

**CITY OF DOTHAN, ALABAMA**

**CITY COMMISSION POLICY – NO. 12**

**CITY ATTORNEY**

**I. PURPOSE**

To establish the duties and responsibilities of the City Attorney to effectively provide for legal services to the City.

**II. POLICY**

- A. The City Attorney shall be a staff function to the Office of the City Manager and provide all legal services for the City directly or through retained services as may be authorized by the City Manager or City Commission.
- B. All prosecution brought in the name of the City of Dothan shall be under the direction of the City Attorney.
- C. The City Attorney's services are limited to legal advice and assistance, decision making is the responsibility of the Department Head.
- D. Departmental contact with the City Attorney for services shall be restricted to Department Heads except when waived by the City Attorney. The City Attorney may direct that legal requests be placed in writing to his office briefly stating the issue and relevant facts; the response will be in writing.
- E. The City Attorney shall maintain a log on contacts for legal services.
- F. The City Attorney will solicit all Attorney General's opinions requested by the City Commission.
- G. The City Attorney will provide full support to members of the legislative delegation on matters dealing with law affecting the City of Dothan.
- H. In addition to the foregoing, the City Attorney shall:
  - 1. Assist in the preparation of ordinances, resolutions state legislation, agreements and contracts.

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2. Review contracts and other legal documents submitted to the City for execution.
3. Make recommendations on improvement to the City Code of Ordinances.
4. Prepare interpretations of City State and Federal law as necessary.
5. Review damage claims and lawsuits against the City and make recommendations on ways to reduce our liability exposure.
6. Monitor and make recommendations for action on proposed legislation which would affect the City.
7. Prepare updates to City officials on new laws and court decisions which will affect City operations.
8. Defend the City, City officials and employees against lawsuits as a result of their legal actions while acting in the scope of their employment.
9. Prepare easements and condemnations, and obtain or prepare title opinion.
10. Represent Department Heads on appeals to the Personnel Board.
11. Assist in the collection of City accounts receivable.
12. Prepare reports and perform such other duties as are required or necessary.

**III. RESERVATION OF AUTHORITY**

The City Commission reserves the authority to amend, modify or change this policy.

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V APPROVAL AND EFFECTIVE DATE

This policy is adopted and approved in Regular Session of the City Commission on this 26<sup>th</sup> day of August, 2003.

RECOMMENDED BY:

Dennis L. Rubin  
CITY MANAGER

APPROVED BY:

Charles Samell  
MAYOR

James D. Hoagy  
COMMISSIONER

[Signature]  
COMMISSIONER

Don Clements  
COMMISSIONER

[Signature]  
COMMISSIONER

ATTEST BY:

Pam McCoy  
CITY CLERK

[Signature]  
COMMISSIONER

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COMMISSIONER