



MEMORANDUM

OFFICE OF THE TOWN MANAGER

To: Town Council

From: Laurel Prevetti, Town Manager

A handwritten signature in cursive script that reads "Laurel Prevetti".

Subject: Manager's Weekly Memorandum

Date: September 27, 2019

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 Closed Session**

Tuesday's Closed Session is scheduled to begin at 6:00 p.m. in the Town Attorney's Office.

2. **Annual Report**

Included in your Friday mail is a copy of the Town's Annual Report for Fiscal Year 2018/19. The document highlights the accomplishments of the organization over the last year, provides metrics of key Town services, and looks ahead to work underway for the current Fiscal Year. The Annual Report is posted on the Town Manager's portion of the Town website and hard copies are being sent to all Town Board, Committee, and Commission members.

3. **West Valley Mayors and Managers Meeting**

On Wednesday, the Mayor and Assistant Town Manager Andrews attended this monthly meeting. Kevin McClelland, Business Advisor for Silicon Valley Small Business Development Center (SBDC), provided an overview of the mission of the SBDC and resources they can provide to small businesses in the County. Mr. McClelland's expertise is in the area of restaurant and retail management.

In particular, Mr. McClelland highlighted the difficult regulatory environment new restaurants must navigate prior to opening and the capital strain that places on restaurants prior to receiving revenues from operations. To help mitigate these issues, the SBDC offers free consulting services to restaurants regarding the regulatory environment in any jurisdiction in Santa Clara County. In addition, the SBDC can help existing restaurateurs gain access to Small Business Association (SBA) quick loans for front of the house renovations and upgrades.

4. **Addison-Penzak Jewish Community Center (JCC) Climate Fair**

This past Sunday, Community Development Director Paulson and Environmental Program Specialist Chislett participated in the JCC Climate Fair to provide information regarding Town sustainability efforts. Information provided by the Town included the General Plan update, the Town's Sustainability Plan, the energy conservation toolkit that can be checked out at the Library, and the Town's Growing Greener program. Climate Fair attendees had many questions regarding these and other Town efforts. Feedback included appreciation for the efforts the Town is currently making regarding sustainability and requests for the Town to do even more to improve sustainability. The JCC also expressed their gratitude that Town staff took the time to attend the Climate Fair.

5. **Master Municipal Clerk Academy**

Last week, Town Clerk Neis attended the Master Municipal Clerk Academy in Pomona. The academy provides advanced leadership and management training required to earn the Master Municipal Clerk (MMC) certification. Session highlights were Leading with Purpose, Effective Time Management, and Earning and Keeping a Seat at the Leadership Table.

6. **SB 1383**

SB 1383 was signed by Governor Brown on September 19, 2016 and the second formal draft of the regulations was released on June 19, 2019. The primary goals of SB 1383 are to reduce organic waste disposed in landfills by 50% by 2020 and 75% by 2025 (using 2014 as a baseline), and to reach recovery of 20% of edible food that would otherwise be disposed of in landfills by 2025. To achieve these goals, SB 1383 requires action in the following areas: organics, ordinances, education and outreach, contamination monitoring, procurement of organic materials, edible food recovery, and compliance reporting. Enforcement and penalties for non-compliance begins January 1, 2022 for jurisdictions and January 1, 2024 for generators, haulers, and processors.

The West Valley Solid Waste Management Authority (WVSWMA) is currently breaking down the section requirements and options available to the West Valley communities. The Town of Los Gatos is working closely with WVSWMA throughout this process to evaluate all available options and identify the most feasible solutions to achieve compliance with SB 1383. WVSWMA will be providing thorough details of each section of SB 1383 over the course of the next three public board meetings. The increase in services are expected to have significant impacts to garbage rates for all users. Further updates will be given as we move forward in this process.

7. **Safety Training at JCC**

On September 17, Police Department staff provided emergency and safety training to the preschool and youth staff at the Levy Family Campus at the JCC. During the training,

responses to emergencies (including a violent intruder) were covered in a classroom setting. A tour of the facility and discussions regarding infrastructure and overall site awareness were conducted. This training was the second that has taken place to ensure that all personnel from the JCC were familiar with their emergency safety plan.

8. **Safe Routes to School**

On September 18, the Police Department participated in the Safe Routes to School Board meeting at the Police Operations Building. The Board reviewed the upcoming programs and plans for the 2019-20 school year. The upcoming Bike Rodeos were discussed as well as education and encouragement ideas for students' safe commutes to school.

9. **Adopt-A-Highway Program**

The latest Adopt-A-Highway clean-up took place Saturday, September 21 from 8:00 to 9:00 a.m. at the Highway 17/Highway 9 on and off ramps. The Town of Los Gatos was a participating adoptee in the Caltrans recognized event, "California Coastal Clean-up Day." In order to participate, adoptees had to schedule a cleanup on this day and submit a Summary Report to Caltrans. Two volunteers joined Parks Services Officer Jerett Blaskey in collecting six bags of trash and car parts. The collection data are 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 clean-up is scheduled for Saturday, October 19 from 8:00 a.m. to 12:00 p.m.

10. **County Fire Strategic Plan**

This past Saturday, Mayor Leonardis, Assistant Town Manager Andrews, and hillside resident Robert Stump represented the Town at the Santa Clara County Fire Department Strategic Plan 2020 stakeholders focus group. The daylong event was hosted by Fire Chief Bowden and facilitated by Fitch and Associates. The program was an opportunity for both internal and external stakeholders to shape the goals and objectives for County Fire over the next 3 to 5 years. Participants were asked to share their views of the Fire Department's strengths, weaknesses, opportunities, and threats.

11. **Commission/Board/Committee Recruitment Status**

Attached for your reference is an updated recruitment list for Boards, Commissions and Committees.

12. **Town Proclamations**

For all Council members' awareness, attached is a copy of a Town Proclamation issued this month for the annual White Cane Days. This Proclamation was presented separately to Lions' Club representatives (not presented at a Council meeting.)

13. Town Manager Observations

Meeting with LGUSD Superintendent: On Monday, Superintendent Johnson and I met to discuss development on the North 40, the District's Strategic Plan, and other matters of mutual interest.

School Resource Officer Work Along: On Monday, I shadowed Officer Stanley as he walked the High School in the morning and at lunch, and made similar rounds at lunch at the Middle School. I was impressed with his friendly demeanor which invited staff and students at both schools to talk with him. He was very observant of behaviors at the school and it was clear that he cared deeply for the well-being of the students. It was great to see that his services were appreciated by the Administration, teachers, and youth.

Chamber of Commerce: Today, the Mayor, Vice Mayor, Economic Vitality Manager, and I met with the Executive Director and two Board members of the Chamber. We discussed the proposed Property-Based Improvement District (PBID), General Plan update, future events, and the grant process.

LP:jj

Attachments

Boards/Commissions/Committees Recruitment Update
Town Proclamation