

(b) *The city attorney shall have charge of the preparation and trial of all suits, actions, and proceedings of every kind to which the city shall be a party in any court, state or federal, or before any trial magistrate when requested by the mayor, and of all actions brought to enforce the ordinances of the board of aldermen or to punish violations thereof.*

(c) *Upon the request of the board of aldermen, any member thereof, the mayor, or any officer of the city, the city attorney shall give written advice on all questions of law which may be referred to him.*

(d) *He shall prepare ordinances for introduction into the board of aldermen.*

(e) *He shall serve as the legal adviser to the Board of Supervisors of Elections.*

(f) *He shall prepare, examine, and approve as to form all the contracts, specifications, deeds, and other legal papers of the city.*

(g) *He shall perform such other duties as this charter, the mayor, or the board of aldermen may require.*

(H) THE MAYOR AND ALDERMEN SHALL HAVE THE AUTHORITY TO APPOINT SPECIAL COUNSEL TO ASSIST THE CITY ATTORNEY WHENEVER DEEMED DESIRABLE.

## ARTICLE IX

### PERSONNEL ADMINISTRATION

#### MERIT BASIS OF APPOINTMENT

125. *Appointments and promotions in the administrative service of the City of Frederick shall be made according to merit and fitness. When deemed advisable by the mayor and the board of aldermen, a formal personnel administration system may be established. At that time Sections 126 through 136 of this charter shall become effective.*

#### PERSONNEL OFFICER

126. *To carry out the purpose stated in Section 125 there shall be a personnel officer. The personnel officer shall be appointed by the mayor with the advice and consent of the board of aldermen and shall serve at the pleasure of the mayor. He shall have had training and*