

Subject: Requests for Legal Opinions	Number: 4-3
	Date Issued: December 1, 1998 Date Revised:
Responsible Department: City Attorney	Approved:

Purpose

To establish a procedure for coordinating requests for legal opinions from the City Attorney's Office.

Procedures

All requests for legal opinions are to be routed through the Chief Administrative Officer, to be signed off prior to forwarding to the City Attorney, in order to ensure administrative coordination from a central vantage point and avoid unintended conflicts or duplication of demands for services of the City Attorney.