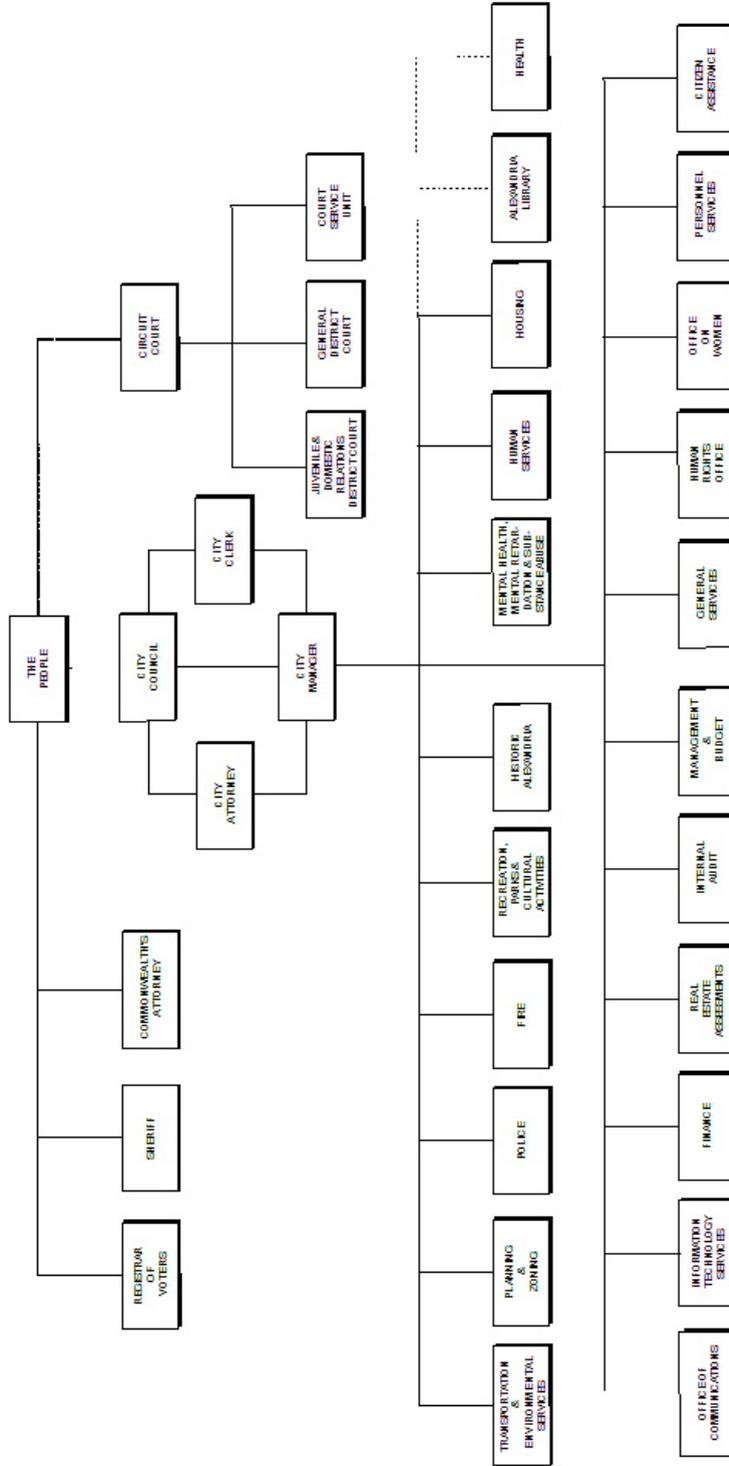


Individual cities are restricted by the State from borrowing money through bond issues in excess of 10 percent of the total assessed valuation of real estate subject to taxation. Bonded indebtedness in Alexandria has been incurred for major capital improvement projects such as schools, parks, flood control, public buildings, streets, and rapid transit. Debt service charges are included in the operating budget. Typically, close to half of capital expenditures are funded by pay-as-you-go payments from the operating budget. The City's AAA/Aaa credit rating and sound fiscal policies result in a favorable interest rate on the sale of its bonds. An annual independent audit is required by the City Charter.

**FY 2009 General Fund Expenditures**



# ALEXANDRIA CITY GOVERNMENT





### 3. Staff Support

The **Office of the City Manager** (703-838-4300) is responsible for providing a linkage between the City Council and City staff, disseminating information about the City to the public. The City Manager is appointed by the City Council to be the chief administrative officer of the City. The City Manager carries out the policy directives of the City Council and manages the daily operations of city government. The City Manager oversees the preparation of, and submits to the City Council, the annual operating and capital budgets and other such periodic financial and administrative reports as may be required. The City Manager appoints all heads of departments and employees of the City, except those in elected, judicial and school positions. Other functions of the office include:

Legislative Liaison which prepares, in consultation with the City Manager, the City's annual legislative package for consideration by the City Council, advocates on legislative items of concern to the City during the General Assembly session, monitors state and federal legislative activities so that appropriate action can be taken to advocate and safeguard the City's interest, coordinates state and federal aid applications, and monitors issues and legislative developments in federal and state agencies that may affect the City.

Communications staff authenticates, prepares, and disseminates accurate information to the media and public in order to inform the community and maintain a positive image of the City. Staff provides timely information about City government programs, services, activities and issues to the media and the public, and oversees the website and e-Gov. The communications staff uses a variety of tools including the FYI Alexandria newsletter, news releases, the City's website, "eNews You Can Use" email alert subscription service, the City's cable TV channel 70, and the employee newsletter "City News."

Organizational Management is to provide leadership for departments through budget development and execution, human resource management and organizational development.

Economic and Community Development is to work with committees, neighborhoods and community and business leaders to facilitate and manage appropriate economic and development growth and provide economic sustainability through the appropriate growth of the local economy.

Intergovernmental Relations is to work with state and federal partners, on behalf of the City, to ensure the City is connected to and represented by other levels of government.

Electronic Government manages the City's web site and intranet development and supports their technical architecture, as well as electronic publishing. They also do web applications development.

The **Citizen Assistance Office** (703-838-4800 or TTY 703-838-5056) provides citizens with an easily accessible point of contact within City government. The Office responds to individual citizen requests for information or complaints about City services and strives to make local government more responsive to the needs of citizens. It maintains the public information center for the City and stocks all city publications. The Office also processes all requests for materials and documents under the Virginia Freedom of Information Act, and includes the following additional staff functions:

- Consumer Affairs (703-838-4350) resolves citizen complaints alleging unfair, fraudulent, or dangerous business practices and works to prevent unfair trade practices through educating the community;
- Cable Television (703-838-4533) is responsible for the day-to-day regulation of cable television in the City. It monitors cable operator performance in meeting the requirements as outlined in the franchise agreement and the City Code, resolves subscribers' complaints, and develops programming for the government access channel. (Local origination/community programs appear on Channel 69. Meetings of City Council, the School Board, Planning Commission, Board of Architectural Review [both panels] and Board of Zoning Appeals are shown on Channel 70.) Citizens may purchase videotapes of the Council meetings from the Office. The Office also conducts evaluations of the cable system and prepares an annual report for the City Council; and
- Executive Secretary for Boards and Commissions (703-838-4691) provides administrative staff for Council-appointed boards, committees, and commissions; establishes and reviews uniform procedures and formats for the preparation of the attendance records, annual and other reports, and minutes of committees; assists, as requested, a committee in preparing its budget; and maintains and publishes, on a semi-annual basis, a roster of committee members. Applications can be submitted electronically via the City's website at [www.alexandriava.gov/citizen](http://www.alexandriava.gov/citizen) or mailed or faxed to the Office of Citizen Assistance.

The Office is also responsible for the Alexandria Citizens Academy. This eight-week course provides a birdseye view of the City's governmental operations and organizational structure. The Academy is open to any City resident 18 years or older and owners of businesses in Alexandria. There are two sessions a year—in the fall and spring. For more information call 703.838.4800 or check the City's website for session announcements and registration period.

The **Office of Management and Budget** (703-838-4780) prepares the annual operating budget and capital improvement program; performs on-going fiscal and management analyses of City programs; and is responsible for budget oversight review and analysis during the course of the fiscal year. This Office also coordinates State and federal aid applications and monitors issues and legislative developments in federal and state

agencies that may affect the City. OMB staff provide support to the Budget and Fiscal Affairs Advisory Committee and other task forces and advisory groups.

The **Finance Department** collects revenue and manages all City funds. It purchases materials and services for the City, collects revenues and taxes, issues business licenses, assesses personal property taxes, and provides assistance to citizens in filing State income tax returns. The department's five divisions and their functions are listed below.

- Administration Division (703-838-4755) is responsible for the overall management of the Finance Department and provides administrative support to other divisions.
- Accounting Division (703-838-4750) maintains records on the financial operations of the City, prepares financial reports, prepares checks to fulfill City obligations to vendors, and monitors expenditures and revenues to determine budgetary compliance.
- Pension Division (703-838-4505) is responsible for the administration of the City's five pension plans, including review of the plan investments, distribution of benefits to retirees, management of outside pension administrators, investment consultants and actuaries, and suggesting and facilitating any enhancements to the plans.
- Purchasing Division (703-838-4944) is responsible for centralized City procurement, including the processing of purchase orders and vendor list control. All City purchases exceeding \$15,000 are made by the Purchasing Division through both formal and informal competitive bidding procedures. Vendors interested in being placed on the City's Bid List should contact the Purchasing Division by phone or register online at [www.alexandriava.gov/purchasing/instruct](http://www.alexandriava.gov/purchasing/instruct).
- Revenue Division registers vehicles, assesses personal property taxes, meals sales taxes, lodging taxes (703-838-4560); issues business and professional licenses (703-838-4680), and provides general personal property tax and state income tax information and prepares state income tax returns for City residents. This Division also administers the City's "Real Estate Tax Relief/Rent Relief for the Elderly and Handicapped" Programs (703-838-4570) and enforces a delinquent tax collection program (703-838-5069).
- Treasury Division (703-838-4777) is responsible for the investment, disbursement, and collection of all City monies, including personal property tax, real estate tax, business license tax, and parking fines; and sells such items as vehicle decals, residential parking permits, and bus passes. Payment may be made in person, via mail or electronically at [www.alexandriava.gov/finance](http://www.alexandriava.gov/finance).

The **Department of Information Technology Services (ITS)** (703-838-4950) is responsible for most electronic information processing in the City and is the primary resource for the planning and implementation of new data information technology. ITS is composed of nine components and their functions are listed below.

- The Administration Section plans, coordinates and monitors the administrative activities of the department, and City-wide technical training.
- The Project Planning and Management Office is responsible for enterprise-wide planning, management and assessment of internal and external IT projects, including preparation of the annual Information Technology Plan, and IT acquisitions and financial management.
- The IT Security Officer is responsible for the assessment, formulation and implementation of enterprise-wide security policy.
- The Applications Division is responsible for production systems, application software troubleshooting and support, software maintenance and changes to computer applications; and for the design, development, testing, implementation, and support of new computer systems.
- The Customer Services Division (Help Desk) is responsible for providing day-to-day computer support and telecommunications support for the majority of City departments and agencies. The Help Desk provides rapid response to computer problems to over 2,500 telecommunications and desktop computer users.
- The Electronic Government Office manages the City's web site and intranet development and supports their technical architecture, as well as electronic publishing. They also do web applications development.
- The Enterprise Data Management Division provides City-wide database access and reporting services that allow agencies and departments to directly analyze and report on appropriate data sets using a common tool. They also provide programming and analytical support for selected applications.
- The Network Management Division is responsible for the management of electronic communications and file, print and data storage services for the City.
- The I-Net Management Division includes I-Net, network operations center and construction management, moves and relocation coordination and is responsible for telecommunications system planning policies.

The **Department of Real Estate Assessments** (703-838-4646), as required by State law, annually appraises all parcels of real estate in the City at 100 percent of their

estimated fair market value as of January first. Assessment notices are mailed to property owners in late February or early March each year. There are three levels of appeal for a citizen who feels the appraisal is inaccurate: first, the Department of Real Estate Assessments; second, the Board of Equalization and Assessment Review; and third, the Circuit Court of Alexandria. At each level of appeal, the burden of proof is on the property owner to prove that the assessment is incorrect. The Department maintains information on the characteristics of all property ownership in the City and has appraisers who will provide general information, as well as an explanation of the methods used to assess the value of a property.

Property owners who feel the assessed value does not represent the fair market value of their property as of January 1 for the assessment year, or that the assessment is not equitable with competing properties, or is otherwise erroneous, may request that the Department of Real Estate Assessments review the assessment or file an appeal with the Board of Equalization and Assessment Review. The deadline for requesting a Review of Assessment by the Department is April 1, 2008. Review forms are considered filed timely with the Department if received or postmarked by the U.S. Postal Service no later than April 1. For more information visit their website at [www.alexandriava.gov/realestate](http://www.alexandriava.gov/realestate).

The **Department of General Services** (703-838-4770) maintains physical facilities and provides communication and logistical support for the City government. The Department's five divisions and their functions are:

- The Administration Division is responsible for providing overall planning, direction and management of the department; scheduling meetings and events at City Hall and Market Square; and negotiating and monitoring building leases, facilities planning, and budgeting.
- The Facilities Maintenance Management Division is responsible for maintaining over 75 City buildings, including City Hall, the Alexandria Courthouse, Beatley Library, the Vola Lawson Animal Shelter, historic properties, Lee Center and the Public Safety Center; providing maintenance of heating and cooling systems; supporting events on Market Square, including the weekly Farmer's Market; coordinating changes in facility utilization; overseeing contractor operation of City parking facilities, security and custodial services; and maintaining the waterfront plaza and piers.
- The Capital Projects Division is responsible for providing overall construction management for new City facilities, capital building repairs and renovation projects, and tracking City utility usage.
- The Fleet Services Division procures, maintains, and manages all motor equipment, such as police cars, dump trucks, refuse trucks, graders, sweepers, and motor pool cars; and auctions vehicles at the

end of vehicle life. The Division operates the City's two primary fuel sites on Wheeler Avenue and the Public Safety complex at 2003 Mill Road.

- The Communications Division provides mail services, copying, postage, and messenger service support for City agencies and contract printing.

The **Personnel Services Department** (703-838-4425 or TTY 703-838-5035) is responsible for City employee recruitment, selection, training, health and life insurance benefits, records, classification, and compensation. It develops City personnel policies and procedures, and administers City employee relations programs.

City employment openings are published in local newspapers, are available on the City's website and are accessible through the 24-hour "Jobline" by calling 703-838-4422. TTY users should call 703-838-5035 for information on City job opportunities. Application forms and listings of City vacancies are on the City's website and at the Personnel Services Department, Room 2500, City Hall. Applicants can review all City vacancy announcements and obtain an application form and submit a completed application electronically via the City's website: [www.alexandriava.gov](http://www.alexandriava.gov).

The Personnel Services Department adheres to and promotes the City's Affirmative Action/Equal Employment Opportunity policy.

The **Human Rights Office**, located at 421 King Street, Suite 400, (703-838-6390 or TTY 703-838-4976) enforces the non-discrimination provisions of the City's Human Rights Code and ensures that all citizens have equal opportunity in the areas of employment, housing, education, public accommodations, credit, health and social services, and City procurement activities without regard to race, color, religion, sex, ancestry, national origin, marital status, age, disability, or sexual orientation. The Human Rights Office contracts with the U.S. Equal Employment Opportunity Commission (EEOC) to investigate employment complaints against Alexandria's employers. Additionally, staff provides technical assistance to employers, realtors, landlords, and others in such areas as rental policies and practices, cultural awareness, and compliance with Title VII and Title VIII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act and the Americans with Disabilities Act. This office provides staff support to the Human Rights Commission and the Commission on Persons with Disabilities.

The **Office on Women**, located at 421 King Street, (703-838-5030 Voice/TTY) empowers women and their families by promoting equality, and access to opportunities and services through advocacy and education. Initiatives include the Alexandria Campaign on Adolescent Pregnancy (ACAP), Project STEPOUT & MANHOOD youth programs, a Rape Aggression Defense (RAD) course and 24-hour domestic violence and sexual assault response programs, as well as community education and employment counseling. Services are confidential and

free of charge to Alexandria residents. Office hours are Monday - Friday, 8:00 a.m. - 5:00 p.m. Please contact the Office on Women by phone or via the web at [www.alexwomen.com](http://www.alexwomen.com).

The Domestic Violence Program (703-838-4911), offers 24-hour crisis intervention, counseling, emergency housing, court advocacy and support groups to victims of domestic violence, and their family and friends. The Sexual Assault Response and Awareness Program (703-683-7273), offers 24-hour crisis intervention, counseling, medical and court advocacy and support groups to survivors of sexual violence, and their family and friends.

The Office on Women also partners with the Alexandria Inova Hospital Foundation and a number of other organizations to coordinate the annual Walk to Fight Breast Cancer, which raises money to pay for mammograms for uninsured or under-insured women in Alexandria. The Office on Women promotes usage of the Walk Fund through outreach to health professionals, community groups, clinics and other organizations to increase awareness about its availability. For more information on the Walk visit [www.alexandriava.gov/women](http://www.alexandriava.gov/women).



## 4. Housing

The **Office of Housing** (703-838-4990, or TTY 703-838-5056) coordinates and administers City housing and housing-related programs and services and makes recommendations to the City Manager and City Council on housing policy for the City. Its major divisions are Program Administration, Landlord-Tenant Relations, and Program Implementation. The Office of Housing also works closely with the Alexandria Redevelopment and Housing Authority (ARHA) on housing issues.

The City's housing activities are funded through annual grants from the U.S. Department of Housing and Urban Development's Community Development Block Grant program, City general fund monies, general obligation bond sale proceeds, developer contributions, and dedicated real estate tax revenues. In addition, the Office of Housing administers state-funded housing programs and the federal HOME Investment Partnerships Program. Its major programs are outlined below.

The **Program Implementation Division** administers the following programs/activities:

- no-interest and deferred payment loans for rehabilitation of single family homes;
- grants for accessibility improvements for eligible renter households;
- homeownership opportunities for low- and moderate-income families through assistance for down payments, principal and interest writedowns, and closing costs;
- homeownership counseling for first-time homebuyers eligible for the City's programs;
- funding to develop or rehabilitate affordable rental or sales housing for low and moderate income individuals; and
- coordination of the City's annual Homeownership Fair;

The **Landlord-Tenant Relations Division** administers the following activities:

- informal mediation of complaints from tenants and landlords concerning rent increases, health code violations, security deposits, evictions, and other landlord-tenant issues, and maintenance of a list of complaints received for each major apartment complex;
- monitoring the development and implementation of conversion assistance plans for conversions of rental property to condominiums, cooperatives, and

other uses, and for substantial rehabilitation of rental property in accordance with the City's Housing Conversion Assistance Policy;

- oversight of tenant relocation in condominium conversions;
- relocation counseling;
- staff support to the Landlord-Tenant Relations Board and Fair Housing Testing Program Advisory Committee;
- administration of the City's Fair Housing Testing Program;
- provisions of half-day housing training seminars for the employees of real estate and property management companies which provide services to or housing for City residents;
- maintenance of an annual apartment survey data of properties in the City with 10 or more units; and
- provisions of technical assistance in property management and leasing to owners and managers of rental apartments.

The **Program Administration Division** is responsible for the following activities:

- development and administration of the City's Consolidated Plan for Housing and Community Development, Affordable Housing Policy and other housing policies and programs;
- oversight of federal and state rules and regulations pertaining to housing and community development activities;
- administration of the Office's budgetary and fiscal affairs;
- negotiation of private sector participation in affordable housing;
- project review, technical assistance and funding of development activities to expand the preservation and production of affordable rental housing;
- planning, evaluation, and implementation of housing and community development programs and activities, including the administration of the City's Housing Trust Fund;
- liaison with the Alexandria Redevelopment and Housing Authority (ARHA), U.S. Department of Housing and Urban Development (HUD), and the Washington Metropolitan Council of Governments (COG) on housing matters; and
- staff support to the Affordable Housing Advisory Committee.

The **Alexandria Redevelopment and Housing Authority (ARHA)** (703-549-7115, or TTY 703-836-6425) provides publicly assisted housing to lower-income families in accordance with state and federal statutes and the HUD regulations. As a political subdivision of the Commonwealth of Virginia, its nine commissioners are appointed by the City Council for four-year terms.

ARHA owns and/or operates 1,150 public and publicly assisted housing units in the City and is responsible for their administration and maintenance (with the exception of one 90-unit property for which ARHA's role is limited to ownership of the land). To qualify for one of the units, families or individuals must meet certain income eligibility requirements.

ARHA administers the Section 8 Rental Vouchers which provide subsidies on behalf of low-income families who rent privately owned housing. To qualify for this assistance, applicants must meet certain income requirements.

To provide affordable housing, ARHA also issues multi-family housing bonds to owners and developers for property acquisition, rehabilitation, or new construction.



## 5. Physical Development

The **Department of Planning and Zoning** (703-838-4666) is responsible for planning the physical development of the City and is charged with preserving and enhancing the City's natural, historic, and architectural resources. It maintains the City's Master Plan, and undertakes planning studies to establish a vision for future development and redevelopment. The Department coordinates and evaluates all applications for development, as well as for special use permits, special exceptions, variances, and subdivisions. It enforces the zoning ordinance, monitors economic and demographic trends, and maintains the Geographic Information System (GIS) technology program for the City. Visit the Planning and Zoning website for further information on meetings and activities.

The Department of Planning and Zoning is organized into six groups:

- Neighborhood Planning and Community Development undertakes long range planning studies for geographical areas of the City, in a consensus building format, in order to establish a vision for the area; establishes design and development standards and guidelines; manages City-wide studies on special subjects, such as parking, open space, or infill development; and monitors economic and demographic trends.
- Zoning reviews all applications to the City for zoning compliance; processes special exceptions and variances; provides information to the public, reviews building permit and certificate of occupancy applications; and enforces the zoning ordinance and staff the Board of Zoning Appeals.
- Development coordinates all stages of the development application process from a proposal's conceptual beginning through design issues and final site plan approval; processes all proposals for development, including site plans, development special use permits, and Transportation Management SUPs.
- Historic Preservation reviews applications for certificates of appropriateness to the Boards of Architectural Review and prepares reports for the Boards.
- Planning Commission Support staff manages the process through which all applications appear before the Planning Commission, facilitating public input and legal notification requirements.
- Geographic Information System (GIS) oversees development, maintenance and update of the City's geographic information system and the provision of maps and data.

The **Department of Transportation and Environmental Services** (703-838-4966) is responsible for the engineering, design, construction, inspection, and maintenance of streets, bridges, and traffic control mechanisms, and environmental regulation and management, and regulation of the City's taxicab industry. Its services include the following:

- Provides engineering and design advice and services for all City requirements (703-838-4966);
- Acquires required right-of-way, easements, and real estate agreements (703-838-4324);
- Develops and administers the capital improvement program for streets, sewers, drainage channels, and traffic control devices (703-838-4324);
- Coordinates the planning and construction of Metrorail transportation facilities in Alexandria (703-838-4966);
- Manages right-of-ways and assets in the right-of-way (i.e. parking, traffic signals, etc.);
- Supervises City street, sewer, and sidewalk construction contracts and similar construction performed by private developers and enforces the soil and erosion control law (703-838-4324);
- Maintains streets, bridges, sidewalks, curbs, gutters, storm and sanitary sewers, and fire hydrants and supervises snow removal (703-838-4488);
- Sweeps and flushes streets and collects leaves from public streets during the fall leaf pick-up period (703-519-3486);
- Collects refuse, old newspapers and multi-material recyclable products (glass, plastic and aluminum) at curbside. Collects white goods (stoves, washers, dryers, refrigerators, hot water heaters, etc.) on Tuesdays and Wednesdays, upon request. To arrange white goods pick-up service, call 703-519-3486.

Note: The City holds an annual spring clean-up for City solid waste customers and will pick up large items at the curb on publicized dates at no cost (703-519-3486);

- Installs and maintains traffic signals, signs, meters, and pavement markings (703-838-4747); and
- Conducts traffic surveys, investigates accidents, and coordinates parades and other special uses of the streets (703-838-4747).

The T&ES Office of Environmental Quality (703-838-4334) is responsible for monitoring air, surface water, noise pollution, vacant lot-contaminated site clean-up, review of site plans for regulatory compliance, and environmental capital projects. The Eco-City Charter will guide City leaders and residents towards a more sustainable, holistic, and healthy environment. It will define Alexandria's commitment to ecological, economic and social sustainability and provide policy makers, staff, and community and business leaders with an overarching direction. The Charter will include a set of essential sustainability principles and core values linked with the City's 2015 Strategic Plan. The Environmental Action Plan is a road map for City leaders, staff and citizens to implement the Eco-City Charter. Once the

City Council formally approves the principles and core values in the Charter, the Action Plan will be developed to establish specific policy objectives, identify programs and resources, set tentative timelines, and develop measures of success.

The Office of Transit Services and Programs (703-838-3800) which is located within the Department of Transportation and Environmental Services, is responsible for the coordination, planning, development, monitoring, and evaluation of City-sponsored transit and paratransit services, as well as those services initiated by the regional transit authority and other agencies. This Office administers the City's ridesharing program and specialized transportation services for the mobility impaired.

The **Alexandria Transit Company (DASH)** (703-370-3274), bus system provides safe, reliable, and courteous bus service throughout the City of Alexandria, and connects with Metrobus, Metrorail, Virginia Railway Express, and all area local bus systems. DASH is a convenient and affordable way to travel around Alexandria. DASH operates nine routes and serves all of the Alexandria Metrorail Stations and the Pentagon Metrorail station on two routes during morning and evening peak periods.

For additional route and schedule information, please call our DASH information Center at 703-370-3274 from 7:00 a.m. until 7:00 p.m., Monday through Friday, or log onto our website at [www.dashbus.com](http://www.dashbus.com). DASH's courteous drivers can also assist you with connection information. Rider bulletins are posted on all buses for special announcements and holiday schedules.



## 6. Public Safety

The **Fire Department** (703-838-4600) has five major duties: to prevent fires; to prevent the loss of life and property in the event of fires; to extinguish fires; to provide emergency medical attention and transportation; and to ensure the safety of the general public during the construction and use of buildings and facilities. The Department maintains eight fire stations and five paramedic units providing 24-hour service. It administers the Office of Emergency Management, which develops contingency plans for the City to use during a natural or man-made disaster.

The ambulance service offered by the Emergency Medical Services Division is an emergency care and transportation operation, not to be used for routine transport. When a patient is transported to a hospital/medical facility, the fee will be one of the following:

- Basic Life Support (BLS) is the transportation by ground ambulance vehicle and the provision of medical supplies and services without Advanced Life Support intervention.
- ALS-1 service is the transportation by ground ambulance vehicle and the provision of medically necessary supplies and services including the provision of an ALS assessment and at least one ALS intervention.
- ALS-2 service is the transportation by ground ambulance vehicle and the provision of medically necessary supplies and services including: (1) at least three separate administrations of one or more medications by intravenous push/bolus or by continuous infusion; or (2) ground ambulance transport and the provision of at least one very advanced life support procedure.

In addition, for all transports a mileage charge is based on the number of miles a patient is transported to a medical facility.

No citizen will be refused transport because of inability to pay. Patients normally will be transported to Alexandria Hospital for emergency care. Firefighters respond to life-threatening emergencies with paramedics to provide additional staffing assistance.

A helipad at Alexandria Hospital and several other landing sites around the City allows the critically ill or injured to be airlifted to area trauma centers. Residents interested in first aid classes should contact the Alexandria Chapter of the Red Cross.

Fire Communications maintains a list of addresses of persons with disabilities, which is updated annually, to assist firefighters during emergency situations. Citizens with information about disabled/handicapped individuals are asked to call the Fire Communications Division (703-838-4660).

The **Office of Emergency Management (OEM)** is the coordinator of planning, implementation, development and maintenance of the City-wide program of disaster prevention, mitigation, preparedness, response, and recovery. The office supports the City Manager in his/her efforts to coordinate all of the departments of City government, the private sector, and community organizations and assists them in developing effective plans and capabilities to respond to potential community hazards including natural and man-made disasters. Prior to a crisis, prevention and hazard mitigation programs can reduce the vulnerability of people and property. In a crisis, effective response and recovery is often a result of the planning and preparedness that has been accomplished prior to the emergency.

Staff in the **Code Enforcement Bureau** (703-838-4360) enforce the Virginia Uniform Statewide Building Code (USBC), which governs building, mechanical, plumbing, and electrical work in the City. It also enforces federal, state, and city handicapped access and energy conservation standards. The Bureau examines architectural drawings and construction plans, issues building permits, tests construction materials, inspects construction projects, and enforces the USBC to assure minimum standards in housing.

It enforces the code mandated property maintenance standards throughout the City. These standards apply to owner occupied residences, as well as single family and multi-family rental properties. Concerns regarding overcrowding, accumulation of trash, tall grass and weeds, abandoned or inoperable automobiles, litter, and rodent activity, etc. can be reported to the Nuisance Abatement hotline 24 hours per day, seven days a week at 703-836-0041. The calls may be anonymous.

The Code Enforcement Bureau offers a complete fire prevention and education program. Bureau personnel will visit private residences and help determine appropriate locations for smoke detectors. For more information about Code Enforcement visit their website at [www.alexandriava.gov/fire/code](http://www.alexandriava.gov/fire/code).

**The Alexandria Police Department's** (703-838-4444 or TTY 703-838-4896) administrative offices are located at 2003 Mill Road. The telephone number for police emergencies is 911. For non-emergency police services, call 703-838-4444 or visit the Department's website at [www.alexandriava.gov/police](http://www.alexandriava.gov/police).

Alexandria maintains a modern, highly trained and well-equipped police department, with a current authorized strength of 315 officers. The basic mission of the Police Department is to maintain law and order, protect persons and property, apprehend persons suspected of crime, direct and control traffic, investigate traffic accidents and crimes, and enforce all state and municipal criminal laws.

The Department is committed to community policing--a partnership of police officers and citizens working together to address crime and neighborhood quality-of-life issues. In fulfilling their roles, the men and women of the Police Department are guided by the following values: "human life, integrity, the laws and Constitution, excellence, accountability, cooperation, problem solving, and ourselves and our role in the community."

In 1986, the Alexandria Police Department was accredited by the Commission on Accreditation for Law Enforcement Agencies. The Department was reaccredited in 1991, 1996, 2001, and again in 2007.

The **Crime Prevention Unit** (703-838-4520) conducts security surveys for homeowners and business establishments interested in making their property more secure and crime resistant. The Unit also provides information on preventing crime and starting a "Neighborhood Watch" program. The Neighborhood Watch is designed to reduce or eliminate crime opportunities through citizen involvement.

**Citizens' Police Academy:** Citizens may attend an 11-week Citizens' Academy to learn about community policing, search and seizure laws, patrol functions, training, use of firearms, police discipline, computer technology applications, and other aspects of law enforcement. Academy classes are held one night a week and educate the community about Police Department functions and programs. The Department also offers a one week Youth Citizens' Police Academy in August for youth ages 14-18. For more information, call 703-838-4520.

The **Crime Solvers Program** (703-838-4858) is a private, non-profit organization that pays rewards to individuals who provide information about unsolved crime in Alexandria. Rewards are funded by tax-deductible contributions from businesses and citizens.

The Crime Solvers line is answered 24 hours a day. Callers do not have to identify themselves. Information about crimes or criminals is passed on to the proper investigative unit. If this information leads to arrest and indictment, the caller is eligible for \$100 - \$1,000 in reward money.

**Drug Violations:** The Police Department's Confidential Drug Hotline (703-838-4588) accepts information from anonymous or identified callers who wish to provide details on illegal drug activity. The line is answered 24-hours a day, and confidentiality is maintained at all times.

**Fingerprints:** Citizens may need to be fingerprinted for a variety of reasons. The Police Department Identification Section provides this service to persons who live or work in the City of Alexandria at a cost of \$5.00 per card. (Note: Fingerprint cards must be provided by the citizen as the Police Department's supply is designed for arrestee use only.) This service is offered to the public Monday through Friday from 1:00 p.m. to 3:00 p.m., excluding holidays at 2003 Mill Road.

Parents or guardians who wish to have their children fingerprinted for future identification purposes should contact the Identification Section at 703-838-4531. The Identification Section provides fingerprint cards for this service free of charge. The Police Crime Prevention Unit periodically conducts Operation ID events in conjunction with other community activities. The Crime Prevention Unit can be contacted at 703-838-4520. Those seeking to be fingerprinted for Immigration and Naturalization purposes must contact the U.S. Immigration and Naturalization Services (INS) for an approved fingerprinting site. The Alexandria Police Department does not perform INS fingerprinting.

**Graffiti:** Citizens can report instances of graffiti through the Department’s website at [www.alexandriava.gov/police](http://www.alexandriava.gov/police). Citizens should click on the “Online Services” link and then select “Graffiti” to send a report to the Department detailing the graffiti.

**Guns:** The City of Alexandria has no gun registration laws, and permits are not required for gun ownership. Those desiring to purchase a gun should consult with a licensed gun dealer.

No firearm or airgun (BB) can be discharged within the City limits except by law enforcement officers in the performance of their duties. For more information, call 703-838-4530.

**Concealed Weapons:** A Concealed Weapon Permit is required to carry a concealed weapon in the Commonwealth of Virginia. Alexandria residents may obtain a Concealed Weapon Permit Application from the Information Services Section or the Crime Scene Investigation Section (CSI) of the Police Department or from the Circuit Court Clerks Office, 520 King Street. Applicants must apply in person either at the Circuit Court or at the Alexandria Police Department; however, all applicants must report to the Police Department to be fingerprinted before the application can be processed. If renewing a permit that has not yet expired, the applicant is not required to be fingerprinted. If the permit has expired, the applicant must be re-fingerprinted. All applicants must:

- Be a resident of the City of Alexandria (not Fairfax County);
- Make a payment in the amount of \$50.00. (Note: make checks payable to the Clerk of the Circuit Court. Personal checks are accepted, however, money order or certified check is preferred. Applicants may pay by cash or credit card [VISA and MasterCard only] at the Circuit Court Clerk’s Office, 520 King Street);
- Provide an official photo ID for proof of identity, e.g., driver's license or other government identification with photo;
- The application must be sworn to under oath before a Notary Public or the Clerk of the Circuit Court;
- Attach a Certificate of Competency with a handgun unless applying for a renewal;
- Renewal applicants must provide a copy of their current valid unexpired permit to demonstrate handgun competency.
- Include a self-addressed stamped envelope attached to the application for receipt of the permit. A second self-addressed envelope is needed for return of your fingerprints unless you elect to have the fingerprint cards destroyed.

Additional information can be obtained from the city web site or the Virginia State Police web page.

The Police Department Explorer Post (703-838-4520) is affiliated with the Boy Scouts of America and serves young adults from 14 to 20 years of age. Explorers learn about police work and perform community services such as marking valuables for Operation Identification, distributing pamphlets, and assisting with logistics at parades and other special events. For information on joining the Post, contact the Crime Prevention Unit at 703-838-4520.

Police Reports and Records: The Police Department's Information Services Section (703-838-4510) is the central repository of all police reports and records. This office is located at 2003 Mill Road and is open to the public from 9:00 a.m. to 5:00 p.m., Monday through Friday, and Saturday from 10:00 a.m. to 2:00 p.m. It is closed to the public on Sundays and holidays.

The following records may be obtained (for a fee): abstracts of arrest and conviction records, copies of accident reports, verification of offense reports for insurance purposes, and bicycle registration. In addition, this Section issues temporary Residential Parking Permits when City Hall is closed; and, depending on the duration of the permit, a fee may be charged.

Taxicabs: The City of Alexandria is served by seven licensed taxicab companies. Complaints or injuries should be directed to the Hack Inspector at 703-838-4240. The Hack Inspector is available Monday through Friday from 7:00 a.m. to 4:00 p.m.

Volunteer Unit: Citizens who wish to donate their time and talents to the Police Department should call the Volunteer Unit at 703-706-3988. Volunteers assist with administrative and operations support duties, thus allowing officers to spend more time on law enforcement and crime prevention activities.

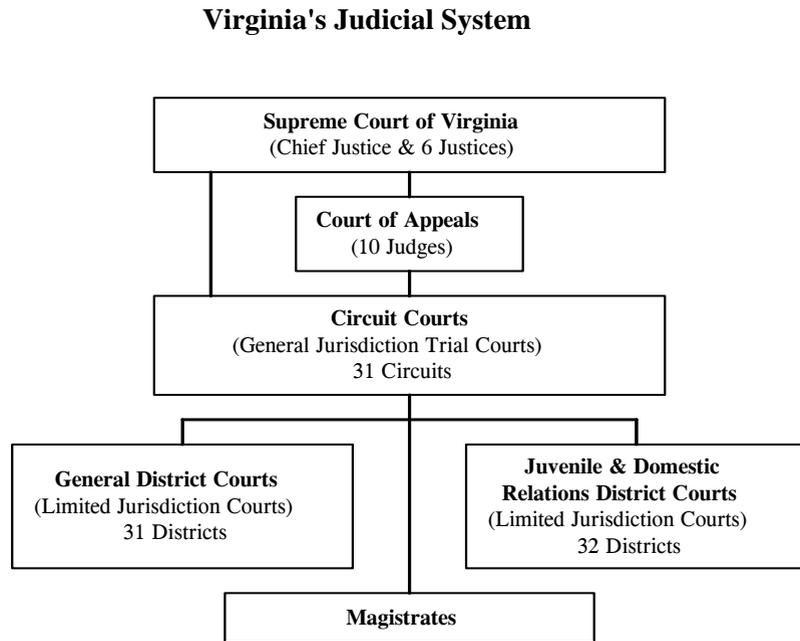
Youth Camp: The Alexandria Police Youth Camp, Camp Grimm, a private non-profit camp, located near Kilmarnock, Virginia, was founded in 1946. Since then, more than 17,000 Alexandria children have spent part of a summer at the Camp. Camp Grimm provides a traditional one-week camping experience free of charge to Alexandria boys and girls ages 8 to 12. All camp applications are accepted on a first come, first served basis. For further information, call 703-838-4522.

Animal Shelter (703.838.4775) located at 4101 Eisenhower Avenue. The Alexandria Animal Welfare League contracts with the City to care for more than 4,000 lost, unwanted, or injured animals each year. Animal wardens investigate complaints of animal cruelty, abuse, or neglect and enforce the City and State animal control laws. Animal Shelter staff provide for the rescue of injured or sick stray pets and the temporary care and shelter of injured or orphaned wildlife. The animal care team assists potential adopters with their pet selection and matches the animal's behavior and personality to the adopter's lifestyle. The Animal Shelter answers hundreds of phone inquiries daily and provides animal care posters, speakers, and public displays. The Vola Lawson Animal Shelter is operated by the Animal Welfare League of Alexandria

under contract with the City and is open Monday, Tuesday, Thursday and Friday from 1:00 p.m. to 8:00 p.m., on Saturday and Sunday, 12:00 noon to 5:00 p.m. On Wednesday the Shelter is open from 1:00 p.m. to 8:00 p.m. for all visiting business except adoptions. Animal Wardens are on duty seven days a week, including holidays from 7:00 a.m. to 10:00 p.m. Emergency Service Technicians are on duty from 10:00 p.m. to 6:30 a.m. seven days a week for after-hours animal emergencies. Telephone lines are answered beginning at 9:00 a.m. each morning, and stray animals may also be dropped off during this time. For more information visit the Shelter's website at [www.alexandrianimals.org](http://www.alexandrianimals.org).

# 7. Courts and Corrections

The entire judicial system of the Commonwealth of Virginia was reorganized during the 1970s and early 1980s. The following chart shows the organization of the court system:



**Magistrates** (703-838-4515). Justices of the peace and special justices are called Special Magistrates. They are responsible for issuing process of arrest and search warrants, admitting to bail or committing to jail persons charged with offenses, and issuing arrest warrants and summons to appear and answer.

Alexandria has five Special Magistrates who are appointed for four-year terms by the Chief Judge of the 18th Circuit Court. They exercise, within the City, all the power and authority conferred on magistrates by general state law. They are supervised by the Chief Circuit Court Judge and are given legal advice by the Commonwealth's Attorney. There is a magistrate on duty 24 hours a day at the Intake Unit of the Alexandria Detention Center.

## COURTS NOT OF RECORD

There are two types of courts not of record: General District Court and Juvenile and Domestic Relations District Court. The Commonwealth is divided into 31 districts. Alexandria is the 18th District. Its Franklin Backus Courthouse is located at 520 King Street.

Each District Court has at least one full-time judge elected by the General Assembly for a term of six years. When a vacancy occurs, the 18th Circuit Court judges nominate no more than three persons for consideration by the General Assembly. If the General Assembly is in recess, an interim appointment is made by the Circuit Court judges. For Alexandria's District Court, there are two regular judges and five substitute judges. The Clerk of the General District Court is appointed by the two regular judges. There are two regular judges for Alexandria's Juvenile and Domestic Relations Court. The Clerk of the Juvenile and Domestic Relations Court is appointed by the two judges.

The **General District Court** has original jurisdiction in all misdemeanors (fines up to \$2,500 or sentences up to one year in jail, or both); original and exclusive jurisdiction in civil cases involving \$3,000 or less; and concurrent jurisdiction with the 18th Circuit Court in claims involving \$3,000.01 but not exceeding \$15,000. The Court sits without a jury. The Court holds traffic court and preliminary hearings for any individual arrested and charged with a felony to determine if there is "probable cause." If "probable cause" is established, the accused is bound over to the Grand Jury. The Chief Judge of the General District Court appoints the Clerk. The General District Court has a "small claims court" for claims that do not exceed \$2,000. For information on traffic cases, call 703-838-4041; for civil cases, call 703-838-4021; and for criminal cases, call 703-838-4030.

**Juvenile and Domestic Relations Court** (703-838-4141) has jurisdiction in cases involving juvenile delinquency, juvenile traffic offenses, children in need of services (runaways and truants), child abuse or neglect, parental relief of custody, entrustments, termination of parental rights, oversight of children in foster care, adult domestic violence, petitions for adult protective orders in family cases, child and spousal support enforcement, court consent to medical treatment of children, involuntary commitment of juveniles 14 years and over to mental health facilities, and other matters relating to crimes committed by one member of a family against another family member or by an adult against a minor.

In Virginia, a minor is anyone under 18 years of age. Under certain situations in some delinquency cases, a juvenile court judge can send a juvenile's case to Circuit Court for trial as an adult. Any final decisions of matters by this court can be appealed to the Circuit Court for a new trial.

The Alexandria Juvenile and Domestic Relations District Court is a Model Court for the National Council of Juvenile and Family Court Judges - see [www.pppncjfcj.org/](http://www.pppncjfcj.org/). More information concerning the Court can be found at its website at <http://alexandriava.gov/courts/jdrdc/>.

The *Juvenile and Domestic Relations Court Services Unit*, a State agency. (703-838-4144) provides services to juveniles and adults as follows:

**Intake** – Receives, assesses, and reviews cases from the police, schools, community and parents regarding youth less than 18 years of age who have either been arrested for committing a crime or are exhibiting other behavior such as running away from home, truancy at school or drug involvement. Intake Officers can make referrals for services or

petition for court action. Pre-trial Services and the Attendance Review Panel for truant youth are part of the services in this Unit.

Probation – Provides supervision to juveniles in the community. Family members are involved in the rehabilitative efforts and probation officers work with other agencies and organizations to provide needed services.

Adult Services – Provides assistance in attaining protective orders for victims of abuse and supervises/monitors adult family members who are abusive or violent in the homes. Treatment programs are available to victims and offenders in domestic violence matters.

Gang Intervention/Prevention – The City's Gang Prevention/Intervention Coordinator is housed in the Court Service Unit. As staff to the City's Gang Prevention Task Force, the Gang Prevention Coordinator works to coordinate youth programming, community forums and other comprehensive initiatives to deter gang activity in the City. The City's Gang Prevention web page can be found at [www.alexandriava.gov/gangprevention](http://www.alexandriava.gov/gangprevention) or [www.preventgangsnova.org](http://www.preventgangsnova.org).

Other Programs and Services – The Court Service Unit operates an array of programs that meet specific needs of youth and families in the community. Mediation and custody investigations and mental health services are provided. Other special programs include: drug screening and assessments, anger management and parental education groups, Shoplifters Diversion Program, a Day Reporting Center, community-based probation in Arlandria, post-dispositional program, United We Sail Youth Entrepreneurship program, Space of Her Own Girls Program, Wilderness Programs, education support for school suspended youth, community service and restitution, and conflict resolution.

## **COURTS OF RECORD**

**Circuit Court** (703-838-4123) is a court of unlimited general jurisdiction in certain matters. It can issue writs of mandamus, prohibitions, and certiorari. Divorce suits are heard in the Circuit Court. It has appellate jurisdiction in all cases, civil and criminal, from the lower courts and original jurisdiction for all felony indictments and for presentments, information, and indictments for misdemeanors. Appeals from the Circuit Court are either to the Court of Appeals or to the State Supreme Court. In criminal trials, trial by jury is mandatory unless waived by the defendant, the prosecutor, and the court.

Deeds, wills, deeds of trust, and other papers are filed with the Clerk of this Court (703-838-4055 for wills, and 703-838-4066 for deeds). The Clerk maintains and processes land record documents for the City, handles probate and fiduciary matters, issues marriage licenses, and provides clerical assistance to the judges in all civil and criminal matters. Other duties include issuing notarial certificates, administering oaths to elected and appointed officials, and maintaining historical records and statistics for the City. The Clerk is a constitutional officer and is elected for an eight-year term.

Judges are elected by a joint vote of both houses of the General Assembly and are commissioned by the Governor for a term of eight years. The Governor can make interim appointments when the General Assembly is in recess. Alexandria has three Circuit Court judges.

The **Court of Appeals of Virginia** provides for intermediate appellate review of all decisions of the Circuit Courts in traffic infractions, in criminal cases, except where a sentence of death has been imposed, and in decisions of the Circuit Court involving domestic relations matters and appeals from administrative agencies. The Court also hears appeals from the Industrial Commission. It sits in panels of at least three judges at locations designated by the Chief Judge, so as to provide convenient access to the various areas of the Commonwealth. The 10 Court of Appeals judges are elected in the same manner as Circuit Court judges and serve a term of eight years. The Chief Judge is elected by the 10 judges and serves a term of four years.

The **Supreme Court of Virginia's** primary purpose is to review the decisions of lower courts in which appeals have been allowed. The Court, which is located in Richmond, also has the power to issue writs of mandamus, habeas corpus, and prohibition; it has original jurisdiction in cases of judicial censure and removal.

The Court has seven justices who are elected by joint vote of both houses of the General Assembly and are commissioned by the Governor to serve 12-year terms. The Chief Justice of the Supreme Court is the administrative head of the state judicial system.

**JURY SELECTION AND FUNCTION:** There are two kinds of Circuit Court juries: Grant and Petit.

The **Grand Jury** consists of five to seven members who are at least 18 years of age, U.S. citizens, and residents of the Commonwealth of Virginia for at least one year and of Alexandria for six months. The Grand Jury hears written presentments and oral testimony, at its request, concerning individuals suspected of committing a felony. Jurors decide if there is probable cause to believe the accused has committed a crime, if so an indictment is returned, and the accused is tried. The Grand Jury is selected by the Clerk of the Court from a list of names submitted by the Chief Judge of the Circuit Court for the term beginning in August. Jurors receive \$30.00 per day as an expense allowance.

The **Petit Jury** is the trial jury serving the Circuit Court. A separate group serves each term of the Court. Every two months, the Clerk or Deputy Clerk of Court draws names needed for the term from a pool of names supplied by the Jury Commission. Usually 20 names are chosen for criminal juries and 13 for civil juries. Twelve members serve in criminal cases and seven serve in civil cases. Jurors receive \$30.00 per day as an expense allowance. In Virginia, in all felony cases where the verdict of guilty is rendered, the jury also recommends the sentence.

The Jury Coordinator can be reached at 703-838-4119.

The **Commonwealth's Attorney** (703-838-4100) is a constitutional officer, who is elected by the citizens of Alexandria to a four-year term as the Chief Prosecutor for the City. The Commonwealth's Attorney's Office is responsible for prosecuting persons who have been accused of criminal offenses that occur within the City limits.

The Office is composed of 14 attorneys and staff and is located in the Courthouse at 520 King Street, Suite 301. Attorneys handle specialized case assignments according to types

of crimes (e.g., burglary, robbery, etc.). The Office also operates a number of programs to enhance its function, including a multi-jurisdiction drug prosecution program, which assigns an experienced assistant to prosecute higher level drug cases in federal court, a Community Prosecution Program, which deals with quality of life issues and prosecution of cases which have occurred in the Arlandria area of the City, the Victim-Witness Assistance Program, which provides information referral, and support services to crime victims and witnesses throughout the criminal justice process, and the V-STOP Program, which focuses on prosecution of domestic violence cases.

If you would like a prosecutor to address your civic group or school class on an issue related to law enforcement, please call or e-mail the office at [randolph.sengel@alexandriava.gov](mailto:randolph.sengel@alexandriava.gov).

The **Sheriff** (703-838-4111) is a constitutional officer elected for a four-year term. The Office of Sheriff has primary responsibility for the management of the Alexandria Detention Center, Public Safety Center perimeter security, Courthouse and courtroom security, prisoner transportation, warrant execution, and service of all civil papers and court generated documents, and secondary responsibility for law enforcement in the City. The Office of Sheriff staff consists of 167 sworn employees and 44 civilian employees.

The Office of Sheriff is one of a small number of agencies in the United States to be nationally accredited by the Commission on Accreditation for Law Enforcement Agencies, Inc., Commission on Accreditation for Corrections, and the National Commission on Correctional Health Care. The Office of Sheriff has been honored by the National Sheriffs' Association with the prestigious "Triple Crown Award" for achieving these national accreditations. The Sheriff's administrative offices are located at 2003 Mill Road, and the Judicial Services Office is located in the Alexandria Courthouse, 520 King Street, Suite 308. Citizens are encouraged to become involved with the Office of Sheriff, the Detention Center, or the Courthouse as volunteers. For volunteer information, call 703-838-4111, x4904. For Courthouse and Detention Center tour information, call 703-838-4111, x4727. For information on becoming a Deputy Sheriff, call 703-838-4111, x4117. Information is also available on the Sheriff's website at [www.alexandriava.gov/sheriff](http://www.alexandriava.gov/sheriff).

The **Alexandria Detention Center** (703-838-4099) is located at 2001 Mill Road in the Alexandria Public Safety Complex. Opened in 1987, the Detention Center houses prisoners who are awaiting trial, serving jail sentences, and/or awaiting transfer to state facilities to serve longer sentences. The Detention Center has a rated capacity of 343 prisoners and is under contract with the U.S. Marshals Service to house 140 federal prisoners. The Detention Center holds prisoners awaiting trial, those serving sentences of 12 months or less, and those awaiting transfer to state facilities to serve longer sentences. For specific information about a prisoner call 703-838-4440. Family and friends visiting hours, by appointment only, are Monday through Thursday, 7:00 p.m. to 11:00 p.m.; and Saturday and Sunday, 9:00 a.m. to 11:00 a.m. and 1:00 p.m. to 4:00 p.m.

The Detention Center provides a wide range of programs and services to prisoners, including educational programs, substance abuse counseling, Sober Living Unit (a therapeutic community substance abuse program), religious services, library and law

library services, commissary, mental health services, Women Empowered for change (a women's life skills program), and medical services. Electronic monitoring, community service, work release, and educational release programs are utilized as alternatives to incarceration. Inmate labor is used to provide services to the City and Detention Center, thus creating a significant cost savings and positive utilization of incarceration time. Low risk prisoners go through extensive screening and orientation prior to working in the community under the supervision of a Deputy Sheriff. The Detention Center is nationally accredited.

The **Alexandria Alcohol Safety Action Program (ASAP)** (703-838-4266), provides intervention, probation, and case management to persons convicted of Driving Under the Influence, as well as other alcohol or drug offenses. ASAP also provides Habitual Offender and Pre-Court Evaluations. The office is located at 132 N. Royal Street, Suite 210.

The **Adult Probation and Parole Office** (703-518-8000), a state agency, located at 108 S. Washington Street, is the local office of the Community Corrections Division of the Virginia Department of Corrections. Probation/Parole Officers conduct investigations and prepare pre-sentencing reports for the Circuit Court, and supervise ex-offenders in the community. The primary goal of community supervision is to encourage responsible behavior by ex-offenders. This Office, in close collaboration with City agencies, provides special programs that address a wide range of client needs, including substance abuse and mental health treatment, basic employment and educational services, and basic communication and life skills.

The Alexandria branch of **Legal Services of Northern Virginia** (703-684-5566) is located at 603 King Street. Income-eligible and elderly City residents are provided legal advice and representation in many areas of civil (not criminal or traffic) law, including family, housing, consumer, elder, public benefits, education and employment law. The majority of criminal cases are handled by the Public Defenders Office.

The Alexandria **Office of the Public Defender** is staffed with eleven attorneys, a private investigator, a sentencing advocate and five support personnel. Public Defender attorneys provide legal representation to people who are charged with criminal offenses for which a jail sentence may be imposed, and who cannot afford to hire an attorney to represent them. Those who are seeking the services of the Public Defender must make their request to the Court and must submit an affidavit of indigence. If the applicant qualifies, the Court will appoint either the Public Defender Office or an attorney from the private bar to handle the case. Public defender attorneys handle traffic, misdemeanor, and felony cases for juvenile and adult clients. The attorneys provide services at both the trial and appellate levels. Law student interns provide legal support services to the attorneys. The office is located at 132 North Royal Street, Suite 200. Telephone: 703-838-4477 or visit the website at [www.indigentdefense.virginia.gov](http://www.indigentdefense.virginia.gov).

The **Alexandria Law Library** (703-838-4077), located at 520 King Street (lower level), is open to the public. Its mission is to provide legal reference materials and forms for the benefit of the entire Alexandria community, including attorneys, judges, government employees, students, teachers, and the public. Books must be used in the library as the collection does not circulate. A photocopier is available at 20 cents a page.

A video, *Your Day in Court: Representing Yourself in General District Court*, may be rented with a refundable \$20 deposit. A TV/DVD/VCR may be rented for courtroom use for \$50 a day.

Library staff will provide assistance in locating and using library materials. However, staff cannot give legal advice, legal opinions or interpretations of the law. Services specifically provided for the public, for a nominal fee, include divorce, expungement, and name change information packets.

The library has an extensive collection of Virginia materials as well as treatises, encyclopedias, digests and other resources on a broad range of state and federal issues, including family law, landlord/tenant law, business formation and dissolution, immigration, bankruptcy, employment law, traffic and DUI law, and debt collection. Access to the Internet on the library's two Internet terminals is limited to legal research but free Wi-Fi is available throughout the library. Two additional terminals provide access to free, computer-assisted, legal research on LexisNexis. There is a dedicated computer for CD-ROMs (mostly forms) and another for word processing (Word and WordPerfect). Printing is 20 cents a page. Seven well-lit study carrels are also available.

Hours are Monday through Friday, 9:00 am to 4:00 pm, with no reference service between 1:00 and 2:00 pm.

## **JUDGES**

**Circuit Court:** Donald M. Haddock, Chief Judge; Lisa B. Kemler, Nolan B. Dawkins.

**General District Court:** Becky J. Moore, Donald M. Haddock, Jr.

**Juvenile and Domestic Relations District Court:** Constance Frogale.



## 8. Health and Human Services

The **Alexandria Health Department** (703-838-4400), located at 4480 King Street, is one of 35 district offices of the Virginia Department of Health's Division of Community Health Services.

Among the many services available are: vaccines against measles, rubella, polio, diphtheria, mumps, pertussis, tetanus, influenza, Type B hepatitis, and pneumococcal pneumonia; maternity, gynecological and family planning services; well child pediatric services; confidential diagnosis, treatment, and counseling on sexually transmitted diseases; tuberculin testing and diagnostic chest x-rays; confidential or anonymous HIV testing and early intervention services; adult and child dental services; nutritional education and food vouchers for women, infants, and children (WIC); and processing of birth and death certificates.

Care for chronic diseases are offered at the Flora K. Casey Health Center. For information regarding services, eligibility, or an appointment, call 703-519-5979. Clinic services are restricted to Alexandria residents who meet State Board of Health income guidelines. Fees are based on the patient's total family income. The Center is adjacent to the Alexandria Hospital at 1200 N. Howard Street. Hours - 7:30 a.m. to 4:30 p.m., Monday through Friday.

The Adolescent Health Center (703-519-6006), provides a variety of health services to adolescents, ages 12-19 years, who reside in the City. These services include treatment of minor illnesses, immunizations and physical examinations required for schools and participation in sports, employment, and the Special Olympics. Written parental consent is required before any of the aforementioned services can be provided.

In addition, the Adolescent Clinic provides pregnancy testing; diagnosis and treatment of sexually transmitted diseases; reproductive health services; and mental health and substance abuse counseling. State law permits these services to be offered without parental consent. The clinic is located at 3701 W. Braddock Road and is open Monday through Friday, 10:00 a.m. to 5:00 p.m. Summer hours may vary. For information or appointments, call 703-519-6006. All services are free.

The Environmental Health Division is responsible for permitting and inspecting the nearly 700 restaurants, groceries, schools, child care centers and other food establishments that serve, sell or manufacture food in the City. The Division also permits and inspects approximately 140 swimming pools, 200 personal care establishments (beauty shops, barber shops, massage therapists, nail salons, and tanning salons), 25 hotels and motels, and 6 marinas for compliance with health codes. In addition, the Division investigates citizen complaints about environmental health issues and is responsible for programs to prevent rabies, control mosquito-borne disease, prevent child lead poisoning and improve indoor air quality.

The **Department of Human Services** (703-838-0710 or TTY 703-836-1493), located in the Sheila E. Doud Human Services Center at 2525 Mt. Vernon Avenue, serves the diverse needs of Alexandria's citizens by promoting economic and social independence

and self-sufficiency. The Department is organized into four divisions: Operations, Family Services, *JobLink*, and Community Programs.

The Operations Division (703-838-0704), provides management, planning, and coordinated decision-making within a department that serves many diverse needs. The Operations Division includes budget and finance, personnel, facilities and supplies, data and quality control, and information systems functions.

The Family Services Division (703-838-0700), is mandated by federal and State laws to provide financial assistance and social services to Alexandrians. Services are designed to meet basic needs, strengthen family life, and protect children from abuse, neglect, and exploitation. The major programs administered by this division are: Temporary Assistance For Needy Families (TANF); Medicaid, Food Stamps, Family Access to Medical Insurance Security (FAMIS); General Relief; Fuel Assistance; Refugee Assistance; State/Local Hospitalization; Family Services; Adoption programs; Foster Care; and Child Protective Services.

The Division has three locations, the main office is at 2525 Mt. Vernon Avenue. The second is 2 Herbert Street (703-519-3318) where adoption, foster home, and forensic services are located. The third location is 4480 King Street, 4th Floor (703-838-4708), where the Child Assessment and Treatment Center for Health (CATCH) provides medical, developmental and mental health services to children ages 0 - 5.

The JobLink Division, (703-838-4316), is located at 1900 N. Beauregard Street, #300. A certified One-Stop Career Center, *JobLink* provides employment and employment-related services to job seekers and businesses through its two primary units, Office of Employment Training (OET) and Alexandria Works! Teams. OET employment counselors assist job seekers with resumes, job search, and career assessments that match their skills and aptitudes to available jobs. Additionally, *JobLink* has special employment programs for unique groups such as refugees and youth, and training opportunities for eligible candidates. Services to employers include applicant referrals for job vacancies and assistance with job fairs and recruitments.

The Alexandria Works! Teams (703-519-3393), provide social services and employment services for persons receiving Temporary Assistance for Needy Families (TANF) and Food Stamps. Teams of eligibility, child care and employment specialists provide social services to help persons overcome barriers to employment and job readiness classes, vocational training and job search assistance to help them become successfully employed.

The Community Programs Division (CPD) (703-838-0701), provides services that are designed to aid specific populations in the City to become self-sufficient and less dependent on the human services system. CPD operates through five program-specific offices: the Office of Aging and Adult Services, the Office of Early Childhood Development, the Office of Community Services, the Out-of-School-Time Office, and the Multicultural Services Initiative. In addition, this Division provides staff support to the Commission on Aging, the Early Childhood Commission, and the Economic Opportunities Commission.

The **Department of Mental Health, Mental Retardation and Substance Abuse** (703-838-4455), which has administrative offices at 720 N. St. Asaph Street, operates and coordinates services for persons with mental illness, intellectual disability, and substance

abuse problems under policy direction from the Alexandria Community Services Board. The Department has an administrative division and three operating divisions: Acute and Emergency Care Services, Extended Care Services, and Child, Family and Prevention Services. Services are provided at five main locations: 720 N. Saint Asaph Street; 2355-A Mill Road; 4480 King Street; 3105 Colvin Street, and 1900 N. Beauregard Street. The Department also operates ten group homes and 53 supervised condos/apartments throughout Alexandria. For more information, call 703.838.4455.

There is a charge for most services provided by the Department; however, services are never refused because of inability to pay. Emergency workers are available 24 hours a day at 703.838.6400. Services include:

**Mental Health and Substance Abuse Services** provides individual and group therapy and psychological testing.

**Youth and Family Outpatient Services** provides individual therapy to children as well as group therapy and counseling to parents and families.

**Case Management** coordinates services, monitors the care consumers receive from CSB programs and other agencies, and helps consumers maintain their entitlement.

**Day Support** provides daily support and rehabilitation for persons with mental illness or intellectual disabilities

**Vocational Services** helps people with disabilities develop job skills and obtain employment.

**Residential Services** provides permanent or transitional living arrangements, support, supervision and training for persons with mental illness, an intellectual disability or for those who are recovering from substance dependency.

**Emergency Services (ES)** provides 24-hour-a-day telephone and face-to-face crisis intervention services to individuals having a serious mental health and/or substance abuse problem.

**Adult Detention Center Services** helps inmates adjust to incarceration and provides therapeutic programs. The Sober Living Unit (SLU) helps inmates addicted to drugs and alcohol develop skills for a life of sobriety. The Critical Care Unit stabilizes persons with psychiatric crises. Staff working in the general jail population provide individuals and group counseling.

**Social Detoxification** provides a short-term treatment environment for persons who are withdrawing from alcohol or drugs and works with them to accept ongoing treatment as appropriate.

**The Opioid Treatment Program** helps adults stop using narcotics by prescribing and monitoring the medications Methadone and Buprenorphine.

**The Psychiatric Services Unit** coordinates psychiatric and nursing services. Medical and nursing staff work to maximize consumers' functioning through the use of medication, monitoring and education.

**Geriatric Mental Health** provides prevention services to seniors in Alexandria in order to enhance their well-being and resiliency, promote mental health care and prevent high-risk behaviors.

**Home Based Services** provides intensive, short-term crisis intervention and treatment services to families with children who are at risk of being placed outside the home.

**The Parent Infant Education Program (PIE)** evaluates infant and toddler development and provides early intervention to those with disabilities.

**The Child Assessment and Treatment Center for Health Kids (CATCH)** provides assessment and treatment services for children between the ages of 0-5 who are victims of child abuse and neglect.

**The Juvenile Detention Center Mental Health and Substance Abuse Program** provides screening, linkage to after-care services, parent engagements and support groups, family and individual therapy, and *Lifeskills 95*, a program designed to reduce recidivism in youth released from detention.

**The Preschool Prevention Team** provides on-site mental health services, social skills development, behavior management and parent and staff training.

**The School-Age Prevention Team** provides 20 different programs in City public schools and other community locations.

## 9. Education

### **Public Schools — Elementary and Secondary**

Alexandria City Public Schools (ACPS) provides state-of-the-art teaching and learning. About 85 percent of the district's budget is committed to instruction and instructional support for the approximately 10,000 students enrolled in 13 elementary schools, two middle schools, a unique ninth-grade school, a high school and an alternative high school. Two elementary schools offer specialized programs in a traditional academic setting or science/math/ technology. With an average class size ranging between 20 and 23 students, teachers and students enjoy a high-quality classroom setting. In the fall 2007, the new T. C. Williams High School opened to students, replacing the 1970's facility.

More than 2,500 volunteers and 150 business and community partnerships work with the schools in making sure that every child achieves academic excellence. The district provides an extensive and meaningful orientation for new employees, monitors performance, maintains an effective support system, and encourages teachers to model for their students a philosophy of life-long learning. Parents enjoy a strong support network through individual school PTAs, specific programs designed to meet their needs, and a collaborative relationship with their children's teachers and principals.

Recognized as one of the most technology-rich school districts in Virginia, ACPS provides a one-to-one computing environment for all students in grades 9-12, whether they are at school or at home, through the High School Technology Integration Project. A laptop computer is provided to each student in grades 9-12. Students are allowed to keep their computers with them during all hours for the duration of the school year. At school, students have access to a high-speed 54MB wireless network which provides connectivity to school-based resources such as servers, applications, e-mail, the ACPS Internet connection, and printing services. Away from school, each laptop computer has access to a 56k dial-up network service, which provides access to the same school-based resources.

While connected to the ACPS network (whether wireless or dial-up) students have access to all school-based resources. These resources include network and Internet-based applications, student and teacher folders on the student server, and ACPS student resource printing. The ACPS student network at the secondary level is protected and filtered for content by a series of firewalls and filters. Students have access to after-hour student Internet Resource Centers at George Washington Middle School and T.C. Williams High School and, at Minnie Howard School and T.C. Williams, on-site student help desks.

The laptop program is only one component of the ACPS High School Technology Integration Project (TIP). The goal of this project is to increase student achievement through the full integration of technology as a tool for learning. Key components of the program include intensive staff development and implementation of Blackboard, a comprehensive and flexible software platform that delivers a course management system, a customizable portal and online communities. Blackboard provides teachers and students

with tools to create, enhance, and customize a teaching and learning environment that meets diverse teaching objectives and learner needs. In addition, it creates an online environment for collaboration among students, teachers and staff.

**Fast Facts:**

Enrollment 2007-2008 .....	10,000
FY 2009 operating budget .....	\$198,956,474
FY 2009-2014 Capital Improvement budget .....	\$65,320,905
Number of schools .....	18

**Graduates:**

Students to postsecondary education .....	85 percent
AP and honor courses offered at T.C. Williams High School .....	19
National Merit Scholarship semi-finalists.....	2
2006 National Achievement Scholarship winners .....	2
2007 AP exams taken.....	905
2007 SAT scores .....	Mean Reading = 490 Mean Math = 491 Mean Writing = 481

**Students:**

African American.....	43.8 percent
Asian Pacific .....	5.9 percent
Hispanic .....	26.6 percent
Native American .....	.2 percent
White.....	23.6 percent
Countries of birth .....	88
Native languages .....	69

**Faculty:**

Number of teachers .....	1,113
Other licensed staff .....	135
Number of support staff .....	740
Advanced degrees .....	75 percent

You can get more information on ACPS by visiting the website at [www.acps.k12.va.us](http://www.acps.k12.va.us) or by calling the Department of Information and Outreach at 703-824-6635.

Alexandria City Public Schools Central Office  
2000 N. Beauregard Street  
Alexandria, VA 22311  
(703) 824-6600  
website: [www.acps.k12.va.us](http://www.acps.k12.va.us)

### **Elementary Schools (Grades K-5)**

John Adams Elementary  
5651 Rayburn Avenue  
(703) 824-6970

Charles Barrett Elementary  
1115 Martha Custis Drive  
(703) 824-6960

Patrick Henry Elementary  
4643 Taney Avenue  
(703) 461-4170

Jefferson-Houston Elementary School  
1501 Cameron Street  
(703) 706-4400

Cora Kelly School for Math, Science and Technology  
3600 Commonwealth Avenue  
(703) 706-4420

Lyles-Crouch Traditional Academy  
530 S. St. Asaph Street  
(703) 706-4430

Douglas MacArthur Elementary  
1101 Janneys Lane  
(703) 461-4190

George Mason Elementary  
2601 Cameron Mills Road  
(703) 706-4470

Maury Elementary  
600 Russell Road  
(703) 706-4440

Mount Vernon Community  
2601 Commonwealth Avenue  
(703) 706-4460

James K. Polk Elementary  
5000 Polk Avenue  
(706) 461-4180

William Ramsay Elementary  
5700 Sanger Avenue  
(703) 824-6950

Samuel W. Tucker Elementary  
435 Ferdinand Day Drive  
(703) 933-6300

### **Secondary Schools**

Francis C. Hammond Middle (Grades 6-8)  
4646 Seminary Road  
(703) 461-4100

George Washington Middle School (Grades 6-8)  
1005 Mount Vernon Avenue  
(703) 706-4500

Minnie Howard School (Grade 9)  
3801 W. Braddock Road  
(703) 824-6750

T.C. Williams High (Grades 10-12)  
3330 King Street  
(703) 824-6800

Secondary Training and Education Program (Grades 9-12)  
3330 King Street  
(703) 824-6631

The administration and operation of the public schools in Alexandria is the responsibility of the Superintendent of Schools, who is hired by the nine-member elected School Board. For enrollment procedures and other information, call 703-824-6600, or TTY 703-824-6666.

## Private Schools — Elementary and Secondary

Alexandria Country Day School  
2400 Russell Road  
(703) 548-4804

Alexandria Friends School  
3830 Seminary Road  
(703) 461-7222

Bishop Ireton High School  
201 Cambridge Road  
(703) 751-7606

Blessed Sacrament Grade School and Early Childhood Center  
1417 W. Braddock Road  
(703) 998-4170

Episcopal High School  
1200 N. Quaker Lane  
(703) 933-3000

Grace Episcopal School  
3601 Russell Road  
(703) 549-5067

Immanuel Lutheran School  
109 Belleaire Road  
(703) 549-7323

St. Clement's Episcopal Day School  
1701 N. Quaker Lane  
(703) 998-8795  
**(Preschool and Kindergarten only)**

St. Mary's Elementary School  
400 Green Street  
(703) 549-1646

St. Rita's School  
3801 Russell Road  
(703) 548-1888

St. Stephen's and St. Agnes School  
401 Fontaine Street  
(703) 212-2705 (Grades K-5)

4401 W. Braddock Road  
(703) 751-2700 (Grades 6-8)

1000 St. Stephen's Road  
(703) 751-2700 (Grades 9-12)

Old Town Montessori School  
115 S. Washington Street  
(703) 684-7323

For more information about private pre-schools in Alexandria, call the Division of Social Services at 703-838-0701.

### **Higher Education**

Northern Virginia Community College, located at 3001 N. Beauregard Street (703-845-6200), is a two-year institution with four other Northern Virginia campuses. The College offers occupational, technical, university transfer, and developmental programs. Certificate and associate degree programs are available during the day and in the evening. The Extended Learning Institute provides home study courses through television, radio, cassette tapes, and printed materials sent by mail.

The George Washington University's Alexandria Graduate Education Center is located at 1775 Duke Street (703-299-0297). The Center offers nine master's degree programs and is developing partnerships with corporations, technology firms, and national trade and professional associations for continuing education and certification programs.

Virginia Theological Seminary is an Episcopal seminary located at 3737 Seminary Road (703-370-6600).

Virginia Tech's National Capital Region Operations administrative offices (703.548.0532) are located in Old Town Alexandria. The Virginia Bioinformatics Institute (VBI), maintains an office in the same building, 1101 King Street. There are two teaching locations in Alexandria: 1021 Prince Street, which also houses the Metropolitan Institute at Virginia Tech, and the Washington-Alexandria Architecture Center (WAAC) at 1001 Prince Street.

Strayer University's Alexandria Campus (703.329.9100) is a short walk from the Eisenhower Avenue Metro Station, and is easily accessible from the Capital Beltway. Undergraduate and graduate programs in high-demand fields such as accounting, business, education, health services administration, information systems, and public administration are available at this campus.

# 10. Leisure and Cultural Activities

## Public Libraries

Under the governance of the Alexandria Library Board, the **Alexandria Library System** provides a range of free services to Alexandria residents. For more information visit the website at [www.alexandriava.gov/alexlibrary](http://www.alexandriava.gov/alexlibrary).

<i>Beatley Central Library, 5005 Duke Street</i>	
Voice Attendant	703-519-5900
Circulation	703-519-5900, x2
Circulation - FAX	703-519-5915
Reference	703-519-5900, x3
Reference - FAX	703-519-5914
Children's	703-519-5900, x4
Outreach	703-519-5900, x5
Talking Books	703-519-5911
Talking Books - FAX	703-519-5916
TTY	703-519-5918
<i>Barrett Library, 717 Queen Street</i>	
Voice Attendant	703-838-4555
Circulation	703-838-4555, x1
Reference	703-838-4555, x2
Children's	703-838-4555, x3
FAX	703-838-5021
<i>Burke Library, 4701 Seminar Road</i>	
Main	703-519-6000
FAX	703-519-3471
<i>Duncan Library, 2501 Commonwealth Avenue</i>	
Main	703-838-4566
FAX	703-706-3910
<i>Local History/Special Collections, 717 Queen Street</i>	
Main	703-838-4577
FAX	703-706-3912

Residents may borrow books, audio and video cassettes, and compact discs. A collection of talking books and large print volumes is available for the visually and physically handicapped. The Beatley Central Library has computer terminals with synthesized speech software for the blind and visually impaired to access the on-line catalog, information databases, and the Internet. The Talking Books Division has a TTY connection. All branches provide walk-in and telephone reference service, cable and Wi-Fi access to the Internet, and a variety of programs for all ages. Word processing computers are available for public use at all of the branches.

Nominal fees are charged for photocopies and for printouts from microfilm and electronic information resources. The Beatley, Burke and Duncan facilities have meeting rooms available to the public. Fees are charged when for-profit companies use the rooms. Outreach services with delivery to the home bound are also available.

The library has an on-line catalog and electronic access to a variety of information databases.<sup>1</sup> The library's home page provides 7-day, 24-hour remote access to the on-line catalog and magazine database to residents with access to the World Wide Web. A valid library card is necessary to view full text magazine articles remotely. The web address is <http://www.alexandria.lib.va.us>.

Libraries in Alexandria; District of Columbia; Falls Church; Arlington, Fairfax, Loudoun, Fauquier, and Prince William Counties, Virginia; Montgomery, Prince George's and Frederick Counties, Maryland participate in a reciprocal library card program allowing residents to borrow from all libraries.

Each branch has an active Friends of the Branch group that works to support the goals and programs of the branch. The Alexandria Library Foundation is a private, not-for-profit organization that raises funds to provide additional support to the library to supplement the resources provided from the City.

The Local History collections located within the Barrett Branch include books, photographs, maps, microforms, and manuscripts pertaining to Alexandria and Virginia history and genealogy. Several collections have been digitized and are available in the library as well as through the library's website. Local History serves genealogists, students, local historians, and archaeologists, and delights Civil War buffs with a strong collection on the war.

The **Department of Recreation, Parks and Cultural Activities** (703-838-4842) provides leisure activities for all age groups at its parks, pools, and recreation facilities. It maintains over 900 acres of parkland in the City. The administrative office is located at Lee Center, 1108 Jefferson Street. The Department is made up of four divisions: (1) Arts, Marketing and Special Services; (2) Park Operations and Capital Development; (3) Recreation Services; and (4) Administrative Services.

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<sup>1</sup> It also provides access to electronic reference works and databases of searchable articles from thousands of periodicals.

- The Recreation Services Division (703-838-4345) operates eight full-time recreation centers and three after-school centers. Most activities are free and include trips, special interest programs, sports, and daily activities such as ping pong, air hockey, billiards and table games. During the summer months, the playgrounds program serves children ages 6 to 12.

The Cora Kelly Recreation Center (25 W. Reed Avenue) (703-838-6464 or TTY 703-838-6463) has racquetball courts, game and meeting rooms, a gymnasium, and a pottery room.

Youth Sports activities include football, basketball and baseball. The National Junior Tennis League (NJTL) provides boys and girls ages 8 to 18 with an opportunity to participate in organized tennis play. Leagues for beginners, intermediate, and advanced players are formed. The hotline number for adult sports leagues is 703-838-4630, and for youth sports leagues call 703-838-4697.

The division is responsible for the revenue-producing programs within the Department and for marketing recreation activities throughout the City, e.g. facilities in this category include the Chinquapin Park Recreation Center. The division also offers recreation classes throughout the year and day camps in the summer. In addition, it offers a variety of adult sports activities that include coed football, soccer, and softball, as well as men and women's sports.

The Alexandria Cooperative Extension Service is a part of this division. The Extension Service provides outreach education for youth and families on food and nutrition, horticulture, and leadership and career development.

Each summer, this division operates two large pools - the Old Town Pool at 1609 Cameron Street and the Warwick Pool at 3301 Landover Street. The pool hours during the summer are 12:00 noon - 7:00 p.m. Monday - Friday. Old Town Pool has hours are 12:00 noon - 7:00 p.m. on weekends, and Warwick Pool weekend hours are 11:00 a.m. - 6:00 p.m. There is a modest fee for admission. Four mini-pools are open to youth 13 and under throughout the City. These pools are open during the summer, Monday through Friday from 12:00 noon - 6:00 p.m. and are closed on the weekends. There is no admission fee for their use. For more information, call 703-838-4843.

- The Arts, Marketing and Special Services Division sponsors festivals, concerts, and various holiday activities, in addition to overseeing several enterprise activities, such as picnic areas at Fort Ward Park and Cameron Station. The Recreation for Seniors program offers leisure activities for people 55 years of age and over. Activities include arts and crafts, dances, and field trips. For more information, call 703-838-4343. The Therapeutic Recreation program, located at the Lee Center (1108 Jefferson Street), offers a variety of recreational activities for individuals with special needs who are not effectively served by general recreation programs. For more information, call 703-838-4832.

- The *Park Operations and Capital Development Division* (703-838-4340) maintains facilities and equipment located on all City-owned open space areas. This includes maintenance of ballfields and play equipment, pools, tennis and basketball courts, street medians, as well as shrubs and flower buds. In addition, the City Arborist's staff (703-838-4999) plants new trees, removes dead trees, and prunes, fertilizes, and sprays City trees along the streets.

The Buddie Ford Nature Center (5700 Sanger Avenue) provides natural history interpretation. After-school activities and summer camps are available through this Center. For more information, call 703-838-4829.

Alexandria's skateboard park is located at Duke Street and Quaker Lane. For more information, call 703-838-4343.

- The *Administrative Services Division* (703-838-4842) (1108 Jefferson Street) is responsible for coordinating the department's financial, personnel, and administrative functions. This division also maintains and manages the department's information technology systems. For more information visit the website at [www.alexandriava.gov/recreation](http://www.alexandriava.gov/recreation).

The **Office of Historic Alexandria** (703-838-4554 or website [www.oha.alexandriava.gov](http://www.oha.alexandriava.gov)) coordinates and develops programs to preserve the City's historic character and promote tourism. The Office's operating units include Alexandria Archaeology, the City's Archives and Records Center, the Black History Museum, Fort Ward Museum and Historic Site, Gadsby's Tavern Museum, The Lloyd House, The Lyceum, the Friendship Firehouse and the Stabler-Leadbeater Apothecary Museum.

*Alexandria Archaeology* (3rd Floor, Torpedo Factory Art Center, 105 N. Union Street) (703-838-4399) studies and preserves archaeological sites in the City and interprets them for the public through the museum, publications, seminars, workshops, and tours. City archaeologists and volunteers work together to study historic documents, recover fragments of the buried past through excavation, and analyze artifacts in the laboratory in order to gain a better understanding of Alexandria's history. Educational opportunities include "Adventure Lessons" for schools and other groups, internships, a field school for college students, a summer camp for teens, historic bike trails and public Dig Days at the site. The City maintains an extensive collection of artifacts, dating from 8000 B.C. to the early twentieth century, which is available for research purposes.

The Alexandria Archaeology Museum and laboratory are open to the public. Hours are Tuesday through Friday, 10:00 a.m. to 3:00 p.m.; Saturday, 10:00 a.m. to 5:00 p.m.; and Sunday, 1:00 p.m. to 5:00 p.m. There is no admission fee.

*Archives and Records Center* (801 S. Payne Street) (703-838-4591) manages and houses the records of the City of Alexandria government, as well as other City records of historical significance. Researchers wishing to use the records may need prior approval of the department that controls the records. Please contact the departmental staff before visiting the Center to determine which records are immediately available. Hours: Monday-Friday, 8:30 a.m. to 4:30 p.m.

Alexandria Black History Museum (902 Wythe Street) (703-838-4356) was founded in 1983. This Museum documents and interprets the contributions of Alexandria's African American community from its earliest presence in the City to the present time. Part of the building that houses the Museum was constructed in 1940 as a segregated library for Alexandria's Black residents. Both the Black History Museum and the Watson Reading Room are open Tuesdays through Saturdays from 10:00 a.m. to 4:00 p.m.

The Watson Reading Room and Alexandria African American Heritage Park were opened in 1995. The Watson Reading Room, adjacent to the museum, is a non-circulating facility with more than 2,000 volumes on African American history and culture. The African American Heritage Park, located on Holland Lane near Duke Street, preserves an African American burial ground and is a memorial to the achievements of Alexandria's African American citizens.

Fort Ward Museum and Historic Site (4301 W. Braddock Road) (703-838-4848) is located within the 45-acre Fort Ward Park. Fort Ward was constructed by the Union Army in 1861 as one of 161 fortifications built during the Civil War to defend Washington from attack by the Confederate Army. The Museum features changing exhibitions on Civil War topics, lectures, and living history programs. There is also a research library of Civil War history. Museum hours: Tuesday through Saturday from 9:00 a.m. to 5:00 p.m. and Sunday 12:00 noon to 5:00 p.m. The Museum is closed on Monday. Call the Museum for special holiday closings. The historic site and park open daily 9:00 a.m. to sunset.

Gadsby's Tavern Museum (132 N. Royal Street) (703-838-4242) consist of two buildings, the (circa) 1985 tavern and the 1792 City Tavern and Hotel. The buildings are named for John Gadsby who operated a successful tavern business between 1795 and 1808. Gadsby's Tavern was a center of political, business, and social life in early Alexandria. Notable patrons included General and Mrs. George Washington, John Adams, Thomas Jefferson, James Monroe, and the Marquis de Lafayette.

Seasonal Museum Hours follow. April through October: Tuesday through Saturday, 10:00 a.m. to 5:00 p.m., Sunday and Monday, 1:00 p.m. to 5:00 p.m. The last tour leaves at 4:45 p.m. November through March: Wednesday through Saturday, 11:00 a.m. to 4:00 p.m., Sundays 1:00 p.m. to 4:00 p.m. The last tour leaves at 3:45 p.m.

Lloyd House (220 N. Washington Street) (703-838-4554) was built in 1796 by John Wise. The residence has also served as a school, a rooming house for WAVES during WWII, and as a library for local history collections. It is owned by the Alexandria Historical Restoration and Preservation Commission and leased to the City of Alexandria, and now serves as the headquarters for the Office of Historic Alexandria. The building is available for meeting, party, wedding and reception rentals.

The Lyceum (201 S. Washington Street) (703-838-4994) is Alexandria's history museum. The Greek Revival building was constructed in 1839 as a center for education and culture. The Lyceum maintains an active schedule of changing exhibitions, special events, lectures and educational programming that explores Alexandria's history before its founding in 1749 to the present time. The Museum and its gift shop are open Monday - Saturday, 10:00 a.m. - 5:00 p.m. and Sunday, 1:00 p.m. - 5:00 p.m.

*Stabler-Leadbeater Apothecary Museum* (107 S. Fairfax Street) (703-836-3713) is the oldest apothecary in continuous operation by one family in the United States, from 1792 through 1933. It now operates as a museum and replicates the 1860 apothecary shop.

*Friendship Firehouse* (107 S. Alfred Street) (703-838-3891) built in 1855, was the station for the Friendship Fire Company, Alexandria's first volunteer fire company (established 1774). Historic firefighting equipment and early engines are displayed in the museum. Open Fridays and Saturdays, 10:00 a.m. - 4:00 p.m., and Sunday, 1:00 p.m. - 4:00 p.m.

Other historic buildings in Alexandria are listed below. They are open to the public unless otherwise noted.

The *Alexandria Academy* (410 S. Washington Street) was built in 1785. George Washington, a trustee of the Academy, established a free school in the third floor of the building. The building is not open to the public.

The *Athenaeum* (201 Prince Street) (703-548-0035) was built as a banking house about 1850. The Northern Virginia Fine Arts Association maintains this Greek Revival building as a gallery.

*Carlyle House* (121 N. Fairfax Street) (703-549-2997), was built in the Georgian style, in 1753 by the wealthy Scottish merchant, John Carlyle. When British General Edward Braddock arrived in Alexandria with 1600 troops in 1755, he made Carlyle House his headquarters. It was here that a council of colonial governors discussed the strategy and funding of the French and Indian War.

*Christ Church* (Cameron and N. Washington Streets), built between 1767 and 1773, is an example of Georgian style architecture showing important characteristics of the English parish church. Both George Washington and Robert E. Lee worshipped there.

The *George Washington Masonic Memorial* (King Street and Callahan Drive) (703-683-2007) pays tribute to George Washington as Alexandria's most famous Mason and houses a collection of George Washington memorabilia.

*Lee-Fendall House* (614 Oronoco Street) (703-548-1789), built in 1785 by Philip Fendall, was home to members of the Lee family over a period of 188 years. Today, the house contains a substantial collection of Lee family furnishings, heirlooms, and documents.

*Market Square/City Hall* (301 King Street) (703-838-4000). In 1749, two half-acre lots were set aside for a marketplace and town hall, which were constructed in 1752. The bell and clock tower were added in 1817. After a fire in 1871, a U-shaped Victorian building, with its front on Cameron Street and two wings along Fairfax and Royal Streets, was built with a central courtyard that housed the market. In 1962, an addition was added which closed the "U." The Farmers Market, the oldest continuously operating market in the United States, is still held early on Saturday mornings.

*Old Presbyterian Meeting House* (321 S. Fairfax Street) (703-549-6670) was established by the Scottish founders of Alexandria in 1774 and served as a gathering place for revolutionary War patriots.

*The Torpedo Factory Art Center* (105 N. Union Street) (703-838-4565) was established in 1974 by the City as a working space for professional artists and crafts people in a wide variety of media. The Torpedo Factory Art Center presently houses nearly 160 artists, and is operated by the Torpedo Factory Artist Association. Classes are available through the Art League School, and artists are required to have their studios open at least 24 hours a week. Ninety percent of the art displayed must be made on the premises.

The **Alexandria Convention & Visitors Association (ACVA)** (421 King Street), (703-838-4200 or website: [www.funside.com](http://www.funside.com)) founded in 1962 and privatized in 1996, is charged with promoting tourism for the City. The ACVA markets Alexandria facilities, restaurants, shops, attractions, and events to tour operators, meeting planners, travel writers, and consumers. The ACVA also operates the Ramsay House Visitors Center, 221 King Street, which is open from 9:00 a.m. to 5:00 p.m., seven days a week. The 24-hour events phone number is 703-838-4200, ext. 1.



# 11. Boards and Commissions

The City of Alexandria has a strong commitment to citizen participation as evidenced by the number of citizen boards and commissions established by City Council. These bodies compose a formal system through which citizens can advise City Council on all major issues affecting the City.

An Executive Secretary assists the Council in recruiting citizen members. The secretary maintains a roster of members, files of meeting minutes, and annual reports of board and commission activities.

Boards and commissions are responsible to City Council and appointments are made by Council at their regular legislative meetings. Position vacancies are advertised in the local newspapers, the City's website, the government cable TV channel, and through civic associations. Applicants for commission vacancies may obtain application forms and further information by calling the Office of Citizen Assistance at 703-838-4691 or consulting the City's website: [www.alexandriava.gov](http://www.alexandriava.gov). Applications can be filed electronically, via mail or fax.

## ALEXANDRIA BOARDS AND COMMISSIONS

The **Affordable Housing Advisory Committee** advises Council on issues regarding the preservation and promotion of affordable housing and the administration of the Housing Trust Fund.

The **Alexandria Gang Prevention Community Task Force** receives briefings on the status of gang suppression, prevention and intervention programs and activities in the City; assists in informing and educating the Alexandria community about the gang suppression, prevention and intervention programs and activities; assists in identifying programs and activities that will address specific gang-related problems or issues in the City; assists in identifying opportunities to obtain funding for programs and activities that will address such gang-related problems or issues; and, assists in identifying state or local laws that should be enacted or amended to enable the City, and possibly other local governments, to better address problems and issues arising from or related to gangs.

The **Alexandria Historical Restoration and Preservation Commission** was empowered by the Virginia General Assembly in 1962 to preserve historic architecture and open space in the City. The Commission owns Lloyd House and accepts easements on open space and interior and exterior architectural features.

The **Alexandria Housing Development Corporation Board of Directors** produces and preserves affordable housing, primarily, but not limited to, multi-family rental housing. It is intended that housing provided through the efforts of this organization will remain affordable in perpetuity. The City of Alexandria will be the organization's primary focus.

The **Alexandria Marketing Committee** fosters public/private cooperation and coordination among multiple businesses and organizations to promote Alexandria as a destination for visiting, shopping, dining and doing business; to leverage public dollars with private investment, and to bring increased revenues to the City of Alexandria.

The **Alexandria Woodrow Wilson Bridge Neighborhood Task Force** assesses construction impacts associated with the Woodrow Wilson Bridge project and advocates mitigation efforts on behalf of the affected neighborhoods and residents.

The **Alexandria-Caen Sister City Committee** is responsible for coordinating projects and facilitating the sister city relationship between the Cities of Alexandria and Caen, France.

The **Alexandria-Gyumri Sister City Committee** was established to identify Alexandria organizations and citizens in the private sector that can assist the Gyumri (formerly Leninakan) reconstruction efforts after a major earthquake, and facilitate the sister city relationship between the Cities of Alexandria and Gyumri, Armenia.

The **Archaeological Commission** is responsible for the archaeology of all prehistoric and historic sites in the City. It establishes goals and priorities for the City's program; and acquires, preserves, and displays all the artifacts found.

The **Beautification Commission** represents citizens' values in City beautification matters and coordinates projects to encourage and achieve beautification.

The **Boards of Architectural Review** pass on the appropriateness of changes to exterior architectural features of buildings and signs subject to public view within the Old and Historic District and the Parker-Gray District. They control demolition of all structures in the Districts.

The **Board of Zoning Appeals** hears and decides appeals requesting any variance from provisions of the Zoning Code.

The **Budget and Fiscal Affairs Advisory Committee** advises and supports the City Council by examining the City's budget procedures and processes; and recommends ways of improving that process, including increasing participation by the public.

The **Building Code Board of Appeals** hears appeals concerning building and mechanical inspections decisions, both in matters of interpretation of the code and granting modifications to the code.

The **Carr/Norfolk Southern Design Review Board** reviews the architectural proposals for buildings within the project area and approves the final design of each building to be constructed on the blocks or portions thereof within the project.

The **Citizen Corps Council** is responsible for creating opportunities for individuals to volunteer to help their communities prepare for and respond to emergencies by bringing together local leaders, citizen volunteers and the network of first responder organizations, such as public safety departments, EMS, Health, and Transportation and Environmental

Services. The Citizen Corps will also encourage Alexandrians to prepare their families, their neighborhoods, and their communities and offer, where appropriate, assistance to the emergency response agencies.

The **Commission for the Arts** supports the development and expansion of the arts in Alexandria and advises Council. The Commission serves as the single funding source for all activities concerning the arts which are not conducted as a part of a regularly scheduled City program.

The **Commission for Women** serves as an advocate for women by working to eliminate gender discrimination and to encourage equal opportunity for women in all aspects of their lives, including employment, education, health services, housing, and government. The Commission also recommends legislation and policy changes, conducts educational programs for women, and sponsors the annual Salute to Women Awards Banquet, Take Our Daughters and Sons to Work Day, and events for the Domestic Violence and Sexual Assault Response and Awareness Programs.

The **Commission on Aging** serves as the principal advocate for issues relating to aging and promotes the implementation of the Older Americans Act and other age-pertinent laws and policies of Alexandria and the Commonwealth of Virginia.

The **Commission on Employment** is responsible for developing a City-wide plan for employment services that reflects the goals of linking existing City employment and training programs with employment and training programs operated by the City school system and with the economic development program operated by the Chamber of Commerce.

The **Commission on HIV/AIDS** advises City Council in the formulation and implementation of public policy on the treatment of AIDS and prevention of the spread of HIV; provide City Council and the public with current information regarding AIDS and HIV; and promote educational programs on AIDS/HIV awareness, treatment and prevention.

The **Commission on Information Technology** reviews annually the City Manager's proposed information technology plan and make recommendations to and advise the City government in the formulation and implementation of information and telecommunications policy, and promote citizen participation in the formulation of such policy.

The **Commission on Persons with Disabilities** researches programs and legislation relating to persons with physical and mental impairments, and advises City Council and members of the community about these programs and laws.

The **Community Criminal Justice Board** provides for the purchase, development, and operation of community programs, services and facilities for use by the courts in diverting offenders from local correctional facility placements; assists community agencies and organizations in establishing and modifying programs and services for offenders based on local needs and resources; monitors and evaluates community programs, services and facilities to determine their impact on local offenders; and

develops and amends a community corrections plan for the City based on Virginia Department of Criminal Justice Services guidelines and standards.

The **Community Policy and Management Team** is responsible for managing the cooperative effort to serve the needs of troubled and at-risk youths and their families, and to maximize the use of state and City resources that are designated for this purpose in the City. Cases are referred to the Community Policy and Management Team through one of the agency representatives from the Community Services Board, the Alexandria Public Schools, the Alexandria Court Services Unit, the Alexandria Health Department, and the Alexandria Division of Social Services.

The **Community Services Board** has responsibility for policy and budget direction, project development, and program oversight for all mental health, mental retardation, and substance abuse services.

The **Consumer Affairs Commission** reviews and analyzes consumer protection policies and regulations and make recommendations to appropriate agencies for improved consumer relations.

The **Convention and Visitors Association, Inc. Board of Directors** promotes the facilities, restaurants, attractions, retail businesses and events of the City in order to maximize tax revenues and to share the unique heritage of the City with visitors.

The **Early Childhood Commission** is responsible for developing an Early Childhood Development Plan for the City, monitoring the coordination of Plan activities, and preparing annual status reports on early childhood development programs in the City.

The **Economic Opportunities Commission** develops and recommends policies and programs which provide outreach and assistance to low-income residents.

The **Eisenhower East Design Review Board** reviews applications under this ordinance, within CDD No. 2 (Eisenhower Avenue Metro) and CDD No. 11 (South Carlyle), and for properties in CDD No. 1 (Duke Street) on which development is governed by any special use permit which authorizes or requires design review by the Carr/Norfolk Southern (Carlyle) Design Review Board.

The **Emergency Medical Services Council** monitors all emergency medical services of the community.

The **Environmental Policy Commission** studies and makes recommendations on the environmental impact of various projects and program initiatives in the City of Alexandria.

The **Fair Housing Testing Program Advisory Committee** works with the City staff to formulate and evaluate the City's fair housing testing program.

The **George Washington Birthday Celebration Committee** is responsible for planning and carrying out the City's annual George Washington Birthday Celebration.

The **Historic Alexandria Resources Commission** advises the City on preserving historic sites and buildings, artifacts, and records in all forms, from loss or deterioration.

The **Human Rights Commission** is responsible for setting the human rights policy of the City and for hearing complaints that have not been resolved at the staff level.

The **Industrial Development Authority** promotes industry and develops trade by encouraging manufacturing, industrial, government, and commercial enterprises to locate or remain in the City.

The **Landlord-Tenant Relations Board** conciliates landlord-tenant complaints, and recommends and reports on legislation and policy in landlord-tenant relations.

The **Law Library Board of Directors** maintains and operates a law library for the education and benefit of its members, the judiciary, local governmental bodies and staff, the Legal Services of Northern Virginia, and practicing attorneys residing in the City.

The **Library Board** is an independent board which oversees library services in the City.

The **Local Emergency Planning Committee** is responsible for devising and distributing emergency plans aimed at addressing chemical hazards, completing emergency plans which include an identification of facilities subject to Super Fund Amendments and Reauthorization Act of 1986 (SARA) requirements, and a listing of methods and administrative procedures to respond to a release of hazardous chemicals and other emergency responses.

The **Marketing Coordinating Council** fosters public/private cooperation and coordination among multiple businesses and organizations to promote Alexandria as a destination for visiting, shopping, dining and doing business; to leverage public dollars with private investment, and to bring increased revenues to the City of Alexandria.

The **Martin Luther King Jr. Committee** will prepare a Request for Proposal (RFP) for a memorial to Dr. King that meets the criteria, objectives, and/or principles established by the Committee; review and obtain public input on the submissions in response to the RFP in accord with the City's public art policy, and select and recommend to City Council one of the memorial designs for placement in Market Square; and raise funds for the design, production and placement of the memorial and the interactive display at the Black History Resource Center.

The **Park and Recreation Commission** advises City Council on all matters relating to parkland, recreation, and culture; and participates in planning recreational activities and services through its advice to Council and the Department of Parks, Recreation and Cultural Activities. The Commission also sponsors an awards program for services to the community.

The **Planning Commission** prepares and adopts a master plan for the City, including a comprehensive zoning plan providing for the regulation and restriction of the land use, buildings, and structures in the respective zones. The Commission also approves site plans and subdivisions and makes recommendations to City Council on special use permits and text amendments to the Zoning Code.

The **Potomac Yard Design Advisory Committee** reviews applications for preliminary development plan approvals for the compliance with the Potomac Yard Urban Design Guidelines, and makes recommendations to the Planning Commission and the City Council.

The **Potomac Yard Fire Station and Affordable Housing Task Force** will determine the pros and cons of relocating the fire suppression units from Fire Station 202 in Del Ray to the new Potomac Yard development and the concept of including affordable housing in the building. They will solicit public input from the community about the relocation of the fire suppression unit and establishment of affordable housing units on the same site and report back to the Planning Commission and City Council in early September with their findings and recommendations.

The **Public Health Advisory Commission** provides information about and evaluation of health-related matters and investigates specific health problems.

The **Public Records Advisory Commission** provides advice and guidance to the City Records Administrator on records management, archival matters, and implementation of the records program in the City.

The **Board of Review of Real Estate Assessments** may revise, correct, and amend any assessments of real estate made by the City Assessor in the year in which the assessments are effective.

The **Alexandria Redevelopment and Housing Authority (ARHA)** provides public housing for lower-income families in accordance with state and federal statutes and regulations of the U. S. Department of Housing and Urban Development.

The **Sanitation Authority** was created under the Virginia Water and Sewer Authority Act and is responsible for raising its own funds by selling revenue bonds and charging users for service. Its purpose is to treat sewage waste from the City and its responsibilities include construction, operation, maintenance, and improvement of the sewage system.

The **Sister Cities Committee** develops, encourages, and promotes educational and cultural exchanges between the Cities of Dundee, Scotland; Helsingborg, Sweden; Caen, France; Gyumri, Armenia and the City of Alexandria, and coordinates activities within the City relating to these exchanges.

The **Social Services Advisory Board** monitors the formulation and implementation of social welfare programs and policies in the City, and advises City officials on public welfare and day care issues.

The **Traffic and Parking Board** investigates, studies, and analyzes traffic and parking problems within the City; devises plans, methods, and means to control and relieve parking and traffic congestion; and has jurisdiction over taxicabs and their owners/operators.

The **Transportation Commission** advocates and promotes development of balanced transportation systems for the City through oversight of the implementation of the Transportation Chapter of the City's adopted Master Plan.

The **Urban Design Advisory Committee** reviews site plan applications and special use permits for compliance with the Old Town North urban design guidelines.

The **USS Alexandria Liaison Committee** is responsible for maintaining a strong long-term relationship between the crew and families of the USS Alexandria and the citizens of Alexandria.

The **Virginia Paving Liaison Committee** receives progress and compliance reports on a variety of issues involving Virginia Paving and assisting in the dissemination of timely and accurate information to a wider stakeholder community.

The **Waterfront Committee** studies the issues relating to the Alexandria Waterfront and makes recommendations to City Council.

The **Youth Policy Commission** submits an annual report on the Commission's vision for youth and make recommendations to the City Council on youth-related issues and on City policy for youth; analyzes the outcome of youth programs and services measured against indicators of youth well-being; make recommendations regarding City funding for youth programs and services; and coordinates responses from and among appropriate City and non-City organizations to emerging and existing issues affecting the City's youth. This Commission is also designated and authorized to act as the City's Youth Services Citizen Board.

## **REGIONAL BOARDS AND COMMISSIONS WITH ALEXANDRIA REPRESENTATION**

The **COG Chesapeake Bay Policy Committee** is to recommend, advocate and coordinate Bay Program policy on behalf of the membership. In particular, the Committee is charged with developing and coordinating a means for local governments in the region to influence the development of future Bay Program policies.

The **COG Human Services Policy Committee** develops and maintains all policies, plans, agreements, and programs, concerning human services issues.

The **COG Metropolitan Development Policy Committee** is responsible for integrating environmentally-related aspects of land development and maintaining regional development policies, including economic development issues, policies and strategies.

The **District Home Board (Birmingham Green)** oversees the operation of two homes for individuals who are aged, infirm, and indigent. The homes, which are located in Manassas and Warrenton, take individuals who are referred by social service agencies from five Northern Virginia jurisdictions.

The **Health Systems Agency for Northern Virginia** is responsible for health planning and resources development in the Counties of Arlington, Fairfax, Loudoun, and Prince William and the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park.

The **Juvenile Detention Commission for Northern Virginia** is mandated by the Code of Virginia to set policy for and oversee the operation of the Northern Virginia Juvenile Detention Center.

The **Metropolitan Washington Council of Governments (COG)** works to resolve regional problems such as growth, transportation, affordable housing, air pollution, water supply, water quality, economic development, and crime. It serves as a regional planning organization for the 16 area governments which are involved.

The **Northern Virginia Community College Board** provides policy direction for the college. The Board serves as a communication channel between the college and the nine local political subdivisions in the Northern Virginia area.

The **Northern Virginia Regional Commission** promotes the orderly and efficient development of the physical, social, and economic elements of the District.

The **Northern Virginia Regional Park Authority** plans, acquires, operates, and preserves the regional parks of Northern Virginia. It supplements city or county parks by providing facilities that could not be provided by one jurisdiction.

The **Northern Virginia Transportation Commission** coordinates all public mass transit services within the Northern Virginia Transportation District and encourages the fair and effective operation of transit services.

The **Occoquan Basin Technical Review Committee** works out agreements concerning nonpoint pollution among all the jurisdictions which drain into or use water from the Occoquan River.

The **Regional Sanitary Advisory Board**, under COG, acts as a clearinghouse for technical information and coordinates regional planning for the expenditure of federal grants, etc.

The **Smoke Control Appeal Board** hears appeals from decisions made under the Smoke Control Section of the City Code.



# 12. Rights and Responsibilities of Citizens

## Taxes and Licenses

**Personal Property Tax:** The City requires any person or business owning or leasing an automobile, truck, taxicab, trailer, boat, aircraft, semi-trailer, van, recreational vehicle, moped, or motor home that is located in the City to file a tangible personal property tax return. Citizens purchasing new or used vehicles must file a return within 30 days of acquisition. New residents must also file returns within 30 days of bringing their vehicles into the City. The City mails personal property tax bills in August.

The City assesses vehicles at their fair market value. The City uses the average trade-in value listed in the NADA Official Used Car Guide and the NADA Official Older Car Guide. Older model year vehicles not listed in a pricing guide are assessed using the Cars of Particular Interest Guide or assessed at a declining percentage of the prior year's value. The City values new model year vehicles not listed in a pricing guide at 95 percent of the manufacturer's suggested retail price.

The City assesses personal property based on the assumption that it is in fair condition for its age. If your vehicle is not in fair condition because of high mileage, extensive body or interior damage or serious mechanical malfunctions, you may appeal the assessment. You may submit an appeal by having a mechanic complete the appeal form and returning it by mail or in person to Personal Property Tax Branch, City Hall, 301 King Street, Room 1410, Alexandria, VA 22314. Each appeal must be received by December 31 of the tax year to which it applies. Appeals are considered in the order they are received and may take 60 days or more to be completed. If the appeal is not answered by October 5 of the tax year, the tax amount originally assessed is still due. If the assessment is later reduced as a result of the appeal, the City will issue a refund.

The Personal Property Tax Relief Act (PPTRA) of 1998 provides tax relief for passenger cars, motorcycles, and pickup or panel trucks having a registered gross weight of less than 7,501 pounds. To qualify, a vehicle must:

- Be owned by an individual or leased by an individual under a contract requiring the individual to pay the personal property tax; and
- Be used less than 50% for business purposes.

Motor homes, trailers and farm use vehicles do not qualify for tax relief. Currently, this tax relief covers approximately 69 percent of most personal property tax bills.

The Finance Department urges Alexandria taxpayers to pay their personal property taxes by mail or on-line to avoid waiting in line. The City offers several convenient methods for paying your taxes:

- **Pay by mail** using the envelope enclosed with your bill, or mail payment to the Treasurer’s Office, Department 34710, Alexandria, VA 22334-0710. Please make checks or money orders payable to the City of Alexandria.
- **Pay by eCheck** on-line at [alexandriava.gov](http://alexandriava.gov) to have the payment electronically deducted from a specified checking or savings account. Follow the Payments link on the Most Visited sidebar for instructions and to access the eCheck system. There is no fee for using this service, which is available 24 hours a day, 7 days a week.
- **Pay by Credit Card** (Visa, MasterCard, American Express, or Discover) 24 hours a day, 7 days a week, by calling 1.800.272.9829, or on-line at [alexandriava.gov](http://alexandriava.gov). Follow the Payments link on the Most Visited sidebar for instructions and to access the Official Payments system. You may also pay by credit card on-line at the kiosk in City Hall, Room 1700, during normal office hours. Official Payments Corporation will assess a fee for using this service. The City’s jurisdiction code is 1007.
- **Pay at any SunTrust Bank** branch located in the City. SunTrust Bank will accept payment of the total amount printed on the personal property tax bill until 5:00 p.m. on October 5.

You may still pay in person by cash, check or Discover Card at the Treasury Division, City Hall, 301 King Street, Room 1510, between 8:00 a.m. and 5:00 p.m., Monday through Friday, and between 9:00 a.m. and noon on the last Saturday prior to the tax due date. Discover will assess a fee for using this service. You may also leave payments in the drop box located on the Royal Street side of City Hall.

Please note that non-receipt of a tax bill is not grounds for a waiver of any penalties, interest or fees that may be charged if your payment is not received and/or postmarked by the due date. If you do not receive a bill prior to the due date, contact the Personal Property Tax Office at the address or phone number below.

Cost: Tax rate is \$4.75 per \$100 of assessed value.

Location: Personal Property Tax Office  
Room 1410, City Hall  
703.838.4560/TTY 703.838.5056

Payment  
Due Date: October 5

**City Vehicle Decal:** The City requires residents to obtain a City vehicle decal (sticker) for all motor vehicles normally stored, parked, or garaged in the City. This tag must be on the car 30 days after the resident purchased or brought the vehicle into the City. Residents must renew the tag by October 5 each year.

The City decal fee is included in the personal property tax bill mailed in August. If you are already registered for personal property tax and have no tax delinquency, staff will include a decal with your tax bill.

Cost: \$33 for privately-owned passenger vehicle; various rates for other vehicle classes.

Location: Treasury Division  
Room 1510, City Hall  
703.838.4777/TTY 703.838.5056

**Business License Tax:** The City requires businesses, professions, trades, and selected occupations to file and pay an annual gross receipts tax. The due date for filing renewal license applications is March 1. New businesses in the City must file a business license tax application based on estimated gross receipts within 30 days of commencing business.

Cost: Tax levied on gross receipts; tax rate varies depending upon type of business.

Location: Business Tax Office  
Room 1400, City Hall  
703.838.4680/TTY 703.838.5056

Payment  
Due Date: March 1

**Business Property Tax:** The City of Alexandria levies a tax on tangible property (furniture, fixtures, equipment, tools, and machinery) used in a business or trade and located in the City on January 1. Businesses starting after January 1 will not pay business property tax in the first calendar year of operation. On or before May 1 of each year, businesses must report all property and equipment, giving the dates of acquisition and original purchase prices. The City mails business property tax bills in August each year.

Cost: Tax rate is \$4.75 per \$100 of assessed value for machinery and equipment.

Location: Business Tax Office  
Room 1400, City Hall  
703.838.4680/TTY 703.838.5056

Payment  
Due Date: October 5

**Real Estate Tax:** The City taxes land and improvements at 100 percent of their estimated fair market value. The City assesses the real estate tax in two parts and mails the bills in May and October each year.

Residents who do not already pay their real estate taxes through a mortgage escrow account can opt to have their real estate taxes and refuse fees paid automatically from their checking or savings account in monthly installments or a lump-sum payment on each of the tax due dates. There is no additional charge for using this service.

If the monthly installment option is selected, the City will debit a property owner's bank account on the 5<sup>th</sup> of each month, according to the schedule below. Payments will not be

deducted during June and November, when taxes are due. Instead, the City will mail a tax bill directly to the property owner at least 30 days before the tax due date for any remaining balance. Enrollment in the Automatic Bank Debit Program does not provide an extension for payment of taxes and refuse fees. Payment of the remaining balance must be received by the City or postmarked by the June 15 and November 15 tax due dates to avoid any late payment penalty. Any overpayment will be applied automatically towards the next billing period unless a refund is requested.

Cost: Tax rate is \$0.845 per \$100 of assessed value.

Location: Real Estate Assessment Office  
Room 2600, City Hall  
703.838.4646/TTY 703.838.5056

**Billing**

Information: Treasury Division  
Room 1510, City Hall  
703.838.4777/TTY 703.838.5056

**Payment**

Due Date: First Half Payment - June 15  
Second Half Payment - November 15

**Tax Relief:** The City of Alexandria offers several tax relief programs to assist City residents. The City grants an exemption from, or deferral of, payment of real estate taxes to eligible senior citizens and permanently and totally disabled City residents under the Real Estate Tax Relief for the Elderly and Disabled Program. Elderly and disabled residents are also able to obtain tax relief for vehicle personal property taxes under the Personal Property Tax Relief for the Elderly and Disabled Program. The City also offers the Affordable Homeownership Preservation (AHOP) Grant to City residents who meet certain income and asset requirements. Currently the AHOP program is restricted to those residents who received grants in 2007.

Application Filing Date(s):

Real Estate/Personal Property Tax Relief for the Elderly and Disabled: April 15  
Affordable Homeownership Preservation (AHOP) Grant: September 1

Contact: Tax Services & Enforcement Branch  
Room 1700, City Hall  
703.838.4570/TTY 703.838.5056  
Email: [taxrelief@alexandriava.gov](mailto:taxrelief@alexandriava.gov) or [ahop@alexandriava.gov](mailto:ahop@alexandriava.gov)

**Rent Relief:** This City program provides a grant to eligible senior citizens and permanently and totally disabled citizens. The City determines the amount of the grant using a formula based on the eligible renter's income and rent.

Contact: Department of Human Services  
2525 Mt. Vernon Ave.  
703.838.0920/TTY 703.838.5056

Application  
Filing Date: May 1

**Pet Licenses:** Cats and dogs four months or older must have licenses.

Cost: One-year cat licenses: \$2 with proof of surgical altering; otherwise \$10.  
One-year dog licenses: \$10 with proof of surgical altering; otherwise \$30. Multi-year licenses and senior citizen discounts available.

Purchase  
At: Vola Lawson Animal Shelter  
4101 Eisenhower Avenue  
703.838.4775  
9:30 a.m. to 4:30 p.m.  
Mondays - Saturdays, except holidays

**Meal Sales Tax:** Any person or group of persons, corporation, company, association, firm or co-partnership that sells food and drink to be consumed by the purchaser at one time must collect a City tax on the meal. This tax is in addition to the State sales tax.

Tax Rate: 4% of the total amount charged for food and beverage, as of July 1, 2008.

Due Date: Monthly reports and remittances must be filed with the City on or before the last day of each month covering the tax collected during the preceding month.

Information: Tax Audit, Research & Analysis Unit  
Room 1700, City Hall  
703.838.3869

**Transient Lodging Tax:** Any hotel that rents rooms or spaces to any person on a transient basis, that is, 90 consecutive days or less, must collect a City tax.

Tax Rate: 6.5% of the total amount charged for room rental plus \$1 per room per night, as of July 1, 2008.

Due Date: Monthly reports and remittances must be filed with the City on or before the last day of each month covering the tax collected during the preceding month.

Information: Tax Audit, Research & Analysis Unit  
Room 1700, City Hall  
703.838.3869

**Utility Tax; Public Rights-of-Way Use Fee:** Every person or business, including but not limited to public service corporations, that sells or furnishes a utility service (electricity, gas, or water) must collect a City tax from the purchaser of the service. Providers of both landline telephone and cable television services must collect a public rights-of-way use fee from the purchaser of the service.

**Tax Rate:** Utility Tax: Varies depending upon type of utility service and type of purchaser.

Public Rights-of-Way Use Fee: Varies annually and determined by Virginia Department of Transportation

**Due Date:** Utility Tax: All utility service tax reports and remittances must be filed by utility service providers on or before the 15th of each month (for water) or on or before the last day of the month (for gas and electricity).

Public Rights-of-Way Use Fee: Reports and remittances must be filed quarterly covering the tax collected during the previous quarter.

**Information:** Tax Audit, Research & Analysis Unit  
Room 1700, City Hall  
703.838.3869

**Communications Taxes:** As of January 1, 2007, the new Virginia communications sales and use tax replaced the local consumer utility tax on telephone and cellular phone service, the local consumer utility tax on cable television services, a portion of the business license tax on public services companies and other taxes. A uniform statewide E-911 tax replaced the local E-911 tax. Communications Taxes will be collected by service providers and remitted to the Department of Taxation each month.

**Tax Rate:** Communications Sales and Use: 5%

E-911: \$0.75 per line

**Due Date:** Monthly reports and remittances must be filed with the Department of Taxation each month covering the tax collected during the preceding month.

**Information:** Virginia Department of Taxation  
Communications Taxes  
PO Box 26544  
Richmond, VA 23261-6544  
804.440.2541

**Admission Tax:** The City levies a tax on admission charges. The tax is collected and remitted to the City by the businesses that charge an admission fee for an event (theaters, carnivals, circuses, musical performances etc.)

Tax Rate: 10% of admission charges, not to exceed \$0.50 per person.

Due Date: Monthly reports and remittances must be filed with the City on or before the last day of each month covering the tax collected during the preceding month. (For temporary or transitory events, please contact Revenue Division for due date information)

Information: Tax Audit, Research & Analysis Unit  
Room 1700, City Hall  
703.838.3869

**Delinquent Taxes:** The City assesses a late payment penalty plus interest on any tax bill not paid by the due date. The penalty for late payment is 10% or \$10, whichever is greater. However, the late payment penalty may not exceed the sum of the tax and late filing penalty. In addition, interest will be assessed on any unpaid tax and penalty, at an annual rate of 10% the first year, and 5% each year thereafter, beginning the day after the due date and continuing until all taxes and penalties are paid.

**Late Filing Penalty (Personal Property):** If your vehicle was not registered with the City in a timely manner, a late filing penalty of 5% or \$10, whichever is greater, is included on your personal property bill. However, the late filing penalty may not exceed the taxes due.

**Late Filing Penalty (Business Personal Property):** Failure to file by May 1 will result in a late filing penalty of 5% or \$10, whichever is greater. However, the late filing penalty may not exceed the tax or may not exceed \$500 if the return was filed within 30 days of the filing due date.

**Registration to Vote:** You may register to vote in Alexandria if you are a U.S. citizen who will be 18 years old on or before the next General Election Day and are a legal resident of Alexandria at the time of registration.

A wide range of voter registration and election information is available via the internet at [www.alexandriavoter.org](http://www.alexandriavoter.org). Voter information is also available by phone at 703-838-4050 or fax at 703-838-6449. Voter registration applications may be downloaded from the [www.alexandriavoter.org](http://www.alexandriavoter.org) website, or mailed to applicants on request. You also may register in person or obtain applications at the following locations:

Office of the Registrar - 132 N. Royal Street, Suite 100, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Office of Citizen Assistance - City Hall, 301 King Street, Room 1900, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Virginia Division of Motor Vehicles, 2681 Mill Road, Mondays, 8:00 a.m. to 5:00 p.m.; Saturdays, 8:00 a.m. to 12:00 p.m.

Deadline for registration is 29 days before a general or primary election, six to 13 days before a special election. Watch for notices in local newspapers or call the Office of the Registrar at 703-838-4050 for special registration times and places or to request special registration or registration by mail.

Citizens may register either in person or by mail. To register, you must complete a form with the following information: name, date of birth, sex, social security number, residence, and previous voter registration. If you have voted previously, you must identify the state and city or county in which you voted last. If necessary, you may complete the form by giving the information orally to the Registrar. In Virginia, you do not have to declare political party affiliation when registering. Once you have registered, you need not re-register but you must notify the Register if you move.

If you have recently moved to Alexandria and are a registered voter in another state, the Registrar will cancel your registration in the state of your former residence when you register to vote here. If you move to Alexandria from another jurisdiction in Virginia, you may register by mail, or in person at one of the voter registration sites.

When you move from one address to another address in the City of Alexandria, you must notify the Registrar of your new address promptly. You may notify the Registrar by mail or in person at one of the registration locations. If you fail to change your address by the November election following your move, you may return to your old polling place, submit a change of address, and vote.

Registration for those confined to their homes, as well as group registration, is available on request. Both confinement and group registration require advance notice and completion of required forms. For details and applications, call the Office of the Registrar at 703-838-4050.

**Political Parties.** Although Virginians do not register by political party, voters (including government employees) may join a political party. In Alexandria, the two major parties are headed by city committees. Democrats elect their committee members by precinct at the June primary election in odd-numbered years. Republicans usually elect their committee members at a party-run primary held in the spring of even-numbered years.

A party's candidates for city or state office are selected either by the party or in a state primary. State-wide candidates are sometimes selected by convention.

**Primary and General Elections.** Any registered voter may vote in a city or state primary to elect a party's candidates. You do not declare party affiliation when registering to vote. To vote in a primary election, the voter must declare a political party preference at the time of voting.

City primaries take place every three years, on the first Tuesday in March, for candidates for local office. Primaries for state and national candidates take place on the second Tuesday in June.

City general elections are held on the first Tuesday in May. General elections for state and national offices are held on the Tuesday after the first Monday in November.

**Where to Vote.** Within a few days of registration, the Voter Registration Office will issue a voter registration identification card by mail, which will include your voting precinct. Precinct maps may be obtained at the Voter Registration Office or viewed at the [www.alexandriavoter.org](http://www.alexandriavoter.org) website.

**Absentee Voting.** Registered voters, who by reason of disability or expected absence from the City on election day, may apply to vote by absentee ballot by mail or in person. Absentee ballot applications and information may be obtained at the [www.alexandriavoter.org](http://www.alexandriavoter.org) website, by fax, or by telephone. In-person absentee votes are cast at the Voter Registration Office.

**Questions on the Ballot.** In addition to voting for candidates, you are sometimes asked to vote on a specific measure or question - sometimes called referendum - for example, an amendment to the Constitution. The measure may be described on the ballot only by code section, requiring you to learn the facts before going to the polls.

**Electoral Board.** The bipartisan Alexandria Electoral Board is charged by Virginia Election Law with administering all federal, state, and local elections in the City. The Board is composed of three members appointed by the Circuit Court to three-year, staggered terms. The Electoral Board appoints the General Registrar to a four-year, renewable term.

**Voting Districts.** The City of Alexandria is in the 8th Congressional District and the 30th and 35th Senatorial Districts (State). The City falls into three House of Delegates Districts, the 45th, 46th and 49th (State). Elections for School Board fall into three Districts, A, B, and C.

**DIRECTORY OF ELECTED OFFICIALS**  
**City of Alexandria**

*Mayor*

William D. Euille  
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703-751-7970 (W)  
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*Administrative Aide*

Beth Temple  
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*Vice Mayor*

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703-838-4100  
[randy.sengel@alexandriava.gov](mailto:randy.sengel@alexandriava.gov)

*Clerk of Circuit Court*  
Edward Semonian  
520 King Street, Room 307  
Alexandria, VA 22314  
703-838-4044  
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*Sheriff*  
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## **ALEXANDRIA SCHOOL BOARD**

### **School Board District A**

Sheryl Gorsuch, Vice Chairman  
408 A East Raymond Avenue  
Alexandria, VA 2230  
[sheryl.gorsuch@acps.k12.va.us](mailto:sheryl.gorsuch@acps.k12.va.us)

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Eileen Cassidy Rivera  
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Alexandria, VA 22305  
[eileen.rivera@acps.k12.va.us](mailto:eileen.rivera@acps.k12.va.us)

### **School Board District B**

Yvonne A. Folkerts, Chairman  
4124 Fort Worth Place  
Alexandria, VA 22304  
[yvonne@yvonnefolkerts.com](mailto:yvonne@yvonnefolkerts.com)

Arthur E. Peabody, Jr.  
915 North Quaker Lane  
Alexandria, Virginia 22302  
[arthur.peabody@acps.k12.va.us](mailto:arthur.peabody@acps.k12.va.us)

Vacant Position

### **School Board District C**

Ronnie Campbell  
5765 Reading Avenue, #62  
Alexandria, VA 22311  
[ronnie.campbell@acps.k12.va.us](mailto:ronnie.campbell@acps.k12.va.us)

Blanche D. Maness  
5120 Donovan Drive, #403  
Alexandria, VA 22304  
[blanche.maness@acps.k12.va.us](mailto:blanche.maness@acps.k12.va.us)

Charles H. Wilson  
6101 Edsall Road, #703  
Alexandria, VA 22304  
703-823-0810  
[chaswill@juno.com](mailto:chaswill@juno.com)

## STATE OFFICES

For information on all state elected officials call the State Board of Elections at 800-552-9745.

### *Governor*

Timothy M. Kane (Democrat)  
Patrick Henry Building, Third Floor  
1111 East Broad Street  
Richmond, VA 23219  
804-786-2211 (W)  
804-371-6351 (FAX)  
e-mail: <http://www.governor.virginia.gov>

### *Lt. Governor*

William T. Bolling (Republican)  
102 Governor Street  
Richmond, VA 23218  
804-629-0007 (W)  
804-786-8062 (FAX)  
e-mail: [bill.bolling@lrgov.virginia.gov](mailto:bill.bolling@lrgov.virginia.gov)

### *Attorney General*

Robert F. McDonnell (Republican)  
900 E. Main Street  
Richmond, VA 23219  
804-786-2071 (W)  
804-786-1991 (FAX)  
e-mail: [mail@oag.state.va.us](mailto:mail@oag.state.va.us)

## Virginia General Assembly

### *Senator - 30th District*

Patricia S. Ticer (Democrat)  
Room 2007, City Hall  
Alexandria, Virginia 22314  
804-698-7530 (W)  
703-549-5770 (W)  
703-548-8540 (H)  
703-739-6761 (FAX)  
e-mail: [patsy@tidalwave.net](mailto:patsy@tidalwave.net)  
e-mail: [district30@sov.state.va.us](mailto:district30@sov.state.va.us)

*Senator - 35th District*

Richard L. Saslaw (Democrat)  
Post Office Box 1856  
Springfield, VA 22151  
804-698-7535 (W)  
703-978-0200 (W)  
703-978-1221 (FAX)  
e-mail: [vasenate35@aol.com](mailto:vasenate35@aol.com)

*House of Delegates - 45th District*

David Englin (Democrat)  
P.O. Box 406  
Richmond, VA 23218  
804-698-1045 (W)  
703-549-3203 (W)  
804-698-1045 (H)  
804-786-6310 (FAX)  
e-mail: [deldenglin@house.state.va.us](mailto:deldenglin@house.state.va.us)

*House of Delegates - 46th District*

Brian J. Moran (Democrat)  
4154 Duke Street  
Alexandria, VA 22304  
703-549-8253 (W)  
703-370-4154 (W)  
703-370-4011 (FAX)  
e-mail: [del\\_moran@house.state.va.us](mailto:del_moran@house.state.va.us)

*House of Delegates - 49th District*

Adam Ebbin (Democrat)  
P.O. Box 41827  
Arlington, VA 22204  
804-698-1049 (W)  
703-549-8253 (W)  
703-739-6761 (FAX)  
e-mail: [del\\_ebbin@house.state.va.us](mailto:del_ebbin@house.state.va.us)

## United States Congress

### *Senators*

John W. Warner (Republican)  
U.S. Senate  
225 Russell Senate Office Building  
Washington, D.C. 20510  
202-224-2023 (O)  
202-224-6295 (FAX)  
e-mail: [senator@warner.senate.gov](mailto:senator@warner.senate.gov)

James Webb (Democrat)  
U.S. Senate  
140 Russell Senate Office Building  
Washington, D.C. 20510  
202-224-4024 (O)  
202-228-6363 (FAX)  
email: [webb.senate.gov](mailto:webb.senate.gov)

### *Representative - 8th District*

James P. Moran, Jr. (Democrat)  
U.S. House of Representatives  
2239 Rayburn House Office Building  
Washington, D.C. 20515  
202-225-4376 (O)  
202-225-0017 (FAX)  
e-mail: [moran.house.gov](mailto:moran.house.gov)

**ALEXANDRIA ELECTION CALENDAR  
2008-2012**

2008

November 4	General Election	President and Vice President of the U.S. Senate and U.S. House of Representatives
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2009

March 3*	Primary Election	Mayor, City Council
May 5	General Election	Mayor, City Council and School Board
June 9*	Primary Election	Virginia Governor, Lieutenant Governor, Attorney General, House of Delegates, Commonwealth's Attorney and Sheriff
November 3	General Election	Virginia Governor, Lieutenant Governor, Attorney General, House of Delegates, Commonwealth's Attorney and Sheriff

2010

June 8*	Primary Election	U.S. House of Representatives
November 2	General Election	U.S. House of Representatives

2011

June 14*	Primary Election	Virginia Senate, House of Delegates, Clerk of Circuit Court
November 8	General Election	Virginia Senate, House of Delegates, Clerk of Circuit Court

2012

February 14*	Primary Election	President Mayor and Members of City Council
May 1	General Election	Mayor and Members of City Council

June 12\*  
November 6

Primary Election  
General Election

U.S. Senate and House of Representatives  
President and Vice President of the U.S.  
U.S. Senate and House of Representatives

[www.alexandriavoter.org](http://www.alexandriavoter.org)

[www.sbe.state.va.us](http://www.sbe.state.va.us)

\*If called by the political party committee(s)



# 13. Volunteering

Alexandria's **Volunteer Bureau** offers a host of opportunities for participation in community activities. One of the quickest ways to find a volunteer opportunity that matches your interests and skills is to call the Bureau at 703-836-2176 for an appointment and interview or go to their web site at: [www.alexandriavolunteerbureau.com](http://www.alexandriavolunteerbureau.com).

Among the wide range of volunteer activities are these: acting as docent at historic properties; joining performing arts groups, helping the elderly with home repairs; tutoring; and giving counsel and companionship to troubled kids, battered women, and ex-offenders. Sports teams need coaches and referees; crafts groups need instructors; and the Police Department needs computer operators and programmers.

The Alexandria Volunteer Bureau, 2201 Mount Vernon Avenue, is open 9:00 a.m. to 5:30 p.m. weekdays.

## **Citizen Associations**

The City values the opinion of its many citizen associations in matters of zoning, traffic, and other community issues. There are associations for every major neighborhood in the City. Residential condominiums also have associations, and information about them can be obtained by calling your condominium's office.

Major citizen associations are listed below; a more complete list with current officers can be obtained by calling the Citizen Assistance Office at 703-838-4800.

- Alexandria Federation of Civic Associations
- Alexandria Knolls West Condominium Association
- Alexandria Overlook Condominium Association
- Arch Hall Condominium Association
- Arlandria Chirilagua Homeowners Cooperative
- Arlandria Civic Association
- Auburn Village Condominium Association
- Beauregard Heights Condominium Association
- Beauregard Manor Homeowners' Association
- Beverly Hills Manor Community Association
- Bolling Brook Condominium
- Bolling Brook Towers Condominium Association
- Braddock Lofts Homeowners Association
- Braddock Place Condominium Association
- Braddock Place Town Home Association
- Braddock Station Civic Association
- Brighton Court Homeowners' Association
- Brocketts Crossing Condominium Association
- Brookville-Seminary Valley Civic Association

Cameron Mews Homeowners' Association  
Cameron Station Civic Association  
Cameron Station Community Association, Inc.  
Canal Place Condominium Association  
Canal Way Homeowners Association  
Canterbury Square Condominium Association  
Captain's Landing Homeowners Association  
Carlyle-Eisenhower Civic Association, Inc.  
Carlyle Towers Condominium Unit Owners Association  
Carriage Works Homeowners Association  
Chapel Hill Homeowners' Association  
Clover-College Park Civic Association  
Colecroft Owners Association  
Colonial Heights Homeowners Association  
Council of Co-Owners of Alexandria House  
Council of Co-Owners of the Wapleton Condominiums  
Del Ray Citizens Association  
Domain Condominium Association  
Dowden Terrace Civic Association  
Early Street Village Homeowners Association  
Edsall Terrace Condominium Association  
Fairlington Citizens Association  
Fairlington Towne Condominium Association  
Fairlington Villages Condominium Association  
First Owners Association (4600 Duke Street)  
Fort Ellsworth Condominium Association  
Founders Park Community Association  
Fountains Condominium Association  
Greenhouse Condominium Association  
Hallmark Condo Unit Owners Association  
Hampton Court Tenants Association  
Hamptons at Stonegate  
Herbert Street Station Homeowners Association  
High Pointe Cooperative Association  
Holmes Run Park Committee  
Hume Springs Citizens Association  
Inner City Civic Association  
King Henry Court Civic Association  
Kingsgate Condominium Association  
Lincolnia Hills/Heywood Glen Civic Association  
The Lofts Condominium Association  
Longview Hill Citizens Association  
Lynhaven Civic Association  
Mayflower Square I Condominium Association  
Mayflower Square II Condominium Association  
Mayflower Square III Condominium Association  
Mount Jefferson Civic Association  
Mount Vernon Court Community Association, Inc.  
Nethergate Community Services Association

Northeast Citizens Association  
North Old Town Independent Citizens  
North Ridge Citizens Association  
Old Town Civic Association  
Old Town Greens Homeowners Association  
Old Town-Hunting Creek Civic Association  
Old Town North Community Association  
Old Town South Civic Association  
Old Town Station  
Old Town Village Condominium Association  
Old Town Village Homeowners Association  
Olympus Condominium Association  
Parc East Condominium Association  
Parkfairfax Condominium Unit Owners Association  
Park Place Condominium Association  
Parkside at Alexandria  
Pavilion on the Park Condominium Association  
Pendleton Park Tenants Group  
Pickett Center Condominium Association  
Pitt Street Station Homeowners' Association  
Place One Condominium Association  
The Plaza Condominium Association  
Pommander Walk Citizens Association  
Portner's Landing Condominium Unit Owners Association  
Townhomes at Portner's Landing Homeowners Association  
Port Royal Condominium Association  
Porto Vecchio Condominium Association  
Potomac Crossing Condominiums  
Potomac Shores Unit Owners Association  
Powhatan Place Homeowners Association  
Prince Street Club Condominiums  
Princess Street Townhouse Homeowners  
Quaker Hill Community Association  
Quaker Village Homeowners Association  
Rivergate Homeowners Association  
Rosemont Citizens Association  
Royalton at the King Street Metro Condominium  
Saxony Square Condominium Unit Owners Association  
Seasons Condominium Association  
Seminary Civic Association  
Seminary Heights Civic Association  
Seminary Hill Association, Inc.  
Seminary Park Community Association  
Seminary Ridge Civic Association  
Seminary Walk Condominium Association  
Seminary West Civic Association  
Sentinel of Landmark Unit Owners Association  
Shad Row Homeowners Association  
Shuters Hill Homeowners Association

1600 Prince Street Condominium Association  
Southwest Quadrant Civic Association  
Stonegate Mews Homeowners Association  
Strawberry Hill Civic Association  
Summers Grove Homeowners Association  
Sunnyside/Lenox Place Neighborhood Association  
Tannery House Condominium Association  
Tannery Yard Homeowners Association  
Taylor Run Citizens Association  
The Townes at Cameron Parke Homeowners Association  
Templeton I Council of Co-Owners  
Tobacco Quay Homeowners Association  
Torpedo Factory Condominium Unit Owners Association  
Towns at Chatham Square Homeowners Association  
Upper King Street Neighborhood Association  
Wakefield Tarleton Civic Association  
Warwick Village Citizens Association  
Watergate of Alexandria  
Watergate at Landmark Condominium Unit Owners Assn.  
West Potomac Mews Homeowners Association  
Westridge Civic Association  
Whales Tail Condominium Association  
Windsor Oaks Homeowners Association  
Yates Garden Citizens Association

All civic associations may send a representative to the Alexandria Federation of Civic Associations.

**Business, Professional, Service, and Special Interest Groups** - (For further information contact the Office of Citizen Assistance at 703.838.4800)

Agenda: Alexandria  
Alexandria Association  
Alexandria Business & Professional Women Association  
Alexandria Bar Association  
Alexandria Black and Hispanic Concerned Women  
Alexandria Branch YMCA  
Alexandria Chamber of Commerce  
Alexandria Chapter of the American Red Cross  
Alexandria Citizens' Police Academy Association  
Alexandria Democratic Committee  
Alexandria Economic Development Partnership, Inc.  
Alexandria Gay & Lesbian Community Association  
Alexandria Historical Society, Inc.  
Alexandria Host Lions Club  
Alexandria Hotel Association  
Alexandria Jaycees  
Alexandria League of Women Voters  
Alexandria NAACP  
Alexandria Republican Committee  
Alexandria Resident Council  
Alexandria Seaport Foundation  
Alexandria Small Business Development Center  
Alexandria United Way  
Alexandria Volunteer Bureau  
Alexandrians for Sensible Growth, Inc.  
Altrusa Club of Northern Virginia  
American Association of University Women  
American Institute of Architects, Northern Virginia Chapter  
Animal Welfare League of Alexandria, Inc.  
Apartment & Office Building Association of Metro  
Bienvenidos  
Campagna Center  
Catholic Charities, Diocese of Arlington, Inc.  
Christ House  
Community Foundation of Alexandria  
Community Partners for Children  
Departmental Progressive Club, Inc.  
Electronic Alexandria Community  
Eisenhower Avenue Public - Private Partnership  
Hispanic Committee of Alexandria  
Hopkins House Association  
Kiwanis Club of Alexandria  
Kiwanienne Club of Alexandria  
Northern Virginia Urban League  
Old Town Business and Professional Association  
1000 Friends of Alexandria

Optimist Club of Alexandria  
Pilot Club of Alexandria  
Potomac West Business Association  
Queen Street Business Association  
Rebuilding Alexandria Together  
Rotary International of Alexandria  
Salvation Army  
Salvation Army Auxiliary  
Scholarship Fund of Alexandria  
Senior Citizens Employment and Services  
Sroptimist International of Alexandria  
Tenants' and Workers' Support Committee  
Waterfront Alliance  
West End Business Association

## **Performing Arts Groups**

A number of organizations specialize in music, dance, theater, and the arts. For more information about these and other organizations and festivals call the staff of the Alexandria Commission for the Arts at the Department of Recreation, Parks and Cultural Activities, 703-838-6348. The following organizations are included:

Alexandria Arts Forum  
Alexandria Arts Safari  
Alexandria Choral Society  
Alexandria Performing Arts Association  
Alexandria Citizens Band  
Alexandria Harmonizers  
Alexandria Singers  
Alexandria Symphony Orchestra  
Art on the Avenue  
Arts Resource Foundation/Del Ray Artisans  
Choreographers Collaborative  
City of Alexandria Pipes and Drums  
Dream in Color Foundation  
Eclipse Chamber Orchestra  
Ecovoce  
Elder Crafters of Alexandria  
Empowered Women International  
First Night Alexandria  
Friends of Torpedo Factory Art Center  
Irish Breakfast Band  
Jane Franklin Dance Company  
Kathy Harty Gray Dance Theatre  
Kids in Music, Inc.  
Little Theatre of Alexandria  
MetroStage  
Natural Theatricals  
Northern Virginia Youth Symphony Association  
Northern Virginia Fine Arts Association  
Port City Playhouse  
Royal Scottish Country Dance Society  
Schlesinger Concert Hall & Art Center  
Springwater Fiber Workshop, Inc.  
Tapestry Theatre Company  
The Alexandria Ballet and School  
The Art League  
The Cabaret Network  
The Capital Steps  
The Company of Sisters  
The Jazzmania Big Band  
Torpedo Factory Artists' Association  
Virginia Opera  
Washington Philharmonic Orchestra



## 14. Your State Legislature

**The General Assembly** of Virginia consists of two chambers. There are 40 members in the Senate and 100 in the House of Delegates. The chief responsibilities of the General Assembly are to approve the state budget, to levy taxes, and to make the laws for the Commonwealth. In addition, the Assembly makes and confirms numerous appointments and handles the impeachment of elected and appointed officers accused of crimes or neglect of duty.

The General Assembly meets annually beginning on the second Wednesday in January. According to the Virginia Constitution, session runs for 60 days in even-numbered years and for 30 days in odd-numbered years. Either of the sessions may be extended for not more than 30 additional days. Generally, these sessions run for 60 days in even years and 46 days in odd years. In 1980, the State Constitution was amended to allow the General Assembly to reconvene on the sixth Wednesday after adjournment, for no more than three to 10 days, to consider vetoes and executive amendments by the Governor. Special sessions may be called by the Governor and must be called if two-thirds of each house request it.

### **Standing Committees**

There are 11 standing (permanent) committees in the Senate and 14 in the House of Delegates, including a Committee on Rules in each chamber. Committee names suggest their function, such as Privileges and Elections, Appropriations, Finance, Education, and Courts of Justice. Of special interest to Alexandrians is Local Government (in the Senate) and Counties, Cities and Towns (in the House), which deal with charter changes and problems of local governments. The decision to send a bill to a particular committee can, in some cases, determine whether that bill will be reported out of committee for consideration by the Assembly or killed.

At the beginning of each session, legislators are assigned to several of these committees. No bill can become a law before it has been considered and acted upon by a proper standing committee of both the Senate and the House.

### **How the Legislative Process Works**

A bill may be introduced in either house by any member of that house; then it is referred to the appropriate committee. The sponsor of the bill must then present it to the committee, explaining the purposes of the bill and how the provisions of the bill will serve these purposes. Public hearings may also be held.

The committee vote may be to "report the bill out" either in its original form or in an amended version. Or, the vote may be to "pass the bill by indefinitely"--that is, to kill it. If the committee fails to act on a bill before the end of the session, it automatically dies through "no action." In even-numbered years, a committee may vote to "carry-over" a bill until the next year's session for the purpose of additional study.

When a bill is reported out of committee with or without amendments, it is read and voted on three times, usually on successive days, on the floor of the house of origin. A bill may be rejected on any reading by a majority vote. It is explained by its sponsor on the second reading and may be amended on this reading and cannot be further amended on the floor. The floor vote following the third reading is by recorded roll call. If it passes, the bill is referred to the appropriate committee of the other house where it goes through approximately the same procedure. A bill passed by both houses is then sent to the Governor for approval.

### **Making Your Views Known to Your Legislators**

Alexandria belongs to the 30th and 35th senatorial districts which also includes a portion of Fairfax County. The City is part of senate district, which includes parts of Arlington and Fairfax Counties, the 45<sup>th</sup> House district which also includes a small part of Fairfax County; most of a second district, the 46th, which includes parts of Fairfax and Arlington Counties, and the 49th, which includes parts of Fairfax and Arlington Counties. Thus, each Alexandria resident is represented by one delegate and one senator. (See the Directory of Elected Officials for names, mailing, addresses, and email addresses of Alexandria's legislators.) Delegates are elected for two-year terms in odd-numbered years and Senators are elected for four-year terms.

A good time to contact Alexandria's legislators about legislative proposals is during the six to eight weeks prior to the convening of the General Assembly. In the Commonwealth of Virginia, it is important to remember that members of the General Assembly are "citizen legislators"--that in addition to their legislative duties they have businesses, professions, and other endeavors that demand their time and attention. Writing your legislators before or during the session gives them your position and your reasons for it with the least consumption of their time. To do this effectively:

--Address your letter correctly.

The Honorable \_\_\_\_\_ The  
Virginia Senate (or House of Delegates)  
General Assembly Building  
910 Capitol Street  
Richmond, Virginia 23219

Dear Senator \_\_\_\_\_: (or Delegate \_\_\_\_\_:)

--Be brief and to the point; discuss only one issue in each letter; identify a bill by number if possible; and specify clearly any action you are urging.

The standing committees of both houses and special study commissions all work in the period between sessions. The standing committees can hold hearings and take action on certain bills which are carried over from sessions in even-numbered years. Special study commissions frequently include highly qualified professionals and interested citizens, as well as members of the legislature. All of these bodies hold public hearings, often in Northern Virginia. They will accept and consider written statements.

A calendar of legislative meetings, and other legislative information, can be accessed via the Internet (<http://legis.state.va.us/>). Some meetings are also listed in the Virginia Register of Regulations. Copies are available in local libraries, or may be obtained by calling 804-786-3591.

Telephone numbers for securing General Assembly information may be obtained by calling either of these telephone numbers:

- The Senate 804-698-7410
- The House of Delegates 804-698-1500

You can also leave telephone messages for your legislators during the General Assembly session by calling (toll free) 800-889-0229 or contact them by e-mail as follows:

Senator Patricia S. Ticer  
[patsy@tidalwave.net](mailto:patsy@tidalwave.net)  
[district30@sov.state.va.us](mailto:district30@sov.state.va.us)

Senator Richard L. Saslaw  
[vasenate35@aol.com](mailto:vasenate35@aol.com)

Delegate David Englin  
[delenglin@house.state.va.us](mailto:delenglin@house.state.va.us)

Delegate Brian J. Moran  
[del\\_moran@house.state.va.us](mailto:del_moran@house.state.va.us)

Delegate Adam Ebbin  
[del\\_ebbin@house.state.va.us](mailto:del_ebbin@house.state.va.us)

# SERVICE DIRECTORY

**Alexandria Community Policy  
and Management Team (ACPMT)**  
720 N. St. Asaph Street  
..... (703) 838-4455

**Administrative Aides to City  
Council Members**  
City Hall, #2300  
..... (703) 838-4930

**Affirmative Action/Equal  
Employment Opportunity**  
..... (703) 838-4971

**Aging, Agency on**  
2525 Mt. Vernon Avenue  
..... (703) 838-0920

**ARHA**  
600 N. Fairfax Street  
..... (703) 549-7115

**ALEX/Electronic Alexandria  
Community**  
703 Devon Place  
..... (703) 836-3729

**ALIVE Emergency Assistance\***  
2723 King Street  
..... (703) 836-2723

**American Red Cross\***  
123 N. Alfred Street  
..... (703) 549-8300

**Animal Shelter**  
4101 Eisenhower Avenue  
..... (703) 838-4775

**Archaeology**  
105 N. Union Street  
..... (703) 838-4399

**Archives & Records**  
801 S. Payne Street  
..... (703) 838-4591

**Auto Registration & Licenses, City  
Stickers**  
City Hall, #1510  
..... (703) 838-4777

Virginia Auto Tags and Driver's  
License  
2691 Mill Road  
..... (800) 435-5137

**Black History Resource Museum**  
902 Wythe Street  
..... (703) 838-4356  
**Boy Scouts\*** ..... (301) 530-9360

**Building Permits**  
City Hall, #4200  
..... (703) 838-4360

**Cable TV Administration**  
City Hall, #1900  
..... (703) 838-4533

**Calendar of Events  
Convention & Visitors Association**  
..... (703) 838-4200

**Chamber of Commerce\***  
801 N. Fairfax Street  
..... (703) 549-1000

**Citizen Assistance Office**  
City Hall, #1900  
..... (703) 838-4800  
TTY: ..... (703) 838-5056

**City Attorney**  
City Hall, #1300  
..... (703) 838-4433

**City Hall**  
301 King Street  
..... (703) 838-4000

**City Manager**  
City Hall, #3500  
..... (703) 838-4300

**City Clerk and Clerk of Council**  
City Hall, #2300  
..... (703) 838-4550

**Colleges**  
(Northern Virginia area only)  
**George Mason University\***  
4400 University Drive  
Fairfax, 22030  
..... (703) 993-1000

**Marymount College\***  
2807 N. Glebe Road  
Arlington, 22207  
..... (703) 522-5600

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\*Non-City agency

**Northern Virginia Community College\***  
**Alexandria Campus**  
 3001 N. Beauregard St.  
 Alexandria, VA 22311  
 .....(703) 845-6200

**Annandale Campus**  
 8333 Little River Tnpk.  
 Annandale, 22003  
 .....(703) 323-3000

**Loudoun Campus**  
 1000 Harry Flood Byrd  
 Highway,  
 Sterling, 22170  
 .....(703) 450-2500

**Manassas Campus**  
 6901 Sudley Road  
 Manassas, 22100  
 .....(703) 257-6600

**Woodbridge Campus**  
 15200 Neabsco Mills Rd.  
 Woodbridge, 22191  
 .....(703) 878-5700

**Regent University\***  
 1650 Diagonal Road  
 .....(703) 740-1400

**University of Virginia\***  
**Northern Virginia Center**  
 7054 Haycock Road  
 Falls Church, 22046  
 .....(703) 536-1100

**Virginia Tech\***  
 1001 Prince Street  
 Alexandria, VA 22314  
 .....(703) 548-0532

**Virginia Theological Seminary\***  
 3737 Seminary Road  
 Alexandria, 22304  
 .....(703) 370-6600

**Commonwealth's Attorney**  
 520 King Street, #301  
 .....(703) 838-4100

**Community Services Board**  
 720 N. St. Asaph Street  
 .....(703) 838-4455

**Community Shelter**  
 2355-A Mill Road  
 .....(703) 329-2050

**Consumer Affairs**  
 City Hall, #1900  
 .....(703) 838-4350  
 TTY: .....(703) 838-5056

**Courts**  
**Circuit Court**  
 520 King Street, # 307  
 .....(703) 838-4044

**General District Court**  
 520 King Street, #201  
 .....(703) 838-4041

**Juvenile & Domestic Relations Court**  
 520 King Street, 1<sup>st</sup> Fl.  
 .....(703) 838-4141

**Magistrates**  
 2003 Mill Road  
 .....(703) 838-4515

**United States District Court**  
 401 Courthouse Square  
 .....(703) 299-2100

**DASH** .....(703) 370-3274

**Democratic Committee\***  
 .....(703) 549-3367

**Economic Opportunities Commission**  
 2525 Mt. Vernon Avenue  
 .....(703) 838-0901

**Elections Registrar**  
 132 N. Royal Street  
 .....(703) 838-4050

**Electric Service:**  
 Dominion Virginia Power\*  
 Connection and Bills  
 .....(888) 667-3000

Power Off  
 .....(888) 667-3000

**Emergency Preparedness Fire Department**  
 900 Second Street  
 .....(703) 706-3940

**Emergency Mental Health**  
 MH/MR/SA  
 720 N. St. Asaph Street  
 .....(703) 838-6400

**Employment**  
 City Employment  
 City Hall, # 2500  
 .....(703) 838-4485

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\*Non-City agency

City Positions/Recording  
 .....(703) 838-4422  
 TTY:.....(703) 838-5035  
 (24 hours daily)

**Virginia Employment  
 Commission\***  
 5520 Cherokee Avenue  
 -----(703) 813-1300

**Fire Department/Administration**  
 900 Second Street  
 .....(703) 838-4600  
 TTY:.....(703) 838-4896

**Fort Ward Museum**  
 4301 W. Braddock Road  
 .....(703) 838-4848

**Friendship Firehouse**  
 107 S. Alfred Street  
 .....(703) 838-3891

**Gadsby's Tavern Museum**  
 134 N. Royal Street  
 .....(703) 838-4242

**Gas Bills and Service**  
 Washington Gas Company\*  
 1100 H Street, N.W.  
 Washington, D.C.  
 .....(703) 750-1000

**Girl Scouts\***  
 .....(703) 777-5644

**Health Department**  
 4480 King Street  
 Information  
 .....(703) 838-4400

Child Health Clinic  
 .....(703) 838-4400 x208

Dental Clinic (children & Adults)  
 .....(703) 838-4420

Eligibility  
 .....(703) 838-4400, x201

Environmental Health  
 .....(703) 838-4400, x266

Family Planning  
 .....(703) 838-4400, x226

HIV Testing  
 .....(703) 838-4400, x231

Immunization Clinic  
 .....(703) 838-4400, x208

Laboratory  
 .....(703) 838-4866

Pregnancy Testing  
 .....(703) 838-4400, x226

Public Health Nursing  
 .....(703) 519-3328

Sexually Transmitted  
 Disease Clinic  
 .....(703) 838-4400, x231

Women, Infants, Children  
 .....(703) 838-4400, x5

X-Ray (Chest Clinic)  
 .....(703) 838-4377

**Flora K. Casey Health Center**  
 1200 N. Howard Street  
 Information  
 .....(703) 519-5979

Appointments  
 .....(703) 519-5982

**Adolescent Health Clinic**  
 3701 W. Braddock Road  
 Information/Appointments  
 .....(703) 519-6006

**Historic Alexandria**  
 220 N. Washington Street  
 .....(703) 838-4554

**Hospital**  
 INOVA Alexandria  
 Hospital\*  
 4320 Seminary Road  
 .....(703) 504-3000

**Hotline\*** (24-hour listening  
 and referral service)  
 .....(703) 838-6400

**Housing, Office of**  
 421 King Street  
 .....(703) 838-4990

**Human Rights Office**  
 421 King Street, #400  
 .....(703) 838-6390  
 TTY:.....(703) 838-4976

**Human Services, Dept. of**  
 2525 Mt. Vernon Avenue  
 .....(703) 838-0700

**Landlord-Tenant Relations**  
 421 King Street  
 .....(703) 838-4545  
 TTY:.....(703) 838-5056

**Legal Services of Northern Virginia\***  
 603 King Street  
 .....(703) 684-5566

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\*Non-City agency

**Libraries**

Beatley Central Library  
5005 Duke Street  
.....(703) 519-5900

Burke Branch  
4701 Seminary Road  
.....(703) 519-6000

Duncan Branch  
2501 Commonwealth Ave.  
.....(703) 838-4566  
TTY:.....(703) 838-4568

Local History  
717 Queen Street  
.....(703) 838-4577

**Little League Sports**  
.....(703) 838-4345

**Lyceum**  
201 S. Washington Street  
.....(703) 838-4994

**Marriage Licenses**  
.....(703) 838-5046

**Mental Health, Mental  
Retardation and Substance  
Abuse**  
720 N. St. Asaph Street  
.....(703) 838-4455

**Mental Health Center**  
720 N. St. Asaph Street  
.....(703) 838-6400  
TTY:.....(703) 838-5054

**Mental Retardation Services**  
720 N. St. Asaph Street  
.....(703) 838-5060  
TTY:.....(703) 838-5054

**Metrobus Information\***  
.....(202) 637-7000

**Newspapers\***  
Alexandria Gazette Packett  
.....(703) 838-0302

Alexandria Times  
.....(703) 739-0001

Washington Post  
.....(202) 334-6000

Washington Times  
----- (202) 636-3000

**Personnel**

.....(703) 838-4485  
City Hall, #2500

TTY:.....(703) 838-5056  
Jobline.....(703) 838-4422

**Planning & Zoning**  
City Hall, #2100  
.....(703) 838-4666

**Police Department/  
Administration**  
2034 Eisenhower Avenue  
.....(703) 838-4444  
TTY:.....(703) 838-4896

**Police and Fire Emergency**  
.....911

**Recreation, Parks and  
Cultural Activities**  
1108 Jefferson Street  
.....(703) 838-4343

**Redevelopment & Housing  
Authority**  
600 N. Fairfax Street  
.....(703) 549-7115  
TTY:.....(703) 836-6425

**RSVP (Retired Senior  
Volunteer Program)\***  
418 S. Washington Street  
.....(703) 549-1607

**Regional Boards and  
Commissions**  
Metropolitan Washington  
Council of Governments\*  
(COG)  
.....(202) 962-3200

Northern VA Regional  
Commission\* (NVRC)  
.....(703) 642-0700

Northern Virginia Regional  
Park Authority\* (NVRPA)  
.....(703) 352-5900

Northern Virginia  
Transp. Commission\* (NVTC)  
.....(703) 524-3322

\*Non-City agency

Washington Metropolitan  
 Area Transit Authority\* (WMATA)  
 .....(202) 637-1234  
**Republican Committee\***  
 .....(703) 823-1801

**Sanitation Authority\***  
 P.O. Box 1205  
 Alexandria, 22314  
 .....(703) 549-3381

**School Administration**  
 2000 N. Beauregard Street  
 .....(703) 824-6600  
 TTY:.....(703) 824-6666

**School Board**  
 Clerk's Office  
 2000 N. Beauregard Street  
 .....(703) 824-6614

**Senior Services\***  
 700 Princess St.  
 .....(703) 836-4414

**Sewer, Sidewalk and Street  
 Maintenance**  
 133 S. Quaker Lane  
 .....(703) 838-4488

**Sheriff**  
 2001 Mill Rd.  
 .....(703) 838-4111  
 Detention Center  
 2001 Mill Rd.  
 .....(703) 838-4111  
 Judicial  
 520 King Street, #308  
 .....(703) 838-4140

**Social Security  
 Administration\***  
 6295 Edsall Road  
 .....1-800-772-1213

**Stabler-Leadbeater Apothecary  
 Museum**  
 105-107 S. Fairfax Street  
 .....(703) 838-3852

**Street Cleaning**  
 133 S. Quaker Lane  
 .....(703) 519-3486

**Substance Abuse**  
 2355-A Mill Road

.....(703) 838-4525  
 TTY:.....329-2026

**Tax Relief**  
 City Hall, # 1700  
 .....(703) 838-4570

**Telephone Repair Service**  
 Verizon\*  
 .....(800) 275-2355

**Transportation &  
 Environmental Services**  
 City Hall, #4100  
 .....(703) 838-4966

Environmental Quality  
 City Hall, #3000  
 .....(703) 838-4334

Transportation Division  
 City Hall, #4100  
 .....(703) 838-4411

Trash Collection  
 133 S. Quaker Lane  
 .....(703) 519-3486

**United Way\***  
 300 N. Washington Street  
 .....(703) 549-4447

**Virginia Extension Service**  
 1108 Jefferson Street  
 .....(703) 838-4345

**Voter Registration**  
 132 N. Royal Street  
 .....(703) 838-4050

**Women, Office on**  
 421 King Street, #400  
 .....(703) 838-5030  
 TTY:.....(703) 838-4911

**Youth Services**  
 2525 Mt. Vernon Ave.  
 .....(703) 838-0990

**Zoning Administration**  
 City Hall, #2100  
 .....(703) 838-4688

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\*Non-City agency

## TROUBLE SHOOTER'S GUIDE

<b><u>If you need Information on</u></b>	<b><u>Call</u></b>	<b><u>Agency</u></b>
Abandoned & Junk Cars (Private Property)	(703) 838-4360	Code Enforcement Bureau
Abandoned & Junk Cars (Public Property)	(703) 838-4241	Police Department
Accounts Payable	(703) 838-4919	Finance Department
Addiction Services	(703) 838-4525	MH/MR/SA
Adoptions	(703) 838-0769	Social Services Division/DHS
Adult Day Health Care	(703) 838-0700	Social Services Division/DHS
Air Pollution	(703) 838-4334	Transp. & Environ.
Alcohol Abuse	(703) 838-4525	Substance Abuse Division/MHM RSA
Ambulance	911	Fire Department
Animals	(703) 838-4775	Animal Shelter
Arson/Fire Hazards	(703) 838-4360	Code Enforcement Bureau
Assessments (Real Estate)	(703) 838-4646	Real Estate Assessment Office
Auto Accidents	911	Police Department
Auto Registrations	(703) 838-4560	Finance Department
Bicycle Registrations	(703) 838-4510	Police Department
Birth Certificates	(804) 662-6200	State Department of Health
Boards and Commissions	(703) 838-4691	Citizen Assistance Office
Boats	(703) 838-4560	Finance Department
Budget	(703) 838-4780	Office of Mgmt. & Budget
Building Inspections (24-hour automated system)	(703) 838-4900	Code Enforcement Bureau
Building Permits	(703) 838-4360	Code Enforcement Bureau
Bus System/DASH	(703) 370-3274	Alexandria Transit Company
Business & Professional Licenses	(703) 838-4680	Finance Department
Business Personal Property	(703) 838-4680	Finance Department
Cable TV Complaints	(703) 838-4533	Citizen Assistance Office
Cable Service	(703) 823-3000	Comcast*
Car Pools	(703) 838-3800	Transit Office

Child Abuse/Neglect	(703) 838-0800	Social Services Division/DHS
Child Care	(703) 838-0750	Social Services Division/DHS
Child Support	(703) 838-4141	Juvenile Court
Citizen Complaints	(703) 838-4800	Citizen Assistance Office
City Attorney	(703) 838-4433	City Attorney's Office
City Auto Tags	(703) 838-4777	Finance Department
City Clerk	(703) 838-4550	City Clerk's Office
Commonwealth's Attorney	(703) 838-4100	Commonwealth's Attorney's Office
Community Policing	(703) 838-4744	Police Department
Consumer Complaints	(703) 838-4350	Consumer Affairs Division/CAO
Counseling	(703) 838-6400	MH/MR/SA
Cultural Programs	(703) 838-6348	Recreation Dept.
Death Certificates	(703) 838-4400 x 222	Health Department
Decals for Residences of Persons with Disabilities	(703) 838-4600	Fire Department
Delinquent Taxes	(703) 838-4570	Finance Department
Disabilities, Persons with	(703) 838-6390 (703) 838-4976 (TTY)	Human Rights Office
Discrimination Complaints	(703) 838-6390	Human Rights Office
Dog Licenses	(703) 838-4775	Animal Shelter
Dog Waste on Private Property	(703) 838-4360	Code Enforcement Bureau
Dogs in Rental Apartments	(703) 838-4545	Landlord-Tenant Office
Domestic Violence and Spousal Abuse	(703) 838-4911	Office on Women
Drug Abuse	(703) 838-4525	Substance Abuse Division/MHM RSA
Economic Development	(703) 739-3820	Economic Develop. Program
Elected Officials	(703) 838-4550	City Clerk
Elections	(703) 838-4050	Registrar of Voters
Emergency Assistance	(703) 838-0700	Social Services Division/DHS
Employment with the City	(703) 838-4485	Personnel Services Department
Employment Training	(703) 838-4316	Office of Employ. & Training/Joblink
Employment (General)	(703) 813-1399	Va. Employment Commission*
Environmental Protection	(703) 838-4334	Transp. & Environ.
Extension Service	(703) 838-4345	Recreation Dept.
Farmer's Market	(703) 838-4770	General Services Department
Financial Assistance	(703) 838-0700	Social Services Division, DHS

Fire Dept. Administration	(703) 838-4600	Fire Department
Fire Prevention	(703) 838-4360	Fire Marshal
Fire and Rescue Services	911	Fire Department
Flooding	(703) 838-4966	Transp. & Environ. Services
Food Stamps	(703) 838-0700	Social Services Division/DHS
Foster Care	(703) 838-0771	Social Services Division/DHS
Garbage	(703) 519-3486	Solid Waste Division/T&ES
Gypsy Moths	(703) 838-5040	Recreation Dept.
Handicapped Persons	(703) 838-6390	Human Rights Office
Head Start	(703) 549-8685	Human Services Dept.
Health	(703) 838-4400	Health Department
Home Improvements	(703) 838-4360	Code Enforcement Bureau
Homeless Services	(703) 838-0901	Economic Opp. Division
Hotline	(703) 838-6400	Mental Health
House Numbers	(703) 838-4360	Code Enforcement Bureau
Housing (Loans & Grants)	(703) 838-4990	Office of Housing Redevelopment & Housing Authority*
Housing (Subsidized)	(703) 549-7115	Economic Opp. Office /DHS
Housing, Emergency	(703) 838-0933	Human Rights Office
Human Rights	(703) 838-6390	Human Services Dept.
Human Services Info	(703) 838-0700	Health Department
Immunizations	(703) 838-4400	Citizen Assistance Office
Information (City programs and services)	(703) 838-4800	Transp. & Environ. Code Enforcement Bureau
Impounded Vehicles	(703) 838-4664	Court Service Unit
Inspections (24-hour automated system)	(703) 838-4900	
Juvenile Delinquency and protective orders	(703) 838-4144	
Land Records & Deeds	(703) 838-4066	Circuit Court
Landlord-Tenant Concerns	(703) 838-4545	Landlord-Tenant, Office of Housing
Leaf Collection	(703) 519-3486	Solid Waste Division
Legal Assistance	(703) 684-5566	Legal Services of Northern Virginia*
Library/Administration	(703) 519-5900	Beatley Central Library
Litter	(703) 838-4360	Code Enforcement Bureau
Lost Pets	(703) 838-4775	Animal Shelter
Magistrate System	(703) 838-4515	Magistrate's Office

Marriage Licenses	(703) 838-5046	Circuit Court
Medicaid	(703) 838-0700	Social Services Division/DHS
Mental Health	(703) 838-6400	MH/MR/SA
Mental Retardation	(703) 838-5060	MH/MR/SA
Metrobus Info	(202) 637-2437	Metro*
Neighborhood Watch Program	(703) 838-4334	Police Department
Noise Complaints	(703) 838-4334	Environ.Quality, T&ES
	(703) 838-4444	Police Department (after 5:00 p.m.)
Nuisance Abatement Hotline	(703) 836-0041	Fire Department
Nutrition Programs	(703) 838-0922	Agency on Aging/DHS(Seniors)
Open Burning	(703) 838-4360	Code Enforcement Bureau
Parking Permits (Residential)	(703) 838-4777	Finance Department
Parking Tickets	(703) 838-4777	Finance Department
Parks	(703) 838-4343	Recreation Dept.
Permits	(703) 838-4360	Code Enforcement Bureau
Personal Property Tax	(703) 838-4560	Finance Department
Pet License	(703) 838-4775	Animal Shelter
Planning and Land Use	(703) 838-4666	Planning Dept.
Public Hearings (City Council)	(703) 838-4550	City Clerk's Office
Public Housing	(703) 549-7115	Redevelopment & Housing Authority*
Purchasing & Procurement	(703) 838-4944	Purchasing Division, Finance Department
Rabies	(703) 838-4400	Animal Shelter
Rats	(703) 838-4360	Code Enforcement Bureau
Real Estate Assessment	(703) 838-4646	Real Estate Assessments Office
Real Estate Tax (Payments & Billing)	(703) 838-4777	Finance Department
Recreation	(703) 838-4343	Recreation Dept.
Recycling	(703) 751-5872	Recycling, T&ES
Refuse Collection and Disposal	(703) 519-3486	Solid Waste Div., T&ES
Rent Relief	(703) 838-4570	Finance Department
Ride Sharing	(703) 838-3800	Transit Services Office
Rocks, Stone, Cement, Building Material — Disposal of	(703) 560-8866	BFI, Private Landfill*
Schools	(703) 824-6600	School Admin.
Adult Education	(703) 824-6845	
School Buses	(703) 461-4169	
Educational Facilities	(703) 824-6686	
Personnel	(703) 824-6665	
Registering Children	(703) 824-6600	

Special Education	(703) 824-6650	
School Board Information	(703) 824-6614	Clerk of the School Board
Senior Citizens	(703) 838-0920	Agency on Aging/DHS
	(703)836-4144	Senior Services
Sewer Services	(703) 549-3381	Sanitation Authority*
Sexual Assault Response and Awareness Program (Day) (Evening)	(703) 838-5030 (703) 683-7273	Office on Women
Sheriff/Administration	(703) 838-4111	Sheriff's Office
Sidewalks	(703) 838-4488	Transp. & Environ.
Signs (Portable & Stationary)	(703) 838-4688	Zoning Admin.
Smoke Detector Information	(703) 838-4360	Fire Marshal
Snow Removal	(703) 838-4488	Transp. & Environ.
Social Service Programs	(703) 838-0700	Social Services Division/DHS
State Auto Tags	(800) 435-5137	Div. of Motor Vehicles*
State Income Tax	(703) 838-4570	Finance Department
Street Lights	(703) 838-4721	Transp. & Environ.
Substance Abuse	(703) 838-4525	MH/MR/SA
Substance Abuse Programs	(703) 838-4525	Substance Abuse Division/MHMRSA
Swimming Pools	(703) 838-4343	Recreation Dept.
Tax Payments	(703) 838-4777	Finance Department
Tax Relief	(703) 838-4570	Finance Department
Tourist Information	(703) 838-4200	Convention & Visitors Association
Traffic Signals	(703) 838-4748	Traffic Control Shop
Transportation	(703) 838-3800	Transit Services
Trash Collection	(703) 519-3486	Solid Waste Division, T&ES
Treasury	(703) 838-4777	Finance Department
Tree Removal	(703) 838-4999	Arborist
Vanpools	(703) 838-3800	Transit Services
Victim/Witness Assistance	(703) 838-4100	Commonwealth's Attorney's Office
Virginia Cares	(703) 838-0932	Economic Opp. Office/DHS
Vital Statistics	(703) 838-4400 x 222	Health Department
Volunteer Programs	(703) 836-2176	Volunteer Bureau
Voter Information	(703) 838-4050	Registrar of Voters
Weeds	(703) 838-4360	Code Enforcement Bureau
Welfare	(703) 838-0700	Social Services Division/DHS
Wills	(703) 838-4055	Circuit Court
Women's Programs	(703) 838-5030	Office on Women
Youth Services & Programs	(703) 838-0700	Youth Services Office
Zoning	(703) 838-4688	Planning & Zoning