



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 09/02/2025

ITEM NO: 4

DATE: August 22, 2025
TO: Mayor and Town Council
FROM: Gabreille Whelan, Town Attorney
SUBJECT: **Authorize Town Manager or Designee to Enter into a Three Year Legal Services Agreement with Jarvis Fay LLP for a Total Contract Amount Not to Exceed \$120,000**

RECOMMENDATION: Authorize Town Manager or Designee to Enter into a Three Year Legal Services Agreement with Jarvis Fay LLP for a Total Contract Amount Not to Exceed \$120,000.

FISCAL IMPACT:

Jarvis Fay LLP provides the following legal services to the Town: land use, CEQA, taxation, and fee advice. The funds for this agreement have already been budgeted for 2025-26. There is no additional fund allocation required for this contract.

STRATEGIC PRIORITY:

This item aligns with the strategic priority to preserve the Town's small-town charm and provide a range of housing opportunities and historic neighborhoods, while diligently maintaining and implementing the Housing Element.

BACKGROUND:

The Town Attorney's Office retains Jarvis Fay LLP as a single source vendor as allowed under Town Code section 2.50.130(b)(2), to provide legal advice with regard to land use, CEQA, taxation, and fees. In accordance with the Town's purchasing policy, goods and services costing over \$100,000 require Town Council approval.

PREPARED BY: Bridgette Falconio
Administrative Technician

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

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SUBJECT: Jarvis Fay LLP Agreement

DATE: August 22, 2025

DISCUSSION:

This new agreement is required to ensure that the Town has access to legal services in land use, CEQA, taxation, and fee matters for the next three fiscal years.

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager or Designee to enter into a three year legal services contract with Jarvis Fay LLP.

COORDINATION:

This report was prepared in coordination with the Town Attorney's Office and the Finance Department.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Jarvis Fay Agreement