

Overview of Government Organization

Craig Fifer

Director of Communications



City 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



Alexandria City Council

Mayor William D. Euille

Vice Mayor Allison Silberberg

Councilman John Taylor Chapman

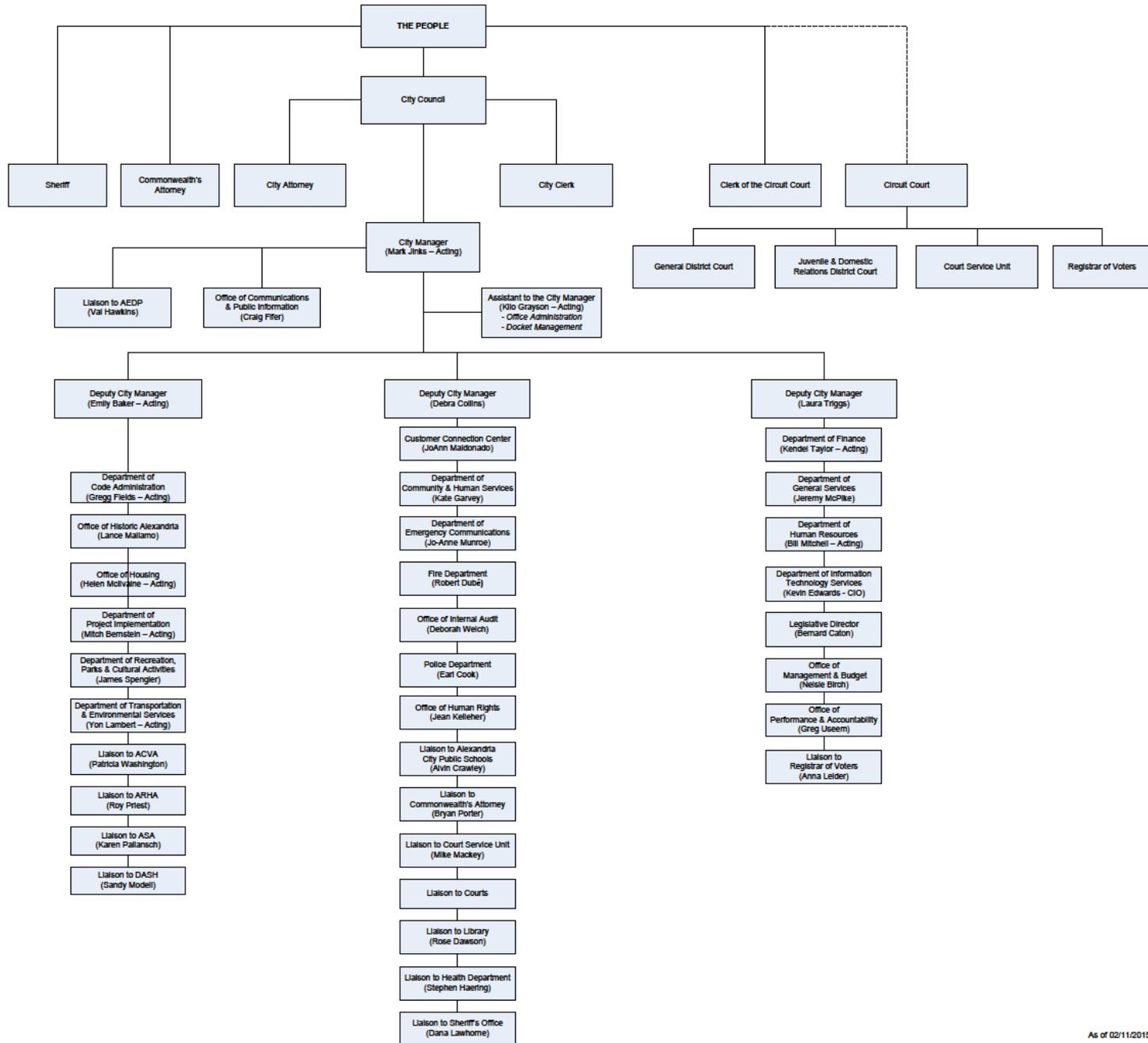
Councilman Timothy B. Lovain

Councilwoman Redella S. "Del" Pepper

Councilman Paul C. Smedberg

Councilman Justin Wilson

City of Alexandria, Virginia





Roles & Responsibilities

- City Council
 - Policy-making body for local 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
 - Prepares operating and capital improvement budgets



Roles & Responsibilities

- City Attorney
 - Legal advisor to all parts of City government
 - Renders opinions
 - Drafts ordinance and other legal documents
 - Represents the City in civil cases
 - Institutes and prosecute legal proceedings
- City Clerk
 - Prepares and distributes Council docket
 - Keeps minutes of Council meetings

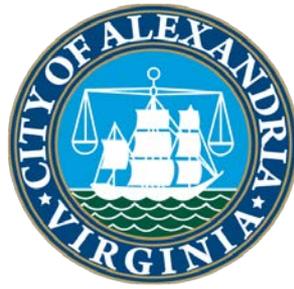


City Departments

- 23 City departments
- All report to City Manager except Library and Health
- 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



Questions?



Boards & Commissions

Jackie Henderson

City Clerk & Clerk of Council



Boards & Commissions

- 74 groups, including 14 regional
- Some policy-making, some regulatory, some advisory
- Task forces for specific needs



Council Protocols and Procedures

- Meets September to June
- Legislative meetings 2nd & 4th Tuesdays
- Public hearings generally the Saturday after 2nd Tuesday at 9:30 a.m.
- Council rules and procedures



Questions?

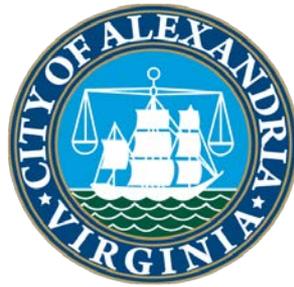
City Clerk & Clerk of Council

301 King St., Suite 2300

Alexandria, VA 22314

703.746.4550

www.alexandriava.gov/CityCouncil



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

Search alexandriava.gov

What's New Residents Visitors Business

59° Air Quality: Green More Weather >>

CONTACT US

Report a Problem, Request a Service, Contact City Officials

CITY DEPARTMENTS

Select a City Department

ONLINE SERVICES

Pay Taxes & Tickets

City Employment

Maps & GIS

Vehicle Registration

Daily Inspection Schedule

Wireless Alexandria

Report Graffiti

HOW DO I...

Find neighborhood parks?

Apply for a marriage license?

Pay my taxes or parking ticket?

Speak at a City Council meeting?

Search property and sales data?

Get information about permits?

Start a small business?

Find visitor information?

Learn about new development?

More City News >>

Voter Information

The deadline to register to vote in the November 3, Gubernatorial Election is Monday, October 5, at 5 p.m. Absentee voting, which provides options for eligible residents, is also underway.

Art on the Avenue

This regional multicultural arts and craft festival will be held this Saturday, October 3, in the Del Ray section of Alexandria. The event features more than 350 vendors displaying their art for sale, interactive children's activities, live music, entertainment, food, and more!

Apothecary Museum Open House

Learn about the curative properties of the plants in your own yard and discover the important role the apothecary played in early Alexandria. This year's open house will include free tours, hands-on activities, and more!

City Council Strategic Planning

The strategic planning process is an effort by City Council to move the City forward in realizing the goals of the community. Your thoughts and input are important to this process and will help shape the development of the City's plan. Please offer your comments about the future of Alexandria and how we can together achieve our strategic goals.

Property Taxes Due October 5

The City reminds taxpayers that the 2009 Business Personal Property Tax and Vehicle Personal Property Tax are due on October 5, 2009. Payment in full must be received or postmarked by October 5 to avoid penalties and interest.

SPECIAL FEATURES

- ▶ H1N1 Flu Information
- ▶ Emergency Preparedness
- ▶ Waterfront Plan
- ▶ City Phone Number Changes
- ▶ Motorcoach Information
- ▶ Eco-City Alexandria
- ▶ American Recovery & Reinvestment Act
- ▶ Ethanol Transloading

NEWS & MEDIA

- ▶ Social Media
- ▶ News Releases
- ▶ eNews Alert Messages
- ▶ RSS Feeds
- ▶ Podcasts
- ▶ Webcasts
- ▶ City Govt. Cable Channel
- ▶ Communications
- ▶ Mayor Euille Today
- ▶ FYI Alexandria Newsletter

ABOUT ALEXANDRIA

- ▶ Mayor & City Council
- ▶ Council Dockets & Webcasts
- ▶ Boards & Commissions
- ▶ City Government



40° Air Quality: Green
More Weather >>

Weather Advisory

SPECIAL FEATURES

- ▶ [What's Next Alexandria?](#)
- ▶ [Beauregard Small Area Plan](#)
- ▶ [Potomac Yard Metrorail Implementation Work Group](#)
- ▶ [High Capacity Transit Corridor](#)
- ▶ [Waterfront Plan Implementation](#)
- ▶ [Eco-City Alexandria](#)
- ▶ [Emergency Preparedness](#)

NEWS & MEDIA

- ▶ [News Releases](#)
- ▶ [eNews Alert Messages](#)
- ▶ [Social Media](#)
- ▶ [Find us on Facebook](#)
- ▶ [Follow us on Twitter](#)
- ▶ [Watch us on YouTube](#)
- ▶ [Video Webcasts](#)
- ▶ [Audio Podcasts](#)
- ▶ [RSS Feeds](#)
- ▶ [Channel 70](#)
- ▶ [FYI Alexandria](#)
- ▶ [Mayor Euille Today](#)

ABOUT ALEXANDRIA

- ▶ [Mayor & City Council](#)
- ▶ [Dockets & Webcasts](#)
- ▶ [Boards & Commissions](#)
- ▶ [City Government](#)
- ▶ [City Charter & Code](#)
- ▶ [Awards & Accomplishments](#)
- ▶ [Historic Alexandria](#)

- What's New**
- Calendar**
- Residents**
- Visitors**
- Business**

[More City News >>](#)



City Launches Call.Click.Connect.

The City has launched **Call.Click.Connect.**, a new customer service initiative that places "your Government at your fingertips" by combining people, processes and technology to deliver timely and efficient information, services and solutions to the public. Try **Call.Click.Connect.**



Business License Tax Due March 1

The City of Alexandria reminds all business owners that 2013 Business License Tax Renewal Applications and payments are due March 1. Payment in full must be received or postmarked by March 1 to avoid late payment penalties and interest.



Fifth Annual Ellen Pickering Environmental Excellence Award

The City of Alexandria Environmental Policy Commission and Alexandria Renew Enterprises (formerly the Alexandria Sanitation Authority) are seeking nominees for the fifth annual Ellen Pickering Environmental Excellence Award. The award honors and recognizes those who demonstrate a commitment to protecting the natural environment and keeping the City "green."



Developing a Youth Master Plan for Alexandria

The City of Alexandria is developing its first Youth Master Plan. The Plan is intended to set long-term, community-wide priorities for young people and identify specific action steps toward those goals. All residents and stakeholders are encouraged to participate in the plan development process by attending any of the three planned public forums on February 9, 11 & 23.



Meet the City Council

On November 6, 2012, Alexandria voters elected the Mayor and City Council members for the next three-year City Council term, beginning January 2. The new Council was formally installed on January 2, at a special ceremony held at T.C. Williams High School. [Learn more about your new City Council.](#)



Mayor Euille Today

In the latest episode of "Mayor Euille Today," Alexandria Mayor William D. Euille discusses the T.C. Williams High School transformation process with Principal Suzanne Maxey and Superintendent Dr. Morton Sherman; and talks with student Emma Canfield, Dr. Madye Henson, Deputy Superintendent, and Principal Dr. James Wilson about Alexandria's satellite high school initiative.

Search alexandriava.gov

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- ▶ [City Employment](#)
- ▶ [Vehicle Registration](#)
- ▶ [Permit Center](#)
- ▶ [Maps & GIS](#)
- ▶ [Wireless Alexandria](#)

HOW DO I...

- ▶ [Obtain and review public documents and records?](#)
- ▶ [Find volunteer opportunities?](#)
- ▶ [Find neighborhood parks?](#)
- ▶ [Apply for a marriage license?](#)
- ▶ [Pay my taxes or parking citation?](#)
- ▶ [Find information about parking?](#)
- ▶ [Speak at a City Council meeting?](#)
- ▶ [Search property and sales data?](#)
- ▶ [Get information about permits?](#)
- ▶ [Learn more about Verizon FIOS?](#)
- ▶ [Start a small business?](#)



USER LOGIN

email address

password

[Lost password?](#)

[New User Registration](#)

[Latest Alerts](#)

[Alert Map](#)

[Send Username](#)

[Frequently Asked Questions](#)

[RSS](#)

[Send Password](#)

[Learn More](#)

[FAQ](#)

Stay informed with eNews!

The City of Alexandria's **eNews** service lets you sign up to receive information on more than **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 directly to your e-mail account, PDA, pager, cell phone, or BlackBerry. You can even receive alerts from other national and regional organizations, such as Amber Alerts, airport delays, and Metrorail service disruptions.

There is no cost to sign up for eNews, although your wireless provider may charge you to receive e-mail or text messages on your mobile device. If you already use e-mail or text messaging, eNews messages will work the same way. Contact your wireless provider if you have any questions about the fees they may charge.

**Don't miss out on important news and emergency alerts.
Sign up for eNews today!**

The following groups are currently available on eNews:

• General Information

- Alexandria Campaign on Adolescent Pregnancy News
- Alexandria Library Monthly Calendar
- American Recovery and Reinvestment Act (Stimulus)
- Animal Watch
- Animal Welfare League News
- Boards and Commissions Vacancies
- Economic Development Updates
- Election Information and Sample Ballots

• Planning and Zoning

- All Community Meetings
- All General Information
- Arlandria
- Beauregard Corridor Plan
- Braddock Road Metro Area
- Eisenhower West Planning Study
- Historic Districts and Historic Preservation
- Hunting Creek
- Infill Development



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?

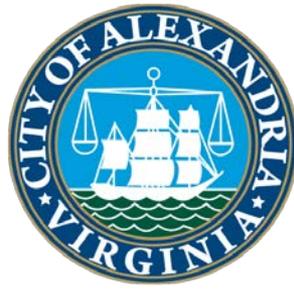
Office of Communications & Public Information

301 King St., Suite 3230

Alexandria, VA 22314

703.746.3960

www.alexandriava.gov/Communications



Human Resources Department

www.alexandriava.gov/Jobs



Mission Statement

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



Senior Staff

William Mitchell

Acting Director

Steve Mason

Assistant Director

Employee Relations/Talent Management

Ryan Touhill

Acting Assistant Director

Classification & Compensation



Who Are We?

A team of 22 HR professionals working together to provide:

Competitive Salaries

Excellent Benefits

Career Opportunities

Professional Development



Who Are Our Stakeholders?

General Public

Job/Career Seekers

City Employees



Questions?

Human Resources Department

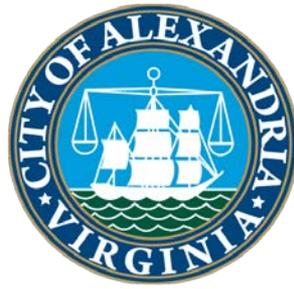
301 King St., Room 2510

Alexandria, VA 22314

703.746.3777

www.alexandriava.gov/Jobs

www.alexandriava.gov/HR

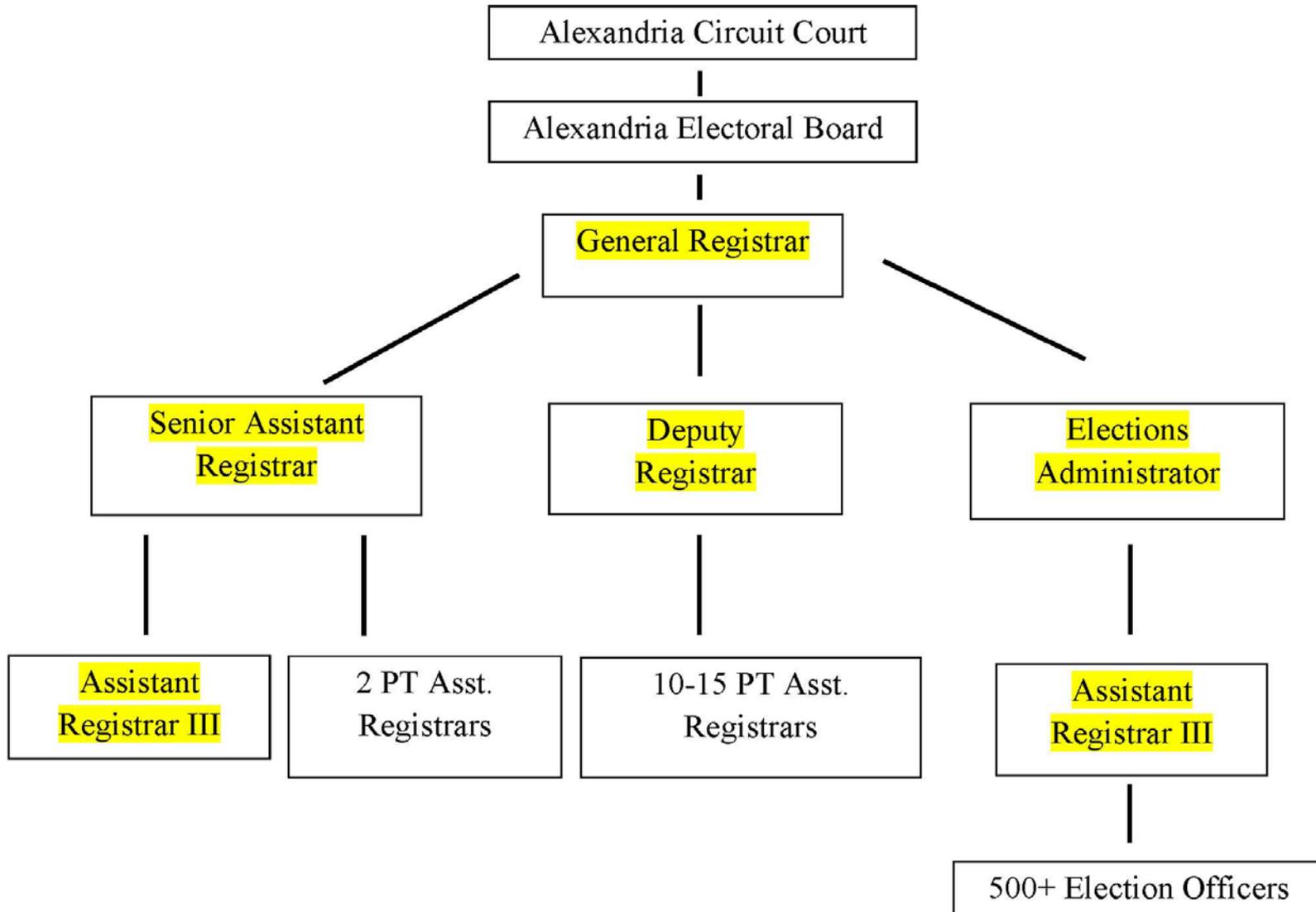


Office of Voter Registration & Elections

Anna Leider, General Registrar



Office Organization





Office of Voter Registration & Elections

- Voter Registration Program Goals
 - Maintain an accurate list of Alexandria City voters.
 - Verify voters who present themselves to vote.
- Elections Administration Program Goals
 - Conduct federal, state and local elections in accordance with the law, that citizens believe are fair, unbiased and orderly.
 - Ensure that all candidates for office provide full disclosure of the campaign's financial activities to the public.
 - Educate and inform voters on a range of electoral issues.



Voter Registration Activity

- Register Voters
 - DMV
 - Online
 - In-Person
 - By Mail
 - USPS Confirmation Process
- Cancel Registrations
- Registration Statistics
 - 29,847 transactions in FY14 (non-Presidential Year)
 - 68,729 transactions in FY13 (Presidential Year)

Virginia Voter Registration Application Form

→ Use this form to register to vote in Virginia or report a change in name or address. If you are already registered with your current name and address, you do not need to re-register.

To register to vote in Virginia, you must:

- Be a United States citizen
- Be a resident of Virginia
- Be 18 years old by the next general election

Have had your voting rights restored if you have ever been convicted of a felony

Have had your capacity restored if you have ever been declared mentally incapacitated in a Circuit Court

→ Starred (*) items are required. If you do not complete all of the items that are marked with *, your application may be denied. Once your local registrar approves your application, you will receive a voter card by mail.

1 *Are you a citizen of the United States of America? YES NO *Will you be at least 18 years of age on or before the next General Election day? YES NO If you checked "NO" in response to either of these questions, do not complete this form.

2 *Social Security Number *Male Female *Date of Birth *Daytime Telephone Number

*Last Name *First Name *Full Middle or Maiden Name *Suffix (Jr., Sr., III, Etc.)

3 *Residence (Permanent) Home Address Apt/Unit/Lot/Roy/Ste City/Town Zip Code

If Rural Address or Homeless, please describe where you reside E-mail address

Mailing Address (if different) Virginia P.O.Box or Uniformed Service Address, if applicable City or County (include Zip Code) Name of City/County of Residence

4 *Have you ever been convicted of a felony? YES NO State where convicted: If YES, have your voting rights been restored? YES NO If YES, when restored? *

5 *Have you ever been judged mentally incapacitated? YES NO If YES, has court restored you to capacity? YES NO If YES, when restored? *

6 Registration Statement: I swear/affirm, under felony penalty for making willfully false material statements or omissions, that the information provided on this form is true. I authorize the cancellation (entered in Box 7 below) of my current registration and I have read the Privacy Act Notice on the front of this form.

→ *Signatures (or mark if unable to sign) *

If unable to sign due to a physical disability, write the name/address of person who assisted. (Required) Check/initials if you have a disability that requires accommodation in order to vote.

Do not intend to be using as: You may request that your home address not be released if you are a member of your local church, synagogue or other religious organization, or if you have been granted a protective court order, or if you are in fear of your personal safety from someone who has threatened or stalked you, and have filed a complaint against that person with a magistrate or law enforcement official (attach copy of complaint or all pertinent to the Address Confidentiality Program. You must choose a Virginia P.O. box under existing address in Box 3 above. Law Enforcement Protective Order Threatened/Stalked Address Confidentiality Program

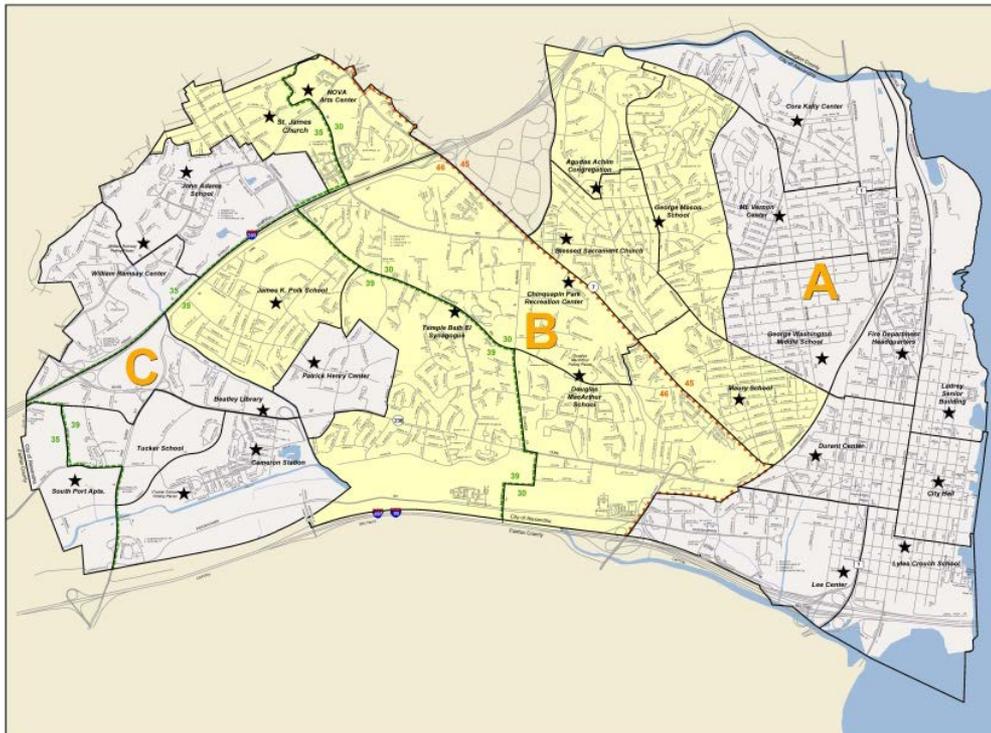
7 *Previous Voter Registration Information—Commonwealth of Virginia

No, I am not currently registered to vote in Virginia or another state.

Yes, I am registered to vote at another address in Virginia or in another state. If YES, the information below must be completed:

Voter Registration Activity

- Create Voter Photo IDs
- Maintain Precinct Information





Elections Administration

Four Months Prior to Each Election

- Contact Polling Places
- Determine Needed Resources
 - Ballots
 - Equipment
 - Election Officers
- Organize Election Officers



Elections Administration

Three Months Prior to Each Election

- Assign Election Officers to Precincts
- Schedule PT Staff
 - Equipment Preparation
 - Absentee Voting
- Organize Candidate Filings

Elections Administration

Two Months Prior to Each Election

- Design Ballot and Submit for Approval
- Prepare Equipment for Election
- Order Ballots and Create Tracking Worksheets
- Prepare for Absentee Voting

Absentee Voting Begins 45-days
Prior to Election



Elections Administration

Four Weeks Prior to Each Election

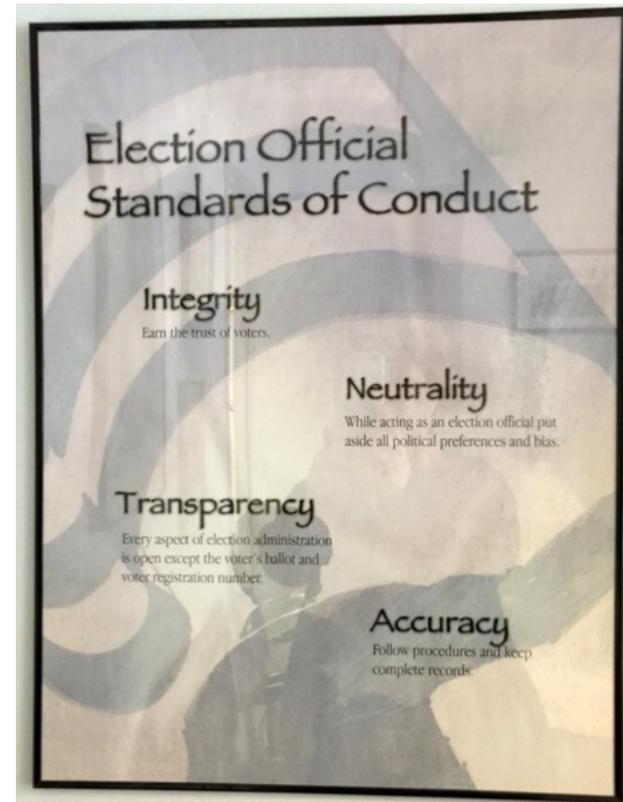
- Organize Election Supplies
- Assist with Mock Election at TC Williams
- Update Election Officer Manual



Elections Administration

Three Weeks Prior to Each Election

- Organize Election Officer Training
- Contact People Who Missed the Voter Registration Deadline



Elections Administration

Two Weeks Prior to Each Election

- Post “Vote Here” Signs at Each Polling Place
- Review Turnout Predictions to Ensure Proper Allocation of Resources
- Arrange Polling Place Visits for International Observers and Media





Elections Administration

One Week Prior to Each Election

- Contact Voters Who Missed the Absentee-By-Mail Deadline
- Deliver Non-Sensitive Equipment to Polling Places
- Program and Test Electronic Pollbooks
- Distribute Election Supplies to Chief Officers

Elections Administration

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





Elections Administration

Post-Election Activities

- Pick-up Remaining Election Supplies
- Research Provisional Ballots
- Conduct Precinct-By-Precinct Canvass
- Hold Wrap-Up Meeting with Chief Officers

Elections Office Performance Measures???

Presidential Election vs. June Primary





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

Name _____

Address _____

City _____ State _____ Zip _____

Email Address _____

Home Phone _____

Office Phone _____

Cell Phone _____

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