

**City of Culver City, California
Agenda Item Report**

Meeting Date: <u>01/13/2014</u>		Item Number: <u>A-2</u>	
CITY COUNCIL AGENDA ITEM: FOUR-FIFTHS VOTE REQUIREMENT – (1) Authorization to Release a Request for Proposals for the Preparation of the City of Culver City Urban Forest Management and Tree Succession Plan and (2) Appropriation of Grant Funds.			
Contact Person/Dept.: Eric Mirzaian / PW		Phone Number: (310) 253-6410	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Agenda and Meetings – City Council (01/07/2014)			
Department Approval: Charles D. Herbertson (12/30/13)		City Attorney Approval: Carol Schwab (by H. Baker) (01/06/14)	
Chief Financial Officer Approval: Jeff Muir (01/07/14)		City Manager Approval: John M. Nachbar (01/07/14)	

RECOMMENDATION:

Staff recommends the City Council (1) authorize the release of a Request for Proposals (RFP) for the preparation of the City of Culver City Urban Forest Management and Tree Succession Plan (Plan) and (2) approve a budget amendment appropriating \$75,000 in grant funds.

A budget amendment requires a four-fifths vote.

BACKGROUND/DISCUSSION:

In 2002, the City Council adopted the Culver City Street Tree Master Plan (STMP). The Public Works Department (Department) identified the need to review and update the decade-old STMP in its Work Program for Fiscal Year 2012/2013. Upon reviewing the STMP, the Department determined that the City could benefit from a major update of the STMP that would transform it from a document focused narrowly on specifying a tree species for each street into a comprehensive planning document for managing the City's urban forest developed with significant community input.

The proposed Plan would include tree-related policies and procedures, a long-term plan for the future of the City's aging urban forest, as well as modifications to the species identified in the existing STMP in order to increase species diversity and disease resistance, facilitate environmental benefits, and ensure site-specific appropriateness.

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Recognizing the Department's limited staff availability, the Department determined that it would be necessary to seek external assistance in order to undertake this effort and identified Cal Fire's Urban Forest Management Plan Grant Program as a potential funding source. The Department submitted a concept proposal to Cal Fire in September 2012 for the creation of the Plan. In December 2012, the City was notified that it was selected to submit a final proposal. On January 14, 2013, the City Council adopted a Resolution authorizing the City Manager to submit a Cal Fire Urban and Community Forestry Management Plan Grant Application for preparation of the Plan. In February 2013, the City was notified that its application was approved. Two months later, the grant agreement was executed. Staff is now prepared to move forward with implementing the grant. Accordingly, staff is returning to the City Council to seek authorization to release the RFP for preparation of the Plan and to appropriate the grant funds (the matching funds were appropriated as part of the City Council Adopted Budget for Fiscal Year 2013/2014).

FISCAL ANALYSIS:

The total grant amount is \$75,000. The 25% required grant match will come from \$10,000 in staff time associated with management and oversight of the project as well as a \$15,000 monetary match. The \$15,000 monetary match was included in the FY 2013/14 Capital Improvement Program Budget. Staff is now requesting the appropriation of the \$75,000 in grant funds.

ATTACHMENT:

Draft Request for Proposals

MOTIONS:

That the City Council

1. Authorize the release of a Request for Proposals for the preparation of the City of Culver City Urban Forest Management and Tree Succession Plan; and,
2. Approve a budget amendment to appropriate \$75,000 in grant funding.

A 4/5th vote is required to approve the budget amendment.