

CITY OF AVOCA

TITLE II: OFFICERS AND ADMINISTRATION **CHAPTER 6: CITY ATTORNEY**

6.01 APPOINTMENT AND COMPENSATION. The City Attorney shall be appointed by majority vote of the Council and receive such compensation as shall be established by resolution.

6.02 ATTORNEY FOR CITY. The City Attorney shall act as attorney for the City in all matters affecting the City's interest and appear on behalf of the City before any court, tribunal, commission or board. The City Attorney may obtain assistance other qualified legal counsel, subject to approval by the Council.

6.03 POWER OF ATTORNEY. The City Attorney shall sign the name of the City to all appeal bonds and to all other bonds or papers of any kind that may be essential to the prosecution of any cause in court, and when so signed the City shall be bound upon the same.

6.04 REVIEW AND COMMENT. The City Attorney shall, upon request, make a written report to the Mayor, Council, City Manager or boards and commissions, giving an opinion on all contracts, documents, resolutions, ordinances or any other matter submitted to the City Attorney.

6.05 PROVIDE LEGAL OPINION. The City Attorney shall render an opinion on all questions of law relating to City matters when requested to do so by the Mayor, Council, City Manager or boards and commissions.

6.06 ATTENDANCE AT MEETINGS. The City Attorney shall attend meetings of the City Council at which he/she is requested to be present. The City Attorney shall also attend those meetings of City boards and commissions at which he/she is requested to be present.

6.07 PREPARE DOCUMENTS. The City Attorney shall prepare those contracts, forms and other legal documents and writings which may be required for the use of the City. The City Attorney shall examine and render an opinion upon the legality and form of and recommended alterations for any legal document which binds or obligates the City prior to the time that such documents become binding or obligatory upon the City.