

**Sandy City Council**  
Legislative Policies and Procedures

Original Approval Date:

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Chapter:

Section:

Date Council Approved:

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**SUBJECT: Outside Legal Services**

**BACKGROUND:**

The City Council has contract 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**

Any outside legal counsel contract we as a council enter into needs to be signed by the council chair.

**Vice Chair:**

Designee to the outside legal counsel of the Sandy City Council.

Own the city council legal counsel.

Vice chair will Provide budget updates on a monthly basis

Vice Chair will act as council liaison when engaging outside legal counsel on legal matters of conflict and legislative reasons.

**Individual Council members:**

Any council member may invite Council Legal Counsel to any scheduled council meeting.

Any council member may request a closed session with Outside Legal Counsel for (reference closed door meeting policy)

Any council member may contact outside legal counsel for simple legal advice. If simple legal advice exceeds \$100 in billable hours, subject matter will need to be discussed by entire council.

Anything that is produced from contacting outside legal counsel shall be produced to all council members and executive director.

**Outside counsel for City Council**

Any legal fees

For legal advice items that exceed \$100 in billable hours , a vote must be obtained. That vote can be obtained via consent calendar, council member business simple vote, or formal agenda item (for additional in-depth discussion)

When outside legal counsel budget hits \$40,000, All outside legal council items must be discussed and voted on.

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**Notes:**

Address fee-100 dollars?? Negotiable.

Supply council members

When contract hits X amount, all outside legal counsel items are agenda items.

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