



MEMORANDUM

OFFICE OF THE TOWN MANAGER

To: Town Council

From: Laurel Prevetti, Town Manager *Laurel Prevetti*

Subject: Manager's Weekly Memorandum

Date: October 18, 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. Referrals and Responses to Constituents

For the 2019, 2018, and 2017 calendar years, there has been an increase in the number of Council Referrals and Manager Referrals processed and tracked through completion. As of October 16, 2019, the Town has received 131 Council Referrals, and 35 Manager Referrals calendar year to date. By comparison, the Town received a total of 114 Council Referrals and 21 Manager Referrals in 2018, and a total of 107 Council Referrals and 28 Manager Referrals in 2017.

The above numbers do not include numerous additional inquiries which are not formally logged or tracked, yet are received by the Manager's Office e-mail accounts and assigned to staff for review and response to constituents. For FY 2017/18, there were a total of 414 formal Referrals and other inquiries assigned for response, and for FY 2018/19 a total of 837 formal Referrals and other inquiries assigned for response.

The majority of formal Referrals and inquiries require moderate to significant staff time to review and respond to each constituent and/or provide the requested information. This effort reflects the "high touch" service the Town provides to community members.

2. Almond Grove Project Update - Broadway Pavement Removal and Replacement

Vanguard Construction continues to complete corrective work for the Almond Grove Street Reconstruction Projects Phase I and Phase II. Although most of the work is minor in nature, there is one area on Broadway Avenue where a larger section of concrete pavement is scheduled to be removed and replaced. In this location, the concrete has continued to exhibit progressive surface cracking. The Town has begun the process of obtaining additional testing of the concrete in this area in an effort to determine if the deterioration is due to defective materials or workmanship. Regardless of the cause, the longevity of the pavement in this area is in question, and the contractor has been asked to remove and replace the concrete pavement.

Removal of the concrete pavement on Broadway is currently scheduled to begin the week of November 4th, depending on weather. It is also anticipated that the roadway replacement will be completed by Friday, November 8th and the new pavement would be re-opened to traffic approximately one week later, once the concrete has cured sufficiently to accommodate vehicular traffic.

Door hangers notifying the residents on Broadway of the scheduled work will be distributed this week and the project page on the Town's website will be updated to include the schedule for the work on Broadway. Should rain delay the removal and replacement of the pavement, the project page will continue to post the revised schedule for the work.

3. Parklets Update

The Town has received six applications for parklets in front of Downtown restaurants. The applications are in various stages of review, with the status of each as follows:

- 81 West Main Street – Zona Rosa: The building permit is ready to issue for construction.
- 109 West Main – Los Gatos Coffee Roasting: Planning and building review is complete, with final PPW review pending.
- 217 North Santa Cruz Avenue – Rootstock: The building permit is ready to issue for construction.
- 9 North Santa Cruz Avenue – Pizza My Heart: Planning and building review is complete, with final PPW review pending.
- 145 West Main Street – former Le Boulanger: Comments provided on preliminary submittal. No application for a building permit has been received.
- 27-35 E. Main St – Southern Kitchen, Billy's Chowder House, and Namaste: Comments provided on preliminary submittal. No application for a building permit has been received.

4. Annexation Update

West Valley Collection and Recycling sent out the attached notices Wednesday, October 16, notifying the recently annexed residents of their new garbage, recycling and yard trimmings program. Effective October 31, 65 customers will have a new garbage collection day of Thursday. Effective November 1, 242 customers will have a new garbage collection day of Friday. Homeowners that do not reside onsite were also mailed a copy of the annexation notice.

5. Human Resources Conference

Director Velasco recently attended a three-day International Public Management Association Human Resources conference. HR professionals from across the United States attended sessions focused on leadership, current Human Resources trends and challenges, recruitment and retaining talent, employee benefits and wellness programs, organizational culture, and participating in difficult conversations.

6. **Turkey Trot: Mayor's Cup Challenge**

During Verbal Communications at Tuesday night's Town Council meeting, Carl Guardino (President and CEO of the Silicon Valley Leadership Group) encouraged participation in the annual fundraising Turkey Trot. Mr. Guardino informed the Council of the Mayor's Cup Challenge (see attached for details).

7. **Library and Civic Center Trick or Treating**

On Halloween, our regular Terrific Twos Storytime program will feature Halloween stories and Trick or Treating throughout the Town Plaza. Stops will include the Library Circulation Desk, TMO, PD, and the Friends of the Library Bookstore. The Storytime program starts at 10:30 a.m. and our costume parade and Trick or Treating will begin about 10:45 a.m. Council members are welcome to join us. If you would like to dress up with the TMO staff, feel free to wear a Hawaiian shirt.

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

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

9. **Town Manager Observations**

PG&E Public Safety Power Shutoff: On Monday, I met with Directors and other staff to debrief our preparations, response, and recovery to the shutoffs. While Los Gatos was relatively fortunate compared to other communities, we did learn of our vulnerabilities and identified solutions to resolve them. I continue to be very proud of the teamwork and the collective learning that occurred throughout this event so we can be better prepared in the future.

Great Shakeout: On the 30th anniversary of the Loma Prieta earthquake, all Town employees participated in a drop and cover drill and complete evacuation. Town patrons and NUMU staff joined us. We took the opportunity to test our public address system learn our gathering locations, practice protocols for ensuring everyone's safety, and update our "go kits" with fresh water and other supplies.

Los Gatos Union School District: Today, I met with Superintendent Johnson. We discussed the Mills Act, North Forty, and the District's Strategic Plan. On Monday, I will attend the focus group for the Plan.

Attachments

West Valley Collection & Recycling Notice
Mayor's Cup
Recruitment