

# Alexandria City Attorney's Office (updated 12/6/19)

## **City Services and Management group**

Provides legal guidance to departments that provide community services and support the operation of the government.

Animal Control  
Community and Human Resources  
Courts  
Finance  
Emergency Communications  
Fire  
Health  
Human Resources  
Information Technology Services  
Library  
Management and Budget  
Office of Human Rights  
Parking Adjudication  
Police  
Sheriff

### **Jill Schaub, Deputy City Attorney**

Jill is the lead attorney representing the Department of Community and Human Resources including the CAC and Court Best Practices and she represents the Office of Management and Budget.

### **George McAndrews, Senior Assistant City Attorney**

George represents the Department of Community and Human Resources Child Welfare Division and Adult Services Division; Courts; Emergency Communications; Police; and Sheriff. George also serves as the office litigation advisor.

### **Steven DiBeneditto, Assistant City Attorney**

Steve represents the Department of Human Resources; Fire Department, Library, Health Department and General Assembly/City Code Special Projects.

### **Sarah McElveen, Assistant City Attorney**

Sarah is the lead attorney representing the Department of Finance including risk management, procurement, and tax division.

### **Meghan Roberts, Assistant City Attorney**

Meghan is the lead attorney representing the Department of Human Resources, and she represents the Department of Community and Human Services Child Welfare Division and the Office on Women.

### **Vacant, Assistant City Attorney**

The open position in the office will serve as the parking adjudicator and will represent Animal Control.

## Land Use and Legislative group

Provides legal services to the departments in the city that handle land use and infrastructure matters as well as legislative and state code compliance matters.

City Clerk/Boards and Commissions  
Code Administration  
FOIA  
General Assembly/City Code Special Projects  
General Services  
Historic Alexandria  
Housing  
Planning and Zoning  
Project Implementation  
Recreation, Parks, and Cultural Activities  
Transportation and Environmental Services

### **Christina Zechman Brown, Deputy City Attorney**

Christina is the lead attorney representing the Department of Planning and Zoning and she represents the Office on Housing.

### **Karen Snow, Senior Assistant City Attorney**

Karen represents the Department of Finance Real Estate Assessments Division and Pensions Division, Transportation and Environmental Services Right of Way Division, the Department of Recreation, Parks, and Cultural Activities and the Department of Information and Technology. Karen also serves as the office law clerk advisor.

### **Adrienne Fine, Assistant City Attorney**

Adrienne is the lead attorney representing the Department of Transportation and Environmental Services and she represents the Department of Project Implementation.

### **David Lanier Assistant City Attorney**

David serves as the City's FOIA administrator, and he represents the Department of General Services, the Office of Historic Alexandria and the City Clerk/Boards and Commissions including state law compliance matters (public records retention, conflicts of interest act).

### **Travis MacRae, Assistant City Attorney**

Travis is the litigation attorney for Planning and Zoning and for Transportation and Environmental Services, represents the Department of Code Administration and represents Transportation and Environmental Services Taxi regulation division.

## Administrative Services group

### **James Hatley, Administrative Operations Manager**

James serves as the office manager and coordinates all budget, personnel and office operations for the office.

### **Harold Washington, Law Clerk**

Harold provides support for the office's special projects including FOIA and Parking Adjudication

### **Saul Comacho Ojeda**

Saul provides support to the Land Use and Legislative group

### **Renata Narciso, Legal Secretary**

Renata provides support to the City Services and Management group.