

**Sandy City Council**  
Legislative Policies and Procedures

Original Approval Date: June 11, 2019

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**SUBJECT: Outside Legal Services**

**BACKGROUND:**

The City Council has contracted for legal services which requires a Council designee to administer the terms of the contract and give direction regarding legal services. This policy informs the roles and responsibilities of the Council's designee.

**POLICY:**

**Chair**

Outside legal counsel (Council Attorney) contract shall be signed by the Council Chair. The Chair may act as the designee in the absence of the Vice Chair.

**Vice Chair:**

The Vice Chair will be the designee to the Council Attorney.

**Individual Council members:**

Any Member of the City Council may request the physical presence of our Council Attorney at any publicly Noticed City Council Meeting. The Vice Chair will be notified of any such request.

Any council member may contact our Council Attorney for legal advice on Council related business or Sandy City business.

Any work product or legal advice produced from our Council Attorney, for any Council Member, shall be shared and produced to all Council Members and the Executive Director.

All Council Members will be considerate of budget constraints.

**Executive Director:**

Council Office staff may request the assistance of the Council Attorney.

The Council office will distribute all invoices from our Council Attorney when they are received.