

# City and Partner Resources<sup>1</sup>

**Alexandria Small Business Development Center (SBDC)** - services are free of charge for new businesses and established businesses in the City of Alexandria. The bilingual consultants can help with advice on: business registration and formation, licenses and permits, help with loan applications, and advice with minority certifications, contracts, marketing, and social media. 703-778-2961

**Alexandria Economic Development Partnership (AEDP)** - Alexandria Economic Development Partnership is devoted to helping businesses get started, grow, or relocate in the City of Alexandria. AEDP's job is to connect founders, entrepreneurs, and executives with the resources they need to help their unique businesses. 703-739-3820

**The City Manager's Office (CMO)** - carries out the policy directives of the City Council and manages the daily operations of City government. It oversees the preparation of the annual operating and capital budgets, all City Council docket items, requests, Council Retreat materials and periodic financial and administrative reports as may be required for submission to the City Council. The office also serves as a liaison with City departments and with other governmental entities receiving funding from the City, but not reporting to the City Manager, and generally administers the City government. The City Manager appoints all heads of department and employees of the city, except those in elected, judicial and school positions. The office also coordinates race and social equity programs, public employee labor relations, public-private partnerships initiatives, and represents and advocates City Council's legislative agenda before the Virginia General Assembly. 703-746-4300

**Finance Department** - collects and manages all City funds, assesses all personal, business and real estate property and collects revenues and taxes, issues business licenses, provides assistance to residents in filing state income tax returns, maintains the City's tax relief programs, registers vendors that allow for notification, viewing and bidding on City contracts, and manages City retirement plans. 703-746-3902

Resources include:

- City's Business Guide: <https://www.alexandriava.gov/business-resources/new-business-guide>
- City's Vendor's Guide: <https://www.alexandriava.gov/finance/basic-page/how-do-business-city-alexandria-guide-vendors>; Registration: <https://www.alexandriava.gov/finance/basic-page/vendor-self-service>
- SWaM Certification in Virginia: <https://www.sbsd.virginia.gov/certification-division/swam/>
- Finance Department – Procurement Division: [Procurement@alexandriava.gov](mailto:Procurement@alexandriava.gov) - 703-746-4946
- Finance Department – Business Tax Support Team email: [Businesstax@alexandriava.gov](mailto:Businesstax@alexandriava.gov) - 703-746-4800 Option #4
- City's Business Tax Portal: <https://businesstaxportal.alexandriava.gov/BTP/>.
- City of Alexandria – Website: [City of Alexandria, Virginia - Home Page \(alexandriava.gov\)](http://City of Alexandria, Virginia - Home Page (alexandriava.gov))
- Virginia Corporation Commission: <https://cis.scc.virginia.gov/>
- Virginia Department of Professional and Occupational Regulation: <https://www.dpor.virginia.gov/>

**Visit Alexandria** - is the City of Alexandria's nonprofit tourism marketing agency, promoting Alexandria as a premier destination for tourism and meetings. Visit Alexandria's umbrella marketing works to increase awareness, visitation, and tourism. revenues in an increasingly competitive market. As a member of Visit Alexandria, you join with hundreds of other hospitality related businesses to form a strong, unified presentation of Alexandria nationally and regionally. Benefits include business promotion through VisitAlexandriaVa.com, visitor guide, meetings sales, PR, workshops, and networking events. Visit Alexandria has also highlighted some of the City's BIPOC owned businesses ([30 Black-Owned Businesses in Alexandria to Support Right Now](#), [How to Celebrate Hispanic Heritage Month in Alexandria](#), [Support These Asian American and Pacific Islander-Owned Alexandria Businesses](#)) and is beginning a brand campaign to focus on underserved neighborhoods beyond Old Town. Contact Patricia Washington, President & CEO.

<sup>1</sup> Adapted from 2-pager originally developed by Council Aide Regina Benavides for Latino Business Roundtable.

**Workforce Development Center (WDC)** - seeks to contribute to the development of a local integrated workforce by connecting growing employers with prospective employees and equipping both companies and individuals with the skills and resources necessary to achieve professional and economic advancement and stability. The WDC provides companies with guidance in accessing external financial resources as well as administers their own subsidized employer services, those being the Rapid Response Layoff program, Work-Based Learning program, and Full Employment program. The WDC also offers a variety of recruitment services ranging from candidate searches and screening, to job fair facilitation and marketing assistance. The WDC also provides resources to individuals seeking professional development and employment opportunities. Examples include job readiness and essential skills workshops, information sessions, and one-on-one job coaching/resume reviews. Specialized services for veterans, people with disabilities, and displaced individuals are also available. 703-746-5990

**Code Administration** - works in concert with other City agencies and stakeholders (residents, tenants, business owners, building owners, architects, engineers, builders, tradesmen, contractors, and developers) as part of the safe building team. The Alexandria Department of Code Administration's objective is to assist stakeholders with compliance related to Virginia's Uniform Statewide Building and Maintenance Codes (USBC), and the City Code nuisance and development provisions. The City provides a biannual day long (6 hours) training on Code requirements and has a Small Business Facilitator to navigate code requirements. 703-746-4200/703-746-4213

**Alexandria Police Department** - provides emergency and non-emergency assistance to businesses. For emergency services please dial 9-1-1 and for non-emergency needs please dial 703.746.4444. Businesses can also connect with APD by using the Alex311 website, Mobile APD, or social media platforms. APD's other services and programs that may be beneficial to businesses include our Crime Prevention Through Environmental Design program, the Trespassing Program, business checks, the Detail Officer program, and the Community Liaison program. For more information on any of these programs please contact Lieutenant Mike May [mike.may@alexandriava.gov](mailto:mike.may@alexandriava.gov). 703-746-4700

**Office of Human Rights** - is a City department and an agency charged with the enforcement of federal, state and local anti-discrimination laws. The Office of Human Rights does not represent either complainants or respondents in the legal process. This Office also investigates discrimination allegations as part of the administrative process that is required before the parties may proceed with court action. Often businesses are not familiar with the process, but this department encourages business leaders to reach out for information. The Office of Human Rights would be pleased to provide training or information sessions, as resources will allow, on preventing discrimination in employment and public accommodations. 703-746-3140

**Virginia Department of Health – Alexandria Health Department (VDH)** - is responsible for the Health Department's permitting and inspection of all food businesses in the City. VDH's goal is to help businesses set up for success (giving free advice and consultation at the start of the project and helping businesses navigate our permit process quickly and efficiently) and to continue that relationship as businesses grow. 703-746-4996

**Planning and Zoning** - the City of Alexandria's Zoning Ordinance includes regulations on small business and home occupations. These regulations can include limitations on the types and sizes of businesses, depending on location. The Department of Planning and Zoning helps individuals and small business determine what City approvals are needed for their businesses and how to apply for those approvals. 703-746-4666

**Department of Transportation & Environmental Services (T&ES)** - reviews, plans, permits, builds, operates, and maintains infrastructure and transportation systems that keep Alexandrians moving, growing sustainably, and thriving. Some of T&ES' significant efforts include Flood Action Alexandria, the City's initiative to reduce flooding, and Eco-City Alexandria. 703-746-4025