



MEMORANDUM

OFFICE OF THE TOWN MANAGER

To: Town Council

From: Laurel Prevetti, Town Manager

Subject: Manager's Weekly Memorandum

Date: October 9, 2020

Questions regarding the following should be directed to me. As specified by Town Policy, the Mayor or any two members of Council may request consideration of these or any items at a future Council Meeting.

1. **Leadership Los Gatos**

Over the last couple of weeks, the 2019/20 LLG class completed the curriculum for the program and on Thursday, graduated from the program. The remaining sessions were held remotely over Zoom and provided important engagement with Department Directors. The capstone session focused on Leadership Communication with former Los Gatos Town Manager/San Jose City Manager Debra Figone and San Jose State University Communications Professor Shawn Spano. The class participants expressed gratitude for the program and indicated their individual interests to become more engaged civically.

2. **Letters of Appreciation**

The Town received a note of appreciation from Mark De Mattei, President of De Mattei Construction, for Community Development Department staff members. Specifically mentioned were Associate Planner Sean Mullin and Director Joel Paulson. Verbatim comments received as follows: *Dear Joel, It isn't often enough we get nice feedback as our jobs can sometimes feel thankless. I want to take a moment to complement you and your staff. Sean has been great to work with, he is very knowledgeable, kind, patient to all and responsive. Thank you. Kind Regards, Mark.*

Another recognition was conveyed by a contractor to Senior Building Inspector Roy Alba, for CDD staff member Noal Grover, Building Inspector. The contractor's verbal comments were in turn relayed by Senior Building Inspector Alba to Chief Building Official Robert Gray as follows: *Good morning Robert, As you know, I completed an in-field inspection at 17165 Buena Vista Avenue yesterday afternoon. I completed this inspection at the request of Inspector Grover because he was not able to connect with the contractor remotely due to poor or no connectivity. That said, the contractor at the site took time to discuss with me how detailed and professional Noal had been during previous video inspections. The*

*contractor was very impressed with the time Noal took to completed he inspections and was amazed and how much detail Noal was able to observe by video. He pointed out that Noal identified stuff that he could barely find even after Noal pointed it out on video. That said, I wanted to take a minute to recognize Noal's effort and let him know how great it was to receive such positive feedback. Thank you Noal and great job!! This was a tough inspection in-person given the overall orientation of the site and remodel, so once again, great job!!
Roy Alba*

3. **Town Manager Observations**

Democracy Tent: On Monday, Chief Decena joined me for a discussion of Police services and Council direction on reforms with members of the Democracy Tent. Town Attorney Schultz was also part of the conversation. Approximately twenty residents participated, expressing appreciation for the Chief's direct responses to their questions.

Los Gatos-Saratoga Recreation: On Monday, Assistant Town Manager Andrews joined me in a conversation with LGS Rec Executive Director Nancy Rollett to discuss current and prospective programming at the Youth and Adult Recreation Centers.

LP:jj