CITY OF
Alexandria
VIRGINIA

**CITY ACADEMY
CITY GOVERNMENT STRUCTURE OVERVIEW**
September 14, 2023

How is the City of Alexandria Structured?

Sermaine "Coco" McLean Chief of Staff

Form of Government

- 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 make motions or veto
    - Represents City
    - Exercises Leadership
    - Undertakes Initiatives
    - Community Voice
  - Vice Mayor selected by Council at Organizational/First Meeting of Council term

The People

- Sheriff
- Commonwealth's Attorney
- City Council
- Clerk of the Circuit Court
- Circuit Court

City Council

- City Attorney
- City Clerk
- City Manager
- Independent Policing Auditor/Investigator

City Departments

Alexandria City Council
2022 - 2024

Canek Aguirre
Council Member

Justin M. Wilson
Mayor

Amy Jackson
Vice Mayor

John T. Chapman
Council Member

Sarah Bagley
Council Member

Alyia Gaskins
Council Member

R. Kirk McPike
Council Member

City Council Roles & Responsibilities

- Policy-making and legislative body for City government
- Adopts annual budget and sets tax rates
- Establishes land use policies and zoning; authorizes land acquisition, development and "special uses."
- Appoints City Manager, City Attorney, and City Clerk, Independent Policing Auditor
- Appoints members of Boards and Commissions
- Authorizes issuance of bonds

Organization of Annual Council Calendar

- Regular Legislative Meetings
  - Two Legislative Meetings per month
  - First reading and explanation of proposed ordinances
  - Administrative actions: grant authorizations, agreements, etc.
  - Executive Sessions if needed
  - Work sessions on proposals in process of development
  - One Legislative Meeting in December, but none in July and August

- Public Hearing Meetings
  - One public hearing per month, but none in August
  - Primary focus is land use and ordinances
  - July meeting also serves as a backup Legislative Meeting

City Manager Roles & Responsibilities

- Chief Executive Officer (CEO) of the City
  - Serves at Council's pleasure
  - Non-partisan, non-political
  - Professionally educated, trained, & experienced
  - Operates under ICMA Code of Ethics
- Responsible for day-to-day operations of City government
- Appoints department heads and City employees
- Establishes docket for Council meetings
- Helps City Council translate vision into actions
- Proposes policies and makes recommendations to Council
- Proposes operating budget, tax rates and 10-year capital improvement program
- Approves Administrative Regulations

James F. Parajon
City Manager

Chief of Staff Roles & Responsibilities

- Directly reports to the City Manager

- Plans, organizes, manages, directs and oversees the day-to-day operations of the City Manager's Office and staff.

- Represents the City Manager in the community and at professional meetings as required.

- Liaisons with City Council members and manages the legislative meeting process

- Assists in the coordination of activities of the City Manager's Office, with City Departments and with outside agencies.
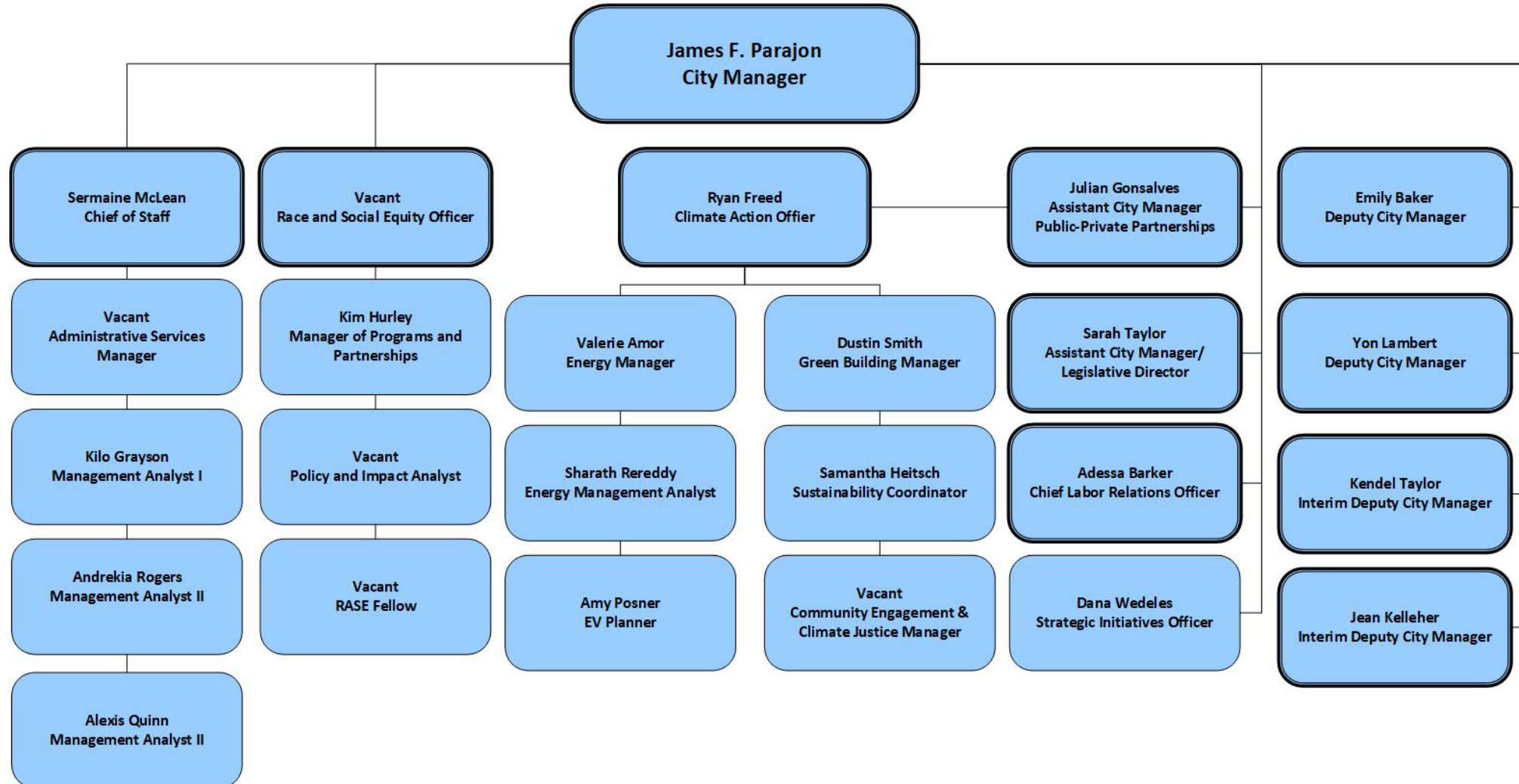
Sermaine "Coco" McLean
City Manager's City of Staff

9

Office of the City Manager

CITY MANAGER'S OFFICE

```
                        James F. Parajon
                        City Manager
```

Sermaine McLean
Chief of Staff

Vacant
Race and Social Equity Officer

Ryan Freed
Climate Action Offier

Julian Gonsalves
Assistant City Manager
Public-Private Partnerships

Emily Baker
Deputy City Manager

Vacant
Administrative Services
Manager

Kim Hurley
Manager of Programs and
Partnerships

Valerie Amor
Energy Manager

Dustin Smith
Green Building Manager

Sarah Taylor
Assistant City Manager/
Legislative Director

Yon Lambert
Deputy City Manager

Kilo Grayson
Management Analyst I

Vacant
Policy and Impact Analyst

Sharath Rereddy
Energy Management Analyst

Samantha Heitsch
Sustainability Coordinator

Adessa Barker
Chief Labor Relations Officer

Kendel Taylor
Interim Deputy City Manager

Andrekia Rogers
Management Analyst II

Vacant
RASE Fellow

Amy Posner
EV Planner

Vacant
Community Engagement &
Climate Justice Manager

Dana Wedeles
Strategic Initiatives Officer

Jean Kelleher
Interim Deputy City Manager

Alexis Quinn
Management Analyst II

8.7.2023

Independent City

- There are 41 independent cities in the U.S.

- Virginia's thirty-eight independent cities are not politically part of a county, even though geographically they may be completely surrounded by one.

- An independent city in Virginia may serve as the county seat of an adjacent county, even though the city by definition is not part of that county.

- In 1749 an act was passed to established the City of Alexandria as an independent city.

- The City of Alexandria is 15.2 square miles

- Estimated Population: 160,000

- Over 140 different languages spoken
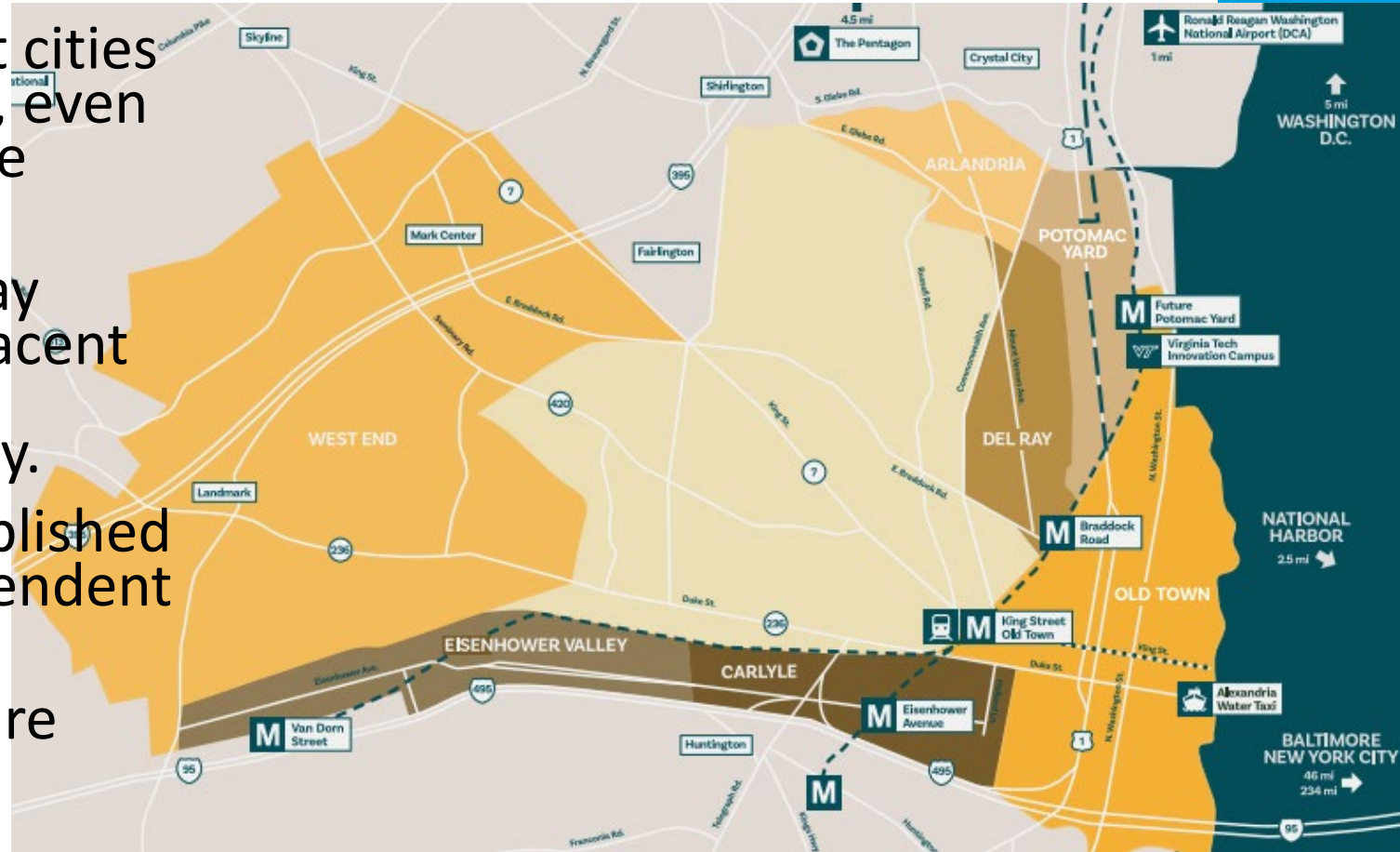
Who We Are

- 24 City departments and offices report to City Manager
- Sheriff's Office, Commonwealth's Attorney, & the Clerk of the Circuit Court are elected
- Approximately 2,700 full-time and about 600 part-time/seasonal employees
- City works closely with other City related 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
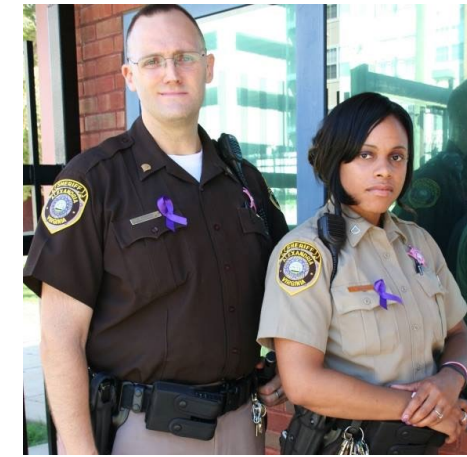
City of Alexandria, VA
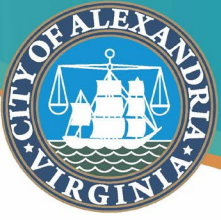Interim - City Manager Reporting Structure - Phase 3
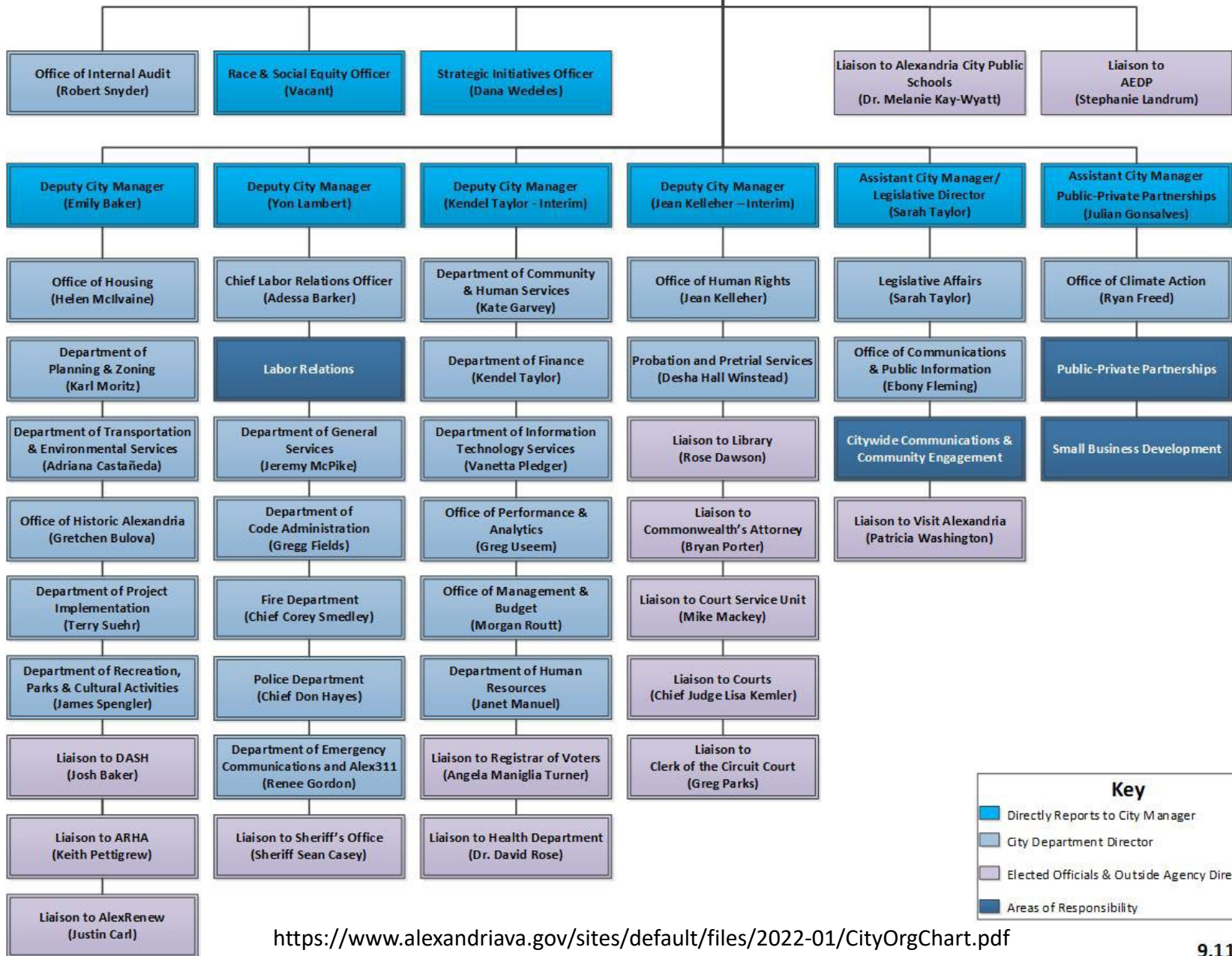
https://www.alexandriava.gov/sites/default/files/2022-01/CityOrgChart.pdf

9.11.2023

Recover from the COVID-19 Pandemic

Identify the policies, practices and resources needed to ensure a resilient and equitable recovery for all residents and businesses.

Provide Diverse Housing Opportunities

Reconsider our zoning model and explore other tools to better facilitate an Alexandria housing economy that provides the necessary range of price points, styles of housing and associated services to meet the needs of a thriving city.

Define Our Community Engagement Approach

Use both new and traditional outreach methods to ensure that engagement is efficient, effective and accessible to all stakeholders, creating a clear connection between community input and its effects on policy decision, infrastructure needs and financial considerations.

Support Youth and Families

Explore ways to expand academic, social and emotional services and physical support to all youth during out-of-school hours.

Foster Economic Development

Seek out and consider budgetary, land use, regulatory and other economic development tools to foster sustainable and equitable development, diversify revenue and allow greater investment in our infrastructure.
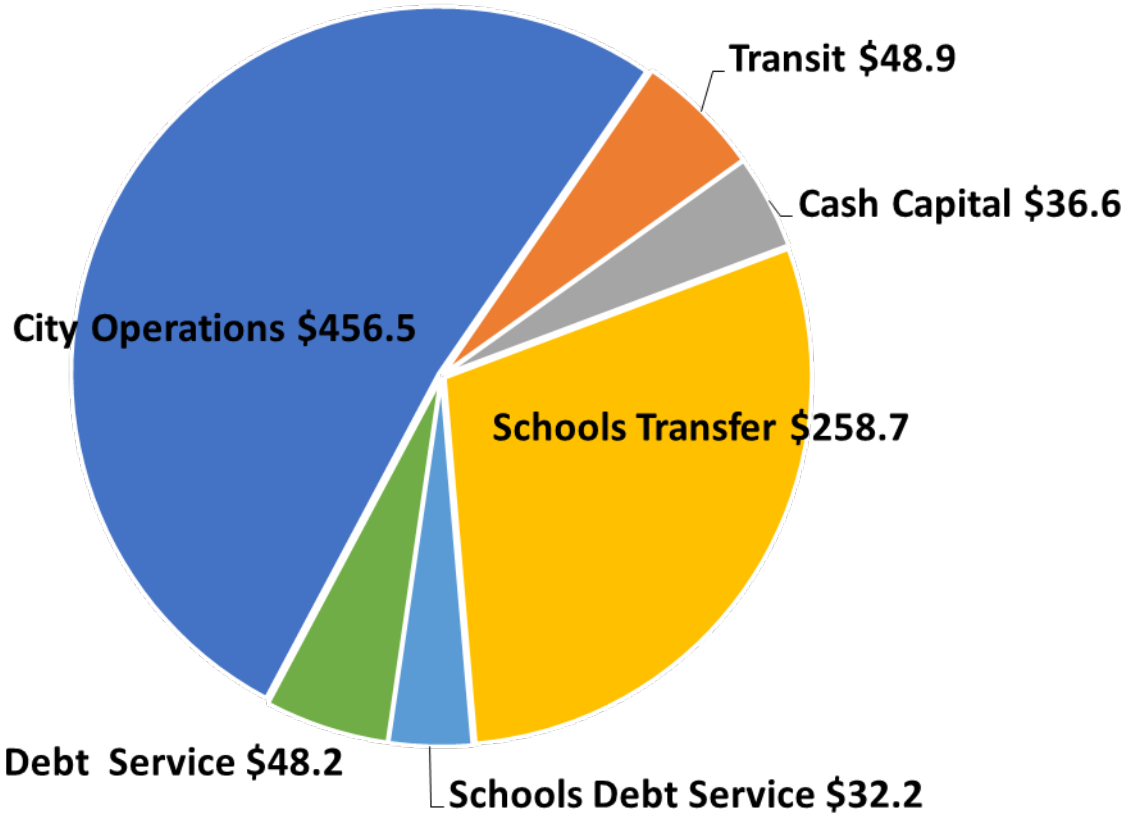
Develop a Compensation Philosophy

Establish a new compensation philosophy to ensure we are the preferred workplace of choice and that employees feel valued.

VISIT **ALEXANDRIAVA.GOV/COUNCIL** FOR MORE INFORMATION

14

Approved FY 2024 Budget: $884.3M

General Fund Expenditures
(in millions)

- City Operations $456.5
- Transit $48.9
- Cash Capital $36.6
- Schools Transfer $258.7
- Schools Debt Service $32.2
- City Debt Service $48.2

General Fund Revenue
(in millions)

- Revenues Personal Property $66.0
- Revenues Other Taxes, Fines & Fees $281.0
- Revenues Commerical Property $211.0
- Revenues Residential Real Property $323.0

15
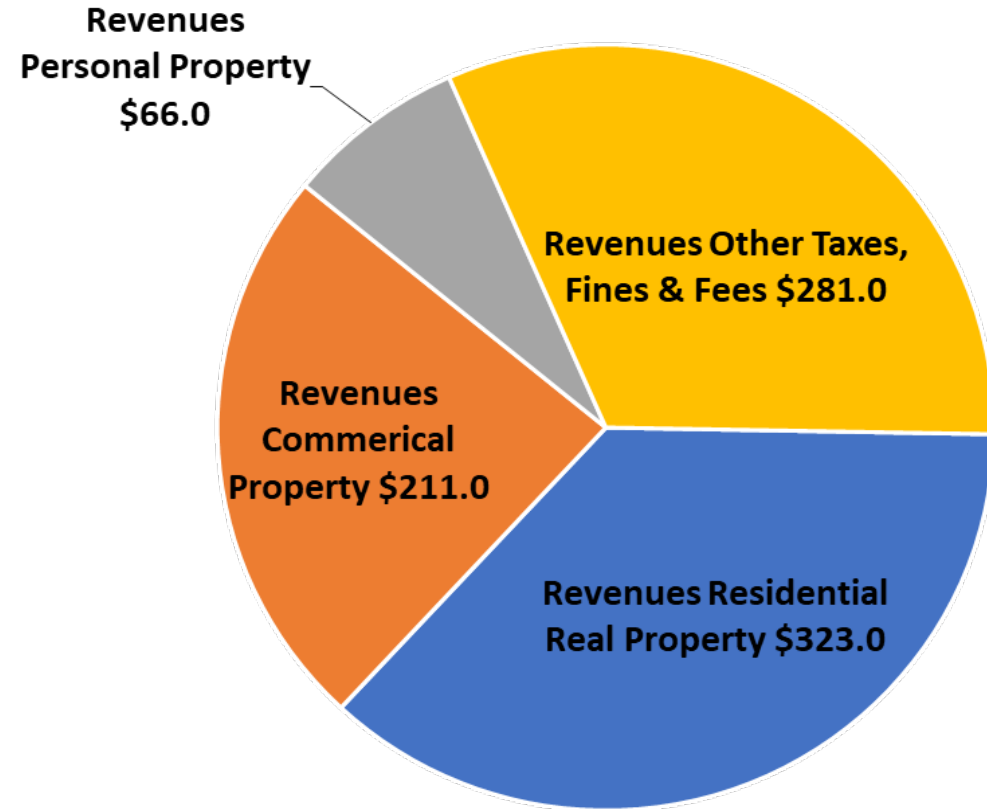
Approved FY 2024 – FY 2033 Capital Improvement Program: $2.4 Billion
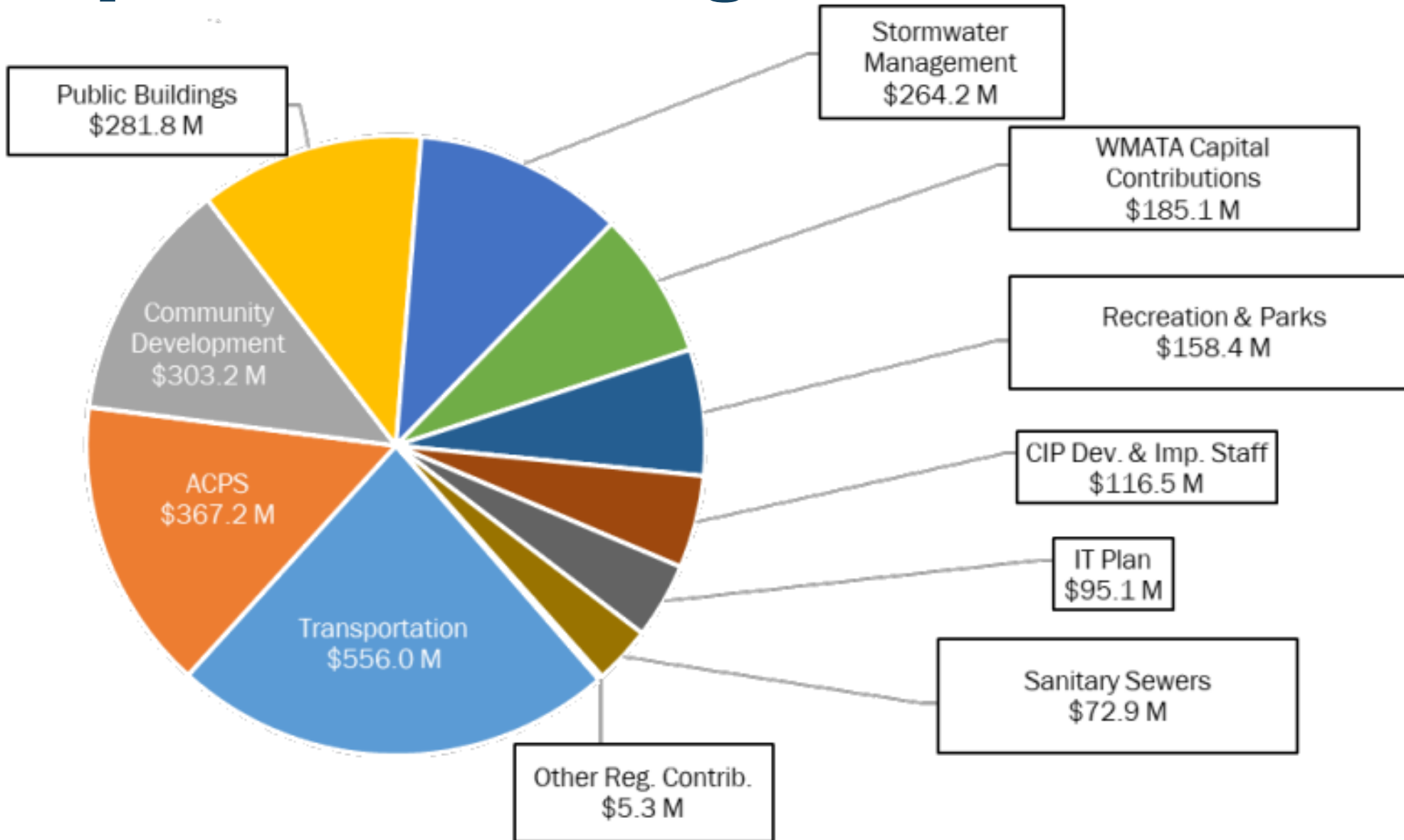
CONTACT INFORMATION

James F. Parajon, City Manager
jim.parajon@alexandriava.gov
703.746.4300

Sermaine "Coco" McLean, Chief of Staff
sermaine.mclean@alexandriava.gov
703.746.4300

https://www.alexandriava.gov/CityManager