



MEMORANDUM

OFFICE OF THE TOWN MANAGER

To: Town Council

From: Laurel Prevetti, Town Manager

Subject: Manager's Weekly Memorandum

Date: January 13, 2023

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. **Tuesday's Meetings**

Tuesday's Closed Session is scheduled to begin at 5:30 p.m. in the Town Manager's Office, followed by the regular Town Council Meeting in Chambers at 7:00 p.m.

2. **Town Office Closure**

Town Administrative Offices and the Library will be closed Monday, January 16 in observance of the Martin Luther King Jr. Holiday. Police Patrol and Dispatch are working and PPW is available for emergency issues.

3. **Town Web Site - Council Biographies**

In January and June of each year, Council biographies are updated on the Town website. If you would like your biography updated, please forward your changes to Janette Judd. Please feel free to provide an e-mail or Word document, whichever is convenient for you.

4. **Planning Commission Actions**

Attached is a copy of the January 11 Planning Commission agenda indicating actions taken on each item.

5. **Letters of Appreciation**

A phone call was received from an elderly resident regarding an experience with Officer Benjamin Taylor. The resident expressed heartfelt appreciation for Officer Taylor's concern and assistance while she was "stuck and stranded" at the Rinconada Hills Shopping Center. Some of the comments transcribed from her call include, "I wanted to give a compliment to

him. He was so concerned about my situation, and he was so good to me, he didn't want me out in the dark all by myself" and, "he made sure I got home safe". The resident stated that Officer Taylor contacted her caregiver to arrange transportation and remained with her for more than half an hour until the caregiver arrived. The resident wished to highly commend the officer and also wanted management to hear her compliments and gratitude.

6. **Town Manager Observations**

Positive Community Norms: This week, staff from Los Gatos Saratoga Union High School District, Los Gatos Union School District, and I met with the Montana Institute consultants to launch our inter-agency Positive Community Norms effort. A community-wide remote introduction and training is being scheduled for early February, followed by a survey of students, parents, teachers, and faculty. I will be representing the Town in this effort and will keep you apprised of its activities.

Santa Clara County City Managers Association: On Wednesday, the Managers met to discuss storm response, a new California law pertaining to microenterprise home kitchens operations, and professional development opportunities to continue to recruit and retain top talent in local government.

LP:jj

Attachment

Planning Commission Actions