

## Council Solicitor Duties and Responsibilities:

Attend Regularly Scheduled Council Meetings: 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of every month, except the first week of July – to provide procedural or legal advice as needed.

Attends meetings when legal assistance might be needed – Public Hearings or executive sessions, which typically occur before a council meeting.

Respond to properly submitted Legal Service Request – needs three sponsors and the concurrence of the Council President.

Review legislation with the Council President and City Clerk prior to a council meeting – typically ½ meeting on Teams scheduled at everyone’s convenience.

Give advice to Council on legal matters when requested in conformance with LSR rules – noting the position is a solicitor for council (not individual members).

Consult with the City Solicitor if requested by the Council President or a majority of Council members.

### **SECTION 701 Qualifications and responsibilities.**

[Amended 5-18-2021 (1-6-2021 by Ord. No. 15667)]

- A. The Mayor shall appoint a City Solicitor who shall be a member of the bar of the Supreme Court of Pennsylvania and experienced in municipal law. The City Solicitor, as the Head of the Legal Department, shall serve as chief legal advisor to the Mayor and all City departments and agencies, represent the City in all legal proceedings to which the City is a party, and shall perform such other duties prescribed by law, by this Charter and by the City Administrative Code.
- B. The Mayor shall have the power, if needed, to engage other temporary Solicitors to represent the City as the need may be. Such appointments shall be temporary and shall be for the purpose of representing the City in specific legal matters.
- C. City Council may appoint legal counsel to serve as City Council Solicitor to provide City Council with legal advice.
- D. The City Solicitor shall direct and control the legal matters of the City.