

Office of the City Attorney

Alexandria City Academy Presentation

City Attorney Roles & Responsibilities

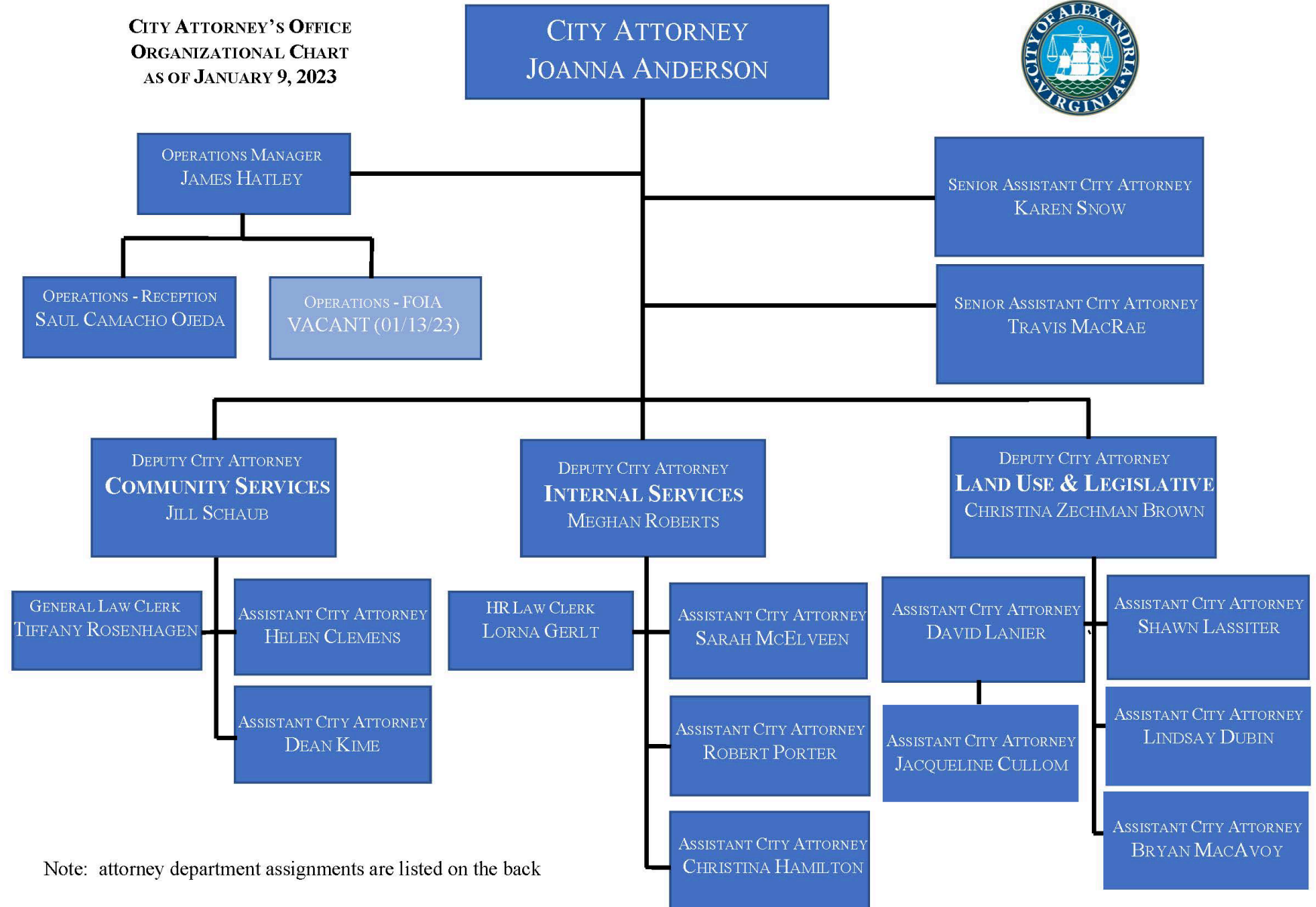
- City Attorney is appointed by the City Council to be legal advisor to the City government.
- City Attorneys are responsible for drafting ordinances, contracts, deeds, leases, and other legal papers.
- City Attorney's Office provides legal advice to City Council, Boards and Commissions, the City Manager and City Departments.
- City Attorney's office represents the City in civil court to defend the City in actions taken against it and to initiate cases to enforce the City's laws and actions.
- The office is also responsible for handling requests for public records, in compliance with the Freedom of Information Act and for serving as an adjudicator for parking ticket disputes.



Joanna Anderson
City Attorney

Who We Are...

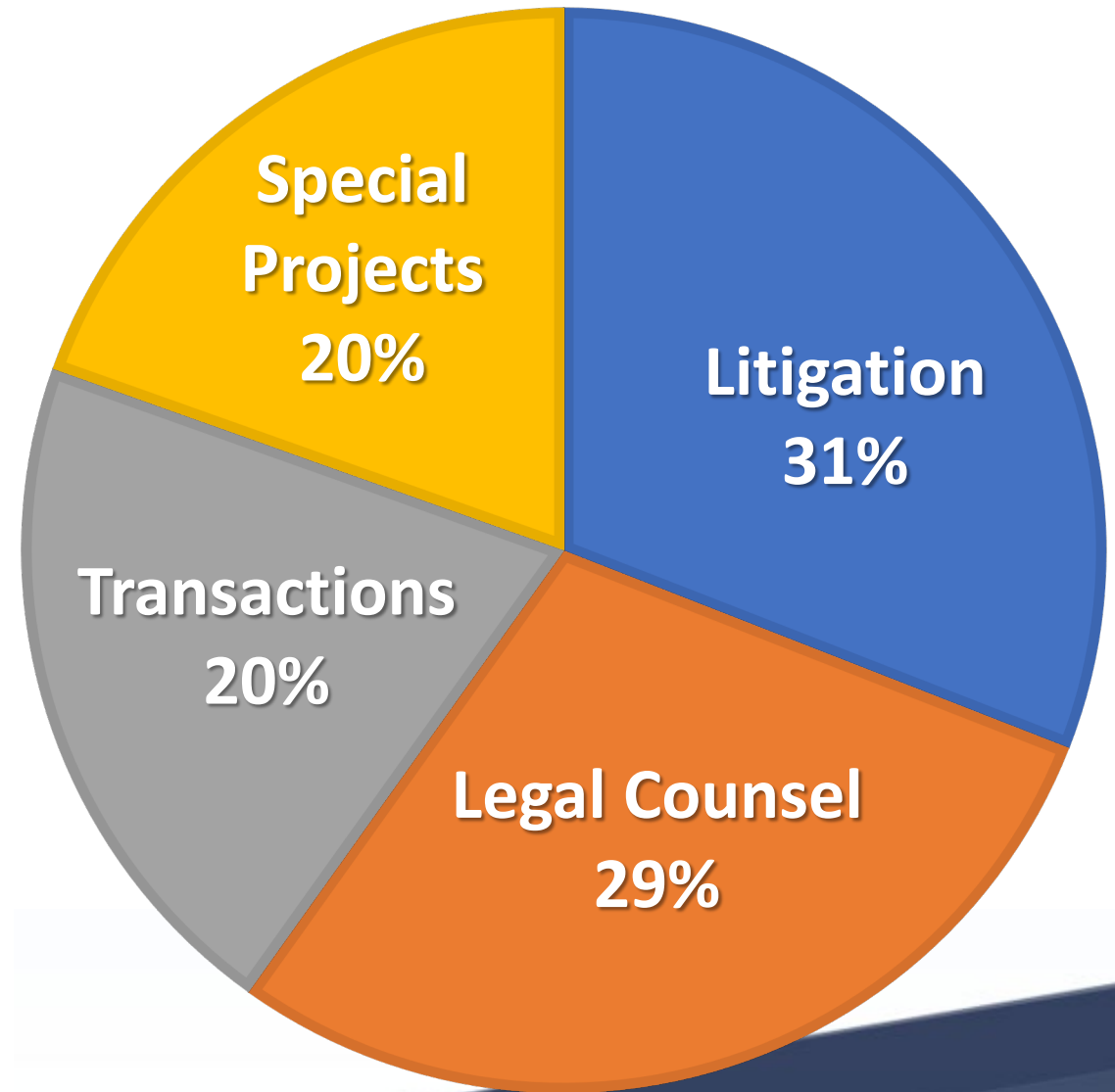
**CITY ATTORNEY'S OFFICE
ORGANIZATIONAL CHART
AS OF JANUARY 9, 2023**



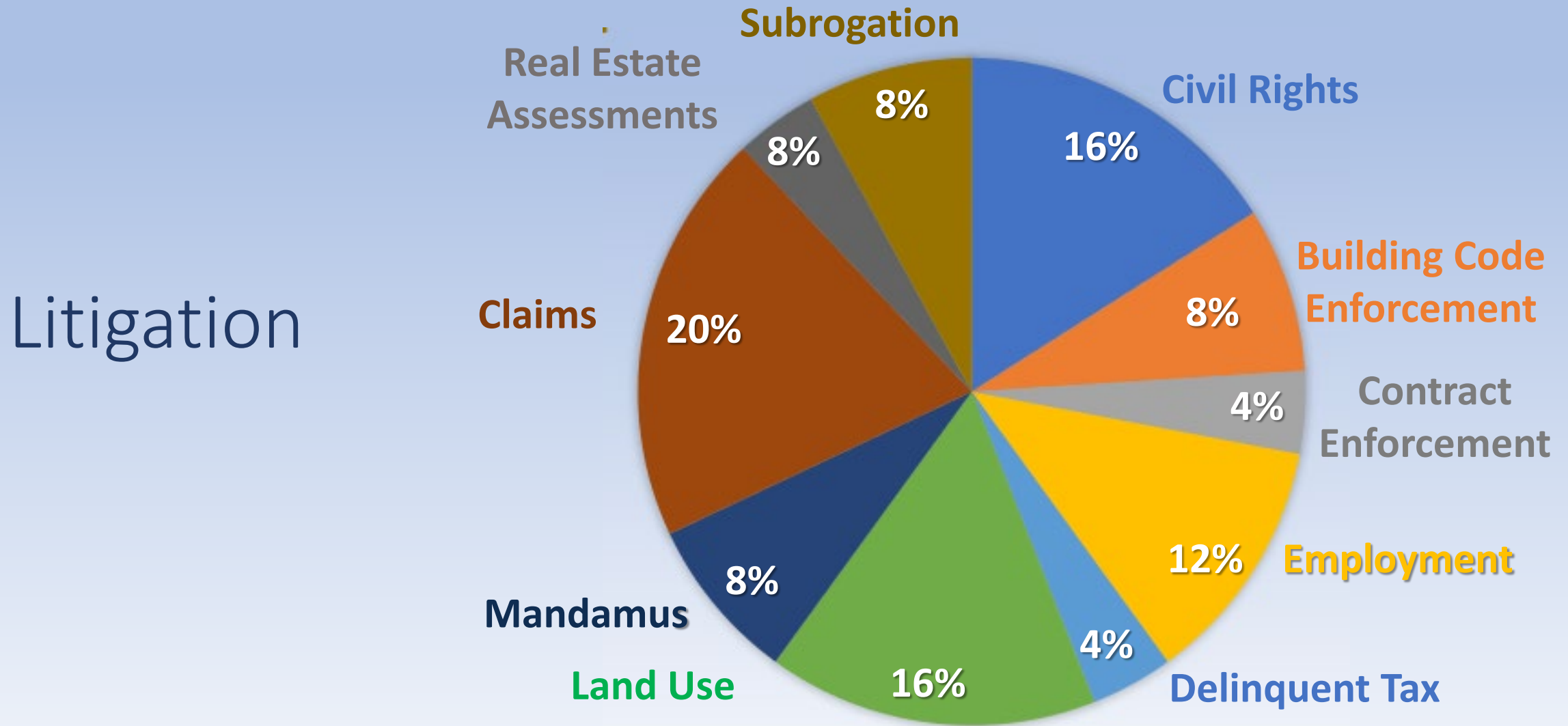
Note: attorney department assignments are listed on the back

City Attorney Roles & Responsibilities

What we do...



City Attorney Roles & Responsibilities



City Attorney Roles & Responsibilities



Legal Counsel

- Provide Legal Support to the City Council, City Manager, Boards and Commissions and all City Departments
- Every Day Legal Advice
- Partner with Departments

Cit Attorney Roles and Responsibilities

Client Agencies Include:

- Animal Control
- DCHS / CSB / APS / DV & Sexual Assault
- Fire, Police, DECC, Police Review Board
- RPCA
- Finance / OMB / Risk Management
- HR
- Housing
- Planning & Zoning
- TES / Real Estate Transactions / DPI
- Historic Alexandria
- General Services
- ITS
- Boards and Commissions / City Clerk
- Parking Adjudication
- *Library / Health Dept (state agencies, limited representation)*

City Attorney Roles & Responsibilities

Special Projects

- Process Freedom of Information Act Requests
- Serve as the Parking Adjudicator for parking ticket disputes
- Coordinate a mediation program for City Staff

CAMP: City of Alexandria's Mediation Program *Your "Win-Win" Solution*



Mediation is a voluntary, confidential, collaborative problem-solving process used as an alternative for resolving conflicts in the workplace, involving coworkers, workgroups, employees, supervisors, managers, leaders, residents, or businesses.

- NO COST
- CONFIDENTIAL
- INFORMAL
- EMPOWERING

Mediation is used for:

- Communication breakdowns
- Personality differences
- Work performance and job responsibilities
- Management conflicts
- Inappropriate comments or actions
- Dissatisfaction with services provided or lack of services

For more information visit AlexNet. To request Mediation Assistance, email MediationProgram@alexandriava.gov or call 703.746.3754.