



**BUSINESS OF THE CITY COUNCIL  
CITY OF SNOQUALMIE**

**AB24-097  
October 14, 2024  
Discussion**

**AGENDA BILL INFORMATION**

<b>TITLE:</b>	<b>AB24-097:</b> Authorization for continued legal services with Pacifica Law Group	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
	<b>PROPOSED ACTION:</b> Move to approve an additional \$80,000 for continued legal representation with Pacifica Law Group	

<b>REVIEW:</b>	Department Director	Emily Arteche	9/10/2024
	Finance	Janna Walker	10/2/2024
	Legal	David Linehan	//2024
	City Administrator	Mike Chambless	10/7/2024

<b>DEPARTMENT:</b>	Administration		
<b>STAFF:</b>			
<b>COMMITTEE:</b>	Finance & Administration	<b>COMMITTEE DATE:</b> October 8, 2024	
<b>EXHIBITS:</b>	1. Engagement Letter		

<b>AMOUNT OF EXPENDITURE</b>	\$ 80,000
<b>AMOUNT BUDGETED</b>	\$ 4,780,118
<b>APPROPRIATION REQUESTED</b>	\$ 0

**SUMMARY**

**INTRODUCTION**

The City entered into an engagement letter with Pacifica Law Group in 2023, for legal services related to zoning, building and water and sewer code violations. The City has exceeded the \$50,000 spending threshold and seeks Council approval for an additional \$80,000 for continued legal representation.

**ANALYSIS**

Administration is actively engaged with Pacifica Law Group on several legal matters and is seeking Council approval as required under the Financial Management Policies.

**BUDGET IMPACTS**

Administration recommends approving expenditures up to \$80,000 for continued legal representation with Pacifica Law Group. The amended 2023-24 Biennial Budget appropriates \$4,780,118 for General Fund (#001) Community Development activities. Currently, \$3,094,255 has been spent in the current biennium, with \$583,060 in outstanding contract value and an estimated \$363,155 in employees' salary and benefits payable for the remainder of the biennium. With the addition of an estimated \$80,000 payable to Pacifica Law Group, the remaining Biennial Budget appropriation is \$659,648, as shown within the table below or on the following

page. Therefore, sufficient appropriation exists within the amended 2025-2026 Biennial Budget (General Fund #001) to fund the expenditure.

**Community Development (#001)**

2023-2024 Amended Biennial Budget	
<b>Beginning Budget</b>	\$ 4,780,118
<b>Expenditures</b>	\$ (3,094,255)
<b>Outstanding Contract Value</b> <i>(Previously Approved)</i>	\$ (583,060)
<b>Estimated Labor Value for Remainder of Biennium</b> <i>(City Employees)</i>	\$ (363,155)
<b>Current Available Budget</b>	\$ 739,648
<b>Value of this Expenditure</b> <i>(AB24-097)</i>	\$ (80,000)
<b>Available Budget after AB24-097</b>	\$ 659,648

**PROPOSED ACTION**

Move to approve an additional \$80,000 for continued legal representation with Pacifica Law Group.