



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 01/16/2024

ITEM NO: 7

DATE: December 21, 2023
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute the Following Agreements with San José Conservation Corps:
a. Episodic Support for Winter Storm Response in an Amount Not to Exceed \$15,000 and
b. Parks-Related Support Staffing in an Amount Not to Exceed \$87,100.

RECOMMENDATION:

Authorize the Town Manager to execute the following agreements with San José Conservation Corps (SJCC):

- a. Episodic support for storm response in an amount not to exceed \$15,000 (Attachment 1) and
- b. Parks-related support staffing in an amount not to exceed \$87,100 (Attachment 2).

BACKGROUND:

The Department of Parks and Public Works (PPW) is funded for eight full-time Parks and Maintenance Worker positions, with the resources split evenly between parks and streets. The parks team currently has two vacancies. One position has been vacant since June 12, 2023. The second parks position was filled for a short time in 2023 and is now vacant again. Efforts to recruit for this position have proven challenging given the high cost of living in the Bay Area and limited qualified applicants.

The Parks and Maintenance Worker position is the labor source for all Parks and Public Works tasks throughout the Town of Los Gatos. This team maintains parks and trails, as well as storm drainage systems, roadways, road signs, and other appurtenant assets owned by the Town. During storms such as the winter storms of 2023, the Parks and Maintenance Workers served as the front line responding to reports of drainage problems and trees down. In January 2023,

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Parks and Public Works Director

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

PAGE 2 OF 3

SUBJECT: Authorize Town Manager to Enter in Agreements with San José Conservation Corps

DATE: December 21, 2023

BACKGROUND (continued):

this team was issued 298 work requests, compared to 88 in January 2022 and 81 in January 2021. The increase in work requests is solely attributed to the winter storms. This level of response is challenging to provide when the team is short staffed, and storm response makes routine park maintenance challenging, if not impossible, to perform.

The San José Conservation Corps (SJCC) is a workforce development program that was founded in 1987. The SJCC currently offers both job training and a charter school experience to support youth in developing valuable work skills, as well as the soft skills that are needed to thrive in today's job market. The SJCC provides service to communities and quasi-governmental agencies throughout the Bay Area in fields such as flood response, trail maintenance, emergency response, erosion control, fire fuel load reduction, graffiti removal, and similar services.

DISCUSSION:

Given the vacancy rate among Parks and Maintenance in PPW, the Department is proposing the temporary use of SJCC staff for two specific purposes. The first is episodic services primarily for storm response (Attachment 1). This service would be provided on an as-needed basis in the event of storms like those of winter 2023 or other natural disasters that required extensive clean up

The second is auxiliary staffing to provide much needed support for the Park Operations Team (Attachment 2). The SJCC staff would work alongside PPW staff to perform parks and trails related maintenance. The intent of this agreement is to provide two SJCC staff through March 31, 2024, with the option to extend the agreement to June 30, 2024, upon mutual agreement between both the Town and the American Federation of State, County, and Municipal Employees (AFSCME), during which time PPW will continue its efforts to recruit permanent Parks and Maintenance Workers. The Town met and conferred with the AFSCME representatives on these proposed contracts. The bargaining unit is fine with these limited duration contracts through March with possible extensions.

CONCLUSION:

Approval of this item will provide support staff for Parks and Public Works and improve maintenance of Town-owned parks and public spaces.

PAGE 3 OF 3

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COORDINATION:

This item was coordinated with the Finance Department, Human Resources Department, the local chapter of AFSCME, and the San José Conservation Corps.

FISCAL IMPACT:

There is a budget savings due to Park and Maintenance Worker vacancies. There are sufficient funds available in the FY 2023/24 Parks and Streets Operating Budget to cover the agreements for episodic services and auxiliary staffing.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Agreement for Episodic Services
2. Agreement for Auxiliary Staffing for the Parks and Maintenance Worker Job Class