



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

## MEMORANDUM

**DATE:** 10/25/22

**TO:** Councilmembers

**FROM:** City Manager

**SUBJECT:** COUNCIL Q&A FOR OCTOBER 25, 2022 CITY COUNCIL REGULAR MEETING

### Item1. Approve the City Manager or Designee to Increase appropriations:

**Question:** Why is \$100,000 considered the appropriate figure for this authority?

**Answer:** The \$100,000 level of authority was chosen for consistency. It is the same level of authority the City Manager has for approving agreements.

**Question:** In the last two years, how many grants, etc. of \$100,000 has the City received? Did the authority to appropriate those funds all come before the Council individually?

**Answer:** In FY22, 36 grants/donations were received ranging from \$15 to \$3,500, mostly for park benches. These did not go to Council for appropriation as the purchase of benches was charged against the revenue account. This is not appropriate and going forward will be expensed, requiring an appropriation increase if not budgeted. The reimbursement identified in the staff report, \$40,000 from PG&E to replace the HVAC unit at Woodland Library, was received in FY23 and will need to go to Council for appropriation for the cost of the HVAC unit as it cannot be absorbed in the current budget. By providing the City Manager the authority to increase appropriations for grants/donations/unbudgeted reimbursements received, it provides administrative efficiencies.

**Question:** What is the practice in our peer cities regarding the CM's authority in increase appropriations when the City receives grants, etc.?

**Answer:** The City of Mountain View has this practice with level of authority tied to signature authority for the City Manager and Finance and Administrative Services Director.

**Question:** In the resolution, on the last line of the "now therefore" clause, the word "grand" should be "grant."

**Answer:** The resolution has been corrected with the word 'grants'.

**Question:** In the event this policy is adopted, will staff informally report to Council that money has been received and describe why and how it was appropriated?

**Answer:** Staff can informally provide a report to Council of grants/donations/reimbursements received with a description of the appropriation.

### **Item 2. Approve the increase of appropriations in the Solid Waste Operating Budget:**

**Question:** It will cost the City \$65,120 to conduct four give away days. How much would it cost to hire an outside vendor (City of Sunnyvale, maybe?) to run the giveaway program for us?

**Answer:** City staff and our consultant are not aware of any third-party options that might be available to us at this time, as the program is normally run by cities in collaboration with their haulers. City staff will follow up with Sunnyvale to see if it might be possible to open up the SMART station pick-up to Los Altos residents, as this was a popular option in years past; however, we don't believe that pick-up at SMART would be a good replacement for the local giveaways.

**Question:** How do our employees feel about the program? Do they resent having to put in overtime four times a year? Is there peer pressure on them to participate even on their normal days off? Are they happy to be involved with the program? Happy to have an opportunity to earn overtime pay? Is this an unnecessary burden on our staff?

**Answer:** There have been questions about the connection of this work to their normal jobs since it is one month a year of the some of the dirtiest work in the City. The upside is the employees involved are always pleased to see and hear the positive reactions and feedback from our residents. The City Maintenance staff like overtime, although filling 2,000 bags in a week is a lot. From a worker's perspective, we are obligated to do our best to make the compost giveaway program a success. We are happy to see how successful the program is and to hear all the residents' positive responses. Regarding whether the program is an unnecessary burden, we all believe that MTWS and the City are mandated to distribute a certain amount of compost each year. It is a burden on the Public Works Department Street Division program. One solid month a year dedicated to compost takes time from other Street related duties.

**Question:** Resolution: In the “now therefore” item 1, please insert “affirms that” in front of “[t]he foregoing. . . .”

**Answer:** Thank you. Staff will revise item 1.

**Question:** Resolution: In the “now therefore” item 2, the first word should be in the plural (“Authorizes”).

**Answer:** Thank you. Staff will revise item 2.

**Question:** If all the staff support this program, would it make sense to authorize the appropriation for more than just one year?

**Answer:** If approved, the cost of providing the four compost giveaway events a year will be part of the annual solid waste operating budget, starting in FY23-24.

### **Item 3. Approve Contract Amendment for CivicPlus LLC**

**Question:** What are the (reasonable) alternatives to Civic Plus? What are the costs of the alternatives?

**Answer:** Alternative software platforms include ActiveNet, PerfectMind, Vermont Systems and Rec Desk. The cost for these alternative software platforms were comparable to CivicRec through Civic Plus. CivicRec was selected as the preferred and reasonable proposal in comparison to the other software platforms.

CivicRec is easy to navigate and provides a better interface for the user. It also has enhanced functionality in online searches, reporting, automated surveys, and finance integration which is why staff initially chose and are continuing to recommend CivicRec through Civic Plus above the other options. In addition, CivicRec is the only software that currently offers ADA accessibility options for their online portal through AudioEye. It is also important to note that selecting another vendor would require set up and implementation which could take an estimated 6 – 12 months. For reference, the set up and implementation of CivicRec took 9 months.

**Question:** Has IT reviewed the security of Civic Plus’ cloud-based system? What is IT’s opinion? What personal data does Civic Plus keep on its system in the cloud?

**Answer:** Yes, IT has reviewed the security of Civic Plus’ cloud-based system. IT was part of the team who reviewed all submitted proposals and participated in the demonstrations by the top 3 software vendors. It was a unanimous recommendation to select CivicRec through Civic Plus. Information on the CivicRec cloud includes contact information in addition to registration and/or facility rental history. Payment information is PCI compliant through our integrated payment vendor OpenEdge/Global Payments.

#### **Item 4. Approve Complete Streets Master Plan**

**Question:** Resolution: In the “now therefore” paragraph, the phrase “moves to adopt” should be replaced with “adopts.”

**Answer:** Staff agrees. The resolution has been updated to reflect the recommended edit.

#### **Item 5. Approve FY22/23 Budget Appropriations:**

**Question:** Will any of these three new appropriations affect (delay or eliminate) a CIP or other expenditure that the Council approved previously?

**Answer:** Not that the Council approved previously. All three appropriations were intended to be included in the FY23 budget. This action reduces the FY23 budgeted revenue over expenditure balance from \$2.53 million to \$2.19 million.

#### **Item 6. Approve Contract Amendment with Maze & Associates:**

**Question:** When does staff anticipate putting out a new RFP for auditing services?

**Answer:** It will be next around July or August 2023 for FY25-30

#### **Item 7. Minutes**

**Question:** Edits provided to Clerk in a marked-up version of the DRAFT Minutes

**Answer:** Edits were addressed and provided to Council with tracked changes. A updated version was uploaded to the meeting packet.