



CITY OF POMONA COUNCIL REPORT

June 16, 2025

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Meg McWade, Public Works Director

SUBJECT: AUTHORIZATION TO EXTEND THE AGREEMENT WITH WEST COAST ARBORISTS FOR CITYWIDE TREE MAINTENANCE SERVICES FOR SIX MONTHS

RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 1) Approve and authorize a six-month extension of the contract with West Coast Arborists beyond the original five-year term for citywide tree maintenance services, effective July 1, 2025 through December 31, 2025, in an amount not to exceed \$624,775; and
- 2) Authorize the City Manager or designee to execute the agreement with West Coast Arborists, and any extensions or amendments thereto, subject to review by the City Attorney.

EXECUTIVE SUMMARY:

Staff recommends authorizing a six-month extension of the current agreement with West Coast Arborists (WCA) through December 31, 2025. This temporary extension will allow time to complete a competitive Request for Proposals (RFP) for long-term tree maintenance services. WCA has provided tree maintenance services to the City for many years, and this short-term extension ensures continued service without interruption while the RFP process is finalized.

SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

☒ When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$500 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$500 or more made 1) by any person or entity who is identified in the agenda report as the applicant or

proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

FISCAL IMPACT:

For Fiscal Year 2025-26, the City has a total budget of \$1,356,830 for tree trimming and maintenance service across the following funds:

Program	Account	Amount
Parks Tree Maintenance	101-4011-52931-00000	\$304,000
Parks Tree Trimming Extraordinary	101-4011-52927-00000	\$200,000
Street Tree Trimming Extraordinary	128-4021-52927-00000	\$154,680
Street Tree Maintenance	208-4021-52931-00000	\$582,750
University Corp. Center	254-4072-52931-00000	\$5,400
Phillips Ranch Assessment District	256-4073-52931-00000	\$110,000
Total		\$1,356,830

Funding for this interim period is based on approximately 50% of the FY 2025–26 annual allocation. The contract prices for the extension include the annual Consumer Price Index adjustment.

PREVIOUS RELATED ACTION:

On September 20, 2021, the City Council approved a three-year base term piggyback contract with WCA, with two optional one-year extensions for tree related services, not to exceed the annual budgeted amount.

DISCUSSION:

In 2021, the City Council awarded a contract to West Coast Arborists (WCA) for citywide tree trimming and maintenance services through a piggyback agreement executed by the City of West Covina (Attachment No. 1). The contract included a three-year base term with two optional one-year extensions, all of which have now been exercised. WCA was originally selected by the City of West Covina following a competitive procurement process.

As the current contract term concludes on June 30, 2025, staff is requesting a six-month extension to allow time to complete a competitive Request for Proposals (RFP) process for long-term tree maintenance services. The RFP is currently under development and is anticipated to be finalized and awarded during the extension period. The proposed extension amendment is included as Attachment No. 2.

Over the past several months, staff evaluated multiple options, including new piggybackable contracts and a potential multi-year extension of the existing agreement. However, in alignment with the direction to re-evaluate long-term service contracts, staff is now moving forward with the RFP process to solicit competitive proposals, ensure transparency, and evaluate potential new providers.

WCA has consistently delivered reliable service to the City of Pomona since 2000. Their qualifications reflect industry-leading standards in quality, safety, and environmental responsibility. WCA currently serves more than 350 municipalities and public agencies. Pomona's dedicated Area Manager oversees a regional portfolio that includes 10 cities, two school districts, and both public and private colleges, bringing a strong understanding of local expectations to the City's urban forestry program.

Under Pomona Municipal Code (PMC) Section 2-984, contract terms are limited to five years unless specifically approved by the City Council. The requested six-month extension complies with this provision and ensures continuity of service while the competitive bidding process is completed.

Prepared by:
Lindsay McElwain, Senior Management Analyst

Attachments

Attachment No. 1 – Original Agreement with Amendments

Attachment No. 2 – Extension Amendment