

TO: TOWN COUNCIL

FROM: TOWN MANAGER 

RE: APPROVE SOLICITING PROPOSALS FOR TOWN ATTORNEY SERVICES

**ISSUE**

Council has expressed a desire to solicit proposals on services that the Town provides one such being Town Attorney services.

**RECOMMENDATION**

Authorize soliciting requests for qualifications for Town Attorney services.

**MONEY**

The cost of current service contracts runs about \$2,060,338 per year of which Town Attorney services accounts for about \$70,000 to \$80,000 per year (base yearly amount is \$68,250 plus special legal work).

**CEQA**

Contracts for services would not typically require CEQA review because it is self-evident that these are not projects that may cause a direct (or reasonably foreseeable indirect) physical environmental change.

**DISCUSSION**

At the 2/19/11 Goals Workshop the Council reviewed the service contracts (see attached) and indicated that it would like to consider bidding out services that exceed \$50,000. Those services would be: insurance, legal, animal control, Sheriff (including traffic officer) and bus transit. There are a number of issues in bidding out insurance, animal control, sheriff and bus transit that are better discussed in the context of the 2011/12 budget.

Town Attorney legal services were last bid in 2001 and Dave Larsen had the successful bid. Mr. Larsen has been Town Attorney since November 1997 (Interim 11/97 to 1/01 and Town Attorney 1/01 to present).

The legal services currently provided by Mr. Don Mooney are narrowly focused on certain CEQA lawsuits that the Town has with the City of Rocklin. Though the total cost has averaged in excess of \$50,000 per year the range has been \$5,000 to \$72,947 per year depending on legal activity needed in a particular year. Thus far in this fiscal year the cost has been \$8,877 and the trend is down because the lawsuits have been settled and there are fewer lawsuits needing legal work.

## DRAFT LETTER REQUESTING LEGAL SERVICES

\_\_\_\_\_ date \_\_\_\_\_ 2011

\_\_\_\_\_ firm name \_\_\_\_\_  
\_\_\_\_\_ address \_\_\_\_\_  
\_\_\_\_\_ city, state zip \_\_\_\_\_

RE: REQUEST FOR QUALIFICATIONS TO DO LEGAL SERVICES FOR  
THE TOWN OF LOOMIS

The Town of Loomis, County of Placer seeks proposals to do the legal work of the Town and act as Town Attorney.

Submit qualifications including typical rates (1 bound copy and 1 loose original that can be duplicated) to:

Perry Beck, Town Manager  
Town of Loomis  
P. O. Box 1330  
Loomis, CA 95650

Proposals must be received by \_\_\_\_\_ PM \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_. Direct questions to: Perry Beck, Town Manager at 916-652-1840.

Sincerely,

Rhonda Morillas, Mayor

**LEGAL COUNSEL LIST**

Colantuono & Levin, P.C.  
11406 Pleasant Valley Road  
Penn Valley, CA 95946  
530-432-7357

Meyers, Nave, Riback, Silver & Wilson  
555 Capital Mall, Suite 1200  
Sacramento, CA 95814-4602  
916-556-1531

Somach, Simmons & Dunn  
500 Capital Mall, Suite 1000  
Sacramento, CA 95814  
916-446-7979

Atkinson, Andelson, Loya, Ruud, Roma  
2485 Natomas Park Dr, Suite 240  
Sacramento, CA 95833  
916-923-1200

Martinez, Hayes, Hyatt, Hill LLP  
422 Century Park Dr, Suite A  
Yuba City, CA 95991  
530-674-9761

Remy, Thomas, Moose, Manley LLP  
455 Capitol Mall, Suite 210  
Sacramento, CA 95814  
916-443-27-45

Olson, Hagel & Fishburn, LLP  
555 Capital Mall, Suite 1425  
Sacramento, CA 95814-4602  
916-442-2952

KMTG  
400 Capital Mall, 27<sup>th</sup> Floor  
Sacramento, CA 95814  
916-321-4500

Carroll, Burdick & McDonough  
1007 7<sup>th</sup> Street, Suite 200  
Sacramento, CA 95814  
916-446-5297

Best, Best & Krieger, LLP  
400 Capital Mall, Suite 1650  
Sacramento, CA  
916-325-4000

Abbott & Kindermann, LLP  
2100 21<sup>st</sup> Street  
Sacramento, CA 95818  
916-456-9595

Law Offices of David J. Larsen  
Centerpoint Building  
18 Crow Canyon Ct. Ste. 206  
Sam Ramon. CA 94583  
925-855-1024

TOWN OF LOOMIS - CONTRACT SERVICES LIST

February 2011

PROVIDER / AGENCY	DATE	SERVICE DESCRIPTION	YEARLY COST
Advan Tel		Phone system services	2,700
Alliant Insurance Serv/ York Ins - SCORE	7/1/86	Claims Admin/Loss Control/ Vehicle & property insurance, work comp	110,000
Pitney Bowes		Stamp machine rental (cost of stamps extra)	472
Ray Morgan Co - copiers	7/23/07	Copier maintenance	2,448
Ray Morgan Co - Lazerfiche		Support lazerfiche records archiving system	2,306
Vision Quest		Computer and network support & maintenance	4,559
		<b>TOTAL OFFICE AND FACILITY MAINTENANCE</b>	<b>122,485</b>
Dave Larsen	11/18/97	Monthly Legal services	68,250
Dave Larsen	11/18/97	Special Legal services as needed	AVG 11,750
Don Mooney	1/13/09	CEQA lawsuits against other jurisdictions	AVG 61,888
Quality Code Publishing		Codifying ordinances as needed	AVG 1,335
		<b>TOTAL LEGAL AND RELATED</b>	<b>143,223</b>
ABACUS - Ken Menzer		Arborist services as needed	AVG 1,200
John Kintz	4/4/06	Building inspection and Plan Checking	AVG 30,950
Mike Langford		Building inspection, Plan Checking & Code Enforcement	AVG 22,000
Williams & Paddon		Architectural & design services as needed	AVG 885
		<b>TOTAL PLANNING AND BUILDING</b>	<b>55,035</b>
Placer Office of Emergency Services		Civil defense services	748
Placer County Animal Control	7/1/09	Animal control field and kennel services Expires 6/30/12	84,000
Placer County Air Pollution Control	9/3/85	Air pollution control planning services	3,472
Placer County Flood & Water Conserv	9/23/97	Mitigating flooding problems	6,400
Placer County Sheriff		Police services	1,344,623
Placer County Sheriff		Traffic officer services	170,794
Placer County Transit		Bus transit services	90,748
		<b>TOTAL PLACER COUNTY SERVICES</b>	<b>1,700,785</b>
Calif Dept of Fish & Game		Routine streambed maintenance	1,295
Area West Engineering	6/24/09	Land surveying services as needed	AVG 3,375
Seasons Yard Care		Landscape maintenance corp yard, Hunter Oaks, Shelter Cove, Rachel Ln	7,140
True Green Land Care		Landscape maintenance Sunrise Loomis Park & Multi-Modal	23,700
Unlimited Services		Janitor services Town Hall and Depot	3,300
		<b>TOTAL PUBLIC WORKS</b>	<b>38,810</b>
		<b>YEARLY TOTAL ALL</b>	<b>2,060,338</b>