

Welcome to Alexandria

It is my pleasure to welcome you to the City of Alexandria, whether you are here for a day or have lived here all your life, your time here is important to us.

As a small community, we pride ourselves on having small-town values and knowing our neighbors. Alexandria was designated "Small Town USA" during WWII due to our values and quality of life.

As Mayor, my focus is on improving the Quality of Life for everyone in Alexandria, whether you live, work, or play here. Quality of Life includes many areas such as affordable housing, parks, and recreation areas, and supporting local businesses.

We are proud of our groups and facilities that serve our residents and visitors:

- The Community Center offers a variety of youth and adult programs serving the local community.

- Many not-for-profit organizations are serving our community, such as the Elks, Eagles, Chamber of Commerce, and numerous other great organizations.

- Alexandria has a great park system featuring the Alexandria Swimming Pool, The Emery Lee Building, and home of the Madison County

4-H.

- There is no shortage of events to attend. Alexandria is home to many festivals, local events, and attractions.

- The Madison County 4-H Fair is held right here in Alexandria bringing 12,000 visitors to Alexandria each year.

- The Alexandria Grand Prix is a go-kart race held each August that brings drivers and fans from all over to downtown Alexandria to watch the biggest go-kart street racing event in Indiana.

- A more recent tradition has been our growing fireworks show put on by the local community that attracts 1,000 visitors.

I understand you have many options for where to live or visit, and as Mayor, I am very thankful for the time you're spending in our great city. During the next three years, I will be working hard to support local businesses, improve our trail center, and be sensitive to our community's needs.

As Mayor, my door is always open, and I want to hear from the community as I work to strengthen the city we all love.

Todd Naselroad
Mayor



Alexandria Mayor, Todd Naselroad

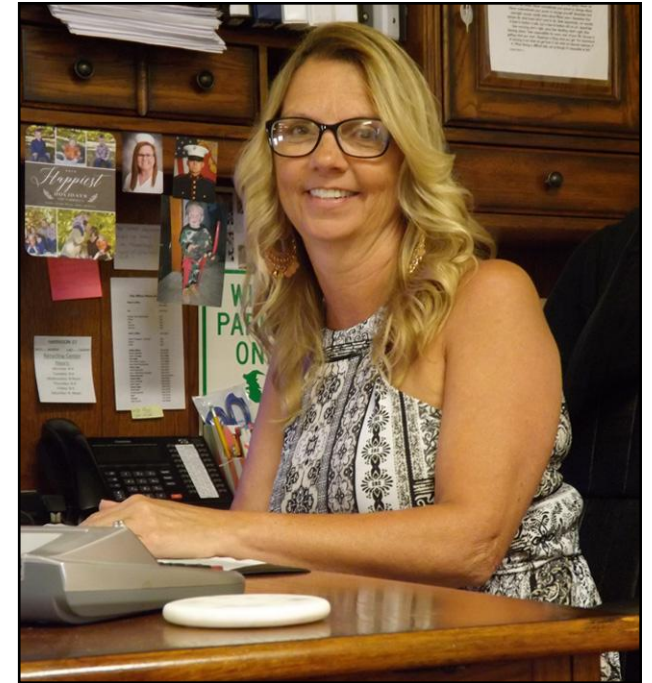
Todd Naselroad, Mayor

Alexandria Mayor Todd Naselroad is a proud life-long resident of Alexandria. A graduate of Alexandria Monroe-High School, Todd and wife Kathy have three children all raised in Alexandria.

Before being elected, Mayor Todd worked for the City Water Department, gaining decades of experience in city government as Mayor Todd's focus is on improving the Quality of Life and supporting small businesses.



Autumn Carroll
Flood Plain Administrator/Mayor's Office
Administrative Assistant



Missy Jackson
Administrative Assistant/Receptionist
Mayor's Office

Clerk-Treasurer's perform a multitude of duties to help keep the city going

The following is an overview of Clerk-Treasurer's duties.

1. Administrative

Clerk to:
• City Council
• Boards: Utility, Public Works, Airport, Parks, Planning, Zoning, etc.

Record:

- Building permits
- Variations
- Special exceptions
- Rezoning
- Alley closings
- Sub-division plats
- Solicitor permits

Research

Organize meetings
Safeguards all official records (i.e., contracts, bonds, minutes, correspondence, etc.)
Elections - Run for office, supervise elections

2. Advertisements

Notice of meetings
Bids & other legal notices
Budgets
Ordinances
Financial report
Job openings
Public hearings

3. Financial

Member of Police & Fire Pension boards
Administer all funds
Budget preparation Bond records & payments
Preparation of CTAR-2 (annual financial report)
Transfer of funds Bank reconciliations Federal and state audits
Preparation & payment of claim vouchers
Fixed assets ledger
Liability insurance & accident reports
Insurance ledger
Investment ledger
Receipt monies: building permits, parking violations, police & court fines and fees, parks & recreation revenues, street cut bonds, permits, state & county distributions, daily utility revenue.

4. Taxes and other revenues

C.O.L.T. or C.A.G.I.T.
E.D.I.T.
Property tax, bank excise tax, license excess tax
Cigarette tax
Alcohol beverage tax, ABC gallonage tax
Local road & street funds
Motor vehicle highway funds
Park & pool user fees
Cable TV revenue
Water, wastewater, electric, gas, stormwater utility fees
Trash, garbage, recycling fees
Rental income, parking lot fees
Contractor & demolition



Assistant Deputy Clerk-Treasurer, Tammy Hughes; Alexandria Clerk-Treasurer, Darcy Van Erman; and Deputy Clerk-Treasurer, Ericka Hobbs are shown above.

fees
Spring clean up, fall clean up, Christmas tree pick up
Leaf pick up
Budget transfers
Additional appropriations
Tax calculations
Solicitor's licenses
Taxi & moped licenses
Special donations
Fire & police contracts
Recycling fees
Court fines & fees

- Verification of employment

Employee Files
• Service records
• Job descriptions
• Wage scale
• Wage & salary ordinance
• Fair Labor Standards Act
• OSHA injury reports

Employee Benefits
• Life, health & specialty insurances
• Payroll deduction plans
• Garnishments
• PERF or Police & Fire pension plans
• Cobra
• Section 125 Cafeteria Plan, 457K
• Overtime

- Holidays
- Vacation, sick & personal time

- Funeral, military, family, maternity, medical leave
- Jury duty
- Form 100-8
- Worker's compensation

7. Technology

Purchase, maintain & operate a variety of manual and electronic office equipment.
Writing

Administration
Financial management
Federal audit

Source: Indiana League of Municipal Clerks and Treasurers

Darcy Van Erman, Clerk-Treasurer

Darcy is a resident of Alexandria with husband Jeremy and their two children.

Darcy has local and county government experience, having worked for former Alexandria Mayors Steve Skaggs and Jack Woods, and current Madison County Recorder Linda Smith. Clerk-Treasurer Darcy is responsible for managing the cities money, making payroll, paying all bills along with maintaining the vital records of the City.

City of
Alexandria,
Indiana
Incorporated
Feb. 4,
1893

City of Alexandria website:
www.cityofalexandria.org
Find department listings
and contacts, upcoming
events, and more.

An Alexandria Directory: People and Places

PUBLIC WORKS & SAFETY
Meets at 5:30 p.m., the first and third Mondays of each month at City Hall, 125 N. Wayne St.

PARKS DEPARTMENT
Jon and Cassie Hoschouer
BEULAH PARK CARETAKERS
724-9154

CITY COUNCIL

Meets at 6 p.m., the first and third Mondays of each month at City Hall.

POST OFFICE
205 W. CHURCH ST.
724-3628

BOARD OF ZONING APPEALS
Meets as needed in City Hall.

STREET DEPARTMENT
203 N. PENNSYLVANIA
724-3354

PARK BOARD

Meets at 6 p.m. the second Tuesday of each month at the Emery Lee Building.

Mark Sayre
STREET SUPERINTENDENT

PLANNING COMMISSION

Meets at 6 p.m., the fourth Monday of the month at City Hall.

WATER UTILITY
402 W. WASHINGTON ST.
724-4720
Mark Caldwell
WATER SUPERINTENDENT

REDEVELOPMENT COMMISSION

Meets at 6:30 p.m., the fourth Monday of the month at City Hall.

WASTEWATER TREATMENT
WEST CR 1100N
724-4733

CITY OF ALEXANDRIA

125 N. WAYNE ST.

MONROE TOWNSHIP
204 E. BERRY ST.
724-3634
Amie Hood
TRUSTEE

Todd Naselroad
MAYOR
724-4633

Autumn Carroll
FLOOD PLAIN ADMINISTRATOR/
MAYOR'S ADMINISTRATIVE ASSISTANT

ALEXANDRIA-MONROE PUBLIC LIBRARY
117 E. CHURCH ST.
724-2196
Sarah Wallace
DIRECTOR

Missy Jackson
ADMINISTRATIVE
ASSISTANT/RECEPTIONIST

LIBRARY BOARD
Meets at 6 p.m., the second Thursday of each month.

Darcy Van Erman
CLERK-TREASURER
724-2541

ALEXANDRIA COMMUNITY SCHOOL CORPORATION
Dr. Melissa Brisco, Superintendent
202 E. Washington St.
TEL: 724-4496
FAX: 724-5049

Alan Moore
ECONOMIC DEVELOPMENT*

Lance Love
BUILDING COMMISSIONER*

ELEMENTARY SCHOOL
Leah Maxey, Principal
308 West Eleventh Street
TEL: 724-4166
FAX: 724-5045
HIGH SCHOOL
Tom Johns, Principal
One Burden Court
TEL: 724-4413; 724-5040
FAX: 724-5041

Jeff Graham
GRAHAM, REGINER, WILSON
AND FARRER
CITY ATTORNEYS

FIRE DEPARTMENT
212 S. HARRISON ST.
724-2195

Brian Cuneo
CHIEF
Steve Beltz
ASSISTANT CHIEF

ST. MARY CHURCH/SCHOOL
724-4459
724-2333 (Convent)
724-2483 (Rectory)

POLICE DEPARTMENT
201 E. Washington St.
724-3222
Terry Richwine
CHIEF
Brian Burnett
ASSISTANT CHIEF

ALEXANDRIA-MONROE CHAMBER OF COMMERCE
Ashley Oblias
Executive Director
125 N Wayne Street
724-3144