STAFF REPORT

Meeting Date: November 13, 2012
Agenda Item #8E

Agency: City of Belmont

Staff Contact: Jonathan Gervais, Parks & Recreation Department, 650-595-7441
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Agenda Title: PURCHASE ORDER TO MAINTAIN STREET TREES IN THE STERLING DOWNS NEIGHBORHOOD IN THE AMOUNT OF $6,225

Agenda Action: Resolution

Recommendation

City Council is requested to approve Purchase Order Agreement with Bay Area Tree Company for the maintenance and care of street trees in the Sterling Downs neighborhood for an amount of Six Thousand Two Hundred Twenty Five dollars ($6,225.00) and a 10% contingency of Six Hundred Twenty Five dollars ($625).

Background

Under the City's Street Tree Planting and Care Program, the City provides street tree care and maintenance for the trees located between the roadway and sidewalk in the Sterling Downs neighborhood. Recent observations have shown that twenty seven trees are in need of care and maintenance.

Additionally, city staff will mail a notice letter to the adjacent residents informing them of the tree work and the dates it will be performed. This will give the residents an opportunity to move any vehicles in the vicinity of the trees.

City staff solicited bid proposals from three tree care companies and Bay Area Tree Company submitted the lowest responsible bid.

Analysis

Trees require occasional pruning to insure healthy branch structure, balance and appropriate weight distribution. Fall is the ideal time to perform this work prior to the winter season. Pruning will conform to the industry standards for class 2/ Medium Pruning and class 4/ Crown Reduction Pruning. Pruning will include removal of dead, broken and dying branches and thinning by 20% to reduce overall wind resistance. Heavy end weighted branches will be cut back to interior lateral branches to reduce branch end weight; additionally it will provide adequate clearance for pedestrian and vehicle traffic.

Alternatives

1. None

Attachments

A. Resolution

Fiscal Impact

☐ No Impact/Not Applicable
☒ Funding Source Confirmed: 101-4-811-8358

Source:	**Purpose:**	**Public Outreach:**
☐ Council	☐ Statutory/Contractual Requirement	☒ Posting of Agenda
☒ Staff	☐ Council Vision/Priority	☐ Other*
☐ Citizen Initiated	☒ Discretionary Action	
☐ Other*	☐ Plan Implementation*	

*

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING TREE WORK IN THE STERLING DOWNS NEIGHBORHOOD BY BAY AREA TREE COMPANY IN THE AMOUNT OF $6,225 WITH A 10% CONTINGENCY OF $625

WHEREAS, recent observations determined that the city street trees are in need of pruning and care; and,

WHEREAS, pruning by removing dead wood and weak branches will be performed; and,

WHEREAS, Bay Area Tree Company has the expertise to perform the work; and,

WHEREAS, FY2012-13 Parks and Open Space Fund 101-4-811-8358 has sufficient funds;

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to execute a purchase order agreement with Bay Area Tree Company in the amount not to exceed $6,225 with a 10% contingency of $625 from Parks and Open Space Fund 101-4-811-8358 for tree pruning services.

* * *

ADOPTED November 13, 2012, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney