



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 19, 2026
FROM: CITY MANAGER'S OFFICE WARDS: ALL
SUBJECT: PERFORMANCE ASSESSMENT AND FINANCIAL EXPENDITURE REVIEW OF
THE CITY ATTORNEY'S OFFICE

ISSUE:

Receive a report from Altmayer Consulting, Inc., on the performance assessment and financial expenditure review of the City Attorney's Office.

RECOMMENDATIONS:

That the City Council receive and file a report from Altmayer Consulting, Inc., regarding the performance assessment and financial expenditure review of the City Attorney's Office.

BACKGROUND:

On August 12, 2025, the City entered into a Professional Consultant Services Agreement (Agreement) from Request for Proposal (RFP) 2470 with Altmayer Consulting, Inc., to perform a performance assessment and financial expenditure review of the City Clerk's Office, in the amount of \$69,125. The scope of the Agreement includes:

1. Performance Assessment

- a. Organizational structure and potential for consolidation of administrative functions.
- b. Effectiveness of staffing levels for the Office of the City Attorney generally and for each division.
- c. Succession and strategic planning.
- d. Project management, business continuity/disaster recovery controls.
- e. Assessment and benchmarking against the Office of the City Attorney in other cities and comparison to national or other professional standards in the following:
 - Number of departments supported per attorney
 - Timeliness of responses to requests received from other departments and number of transactions per attorney
 - Number of litigated cases per attorney
 - Number of criminal and/or administrative prosecutions per attorney
 - Number of claims and claims performance
 - Settlement performance/average settlement
- f. Compliance with applicable Federal, State, and/or City regulations.
- g. Management systems.
- h. Interdepartmental communication and collaboration.

- i. Best practices and other performance indicators of program and service effectiveness.
2. Financial Expenditures Review:
 - a. Review specific non-personnel expenditure transactions over the last three-year period of Fiscal Years. Assess compliance with relevant City policies for
 - Credit card transactions (P-Card)
 - Litigation Disbursement Accounts
 - Professional Services Agreements and Purchase Orders (outside counsel, experts, outside vendors)
 - Settlement Agreements

DISCUSSION:

Altmayer Consulting, Inc., will provide a presentation to City Council on their findings during the performance assessment and financial expenditure review of the City Attorney's Office.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by:	Brian Freeland, Internal Audit Manager
Approved by:	Mike Futrell, City Manager
Certified as to availability of funds:	Julie Nemes, Interim Finance Director
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer/City Treasurer
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Final Audit Report
2. Presentation