



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

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**Agenda Date:** 4/13/2021

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**To:** Board of Commissioners and Board of Supervisors

**Department or Agency Name(s):** County Counsel and CDC

**Staff Name and Phone Number:** Adam Brand, 707-565-2421 and Barbie Robinson, 707-565-4777

**Vote Requirement:** 4/5th

**Supervisorial District(s):** Countywide

**Title:**

First Amendment to Legal Services Agreement with Richards Watson Gershon

**Recommended Action:**

Authorize County Counsel to execute a First Amendment to the Legal Services Agreement with Richards Watson Gershon, for specialized work involving Housing & Urban Development (HUD) for homelessness issues, and affordable housing, including real estate and National Environmental Policy Act (NEPA) work, extending the term for two years and increasing the contract amount by a not to exceed amount of \$100,000/year (for a total of \$200,000).

(4/5th Vote Required)

**Executive Summary:**

Richards Watson Gershon has a current legal services contract with the Sonoma County Counsel's Office, on behalf of the Community Development Commission (CDC), for specialized expertise in matters relating to public agencies, including issues related to affordable housing. The current contract is for \$50,000 and will expire on September 1, 2021.

This action would amend the existing legal services agreement by extending the term of the contract for one and a half years and will increase the contract amount by a not to exceed amount of \$100,000/fiscal year (for a total of \$300,000).

**Discussion:**

County Counsel, on behalf of the CDC, previously executed a Legal Services Agreement ("LSA") with Richards Watson Gershon, on November 2, 2020, for specialized expertise in matters relating to public agencies, including issues related to affordable housing, for a term of one year and a not to exceed amount of \$50,000.

County Counsel has determined that specialized assistance involving HUD for homelessness issues, and affordable housing, including real estate and NEPA work is required for as-needed support. Furthermore, due to current workload, County Counsel does not have the required capacity needed to meet the demands of necessary projects.

It is recommended that your Board extend the contract for an additional one and a half years, to June 30, 2023, with an increase in the contract amount not to exceed \$100,000/fiscal year, for a total additional amount of \$300,000, through a First Amendment to Legal Services Agreement.

The contract increase to \$100,000/fiscal year and a one and a half year extension to June 30, 2023, will provide sufficient funding for Richards Watson Gershon to complete the specialized work on homelessness issues and affordable housing.

**Prior Board Actions:**

N/A

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 20-21 Adopted</b>	<b>FY21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested	100,000	100,000	
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	100,000	100,000	
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

Appropriations and expenditures related to funding received through the administration allocation reimbursement will be added to the fiscal year 20/21 Budget during the consolidated budget adjustment process.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>
N/A			

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

**Attachments:**

First Amendment to Legal Services Agreement with Richards Watson Gershon

**Related Items "On File" with the Clerk of the Board:**

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**Agenda Date:** 4/13/2021

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N/A