



Dear Mayor and Council Members:

On behalf of City Manager Ed Shikada, please find below the staff responses to questions from Councilmembers Lythcott-Haims, Tanaka, and Veenker regarding the [Monday, January 23 Council Meeting](#) consent agenda items 4, 7, and 11.

**Item 4: Approval of a General Services Agreement Contract Number C23185605 with Linko Technology, Inc. for the Amount of \$219,447 Over a Seven-Year Term for Pretreatment Program Software**

**1. How was it determined that LinkoCTS was the best fit for their needs? What factors were considered?**

**Staff response:** As described in the staff report, the City issued a Request for Proposals (RFP) in 2019 to select a new software tool for meeting the regulatory requirements for the Pretreatment Program. The RFP resulted in two responsive bidders, LinkoCTS and enfoTech & Consulting Inc. Following interviews and software demonstrations, staff confirmed that LinkoCTS was the better fit as it provided the following attributes:

- 1) Is cost effective (Linko was the lowest bidder)
- 2) Is relatively easy to use
- 3) Has a reliable support system for troubleshooting and software maintenance
- 4) Could be used remotely while in the field
- 5) Could organize 1000s of data points annually and store historical data for years
- 6) Could generate chain of custody forms and inspection reports
- 7) Could streamline reporting requirements

**Item 7: Parks and Recreation Commission Recommendation to Adopt an Ordinance Amending PAMC Section 22.04.220 to Regulate Electric Bicycles and Electric Coasting Devices in Parks and Open Spaces**

**1. How will staff implement this in order to avoid confusion for users?**

**Staff response:** To help open space and park visitors understand the new e-bike and electric conveyances rules, staff will conduct targeted communication through the following:

- Install new signs in open space and parks areas
- Provide the information on the webpage
- Send updates on social media
- Park Rangers will explain the rules to people they contact on the trails
- We will ask our parks and open space partners (Grassroots Ecology, Environmental Volunteers, the Friends of Foothills, etc.) to help spread the word to program participants and park visitors

**2. How should council reconcile the perspectives offered from PRC and PABAC?**

**Staff response:** On November 1, 2022, PABAC passed a motion stating that they do not support the draft E-bike guidelines. PABAC also formed an Ad Hoc Committee to continue to work on the issue of e-bikes in open space and parks. On November 22, the PRC E-bike Ad Hoc Committee met with the PABAC Ad Hoc Committee and discussed the issues. They agreed on everything in the proposed e-bike policy, except allowing e-bikes on unpaved trails at the Baylands Nature Preserve. Both Ad Hoc Committees agreed to continue to meet going forward to continue discussing e-bikes. The PRC and staff recognize e-bike and other electric conveyance usage is evolving. We will continue to monitor impacts, learn from the experiences of neighboring agencies, continue discussions with PABAC, and incorporate appropriate elements of the Bicycle Pedestrian Transportation Plan Update (once it is completed).

**Item 11: Adopt a Resolution Establishing the Council Annual Calendar of Meetings, Breaks, and Council Events for Calendar Year 2023**

- 1. On Attachment A (2023 City Council and Committee Calendar), January 30, 2023 is italicized in the Council column, but I don't see a legend that indicates the meaning for that. Does it indicate that it is not one of the default first three Mondays, but is a planned meeting date because of MLK day?**

**Staff response:** The legend is at the bottom of the table and notes that the italicized dates are alternative meeting dates. Here is the screenshot:

December 18, 2023				12.20.23 – 1.7.24 Winter Br
*** Meetings in <u>underlined italics</u> are alternative meeting dates				Adopted as of _____

The January 30<sup>th</sup> date should be listed as a Council meeting date instead of in italics as an alternate date due to the Council asking to have a meeting on this date to consider further discussion on the Council Procedures and Protocols (this would allow for extended conversation on this item).

- 2. I note that the last Monday is also italicized for March, but it says Alt on the calendar in Attachment B (it does not say Alt for January). Are you proposing that we meet on the last Mondays of January and February due to holidays, but the last Mondays of March and May are back ups? If so, can we indicate that on Attachment A? And why is the last Monday of April omitted?**

**Staff response:** The Council calendar typically includes meetings on the first 3 Mondays of the month which is why March and May show the 4<sup>th</sup> Mondays as Alternative meeting dates. January and February both have holidays that land on one of the regularly scheduled Council meetings, therefore, staff assumed the Council would recommend using the 4<sup>th</sup> Monday as a replacement meeting date. This difference in assumption due to holiday conflicts is why the January and February dates were not listed as “alternative” dates but regular meetings. The 4<sup>th</sup> Mondays in March, April, and May can be listed as Alternative meeting dates.

3. **February P&S meeting is at 7 pm on Valentine's Day. Can committee members agree to move it so long as sufficient public notice is given?**

**Staff response:** Yes, if it is of the Committee's interest, this regular P&S meeting can be rescheduled to another date that works for the Committee members and staff. The Clerk's Office would poll the Committee to land on a date and would post a cancellation notice for the listed Feb. 14<sup>th</sup> meeting date.