



City of Fort Bragg

Administrative Regulation No. L-1

LEGAL SERVICES ACCESS PROCEDURES

I. OBJECTIVE

The objective of this Administrative Regulation is to define the working relationship between the City Attorney and other staff members in order to aid Department Managers and other employees in understanding the role of the City Attorney in the organization, improve interdepartmental coordination, avoid conflicts between administrative, policy, and legal roles, aid the City Attorney in the scheduling of his/her time, and aid in containing City Attorney costs.

The City Attorney is appointed by the City Council and services are provided under contract. The primary role of the City Attorney is to provide legal advice to the City Council. The City Attorney also works with other members of the City staff in the development of ordinances, resolutions and contracts, and provides legal advice to staff members as needed.

II. PROCEDURES

1. Only the Department Manager, or his/her designee, shall consult with the City Attorney on matters of official business.
2. Any staff member receiving threat of litigation shall immediately relay that to the City Manager.
3. Any meeting between staff and public represented by legal counsel shall first notify the City Manager.
4. The City Attorney is available for consultation concerning legal questions, and should not be placed in the position of making administrative or policy decisions for the Department Manager.
5. Requests for legal opinion shall be documented using the Attorney Service Request Form when research/analysis is needed that will require more than 1-2 hours of attorney time.
6. The City Attorney shall complete the bottom portion of the Attorney Service Request Form estimating the hours required to complete the work and the expected completion date.
7. Copies of all correspondence between the Department Manager and City Attorney are to be provided to the Administrative Secretary to the City Manager to log in and file in the City Manager's files.
8. Telephone calls to the City Attorney are acceptable; however, if the request will result in a substantial amount of work, an Attorney Service Request Form shall be completed.
9. All contracts, proposed resolutions referencing legal citations or of a legal nature, and proposed ordinances are to be submitted to the City Attorney for his/her review at least two weeks prior to the Council meeting at which they are to be considered. This activity is to be coordinated through the City Clerk.
10. The City Attorney shall approve all contracts as to form.

III. RESPONSIBILITIES

1. It is the responsibility of the City Manager to contain City Attorney costs. All requests for City Attorney services shall be submitted to the City Manager on an Attorney Service Request Form.

IV. DEFINITIONS

1. "Attorney Service Request Form" is a form completed by staff members requesting attorney services. This form shall be completed and submitted to the City Manager for approval prior

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to any City Attorney services being requested. A copy of the form is attached to this Administrative Regulation.

Approved by City Manager	<u>Linda Ruffing</u> (Signature)	<u>2.1.07</u> (Date)
Made a part of the City's Administrative Regulations binder and distributed to all City staff	<u>Feb 2007</u> (Date)	

CITY ATTORNEY SERVICE REQUEST FORM

Confidential Attorney/Client Privileged Document

This form must be completed and submitted to the City Manager for approval prior to any City Attorney services being requested. Please provide as much detail as possible in the description of services requested below and attach any relevant information in order to expedite the City Attorney's review and response.

- Today's Date _____
 - Department _____
 - Requested By _____
 - Subject _____
 - Written Response Required? Yes No
 - Response Needed By (Date) _____
 - Department Head Approval _____
 - City Manager Approval _____

 - Description of Services Requested: (Please be as complete as possible and provide any relevant background information available.)

 - Information Attached:
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This Section for City Attorney Use

- Estimated Hours Required (to be completed prior to start of work) _____
- Expected Completion Date (to be completed prior to start of work) _____
- Actual Hours Required (to be completed at conclusion of work) _____
- Date Work Completed _____
- Comments:

CITY ATTORNEY SERVICE REQUEST FORM

Requester Name: _____

This form must be completed and returned to the City Attorney's Office. It is not to be used for any other purpose. The City Attorney's Office will only accept requests for information that are in the public interest. The City Attorney's Office will not accept requests for information that are for the purpose of litigation or other legal proceedings.

1. Requester Name: _____
2. Requester Address: _____
3. Requester Phone: _____

4. Subject: _____

5. Within Reasonable Efforts? Yes No

6. Response Method: Oral Written

7. Department Head Approval: _____

8. City Manager Approval: _____

9. Description of Request: (Please be as specific as possible and provide relevant background information available.)

Information Attached: _____

This section is for attorney use.

10. Requester Name: _____

11. Requester Address: _____

12. Requester Phone: _____

13. Subject: _____

14. Response Method: Oral Written

15. Department Head Approval: _____