

161.1 SUBJECT: CITY ATTORNEY - ORGANIZATION AND POLICY

1. OBJECTIVE:
Provide legal services to the City.
2. AUTHORITY:
This procedure amended by City Council January 28, 2013, Item A-3.
3. DIRECTION:
City Attorney, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.
4. FUNCTIONS:
 - A. The City Attorney's Office is established to provide the City with legal services; it shall:
 1. Serve as advisor and counsel in legal proceedings in which the City is involved; and
 2. Assume other duties or responsibilities assigned by the Mayor, the City Council, and/or requested by the Chief Administrative Officer.
 - B. The City Attorney and all Assistant City Attorneys are employed by the City to represent the City in any cause, claim, litigation or matter and to provide legal counsel and advice as needed. Full time Assistant City Attorneys are prohibited from engaging in the private practice of law and all attorneys are prohibited from utilizing resources belonging to the City for any purpose other than to further the work of the City Attorney's Office.
 - C. The City Attorney and Assistant City Attorneys represent the City of Orlando as a corporate entity. All attendant privileges are held by the City and can only be waived by the City Council. Communications between the City's attorneys and individual officers and employees of the City are confidential only when otherwise provided by law.
 - D. The City Attorney is authorized to retain outside counsel to represent and advise the City or its officers and employees as needed and may authorize payment for such services up to the amount that may be set by City Council from time to time in the budget or by other authorization. The City Attorney is further responsible for evaluating any potentially conflicting representation by any outside counsel engaged to represent the City or its officers and employees and may authorize such representation to the the extent that the interests of the City are protected.
5. FORMS:

None.

6. COMMITTEE RESPONSIBILITIES:

City Operations Committee; Consultants' Qualifications Board; Records Retention Committee; Pension Advisory Committee; and Long Term Disability Committee.

7. REFERENCE:

City Charter Chapter 2, Section 4-2; City Code Sections 2.12 to 2.18; 2.190. Procedure adopted by City Council August 11, 1969, Item 37; reviewed and found current April 21, 1975, Item 32; amended July 11, 1977, Item 12; amended February 19, 1979, Item 16; amended June 21, 1993, Item 2-P; amended January 28, 2013, Item A-3.

8. EFFECTIVE DATE:

This procedure effective January 28, 2013, Item A-3.