



**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: TREE 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 Tree Maintenance Contracting Committee met to discuss the duties and responsibilities of the Tree 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 Tree Maintenance program.

On October 13, 2011 the Committee met to further discuss and clarify the draft RFP and 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 Dispatch Operations program with analysis included.

1. Retain existing service level at existing cost.

Currently about 95% of the tree maintenance work is contracted out to private companies, this work includes tree trimming every 3-5 years and root pruning. The remaining work: small planting and removals, watering of medians, minor tree pruning, customer service responses are completed by park maintenance personnel. Currently, the Maintenance Services Manager serves as the city arborist.

2. 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 a contract administrator to ensure work is properly supervised and completed and that customer service levels are met in accordance with the contract.

3. Contract with another public entity.

The Committee recognizes many other cities currently contract out tree maintenance work to private companies, similar to much of the work for the City of Costa Mesa, and did not find an example of other agencies who have merged services. City staff could contact other agencies to determine if this is a more viable option than the Committee was able to determine.

4. Reduce existing service level at a reduced cost.

The Committee recognizes the City could reduce the scope of work/tree trim cycle from a 3-5 year cycle to a 5-7 year cycle and reduce the quantity of root pruning to reduce costs. However, the Committee does not know how these changes will effect the current tree inventory. Therefore, the Public Services Department should address the potential effect of these changes.

As directed under Council Policy 100-6, the above is an analysis addressing the available alternatives for service delivery as outlined by the Tree 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 Tree Maintenance Contract Committee is available should you have any questions or request more information.

Bobby Young
Finance and I.T. Director

Tree Maintenance Comparative Data

Respondent	Representative	Does City personnel provide tree maintenance services?	If contract staff is used, what firms provide this service?	How many employees, both full and part time provide services or supervise contract staff?	What is your annual department budget for tree maintenance services?	What computer system do you have to manage the work?	What compliance reports do you generate?
City of Fountain Valley	Tom Eynon	Only Emergencies that are small	United Pacific Services	1 full time staff. Varies for contract staff	\$240,000	Arbor Pro but not yet operational	none
City of Orange	Dave Statton	Contract	West Coast Arborist	3 full time, one part time	\$180,000	Orangelandscape.wcainc.com	none