

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one: <input checked="" type="checkbox"/> Budget Appropriation <input type="checkbox"/> Budget Transfer	310-2940 351-951-2001-15-3839	\$5,000 5,000	310-3954 351-951-2001-7-4800	\$5,000 5,000

Explain the reason for the budget change:

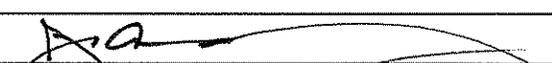
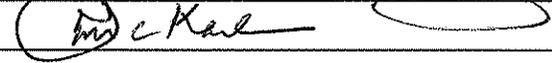
Background: This project was awarded to Forster & Kroeger, Inc. on December 19, 2006. The project provided for a two year-base agreement with extension options by contract amendment or change order to extend maintenance of the mulch within the median, and the street trees along Great Mall Parkway from Interstate 880 east to the City limits. Work includes trash pick-up, weed removal, the replenishment of mulch and pruning and replacement of street trees as necessary.

Staff recommends this contract for maintenance responsibilities be extended for an additional six months until such time as the Great Mall Median Landscaping project begins. Construction of the landscape project is anticipated to start in summer 2012. Staff has negotiated a Change Order with the contractor for an amount not to exceed \$5,000 for this additional work, which is considered reasonable. Staff recommends the approval of this Change Order.

Fiscal Impact: A budget appropriation of \$5,000 from the Street Fund is required for the additional costs associated with this Change Order.

Recommendation: Authorize the City Engineer to Execute a Contract Change Order and approve a Budget Appropriation for the Median Mulch & Street Tree Maintenance for Great Mall Parkway, Project No. 2001.

Check if City Council Approval required. Meeting Date: November 15, 2011

Requested by:	Division Head:	Date:
	Department Head: 	Date: 11/7/11
Reviewed by:	Finance Director: 	Date: 11/7/11
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by: