




Agenda Item No: 4.c
Meeting Date: August 21, 2023

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: City Attorney

Prepared by: Genevieve Coyle, Assistant City Attorney **City Manager Approval:** 

TOPIC: LEGAL SERVICES AGREEMENT

SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH BURKE, WILLIAMS & SORENSEN, LLP FOR GENERAL MUNICIPAL LEGAL SERVICES, IN AN AMOUNT NOT TO EXCEED \$170,000

RECOMMENDATION:

Authorize the City Manager to negotiate and enter into a professional services agreement with Burke, Williams & Sorensen, LLP for general municipal legal services, in an amount not to exceed \$170,000.

BACKGROUND:

The City Attorney’s office is currently staffed with a part-time elected City Attorney and a full-time Assistant City Attorney and Legal Assistant. In order to provide necessary legal services to the City, the office engages attorneys with the law firm of Burke, Williams & Sorensen, LLP for as-needed services in general municipal law, including subject-matter expertise in areas such as land use, zoning, housing, code enforcement, labor and employment, finance, real estate, Public Records Act, and telecommunications.

ANALYSIS:

Staff recommends entering into an agreement with Burke, Williams & Sorensen, LLP for as-needed general municipal legal services covering FY 2023-24. Payment would be made at the firm’s standard public entity hourly rates, in a total not-to-exceed \$170,000. This would provide an average of over forty hours of legal services per month.

FISCAL IMPACT:

Funds to cover the recommended contract amount of \$170,000 are available in the FY 2023-2024 general fund budget.

OPTIONS:

The City Council has the following options to consider on this matter:

- 1. Authorize the City Manager to negotiate and enter into the professional services agreement.
- 2. Direct staff to return with more information.
- 3. Take no action.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

RECOMMENDED ACTION:

Authorize the City Manager to negotiate and enter into a professional services agreement with Burke, Williams & Sorensen, LLP for general municipal legal services, in an amount not to exceed \$170,000.

ATTACHMENTS:

None