



Administrative Regulations

Number AR2-1
Issue 2

Subject: Request for Legal Opinions.

I. PURPOSE:

To establish a uniform procedure whereby the City Manager be apprised of all legal opinions requested from the City Attorney.

II. SCOPE:

The provisions of this Administrative Regulation shall apply to all departments under the administrative control of the City Manager.

III. PROCEDURE:

Requests for legal opinions shall be prepared in duplicate, addressed to the City Attorney, and forwarded to the City Manager for review. Subsequent to review by the City Manager, requests for legal opinions will be forwarded to the City Attorney.

The Opinion prepared by the City Attorney will be transmitted directly to requesting department with a copy to the City Manager.