

Chapter 3-13

LEGAL DEPARTMENT

Sections:

- 3-13-01 DIRECTOR OF LEGAL DEPARTMENT**
- 3-13-02 DUTIES**

Section 3-13-01 DIRECTOR OF LEGAL DEPARTMENT

There is hereby created a City Legal Department consisting of the City Attorney, who shall be the Director of such Department, and such Chief Deputies and Deputy City Attorneys as may be required. The City Attorney shall be appointed by the Mayor by and with the advice and consent of the Council.

(Ord-6-15, Amended, 03/10/2015; 6737, Amended and Renumbered, 08/25/2009; 5851, Amended, 06/23/1998; 3146, Enacted, 02/22/1971)

Section 3-13-02 DUTIES

The City Attorney shall be the legal advisor of the Council and shall have, in addition to those necessarily or fairly implied in or incidental to or essential to, the powers and duties hereinafter expressly authorized and specified:

- A. Advise the Council, when required or requested to do so, in all matters arising in the conduct of the business entrusted to the care of the Council.
- B. Prepare or revise ordinances and resolution when so requested by the Council.
- C. Give his or her opinion upon any legal matter or question submitted to him by the Council, Mayor and other officers and employees of the City.
- D. Attend all Council meetings in their entirety for the purpose of giving the Council any legal advice requested by its members.
- E. Upon request of the Mayor, Council, or other officers and employees of the City, review for legal sufficiency all contracts and instruments to which the City is a party.
- F. Prosecute, defend, or oversee the representation of the City in all actions, applications or motions, civil or criminal.
- G. Prepare all charges and complaints against and appear in the appropriate court in the prosecution of every person charged with violation of any statute, ordinance or any regulation adopted under authority of law.
- H. Retain independent counsel and oversee all legal services auxiliary to Council action in connection with (1) the appropriating of property for public use, (2) all proceedings creating a bonded indebtedness and (3) the proceedings for levying of special assessments.

I. Administer such programs authorized by the Mayor and Council and perform such legal duties requested by the Mayor or Council.
(6737, Amended and Renumbered, 08/25/2009; 5851, Amended, 06/23/1998; 3146, Enacted, 02/22/1997)