



POLICY AND PROCEDURE

<i>Subject:</i> Attorney Services (Requesting & Billing)	<i>Index:</i> Legal Services <i>Number:</i> 501-1
<i>Effective Date:</i> 11/12/93	<i>Prepared By:</i> Paul Gudgerisson
<i>Supersedes:</i> None	<i>Approved By:</i>

1.0 PURPOSE:

To provide departments and divisions with a consistent procedure for requesting legal services and a timely method for reviewing and approving invoices for contract legal services.

2.0 ORGANIZATIONS AFFECTED:

All City departments and divisions.

3.0 REFERENCES:

A listing of departmental billing categories and account numbers for "Other Legal Services" can be found in the Line Item Budget.

The standard form to be used when requesting legal services is contained in the Wordperfect menu under Utilities, Master Forms (see item 6.1).

4.0 POLICY:

Departments and divisions are responsible for reviewing attorney invoices for accuracy, assigning the appropriate program number and obtaining a departmental authorizing signature.

4.1 Program/account numbers must be given to the City Attorney **BEFORE** beginning telephone conversations.

4.2 Invoices must be reviewed by the department/division and returned to Accounting with an account number and authorized signature within 5 (five) working days from receipt of invoice. If this deadline is not met, Accounting will make the determination as to the most likely responsible program and assign the account codings accordingly.

5.0 **DEFINITIONS:** N/A

6.0 **PROCEDURE FOR REQUESTING LEGAL SERVICES:**

6.1 When requesting legal services, the standard form, "Request for City Attorney Services" must be completed, including the program number, and signed by the department head. The City Attorney cannot proceed without this form completed and signed. This form may be accessed through the WordPerfect menu under Master Forms of the Utilities menu option.

6.2 Whenever possible, departments are encouraged to work with the City Attorney during regularly scheduled office hours. Appointments with the City Attorney must be scheduled through the City Manager's secretary at extension 322. Regular office hours are as follows:

City Attorney: On the day of Council meetings, for a half day (first and third Wednesdays of the month).

Deputy City Attorney: Tuesdays during those weeks immediately preceding Council meetings.

Attorney services provided during regular office hours will be charged against the retainer budget, #001-161-43640 and not to individual departments/divisions.

6.3 When requesting legal services over the telephone, the requesting department must identify the program number contained in attachment #1. If the program number is different from the requesting department, it is the responsibility of the person requesting the services to contact the department to which the services will be billed and receive their concurrence.

6.4 Whenever possible, research and drafts of resolutions, ordinances, etc. should be completed by the requesting department prior to contacting the City Attorney.

7.0 **PROCEDURE FOR BILLING INVOICES:**

7.1 The City Attorney shall submit an itemized invoice to the Accounting division on a monthly basis. Services rendered shall be itemized and categorized by program number and when possible by project number.

7.0 ***PROCEDURE FOR BILLING INVOICES: (continued)***

- 7.2 For each service rendered the City Attorney will provide the name of the person requesting the service and project number if appropriate.
- 7.3 The Accounting Division will provide copies of the invoice to all departments within 3 (three) working days.
- 7.4 Departments/Divisions shall review the invoice and verify that charges correspond to services received. Any discrepancies shall be immediately resolved between the department and the City Attorney's office. Departments/Divisions shall approve all appropriate program numbers to be charged, obtain an authorized signature and return the invoice or send an E-Mail from an authorized person to the Accounting Division within 5 (five) working days.
- 7.5 Once Accounting has been notified of departmental approvals on all invoices, Accounting shall prepare and submit a request for payment voucher in the next regular accounts payable cycle. If notification has not been made within 5 (five) working days, Accounting will make the determination as to the most likely program responsible. In no instance shall payment to the Attorney exceed 3 (three) weeks from the date the invoice was received by the Accounting Division. Any exceptions require prior approval of the OMB Director.



NO. OF PAGES (Including Lead Sheet): X

REQUEST FOR CITY ATTORNEY SERVICES

(To be completed by staff: Attach appropriate background materials)

Project Title: _____

Division: _____ Director: _____

Request Date: _____ Due Date: _____

Acct Number: _____ Approved: _____

Rutan/Tucker
Matter Desc. _____

Issue: issue text, cell will expand with text

Attorney
Notes: _____

