



Date: May 26, 2026

Honorable Mayor and Council Members:

Author and title: Cindy Peterson, Finance Manager

Title: **Additional Contract Authority – Legal Services**

Jen Callaway, Town Manager

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**Recommended Action:** Authorize expenditures in the amount not to exceed \$80,000 for fiscal year 2025-2026 by Best, Best, and Krieger, LLP.

**Executive Summary:** The Town has a long-standing relationship with the firm Best, Best, and Krieger, LLP (BBK). The firm works with the Town Attorney, Town Manager, other department heads, and some divisions on local government legal issues which are beyond the scope of in-house capacity or expertise. BBK has worked with the Town since 2014 and are well versed on the Town of Truckee, enabling them to provide legal services efficiently. They are a full-service firm and coordinate with the Town Attorney on various items. Examples include CEQA compliance, zoning regulations, short-term rental policy and compliance (STR), general plan update review, employment law issues, CalPERS' Public Employment Retirement Law (PERL) compliance, and interactions with the California Public Utilities Commission.

**Discussion:** Through April 2026, BBK has provided the Town with almost \$45,000 worth of legal services. Major categories of spending include the following:

|                  |                    |
|------------------|--------------------|
| STR              | \$4,101.25         |
| Code Enforcement | \$903.75           |
| Personnel        | \$744.00           |
| CEQA             | \$14,400.00        |
| CIP Projects     | \$2,566.00         |
| Housing          | \$1,352.00         |
| Permits          | \$1,050.00         |
| Public Works     | \$11,131.00        |
| CPUC             | \$3,694.74         |
| General Services | \$4,483.00         |
|                  | <b>\$44,425.74</b> |

Staff anticipate an additional \$30,000 worth of work through the end of the fiscal year in personnel, Public Works, and STRs. To comply with the Town's Purchasing Rules, Council must authorize spending with a vendor that will exceed \$30,000 in any one fiscal year. Spending is nearing the previously authorized amount of \$49,999. With the anticipated additional \$30,000 expected for fiscal year, staff will exceed this initial authorization. By authorizing up to \$80,000, this will create capacity for expected spending throughout the remainder of the year and provide capacity for any additional items that may come up.

Due to the complexity of STR and Public Works issues, staff believe that an additional \$30,000 of authorization is justified for fiscal year 2025-2026. Therefore, staff are requesting this authorization now. Legal advice will only be utilized if needed.

**Priority:**

|                                     |                           |                                     |                                      |                                     |              |
|-------------------------------------|---------------------------|-------------------------------------|--------------------------------------|-------------------------------------|--------------|
| <input type="checkbox"/>            | Enhanced Communication    | <input checked="" type="checkbox"/> | Climate and Greenhouse Gas Reduction | <input checked="" type="checkbox"/> | Housing      |
| <input checked="" type="checkbox"/> | Infrastructure Investment | <input type="checkbox"/>            | Emergency and Wildfire Preparedness  | <input checked="" type="checkbox"/> | Core Service |

**Fiscal Impact:** Actual costs for services are billed on an hourly basis only when used. Services are billed out to the department utilizing the services and all costs for fiscal year 2025-2026 are expected to be absorbed into the fiscal year 2025-2026 budget.

**Public Communication:** None beyond this staff report.

**Attachments:** None.