



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2671
www.CityofSacramento.org

CONSENT
May 29, 2007

Honorable Mayor and
Members of the City Council

Title: Urban Forest Services Automated Work Order and Urban Forest Inventory System

Location/Council District: Citywide

Recommendation: Adopt a **Resolution:** 1) transferring \$250,000 of General Fund (Fund 101) from the FY2006/07 Urban Forest Service Division (Org 4713) budget to the Urban Forest Enhancement Program CIP, LX97 to fund the purchase and implementation of automated work order and inventory management software that will facilitate the city wide inventory of public trees.

Contacts: Joe Benassini, Urban Forestry Manager, Department of Parks and Recreation, 808-6258; Patty McGear, IT Project Manager, Information and Technology Department, 808-5539

Presenters: None

Department: Department of Parks and Recreation

Division: Urban Forest Services

Organization No: 4713

Description/Analysis:

Issues: The Urban Forest Services Division (UFS) maintains an estimated 120,000 street and park trees. The division lacks a modern work management and inventory program to help them efficiently budget, plan, and determine the location and number of City street and park trees. The Department of Parks and Recreation's Urban Forest Services Division (UFS) has an ongoing need: (1) to procure and implement an automated work order and urban forest inventory system; and (2) to fund an inventory program for all trees in the City right of way. Implementation of an asset management inventory program solution will assist in protecting the health of the urban forest, and ensure the service level expectations of internal and external customers are being met.

Policy Considerations: The City Council approved the Urban Forest Best Management Practices Implementation Plan and the Urban Forest Enhancement Plan (UFEP) on March 8, 2005. Attachment 2 (Page 6) details the 10-phase UFEP. The UFEP, which includes the city wide street and parks tree inventory, is consistent with the City of Sacramento Strategic Plan's three year goals of improving and expanding public safety and achieving sustainability and livability.

Environmental Considerations: This report concerns administrative activities that will not have a significant effect on the environment, and does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) [CEQA Guidelines Sections 15061(b) (3); 15378(b) (2)].

Commission/Committee Action: The business need of acquiring and implementing an effective work management and inventory program has been presented and is supported by the Parks and Recreation Commission.

Rationale for Recommendation: Urban Forest Services needs a work management and inventory software solution that is:

- An accurate citywide inventory of all street and park trees.
- A proven management tool that will track work and generate management information reports improving operating efficiencies.
- Able to update inventory data and accurately forecast trends for future maintenance needs and cost.
- Able to identify City right of way locations thereby improving service and communication with our customers.
- Able to provide technology to front line staff so that work orders are completed and the inventory is updated from the field.
- An integrated enterprise solution advancing the City's strategic technology goals.

Staff is requesting the identified funding be moved to LX97 which will provide time for the completion of all necessary Standard IT Life Cycle processes, thereby reducing project risk and allowing the most strategic decision to be made.

Financial Considerations: UFS staff has received two estimates from various vendors and the total cost for the work management and inventory management software and the inventory of public trees is estimated to be between \$550,000 and \$600,000. UFS has a balance of \$335,000 in the Urban Forest Enhancement Program CIP (LX97) to finance Phase 2 of the UFEP project which includes the work management and inventory software and the inventory of public trees. UFS requests City Council authorization to transfer \$250,000 in General Fund from the FY2006/07 Urban Forest Services operating budget to CIP LX97 to finance the remaining costs associated with purchase of the work management and inventory software solution.

Emerging Small Business Development (ESBD): ESBD policies and procedures will be followed for purchase of the work management and inventory solutions.

Respectfully Submitted by: 
Joe Benassini
Urban Forestry Manager

Approved by: 
Cassandra Jennings
Interim Director, Department of Parks and Recreation

Recommendation Approved:


for Ray Kerridge
City Manager

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Attachment 1

BACKGROUND INFORMATION:

Under the direction of the Information Technology Department, Urban Forest Services engaged in stakeholder meetings beginning in October 2006. To reduce costs, and speed implementation of the work management inventory solution, staff sought demonstrations of existing City work management and asset inventory solutions.

The following work management inventory solutions were demonstrated:

1. Azteca City Works (DOU)
2. Infor 7i Datastream Extended (DGS, DOT)
3. Oracle/Seibel (3-1-1)
4. Oracle Peoplesoft Enterprise Maintenance Management (work order) and Oracle Peoplesoft Enterprise Asset Maintenance (inventory) (eCaps)

City staff are utilizing a City of Sacramento Standard IT Project Life Cycle process to ensure the selection of a long term solution that meets the City's strategic goals and capitalizes on investments in an existing or enterprise solution. Outstanding work effort to move forward with this process includes: documentation of all UFS business process work flows, writing business requirements, determining vendors ability to meet the stated requirements, and developing a thorough statement of work to be incorporated into the eventual Professional Services Agreement.

Timeline

- 2003 City Council authorizes funding for an industry expert to complete a study of industry best practices for management of municipal urban forest programs.
- 2003 Sacramento Tree Services Best Management Practices Review and Report completed.
- 2004 Urban Forest staff, with assistance from the Citizen's Advisory Committee for Parks and Recreation, and community stakeholders, review the study and develop the Urban Forest Best Management Practices Implementation Plan and the Urban Forest Enhancement Program.
- 2005 City Council approves the Urban Forest Best Management Practices Implementation Plan and the Urban Forest Enhancement Program.
 - City Council authorizes \$600,000 to fund the Urban Forest Enhancement Program.
- 2006 Urban Forest Services staff completes phase 1 of the Urban Forest Enhancement Program.

2007 The Information and Technology Department provide technical assistance in developing a Request for Proposal. Patty McGeary, IT Project Manager instigates a review of existing technology and manages the stakeholder's process. Both internal and external stakeholders are contacted. Stakeholders included:

- Information and Technology Department
- Department of Parks and Recreation
- Department of Utilities
- Department of Transportation
- SMUD

2007 To reduce cost and speed the implementation of the work management inventory solution, staff sought demonstrations of existing work management and asset inventory solutions.

City of Sacramento Urban Forest Enhancement Program

Introduction

Sacramento has a long and proud history as the “City of Trees”. The urban forest within the City of Sacramento is estimated to include about one million trees. Of this amount, approximately 120,000 are City owned trees located along streets, in parks, and in other public places. It is well known that a healthy and well-managed urban forest provides many benefits such as improved property values, energy conservation, cleaner air, and community pride.

City staff has developed a proposed phased program to address the current needs of Sacramento’s urban forest.

The objectives of the program outlined below include the following:

- Address the aging English Elms within the City (approx. 1,700 trees).
- Complete a citywide Tree Inventory.
- Eliminate the backlog in tree maintenance and establish proactive pruning cycles.
- Accomplish citywide preservation and reforestation goals.

Phase 1 -

English Elm Preservation Project (Assess and take action on 20% of English Elm trees, plus start-up costs for program, such as equipment, etc.)	\$600,000
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	Total <u>\$600,000</u>
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Phase 2

Complete citywide tree inventory	\$600,000
Reforestation Planting (approx. 1,000 trees)	\$100,000

	Total <u>\$700,000</u>
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Phase 3

English Elm Preservation Project	\$250,000
(Assess and take action on 10% of English Elm trees)	
Begin proactive pruning	\$340,000
Reforestation Planting (approx. 1,000 trees)	\$100,000

	Total <u>\$690,000</u>
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Phase 4

English Elm Preservation Project (Assess and take action on 10% of English Elm trees)	\$250,000
Continue proactive pruning	\$340,000
Reforestation Planting (approx. 1,000 trees)	\$100,000
Total	<u>\$690,000</u>

Phase 5

English Elm Preservation Project (Assess and take action on 10% of English Elm trees)	\$250,000
Continue proactive pruning	\$340,000
Reforestation Planting (approx. 1,000 trees)	\$100,000
Total	<u>\$690,000</u>

Phase 6

English Elm Preservation Project (Assess and take action on 10% of English Elm trees)	\$250,000
Continue proactive pruning	\$340,000
Reforestation Planting (approx. 1,000 trees)	\$100,000
Total	<u>\$690,000</u>

Phase 7

English Elm Preservation Project (Assess and take action on 10% of English Elm trees)	\$250,000
Continue proactive pruning	\$140,000
Reforestation Planting (approx. 1,000 trees)	\$100,000
Total	<u>\$490,000</u>

Phase 8

English Elm Preservation Project (Assess and take action on 10% of English Elm trees)	\$250,000
Continue proactive pruning	\$140,000
Reforestation Planting (approx. 1,000 trees)	\$100,000
Total	<u>\$490,000</u>

Phase 9

English Elm Preservation Project (Assess and take action on 10% of English Elm trees)	\$250,000
Continue proactive pruning	\$130,000
Reforestation Planting (approx. 1,000 trees)	\$100,000
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Total	\$480,000

Phase 10

English Elm Preservation Project (Assess and take action on 10% of English Elm trees)	\$250,000
Continue proactive pruning	\$130,000
Reforestation Planting (approx. 1,000 trees)	\$100,000
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Total	\$480,000

Ten-phase Total = \$6,000,000

RESOLUTION NO.

Adopted by the Sacramento City Council

May 29, 2007

Asset Management and Inventory Software for Public Trees

BACKGROUND

- A. The City of Sacramento has an estimated 120,000 street and parks trees. In order to effectively manage and maintain the health of the urban forest, a modern asset management and inventory program is needed.
- B. Phase 1 of the 10-phase Urban Forest Enhancement Program (CIP LX97) has been completed. There is a balance of \$335,000 in CIP LX97 to begin Phase 2 of the program. An estimated additional \$250,000 is needed to complete the purchase of a work management and inventory portion of Phase 2 of the program.
- C. City staff are utilizing a City of Sacramento Standard IT Project Life Cycle process to ensure the selection of a long term solution that meets the City's strategic goals and capitalizes on investments in an existing or enterprise solution.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1 \$250,000 of General Fund (Fund 101) is transferred from the FY2006/07 Urban Forest Service division (Org 4713) budget to the Urban Forest Enhancement Program CIP, LX97 to fund the purchase and implementation of automated work order and inventory management software.