

9/17/2019

**86-R-19**

**A RESOLUTION**

**Adopting Outside Counsel Litigation Procedures and Billing Guidelines**

**WHEREAS**, outside counsel are engaged from time to time by the City of Evanston for purposes of handling specific legal matters and litigation cases; and

**WHEREAS**, there exists a need to formalize the litigation procedures and billing guidelines for outside counsel to set the rates assessed, expectations with outside counsel, and procedures for review of work; and

**WHEREAS**, the City Council desires to set forth guidelines and procedures for retaining outside counsel in order manage litigation cases and expenses efficiently,


**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:**


**SECTION 1:** The City Council hereby adopts the City of Evanston Outside Counsel Litigation Procedures and Billing Guidelines, which are attached as Exhibit 1 and incorporated herein by reference.

**SECTION 2:** That this Resolution 86-R-19 shall be in full force and effect from and after its passage and approval in the manner provided by law.

  
\_\_\_\_\_  
Stephen H. Hagerty, Mayor

Attest:

  
\_\_\_\_\_  
~~Devon Reid, City Clerk~~  
Edward Comery, Deputy City Clerk  
Adopted: November 11, 2020

Approved as to form:  
  
\_\_\_\_\_  
Deputy City Attorney

**EXHIBIT 1**

**LITIGATION PROCEDURES BILLING GUIDELINES**