



## Legislation Text

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File #: 16-0473, Version: 1

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Resolution to Amend The Conservation Fund Professional Service Agreement for Greenbelt and Parkland Acquisition Program Administration and Consulting Services for the period July 1, 2015 through June 30, 2016, Amend the FY16 Budget and Appropriate Necessary Funds **(8 Votes Required)**

The City has contracted with The Conservation Fund to provide Program Administration of the Greenbelt and Parkland Acquisition Program since 2013. In December 2015, Ginny Trocchio, The Conservation Fund staff member providing administrative support to the City program left to take other employment. The Conservation Fund began its search for a new candidate to fill the position. In the interim, the Regional Director of The Conservation Fund, Peg Kohring, provided the necessary administrative services to maintain the City's program operations, including monitoring existing easements, grant application and administration, coordination of conservation partnership efforts within the County and staffing of the Greenbelt Advisory Commission and Land Acquisitions Committee of the Parks Advisory Commission. A new staff member, Ruth Thornton, has recently been hired by The Conservation Fund to perform these responsibilities for the City; however, it is anticipated that for a short transitional period both Ms. Kohring and Ms. Thornton will be involved in providing services.

The contract for services for July 1, 2015 through June 30, 2016 was for a not to exceed amount of \$82,890.00. With the change in staffing and the work load demands necessary to support the Greenbelt and Parkland Acquisition Program Council is now requested to approve an additional \$28,000.00 for continued services to be funded from the Open Space and Parkland Millage. Council is also requested to amend the FY16 budget for the Millage Fund by \$28,000.00. There are sufficient funds available from the millage for this request.

Finally, Council is requested to approve a contract amendment with The Conservation Fund to continue its provision of program administration and consulting services for the remainder of the contract term.

The Conservation Fund complies with the requirements of the City's non-discrimination and living wage ordinances.

### **..Staff**

Prepared by: Mary Joan Fales, Senior Assistant City Attorney  
Reviewed by: Derek Delacourt, Community Services Area Administrator  
Approved by: Tom Crawford, Interim City Administrator

Whereas, The City needs uninterrupted program administration of the Greenbelt and Parkland Acquisition Program;

Whereas, The City contracted with The Conservation Fund to provide program administration and consulting services for the period July 1, 2015 to June 30, 2016 for an amount not to exceed \$82,890.00;

Whereas, Staffing changes at The Conservation Fund and work load demands necessary to support the Program are anticipated to result in the costs of services exceeding the contracted amount;

Whereas, The Conservation Fund has performed the needed services to the benefit of the City and its efforts at conservation;

Whereas, Funding is available but unbudgeted in the Open Space and Parkland Millage fund for on-going services;

Whereas, Additional staffing costs were unanticipated and not budgeted in FY16; and

Whereas, The Conservation Fund complies with the requirements of the City's Non-discrimination and Living Wage ordinances;

RESOLVED, The City Council approve Amendment No. 1 to Renewal Agreement No. 2 in the amount of \$28,000.00 for a new total NTE amount of \$110,890.00;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute the above Amendment subject to approval as to substance by the City Administrator and approval as to form by the City Attorney; and

RESOLVED, That City Council appropriate \$28,000.00 from the Open Space and Parkland Millage fund balance to amend the approved FY16 Community Services expenditure budget by \$28,000.00 to be expended in accordance with the terms of The Conservation Fund contract.