## **CITY ATTORNEY OFFICE - LEGAL REVIEW CHECKLIST**

Name of Agreement: Department:

Contact person:

City Manager approval

City Commission approval Agenda item #: Agenda meeting date: Resolution #:

Agreement Action:	New	Renewal*	Amendment*	*Renewal: Only change is the agreement term *Amendment: For changes other than/in
				addition to term

Does the Contractor require the City to sign first?:

For City Attorney Use only:	
Agreement Terms:	Comments/Specific Provision in Agreement
Term (Duration of Agreement)	
Termination Clause	
Renewal Clause	
Insurance	
Indemnification	
Assignment	
Fiscal Funding Requirement	
FL. Public Records Provision (2016)	
Inspector General Provision	
Governing Law	
Venue	
Attorney's fees	

Business Principles:	Comments
Fees: Total Value	
Fees: Per Fiscal Year	

Other Issues:	Comments	
Non-Negotiable Issues/		
Miscellaneous Issues/		
Special Considerations		

Consistent with applicable policies including, but not limited to, Procurement policies. Yes  $\ \square$ 

Attorney: \_\_\_\_

Reviewed and approved as to form and legal sufficiency only