



**MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer**

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Legal Services – Burke, Williams & Sorensen LLP

DATE: November 22, 2016

ACTION REQUESTED

Approve the award of an agreement with Burke, Williams & Sorensen LLP of Los Angeles, CA for legal services in the maximum amount of \$45,000 for the period November 22, 2016 through December 31, 2018. Funding is provided by Community Development Resource Agency's FY 2016-17 Final Budget, and FY 2017-18 and FY2018-19 Requested Budgets.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

In 2011, State legislation was enacted which mandated the closure of redevelopment agencies throughout the State. To assure that essential programs are either completed or closed down in an orderly fashion, the state permitted Counties to assume responsibility. Your Board authorized the Community Development Resource Agency (CDRA) to assume responsibility for managing the housing loans that were issued by the former Placer County Redevelopment Agency.

CDRA requires assistance on an as-needed basis with legal matters related to housing and lending obligations for the housing program to assure compliance with the requirements of the entities in which we have received funds and entered into long term contractual agreements. Burke, Williams & Sorensen LLP is an outside legal firm specializing in redevelopment law, grant programs, tax credit programs, and the laws and regulations associated with these programs. The firm has provided legal services for the former Placer County Redevelopment Agency and is already familiar with the current housing loans that are now managed by CDRA. The department has submitted a request to enter into an agreement with Burke, Williams & Sorensen LLP in the maximum amount of \$45,000 for the period November 22, 2016 through December 31, 2018.

Purchasing Policy Manual Section 1.3(a) permits the award of an agreement for professional services without competitive bidding. Government Code Section 25203 requires your Board's approval to award an agreement for legal services, regardless of the dollar amount. This request meets both criteria.

FISCAL IMPACT

Funding for these services will be provided by CDRA's FY 2016-17 Final Budget, and FY 2017-18 and FY2018-19 Requested Budgets. Funds are not encumbered until services are requested against the agreement.

CC: Steve Pedretti, CDRA Director
Crystal Jacobsen, Principal Planner
Cathy Donovan, Housing Specialist
Donna Kirkpatrick, Administrative & Fiscal Operations Manager

