

ADMINISTRATIVE ORDER NUMBER 4-4

SUBJECT: Processing and Use of Standard Legal Documents

Responsible Department: City Attorney

Date Issued: 12-01-1998

Date Revised: 09-26-2019

Approved: *(Signature on File)*

Purpose

1. To establish and set forth uniform procedures for the creation and use of standard documents
2. To clarify and streamline the procedures for the submittal, review and processing of documents to be standardized by the City Attorney's Office.
3. Standard documents include all City contracts, deeds and other legal forms approved by the City Attorney's Office, numbered, and placed in the City Attorney Index of Standard Document (CAISD).

Procedures

1. Request for Services
 - a. All requests for legal services should be made in accord with the attached Request/Authorization for Legal Service form (RLS).
2. Use of Standard Documents
 - a. No Authorization required
 - i. Any contract, agreement, or other document that would require "Approval as to Form" by the City Attorney's Office may, with the approval of the City Attorney's Office and approval of any affected department, be converted to a standard document. Any approved standard document, when utilized as set forth in these procedures, can be submitted to Council without further approval from the City Attorney's Office. To implement this procedure, this instruction sets forth procedures and practices to be followed by all persons in requesting/utilizing standard documents.
 - b. Request for Standardization
 - i. Any document may be submitted to the City Attorney's Office for

review and consideration of the usage of such document as a standard document by submission with an RLS.

The City Attorney's Office will review the request for standardization and, if it recommends approval of the standardization of the proposed document, the document shall be submitted to the City Attorney Contract Standardization Team.

c. Review by the Contract Standardization Team

The Contract Standardization Team shall, with departmental input, review the document, make necessary revisions to bring it into compliance with the City Attorney's adopted form and number, and place the document in the City Attorney Index of Standard Documents.

d. Use of Standard Document

Once a document has been approved, numbered, and placed in the CAISD, it may be used by the applicable City department(s) without further approval of the City Attorney. Reference in staff reports should be made to the utilization of the standard document in lieu of further City Attorney approval as to form, and the document itself shall bear a CAISD number designated by the City Attorney's Office.

e. Required Disclaimer for Standard Document

Each standard document shall be subject to the following requirements:

- i. There have been absolutely no modifications to the standard language, including, but not limited to, no word changes, no grammar changes, no punctuation changes, no addition or deletion of a single word, and no format changes; and
- ii. In lieu of the further approval/signature of the City Attorney, the standard document shall contain a certified statement from the department that no modifications have been made to the standard document. The following format shall be used:

No signature of City Attorney required.
Standard Document [standardized doc #]
has been used without modification, as
certified by the undersigned.

By: _____
[City Certifier Name]
[City Certifier Title]

f. Modification of Standard Documents

Modifications to standard documents may be requested by the department and/or made from time-to-time by the City Attorney's Office to reflect changes in the law, Council policy, or procedures. Once notified of approval of any modification, the department must immediately convert to the revised standard document. The original standard document shall no longer be used, and its CAISD number shall no longer be valid for any purpose. The revised standard document shall receive a new CAISD number.

g. Review by Others

The use of a standard document shall not eliminate or modify in any way the requirements for staff review and consideration, the need for Council approval or execution of such document, nor shall the use of a standard document eliminate or modify in any way the review or approval of another department, division, or the compliance with any law or statute (i.e., Risk Management, CEQA). The sole intent and purpose of a standard document is to bypass the City Attorney draft review and approval/signature process.

FRESNO CITY ATTORNEY'S OFFICE REQUEST FOR LEGAL SERVICE (RLS)

*Project Title (include address/names, etc.):		City Attorney Office Control No.:	
Dept. Contact:		Phone #:	
Pick Up Contact:		Phone #:	
<p>Standard completion time is 10 business days. For submission deadlines for specific Council meeting dates, please refer to the "Reports to Council Process Due Dates" schedule provided by the City Manager's Office.</p>			
<p>Report to City Council submitted for review? Yes <input type="checkbox"/> No <input type="checkbox"/> City Manager requires CAO to approve all Reports to City Council prior to uploading into Granicus.</p>			
<p>Contract Counsel Requested? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes," our office will contact you to discuss.</p>			
<p>Description of Legal Service Being Requested:</p> 			
<p>Complete Sections Below:</p>			
Fund #:		Project ID:	
		Activity	PC BU: _____
Org #:		ID:	Res _____
		C.O.:	Type: _____
<p>Capital Improvement Project (CIP): Yes <input type="checkbox"/> No <input type="checkbox"/> (Response Required)</p>			
<p>Time Keeping Required for Billing or Reimbursement: Yes <input type="checkbox"/> No <input type="checkbox"/> (Response Required)</p>			
<p>The above numbers will be used to bill for costs incurred as a result of this request for legal service.</p>			
<p>At the request of the City Manager, no legal service can be provided unless this form is completed. If resubmitting documents, please attach a copy of this form and previous drafts.</p> <p>Estimates from the City Attorney available on request to cover all legal services and costs. When fee expenditures reach a certain level, a revised estimate for the completion of the project can be provided.</p>			
<p>I am authorized to request these services from the City Attorney and to identify the appropriate funding source and CIP designation, as appropriate, in the Sections above. There are now and will be for the duration of this project, sufficient funds in the accounts designated above to pay for the legal services requested.</p>			
<p>_____</p> <p>Title</p>		<p>_____</p> <p>Authorized Department Signature</p>	
<p>_____</p> <p>Title</p>		<p>_____</p> <p>Authorized Department Signature</p>	
		<p>_____</p> <p>Date</p>	
		<p>_____</p> <p>Resubmitted Date</p>	

*When calling for project status, please reference the Project Title language used on RLS.