



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-087
August 20, 2024
Committee Report

AGENDA BILL INFORMATION

| | | |
|-------------------------|---|---|
| TITLE: | AB24-087: Second Amendment to the Agreement for Interim City Attorney Legal Services | <input type="checkbox"/> Discussion Only |
| PROPOSED ACTION: | Move to approve the Second Amendment to the Agreement for Interim City Attorney Legal Services and authorize the Mayor to sign. | <input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution |

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| REVIEW: | Department Director Finance Legal City Administrator | Choose an item. Drew Bouta David Linehan Mike Chambless | Click or tap to enter a date. 8/12/2024 |
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| DEPARTMENT: | Administration | | |
| | STAFF: Mike Chambless | | |
| | COMMITTEE: Finance & Administration | | COMMITTEE DATE: August 20, 2024 |
| | EXHIBITS: 1. Second Amendment to the Agreement for Interim City Attorney (Clean) 2. Second Amendment to the Agreement for Interim City Attorney (Redlined) | | |

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|--------------------------------|---------------|
| AMOUNT OF EXPENDITURE | \$ 210,000 |
| AMOUNT BUDGETED | \$ 11,257,982 |
| APPROPRIATION REQUESTED | \$ 0 |

SUMMARY

INTRODUCTION

Administration requests approval of the Second Amendment to the Agreement for Legal Services with Madrona Law PLLC in an amount not to exceed \$508,194 which represents the current over amount of \$2,329 plus approximately \$35,000 per month to cover Interim City Attorney services through December 31, 2024.

BACKGROUND

After the departure of the City Attorney in 2023, the City entered into a contract on May 11, 2023, with Madrona Law for Interim City Attorney services in the amount of \$50,000 as we evaluated our legal services needs going forward. On June 26, 2023, Council approved the First Amendment to the Agreement with expenses not to exceed \$295,865.

As of June 30, 2024, the City has exceeded that amount by \$2,329 with a total spent of \$298,194 which includes interim city attorney charges for 2023 and 2024.

Madrona Law assigned David Linehan as our Interim City Attorney. Attorney Linehan has performed well and is responsive to our needs. Furthermore, Madrona Law has also been very responsive and has provided “substitute” attorneys when Mr. Linehan was not available. At the August 6, 2024, Finance & Administration Committee meeting, Administration recommended entering into a long-term agreement with Madrona Law to provide City Attorney services which would result in substantial savings and stability to the city. Committee recommended further discussion on hiring a staff attorney and this matter was removed from the August 12, 2024, City Council agenda. A City Attorney recruitment is underway.

BUDGET IMPACTS

2023-2024 Biennial Budget

Administration recommends approving a second amendment to the contract with Madrona Law for \$210,000 (from \$295,865 to \$508,194) to provide City Attorney legal services through December 31, 2024. The 2023-2024 amended budget appropriates \$11,257,982 for General Fund (#001) administration activities. \$8,640,818 has been spent in the current biennium, with \$493,393 in outstanding contract value and an estimated \$1,301,814 in current employees’ salary and benefits payable for the remainder of the biennium.

With the addition of an estimated \$210,000 amendment to the contract with Madrona Law, the remaining biennial budget appropriation is \$_____ as shown within the table on the following page. Therefore, sufficient appropriation exists within the 2023-2024 Biennial Budget (General Fund #001) to fund the contract amendment.

Long-Term Financial Impact

With 11 months of expense data (July 2023 to June 2024), following a two-month ramp up period, the City spent an estimated \$278,523 on City Attorney legal services through Madrona Law, which equates to approximately \$25,320 per month. During the same period, the City budgeted \$448,422 for two internal positions, City Attorney and Assistant City Attorney, which equates to approximately \$40,766 per month. As a result, the City has saved approximately \$169,899 by contracting with Madrona Law for a suite of legal services over the 11-month period or roughly \$15,445 per month.

PROPOSED ACTION

Move to approve the Second Amendment to the Agreement for Interim City Attorney Legal Services with Madrona Law, PLLC in an amount not to exceed \$352,000 for services through December 31, 2024, and authorize the Mayor to sign.