



## Staff Report May 10, 2022

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**TO:** Honorable Mayor and Members of the Town Council  
**FROM:** Merrill Buck, Town Engineer  
**DATE:** May 3, 2022  
**RE:** Accept Tree Maintenance Services Contract

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### **Recommendation**

Staff recommends that the Town Council adopt a Resolution to (1) accept the improvements completed by West Coast Arborist for the Tree Maintenance Services Contract; (2) authorize an additional expenditure in the amount of \$1,230; and (3) file a Notice of Completion with the Placer County Recorder's Office.

### **Issue Statement and Discussion**

On February 8, 2022, the Town Council awarded a Tree Maintenance Services Contract to West Coast Arborist of Anaheim, California in the amount of \$100,000 for tree pruning, within the public right-of-way, along the Town's arterial and collector streets. Trees were pruned to a 16-foot horizontal clearance from the top of pavement and a 3-foot vertical clearance beyond the edge of roadway. The project also included the removal of a handful of trees that were either diseased or structurally unsound.

Not all of the arterial or collector streets in town were able to be pruned due to the budget being exhausted. The \$100,000 allocated was considered a reasonable amount that would allow the Town to take care of the worst locations. Staff prioritized those streets that either had the densest canopies and needed pruning the most, or were sufficiently busy to where the need for traffic control would prohibit the Town's limited number of maintenance workers from completing the work directly.

The streets completed included Bankhead Road, Saunders Avenue, Barton Road, Sierra College Boulevard, and portions of King Road.

Change order work on the contract amounted to \$1,230. Crews worked on a time and materials basis, and rather than having the crews work a partial shift on the last day, it was decided to let them work a full shift, and then pay for the overage by change order.

The budget on the contract was exhausted as of April 20, 2022, so the project was deemed complete as of that date. Since there remains more tree pruning work to do, a project will be recommended for funding under the FY 2022-23 Capital Improvements Program Budget.

### **CEQA Requirements**

The project is exempt from CEQA under Section 15301(c), maintenance of existing landscaping.

### **Financial and/or Policy Implications**

Funding for the project was provided from the Tree Fund which at the completion of the project will have an approximate balance of \$290,000. It is recommended that the additional requested expenditure of \$1,230 be paid from the Tree Fund balance.

### **Attachments**

- A. Resolution
- B. Notice of Completion

**TOWN OF LOOMIS**

**RESOLUTION NO. 22 - \_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS  
ACCEPTING THE TREE MAINTENANCE SERVICE CONTRACT AS COMPLETE  
AND AUTHORIZING AN ADDITIONAL EXPENDITURE OF \$1,230**

**WHEREAS**, on February 8, 2022, the Town Council awarded the above referenced project to West Coast Arborist of Anaheim, California in the amount of \$100,000; and

**WHEREAS**, the improvements included the pruning of trees within the public right-of-way, along the Town's arterial and collector streets; and

**WHEREAS**, West Coast Arborist has successfully completed the project in accordance with the plans and specifications and to the satisfaction of the Town Engineer; and

**WHEREAS**, during construction a contract change order was authorized in the amount of \$1,230 to allow crews to complete a full shift of work on the last day, instead of stopping mid-shift when the budget would have been exhausted; and

**WHEREAS**, the change order work exceeded the authorized budget, and as such, the Town Council will need to authorize the additional expenditure prior to closing out the project; and

**WHEREAS**, there are sufficient funds available in the Tree Fund to cover the additional expenditure.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Loomis does hereby accept the Tree Maintenance Service Contract as complete; and be it

**FURTHER RESOLVED** that the Town Manager is authorized to make an additional expenditure in the amount of \$1,230 to close out the project; and be it

**FURTHER RESOLVED** that the Town Clerk is authorized and hereby directed to record a Notice of Completion with the Placer County Recorder's Office.

**PASSED AND ADOPTED** by the Town Council of the Town of Loomis this 10th day of May 2022 by the following vote:

**AYES:**

**NOES:**

**ABSTAINED:**

**ABSENT:**

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Mayor

ATTEST:

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Deputy Town Clerk

RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:

Town Clerk  
Town of Loomis  
3665 Taylor Road  
P.O. Box 1330  
Loomis, CA 95650

APN(s): N/A

(THIS SPACE ABOVE FOR RECORDER'S USE ONLY)  
[Exempt from recording fee per Gov. Code § 27383]

**NOTICE OF COMPLETION**

(Cal Civ. Code §§ 8180-8190, 8100-8118, 9200-9208)

- A. The Town of Loomis, a California municipal corporation, entered into a written contract with **West Coast Arborist (Contractor)** dated **February 23, 2022** to complete the **Tree Maintenance Services Contract**. The surety on said contract is held by **Arch Insurance Company** in the state of **California**.
- B. NOTICE IS HEREBY GIVEN THAT:
- (1) The name and address of the owner or reputed owner is:  
**Town of Loomis, 3665 Taylor Road, P.O. Box 1330, Loomis, CA 95650**
  - (2) The name and address of the direct contractor are:  
**West Coast Arborist, 2200 E Via Burton, Anaheim, CA 92806**
  - (3) The name and address of the construction lender, if any are: **Not applicable**
  - (4) A description of the site sufficient for identification, including the street address, if any:  
**Tree pruning in the right-of-way, in the Town of Loomis, County of Placer, State of California, as further described as being on the following streets: Bankhead Road, Saunders Avenue, Barton Road, Sierra College Boulevard, and King Road.**
  - (5) The name, address and relationship to the parties of the person giving notice:  
**Town of Loomis, a California Municipal Corporation, which has jurisdiction over the right-of-way and has contracted directly with the contractor to have the work performed.**
  - (6) The person giving this notice is not a claimant.
  - (7) This notice is given for (check one):  
 Completion of the work of improvements as a whole.  
 Completion of a contract for a particular portion of the work or improvements. If the notice is given only for completion of a contract for a particular portion of the work of improvements as provided in California Civil Code Section 8186, provide the following information:  
    - (a) The name and address of the direct contractor under that contract.
    - (b) A general statement of the work provided pursuant to the contract.
  - (8) If signed by the owner's successor in interest, the name and address of the successor's transferor: **Not applicable**
  - (9) The nature of the interest or estate of the owner (property or easement): **Street easement**
  - (10) The date of completion: **April 20, 2022**

I, **Merrill Buck**, am the Town Engineer for the Town of Loomis, which has jurisdiction over the interest or estate in the property described above, and as such, make this verification on behalf of the Town of Loomis, that I have read the above Notice of Completion and know the contents thereof and that the facts stated therein are true of my own knowledge. I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_\_\_, at  
Loomis, California

Attest:

\_\_\_\_\_  
Merrill Buck, Town Engineer  
(Signature)

\_\_\_\_\_  
Carol Parker, Deputy Town Clerk in and for  
the Town of Loomis, California (Signature)