



CITY OF MENIFEE

SUBJECT: Agreement Amendment with West Coast Arborist, Inc. for Citywide Tree Trimming and Maintenance Services

MEETING DATE: August 21, 2024

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst

REVIEWED BY: Jonathan Nicks, Deputy City Manager

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute Amendment No. 5 to the Professional Services Agreement with West Coast Arborist for citywide tree trimming and maintenance services in the amount of \$371,969 for a revised total not-to-exceed aggregate sum of \$1,007,610.20; and
2. Authorize the City Manager to execute agreement amendments for the remainder of the contract at the City's discretion, and contingent on availability of the corresponding budget.

DISCUSSION

The City of Meniffee's Community Service Department, Parks Division, oversees the ongoing trimming and maintenance of approximately 9,000 trees of varied species. The trees are located at different locations throughout the City including parks, right of ways, and city facilities. On January 18, 2023, City Council awarded a contract to West Coast Arborist (WCA) for citywide tree trimming and maintenance services. The services included at minimum, all labor, equipment, materials, tools, and services necessary for tree pruning, tree removal, stump grinding, and emergency services.

The Community Services Department has worked diligently with WCA to establish a cyclical tree maintenance schedule that would help ensure the healthy and safe growth of city-maintained trees. The annual cost of tree trimming services increases as trees grow and additional maintenance districts are added to the citywide tree maintenance program. The proposed amendment to the contract with WCA provides for a regular maintenance schedule according to tree size and species. Under the established maintenance schedule, most city-maintained trees will be trimmed on a three-year cycle with larger trees and some species such as palm trees receiving more frequent trimming.

With the intent of enacting the updated tree maintenance schedule, Community Services requested the appropriation of \$371,969 in General and Special District funds as part of the FY2024/2025 mid-cycle adjusted budget approved by the City Council on June 5, 2024. Although the funds were appropriated, the proposed increase of \$371,969 exceeds the 10% change order signing authority of the City Manager and requires City Council approval. All other terms of the agreement and the approved budget will remain the same.

Table 1 below details the breakdown of all previously approved contract amendments.

TABLE 1 – AMENDMENT BREAKDOWN

Amendment No.	Amount	Date Approved	Services
Original Agreement	\$176,402.00	January 18, 2023	Citywide tree trimming services for City parks, right-of-way (ROW) and facilities including: tree pruning, removal, stump grinding, and emergency services
Amendment No. 1	\$265,197.00	July 20, 2023	Extension of term for FY 2023/24 and increased scope of work for additional ROW
Amendment No. 2	\$17,640.20	March 22, 2024	Increased scope of work for additional ROW
Amendment No. 3	\$0.00	May 20, 2024	Service adjustments within existing budget. No change to total agreement amount.
Amendment No. 4	\$176,402.00	Jun 17, 2024	Extension of term for FY 2024/25 and increased scope of work for updated maintenance schedule
<i>Current Agreement Total</i>	\$635,641.20		
Amendment No. 5	\$371,969.00	Pending Approval	Increase the scope of work for additional ROW and updated tree maintenance schedule
New Agreement Total	\$1,007,610.20		

STRATEGIC PLAN OBJECTIVE

Safe and Vibrant Community

FISCAL IMPACT

The fiscal impact of the proposed amendment is \$371,969, increasing the aggregate sum of the agreement from \$635,641.20 to \$1,007,610.20. Funding in the proposed amendment with West Coast Arborist is available within the FY 2024/25 budget under the General Fund and various LLMD and CFD Funds as listed below.

TABLE 2 – FY 2024/2025 FUNDING AVAILABILITY

Fund / Department	Account Number	Available Balance	Amount Requested
General / Parks	1100-CSD-PARK-711-652607	\$160,156	\$20,000
LLMD 370, Zone 3	2370-CSD-CADM-714-652607	\$44,653	\$44,653
LLMD 372, Zone 27	2372-CSD-CADM-714-652607	\$5,441	\$4,534
LLMD 373, Zone 37	2373-CSD-CADM-714-652607	\$8,590	\$3,813
LLMD 374, Zone 38	2374-CSD-CADM-714-652607	\$37,539	\$26,000
LLMD 382, Zone 77	2382-CSD-CADM-714-652607	\$24,537	\$19,002
LLMD 391, Zone 133	2391-CSD-CADM-714-652607	\$78,878	\$60,000
LLMD 393, Zone 167	2393-CSD-CADM-714-652607	\$1,846	\$500
CFD 490, ROW	2490-CSD-CADM-715-652607	\$333,546	\$60,000
CFD 490, Park	2490-CSD-CADM-715-652608	\$299,203	\$78,598
CFD 492, Town Center	2492-CSD-CADM-715-652607	\$11,827	\$7,527
CFD 493, Commerce Point	2493-CSD-CADM-715-652607	\$5,703	\$1,000
CFD 633, Zone 4 America's Tires	2633-CSD-CADM-715-652607	\$286	\$200
CFD 637, Zone 8 Menifee Estates	2637-CSD-CADM-715-652607	\$2,315	\$1,315
CFD 638, Zone 9 Rite-Aid	2638-CSD-CADM-715-652607	\$4,032	\$2,500
CFD 648, Zone 19 Ridgemoor	2648-CSD-CADM-715-652607	\$9,611	\$9,000
CFD 659, Zone 29 Quartz Ranch	2659-CSD-CADM-715-652607	\$80,260	\$27,327
CFD 659, Zone 29 Quartz Ranch	2659-CSD-CADM-715-652608	\$7,840	\$1,500
CFD 663, Zone 33 RV Super Center	2663-CSD-CADM-715-652607	\$2,200	\$500
CFD 665, Zone 35 McCall	2665-CSD-CADM-715-652607	\$4,100	\$500
CFD 674, Remington Park	2674-CSD-CADM-715-652607	\$45,000	\$2,000
CFD 675, Zone 5 Del Oro	2675-CSD-CADM-715-652607	\$10,200	\$500
CFD 679, Zone 9 Sagewood	2679-CSD-CADM-715-652607	\$21,000	\$1,000
	TOTALS	\$1,198,763	\$371,969

ATTACHMENTS

1. Amendment No. 5
2. Original Agreement
3. Amendment No. 1
4. Amendment No. 2
5. Amendment No. 3
6. Amendment No. 4