



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of September 13, 2016  
Action Item for the City Council Meeting September 20, 2016

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**DATE:** September 13, 2016

**TO:** Margie C. Rose, City Manager

**FROM:** Stacie Talbert, Interim Director of Parks and Recreation  
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| <b>Services for Palm Tree Trimming</b> |
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**CAPTION:**

Motion approving the Service Agreement for Palm Tree Trimming Services from Woodstock Tree Surgeons Corpus Christi, Texas for a total amount of \$148,605.00. The award is based on the lowest, responsive, responsible bidder. Funds have been budgeted by Parks and Recreation Department in FY 2016-2017. The term of this contract will be for 12 months with options to extend for four additional 12 month periods, at the sole discretion of the City.

**PURPOSE:**

This item is to approve the Service Agreement for Palm Tree Trimming Services for 2,257 palm trees at various locations throughout the City of Corpus Christi.

**BACKGROUND AND FINDINGS:**

Palm Tree Trimming is a component of the Parks and Recreation Tree Maintenance program. Under this contract, 1,568 palm trees will be trimmed twice per year and 689 palm trees will be trimmed once per year. This contract will allow in-house horticulture crews to concentrate on tree planting and maintenance activities within parks and other playable spaces. It is a step towards meeting Goal #2: Enhance the Experience of Visiting Parks and Recreation Facilities for All Residents of the, "2012 Parks and Recreation Master Plan", which was established in response to comments that the parks do not provide enough shade and are uninviting during the hottest months of the year.

**ALTERNATIVES:**

Not applicable.

**OTHER CONSIDERATIONS:**

Not applicable.

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency.

**DEPARTMENTAL CLEARANCES:**

Parks and Recreation

**FINANCIAL IMPACT:**

X Operating

☐ Revenue

☐ Capital

☐ Not applicable

| <b>Fiscal Year:<br/>2016-2017</b>  | <b>Project to Date<br/>Expenditures<br/>(CIP only)</b> | <b>Current<br/>Year</b> | <b>Future Years</b> | <b>TOTALS</b> |
|------------------------------------|--|-------------------------|---------------------|---------------|
| Line Item Budget                   |  | \$121,892.58            | \$148,605.00        | \$270,497.58  |
| Encumbered /<br>Expended<br>Amount |  | \$80,835.40             | \$0.00              | \$80,835.40   |
| This item                          |  | \$0.00                  | \$148,605.00        | \$148,605.00  |
| BALANCE                            |  | \$41,057.18             | \$0.00              | \$41,057.18   |

Fund(s): Parks Operations

**Comments:**

Funding will be requested in future years during the normal budget process.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement

Bid Tabulation