



Honorable Mayor and Members of the Hermosa Beach City Council

**APPROVE THE FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
FOR ON-CALL ARBORIST CONSULTING SERVICES WITH MINK TREE
CONSULTING**

(Public Works Director Joe SanClemente)

Recommended Action:

Staff recommends City Council:

1. Approve the proposed first amendment to agreement with Mink Tree Consulting, Inc. (Mink), to provide on-call arborist consulting services increasing the not-to-exceed contract amount from \$30,000 to \$60,000; and
2. Authorize the City Manager to execute the proposed amendment, approve minor modifications if necessary, and execute all related documents, with the City Clerk attesting the agreement subject to approval by the City Attorney.

Executive Summary:

Staff requests approval of the proposed amendment to increase the not-to-exceed contract amount from \$30,000 to \$60,000 to provide ongoing, on-call arborist consulting services with Mink Tree Consulting (Mink).

Background:

The Public Works Department relies on third-party professionals to provide arborist consulting services in support of the City's maintenance of City-owned trees in parks, medians and other areas in the City.

In August 2024, the City Manager approved a professional services agreement with Mink, to provide on-call arborist consulting services to the City of Hermosa Beach for an initial not-to-exceed contract amount of \$30,000. The term of the agreement ends August 2026, which will remain the same under the proposed amendment. Since August 2024, the City has utilized Mink on multiple tasks including ongoing field visits, research, and reports for assessments of tree health and condition, recommendation of pruning and removal of trees, potential hazards and risk assessments, recommendations for tree replacements, review of tree installation specifications, on other as needed arborist consulting services in coordination with City staff and City contractors. The City has approximately spent \$24,000 of the original contract amount on these services. A majority of this expense was

for risk assessment related to fallen trees and branches Valley Park and the development of an appropriate replanting plan.

Discussion:

Staff requests approval of the proposed amendment for the increase to the not-to-exceed contract amount from \$30,000 to \$60,000 for ongoing arborist consulting services. Mink is currently providing ongoing arborist advisory services related to tree removals and replacements, inspections of trees, and best practices for tree care. Staff will also require ongoing arborist advisory services in the coming months to support the review of the scope of work in the current landscape maintenance services contract that is set to expire in June 2026.

Fiscal Impact:

Approval of this amendment will increase the not-to-exceed contract amount by \$30,000, from \$30,000 to \$60,000 for as-needed work. Sufficient funds are budgeted in the Public Works Administration Contract Services Account or in CIP Project Budgets for specific projects.

Agreement Modification Request				
Agreement	Current Authorized Amount	Modified Request Amount	FY 2025-26 Budget Dept. Account #	Total Revised Contract Amount
Mink Tree Consulting	\$30,000	\$30,000	001-4202-4201 (PW Admin)	\$60,000
			XXX-8XXX-4201 (CIP)	

Attachments:

1. Professional Services Agreement with Mink Tree Consulting, Inc.
2. Proposed First Amendment to the Agreement with Mink Tree Consulting, Inc.

Respectfully Submitted by: Andrew Nguyen, Associate Engineer

Concur: Brandon Araujo, Senior Engineer

Concur: Saad Malim, City Engineer

Concur: Joe SanClemente, Public Works Director

Noted for Fiscal Impact: Henry Chao, Finance Manager

Concur: Brandon Walker, Administrative Services Director

Legal Review: Jason Baltimore, Interim City Attorney

Approved: Steve Napolitano, Interim City Manager