



## **CITY OF MENIFEE**

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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

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### **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**

<b>Amendment No.</b>	<b>Amount</b>	<b>Date Approved</b>	<b>Services</b>
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>	<b>\$635,641.20</b>		
<b>Amendment No. 5</b>	<b>\$371,969.00</b>	<b>Pending Approval</b>	Increase the scope of work for additional ROW and updated tree maintenance schedule
<b>New Agreement Total</b>	<b>\$1,007,610.20</b>		

## **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**

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

**ATTACHMENTS**

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