



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 15, 2025	Subject: Employment Agreement Amendment, City Attorney Staff Member: Andrea Villagrana, Human Resources Manager Department: Human Resources	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends Council approve the first amendment to the City Attorney's Employment Agreement		
Recommended Language for Motion: I move to approve the proposed amendment to Ms. Guile-Hinman's employment agreement as distributed.		
Project / Issue Relates To:		
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Amend the City Attorney's Employment Agreement to include funding the cost of both Oregon and Washington State Bar licenses.

EXECUTIVE SUMMARY:

The City Attorney's current Employment Agreement funds the cost of her membership in the Oregon State Bar. Since May 2025, City Attorney Guile-Hinman has served as legal counsel for the City of Wilsonville in the federal case, King County, Washington, et al. v. Turner, et al. before the US District Court for the District of Western Washington. The City Attorney is able to do so without obtaining, and paying for, local Washington counsel because she has a Washington State Bar license.

As a result of her representation of the City through her Washington State Bar license, the proposed First Amendment seeks to fund the cost of her Washington State Bar license for those calendar years in which she utilizes the license to represent the City of Wilsonville.

EXPECTED RESULTS:

Any calendar year in which the City Attorney does not utilize her Washington State Bar license to represent the City, the City will not pay the cost to maintain the license for that year.

TIMELINE:

N/A

CURRENT YEAR BUDGET IMPACTS:

The cost of the Washington State Bar license can be absorbed by the Legal Department budget without an amendment.

COMMUNITY INVOLVEMENT PROCESS:

The community can provide public comment on Employment Agreements at the December 15, 2025 City Council meeting.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

N/A

ALTERNATIVES:

1. Contract outside local Washington counsel.
2. Continue to fund the Oregon State Bar license only.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

- A. First Amendment to Employment Agreement – City Attorney