



CITY OF DUBLIN

**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 1.9
TO: All Department/Division Heads, Assistants & Law Director
FROM: Terry Foegler, City Manager
SUBJECT: Requests for Non-Routine Legal Services from Law Director's Office
DATE: May 20, 2009
Supersedes and Replaces Administrative Order 1.9 dated 11/1/1993 Regarding Same Subject.

I. PURPOSE & INTENT

The purpose of this Administrative Order is to outline the process for requesting non-routine legal services from the Law Director's office. The intent of this Administrative Order is to formalize requests for legal services from the Law Director's office which are **not** included within the scope of services identified as "Routine Services" within the City's contract for legal services; to implement an approval and tracking mechanism to establish accountability for the timely and cost effective completion of these assignments by the Law Director's office; and to assist the Office of the City Manager in its oversight of contractual legal services.

II. PROCESS & PROCEDURE

The attached "Request for Non-Routine Legal Services" form has been developed to suit the needs of the City and the Law Director's office and will be used in all cases where non-routine services are requested from the Law Director's office.

When regular, normal business operations require that legal services be performed by the Law Director's office, the applicable Department/Division will first determine (in consultation with the City Attorney) if the services are "Routine Services", as described in the current Agreement Between the City of Dublin and Stephen J. Smith/Schottenstein, Zox & Dunn for Services as Law Director (attached). If the requested legal service is determined to be "Routine", they are included as part of the base monthly payment to the law firm, and therefore no request for legal services form will be required. If, however, it is determined that services are non-routine and therefore subject to additional compensation for the performance of those legal services, the particular Department/Division will complete the "Request for Non-Routine Legal Services" form and forward it to the Office of the City Manager for review and approval. The

Department/Division will include the nature of the requested services, any pertinent background information on the issue, and the time frame required for performance of the services.

If the City Manager (or his designee) disapproves the request for non-routine legal services, he will indicate this on the request form and will return the form to the Department/Division which initiated the request. If the City Manager (or his designee) approves the request for non-routine legal services, the request form will be assigned a tracking number and then forwarded to the Law Director's office for proper consideration, with a copy going to the requesting Department/Division.

Upon receipt of the request form by the Law Director's office, the Law Director will assign the matter as appropriate for proper action & disposition. The tracking number will be used in conjunction with all activities billed to the City by the Law Director for these services. The Law Director shall keep the City Manager and the appropriate Division/Department head informed of the status of the performance of these services.

When non-routine legal advice is needed in emergency or crisis situations, which requires immediate, top priority commitment from the Law Director's office, the Office of the City Manager must first be consulted by the appropriate Department/Division Head. The City Manager will then advise the Department/Division Head and the Law Director's office how to proceed. Immediately following this discussion, the Department/Division Head will complete the "Request for Non-Routine Legal Services" form and forward it to the Office of the City Manager for proper action and disposition.

III. EFFECTIVE DATE

The Administrative Order will be effective immediately upon distribution.

Attachment



CITY OF DUBLIN
REQUEST FOR NON-ROUTINE LEGAL SERVICES

Manager Requesting Service _____ Date _____

Summary and background of Requested Services

Deadline by which non-routine services must be completed by, or other important timing considerations.

Approved **Office of the City Manager** **Disapproved**

City Manager Signature _____

Date forwarded to Law Director's Office _____

Law Director's Cost Estimate \$ _____

L.S. Tracking # _____