

# STAFF REPORT SPECIAL MEETING

**AGENDA DATE:** May 9, 2024

**DEPARTMENT:** Community Sustainability

**TITLE:**

Scope of Services for tree planting services recommended by the Tree and Landscape Board

**SUMMARY:**

The Tree and Landscape Board was asked to develop the Scope of Services for tree planting in the City.

**BACKGROUND AND JUSTIFICATION:**

The City Commission and residents recognize the need for more shade trees and understory plantings throughout the City. At the September 12, 2023 Tree and Landscape Board meeting, a group of citizens called Neighbors Encouraging Shade Trees (NEST) asked the Board to recommend that the City Commission authorize the use of \$25,000 from the Tree Canopy Restoration Fund (Tree Fund) to plant native shade trees in Bryant Park. The Board voted to recommend to the City Commission to allocate \$25,00 from the Tree Fund and an additional \$25,000 from other City funds to plant native shade trees. At the November 7, 2023 regular meeting, the Commission voted to authorize the use of \$25,000 from the Tree Fund and \$25,000 from ARPA funds to plant trees in Bryant Park. The Interim City Manager requested that the Tree and Landscape Board create the Scope of Services for professional landscape installation services.

**MOTION:**

Move to approve/disapprove the Scope of Services for Tree Planting from the Tree and Landscape Board.

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Scope of Services

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

<b>Fiscal Years</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
<b>Inflows/Revenues</b>					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
<b>Outflows/Expenditures</b>					
Appropriated (Budgeted)	\$25,000	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
<b>Net Fiscal Impact</b>					
<i>(If not budgeted)</i>	0	0	0	0	0
<b>No. of Addn'l Full-Time</b>					
<b>Employee Positions</b>	0	0	0	0	0

<b>Contract Award - Existing Appropriation (Budgeted)</b>	
	<b>Expenditure</b>
<b>Department</b>	Beautification Fund
<b>Division</b>	Public Services
<b>GL Description</b>	Operating Supplies/ Landscaping
<b>GL Account Number</b>	190-5040-572.52-70
<b>Project Number</b>	AP2410
<b>Requested Funds</b>	\$25,000
<b>Remaining Balance</b>	\$25,000
<b>Source of Revenue</b> (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	ARPA