City of Birmingham
A Walkable Community

MEMORANDUM

Department of Public Services

DATE: **July 23, 2015**

TO: **Joseph A. Valentine, City Manager**

FROM: **Lauren A. Wood, Director of Public Services**

SUBJECT: **Staff Report – Holiday Tree Status Update**

It is that time of year to address the upcoming holiday season and the status of the holiday tree that will be, of course, installed in Shain Park.

This year with the assistance of English Gardens who will be installing the tree and available for maintenance issues during the season. English Gardens performs this scope of services for a variety of local holiday display venues using a large holiday tree. They are experts in this type of work and have been very successful in keeping other holiday trees lit in other very visible and high traffic locations similar to Birmingham.

The regular costs for the Department of Public Services (DPS) to install and maintain the holiday tree during 2014 was $10,599.40, not including overtime costs. The cost from English Gardens for assisting the City during this season is $4,861.69. Funds are budgeted for these services in the DPS- Other Contractual Services account.

The DPS will oversee the work by the contractor, which is not unlike other contractual services we manage. The managing process will remain identical as in past years, Carrie Laird our Parks and Recreation Manager will be on-call for any maintenance matters afterhours and during normal work hours. The Department of Public Services will handle all outages during the normal work hours and the Police Department will contact Carrie Laird to assist after hours and/or on weekends.

On a separate note, we have also been reviewing the power shortfalls on the north end of Shain Park. Additional power has been requested and necessary to better accommodate a variety of Special Events in Shain Park. We will be performing power upgrades in advance of the holiday tree set-up. We are finalizing the review of quotes from electricians for this work with appropriate City departments. As the result of these changes, we do not anticipate any issues this year. However, should anything occur during this period of time, DPS will respond promptly in addressing all such items.