

Alexandria City Academy

Session 1

September 7, 2016



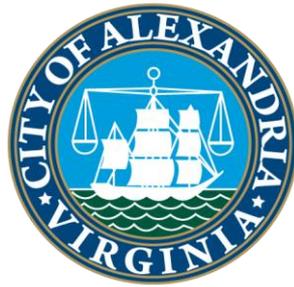
Welcome

Allison Silberberg
Mayor



Mark B. Jinks
City Manager





Overview of Government Organization

Mark B. Jinks
City Manager



Council-Manager Form of Government

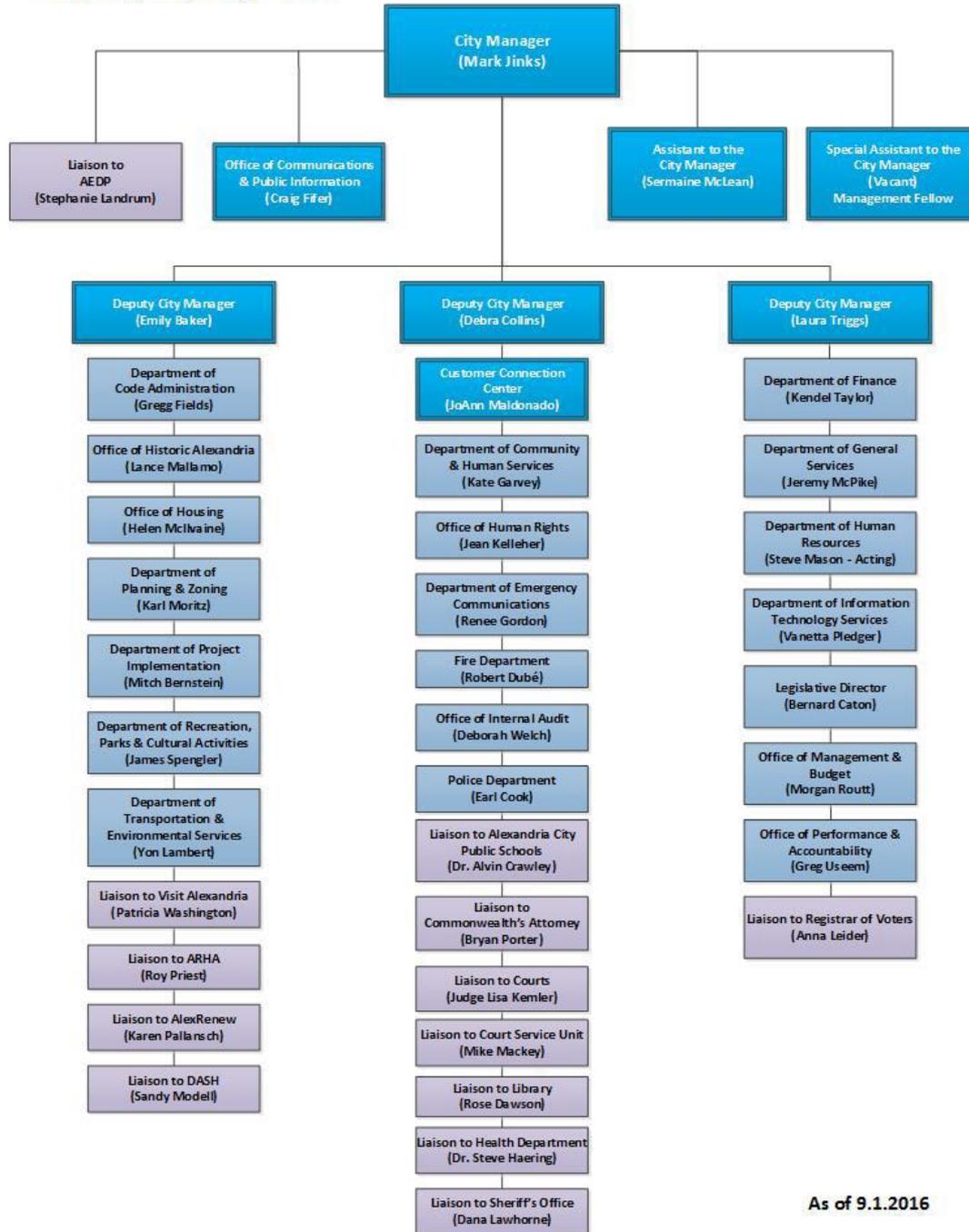
- City Council elected to 3-year term; all at-large
 - Mayor
 - Presides over Council meetings
 - Ceremonial head of government
 - May vote but may not veto
 - Vice Mayor selected by Council at Organizational/First Meeting of Council term

Alexandria City Council



Mayor Allison Silberberg
Vice Mayor Justin M. Wilson
Councilman Willie F. Bailey Sr.
Councilman John T. Chapman
Councilman Timothy B. Lovain
Councilwoman Redella S. "Del" Pepper
Councilman Paul C. Smedberg

City of Alexandria, VA
City Manager Reporting Structure





Roles & Responsibilities

- City Council
 - Policy-making body for City government
 - Adopts annual budget and sets tax rates
 - Authorizes issuance of bonds
 - Appoints City Manager, City Attorney, and City Clerk
 - Appoints members of boards and commissions
 - Establishes departments, agencies, and offices



Roles & Responsibilities

- City Manager
 - Chief executive officer of the City
 - Responsible for day-to-day operations of government
 - Appoints department heads
 - Develops docket for Council meetings
 - Proposes policies and makes recommendations to Council
 - Prepares operating and capital improvement budgets



Roles & Responsibilities

- **City Attorney**

- Legal advisor to all parts of City government
- Renders opinions
- Drafts ordinances and other legal documents
- Represents the City in civil cases
- Institutes and prosecutes legal proceedings

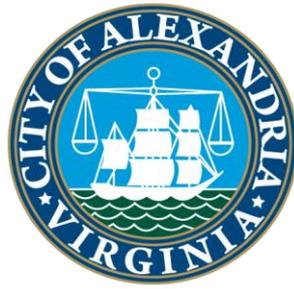
- **City Clerk**

- Prepares and distributes Council docket
- Keeps minutes of Council meetings
- Responsible for board and commission appointments
- Keeps official meeting records



City Departments

- 22 City departments and offices report to City Manager
- Sheriff's Office, Commonwealth's Attorney, Clerk of Courts elected
- Approximately 2,500 full-time and 600 part-time/seasonal employees
- City works closely with other non-City agencies
 - Alexandria City Public Schools
 - Alexandria Redevelopment and Housing Authority
 - Alexandria Renew Enterprises
 - Alexandria Economic Development Partnership
 - Visit Alexandria
 - DASH (Alexandria Transit Company)
 - Libraries, Health, Courts, Registrar of Voters



Overview of Government Organization

Jackie M. Henderson

City Clerk and Clerk of Council



Council Protocols and Procedures

- Meets September to June
- Legislative meetings generally second and fourth Tuesdays
- Public hearings generally the Saturday after second Tuesday at 9:30 a.m.
- Council rules and procedures



Boards and Commissions Overview



75 Boards and Commissions

- Planning/Zoning
- Traffic/Transport.
- Archaeology
- Arts
- Parks and Rec
- Housing
- Budget
- Aging Services
- Libraries
- Historic Property
- Children/Youth
- Social Services
- Disabilities
- Waterfront
- Emergency Comm
- Public Health



Advisory, Policy Making, Regulatory

- Recommendations to City Council
- Study and analyze problems
- Support development and expansion of programs
- Recommendations on environment and impact
- Issues on aging
- Appropriateness of changes to buildings



Advertising of Openings

- Notice of vacancies are listed on website, eNews and social media
- Open for minimum of two weeks
- Online application must be filled out
- Must live in City of Alexandria
- Positions are varied: citizens, business representatives, architects, certain areas of the City, students, older citizens



Appointments and Meetings

- City Council makes appointments
- Oath of Office
- All must follow State Freedom of Information Act (FOIA) guidelines
- Meetings are all open to public



Questions?

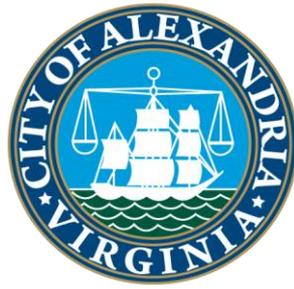
City Clerk & Clerk of Council

301 King St., Room 2300

Alexandria, VA 22314

703.746.4550

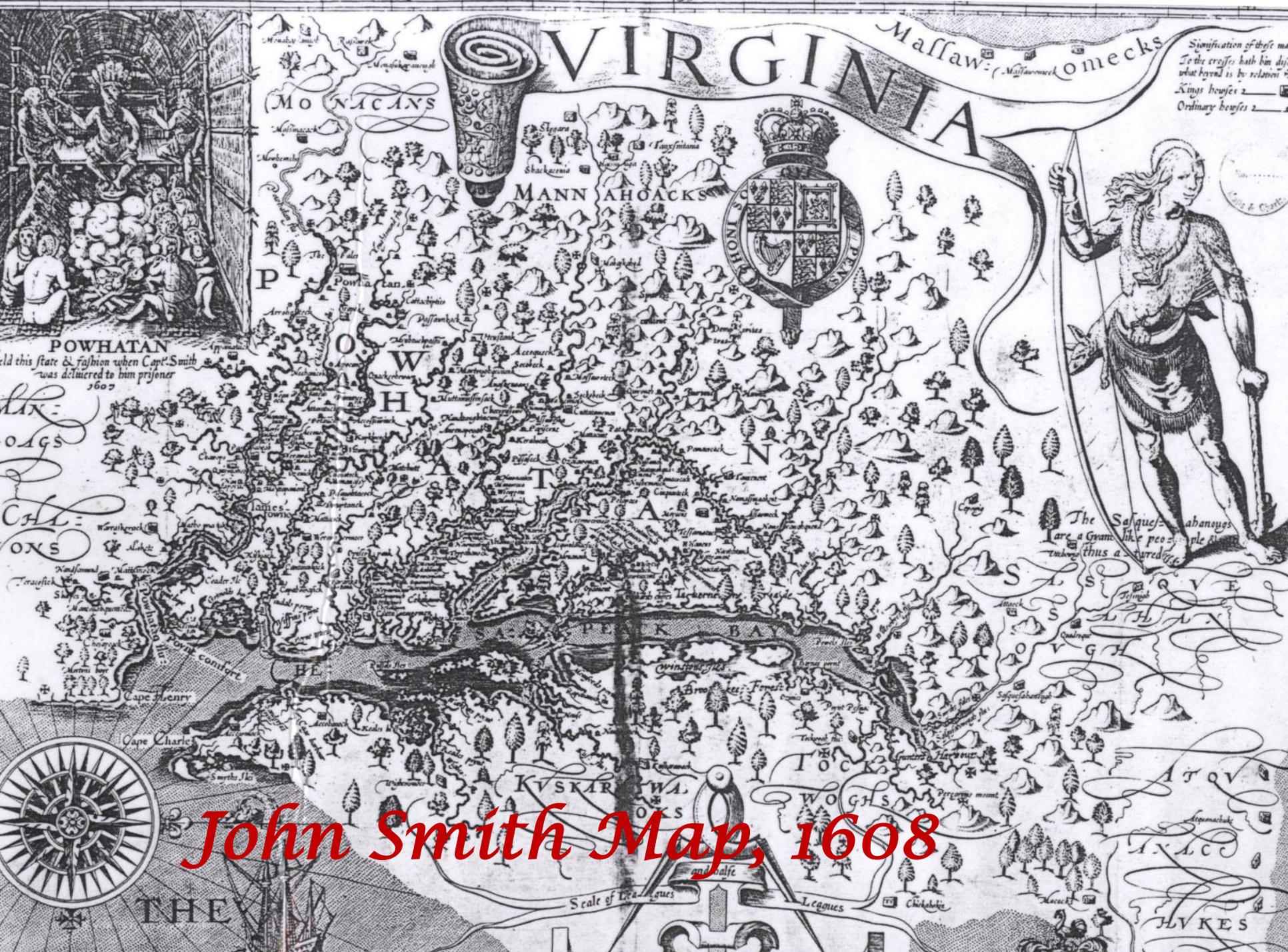
www.alexandriava.gov/CityCouncil



Brief History of Alexandria

J. Lance Mallamo

Director, Office of Historic Alexandria



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was delivered to him prisoner
1607

John Smith Map, 1608

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1732

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The Shoals or Flats
about 7 feet above Water

The edge of the Channell of the River

Potomack River

Note that in the sand fine shells
may be cut from these Shoals
wherever on the Flats with
Pistols & some houses built there
in 1732 Philadelphia etc

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to Capt. Philip Thomas
Capt John Alexander
Wm Smith that is

By a scale of 1000

8

A Plan of Alexandria now Belhaven



Potomack River

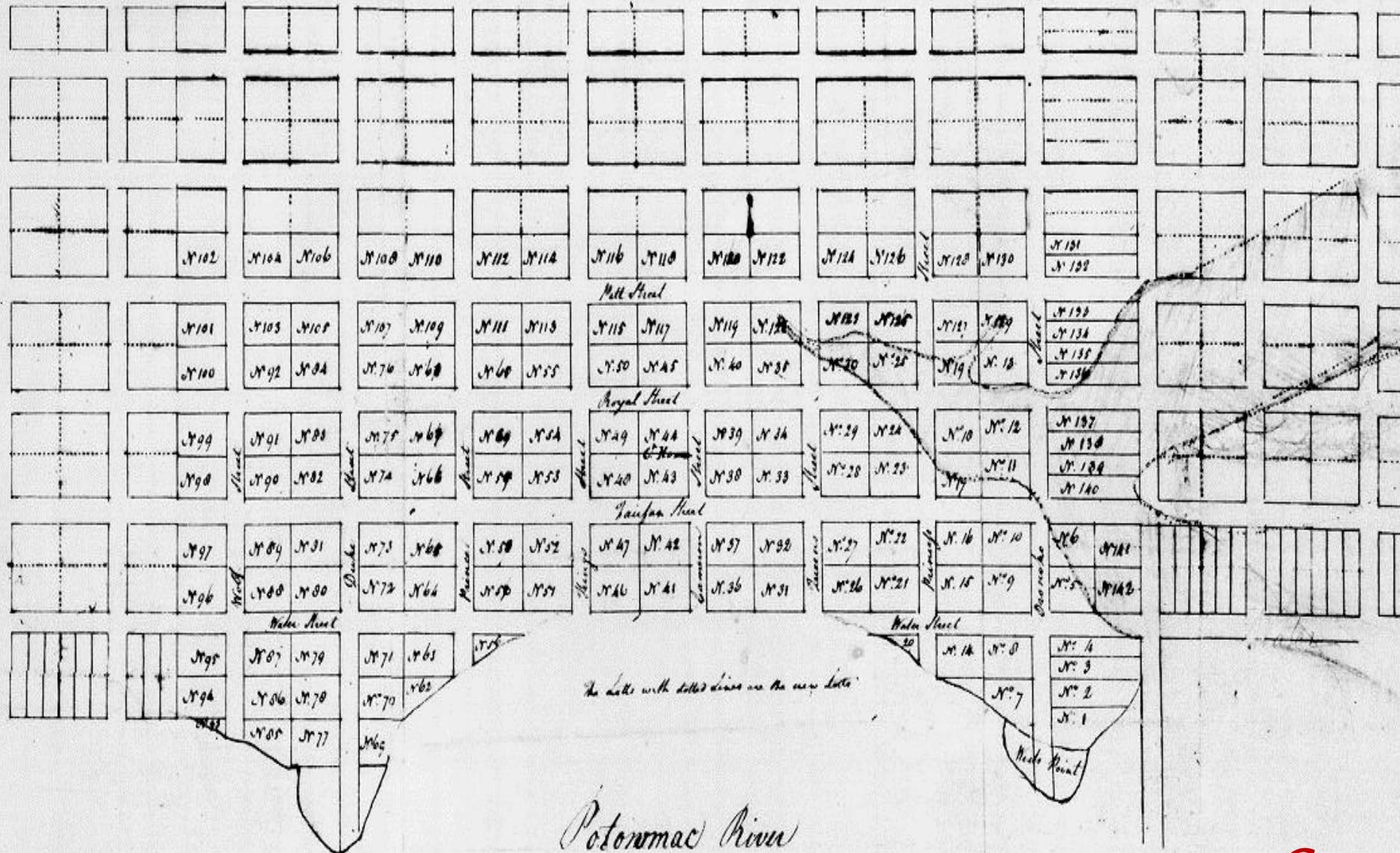
1749

Particular Names	
1	Col. W. Douglas 56
2	St. Peter 10
3	St. Peter 10
4	Henry Ross 16
5	Henry Ross 16
6	Henry Ross 16
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77	Henry Ross 16

Maryland

Belhaven 77d

Alexandria

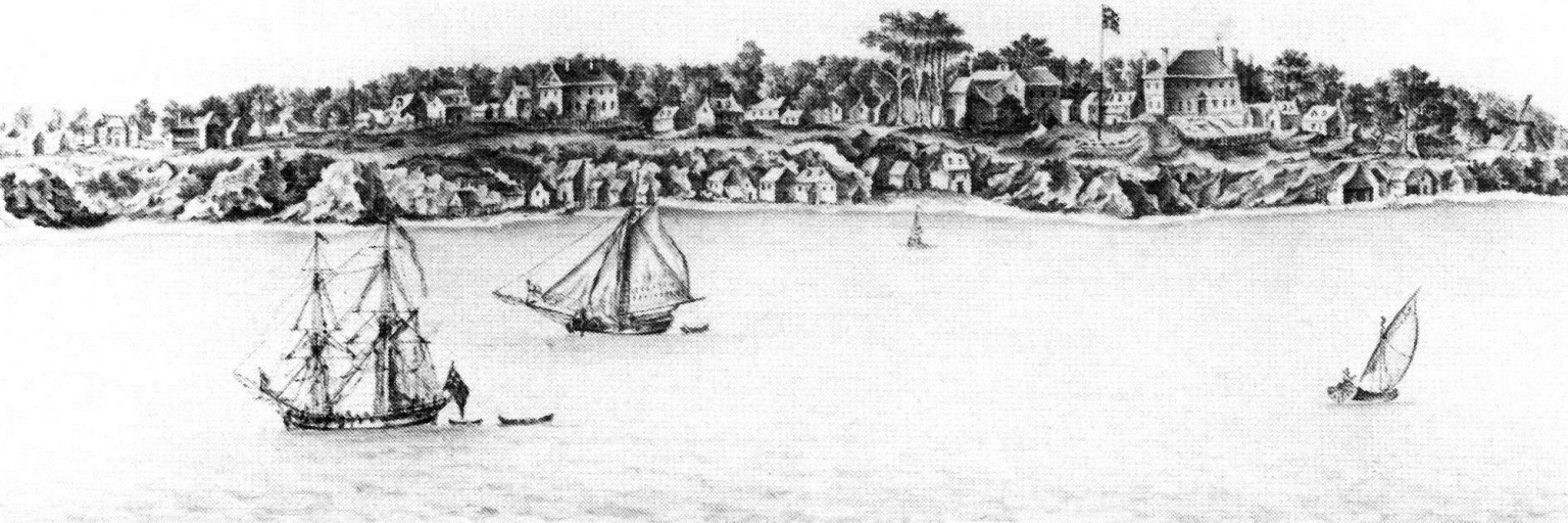


The lots with dotted lines are the new lots.

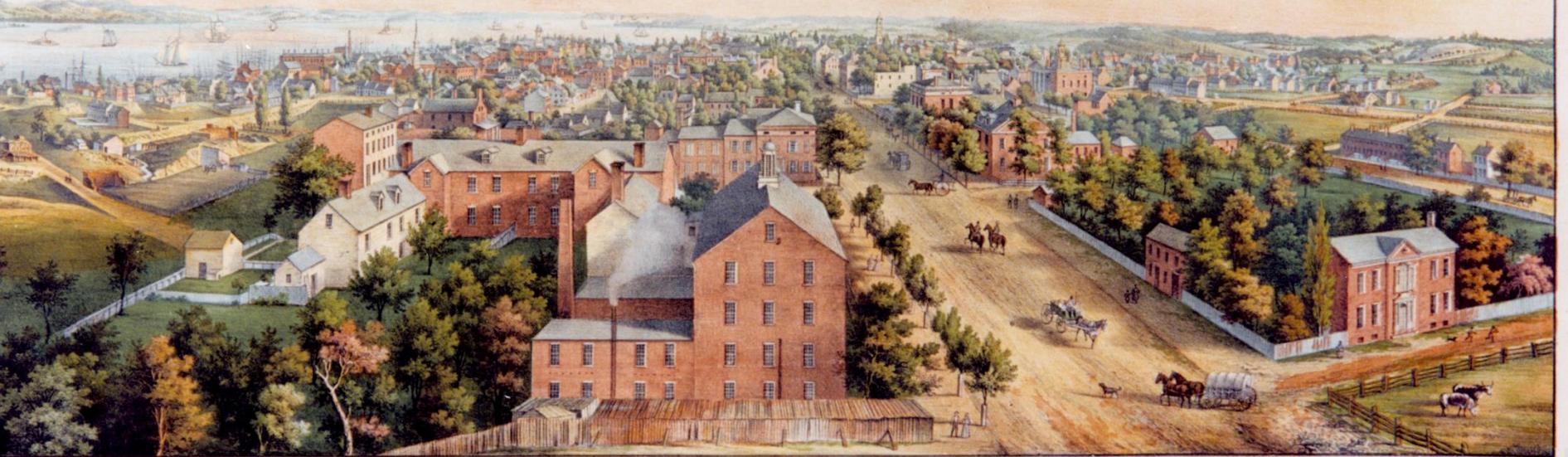
Potomac River

1763

*Elizabeth Luallen drawing
Alexandria in 1763*



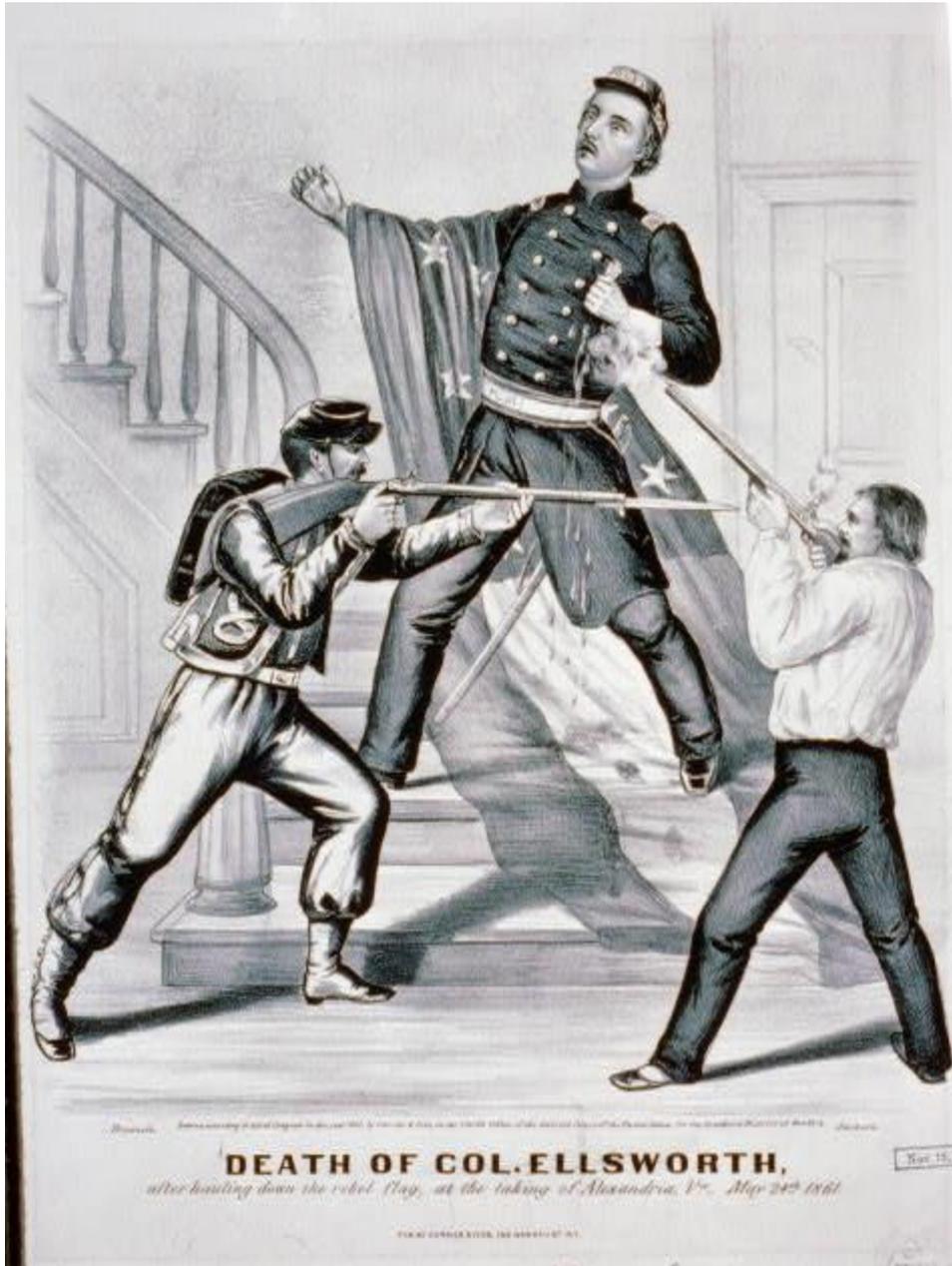
1853



VIEW OF ALEXANDRIA VA.

*Marshall House, S. Pitt & King Sts.
1861*





*Morning of
May 24, 1861*

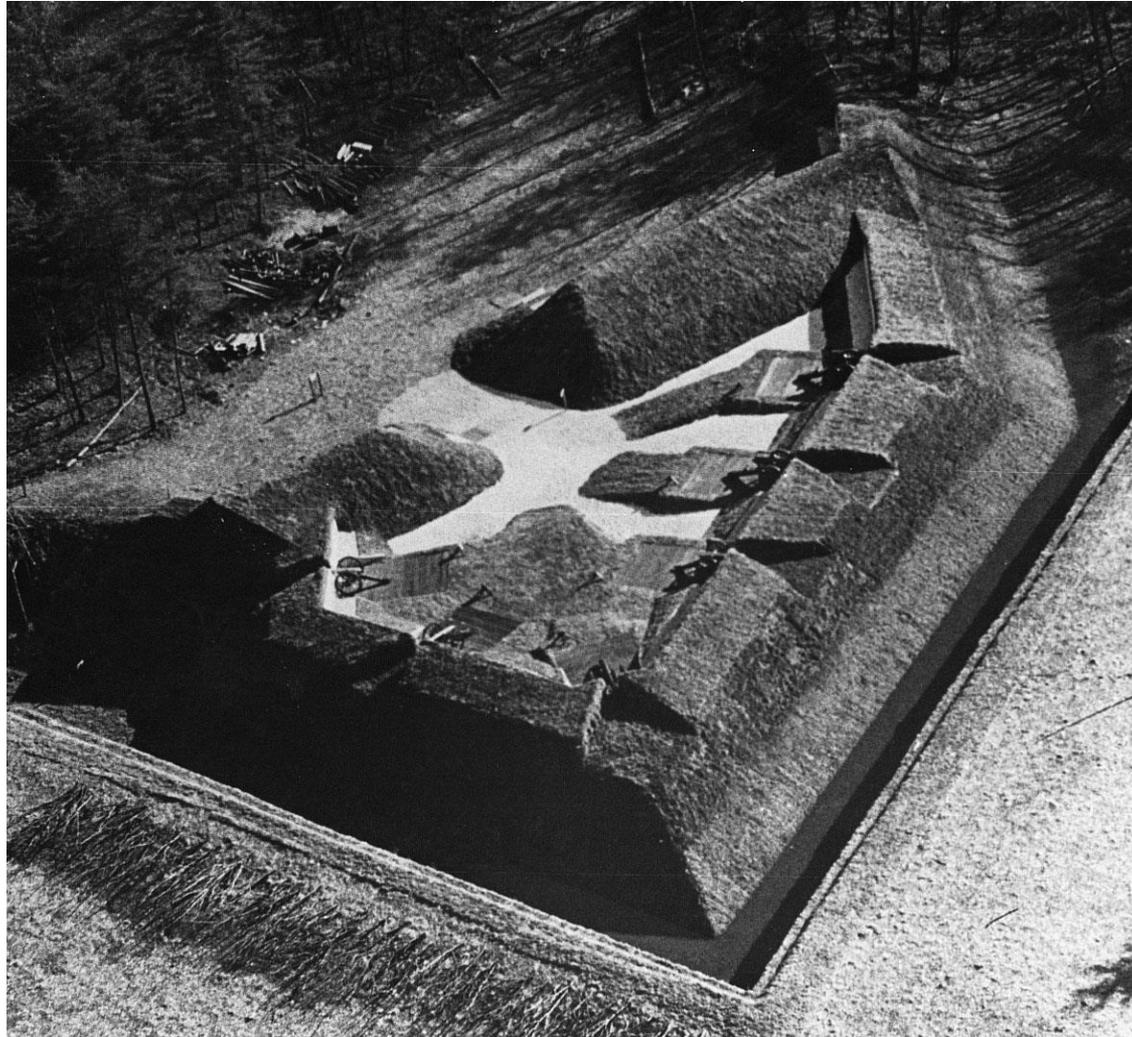
*Col. Ellsworth shot
by
Innkeeper James W.
Jackson;*

*Jackson
immediately
shot by Cpl. Francis
Brownell*

Union Camp, Shuter's Hill







Fort Ward, NW Bastion

Bird's Eye View ca. 1863



Copyright by Morgan Vernon, 1863. Engraved by A. F. Hughes, New York. Published by Morgan Vernon, 1863.

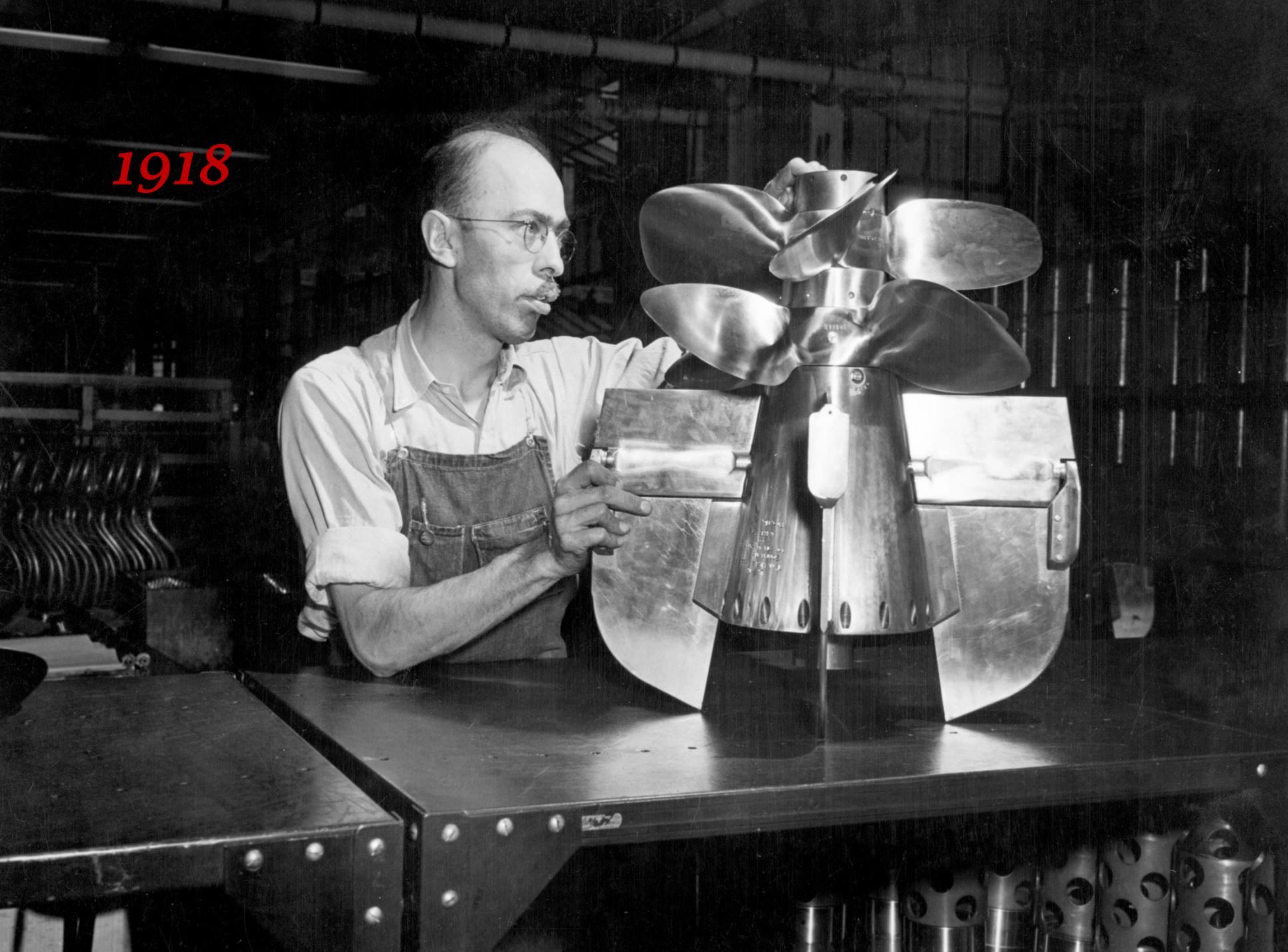
BIRD'S EYE VIEW OF ALEXANDRIA VA

By Charles M. ... and Military ...

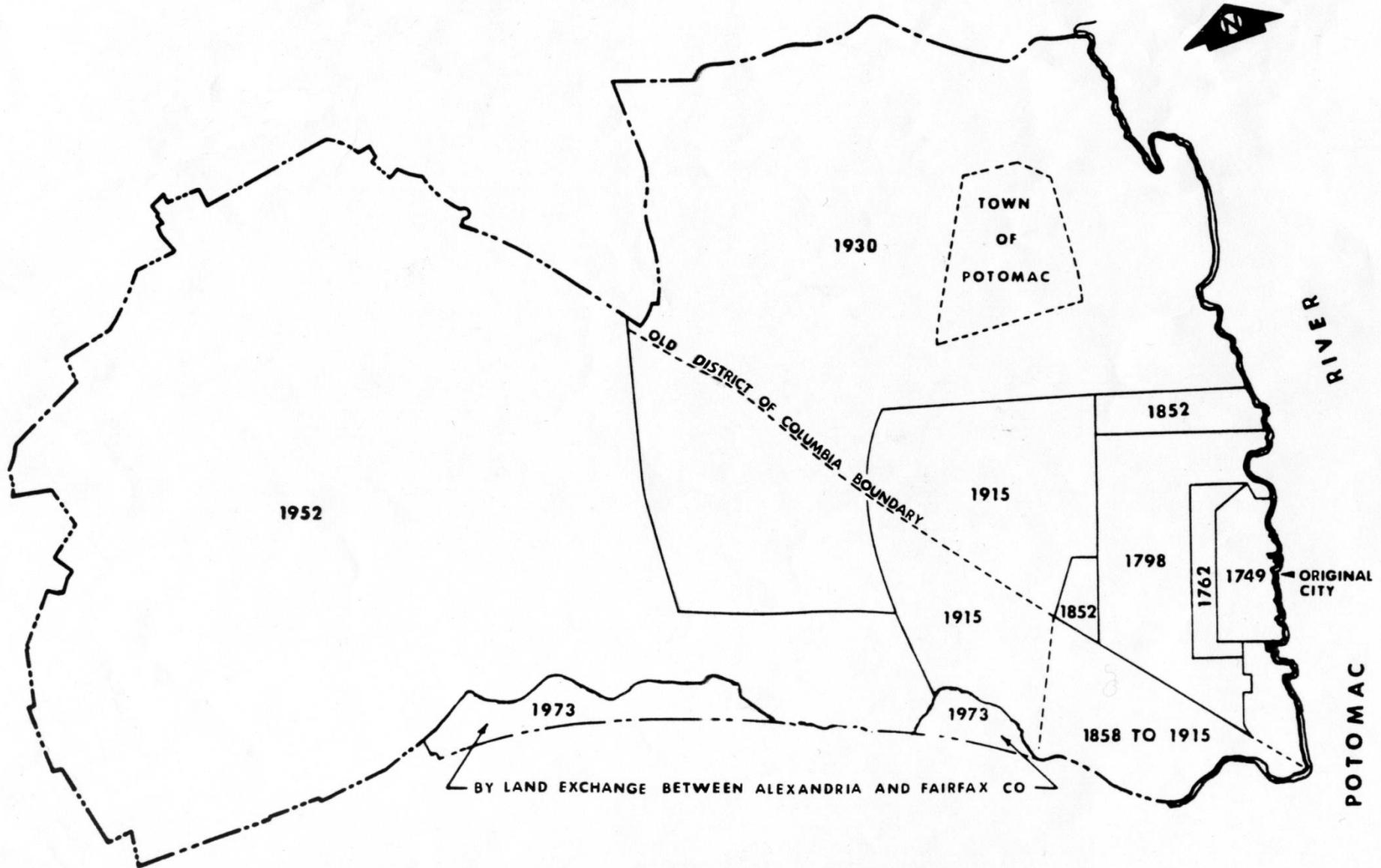
1911



1918

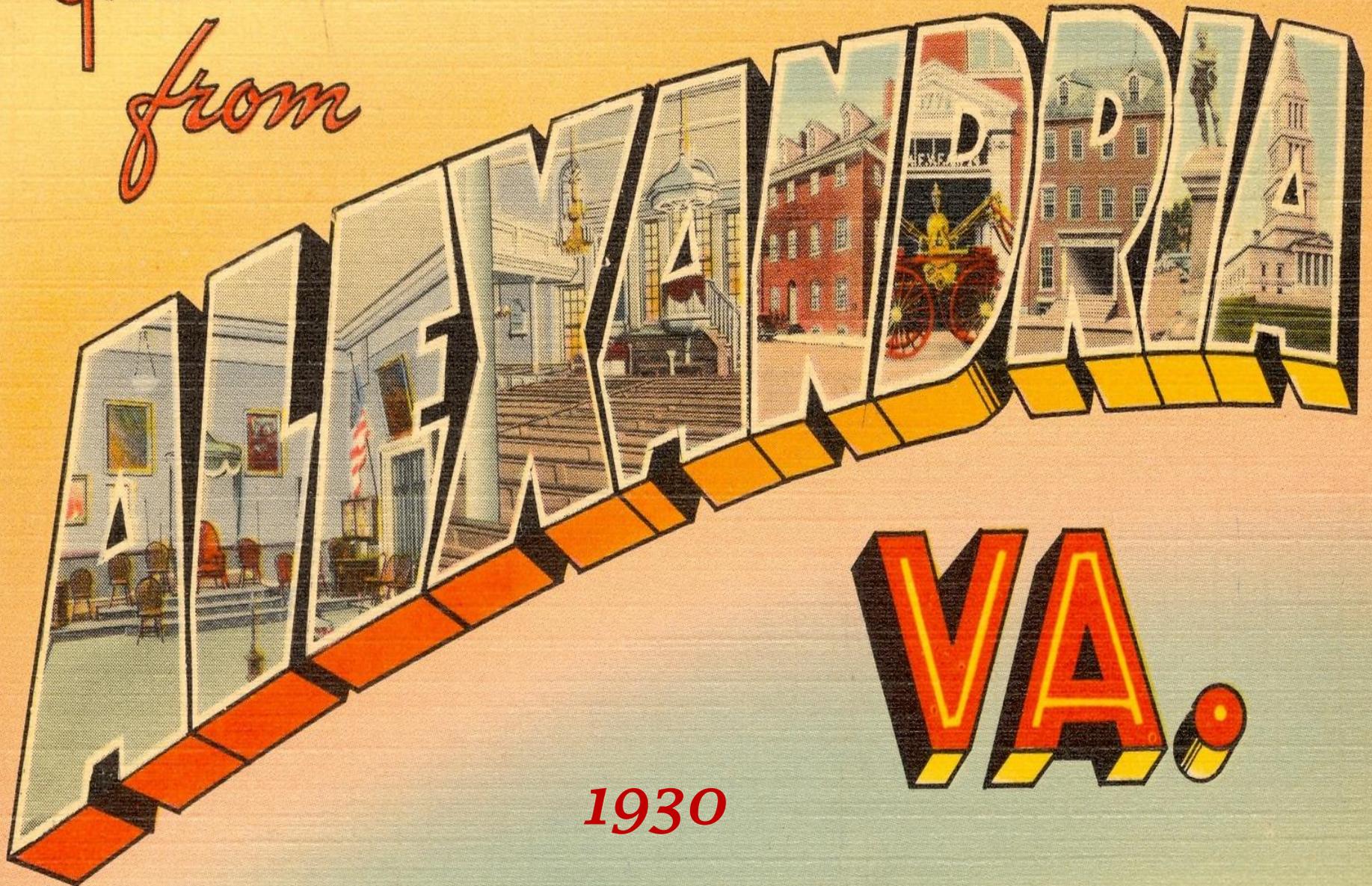


City Annexation Map



GROWTH OF ALEXANDRIA BY ANNEXATION

GREETINGS
from



VA.

1930

*Alexandria
Library
Demonstration,
1939*





Robinson Library, 1940



1960



1961

1965









Questions?

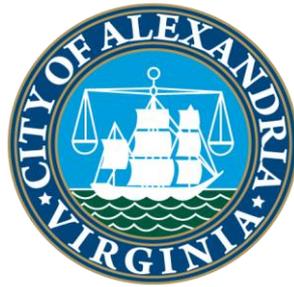
Office of Historic Alexandria

220 N. Washington St.

Alexandria, VA 22314

703.746.4554

www.alexandriava.gov/OHA



Communications & Public Information

Craig Fifer, Director of Communications



Office of Communications & Public Information

- Our mission is to foster open, accountable and effective government by developing, coordinating and delivering meaningful and responsive communications for our community and colleagues.

- External Communications

- alexandriava.gov
- *Alexandria eNews*
- AlexTV (Web Video & Channel 70)
- Citywide Calendar of Events
- Emergency Alerts (not 911)
- Message Strategy
- News Media
- News Releases
- Social Media, Podcasts, and Webcasts
- Style Guide and Protocols

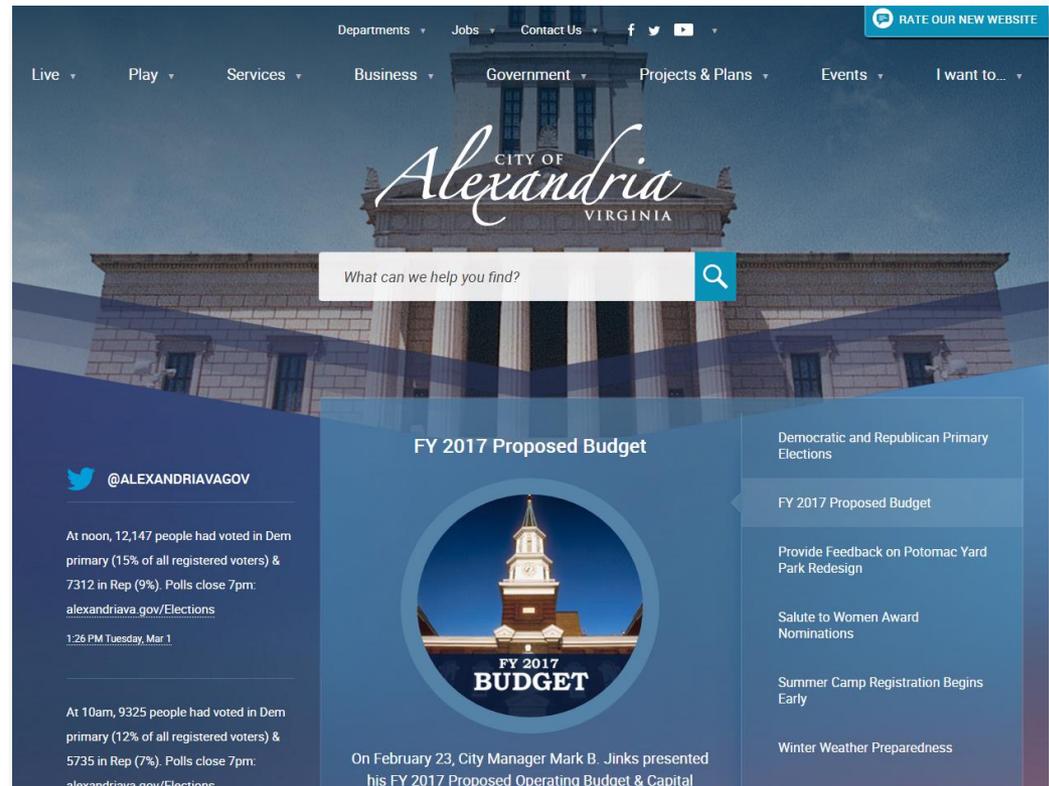
- Internal Communications

- *AlexNet*
- *AlexNews*
- Emails to All Employees
- Message Strategy



www.alexandriava.gov

- City's primary web site
- Launched in 1995
- Now more than 8 million page views per year





RATE OUR NEW WEBSITE

Arts & Culture

Through engaging the community, encouraging participation, and facilitating access to arts and culture, the City builds a vibrant community for its residents, workers, and visitors.

Page updated on Jan 14, 2016 at 3:39 PM

RELATED CONTENT

- [About the City of Alexandria](#)
- [Mayor & City Council](#)
- [Boards & Commissions](#)
- [City Government](#)
- [City Departments](#)
- [City News Releases](#)

Arts in Alexandria

Through engaging the community, encouraging participation, and facilitating access to the arts, the City works with local artists and arts organizations to build a vibrant community for all of the City's residents, workers and visitors.

- [Office of the Arts](#)
- [Extraordinary Alexandria: Arts & Culture](#)
- [Mobile Art Lab](#)
- [Public Art in Alexandria](#)
- [Durant Center](#)
- [Arts Grant Program](#)



SHARE





Overview

Stay informed with Alexandria eNews!

The City of Alexandria's free **eNews** service lets you sign up to receive information on nearly **100 topics**, including vital emergency alerts. The messages, ranging from news releases and department newsletters to public meeting dockets and payment deadline reminders, can be sent as email messages, text messages, or voice messages.

Don't miss out on important news and emergency alerts -- sign up or login today!

The following groups are currently available on Alexandria eNews:

• **General Information**

- Alexandria City Council
- Alexandria Library News
- Animal Watch
- Animal Welfare League News
- Boards and Commissions Vacancies
- Civic Engagement - "What's Next, Alexandria?"
- Economic Development Updates
- Election Information and Sample Ballots
- FYI Alexandria
- General City News Releases
- GIS News
- Job Opportunities
- New Website Features
- Notices of City Government Meetings
- Old Town Farmers' Market News

• **Public Safety**

- Code Administration Updates
- Construction/Permitting Requirements
- Crime Prevention Tips
- Emergency Management Tips & News
- Fire and Life Safety Tips & News
- Permit Center News & Updates
- Police News Releases
- Police Recruitment Information
- Severe Weather Alerts
- Smoke Detector Battery Reminders

• **Payment Deadline Reminders**

- Business License Tax
- Business Personal Property Tax
- Dog and Cat Licenses
- Federal Income Tax
- Personal Property Tax
- Real Estate Tax
- Residential Parking Permits
- Virginia Income Tax

• **Alexandria City Public Schools**

- ACPS Emergency Announcements

• **DASH Bus (Alexandria Transit Co.)**

- DASH News
- DASH Service Alerts

• **Planning and Zoning**

- Administrative Requests for SUPs
- All Community Meetings
- All General Information
- Arlandria
- Beauregard Corridor Plan
- Boards of Architectural Review
- Board of Zoning Appeals
- Braddock Road Metro Area
- Carlyle / Eisenhower East
- Eisenhower West Planning Study
- Historic Districts and Historic Preservation
- Hunting Creek
- Infill Development
- King Street
- Landmark / Van Dorn Updates
- Long Range Educational Facilities Plan
- Mt. Vernon Avenue Updates
- Open Space Planning
- Planning Commission
- Potomac Yard Updates
- Route 1 Planning
- Transportation and Land Use Planning
- Waterfront Planning

• **Housing**

- Affordable Housing Opportunities
- Housing Master Plan

• **Recreation, Parks and Cultural Activities**

- Arts News
- Cancellations and Field Closures
- Recreation General News

• **Historic Alexandria**

- Alexandria Archaeology
- Gadbsy's Tavern Museum "Tavern E-Times"
- Historic Alexandria News Releases

• **Health and Human Services**

- Aging News
- Alexandria Campaign on Adolescent Pregnancy News
- Behavioral Health and Human Services News
- Food Safety News for Businesses
- Health Department News



Communications & Public Information

- Communicating with the City
 - Phone
 - Emergency: 911
 - Everything Else: 703.746.HELP (4357)
 - Web and E-Mail
 - ***Call.Click.Connect.***
 - Social Media
 - Facebook: [alexandriava.gov/Facebook](https://www.facebook.com/alexandriava)
 - Twitter: @AlexandriaVaGov
 - In Person
 - Approximately 2,500 full-time employees at 75 City facilities and in the field



Questions?

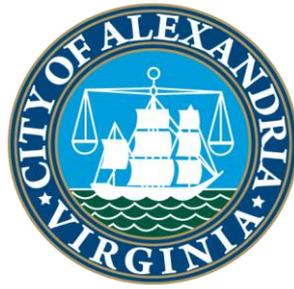
Office of Communications & Public Information

301 King St., Suite 3230

Alexandria, VA 22314

703.746.3960

www.alexandriava.gov/Communications

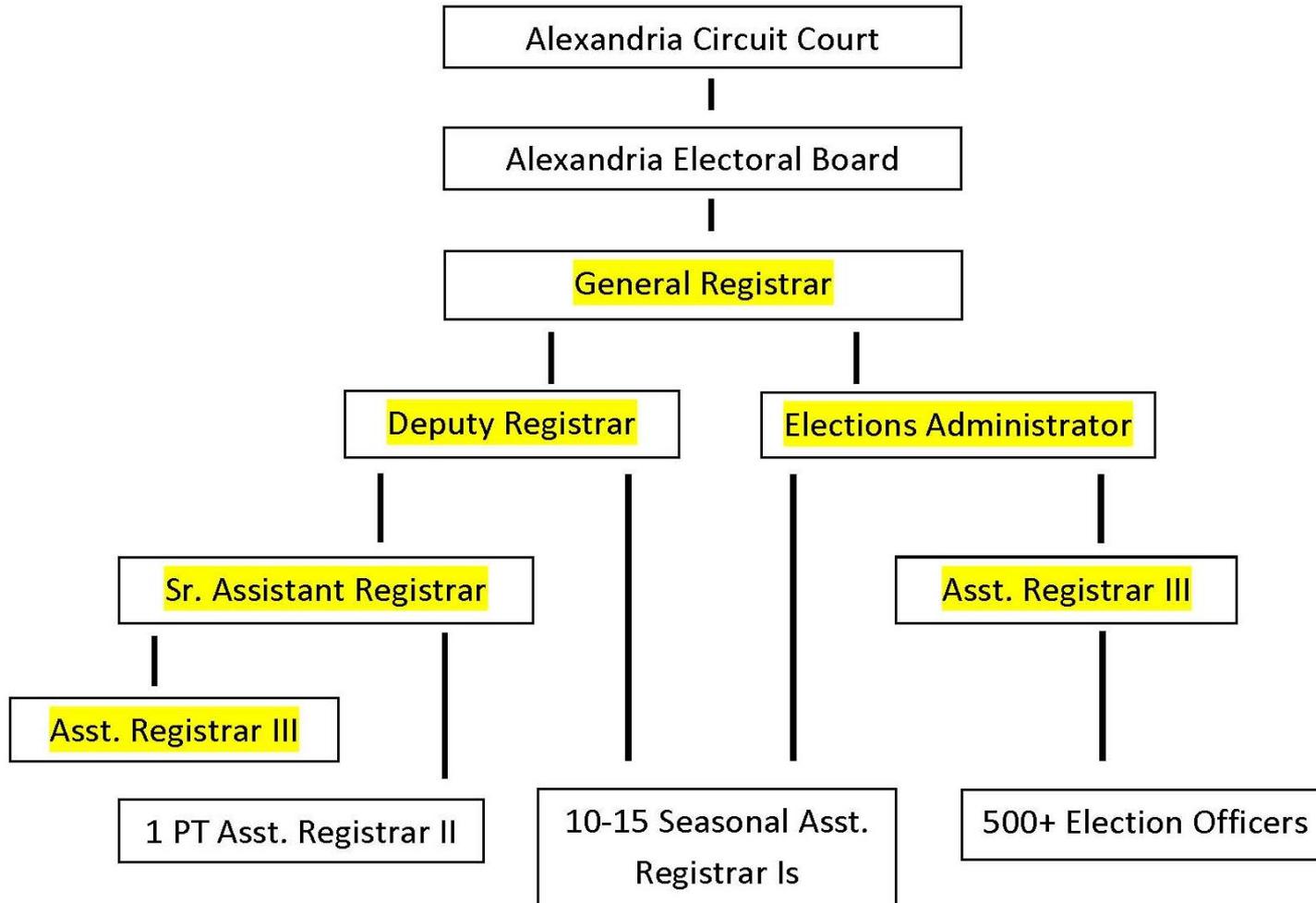


Office of Voter Registration & Elections

Anna Leider, General Registrar



Office Organization



Voter Registration Activity 2012 vs. 2016 and 2015



Total Registered Voters: 86,582 (as of 7.31.16)

Registration Source	2012	2016 (7/31)	2015
DMV Applications	18,134	10,174	10,266
In-Person (at office)	5,777	1,933	1,736
Online Applications	n/a	9,070	4,138
By Mail-State Form	14,959	1,118	1,592
By Mail-Fed/Nat'l Form	3,231	691	699
USPS-Confirmation	5,261	1,963	5,227
Voter Registration Drive	3,268	3,313	506
Out-of-State Cancels	2,179	1,335	2,709
Other Updates	3,101	928	547
Total	55,939	30,525	27,520

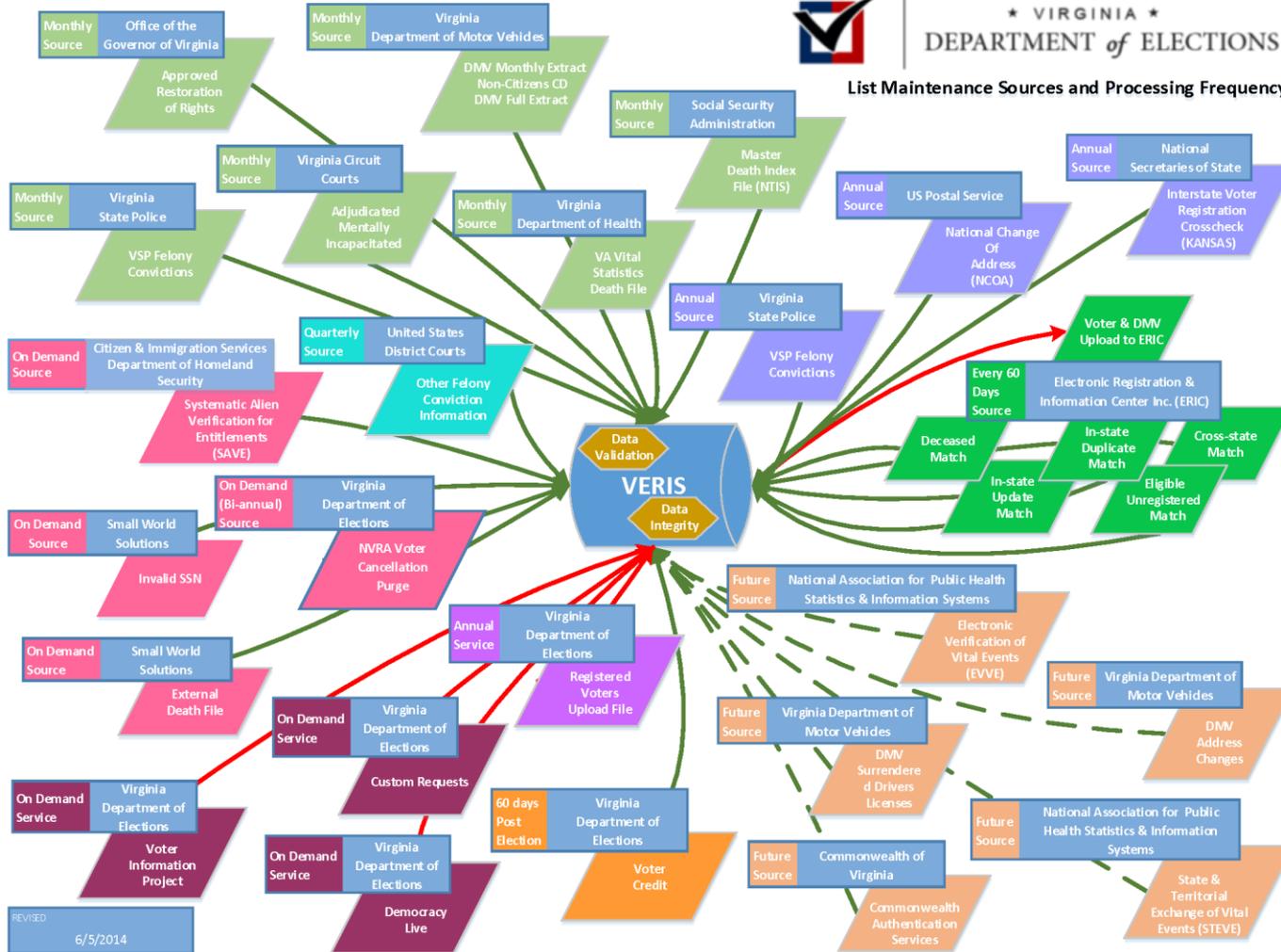


Voter Registration List Maintenance



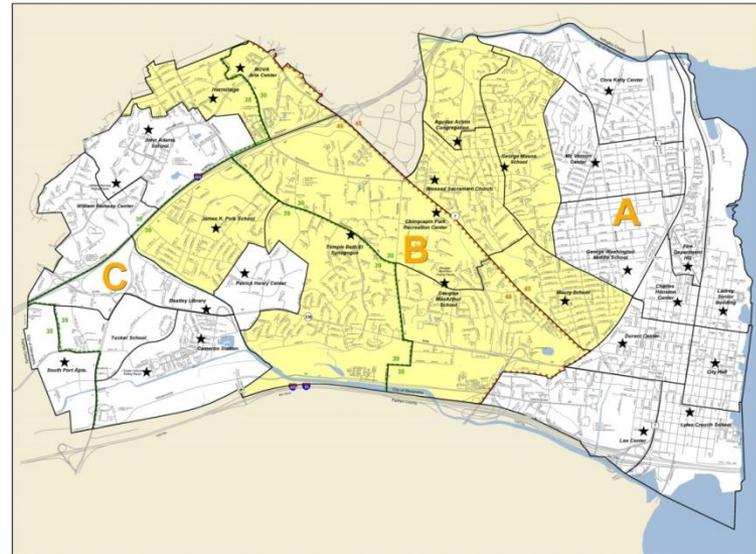
★ VIRGINIA ★
DEPARTMENT of ELECTIONS

List Maintenance Sources and Processing Frequency



Precincts and Polling Places

- Twenty-Seven Election Day Precincts
 - Three School Board Districts
 - Three State Senate and Two House of Delegates Districts
- Virginia Code Requirements
 - Public Buildings Whenever “Practicable”
 - Between 500 and 5000 Registered Voters
 - Fully ADA Accessible



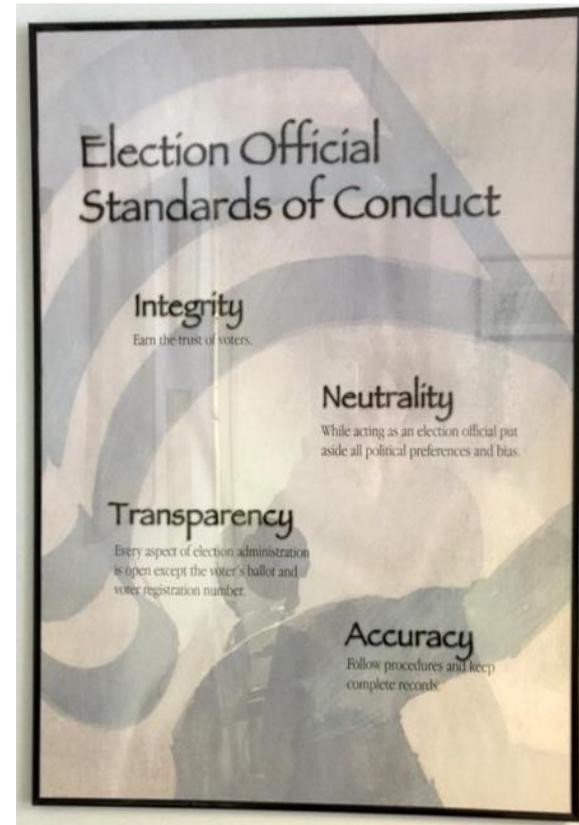
Voting Equipment and Ballots

- Design Ballot and Submit for Approval
- Conduct “Logic and Accuracy” Test on all Equipment to be Used in Election
- Order Ballots



Election Officer Recruitment and Training

- Recruit Election Officers
- Assign to Precincts
 - 180 EOs for Primary Election
 - 300 EOs for General Election
 - 480 EOs for Presidential Election
- Update Training Manual
- Conduct Training Sessions



Election Officers Wear Many Hats

- Voter Information Officer
- Pollbook Officer
- Ballot Officer
- Booth Monitor
- Voting Machine Monitor
- Non-Routine/Forms Specialist
- Equipment Specialist
- Chief Election Officer



Election Day

Election Day

- Open Office at 4:30 a.m.
- Answer Calls from Voters and Election Officers
 - Resolve non-routine situations
 - Assist with equipment issues
- Close Polls at 7pm
 - Post Election Results
 - Receive Equipment from Chiefs



Other Activities

- Create Voter Photo IDs (and Temporary IDs)
- Verify Candidate Paperwork and Petitions
- Review Campaign Finance Reports for Local Candidates



Performance Measures

Presidential Election vs. June Primary

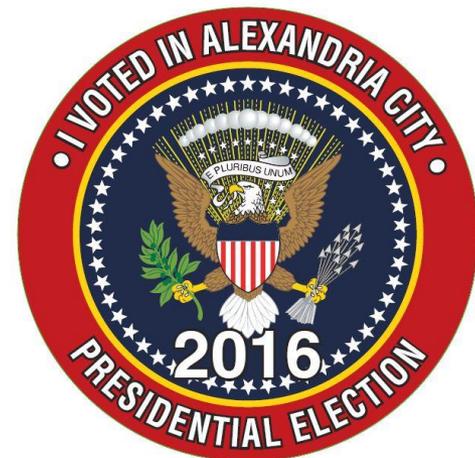


Pre-election pizza consumption is our favorite performance measure



Alexandriava.gov/Elections

- Register to Vote (or Update Your Information)
- Check Your Voter Registration Status
- Apply for an Absentee Ballot
- Check Your Absentee Ballot Status
- View Election-Specific Information
 - Sample Ballots
 - Voter Registration Deadlines
 - Absentee Voting Deadlines





Alexandriava.gov/Elections

- Find Your Polling Place
- View Election Results (Dating Back to 1963)
- View Campaign Finance Reports
- Sign Up to Become an Alexandria Election Officer

Do Something Revolutionary!
Become an Alexandria Election Officer

You have the opportunity to be part of history by serving as an Election Officer for the City of Alexandria.

QUALIFICATIONS:
Election officers must uphold our standards of integrity, neutrality, transparency and accuracy, and they must be:

- ★ Registered voters in Virginia
- ★ Civic-minded with basic computer user skills
- ★ Willing to work from 4:45 a.m. until after the polls close on Election Day

APPLY:

- ★ Online at alexandriava.gov/Elections (and click "Be a Precinct Election Officer")
- ★ By mail using the card below
- ★ By email to angela.turner@alexandriava.gov

Yes, I want to be an Election Officer for the City of Alexandria

_____ State _____ Zip _____

In addition to English, I am proficient in the following languages: _____





Questions?

Office of Voter Registration & Elections

132 North Royal Street, #100

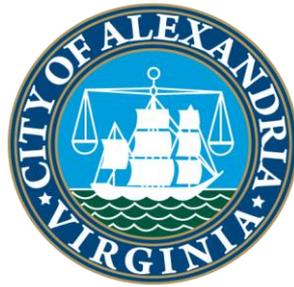
Alexandria, VA 22314

703.746.4050

Anna Leider, General Registrar

anna.leider@alexandriava.gov

www.alexandriava.gov/Elections



Department of Human Resources

**Steven J. Mason, Sr. HCS
Acting Director**



Human Resources Department

MISSION STATEMENT

Our Mission is to be a fair, competent, professional and responsive strategic human resources partner with all stakeholders of the City of Alexandria, internally and externally, with the ultimate goal of excellence in all we do.



Human Resources Department

Three Teams

Employee Relations &
Talent Management

Total Compensation

Operational Support



Human Resources Department

Employee Relations & Talent Management

Recruitment & Selection

Training & Organizational
Development

Actions/Disciplines & Grievances



Human Resources Department

Total Compensation

Benefits & Records

Classification & Compensation



Human Resources Department

Operational Support

Administrative Staff

Contracts

Acquisitions

Budget



Questions?

301 King St., Room 2510
Alexandria, VA 22314
703.746.3777

www.alexandriava.gov/Jobs
www.alexandriava.gov/HR