

Council Agenda Bill

AB Number

AB25-114

Agenda Bill Information

Title*

Agreement for Attorney Legal Services with Madrona Law PLLC

Action*

Motion

Council Agenda Section

Committee Report

Council Meeting Date*

12/08/2025

Staff Member

Dena Burke

Department*

Legal

Committee

Finance and Administration

Committee Date

12/02/2025

Exhibits

Packet Attachments - if any

Res 1735 Madrona.docx

16.75KB

x2 2025 Third Amendment.docx

22.98KB

Summary

Introduction*

Brief summary.

Sound legal advice is essential for a city to operate effectively, responsibly, and in the best interest of its residents. Ensuring full legal advice mitigates legal and financial risks by ensuring that City policies, contracts, and actions comply with local, state, and federal laws. Legal counsel also plays a critical role in protecting the city's assets and interests: whether defending against litigation, negotiating agreements, or advising on land use and development. Moreover, it supports transparent and accountable governance by guiding elected officials and staff through complex regulatory frameworks, ethical standards, and procedural requirements. Robust legal advice is a cornerstone of a well-functioning municipal government.

Legal needs within a municipal government are inherently difficult to forecast, often emerging with little warning and requiring immediate attention. From sudden litigation and regulatory changes to urgent land use disputes or personnel matters, the City must be prepared to respond swiftly to protect public interests and ensure compliance with the law. These situations frequently demand specialized legal expertise and rapid decision making, which means it essential to have flexible access to outside counsel. The

unpredictable and high-paced nature of municipal legal issues underscores the importance of maintaining responsive legal support to mitigate risk and uphold effective governance.

Proposed Motion

Move to adopt Resolution 1735 approving the Third Amendment to the Madrona Law PLLC Agreement and authorizing the Mayor to sign.

Background/Overview*

What was done (legislative history, previous actions, ability to hyperlink)

On May 11, 2023, the City of Snoqualmie entered into an agreement with Madrona Law Group, PLLC (Madrona) for Interim City Attorney and legal services, with a not-to-exceed compensation amount of \$50,000. As the City’s legal needs evolved, the agreement was amended twice: first, on June 26, 2023, increasing the compensation cap to \$295,865; and, again on October 28, 2024, raising the limit to \$508,194.

Throughout 2025, the City of Snoqualmie encountered a series of high-profile, emergent legal challenges that demanded substantial legal support. The urgency of these matters was further compounded by a staffing gap, as the Legal Assistant–Deputy City Clerk position was vacant from March to August 2025. During this period, Madrona provided critical legal guidance. As a result of the intensive support required, the contracted compensation amount was exceeded and now must be reconciled.

Although the City no longer requires Interim City Attorney services, Madrona continues to serve as a trusted legal advisor, particularly in specialized areas such as land use. Given the unpredictable and often urgent nature of municipal legal needs, the City seeks to enter into a new agreement with Madrona to ensure continued access to outside legal counsel on an as-needed basis.

The proposed amendment increases the not-to-exceed amount of to \$590,000 . This allocation will reconcile the prior overages and provide funding for ongoing legal services, allowing the City to remain responsive and well-supported in its legal affairs.

Analysis*

The attached third amendment to the agreement is for Madrona to continue to provide legal services on an as needed basis. The Staff recommendation is to approve the agreement.

Budgetary Status*

This is an extra-budget expenditure.

Budget Summary

Fiscal Impact

| Amount of Expenditure | Amount Budgeted | Appropriation Requested |
|-----------------------|-----------------|-------------------------|
|-----------------------|-----------------|-------------------------|

Fiscal Impact Screenshot

Administrative Departments Services (#001)

| 2025-26 Biennial Budget | |
|---------------------------------|----------------|
| Beginning Budget | \$ 4,374,673 |
| Expenditures | \$ (2,097,622) |
| Outstanding Contract Value | \$ (61,998) |
| Current Available Budget | \$ 2,215,052 |
| Cost of AB25-114 | \$ (104,679) |
| Available Budget after AB25-114 | \$ 2,110,373 |