



STAFF REPORT

DATE: April 18, 2024

TITLE:

2024 Replacement Reserve Fund Budget Item - Landscaping Winterization/Spring Clean - Annual

RECOMMENDATION:

By Motion:

The Board of Directors authorizes the expenditure of budgeted 2024 Replacement Reserves Funds - Landscaping Winterization/Spring Clean for a not-to-exceed amount of \$61,056.00.

BACKGROUND:

Annual summer and winter landscape maintenance is required at Marina, Northwoods Clubhouse, Tennis, Trout Creek Recreation Center (Front/Rear), The Lodge (grotto, entry, pavilion hardscape, pavilion landscape/lawn), Maintenance Area, Alder Creek Adventure Center, Forestry Department area, (3) Mailbox Clusters, Bermgarten Trailhead, Glacier Trailhead, Downhill Ski Top Shop, Main Entrance Monument Sign and Campground.

The Landscaping Winterization/Spring Clean component is funded by the Replacement Reserve Fund and was approved during the 2024 budget process. This expense is over \$50,000, and thus per Resolution 2016-9, requires Board of Directors authorization for expenditure beyond budget approval.

ANALYSIS:

The scheduled maintenance work is conducted in combination with in house resources and contractors as applicable.

Annual Summer Maintenance includes, where applicable, charging and turning on irrigation and checking for repairs. Programming irrigation for the spring season. Thoroughly cleaning the landscape. Removing weeds in garden beds. Starting and cleaning water features. Aerating and fertilizing lawns. Looking for winter damage on plants and suggesting replacements as needed. Cleaning up debris, leaves, and needles. Refreshing organic mulch. Refreshing gravel and decomposed granite.

Annual Winter Maintenance includes, where applicable, winterizing the irrigation system. Shutdown water features. Final mow of the season. Winter grass preparation. Prune dead limbs. Tie up small trees and shrubs. Cut back perennials. Rake leaves, debris, and needles from planters, beds, and lawns.

Staff recommends that Board approve the 2024 Replacment Reserve Fund expenditure annual budget of \$61,056.00 for summer and winter maintenance at our facilities.



FISCAL IMPACT:

The Landscaping Winterization/Spring Clean—Annual Project was included in the 2024 Board-approved Replacement Reserve Budget on October 20, 2023. This project will use Replacement Reserve Funds of \$61,056 for annual maintenance costs. The projected expenditure is within the approved budget.

ATTACHMENT:

None

Prepared by: *Michael Kane*, Superintendent of Maintenance + Facilities

Reviewed by: *Jon Mitchell*, Director of Capital Projects + Facilities

Reviewed by: *Annie Rosenfeld*, General Manager

Board Meeting Date: April 26, 2024