



**CITY OF COSTA MESA
DEPARTMENT OF FINANCE
INTEROFFICE MEMORANDUM**

TO: THOMAS R. HATCH, CHIEF EXECUTIVE OFFICER

FROM: BOBBY YOUNG, FINANCE & I.T. DIRECTOR

DATE: NOVEMBER 4, 2011

SUBJECT: PARKS AND LANDSCAPE MAINTENANCE CONTRACTING COMMITTEE

Council Policy 100-6, provides guidelines for evaluating the potential contracting of on-going City services on a long-term or permanent basis. As set forth in the policy, a committee should be formed and comprised of three segments: Project Responsibility, Department Representative and Employee Representative. The committee is tasked with:

- hearing a presentation from department representatives and asking questions about the specific proposal under consideration,
- working together to outline how to evaluate a comparable City effort to provide the same or similar service,
- having the project facilitator draft analysis addressing the available alternatives for service delivery as outlined by the committee,
- determining if outside comparative data would be useful.

On October 3, 2011 the Parks and Landscape Maintenance Contracting Committee met to discuss the duties and responsibilities of the Parks and Landscape Maintenance program and determine “the available alternatives for service delivery”. After hearing a presentation about the draft RFP by department staff and asking questions, the Committee determined alternatives for the Parks and Landscape Maintenance program.

On October 13, 2011 the Committee met to further discuss and clarify the draft RFP and analysis of the alternatives/options.

On October 24, 2011 the Committee met to finalize and approve the draft RFP and alternatives/options.

The following are alternatives for the Parks and Landscape Maintenance program with analysis included.

1. Maintain current services level and current costs.

The committee recognizes that the current service level is lower than previously provided to the community. The FY 11-12 budget is approximately \$3.3 million and provides funding for 18 full time employees and 50% of a Supervisor’s time. Currently, there are a few services provided by a private entity like mowing of parks and medians. With budget reductions and retirements/vacancies, the Public Services Department has had to reduce previous service levels

to a more affordable level. The Public Services Department will elaborate on how services levels have changed, in their department response. The Bid scope of work is reflective of the service level provided prior to reductions, assuming the City would like to return to that service level. Currently, the Parks division has 3 full time vacancies which are being filled with part time personnel due to the demand for services.

2. Restore previous level of service at an increased cost.

The City could choose to return the Park Maintenance service level equal to that before budget reductions. The Public Services Department will elaborate on how services levels have changed, in their department response. Returning to this level with full time personnel will likely increase the overall cost/budget for the Park Maintenance program.

3. Contract all services with a private entity(s).

The City could contract out all work to a private entity, the current contract work and work provided by in house staff. However, the Committee recognizes the City may still require some full time personnel to ensure work is properly supervised and completed and that customer service levels are met by the private entity(s) in accordance with the contract.

4. Contract a greater portion of the service to a private entity.

The Committee recognizes that the City could choose to contract a greater portion of services to a private entity(s) and retain some full time personnel to perform minor work to ensure immediate responses to certain requests and supervise other services that are contracted out. The Public Services Department will elaborate on these services in their department response.

As directed under Council Policy 100-6, the above is an analysis addressing the available alternatives for service delivery as outlined by the Parks and Landscape Maintenance Contracting Committee. Attached is a drafted Request For Proposal (RFP) prepared by Public Services Department staff, reviewed and approved by the Committee, should you desire to present it to City Council.

The Parks and Landscape Maintenance Contract Committee is available should you have any questions or request more information.

Bobby Young
Finance and I.T. Director