Council Staff Linkage: City Attorney

Scope: Council Directed

Policy Contact
Chair, Personnel and Public Employees (P&PE) Committee
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Policy Number: 012
Date of Adoption: July 23, 2024
Resolution No.: 2024-0236
Monitoring Method: City Attorney Report
Frequency: Annually, based on appointment date

A. The City Attorney provides legal counsel to the council, city manager, and all departments, offices, boards, and commissions of the city. The city attorney represents the city in litigation and prosecutes city code violations.

B. The City Attorney reports directly to the City Council. The City Council is responsible for hiring, evaluating, and terminating the City Attorney.

C. The City Attorney shall not cause or allow any practice, activity, decision, or organizational circumstance that is illegal, unethical, imprudent, or in violation of commonly accepted business and professional ethics.

D. The City Attorney shall provide applicable monitoring reports to the City Manager for consolidation into a comprehensive citywide report.

E. The City Attorney shall treat the council as a whole and be responsive to individual council members except where substantial resources are required to fulfill a request.

F. With respect to the council, the city manager, and those reporting directly to the council, the city attorney shall:

    1. Give his or her advice and legal opinion whenever necessary or deemed required.
    2. Inform the council and city manager of potential or future material legal issues impacting the city.
    3. Provide counsel to the council as well as to individual council members regarding conflicts of interest and ethical matters.
    4. Assist the council in complying with applicable statutes and laws.
    5. Inform the council of developments that have the potential of exposing the city to legal or reputational risk.

G. The city attorney shall not provide legal counsel to any council member or employee except in their official city capacity.