

**MEMORANDUM  
COUNTY OF PLACER  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors  
FROM: Jim Boggan, Purchasing Manager *JB*  
DATE: August 18, 2009  
SUBJECT: Approve the Award of a Contract to Law Office of William M. Wright for Legal Services for the Civil Service Commission in the Maximum Amount of \$25,000

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**ACTION REQUESTED**

Approve the award of a contract to Law Office of William M. Wright to provide legal services for the Civil Service Commission in the maximum amount of \$25,000 and authorize the Purchasing Manager to sign the resulting contract. This contract is exempt from competitive bidding per Section 1.3(a) of the Purchasing Policy Manual.

**BACKGROUND**

In April 2006, a contract was awarded to the Law Office of William M. Wright to provide legal services for the Civil Service Commission. Under this contract, Mr. Wright provides general legal support to the Commission during appeal hearings on employee discipline, grievance hearings, and other such matters upon request of the Commission or the Personnel Director. The contract expired on June 30, 2009. The Commission and Personnel have been very satisfied with Mr. Wright's performance in this capacity, and wish to retain his services for the period July 1, 2009 through June 30, 2010. Mr. Wright has not increased any of his rates since 2006. For the upcoming period, he has agreed to continue billing for his own services at the 2006 rate of \$160/hour, and has asked that the rate for his paralegal and support staff be increased to \$75/hour.

Section 1.3(a) exempts professional services such as these from competitive bidding.

**FISCAL IMPACT**

The Personnel Department has requested the new contract be issued in the maximum amount of \$25,000.00. Personnel's Fiscal Impact Statement is attached.

Attachment: Fiscal Impact Statement

cc: Nancy Nittler, Director of Personnel  
Gerald Carden, County Counsel

**MEMORANDUM  
PERSONNEL DEPARTMENT  
COUNTY OF PLACER**

**To:** Placer County Board of Supervisors  
Placer County Procurement Services

**From:** Nancy Nittler, Personnel Director  
Karen Mayer, Sr. Administrative Services Officer

**Date:** August 18, 2009

**Subject:** Fiscal Impact Statement for CSC Attorney Services

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The Personnel Department has \$25,000 budgeted for fiscal year 09-10 for the contract for attorney services for the Civil Service Commission. This is a \$10,000 reduction over fiscal year 08-09.