



MEMORANDUM

OFFICE OF THE TOWN MANAGER

To: Town Council

From: Laurel Prevetti, Town Manager

Subject: Manager's Weekly Memorandum

Date: November 17, 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 will begin at 5:00 p.m. in the Town Manager's Office, followed by the 7:00 p.m. regular Town Council Meeting in Council Chambers.

2. **Town Office Closure and November 24 Manager's Memo**

As a reminder, Town administration offices and the Library are closed Thursday, November 23 and Friday, November 24 for the Thanksgiving holiday. There will not be a Weekly Memorandum distributed on Friday, November 24 due to the shortened holiday week and administrative office closure. The next distribution will be Friday, December 1.

3. **Howe's Playlot Reconstruction**

Reconstruction of the youth playground at Howe's Playlot will begin Monday, November 27. This work will restore the playground that was lost during the March 2023 storms. Construction should be complete by December 8, 2023. The tot slide and swings will be closed during the construction. The walkway between Howes Drive and Thomas Drive will generally remain open and may be subject to periodic closure. Once the playground work is complete, staff will finalize restoration of the park, adding more seating and restoring the grass impacted by the falling trees and construction work.

4. **Eucalyptus Tree Removal - Overlook Road**

The removal of 18 eucalyptus trees on Overlook Road will begin Monday, November 27. This work will be a significant undertaking, requiring the use of cranes and other heavy equipment. During the workday, Overlook Road will be closed from Chestnut Avenue to Wissahickon Road. Detour signage will be installed, and notifications will be provided to police and fire as well as USPS and West Valley Sanitation to ensure continuity of services for the residents.

Staff has been updating the Overlook Road homeowners on a weekly basis for the last month to prepare them for the disruptions the work will create. The work is expected to be completed by December 31, 2023, and is being funded through the US Department of Agriculture/US Forest Service Fire Mitigation Project Grant using matching funds from the Town.

5. **Hotel Program Update**

On November 15, Assistant Town Manager Nomura and I met with members of the faith community to complete the details of the Hotel Program for pre-screened unhoused residents in Los Gatos. Per the Council motion on June 20, 2023, the definition of a medical stay is one in which one of the eligible unhoused Los Gatos residents has just been released from a hospital stay and there is a doctor's note requiring shelter.

We also discussed refining the weather criteria to be more specific (e.g., the National Weather Service forecasts daytime temperatures exceeding 100 degrees for several hours without overnight cooling). A rain criterion (e.g., the National Weather Service forecasts 1 or more inches of rain in a 24-hour period) and a wind criterion (e.g., the National Weather Service forecasts over 40-mile per hour nighttime winds for several hours) may also be useful given our experience with the storms in the first quarter of 2023. This level of specificity is helpful as we communicate the program to potentially eligible participants.

We are now developing a flyer that the faith community will distribute to the pre-screened unhoused residents. The flyer lists the criteria for a hotel room, a dedicated Town phone line to call during Town business hours to request a room, and the required rules of behavior. We expect to be ready to launch the program December 1 and adjust as we learn from its implementation. If Council members are interested in a future agenda item on this topic, please let me know and I will work with the Mayor to get it scheduled.

6. **Diversity, Equity, and Inclusion (DEI) Plan**

On October 17, Council directed the preparation of an Addendum to the DEI Plan to identify the Council's priorities with respect to the action items contained in the Plan. Staff has completed the Addendum and it is posted on the Town's Becoming an Inclusive Community website under Council Actions: <https://www.losgatosca.gov/DocumentCenter/View/36897/DEI-Plan-Addendum>.

7. **Emergency Preparedness:**

On November 14, 2023, Los Gatos-Monte Sereno Police Department Community Emergency Response Team (CERT) volunteers and Community Outreach Coordinator Jackie Rose attended the Service Providers Network quarterly meeting at the Los Gatos Chamber of Commerce. The LGMSPD CERT provided a presentation about the CERT teams' function to assist the community and the Emergency Operations Center (EOC).

Jackie Rose spoke on behalf of the Town about operations in an EOC, the role of an Emergency Operations Plan (EOP), how the EOC functions to assist our community, and how she may play a role in the EOC to assist as a volunteer coordinator. Jackie provided thoughts on how service provider organizations could be of assistance during a disaster and how the volunteer coordinator could reach out to these organizations in a disaster for additional support. The meeting was informative and well attended, including the Mayor and representatives from several Los Gatos service clubs.

8. **Public Safety Wellness Symposium**

On November 15, the LGMSPD hosted approximately 140 personnel from multiple Fire, Police, and Emergency Medical Service agencies for an all-day inaugural symposium on wellness. One of the Police Chaplains is the Pastor of Calvary Church and he provided the space for the event. Chief Field provided opening remarks. The Los Gatos-Monte Sereno Police Foundation sponsored and served lunch during a networking lunch hour. The Sunnyvale Department of Public Safety recognized the Foundation at the event.

The symposium was a result of the effort and vision of a collaborative Santa Clara County Peer Support Team that LGMSPD is a member. Symposium attendees heard from experts and colleagues throughout the state about a variety of programs, techniques, and resources to potentially add to an agencies integral wellness program and to maintain good mental and physical health while doing challenging public safety work. Most of the Police Department's Peer Support staff (three sworn and one Dispatcher) participated from Los Gatos.

9. **Outside The Box Program: Phase VIII**

Staff is in the final stages for Phase VIII of the "Outside the Box" Utility Box Art Program. The Town received 21 artwork submissions for two downtown utility box locations. Proposals were voted on by a committee of Arts and Culture Commissioners and Town staff. This project is funded through the Town's Adopted Capital Improvement Program. Artwork will be installed in the next few weeks by the Town's contractor, Signs Unlimited. An attachment to this memorandum depicts the proposed artwork for each location and artist information.

10. **Planning Commission – Special Meeting Actions**

See attached summary from the November 15, 2023 meeting.

11. **Town Manager Observations**

SASCC: On Tuesday, Assistant Town Manager Nomura and I met with Executive Director Taylor. We discussed SASCC's consulting work, efforts with West Valley Community College to help seniors prepare for re-entering the job market, and other items of mutual interest. The Mayor has invited Mr. Taylor to give a brief presentation of SASCC's current work at Tuesday's Council meeting.

Page 4
Town Council
Subject: Manager's Weekly Memorandum
November 17, 2023

Chamber of Commerce: On Wednesday, Mayor Ristow, Economic Vitality Manager Renn, and I met with Executive Director Lin and Board President Brown. We discussed potential future Chamber events, the promotion of Los Gatos' unique offerings, and other ways to encourage more visitors to Town.

LP:jj

Attachments

Outside The Box Artwork
Special PC Meeting Actions

N:\MGR\AdminWorkFiles\2023 Weekly Managers Memorandum\Manager's Weekly Memo 11-17-23.doc