



A Century of Progress with Pride

The Legal Department is managed by the City Attorney, who is an Illinois Licensed Attorney that has been appointed by the Mayor and charged with the coordination of the law business of the City, including all litigation and actions filed on behalf of or against the City. The Legal Department also supervises the drafting of all ordinances, resolutions, deeds, leases, contracts, and other documents required by the City, or when requested to do so by the Mayor or Council. The City Attorney is authorized by Ordinance to render opinions as required by the Mayor and Council, perform such other duties as may be assigned by the Mayor or the Council and supervise the duties of the City's appointed prosecutors, litigation and corporate council. To summarize, the City Attorney provides the following:

- Acts as legal counsel and parliamentarian at meetings of the City Council.
- Drafts or reviews local ordinances and resolutions.
- Researches and writes legal opinions and memoranda for the Mayor and City Council.
- Monitors all civil claims, litigation matters, regulatory actions and legal expenditures.
- Oversees the prosecution of ordinance violations and the administration of the City's adjudication program.
- Negotiates, drafts, and/or reviews City contracts, leases and indemnification agreements.
- Reviews and monitors real estate activity, including issuance of transfer stamps, tax exemption filings, property tax appeals, and the sale, lease or purchase of public property.
- Insures compliance with federal and state regulations.
- Provides assistance to other departments as requested.
- Coordinates the review of Freedom of Information requests with the Clerk's office.
- Reviews and recommends changes to departmental policies and procedures.
- Reviews all real estate foreclosure transfer fees and lien collection.
- Is currently the attorney for both the Police and Fire Commission along with the Ethics Commission.
- Regulates and coordinates all traffic and parking signs and meters and ordinances along with the traffic engineer.