



City of San Leandro

Meeting Date: April 5, 2021

Staff Report

File Number: 21-185

Agenda Section: CONSENT CALENDAR

Agenda Number: 8.O.

TO: City Council

FROM: Fran Robustelli
Interim City Manager

BY: Debbie Pollart
Public Works Director

FINANCE REVIEW: Susan Hsieh
Finance Director

TITLE: Staff Report for a City of San Leandro City Council Resolution to Authorize an Appropriation of \$24,100 from the Shoreline Fund Balance to the Shoreline Operating Account 597-57-003-5340 for Fiscal Year 2020-2021

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council authorize appropriation of \$24,100 from the Shoreline Fund Balance to the Shoreline Operating Account for removal, trimming, and planting of trees at Marina Park.

BACKGROUND

In late 2019, a Department of Public Works' certified arborist performed an in-field inspection of all trees located within Marina Park. Written recommendations were provided for trees that should be removed or trimmed. In early 2021, Bid 20-21.006 was issued by the City's Purchasing Technician, with 14 responses received. West Coast Arborist, Inc. was the low-bid at \$24,100.

Analysis

The proposed scope of work includes removal of 20 trees, trimming of 19 trees, and planting of 27 15-gallon sized trees (trees will be purchased at wholesale by the City and provided to contractor to plant). The Non-Professional Services Agreement (NPSA) with West Coast Arborist, Inc. does not require Council approval because the agreement is less than \$50,000 and can be administratively approved by the Interim City Manager. However, because there is no budget line item in the Shoreline Operating Account for this work, an appropriation from the Fund Balance is requested.

Fiscal Impacts

This project will cost \$24,100, which requires increasing the FY 2020-2021 Shoreline Operating

Budget (597-57-003) by the same amount and will be funded by transferring from an existing appropriation in the Shoreline Fund Balance Account 597.

Budget Authority

Staff requests City Council approve an appropriation from the Shoreline Fund Balance 597 for \$24,100 to the Shoreline Operating Account 597-57-003-5340 for \$24,100.

ATTACHMENT(S)

None.

PREPARED BY: Debbie Pollart, Director, Public Works Department



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Resolution - Council

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FROM: Fran Robustelli
Interim City Manager

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Public Works Director

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TITLE: RESOLUTION for the City of San Leandro City Council to Authorize an Appropriation of \$24,100 from the Shoreline Fund Balance to the Shoreline Operating Account 597-57-003-5340 for Fiscal Year 2020-2021

WHEREAS, the City of San Leandro did, on March 4, 2021, publicly open, examine and declare all sealed proposals or bids for doing the work described in the bid documents for the subject project; and

WHEREAS, said proposals were submitted to the Public Works Director who has found that the proposal from West Coast Arborist, Inc. is the lowest responsive bid by a responsible bidder for doing said work; and

WHEREAS, funding for this work does not currently exist in the Shoreline Operating Account; and

WHEREAS, monies must be appropriated from Shoreline Fund Balance for the contract work; and

WHEREAS, the work is justified to ensure the general health and safety of trees located in Marina Park.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

1. That for Fiscal Year 2020-2021 an additional appropriation of funds shall be made from the Shoreline Fund Balance to the Shoreline Operating Account 597-57-003-5340 in the amount of \$24,100 as follows:
 - Increase Shoreline Operating Account 597-57-003-5340 by \$24,100