

## **Attachment “1”**

### **Policy for Retention of Outside Counsel**

1. The City Attorney shall create a panel consisting of attorneys and firms who can provide advice and counsel on various matters and to assist with litigation either initiated by or against the City.
2. The panel shall be approved by the City Council every three (3) years.
3. Each firm/attorney on the panel shall execute a retainer agreement approved by the City Attorney. The retainer agreement shall be for an initial period of three (3) years.
4. The hourly rate shall be for the term of the agreement and shall be the most favorable rate available.
5. The City Attorney can retain outside attorney/firm from the panel on an as needed basis, and based on their expertise.
6. All outside counsel retained will provide a letter of engagement, which will include an estimated budget for both litigation and non-litigation matters and projects.
7. Engagement letters will be signed by the City Attorney and transmitted to the City Clerk as a public record. The City Attorney has \$25,000 authority limit for the retention of outside counsel. Anything over \$25,000 requires City Council approval.
8. Upon receipt of monthly billing, the City Attorney will review to ensure all charges are reasonable and necessary.
9. The City Council shall be informed when outside counsel is retained in all litigation matters.
10. The City Attorney will provide quarterly reports to the City Council with the attorneys/firm retained, the project/litigation, the initial budget, costs incurred for that quarter and the total costs incurred to date.
11. Any firm not on the panel requires City Council approval.

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