



## STAFF REPORT

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**MEETING DATE:** February 11, 2025

**TITLE:**

Consider and act on the process for City Council to engage legal and direct staff to provide a resolution amending the Rules of Procedure at the February 25, 2025 meeting.

**AGENDA ITEM SUBMITTED BY:**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

**BACKGROUND/HISTORY:**

Recent discussions regarding how each member of the Council utilizes the City Attorney and the subsequent cost have arisen. At the January 28, 2024 meeting, Council asked staff for an opportunity to review the data since it was sent prior to the meeting.

To help shed some light on the time the City Attorney is spending with the individual council, I propose a trial period of a two-fold change.

- 1) A policy change that requires the City Attorney to notify the council of discussion with any council member within 24 hours of discussion. This is to minimize the duplication of effort on all parties. The question or topic posed may be on the mind of several, and sharing information can quickly resolve any future questions.
- 2) A personal identification number assigned to each council member that would be used to code the billing of councilmembers. Each council member should have a limit of \$5,000 on total expenditure per fiscal year that they may accumulate of City Attorney expense. This ensures council members are utilizing the service for the good of the entire city and council. Any overruns must be approved by the Council by vote.

The table below shows an example of a table of how expenses would be tracked and provided to Council with the monthly financials.

| Name     | Identifier | Total Allocated | January Expense | Topic                      | Amount Remaining End of January |
|----------|------------|-----------------|-----------------|----------------------------|---------------------------------|
| Kirkland | 1234       | \$5,000         | \$800           | Certified Local Government | \$4,200                         |

Amending the policy on legal spending can create some much-needed clarity and possible reduction in legal expenses. Attached are legal expenses, budget to actual, for the last five years.

I am seeking direction for policy creation and ultimate implementation.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Provide direction to the City Manager

**ATTACHMENTS:**

1. Attachment: Legal Expenses Budget to Actual FY 21-25