



AGENDA REPORT

City Attorney's Office

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| DATE: | May 5, 2026 |
| TO: | Mayor Martinez and Members of the City Council |
| FROM: | Shannon Moore, Interim City Attorney Kimberly Chin, Senior Assistant City Attorney |
| Subject: | Legal Service Agreement Amendment No. 5 with Burke, Williams & Sorensen, LLP (Burke) for Municipal Litigation Matters |
| FINANCIAL IMPACT: | The proposed not-to-exceed \$150,000 expenditure, for a total agreement amount not to exceed \$400,000, is included within the approved fiscal year 2025-2026 Risk Management General Liability Fund budget (Account String: 50182316-400554). |
| PREVIOUS COUNCIL ACTION: | August 24, 2021 December 14, 2021 April 1, 2025 |
| STATEMENT OF THE ISSUE: | An amendment is needed to add additional funds and extend time to the LSA with Burke to ensure that the City has the appropriate legal representation for municipal law matters, including personnel matters and litigation. |
| RECOMMENDED ACTION: | APPROVE a fifth amendment to the Legal Services Agreement with Burke, Williams & Sorensen, LLP, in the amount of \$150,000 for a total contract amount not to exceed \$400,000, and extend the term to December 31, 2027, to continue representing the City in municipal law matters, including personnel matters and litigation – City Attorney’s Office (Kimberly Chin 510-620-6709/Shannon Moore 510-620-6509). |

DISCUSSION:

The City Attorney's Office selected Burke, Williams & Sorensen, LLP ("Burke") from its 2018 approved list of legal services providers, which has experience advising and representing public agencies across the full scope of municipal law. As such, Burke has been providing legal services to the City of Richmond in municipal law matters, including personnel matters and litigation.

The original Legal Services Agreement with Burke was executed on May 25, 2020. Amendment No. 1 was executed on August 24, 2021; Amendment Nos. 2 and 3 were executed concurrently on November 23, 2021; and Amendment No. 4 was executed on March 25, 2025.

Rates for Burke are: partners \$395 per hour, associates \$325 per hour, and paralegals \$185 per hour.

The City Attorney's Office is requesting Council's approval of a fifth amendment to the legal services agreement with Burke, Williams & Sorensen, LLP, to increase the amount by \$150,000 for a total amount not to exceed \$400,000 and extending the term to December 31, 2027.

DOCUMENTS ATTACHED:

- Attachment 1 – Amendment 5 to the Original Burke LSA (Proposed)
- Attachment 2 – Amendment 4 to Burke LSA
- Attachment 3 – Amendment 3 to Burke LSA
- Attachment 4 – Amendment 2 to Burke LSA
- Attachment 5 – Amendment 1 to Burke LSA
- Attachment 6 – Original Burke LSA