File #:	24-324	**Version:** 1	**Name:**	Amendment No. 1 to CSA with PlanIT Geo for Tree Master Plan
Type:	Staff Report		**Status:**	Filed
			In control:	City Council
On agenda:	7/8/2024		**Final action:**	7/8/2024
Enactment date:			**Enactment #:**	Reso 2024-084

Title: Adopt a Resolution to Approve and Authorize the City Manager to Execute Amendment No. 1 to the Consultant Services Agreement with PlanIT Geo to Develop a Citywide Tree Master Plan That Would Add an Additional $13,000 to the Existing Agreement Using American Rescue Plan Act Funds, for a Total Not to Exceed $213,000

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Resolution Amendment No. 1 with PlanIT Geo, 2. B - Scope of Services and Compensation, 3. C - CSA for PlanIT Geo

Date	Ver.	Action By	Action	Result
7/8/2024	1	City Council		

Adopt a Resolution to Approve and Authorize the City Manager to Execute Amendment No. 1 to the Consultant Services Agreement with PlanIT Geo to Develop a Citywide Tree Master Plan That Would Add an Additional $13,000 to the Existing Agreement Using American Rescue Plan Act Funds, for a Total Not to Exceed $213,000

COUNCIL PRIORITY
- Infrastructure
- Sustainability & Resiliency
- Quality of Life

SUMMARY

The City has an existing Consulting Services Agreement with PlanIT Geo to support the Tree Master Plan development. The proposed amendment to the agreement provides an additional scope of work, related to the development of the maintenance plan.

RECOMMENDATIONS

Staff recommends the City Council approve and authorize the City Manager to execute an amendment to a consulting services agreement between the City of San Leandro and PlanIT Geo to extend the term to December 31, 2024, and to increase the contract cost by an additional $13,000 for a total not to exceed of $213,000.

BACKGROUND

Urban forestry and carbon sequestration were identified as key strategies in the City's 2021 Climate Action Plan for improving community-wide public health, safety, and wellbeing and increasing resilience of vulnerable populations against the hazards of extreme heat and flooding. In its greenhouse gas (GHG) inventory, the CAP also identifies street trees as an important resource for climate mitigation.

The City contracted with PlanIT Geo in 2022 to prepare the Citywide Tree Master Plan that included an inventory of the City's public trees, an urban heat assessment, tree canopy cover analyses and goal setting, an evaluation of urban forestry operations, strategies for growing and preserving the urban forest, and robust education and outreach.

Analysis

Since the project kickoff in June of 2022, transitions in staffing coupled with changes to the urban forestry program operations have impacted the original scope and timeline for adoption. The additional scope of work includes adjustments to the existing deliverables to align with the new department vision and structure with a focus on clarifying roles and responsibilities, budget and maintenance program recommendations.

The contract and timeline are extended to finalize the plan and to facilitate a planned presentation and requested adoption by the City Council, currently envisioned for Autumn, 2024.

Previous Actions

Resolution No. 2022-064 to Execute a Consulting Services Agreement with PlanIT Geo to Develop a Tree Master Plan

Financial Impacts

The Tree Master Plan project will require no additional Council appropriation for Fiscal Year 2024-2025. This action will draw down $13,000 in currently appropriated American Rescue Plan Act Funds (Account 190-63-817-5340).

ATTACHMENTS

> **A**: Resolution for Amendment No. 1 to a Consulting Services Agreement
> **B**: CSA Scope of Work for and Compensation for Amendment No.1
> **C**: Consulting Services Agreement between the City of San Leandro and PlanIT Geo for development of a Tree Master Plan

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