

## **PURPOSE**

The purpose of this policy is to establish guidelines for the City Council and City board and commission members regarding questions on legal matters that the City Administrator or City staff are unable to respond to.

## **POLICY**

### Mayor and City Council

If the Mayor or a Council Member has a question about a legal matter that the City Administrator or City staff is unable to respond to, the Mayor or a City Council Member may contact the City Attorney and the City Attorney will attempt to answer it if the process as estimated by the City Attorney will take an hour or less in a 30-day period. The answer to the question will be shared with the City Administrator who shall determine whether a memorandum from the City Attorney should be prepared on the subject matter of the question and submitted to the City Council, for purposes including but not limited to, protecting any attorney/client privileged communications and/or confidential or non-public data.

If the matter is estimated by the City Attorney to take more than an hour within a 30-day period, the City Attorney will need direction from the City Council as a whole or the City Administrator or another authorized staff member. The City Attorney is available to help but does not represent the Mayor or any individual Council Member's opinion or decision; rather the City Attorney represents the majority decisions of the City Council.

### Boards and Commissions

Staff Liaisons will make direct contact with the City Attorney on matters that need to be reviewed or when an opinion is requested from the City Attorney when authorized by City Administration. Contracts, Resolutions, Ordinances and other items will be reviewed by the City Attorney as requested by City Administration. Individual Board/Commission members will not contact the City Attorney directly.