

**CITY OF PALM DESERT/
HOUSING AUTHORITY BOARD
STAFF REPORT**

MEETING DATE: April 10, 2025

PREPARED BY: Shawn Muir, Community Services Manager

SUBJECT: APPROVE CHANGE ORDER NO. 1 TO C47750 WITH WEST COAST ARBORISTS, INC., OF INDIO, CA, FOR ADDITIONAL ARBORICULTURAL SERVICES (PROJECT NO. MLS00026)

RECOMMENDATION:

1. Approve Change Order No. 1 to C47750 with West Coast Arborists, Inc. of Indio, CA, for additional arboricultural services to increase compensation in an amount not to exceed \$275,000; for a total annual amount of \$1,389,125.
2. Authorize the City Attorney to make any necessary non-monetary changes to the agreement.
3. Authorize the City Manager to execute said Change Order.

BACKGROUND/ANALYSIS:

On June 13, 2024, the City Council approved Contract No. C47750 with West Coast Arborist, Inc., for a term of three years, with an option of two, one-year extensions. The contract was awarded following a competitive bidding process in which two pre-proposal meetings were held, and the selected vendor was evaluated by staff using criteria established in the Request for Proposals. This contract consolidates several annual tree maintenance services such as palm tree pruning, broadleaf tree pruning, emergency removal, and tree planting work into one comprehensive contract and vendor. This contracting method reduces excess fees for mobilization and special equipment, and additional cost savings are achieved through improved administrative efficiency, reducing staff time. It also covers the City's entire Urban Forest, which includes parks, medians, City-maintained properties, Desert Willow Golf Resort, and the Palm Desert Housing Authority properties. Neighboring cities such as Indio, Coachella, and Palm Springs adopted this unified tree maintenance model and have found this type of agreement beneficial.

This year, staff have adopted a more proactive approach to tree maintenance, focusing on tree encroachment, viewing corridors, and safety concerns. The extended summer heat of 2024 led to increased limb removal and tree replacement efforts across the city. Additionally, thinning vegetated areas at Desert Willow Golf Resort remains a priority to reduce fire risk and maintain a well-manicured appearance. The resort continues to experience above-average visitor turnout, with the development of DSRT Surf drawing even more attention to the area. The proposed amendment continues proactive tree management throughout the City by addressing these concerns and allows work to start prior to the end of the fiscal year when the focus seasonally turns to palm pruning activities instead.

Legal Review:

This report has been reviewed by the City Attorney’s Office.

Appointed Body Recommendation:

The Housing Commission reviewed the recommendation to award C47750 at its regular meeting on May 8, 2024. The Housing Authority is not affected by the proposed Change Order, and it has therefore not been considered by the Housing Commission. Housing Authority staff have been made aware of the proposed Change Order.

Strategic Plan:

Parks & Recreation, Priority 1 states in part, “Prepare for the financial requirements of maintaining existing parks to the highest level of service”. This request also furthers the Authority’s mission “to serve the citizens of Palm Desert by providing decent, safe, sanitary, and affordable housing”.

FINANCIAL IMPACT:

Funds have been included in the FY 2024-25 operating budget in the appropriate City, Desert Willow, Assessment Districts, and Housing Authority accounts. Funds for planned additional work in FY 2025-26 will be included in the proposed budget for the appropriate Desert Willow and Landscape Services accounts.

Currently, the Public Works Operations Budget has available funds in the amount of \$1,435,000 exclusively for tree maintenance, covering annual pruning and emergency work such as wind damage, vandalism, and vehicle accidents. The proposed change order will increase the total not-to-exceed contract amount by \$275,000, increasing it to \$1,389,125 across all funds. The costs will be allocated between the City, Desert Willow, and the Housing Authority based on actual work performed. Of the requested increase, \$200,000 will be designated specifically for pruning, cleanup, and vegetation removal at Desert Willow Golf Resort, while the remaining \$75,000 will be distributed across other areas of the City, as detailed in the table below. Approval of this change order does not guarantee that the full amount will be allocated or expended.

<i>FY 2024-25</i>	Account No.	Available Funds	Original Contract	Requested Increase	Balance
<i>Civic Center Park</i>	1104610-4332001	\$130,000	\$115,000	\$15,000	
<i>Parks</i>	1104611-4332001	\$150,000	\$117,500	\$15,000	
<i>Medians</i>	1104614-4337001	\$500,000	\$450,000	\$45,000	
<i>LLDs</i>	200 Accounts	\$100,000	\$76,625	\$0	
<i>Desert Willow</i>	4414195-4809200	\$425,000	\$225,000	\$200,000	
<i>Housing Authority</i>	Authority’s Operating Budget Accounts	\$130,000	\$130,000	\$0	
	Contract Totals		\$1,114,125	\$275,000	
	Total	\$1,435,000	\$1,389,125		\$45,875

ATTACHMENTS:

1. Change Order No. 1
2. Agreement C47750