



1 North San Antonio Road
Los Altos, California 94022-3087

MEMORANDUM

DATE: 10/12/21

TO: Councilmembers

FROM: City Manager

SUBJECT: COUNCIL Q&A FOR THE OCT 12, 2021 CITY COUNCIL REGULAR MEETING

Consent Item Question

- Regarding the purchase threshold of \$75K over which decisions must come to Council: Is that limit still reasonable and when is the last time it was updated? It seems that some of the consent items that come forward are minor and perhaps our purchase authority is due for revision?

The policy was last revised in 2015 by resolution 2015-4. \$75,000 is on the lower end, especially for a government like Los Altos that contracts for a lot of services. Staff will consider what to recommend as the level of authority is as part of the purchasing policy which will be before Council later this year.

Flood Preparedness Week Proclamation:

- In the second-to-last "WHEREAS," there needs to be a space between "communities" and "navigate."
- In the last "WHEREAS," there is an extra space before the word "sign."

Noted

Agenda Items 2 (Bear Electrical Solutions contract extension): (Gaku)

- Why was Bear's services so much less expensive in years 1 and 2 (\$52,000) than in years 3 and 4 (\$75,000)?

Years 2 and 3 saw increased maintenance costs due to a combination of maintenance needs and special projects. Special projects included traffic signal cabinet replacement at Fremont & Grant and bicycle traffic signal installations at San Antonio & Almond. Maintenance needs included maintenance of flashing beacon crosswalk systems and vehicle speed feedback signs at various locations in the City. Staff is looking into future CIP projects to replaced aged equipment.

- Will the city save money by entering into a longer term contract with Bear as opposed to a one year extension? What will happen next year; will the City and Bear extend their contact for another year at the same price? Or will Bear want more than \$75,000 next year?

Original agreement allows for 1 year extension if needed. Staff plans to advertise RFP for this position this winter or next spring and not make another extension to the current contract.

Agenda Item 3 (West Coast Arborist – tree maintenance):

- Does the City typically pay a contractor \$110,000 per year for this service? If so, would it make more sense to hire someone on staff to perform that work as opposed to paying that much to a contractor every year?

We contract for tree maintenance annually as a supplement to our tree maintenance crew's work. Our tree crew does not have the equipment to remove or work on really large trees. In many cases those large trees need to be climbed to be maintained or removed and that is very specialized, and dangerous, work. We also utilize arborist services that the contractor provides access to. We do not have a certified arborist on staff.

Agenda Item 5 (Emergency Declaration):

- Delete the first "I HEREBY CERTIFY . . ." at the top of page 3 of attachment 1.

Noted

Agenda Items 6A (Sewer video): (Andrea T)

- What is the add/alt?

The add alternate consists of the same type of work, video inspection of sewer mains. It covers the sewer mains in the H5 quadrant, 7,944 feet in total, as shown on Exhibit A (included below). The Base Bid (quadrants I5, I6, I7, J5, J6, J7, K6, K7) totals 108,171 ft of sewer video inspection. The recommended project for award (Base + Add Alternate bid) consists of a total of 116,115 linear feet of sewer mains.



City of Los Altos Sanitary Sewer Video Inspection Project WW0101121 Location Map

EXHIBIT A

