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CITY OF FAIR OAKS RANCH TREE MITIGATION FUND POLICY

Per the Unified Development Code, a fee-in-lieu of mitigation for trees removed on development and redevelopment projects has been established for situations in which meeting mitigation requirements is not feasible. The City of Fair Oaks Ranch is committed to being good stewards of these funds by implementing this policy so that the funds may be dedicated to certain goals, projects or initiatives.

The Tree Mitigation Fund (hereafter referred to as the FUND) Policy seeks to use the funds collected by development and redevelopment projects for public use. This includes tree and habitat mitigation and remediation, public improvements, citywide beautification, and public events. It is the City's goal to responsibly use collected fees-in-lieu of mitigation for the improvement of residents' quality of life by following the policy set forth below. The fulfillment of this policy shall be the joint responsibility of the City's governing body, employees, and its citizens.

Purpose

The purpose of this policy is to appropriately use funds provided to the City through the fee-in-lieu of mitigation for tree removal as defined in the Unified Development Code (UDC).

Goals

The goals of the FUND are to:

- ❖ Support an Oak Wilt Program, including education, mitigation and financial assistance.
- ❖ Provide funding for landscaping, planting, and maintenance to public land.
- ❖ Provide free plant giveaways as part of Arbor Day activities or other City events.
- ❖ Assist in funding various City projects including, but not limited to, capital improvements, drainage improvements, and storm or brush clean-up.

Organization Structure

A successful FUND requires the commitment and involvement of all City employees. The specific responsibilities of key individuals/groups are outlined below:

➤ *City Manager*

The City Manager is responsible for approving the FUND, reviewing the recommendations of the Manager of Engineering Services in coordination with the Environmental Program Manager, allocating funding, and providing support staff as needed. The City Manager is

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also responsible for the final review and approvals of all proposed policy directives, funding requests, and requests for line and support staff associated with FUND.

➤ *Manager of Engineering Services*

The Manager of Engineering Services is responsible for the promotion and implementation of the City's Tree Mitigation Fund objectives in the operation and maintenance of current and future programs and funded projects in coordination with the Environmental Program Manager. They will oversee the initiation of actions and budgeted resources as necessary to achieve the goal as presented in the FUND. While coordinating activities with the Environmental Program Manager, the Manager of Engineering Services will report directly to the City Manager.

➤ *Environmental Program Manager*

The Environmental Program Manager will be responsible for the implementation and day-to-day management of the FUND and programs within this policy. The Environmental Program Manager will function as the Project Manager and will:

- ❖ Develop and implement an Oak Wilt Program.
- ❖ Organize and coordinate funded events and projects.
- ❖ Track and manage current and future monetary contributions to the FUND.
- ❖ Manage the day-to-day administration, implementation, and monitoring of the FUND.
- ❖ Create plans and search for additional initiatives that support the goals of the Tree Mitigation Fund.

➤ *Employees and Staff*

All employees and staff are responsible for assisting the FUND by providing input to the Environmental Program Manager to help with the implementation of the FUND programs and to help promote program initiatives and events to the public.

Identification of Funding Projects/ Programs

- A. Tree Mitigation Fund – A reserve fund shall be established for the collection and deposit of fee-in-lieu of mitigation payments. Such funds are subject to appropriation during the normal budget cycle or by budget amendment for out of cycle requests. Budget line items may be created to allocate funds and capture expenses related to each FUND program or initiative.
 - a. Oak Wilt Program – Tree Mitigation Fund expense line item should annually allocate funds to be used exclusively on Oak Wilt management.
 - b. Tree and Landscaping Protection – Tree Mitigation Fund expense line item should annually allocate funds to be used for tree and landscape maintenance.

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- c. City Approved Events - Tree Mitigation Fund expense line item should annually allocate funds for City events such as an Arbor Day Celebration, free plant giveaways, etc.
- d. Additional line items may be created and allocated from the Tree Mitigation Fund for specific projects or programs as determined by staff with City Council approval.

The City will maintain accurate records of the FUND programs and initiatives and the associated costs on a regular basis. Guidelines and procedures will be reviewed and approved by the City Manager periodically. Information will be furnished to the City Manager on the goals and progress of the Tree Mitigation Fund.

Policy guidelines and procedures were reviewed and approved by the City Manager this ____ day of _____, 2024.

City Manager