



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 09/01/2020

ITEM NO: 4

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**DATE:** August 27, 2020  
**TO:** Town Council  
**FROM:** Laurel Prevetti, Town Manager  
**SUBJECT:** Authorize the Town Manager to Execute an Agreement for Consultant Services with West Valley Community Services for Comprehensive Emergency Assistance Program (CEAP) Services in an Amount Not to Exceed \$15,000 Annually and \$75,000 Over the Five Year Term of the Agreement.

**RECOMMENDATION:**

Authorize the Town Manager to execute an Agreement for consultant services with West Valley Community Services for Comprehensive Emergency Assistance Program (CEAP) services in an amount not to exceed \$15,000 annually and \$75,000 over the five year term of the Agreement.

**BACKGROUND:**

The Town contracted with West Valley Community Services to administer the Comprehensive Emergency Assistance Program (CEAP) in 2011. West Valley Community Services provided services to the community for one-time emergency financial assistance to prevent individuals and families from becoming homeless, quickly re-house households that have been un-housed, and prevent a utility shut-off. These services have been provided under an agreement which expired on June 30, 2020. The original 2011 Agreement was for a 1-year term at \$13,000 per year and subsequent amendments increased the rate to the current annual rate of \$15,000 per year. In addition, the Town's Community Grant program has also given grants to West Valley Community Services to provide additional services outside of this agreement. Finally last fiscal year, the Town gave the organization \$10,000 to meet the sudden needs associated with the COVID-19 pandemic.

**PREPARED BY:** Tania Maheu  
Administrative Analyst

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Community Development Director

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SUBJECT: West Valley Community Services Agreement

DATE: August 27, 2020

DISCUSSION:

West Valley Community Services is the only non-religious organization that provides these services to the Los Gatos area. Based on this information, the Town did not conduct an RFP process. In consultation with the Town Attorney, staff has determined that West Valley Community Services is a sole source provider and has provided quality services to the Town's residents in this capacity for the last nine years. A draft West Valley Community Services Agreement is included with this report as Attachment 1.

CONCLUSION:

Staff recommends that the Council authorize the Town Manager to execute an Agreement for Consultant Services with West Valley Community Services for Comprehensive Emergency Assistance Program (CEAP) services in an amount not to exceed \$15,000 annually and \$75,000 over the five year term of the Agreement.

ENVIRONMENTAL ASSESSMENT:

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

COORDINATION:

The draft Agreement was prepared in coordination with the Town Attorney's Office.

FISCAL IMPACT:

Sufficient funds are included in the adopted FY 2020/21 Operating Budget.

Attachment:

1. Draft West Valley Community Services Agreement (includes Exhibit A, Proposed Summary of Services)