## Sec. 3.02. - Powers and duties.

The city attorney shall represent the city in all causes in which city is interested and shall have full and complete charge of the legal business of the city. The city attorney shall be the legal advisor to the mayor, to the council and to all departments and agencies of the city except as may be otherwise provided by the Charter. The city attorney shall prosecute and defend actions and proceedings by and against the city and every department and agency thereof. In the furtherance of these general powers, the city attorney shall:

**(1)** Advise the mayor, the council and the heads of all departments and agencies on all matters relating to their official powers, duties and functions.

**(2)** Attend in person or by designee all council meetings and, at the request of the presiding officer, attend committee meetings of the council.

**(3)** Be responsible for the preparation of all ordinances and resolutions as requested by the mayor or the council. The city attorney shall advise the council as to the form and sufficiency of all ordinances prior to their adoption, and no ordinance shall be introduced until it shall either have been approved as to form by the city attorney or until the city attorney has filed with the city clerk a statement of reasons why the ordinance is insufficient.

**(4)** Review and approve all contracts, deeds, documents and instruments prior to the execution thereof by or on behalf of the city, its departments and agencies.

**(5)** Render legal opinions upon any question of law submitted to the mayor or the council, with respect to their official powers, duties and obligations.

**(6)** Enter into any agreement, compromises or settlement of any claim or litigation in which the city is involved. The city attorney may contract with outside consultants or specialists to assist in the collection of registered bills.

**(7)** Conduct and prosecute appeals from orders, decisions or judgments affecting any interest of the city as the city attorney may, in the exercise of discretion, determine to be necessary or desirable.

**(8)** Conduct prosecutions for crimes and offenses occurring in the City of Saint Paul and within the jurisdiction of the Ramsey County Municipal Court and appeals therefrom, including violations of city ordinances, complaints of any department under law and violations of rules and regulations duly promulgated and adopted by city departments and agencies.

**(9)** Prepare and approve all workers' compensation payrolls and investigate all cases in which workers' compensation is involved and be responsible for the filing of all documents and papers required by the Workers' Compensation Act of the State of Minnesota.

**(10)** Maintain appropriate records of all actions, suits, proceedings and matters which relate to the interests of the city, its departments or agencies and report thereon from time to time as required by the mayor and council.

**(11)** **Advise** the city clerk on all matters relating to the codification, publication and distribution of the legislative and administrative codes of the city as provided in Section 4.02 of the Administrative Code.

**(12)** Be responsible for representing the city in all causes, hearings, trials, and administrative or judicial review concerning rates, franchises, valuations, utility conducts, or other issues involving the city and the public utilities which affect it or are under its control, including, but not limited to, telephone, telegraph, radio, television, cable television, lighting, heating, water, sewer and transportation. In so doing, the city attorney may retain a rate expert or experts to ensure proper review, analysis, study and recommendations on all utility matters, which expert shall prepare for submission to the mayor and the council, upon request, such reports and recommendations as may assist them in resolving rate determinations and other utility matters.

**(13)** Have such other and different powers and duties as may be provided by charter or law.

*(Ord. No. 17913, § 1, 3-12-92; C.F. No. 93-1095, § 1, 8-17-93; C.F. No. 00-601, § 2, 7-12-00)*