

THE CUSTODIAN OF THE RECORDS OF THE CITY; AND SHALL PERFORM SUCH OTHER DUTIES AS THE COUNCIL MAY BY ORDINANCE PRESCRIBE OR THE CITY MANAGER MAY DIRECT.

*G. (Qualifications and Duties of Corporation Counsel.) The Corporation Counsel shall be appointed by the Council and shall serve at its pleasure. His compensation shall be fixed by the Council. He shall be an attorney at law who shall have been admitted to practice before the Maryland Bar, but need not be a resident of Takoma Park. He shall be the chief legal adviser and attorney for the City and all officers thereof in matters relating to their official powers and duties. It shall be his duty to perform all services incident to his office; to attend all meetings of the Council, except when excused by the Mayor from so attending; to give advice in writing, when so requested, to the Council or the City Manager; to prosecute or defend, as the case may be, all suits or actions to which the City may be a party; to prosecute all offenses against the ordinances of the City and such offenses against the laws of the State or County as may be required of him by law or by direction of the City Council; to prepare all contracts, bonds and other written instruments in which the City is concerned, and to endorse on each his approval of the form and correctness thereof; and to perform such other duties of a legal nature as the Council may by ordinance require.*

*H. (Powers and Duties of Head of Finance Department.) The head of the Finance Department shall be responsible to the City Manager for the administration of the financial affairs of the City, and to that end he is authorized and directed:*

*1. To prepare the budget under the direction of the City Manager, as hereinafter outlined, and to assist the City Manager in the administration of the budget after its approval by the Council.*

*2. To maintain accounting control over the finances of the City government in accordance with law, and perform such other duties pertaining to the financial records of the City government as the Council may by ordinance prescribe or the City Manager may direct.*

*3. To collect, receive, have custody of, and disburse all taxes, assessments, licenses, fees and other moneys accruing to or belonging to the City, subject to the provisions of this charter and ordinances enacted hereunder; to have custody of all invested funds of the City or in possession of the City in a fiduciary capacity, and to keep a record of such investments, and to*