

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: May 5, 2022

DEPARTMENT: Public Works

TITLE:

Resolution No. 29-2022 – Budget Amendment to transfer \$3,000 from the Tree Canopy Restoration Fund to the Grounds Maintenance operating account

SUMMARY:

This Budget Amendment in the amount of \$3,000 will transfer available funds from the Tree Canopy Restoration Fund into the Grounds Division operating account to partially fund a City Tree and Landscape Specification Manual.

BACKGROUND AND JUSTIFICATION:

The City's Public Works Department has been working closely with the City Tree Board in an effort to improve the overall quality and maintenance of our landscaping and tree canopy on public property and rights of ways. As an important part of this process, a comprehensive City specific landscape training manual is being developed to specify contractor maintenance practices, city staff maintenance practices and future landscaping projects in the city's parks, facilities and right of ways. The manual will be an educational/training tool, as well as a set of specifications for landscape and tree maintenance requirements.

The City Tree Board has agreed to fund a portion of the Landscape and Tree Maintenance Specifications in the amount of \$3,000 by use of the Tree Canopy Restoration Fund. A Budget Amendment is being requested by staff to transfer \$3,000 from the Tree Canopy Restoration Fund to the Grounds Maintenance Division for development of the specification manual. The total cost of the manual is \$7,300.00.

MOTION:

Move to approve/disapprove Resolution No. 29-2022 – Budget Amendment to transfer \$3,000 from the Tree Canopy Restoration Fund to the Grounds Maintenance operating account.

ATTACHMENT(S):

Fiscal Impact Analysis
Resolution No. 29-2022
Exhibit A

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures	0	0	0	0	0
Operating Expenditures	3,000	0	0	0	0
External Revenues	3,000	0	0	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
Net Fiscal Impact	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Account Number	Department Name	Division Name	Account Description	Project Number	FY22 Budget	Current Balance	Budget Transfer	Agenda Expenditure	Balance
001-5040-519.34-50	Public Services	Grounds	Other Contractual Services	N/A	290,500	10,148	3,000	3,000	10,148