



STAFF REPORT

MEETING DATE: February 25, 2025

TITLE:

Consider and act Resolution 2025- 51 amending the Rules of Procedure providing for a process for the City Council to engage legal services of the City Attorney.

AGENDA ITEM SUBMITTED BY:

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

BACKGROUND/HISTORY:

At the February 11, 2025 council meeting, the council requested staff return with a clearly defined process regarding Council's usage of legal services. The process is outlined below.

Example: 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 a dollar amount determined by the City Council during budget appropriation. This is the total expenditure limit 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 as well as ensuring the Council is working collaboratively in a transparent manner.

The Rules of Procedure would be amended as follows:

2.16 Council Use of Legal Services

The Council shall have a personal identification number, PIN, assigned each fiscal year that corresponds to a fixed dollar amount, determined by Council at each budget appropriation, that shall be used when the services of the City Attorney are sought. If funds are expended prior to the end of the budget period, the Council Member shall request an agenda item before the entire council to seek additional funds.

FISCAL IMPACT:

None

RECOMMENDATION:

Amend the Rules of Procedure by adding Section 2.16 Legal Service Use by the City Council.

ATTACHMENTS:

1. Proposed redline to the Rules of Procedure
2. Attachment: Legal Expenses Budget to Actual FY 21-25