

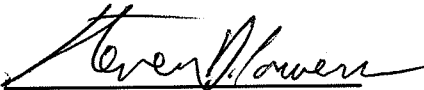
**MEMORANDUM**

**DATE:** March 14, 2013  
**TO:** Steven D. Powers  
City Administrator  
**FROM:** Craig Hupy  
Public Services Area Administrator  
**RE:** Advanced Tree Care Emergency Purchase Order Request-Storm Clean-up

Storm clean-up efforts are continuing following the February 27, 2013 winter storm event. Field operations has exhausted their existing purchasing authorization of \$24,999 with our on-call emergency tree work vendor, Advanced Tree Care. Field Operations is anticipating needing an additional \$25,000.00 of authorized spending authority to complete the first round of clean-up by March 20th.

This additional amount surpasses the threshold requiring City Council approval. As provided in City Code 1:316, the Field Operations Unit of the Public Services Area is seeking an emergency authorization from the City Administrator to grant an additional approval of \$25,000 to complete the first round of clean-up. Staff will prepare the appropriate resolution for council adoption at the next available meeting as required by City Code.

C: Matt Warba, Acting Field Operations Manager



Approval  
Steven D. Powers  
City Administrator