

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

Meeting Date: <u>06/28/10</u>		Item Number: C-7
CITY COUNCIL AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement with West Coast Arborists for Tree Trimming Services.		
Contact Person/Dept.: Helen Kerstein/PW, Eric Mirzaian/PW		Phone Number: (310) 253-5618, (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 (06/23/10); (E-mail) West Coast Arborists (06/21/10)		
Department Approval: Charles D. Herbertson(06/16/10)		City Attorney Approval: Carol Schwab (by H. Baker) (06/23/10)
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (06/23/10)		City Manager Approval: P. Lamont Ewell (06/23/10)
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to the existing professional services agreement with West Coast Arborists to increase the amount of the agreement by \$171,663. <u>BACKGROUND:</u> Since 1993, the City has maintained a contract with West Coast Arborists (WCA) for tree trimming. Over the years, staff has been impressed by WCA's professionalism and high quality tree maintenance services. The current contract with WCA was extended in 2006 and runs through Fiscal Year 2010/2011. The contract covers the trimming of roughly 80% of the City's trees as well as a variety of additional services. An in-house crew handles the remaining 20% of tree trimming and also engages in other activities such as handling complaints and responding to urgent requests and emergencies. As part of his Fiscal Year 2010/2011 budget proposal, the City Manager recommended and the City Council approved contracting out the tree trimming services that are currently provided by the in-house crew. Pursuing this option involves amending the contract with WCA to increase its scope and eliminating the Senior Tree Maintenance Worker (golden handshake), Maintenance Worker I (vacancy), and Maintenance Worker I positions. The Tree Maintenance Crew Leader will continue to manage WCA's contract and act as the City's Arborist and Pest Control Technician.		

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DISCUSSION:

The proposed contract expansion is at the same prices that the City has been receiving since 2006. Given the increases in labor, fuel, equipment and insurance during that period of time, this proposal is highly competitive. Also, these prices are generally favorable when compared with those paid by other local municipalities, as shown in the comparison below:

Culver City:	\$40/tree trimmed (small trees, 0"-6" diameter) \$84/tree trimmed (medium trees, 7"-16" diameter) \$172/tree trimmed (large trees, over 16" diameter) \$50/tree trimmed (Washingtonia Palm trees)
Beverly Hills:	\$40/tree trimming (small trees, 0"-6" diameter) \$100/tree trimming (medium trees, 7"-16" diameter) \$200/tree trimming (large trees, 17"-24" diameter) \$350/tree (extra-large trees, over 25" diameter) \$45/tree trimmed (Washingtonia Palm trees) *Note: Charges increase for evening/weekend work
Santa Monica:	\$144/tree trimmed
West Hollywood:	\$65/tree trimmed (small/medium trees, 3"-12" diameter) \$120/tree trimmed (medium/large trees, 12"-24" diameter) \$195/tree trimmed (extra large trees, 24" and over diameter)

The current WCA contract is for \$480,317 per year and covers the trimming of roughly 4,000 trees, as well as some additional services. Staff recommends expanding WCA's contract to include the trimming of another 1,024 trees and a variety of additional activities, which are currently performed by in-house staff. The following table shows the proposed additional services and the associated costs, which total \$171,663:

Activity	Quantity	Unit	Price Per Unit	Total Cost
Tree Trimming	1,024	Trees	\$ 90.00 ¹	\$ 92,160
Tree Planting	103	Trees	\$ 214.50	\$ 22,094
Tree Stump Removal	1,272	Dia. Inches	\$ 4.40	\$ 5,597
Tree Limb Removal	175	Limbs	\$ 55.00	\$ 9,625

¹ The price per tree trimmed varies from \$40-\$172 depending on the size of the tree. \$90 represents the expected average rate given Culver City's mix of trees.

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Tree Removal	1,428	Dia. Inches	\$ 9.90	\$ 14,137
Clear Signs	15	Hours	\$ 110.00	\$ 1,650
Emergency Call-outs	120	Hours	\$ 220.00	\$ 26,400
Total	\$ 171,663			

The indicated quantity of the proposed additional services is an estimate since resources and tasks may need to be shifted to address any unforeseen conditions and circumstances.

Pursuant to Culver City Municipal Code Section 3.07.070.A, this professional services agreement may be approved without the necessity of formal competitive bidding, provided that, the agreement is based upon competitive quotations, whenever practical, from three vendor contractors. Because of the very limited number of companies that provide tree trimming services on the scope needed by the City, the City Manager has determined that it is not practical to obtain competitive quotations.

FISCAL ANALYSIS:

Should City Council approve this proposal, the City will increase its contract with WCA by \$171,663 per year. However, it is estimated that the City will save roughly \$205,000 in salary expenses as well as roughly \$42,000 in non-salary expenses per year, as it will be able to sell three of the trucks it uses in tree trimming and will no longer have to pay the Equipment Replacement Fund for their maintenance and amortization. Thus, the City is expected to experience a net savings of roughly \$75,000 per year to the General Fund.

ATTACHMENTS:

1. West Coast Arborist's Schedule of Compensation

MOTION:

That the City Council:

1. Approve an amendment to the existing professional services agreement with West Coast Arborists to increase the authorized amount of the agreement by \$171,663 (for a total not-to-exceed amount of \$651,979); and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.