



# City of Culver City

## Staff Report Details (With Text)

**File #:** 24-1000      **Version:** 1      **Name:** Amendment to the Existing Agreement with West Coast Arborists, Inc  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 5/1/2024      **In control:** City Council Meeting Agenda  
**On agenda:** 5/13/2024      **Final action:**

**Title:** CC - CONSENT ITEM: (1) Approval of an Amendment to the Existing General Services Agreement with West Coast Arborists, Inc. for Citywide Tree Maintenance Services to Increase the Annual Not-to-Exceed Amount for Fiscal Year 2023-2024 by \$175,000 for a Total Annual Not-to-Exceed Amount of \$1,315,695; and (2) FOUR-FIFTHS VOTE REQUIREMENT: Approval of a Related Budget Amendment to Increase Tree Maintenance Contract Services Funding by Appropriating \$175,000 from the Unassigned General Fund Balance in Fiscal Year 2023-2024.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**Meeting Date:** May 13, 2024

**Contact/Dept:** Gary Wansley, Public Works Dept

**Phone Number:** (310) 253-6444

**Fiscal Impact:** Yes [X] No [ ]      **General Fund:** Yes [X] No [ ]

**Attachments:** Yes [ ] No [X ]

**Public Notification:** E-Mail: (05/07/2024) Meetings and Agendas - City Council

**Department Approval:** Yanni Demitri, Director of Public Works/City Engineer (05/02/2024)

### RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing general services agreement with West Coast Arborists, Inc. for citywide tree maintenance services to increase the annual not-to-exceed Amount for Fiscal Year 2023-2024 by \$175,000 for a total annual not-to-exceed amount of \$1,315,695 and (2) approve a related budget amendment to increase funding for tree maintenance contract services by appropriating \$175,000 from the Unassigned General Fund Balance in Fiscal Year 2023-2024 **(four-fifths vote required)**.

## BACKGROUND/DISCUSSION

On September 19, 2022, the City Council approved a five-year general services agreement with West Coast Arborists, Inc. to provide citywide tree maintenance services. The contract establishes the annual not-to-exceed amount for each of year of the agreement. For Fiscal Year 2023-2024, the not-to-exceed amount is \$1,140,695. Due to the higher-than-average rain fall and other unanticipated weather events the City experienced during this fiscal year, additional tree maintenance services are needed to maintain the City's urban forest. Staff estimates that an additional \$175,000 is needed to address the City's tree maintenance needs this fiscal year and recommends that the existing agreement be amended to increase the annual not-to-exceed amount by \$175,000 to allow for additional tree maintenance services in the near-term. This funding was not included in the tree maintenance budget for Fiscal Year 2023-2024.

## FISCAL ANALYSIS

The Adopted Budget for Fiscal Year 2023-2024 includes \$1,141,620 in Account No. 10160220.619800 (Tree Maintenance - Other Contracted Services) for tree maintenance services. A budget amendment to appropriate an additional \$175,000 from the Unassigned General Fund Balance to this account is needed in order to fund the proposed amendment to the City's existing general services agreement with West Coast Arborists, Inc. As of April 30, 2024, the Unassigned General Fund Balance is \$4.01 million. **A budget amendment requires a four-fifths vote.**

## ATTACHMENTS

None.

## MOTION

That the City Council:

1. Approve a related budget amendment to increase Account No. 10160220.619800 (Tree Maintenance - Other Contracted Services) by appropriating \$175,000 from the Unassigned General Fund Balance **(four-fifths vote required)**.
2. Approve an amendment to the existing general services agreement with West Coast Arborists, Inc. for tree maintenance services to increase the not-to-exceed amount for Fiscal Year 2023-

2024 by \$175,000 to \$1,315,695.

3. Authorize the City Attorney to review/prepare the necessary documents; and;
  
4. Authorize the City Manager to execute such documents on behalf of the City.