



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 12/19/2023

ITEM NO: 7

DATE: December 11, 2023
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize Revenue and Expenditure Budget Adjustments in the Amount of \$50,000 to Recognize County of Santa Clara Grant Receipt for Case Management for Unhoused Los Gatos Residents

RECOMMENDATION:

Authorize Revenue and Expenditure Budget adjustments in the amount of \$50,000 to recognize County of Santa Clara grant receipt for case management for unhoused Los Gatos residents.

BACKGROUND:

On June 15, 2023, the Santa Clara County Board of Supervisors approved a \$50,000 grant for the Town to use towards case management for unhoused Los Gatos residents. Supervisor Simitian worked with the Town Manager's Office to create the proposal in light of the Town's \$50,000 investment in services for unhoused residents.

The Town's funding went towards the shower ministry operated by the Los Gatos United Methodist Church, a temporary public restroom facility at Town Plaza Park, and a hotel program pilot during extreme weather events. As the amount is within the Town Manager's authority, she executed the agreement in early December 2023 as soon as it was provided by the County. Grant funds must be expended by the Town by June 30, 2024 and are one-time funds.

DISCUSSION:

The grant specifies that the funds must be used for case management for unhoused residents. The Town staff do not have this skill set nor the capacity to offer these services. For this reason, the Town will conduct a competitive Request for Proposals (RFP) process to identify contract services vendors to provide the service(s).

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

DISCUSSION (Continued):

Based on an analysis of recent recruiting announcements in the Bay Area, the hourly rate for case managers ranges from \$30 to \$40 per hour depending on education and qualifications. The fully benefited rate for a full-time position is estimated at \$81,000 to \$108,000. Since the Town's grant is significantly less, it is expected that responses to the RFP would be for a part-time case manager. Staff would evaluate the proposals and recommend a service provider to Town Council.

CONCLUSION:

Staff recommends the Council recognize the revenue and approve the associated budget expenditure of \$50,000. If approved, staff will initiate the RFP process.

COORDINATION:

The preparation of this report was coordinated between the Town Manager's Office, the Finance Department, and the Town Attorney's Office.

FISCAL IMPACT:

The \$50,000 grant funds are being provided to the Town from the County to cover the costs of contracted case management services. With this agenda item, Council has two fiscal actions to take: Authorize Revenue and Expenditure Budget adjustments in the amount of \$50,000 to recognize County of Santa Clara grant receipt for case management for unhoused Los Gatos residents.

Staff time related to grant management, the RFP, and program oversight will not be covered by grant funds and will be absorbed by existing staff.

ENVIRONMENTAL ASSESSMENT:

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