

Staff Report

City Attorney

In accordance with section 3,078.070 B of the City Code the job description for City Attorney has been submitted for the approval of the City Council. The job description has recently been reviewed and edited to more accurately reflect the job duties of the position and incorporate the responsibilities of the position as well as the requirements for the incumbent as specified in the Charter under Article V. Section 4 as well as the provisions of Title 2 Section 2.12.040 of the City Code. The specific language of those references are provided below:
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CITY CHARTER

- **Article V. Mayor**
- **Sec. 4. - City attorney.**

The office of the mayor shall include the general counsel for the city who shall be known as the city attorney. The city attorney shall be appointed on the basis of his/her knowledge of municipal law and administration, shall be a member in good standing of the Bar of Maryland, shall have been actively engaged in the practice of law in the state of Maryland for at least five (5) years, and shall not maintain a private practice except to the extent authorized by the city council.

CITY CODE

Title 2. ADMINISTRATION

Chapter 2.12 Mayor

- **2.12.040 - City Attorney.**

A. The City Attorney shall be appointed by the Mayor and confirmed by the council and shall meet the qualifications set forth in the Charter.

B. The City Attorney shall have the following powers and duties:

1. To perform legal services for the City;
2. To perform advisory, documentary and drafting services for the City;
3. To issue opinions upon questions affecting the interest of the City;

4. To review and approve as to form and legal sufficiency each instrument to be executed on behalf of the City;
5. To prepare and approve the title papers whenever the City purchases any real estate and no contract shall be made or money paid on account of the purchase of real property until the City Attorney certifies to the title of the property and legal sufficiency of the deeds or other instruments intended to convey the property to the City;
6. To assist the Mayor, Aldermen and City Clerk in the preparation of legislation.

Prepared by Paul Rensted, Director, Department of Human Resources, City of Annapolis.