

AMENDMENT TO AGREEMENT

This AMENDMENT TO AGREEMENT is dated for identification this 20 day of November, 2024 and amends that certain agreement for Goldfarb and Lipman Land Use Agreement dated July 21, 2022, made by and between the Town of Los Gatos, ("Town,") and Goldfarb & Lipman LLP. ("Consultant.")

RECITALS

- A. Town and Consultant entered into a Land Use Agreement on July 21, 2022, ("Agreement"), a copy of which is attached hereto and incorporated by reference as Exhibit A to this Amendment.

AMENDMENT

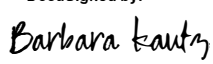
1. The compensation is amended not to exceed \$165,000.
2. All other terms and conditions of the Agreement remain in full force and effect.

Town of Los Gatos

Signed by:

By: 3EF03F232F1B429...
Chris Constantin, Town Manager

Approved as to Consent:

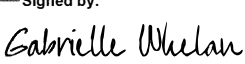
DocuSigned by:

By: D32D576C3570440...
Barbara Kautz, Goldfarb & Lipman

Department Approval:

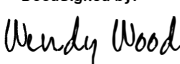
Signed by:

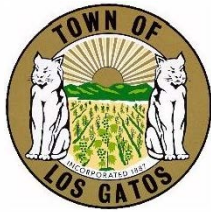
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Gabrielle Whelan, Town Attorney

Approved as to Form:

Signed by:

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Gabrielle Whelan, Town Attorney

Attest:

DocuSigned by:

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Wendy Wood, CMC, Town Clerk



MEMORANDUM

DATE: November 26, 2024

TO: Gabrielle Whelan, Town Attorney

FROM: Bridgette Falconio, Administrative Technician

SUBJECT: Single Source for Approval by Town Attorney: *Goldfarb & Lipman LLP*

BACKGROUND:

This contract is a "single source" purchase in conformance with the Town's purchasing policy in that there are compelling reasons to hire this firm. The Town is seeking an amendment to a contract with Goldfarb & Lipman LLP for General Land Use Assistance in the Town. This includes work on general land use matters including housing element implementation and the processing of SB 330 planning applications. Goldfarb & Lipman LLP are statewide experts in Builders Remedy.

Recommended By:

Approved By:

DocuSigned by:

3C25C6EECF00111D
Bridgette Falconio, Admin Tech

12/10/2024

Date

Signed by:

EFD6738A6534428
Gabrielle Whelan, Town Attorney

12/11/2024

Date

**goldfarb
lipman
attorneys**

1300 Clay Street, Eleventh Floor
Oakland, California 94612
510 836-6336

M David Kroot
Lynn Hutchins
Karen M. Tiedemann
Thomas H. Webber
Dianne Jackson McLean
Michelle D. Brewer
Robert C. Mills
Isabel L. Brown
James T. Diamond, Jr.
Margaret F. Jung
Heather J. Gould
William F. DiCamillo
Amy DeVaudreuil
Barbara E. Kautz
Rafael Yaquián
Celia W. Lee
Dolores Bastian Dalton
Joshua J. Mason
Jeffrey A. Streiffer
Elizabeth R. Klueck
Jhaila R. Brown
Gabrielle B. Janssens
Rye P. Murphy
Benjamin Funk
Aileen T. Nguyen
Katie Dahlinghaus
Matthew S. Heaton
Nozanin Salehi
Erin C. Lapeyrolerie
Minda Boutista Hickey
Connor T. Kratz

Los Angeles
213 627-6336
San Diego
619 239-6336
Goldfarb & Lipman LLP

July 21, 2022

Gabrielle Whelan, Town Attorney
Town of Los Gatos
110 East Main Street
Los Gatos, CA 95030
GWhelan@losgatosca.gov

Re: Legal Services – Town of Los Gatos – Land Use Assistance

Dear Gabrielle:

Goldfarb & Lipman LLP would be pleased to provide legal services to the Town of Los Gatos (the "Town") in connection with various land use matters relating to housing law, including those related to the Town's housing element, general plan, and development projects and related matters as authorized in writing by the City. However, Goldfarb & Lipman will not advise the City regarding matters related to the North Forty property because of our past representation of the developers.

I will have primary responsibility for our work with you on this matter. Our goal is to provide you with quality legal services, on schedule and at a reasonable cost. To that end, we may also draw on the services of other colleagues as needed to provide the most cost-effective services.

Our fees will be billed on an hourly basis at the rates set forth in the attached Rate Schedule, and payable monthly based on the number of hours expended on the matter. Our billing rates for this matter reflect our discounted rates for legal advice and representation for public entity clients and are subject to the increases described in attached Goldfarb & Lipman's Legal Representation Policies and Procedures. Our hourly rates are adjusted from time to time and may change during the course of our engagement upon sixty (60) days prior written notice to you. If you choose not to consent to the increased rates, you may terminate our services by written notice effective when received by us. The time charged will include, but is not limited to, the time spent on telephone calls, emails and other electronic communications relating to the transaction, including calls and emails with Town staff and other parties and attorneys. The legal personnel

via e-mail

Ms. Gabrielle Whelan, Town Attorney
Town of Los Gatos
July 21, 2022
Page 2

assigned to this transaction may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. If more than one of the legal personnel participates in a call or attends a meeting, each may charge for the time spent as appropriate. We do not anticipate the need for any travel during this engagement.

Goldfarb & Lipman may withdraw with your consent or for good cause or if permitted under the Rules of Professional Conduct of the State Bar of California and/or applicable law. Among the circumstances under which we may withdraw are: (a) with your consent; (b) if your conduct renders it unreasonably difficult for the firm to carry out the legal services effectively; and/or (c) if you fail to pay fees or costs as required by this Agreement. Notwithstanding the withdrawal, you will remain obligated to pay Goldfarb & Lipman at the agreed rates for all services provided and to reimburse for all costs advanced during the term of our engagement.

Nothing in this Agreement and nothing in our statements to you will be construed as a promise or guarantee about the outcome of the representation. Goldfarb & Lipman makes no such promises or guarantees. Goldfarb & Lipman's comments about the outcome of the representation are expressions of opinion only, are neither promises nor guarantees, and will not be construed as promises or guarantees. Any estimate of fees given by Goldfarb & Lipman is not a representation of a flat fee and will not be a limitation on fees or a guarantee that fees and costs will not exceed the amount of any deposit or estimate. Actual fees may vary from estimates given.

When signed by an authorized agent on behalf of the Town, this letter constitutes the written fee agreement with Goldfarb & Lipman LLP in connection with the work described above. This agreement does not cover litigation services of any kind, whether in court, arbitration, administrative hearings, or government agency hearings. A separate written agreement for these services or services in any other matter not described above will be required.

Please call me if you have any questions or concerns about this proposal. If the arrangement described in this letter is satisfactory, then please sign the letter in the space provided on the following page and email an electronic copy to me at: bkautz@goldfarblipman.com, and keep a copy for your files.

We appreciate the opportunity to work with you and Town staff members, and look forward to representing the Town of Los Gatos on this matter.

Very truly yours,



BARBARA E. KAUTZ
bkautz@goldfarblipman.com

Enclosures: Rate Schedule; Billing Policies and Procedures

Ms. Gabrielle Whelan, Town Attorney
Town of Los Gatos
July 21, 2022
Page 3

ACCEPTED AND AGREED:

TOWN OF LOS GATOS

By: Gabrielle P. Whelan
Its: Town Attorney
Date: 7/22/22

Goldfarb & Lipman LLP
Billing Rates Per Hour

Partner	\$360-\$375
Senior Counsel	\$355-\$375
Associate	\$220-\$350
Senior Law Clerk	\$210
Law Clerk	\$195
Litigation Project Coordinator	\$210
Project Coordinator	\$195

GOLDFARB & LIPMAN LLP
LEGAL REPRESENTATION POLICIES AND PROCEDURES

Dear Client:

Experience has shown that the attorney-client relationship works best when there is a mutual understanding about fees and payment terms. Accordingly, this letter is intended to briefly explain our billing policies and procedures. We encourage you to discuss with us any questions you may have concerning these policies and procedures.

To determine the value of our services, we require each of our lawyers and legal assistants to maintain time records for each client and matter. The time records are reviewed monthly by the responsible billing attorney. Our billing rates for services rendered for partners, associates, and for paralegals are attached. Our hourly rates are adjusted from time-to-time (generally once a year) and may change during the course of our engagement upon 60 days prior written notice to you.

It is our policy to serve you with the most effective support systems available. Therefore, in addition to our fees for legal services, we may also charge the actual costs for messengers, delivery other than by US postal service, court costs, and other costs and expenses incurred on your behalf that are reasonably necessary for our representation of you.

Our billing statements are due and payable upon receipt. Clients whose statements are not paid within 30 days of the statement date may be assessed a late charge on the unpaid balance at the rate of one-and-a-half percent per month.

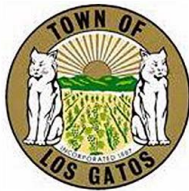
We carry professional liability insurance above the limits required by law.

It is our policy to retain and ultimately destroy all files, documents, records, and writings relating to each engagement for which we have been retained without notifying clients or former clients of the destruction of these items. At the termination of services and conclusion of a matter covered by this agreement, we will release promptly upon your request all of your client papers and property, subject to any protective order, state statute, or nondisclosure agreement. After seven years have passed since the conclusion of such matter, we may dispose of your client papers and property. If you wish to have us retain your papers and property beyond seven years after the conclusion of such matter, you must make separate written arrangements with us. Client papers and property include: electronic and hard copy versions of any correspondence, pleadings, deposition transcripts, exhibits, experts' reports, legal documents, physical evidence, and other items reasonably necessary to the client's representation, whether the client has paid for them or not.

In closing, let us assure you that it has always been and will continue to be our goal to provide legal services to you on the most efficient and cost effective bases possible. If you have any questions or comments regarding our billing policies, please feel free to contact us. Thank you for your continued cooperation.

Very truly yours,

GOLDFARB & LIPMAN LLP



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 12/03/2024

ITEM NO: 14

DATE: November 21, 2024
TO: Mayor and Town Council
FROM: Gabrielle Whelan, Town Attorney
SUBJECT: Authorize the Town Manager to Execute a Contract Amendment to the Contract for Legal Services with the Law Firm of Goldfarb & Lipman to Increase the Contract Amount in an Amount Not to Exceed \$165,000

RECOMMENDATION:

Authorize the Town Manager to execute a contract amendment to the contract for legal services with the law firm of Goldfarb & Lipman to increase the contract amount in an amount not to exceed \$165,000.

BACKGROUND:

In July 2022, the Town Attorney's Office entered into an agreement with the law firm of Goldfarb & Lipman LLP to provide general land use assistance. The Town Attorney's Office is seeking Town Council approval of an amendment to the existing contract in the amount not to exceed \$165,000. Since 2022, the Town Attorney's office has spent a total of \$95,061.16 in consultation with Goldfarb & Lipman, primarily on Housing Element matters. In accordance with the Town's purchasing policy, this is a "single source" contract in that this firm is recognized as a statewide expert in Housing Element law.

DISCUSSION:

The proposed contract amendment will fund additional legal services, which will include work on general land use matters including housing element implementation and the processing of SB 330 planning applications. The Town anticipates requiring additional funds for upcoming land use matters. As such, this item is being brought to Council for authorization in accordance with the Town's purchasing policy, which requires Council approval for services totaling over \$100,000.

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

PAGE 2 OF 2

SUBJECT: 1st Amendment to the Goldfarb & Lipman LLP Agreement

DATE: November 21, 2024

CONCLUSION:

The Town Attorney's Office recommends approval of the contract amendment not to exceed \$165,000 because the additional legal support will support staff work on a variety of land use matters.

FISCAL IMPACT:

Funds have been budgeted for these services.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachments:

1. Amendment to Agreement with Exhibit A - Original Agreement