



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 09/21/2021

ITEM NO: 7

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**DATE:** September 15, 2021

**TO:** Mayor and Town Council

**FROM:** Laurel Prevetti, Town Manager

**SUBJECT:** Authorize the Town Manager to Execute a One-Year Agreement with Los Gatos-Saratoga Union High School District and Los Gatos Union Elementary School District for School Resource Officer Services for the Period Starting July 1, 2021 through June 30, 2022 to Include:

- a. Application of existing Fiscal Service Credits to Los Gatos-Saratoga High School District and Los Gatos Union School District, and
- b. Implementation of a Revised Monthly Payments and Scope of Services within this Agreement Beginning in December 2021 for Los Gatos-Saratoga High School District and March 2022 for Los Gatos Union School District, and
- c. Authorize a Revenue Budget Decrease in the Amount of \$25,911.12 to Match the Proposed Agreement Amount.

**RECOMMENDATION:**

Authorize the Town Manager to execute a one-year agreement with Los Gatos-Saratoga Union High School District and Los Gatos Union Elementary School District for School Resource Officer Services for the period starting July 1, 2021 through June 30, 2022 to include:

- a. Application of existing fiscal service credits to Los Gatos-Saratoga High School District and Los Gatos Union School District, and
- b. Implementation of the revised monthly payments and scope of services within this agreement beginning in December 2021 for Los Gatos-Saratoga High School District and March 2022 for Los Gatos Union School District, and
- c. Authorize a revenue budget decrease in the amount of \$25,911.12 to match the proposed agreement amount.

**BACKGROUND:**

Since 2008 the Town of Los Gatos, Los Gatos-Saratoga Union High School District, and Los Gatos Union Elementary School District have participated in a cost sharing agreement for the services of one full-time School Resource Officer (SRO) shared amongst all parties.

**PREPARED BY:** Clinton Tada  
Interim Police Chief

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

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BACKGROUND (continued):

Previous cost sharing agreements for one full-time SRO was 50% Town of Los Gatos, 36% Los Gatos-Saratoga Union High School District, and 14% Los Gatos Union Elementary School District.

On July 1, 2019, the Los Gatos -Saratoga Union High School District, Los Gatos Union Elementary School District, and Town of Los Gatos entered into a two-year SRO services agreement. In March 2020, the County of Santa Clara Public Health Department declared a "Shelter in Place Order," which temporarily shut down California public schools due to the COVID-19 pandemic. The order remained in effect for on campus learning through April 2021 and negated the need and use of services for the SRO during that time period.

In November 2020, the Town initiated a fiscal service credit to Los Gatos-Saratoga Union High School District and Los Gatos Union Elementary School District for monthly payments received during the school closure. Los Gatos-Saratoga Union High School District received a fiscal credit in the amount of \$37,052.31 for payments made between March 2020 and July 2020. Los Gatos Union Elementary School District received a fiscal credit in the amount of \$24,315.45 for payments made between March 2020 and October 2020. These credits were intended to be applied when SRO services resumed under the existing agreement (in FY 20/21) or when a revised agreement could be established. Due to limited return of in-person learning in FY 20/21, SRO services were significantly reduced for the remainder of the SRO agreement through June 30, 2021. The application of fiscal monthly credits to both Los Gatos-Saratoga Union High School District and Los Gatos Union Elementary School District began on July 1, 2021 with full SRO services under the previous expired agreement.

In June 2021, Los Gatos-Saratoga Union High School District and Town Staff collaborated in a work session of future SRO services with the consideration of incorporating a refined scope of work and a new service agreement at a reduction in cost sharing to both Los Gatos-Saratoga Union High School District and Los Gatos Union Elementary School District. The proposed cost sharing for this one-year agreement with reduced SRO services is 75% Town of Los Gatos, 18% Los Gatos-Saratoga Union High School District, and 7% Los Gatos Union Elementary School District. The revised monthly payment schedule and SRO scope of services ("Exhibit A" of this agreement) will be incorporated when all remaining credits have been exhausted.

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DISCUSSION:

The Los Gatos-Monte Sereno Police Department and school districts have maintained a strong community partnership through open communication with students, staff, and school administration. The Department continues to foster the tradition of the SRO program while being adaptable to change to ensure campus and student safety within the schools. The goals for the SRO program continue to promote and focus on campus and student safety while building community relationships and maintaining a healthy learning environment.

This one-year SRO agreement provides the ability for the Town to apply fiscal credits beginning in July 2021 for payments received under the previous agreement and incorporate the revised service agreement for remaining months (upon exhaustion of all credits). In addition, this one-year agreement allows staff and all involved parties an opportunity to evaluate the revised scope of work, cost sharing adjustments, and SRO service level under this proposed agreement through June 30, 2022.

On September 14, 2021, Los Gatos-Saratoga Union High School District Board of Trustees unanimously approved this one-year pilot SRO agreement with the revised scope of services.

CONCLUSION:

Staff recommends Town Council authorize the Town Manager to execute an agreement with Los Gatos-Saratoga Union High School District and Los Gatos Union Elementary School District for School Resource Officer Services for the period starting July 1, 2021 through June 30, 2022 to include:

- a. Application of FY 20/21 fiscal service credits to Los Gatos-Saratoga High School District and Los Gatos Union School District and
- b. Implementation of the revised monthly payments and scope of services within this agreement beginning in December 2021 for Los Gatos-Saratoga High School District and March 2022 for Los Gatos Union School District.

A budget adjustment is also needed as discussed in more detail below.

FISCAL IMPACT:

During the County of Santa Clara Public Health order "Shelter in Place Order" the Town received revenue for SRO services in the amount of \$37,052.51 from Los Gatos-Saratoga Union High School District, and \$24,315.45 from Los Gatos Union Elementary School District, for a total of \$61,367.96. These funds will be applied as a credit toward SRO services beginning July

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FISCAL IMPACT (continued):

1, 2021 until all credits expire. A revised cost-sharing service agreement for SRO services for Council consideration is proposed in the draft agreement.

Based on the SRO service credits and the restructured fiscal cost sharing agreement a budget adjustment of \$25,911.12 in decreased revenue is also requested.

**FY 21/22 SRO COST SHARING BREAKDOWN:**

<b>FY 21/22 COST SHARING</b>		
<b>School Year</b>	<b>21/22</b>	<b>Anticipated revenue after credit</b>
High School 18%	\$ 52,535.52	\$ 30,645.72
Los Gatos Union 7%	\$ 20,430.48	\$ 6,810.16
Town 75%	\$ 218,898.00	\$ -
<b>Total</b>	<b>\$ 291,864.00</b>	<b>\$ 37,455.88</b>
	<b>21/22 Budget</b>	<b>\$ 63,367.00</b>
	<b>Revenue adjustment</b>	<b>\$ (25,911.12)</b>

**FY 21/22 SRO MONTHLY PAYMENTS (Proposed under this agreement)**

<b>FY 21/22 MONTHLY INSTALLMENTS (After Credit Adjustments)</b>	<b>HIGH SCHOOL DISTRICT (18%)</b>	<b>LOS GATOS UNION (7%)</b>
December 2021	\$4,377.96	CREDIT APPLIED
January 2022	\$4,377.96	CREDIT APPLIED
February 2022	\$4,377.96	CREDIT APPLIED
March 2022	\$4,377.96	\$1,702.54
April 2022	\$4,377.96	\$1,702.54
May 2022	\$4,377.96	\$1,702.54
June 2022	\$4,377.96	\$1,702.54
<b>FY 21/22 TOTAL REVENUES</b>	<b>\$30,645.72</b>	<b>\$6,810.16</b>

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ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. SRO Services Agreement for July 1, 2021 Through June 30, 2022
2. SRO Scope of Work – “Exhibit A” to SRO Services Agreement