



City of Culver City

Mike Balkman Council
Chambers
9770 Culver Blvd.
Culver City, CA 90232

Staff Report

File #: 19-213, **Version:** 2

Item #: C-13.

CC - (1) Authorize the City Manager to Approve up to \$49,000 in Annual Contingency for the Professional Services Agreement with Marina Landscape for City-Wide Landscape Maintenance Services.

Meeting Date: August 27, 2018

Contact Person/Dept: Jeff Muir, Finance Department

Phone Number: (310) 253-5865

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Public Hearing: ☐

Action Item: ☐

Attachments: Yes ☐ No ☒

Public Notification: (Email) Meetings and Agendas - City Council (08/21/18)

Department Approval: Jeff Muir, Chief Financial Officer (08/15/18)

RECOMMENDATION

Staff recommends the City Council authorize the City Manager to approve up to \$49,000 in annual contingency for the professional services agreement with Marina Landscape for City-wide landscape maintenance services.

BACKGROUND/DISCUSSION

On July 23, 2018, the City Council approved a two year professional services agreement with Marina Landscape to provide City-wide landscape maintenance services. When this report was submitted by the PRCS Department into the agenda review process, there was a staff recommendation for contingency authorization. Due to the nature of landscape maintenance services, while the bid submitted by Marina Landscape included the labor and supplies associated with the regular maintenance of the specified areas, there are circumstances that occur during the year that cannot be predicted that require additional work or supplies. Damage to median or facility vegetation or irrigation due to auto accidents, theft, etc., invariably occur during the year. In these cases, there has previously been authority included to authorize contingency funds.

When this report was reviewed initially, the contingency requests were within the City Manager's administrative authority pursuant to the Purchasing Ordinance. Therefore, the Chief Financial Officer

removed the contingency request language under the premise it could already be handled administratively. However, it was later determined that there had been an administrative agreement for one-time services with Marina Landscape already executed by another department, and therefore contingency issues with this contract would not be able to be handled administratively.

Therefore, the Chief Financial Officer is recommending that the original staff recommended contingency authority be authorized by the City Council.

FISCAL ANALYSIS

The annual recommended contingency authority for the Parks Division managed locations is \$45,000. There are currently sufficient funds in the City Council Adopted Fiscal Year 2018/19 Budget in account number 10130300.691800 (Parks Division / Other Contractual Services) for this expense.

The annual recommended contingency authority for the Parks Division managed locations is \$4,000. CDD accounts that have been identified for these expenditures include 10150120.619800 (Economic Development / Other Contractual Services), 42516510.619800 (West Washington Landscape Maintenance District #1 / Other Contractual Services) and 42516520.619800 (West Washington Landscape Maintenance District #2 / Other Contractual Services).

ATTACHMENTS

None.

MOTION

That the City Council:

Authorize the City Manager to approve up to \$49,000 in annual contingency for the professional services agreement with Marina Landscape for City-wide landscape maintenance services.