



**CITY OF KIRKLAND**  
**Department of Public Works**  
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**MEMORANDUM**

**To:** Kurt Triplett, City Manager  
**From:** Kathy Brown, Public Works Director  
**Date:** October 9, 2015  
**Subject:** HOLIDAY TREE REPLACEMENT

**RECOMMENDATION:**

Following direction provided by the City Council in its October 6, 2015 meeting, staff is recommending that the City Council approve the purchase of a 29-foot holiday tree using the Council Special Projects reserve to replace the current tree which was damaged last year. Approval of this memo by adopting the Consent Calendar will authorize the purchase of a replacement holiday tree.

**BACKGROUND DISCUSSION:**

Each winter, between Thanksgiving and the start of December, maintenance crews from Public Works and Parks work together to set up the holiday tree in downtown Kirkland. Purchased in 2005, the 29' Giant Everest Commercial Tree has been located at different locations in Downtown Kirkland, and the tree lighting draws hundreds of residents to the event. Last year, the tree was damaged during the placing of the star when the Fire Department's ladder truck became entangled with the top of the tree. Staff recommend the tree be replaced due to the potential safety hazard the existing tree presents.

Public Works staff solicited price quotes from a number of vendors, with the most favorable price quote received from Wintergreen Corporation, which is the same manufacturer of the existing holiday tree. Purchasing a tree from this vendor not only minimizes cost; it also provides certainty that crews can safely set up, take down, and store the new tree, which will be nearly identical to the one our crews have been handling for the past decade.



*Figure 1: City Crews install the star on the Holiday Tree before beginning to string the lights (2013)*

A significant improvement over the existing tree is that the recommended new tree is pre-lit with C7 LED lights that are more energy efficient, and which will reduce the time involved with setup. Historically, the crew has put together the tree frame, attached the branches, and then strung the lights around the 29 foot tree. To do this, they used two bucket-trucks and had to hand off the light

strands on two sides, working their way down the tree. In the image above, each strand of lights on the ground are waiting to be installed after being untangled and tested, and the crews in the buckets lower down to pick up strands as they run out. Once the lights were on, the crew had to repeat the process with ornaments. With the proposed new pre-installed lights, crews will only have to put on the decorations.

The proposed new tree comes in sections, allowing for various heights, ranging from 14 feet to 29 feet. Thus, the tree can be set up at the most optimal height for any given location.

With a rough estimate of \$35,000 for a replacement, staff solicited three quotes for LED pre-lit tree of similar size to the previous tree, as shown in the following summary:

<b>Company</b>	<b>Tree Cost</b>	<b>Shipping Cost</b>	<b>Total Cost</b>
<b><i>Wintergreen Corporation</i></b>	<b><i>\$20,477.10</i></b>	<b><i>\$1693.63</i></b>	<b><i>\$22,170.73</i></b>
Christmas Designers	\$24,254.75	\$0.00	\$24,254.75
Gordon Companies, Inc.	\$24,499.99	\$0.00	\$24,499.99

Based on price and the other benefits noted above, staff is recommending purchase of the Wintergreen Corporation tree. The fiscal note of \$32,000 provides for the purchase of the replacement tree, shipping, as well as contingency for unforeseen costs including the disposal of the damaged tree.

Attachment A – Fiscal Note

**FISCAL NOTE**

CITY OF KIRKLAND

Source of Request							
Kathy Brown, Public Works Director							
Description of Request							
Use of up to \$32,000 from the Council Special Projects Reserve to replace the Downtown Holiday Tree.							
Legality/City Policy Basis							
Fiscal Impact							
<b>One-time use of \$32,000 of the Council Special Projects Reserve.</b> The reserve is able to fully fund this request.							
Recommended Funding Source(s)							
<i>Reserve</i>	Description	2016 Est End Balance	Prior Auth. 2015-16 Uses	Prior Auth. 2015-16 Additions	Amount This Request	Revised 2016 End Balance	2016 Target
	Council Special Projects Rsv.	250,000	84,000	0	32,000	134,000	250,000
	Contingent use of \$80,000 for Northshore Public Health Center funding; \$1,500 for ArtsFund Economic Impact Study and \$2,500 for sponsorship of the Advanced Transportation Technologies Conference. No prior authorized additions.						
<i>Revenue/Exp Savings</i>							
<i>Other Source</i>							
Other Information							
Prepared By	Neil Kruse, Senior Financial Analyst				Date	October 9, 2015	