



City Council Agenda Item

City Council Meeting Date: July 18, 2017

TO: Patrick Wiemiller, City Manager

FROM: Codie Blea, Urban Forestry Supervisor
c_blea@ci.lompoc.ca.us

SUBJECT: Approval of Onetime Change Order Limit Increase for Citywide Urban Forestry Services with West Coast Arborists, Inc. for the Fiscal Year 2016-2017.

Recommendation:

Staff recommends City Council approve a onetime Change Order for Purchase Order No. C500711 (attached) from \$124,999.00 to \$187,521.00, retroactively, for Fiscal Year (FY) 2016-2017.

Background:

The Urban Forestry Division has an open purchase order for urban forestry services with West Coast Arborists, Inc. The limit on the purchase order is \$124,999.00 per fiscal year. \$100,000.00 of that amount is budgeted for the Urban Forestry Division with the remaining \$24,999.00 to be split between the Solid Waste, Streets and Parks Divisions. Each of those divisions have appropriations approved for the FY 2016-2017 period for services related to the vendor in budget line items within their own division that may not reflect the sharing of the Purchase Order limit and therefore an overspending of authority on the Purchase Order has occurred without the divisions exceeding their budgetary appropriations.

Discussion:

During the past six months, the Parks Division had an extreme amount of dead, dying or otherwise hazardous trees requiring immediate attention to eliminate any potential danger to the public. Without realizing the usage of other divisions may have already exhausted the Purchase Order, Urban Forestry went forward with contracting the required work. The unanticipated service resulted in charges of \$62,522.00 over and above the Purchase Order limit for FY 2016-2017. That was identified through communications between Purchasing and both Urban Forestry and Parks when the Purchase Order was being reviewed for possible extension for the FY 2017-2018 budgetary cycle.

Fiscal Impact:

A budget adjustment for \$64,853.00 had previously been approved for the additional work within the Parks Division's FY 2016-2017 budget to provide for the immediate attention of the dead, dying and otherwise hazardous trees in various City Parks has been reviewed by the Finance Division, with appropriate approvals by the Public Works Director, and the City Manager, within their authority levels for such budget adjustments.

Purchase Orders in excess of \$125,000.00, including Change Orders, require City Council approval per Lompoc Municipal Code Section 3.36.030. The additional work to attend to the dead, dying and hazardous trees in City Parks will continue in FY 2017-19 as additional Pine trees die from Pitch Canker. But for this extra work, the anticipated annual expenditure of funds for West Coast Arborist, Inc. is less than \$125,000.00 per budget year.

Conclusion:

Approval of the requested onetime change order increasing FY 2016-2017 contract tree services from \$124,999.00 to \$187,521.00 will allow the purchase order to reflect the charges over the limit for FY 2016-2017. The change order will affect only FY 2016-2017.

Respectfully submitted,

Codie Blea, Urban Forestry Supervisor

APPROVED FOR SUBMITTAL TO THE CITY MANAGER:

Kevin P. McCune, Public Works Director

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Patrick Wiemiller, City Manager

Attachment: [Purchase Order No. C500711](#)