



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-xxx
August 12, 2024
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	Second Amended Agreement for Interim City Attorney Legal Services.	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Move to approve the Second Amended Agreement for Legal Services with Madrona; 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

REVIEW:	Department Director	Choose an item.	8/1/2024
	Finance	Drew Bouta	7/30/2024
	Legal	Choose an item.	Click or tap to enter a date.
	City Administrator	Mike Chambless	8/1/2024

DEPARTMENT:	Administration		
	STAFF: Mike Chambless		
	COMMITTEE: Finance & Administration		COMMITTEE DATE: August 6, 2024
	EXHIBITS: 1. Second Amended Agreement 2. First Amended Agreement		

AMOUNT OF EXPENDITURE	\$ 180,000
AMOUNT BUDGETED	\$ 11,257,982
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

The city contracts with Madrona Law Group, PLLC for interim city attorney services. The current contract and amendment had a not to exceed amount of \$295,865. As of June 30, 2024, the City has exceeded that amount by \$45,380.50 with a total spent of \$341,245.50. Administration requests approval of the Second Amendment to the Agreement with Madrona Law Group, PLLC to continue to provide interim City Attorney legal services through the end of 2024.

BACKGROUND

With the departure of the City Attorney in 2023, the City entered a contract with Madrona law as we evaluated our legal services needs going forward. On May 11, 2023, the City entered into an agreement for interim City Attorney Legal Services with Madrona Law Group, PLLC in the amount of \$50,000. On June 26, 2023, Council approved the First Amendment with expenses not to exceed \$295,865.

Madrona Law assigned David Linehan as our acting 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. The Administration is recommending entering into a long-term agreement with Madrona law to provide City Attorney services.

The city spends an average of \$25,000 per month on interim city attorney services. The new proposed not to exceed amount is \$325,000 per year. This contract is planned to be incorporated into the 2025-2026 budgets.

BUDGET IMPACTS

2023-2024 Biennial Budget

Administration recommends approving a second amendment to the contract with Madrona Law for \$180,000 (from \$295,865 to \$475,865) to provide City Attorney legal services. 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 \$180,000 amendment to the contract with Madrona Law, the remaining biennial budget appropriation is \$1,001,958, 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.

General Fund Administrative Departments (#001)

2023-2024 Amended Biennial Budget	
Beginning Budget	\$ 11,257,982
Expenditures	\$ (8,640,818)
Outstanding Contract Value <i>(Previously Approved)</i>	\$ (493,393)
Estimated Labor Value for Remainder of Biennium <i>(City Employees)</i>	\$ (1,301,814)
Current Available Budget	\$ 821,958
Value of this Contract <i>(AB24-087)</i>	\$ 180,000
Available Budget after AB24-087	\$ 1,001,958

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.

Legal Services Comparison (Contract vs. Internal)

	11-Month Period (July 2023 to June 2024)	Average
Madrona Law	\$ 278,523	\$ 25,320
2023-24 Budget (City Attorney and Assistant City Attorney positions)	\$ 448,422	\$ 40,766
Over (Under) Budget =	\$ (169,899)	\$ (15,445)

PROPOSED ACTION

Move to approve the Second Amendment to the Agreement for Legal Services with Madrona Law, PLLC in an amount not to exceed \$325,000 per year and authorize the Mayor to sign.