Dear Mayor and Council Members:

On behalf of City Manager Ed Shikada, please find below the staff responses to inquiries made by Council Member Tanaka in regard to the February 25, 2019 council meeting agenda.

- **Item 5:** Approval of Amendment Number 1 with ARC for New Replacement Copier Machines for Utilities Bill Print – CM Tanaka
- **Item 7:** Reimbursement Resolution for Revenue Bonds for the Regional Water Quality Control Plant – CM Tanaka
- **Item 11:** Urban Forest Master Plan Second Edition – CM Tanaka

**Item 5: Approval of Amendment Number 1 with ARC for New Replacement Copier Machines for Utilities Bill Print – CM Tanaka**

1. *Have you looked into having these utility bills printed by an outside company instead of doing it within the City? Is it really more cost-effective to print internally?*

   By using ARC the City has outsourced the machines and servicing of the machines. The ARC machines print three times faster than previous machines for the same cost. This allows staff to perform the bill print job more efficiently. Outsourcing of additional aspects of utility bill printing will be evaluated after implementation of the new utility customer information system (CIS).

2. *How many ARC printers does the city have at this point?*

   The City has 68 ARC printer/copiers deployed at office locations throughout the city since 2017 when the City started with new ARC machines.

3. *How many printers will be replaced with this annual extension?*

   Six network printers are replaced with ARC copier/printers with this amendment. Three ARC copier/printers are added to new office locations.
4. **How much does each printer cost?**

The cost of each ARC copier/printer is based on the volume of printing performed on that machine in a given month. At the high end, the City Clerk’s machine does a lot of packet printing and has costs in the range of $2,500 on months when they print packets. Other machines cost little if there is low volume such as the machine in the Baylands ranger station, which had $17 in costs in November, on the low end.

5. **Is every printer the City has going to be replaced?**

In 2017 the City replaced all of its fleet of aging Toshiba printer/copiers with new ARC machines. Additional HP network printers may be replaced, if warranted.

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**Item 7: Reimbursement Resolution for Revenue Bonds for the Regional Water Quality Control Plant – CM Tanaka**

1. **How much are the Partners paying of the total cost and not just the annual debt service?**

The Partners (including Palo Alto) will be paying for all of the total project costs, regardless of the extent to which the debt service is ultimately designed to cover the total project costs. The share for each partner is defined in the Agreements (contracts) with the Partners. Palo Alto is not paying more, or less, than its share as one of the Partners.


1. **Council adopted the initial plan two years ago with funding called out for implementation, particularly for a push to plant more trees in South Palo Alto, but over the last couple of years why was it not included in the budget? Instead, funding was pulled from the Tree Department’s pruning contract to pay for the plantings?**

The UFMP was not included in the FY 2018 budget due to funding shortfalls. It was included in the FY 2019 budget and funded with savings realized from the tree trimming contract, as staff was able to achieve the 7-year trimming cycle goal without utilizing the full balance of the contract.

2. **Would it make sense that UFMP is included in the upcoming budget process?**

Funding for the UFMP is part of the FY 2020 budget development process that is
occurring at this time.

3. **Why is there a need (at least now) to identify and attack invasive species?** A cursory look at any one of the bulletins in the open space preserves shows that invasive species are being combated.

Invasive species compete with native species, thus detracting from optimal ecosystem functions. Heath of the natural environment is embedded in achieving goals of the Sustainability/Climate Action Plan, Comprehensive Plan, and other City Council priorities.

Thank you,
Judy Ng

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