



# MEMORANDUM

## OFFICE OF THE TOWN MANAGER

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To: Town Council

From: Laurel Prevetti, Town Manager

Subject: Manager's Weekly Memorandum

Date: September 15, 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 Town Pension and OPEB Trusts Oversight Committee Meeting is scheduled to begin at 6:15 p.m. followed at 7:00 p.m. by the regular Town Council Meeting.

2. **Open Enrollment and Health Fair**

Open Enrollment is the annual time of year to consider potential changes to your medical, dental, or vision plans. It is also an opportunity to sign up for additional products offered by American Fidelity, including Flexible Spending Plans and other programs. Open enrollment is from September 18 through October 13. Each Council Member will receive a benefit statement via email from Human Resources. Please follow the instructions, review the Benefits Guide, and make your selections. Human Resources staff are available to assist you with any questions.

On Tuesday, September 19, the Human Resources Department is hosting a Health Fair from 11:00 a.m. to 2:00 p.m. at the LGS Adult Recreation Center-Main Hall and Town Council Chambers Lobby. The ARC will have a variety of health care providers and other services, including Kaiser, Concern (the Town's Employee Assistance Program), American Fidelity, MissionSquare, West Valley Clean Water Authority, The Club at Los Gatos, Farm Fresh to You, Los Gatos Chiropractic and Wellness Center, and more

Flu shots and chair massages will be located at the Town Council Chambers Lobby. You can schedule your flu shot using the following link:

<https://wellness-event.kaiserpermanente.org/signup/losgatos>. Walk-ins are also welcome.

Chair massages are first come, first served. Council Members are welcome to participate in the Health Fair. Please join us!

3. **Adopt-A-Highway Program**

The latest 2023 Adopt-A-Highway Program clean-up took place Saturday, September 9 from 8:00 to 10:30 a.m. at the Highway 17 and Highway 9 on and off ramps. Four volunteers joined Parks Services Officer Jerett Blaskey in collecting twelve bags of trash along with construction debris and a wheelbarrow. Collection data is shared with the West Valley Clean Water Program for the Town's Annual Report requirements along with other volunteer efforts that help keep trash out of the creeks. The next Adopt-A-Highway Program clean-up is scheduled for October 14. To participate in this program, volunteers are required to go through mandatory training. Information regarding the Adopt-A-Highway Program can be found on the Town website using the following link:

<https://www.losgatosca.gov/2417/Adopt-A-Highway-Clean-Up-Program>.

4. **Los Gatos-Monte Sereno Police Emergency Preparedness Training & Outreach**

On Tuesday, September 5, the Adison-Penzak Jewish Community Center (JCC) began hosting an in-person Community Emergency Response Team (CERT) Academy. The CERT Academy consists of six nightly sessions and a final skill exercise day for a total of 21 hours prior to receiving a Certificate of Completion. This CERT Academy includes nine people that work at the Los Gatos JCC and will be able to assist in the opening of the Neighborhood Incident Command Post (NICP) located on the premises in partnership with the Los Gatos-Monte Sereno Police Department. Additionally, there are seven community members from the Los Gatos and Monte Sereno communities in the training. These residents were sworn in as Disaster Service Workers (DSW) by Community Outreach Coordinator Jackie Rose on the first day of class. Los Gatos-Monte Sereno Police Department CERT members will be present at the October graduation to welcome them into the Los Gatos CERT community.

On Tuesday, September 12, Captain Clint Tada, Community Outreach Coordinator Jackie Rose, and several Los Gatos-Monte Sereno Police CERT members partnered with Netflix in Los Gatos for their Emergency Preparedness Day. Los Gatos-Monte Sereno Police CERT members reviewed and provided materials, training, and awareness of Emergency Preparedness in the event of a disaster or public safety emergency. Additionally, other partners were present to demonstrate disaster preparation.

Netflix took the opportunity to present a plaque to the Los Gatos CERT expressing appreciation and gratitude for the emergency preparedness training and its importance to the Netflix workforce. The plaque also acknowledged the opportunity for future collaboration and partnership.

5. **Planning Commission Actions**

Attached is a copy of the September 13 Planning Commission agenda indicating actions taken on each item.

## 6. **Town Manager Observations**

Positive Community Norms: On Tuesday, I participated in a meeting with the school districts, parents, other stakeholders, and the Montana Institute consultants to review the draft survey that will be administered to parents and staff this fall. Similar to the student survey done in the spring, it will assess norms and perspectives around the use of alcohol by students.

San Mateo and Santa Clara County City Managers Meeting: On Wednesday, I participated in an in-person meeting regarding professional and personal resilience strategies for City Managers. The speakers included two retired City Managers and one Executive Recruiter.

Los Gatos-Saratoga High School District Strategic Plan: Also on Wednesday, I participated in the last meeting of the stakeholder group in the preparation of the District's updated Strategic Plan. The Plan includes an updated vision, mission, values, graduate profile, and four strategic goals organized around students, faculty and staff, District leadership and accountability, and family and community partnerships. The Strategic Plan is expected to go to the Board in October or November 2023.

Union School District: On Thursday, Director Paulson and I met with the Superintendent, Assistant Superintendent, and the District's real estate advisor to discuss the Belgatos property. The Superintendent explained the fiscal challenges faced by the District, the poor condition of the vacant Belgatos land, and the other measures the District is taking to address long term financial sustainability. Director Paulson and I explained the planning process for development applications, expectations for the developer to do outreach, and other process steps. The District is also interested in working with the Town on Safe Routes to School and related matters.

LP:jj

Attachment

Planning Commission Actions