

## CHAPTER 15

### LEGAL DEPARTMENT

1. **ESTABLISHED.** There is hereby created and established the Legal Department which shall be so organized and administered as the City Manager shall from time to time direct, and which shall consist of the Corporation Counsel, as director thereof, and such other officers and employees as the Council may from time to time authorize.

2. **CORPORATION COUNSEL.** There is hereby created the office of Corporation Counsel, the occupant whereof, and the members of said department, shall be appointed, and may be removed, by the City Manager at will.

3. **RULES.** The Corporation Counsel may make reasonable rules, regulations and directives not in conflict with law or ordinance to govern and administer the activities and carry out the duties and responsibilities of said department, subject to the direction and control of the City Manager, and shall be the general attorney, advocate and counselor for the City.

4. **AUTHORITY AND RESPONSIBILITY.** The Legal Department shall have the following duties, responsibilities and authority:

(a) To prosecute, defend, compromise or settle all claims or actions of any nature by or against the City, or in which it shall be a party in interest, and to enter appearance on behalf of the City in any court with regard thereto;

(b) To enforce, collect, compromise or settle all judgments, orders or decrees entered in favor of the City;

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(c) To from time to time retain attorneys other than members of the department when it is deemed by it necessary or desirable so to do;

(d) To generally advise the Council, the City Manager, City officers and employees on matters pertaining to City affairs;

(e) To prepare or approve all contracts, leases, land acquisition or disposal matters or other legal documents on behalf of the City, including special assessments;

(f) To prosecute ordinance violations;

(g) To perform such other functions and duties as may be assigned from time to time by the City Manager; and,

(h) A default in the payment of a fine or any installment of a fine may be collected by any and all means authorized for the collection of monetary judgments. The Corporation Counsel may retain attorneys and qualified private collection enterprises for the purpose of collecting any default in payment of any fine or installment of that fine. Any fees or costs incurred by the city or another governmental entity through an intergovernmental agreement in any such collection by attorneys and qualified private collection enterprises retained by the Corporation Counsel or by another governmental entity through an intergovernmental agreement for those purposes shall be charged to the offender. (AMENDED, Ordinance No. 2009-09, March 2, 2009)