

Alexandria Housing Affordability Advisory Committee

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Applicant	Date	Address	Contact	Status
Annette Bridges	9/5/2024	Yes, I am a resident of the City of Alexandria. (NOTE: If your are not a City of Alexandria resident, a residency waiver is required for positions that are not specific to an organization or profession.): Yes		Validated
Marcus Downey	9/25/2024			Validated

Annette Bridges

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Status

Name Annette Bridges
Application Date 9/5/2024
Expiration Date 3/5/2025
Board Member [Annette Bridges](#)
Status Validated

Board	Vacancies	Status
Alexandria Housing Affordability Advisory Committee	4	Contested (Incumbent)

Basic Information

Name
Annette Bridges
Date of Birth
REDACTED

Contact Information

Yes, I am a resident of the City of Alexandria. (NOTE: If you are not a City of Alexandria resident, a residency waiver is required for positions that are not specific to an organization or profession.)
Yes
Email
REDACTED
Alternate email
REDACTED
Phone
REDACTED

Occupation

Employer (student and youth applicants list school)
City of Alexandria
Job Title
REDACTED

New Applicant or Current Member

Current Member

If current member, please list the board:

Alexandria Housing Affordability Committee

What seat are you applying for? (Ex: citizen, architect, youth member, etc.)

Member - City Employee

Do you currently live in the City of Alexandria? NOTE: If your answer is no, a residency waiver is required for positions that are not specific to an organization or profession.

Yes (Enter How Long), 60 years

Statement of Interest

I am interested in serving another term on this Board because I have a personal interest in affordable housing. I have been homeless twice and I desire to continue with this Board to advocate for myself as well as others who are in or have faced similar situations.

Have you ever served the City of Alexandria in any capacity?

Yes (Please explain), I have served on the Alexandria Housing Affordability Committee

Have you ever attended a meeting of the Board or Commission for which you are applying?

Yes

Are you now paid by the City of Alexandria?

Yes

If yes, please state your department, job title, and describe your duties:

Center for Children and Families, Administrative Assistant, Duties: Currently serves as the administrative support for the Division Chief of Youth Development Provides administrative/clerical support to the Youth Development Team Maintains working relationships on behalf of the supervisor by responding effectively to requests by his/her associates, and provides requested information or data; Receives administrative and technical inquiries by telephone, email or personal visits and answers inquiries that are based on procedural matters and directs the inquirer to the appropriate resource. Preparing office correspondence Providing administrative support to Boards and Commissions staffed by Youth Development Team Leader. Preparing material for meetings including materials for newly appointed members. Compiling documents and notes from meetings and events. Processing payments and maintaining invoices and spreadsheets for Youth Development Team. Interacts with internal/external customers across all socioeconomic groups Sets up meetings Gathers and provides accessibility to information/services of the Health Department and other local community services Applies skill and knowledge of computer programs Exercises ability to analyze, interpret and report research findings Makes appropriate referrals to other internal/external departments Creates, proofreads, edits, and formats a variety of documents, spreadsheets, reports, and presentations. Evaluates consistency and completeness of data secured, and when indicated substantiates its accuracy Performs data entry including tracking, processing reports, filing, record keeping, and data analysis Exercises the ability to communicate effectively, verbally, and in writing

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

No

Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?

Yes

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867 regarding the completion of a financial disclosure statement?

Yes

Educational Background

Strayer University/AA Computer Information Systems University of Phoenix Bachelor of Science in Criminal Justice, Concentration in Human Services
Master of Science in Criminal Justice/Administration of Justice Security Master of Science in Public Administration

Summary of Work and Experience

: I began my administrative career in 1999 and have worked within the private and government sectors providing administrative support for senior level staff. I have consistently demonstrated leadership, operational and customer relation skills which have landed me in multiple leadership roles. I possess excellent interpersonal skills, the ability to work independently or in a team Rental Assistance Case Manager Provided support to the City of Alexandria Department of Housing COVID-19 Emergency Rent Relief Assistance Program Performed clerical support work associated with intake process. Interviewed and screened clients by phone. Prepared initial case files and performed maintenance including case review and evaluation. Processed requests and provided customer support including monitoring and following up on requests. Assembled information from files and insured that all documents were properly signed. Referred clients to other agencies to receive additional services as identified through screening. Provided guidance and coaching to other employees on program process and protocols. Interacted with external clients across all economic, racial, and ethnic groups to determine eligibility. Exercised the ability to make decisions in accordance with regulations and established procedures. Maintained in-depth knowledge and understanding of City of Alexandria services for proper referral. Displayed strong and high-quality customer service and communication skills and demonstrated the ability to communicate courteously and effectively with diverse members of the public. Communicated clearly, concisely, and tactfully while responding to a wide variety of basic, routine and complex inquiries from the public. Demonstrated knowledge of telephone and computer systems and utilized Salesforce software system to create client files and maintain case notes. City of Alexandria, Virginia Department of Community and Human Services Administrative Support II December 2017 – Present Currently serves as the administrative support for the Division Chief of Youth Development Provides administrative/clerical support to the Youth Development Team Maintains working relationships on behalf of the supervisor by responding effectively to requests by his/her associates, and provides requested information or data; Receives administrative and technical inquiries by telephone, email or personal visits and answers inquiries that are based on procedural matters and directs the inquirer to the appropriate resource. Preparing office correspondence Providing administrative support to Boards and Commissions staffed by Youth Development Team Leader. Preparing material for meetings including materials for newly appointed members. Compiling documents and notes from meetings and events. Processing payments and maintaining invoices and spreadsheets for Youth Development Team. Interacts with internal/external customers across all socioeconomic groups Sets up meetings Gathers and provides accessibility to information/services of the Health Department and other local community services Applies skill and knowledge of computer programs Exercises ability to analyze, interpret and report research findings Makes appropriate referrals to other internal/external departments Creates, proofreads, edits, and formats a variety of documents, spreadsheets, reports, and presentations. Evaluates consistency and completeness of data secured, and when indicated substantiates its accuracy Performs data entry including tracking, processing reports, filing, record keeping, and data analysis Exercises the ability to communicate effectively, verbally, and in writing Able to work independently and in a lead capacity as a team member Maintaining p card reports and receipt for youth team leader and staff. Ability to maintain financial and statistical records Tracking staff hours Compiles data for and prepares monthly, annual and special reports Process payments for Project Discovery and prepares deposits. Ability to make mathematical computations quickly and accurately Supporting CMO staff on Tuesday mornings (rotation). Updating Children Youth and Families Collaborative Commission website as needed. Scheduling Youth Mental Health First Aid trainings and other affiliated tasks. Completing supply orders. Performing related work as required and assigned. Administrative Support II June 2002 – November 2017 Served as the administrative support for the Director, Office of Youth Services for DCHS Provided administrative/clerical support to the Office of Youth Services Prevention Director and Project Discovery Staff Received administrative and technical inquiries by telephone, email or personal visits and answered inquiries that were based on procedural matters Interacted with internal/external customers across all socioeconomic groups Provided grantee information for access to other external services Explained programs, policies, and rights and responsibilities to the applicants and recipients Gathered and provided accessibility to information/services of the Health Department and other local community services Applied skill and knowledge of computer programs Made appropriate referrals to other internal/external departments Maintained continued grantee contact throughout the years and maintained effective communication in assisting clients in a multitude of issues and priorities for their self-sufficiency. Evaluated consistency and completeness of data secured, and when indicated substantiated its accuracy Processed payments for Project Discovery Ordered office supplies Other duties as assigned.

References - Please list names, phone number and/or email addresses of three references that support your application.

REDACTED

Would you like to complete the Supplemental Questions? Non-Discrimination Data Supplemental Questions For Applications to City Boards, Commissions, and Committees Confidential - NOT FOR PUBLIC INFORMATION Completion of this section is VOLUNTARY. When completed, the section is separated and redacted from your application prior to the application's submission to City Council. COUNCIL AND STAFF DO NOT USE THIS FORM IN DETERMINING APPOINTMENTS. Information provided in this section is treated confidentially and the information is forwarded to the Alexandria Office on Human Rights for compilation of statistics.

REDACTED

Gender

REDACTED

Sexual Orientation

REDACTED

Ethnicity

REDACTED

Do you have a disability?

REDACTED

How did you hear of this vacancy?

REDACTED

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Marcus Downey

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Status

Name Marcus Downey
Application Date 9/25/2024
Expiration Date 3/25/2025
Board Member [Marcus Downey](#)
Status Validated

Board	Vacancies	Status
Alexandria Housing Affordability Advisory Committee	4	Contested

Basic Information

Name
Marcus Downey

Contact Information

Yes, I am a resident of the City of Alexandria. (NOTE: If you are not a City of Alexandria resident, a residency waiver is required for positions that are not specific to an organization or profession.)
No
Email
REDACTED
Phone
REDACTED

Occupation

Employer (student and youth applicants list school)
Alexandria Police Department
Job Title
REDACTED

New Applicant or Current Member

New Applicant

What seat are you applying for? (Ex: citizen, architect, youth member, etc.)

One Person who is either an employee of the city or the Alexandria City Public Schools

Do you currently live in the City of Alexandria? NOTE: If your answer is no, a residency waiver is required for positions that are not specific to an organization or profession.

No

Statement of Interest

As a committed public servant with nearly two decades of experience in Alexandria, both through my work in law enforcement and my extensive volunteer efforts, I am deeply invested in the well-being of our community. My participation in initiatives like Meals on Wheels, organizing volunteer teams to support local shelters, and raising funds for the Alexandria Police Youth Camp, has reinforced my passion for making Alexandria a more equitable place for all. These experiences reflect not only my dedication as a city employee but also my personal commitment to helping those in need. Recently, I completed the Certified Public Manager (CPM) program through MWCOG and George Washington University, where my capstone project focused on affordable housing in the Washington, D.C. region. This project deepened my understanding of the challenges our city faces in preserving and creating affordable housing opportunities. I am eager to bring both my practical experience and newly acquired knowledge to the Alexandria Housing Affordability Advisory Committee, to help advance thoughtful policies and initiatives that will benefit all residents.

Have you ever served the City of Alexandria in any capacity?

Yes (Please explain), See statement of interest.

Have you ever attended a meeting of the Board or Commission for which you are applying?

No

Are you now paid by the City of Alexandria?

Yes

If yes, please state your department, job title, and describe your duties:

Alexandria Police Department - Lieutenant

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

No

Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?

Yes

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867 regarding the completion of a financial disclosure statement?

Yes

References - Please list names, phone number and/or email addresses of three references that support your application.

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