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# STAFF REPORT

AGENDA NO: 9b

MEETING DATE: June 2, 2025

**To: Honorable Mayor and City Council**

**Date: June 2, 2025**

**From: Margaret Glomstad, Director of Parks and Recreation – (650) 558-7307  
Richard Holtz, Parks Superintendent/City Arborist – (650) 558-7333  
Carlie Burow, Parks Supervisor – (650) 558-7335**

**Subject: Adoption of a Resolution Authorizing the City Manager to Execute Amendment #3 to Extend the Term of the Contractual Services Agreement with West Coast Arborists, Inc. in the Amount of \$1,700,000**

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## **RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute an amendment to the Contractual Services Agreement with West Coast Arborists, Inc., (WCA) extending the term of the agreement to June 30, 2027.

## **BACKGROUND**

On July 6, 2021, the City of Burlingame entered into a contract with WCA to provide contract tree pruning and stump removal services to ensure the City maintains its preventative maintenance and inspection goals for City-owned trees. The contract can be extended an additional four years in two-year increments. The original contract amount was \$1,276,335 for a period of two years. On January 16, 2024, the City executed Amendment #1 to extend the term of the contract to July 6, 2025, and increase the contract amount by \$800,000. On August 19, 2024, the City executed Amendment No. 2 to increase the contract amount by an additional \$800,000 to enable WCA to complete preventative maintenance and grid pruning and provide on-call services.

Through this contract, the City and WCA have fully serviced and inspected approximately 50% of the City-owned trees. Potential hazards have been identified, and risks have been lessened through the mitigations of pruning or removal. The contractor fully serviced grids A and D in 2021-2023 and grids C-1, C-2, and B in the 2023-2025 grid pruning cycles. Staff has assigned other City-owned trees to WCA in the past few years, including many large eucalyptus trees. These trees reside outside of the planned work area of Grid B. They were located at multiple Public Works properties, dead-end streets, and Mills Canyon.

## **DISCUSSION**

The Parks Division continues to inventory City tree assets and assign prescriptive mitigation measures when necessary. Staff expects that WCA will complete grids A and D again as part of the regular maintenance (four-year cycles) of City trees in 2025-2027. The contractor is also available for on-call services to assist in addressing tree needs that Parks staff cannot attend to.

Amendment #3 extends the term and increases the contract by \$1,700,000 to perform the tree pruning and stump removal services necessary to maintain City-owned trees. Because the cost of the original agreement exceeds \$100,000, Council approval of the amendment is required.

There are no other changes to the contract.

**FISCAL IMPACT**

Funds have been requested as part of the FY 2025-26 budget process in the amount of \$850,000. Funds will be requested during the budget process for FY 2026-27 in the amount of \$850,000.

Exhibits:

- Resolution
- Amendment #3
- Original Agreement
- Grid Map