



# MEMORANDUM

## OFFICE OF THE TOWN MANAGER

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To: Town Council

From: Laurel Prevetti, Town Manager

Subject: Manager's Weekly Memorandum

Date: February 3, 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 Meeting**

There is no Closed Session or other meetings prior to the regular 7:00 p.m. Town Council Meeting on Tuesday, February 7.

2. **2022 Third Quarter Sales Tax**

Attached is the 2022 third quarter sales tax summary from the Town's consultant.

3. **Accounts Payable Report**

Attached is the second quarter (October 1 – December 30, 2022) Accounts Payable Report for the Fiscal Year 2022/23.

4. **Town Manager Observations**

**Assistant Town Manager Recruitment:** On Wednesday, Teri Black & Co. posted the recruitment brochure for the ATM position: <https://jobs-tbc-2020.s3.amazonaws.com/627/files-Los-Gatos%20Assistant%20Town%20Mgr.%20Brochure%20FINAL.pdf>. Applications are due at the end of February.

**Positive Community Norms Workshop:** On February 1, I attended this Zoom workshop which outlined the community process for identifying and reinforcing positive community values for our youth through a science based methodology. There were over 70 participants. The Town is a financial partner with two of our local school districts in this effort to prevent underage drinking.

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LP:jj

Attachments

2022 Third Quarter Sales Tax Summary  
Second Quarter Accounts Payable Report

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