



**CITY OF SALINAS
COUNCIL STAFF REPORT**

DATE: OCTOBER 8, 2019

DEPARTMENT: PUBLIC WORKS

FROM: DAVID JACOBS, PUBLIC WORKS DIRECTOR

BY: HILDA GARCIA, PW ADMIN SUPERVISOR

TITLE: MONTE BELLA DISTRICT'S LANDSCAPE MAINTENANCE SERVICES

RECOMMENDED MOTION:

A motion to approve a Resolution approving a contract change order to the Monte Bella District's Landscape Maintenance Services contract with Smith & Enright Landscape Company.

RECOMMENDATION:

It is recommended that the City Council approve a resolution authorizing the City Manager to sign a contract change order in the amount of \$1,365 per month.

EXECUTIVE SUMMARY:

In 2018 the Monte Bella District Landscape Maintenance Services contract was awarded to Smith & Enright Landscaping. Subsequently, Monte Bella Phase 5A was accepted for maintenance and responsibility. The new development includes several bioswales which now require maintenance. The additional services proposed under this change order will be financed by the Monte Bella Assessment District funds which have been collected specifically for maintenance purposes. The change order will require an additional \$13,650 for the remainder of the term, through July 2020. Sufficient funds are available in the District's budget.

BACKGROUND:

On August 21, 2018 City Council awarded the Monte Bella District Landscape Maintenance Services contract to Smith & Enright Landscaping at a cost \$24,300 per year for a period of two years, with an option to extend an additional one year. The work consists of service at landscaped areas within the public right of way. Work includes weed/insect/disease control; rodent control; debris, graffiti and litter removal; removal of dead, damaged or diseased plant materials; irrigation of plant materials; fertilizing of ground cover, trees and shrubs; tree work (pruning, trimming); hedge trimming; lawn edge trimming; mowing; hauling. General areas currently maintained are marked in red on the attached Exhibit A.

Nearly 10 months later, on June 4, 2019 City Council accepted the Monte Bella Subdivision Phase 5a improvements for maintenance and responsibility. This new development requires continuous landscape maintenance of bioswales at several locations throughout the newly developed areas. Locations are identified in Exhibit B. The cost of landscape maintenance of Monte Bella Phase 5a’s bioswales is an additional \$1,365 per month or \$13,650 for the remainder of the term (October 2019 thru July 2020).

CEQA CONSIDERATION:

Not a Project. The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378).

STRATEGIC PLAN INITIATIVE:

This relates the Council’s Strategic Goal of a Well-Planned City and Excellent Infrastructure and Quality of Life.

DEPARTMENTAL COORDINATION:

Public Works Department’s Maintenance Manager works directly with the contractor overseeing its day-to-day activities. Public Works, Legal and Purchasing Departments work closely in the formulation, review and approval of the contract amendment.

FISCAL AND SUSTAINABILITY IMPACT:

The landscape maintenance services proposed under this contract change order will be financed by the Monte Bella Assessment District funds which have been collected specifically for the purpose of maintaining the District’s landscaped improvements.

The original contract term is for two years (August 2018– July 2020) at a price of \$24,300 per year (or \$2,025 per month). The contract change order will add an additional \$1,365 per month, or \$13,650 for the remaining 10 months of the contract term (October 2019 -July 2020)

The current budget for Monte Bella Maintenance District is as follows:

Funding Source	Account	Budget	YTD Expenses	Encumbrances as of 8/31/2019	Budget Remaining
Monte Bella Maintenance District	2109.50.5667	\$306,395	\$25,572	\$45,774	\$ 235,046

Based on the cost estimate and current budget, enough funds are available to proceed with the approval of this contract change order.

ATTACHMENTS:

Resolution

Exhibit A – Current landscape service locations

Exhibit B – Monte Bella Phase 5a Bioswale locations