

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B420-06

AN ORDINANCE

authorizing a cooperative agreement with the Missouri Department of Conservation for a Tree Resource Improvement and Maintenance (*TRIM*) grant for advanced arborist training for Parks and Recreation employees; appropriating funds; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute a cooperative agreement with the Missouri Department of Conservation for a Tree Resource Improvement and Maintenance (*TRIM*) grant for advanced arborist training for Parks and Recreation employees. The form and content of the agreement shall be substantially as set forth in "Exhibit A" attached hereto and made a part hereof as fully as if set forth herein verbatim.

SECTION 2. The sum of \$7,547.00 is hereby appropriated from State Grants Account No. 110-5222-462.10-00 to the Forestry Division Miscellaneous Contractual Services Account No. 110-5222-541.49-90.

SECTION 3. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2006.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

CERTIFICATION: I certify there are sufficient funds available in the State Grants Account No. 110-5222-462.10-00 to cover the above appropriation.

Director of Finance

**COOPERATIVE AGREEMENT
BETWEEN
THE MISSOURI DEPARTMENT OF CONSERVATION
(Hereinafter referred to as Department)
AND
COLUMBIA PARKS & RECREATION DEPARTMENT
(Hereinafter referred to as Cooperator)**

NAME OF PROJECT: Tree Resource Improvement and Maintenance (*TRIM*) - Grant

Project Number: 7.014
Project Description: Education

PARTIES AND CONTACTS:

Mr. Brett O'Brien
Columbia Parks & Recreation
Department
1507 Business Loop 70W
Columbia, MO 65202-1353
573-874-7489

Ann Koenig, Urban Forester
Missouri Department of Conservation
1907 Hillcrest Dr.
Columbia, MO 65201
573-884-6861 x 227

AGREEMENT DURATION

The period of this agreement is September 1, 2006 through June 1, 2007.

MEASURABLE OUTCOMES

1. Complete the approved *TRIM* project anytime between signature of this Agreement and May 1, 2007. Said project shall be completed as described and specified in the application submitted for consideration of cost-share funding.
2. Costs incurred before this agreement are ineligible for reimbursement.
3. All tree pruning must conform to the most current version of the American National Standards Institute *A300 Standards for Woody Plant Maintenance*. Failure to do so may result in payment being withheld.
4. The Department shall be given appropriate credit in all publications, educational materials and in all media contacts related to this project. The statement "A portion of the funding for this project was made available through the Missouri Department of Conservation's Tree Resource Improvement and Maintenance (*TRIM*) program" is suggested.

REPORTING REQUIREMENTS:

1. The Cooperator shall contact the local forester if any changes in the project arise. The local forester or their representative must approve all changes prior to implementation. Failure to do so may result in denial of payment of your *TRIM* project.
2. The Cooperator shall notify in writing the local forester by May 3, 2007 that all work has been completed and request an inspection of the project.
3. The Cooperator shall provide documentation of all costs associated with the approved project before payment will be made. This includes copies of all dated invoices for project costs, paid receipts, and a description with documentation of all donations, volunteer assistance, and in-kind costs.
4. If for any reason, the Cooperator can not complete the *TRIM* project during the time specified herein, immediate written notification to the Department is required. Providing timely notification will also ensure that no penalties will result for future project applications.

MONITORING REQUIREMENTS

1. The Department's forester or their representative shall monitor each project. Such monitoring shall include but not be limited to on-site visits, ongoing informal monitoring through phone calls and email, and desk review of financial information, progress, and performance reports. The Department shall conduct an onsite inspection of each project upon completion to assure compliance with program guidelines.
2. After project inspection and certification that the work fully meets the project specifications, the Department shall process payment. If the inspecting forester finds the project does not meet specifications, payment will not be issued until specifications are met.
3. The Cooperator shall allow the Department access to all financial records and /or audited financial statements related to this agreement.

REQUIRED PROVISIONS

The Cooperator, Columbia Parks & Recreation Department, agrees to defend, indemnify and hold harmless from claim or suit the Department, the State of Missouri and its employees and agents from any claim or suit brought by any third party in connection with the activities to be performed or improvements to be installed under this agreement.

PAYMENT PROCESS:

Payment to the Cooperator will be the applicable percentage as noted on the *TRIM Cost Share Request Form* of the actual costs required to complete the *TRIM* project, but will not exceed the lesser of **\$7,526.61** or the total of the reimbursable costs required to complete the project. The

Source:

Mike Hood

MH

TO: City Council

FROM: City Manager and Staff



DATE: Sept. 18, 2006

RE: T.R.I.M. II Grant - Advanced arborist training for employees of the Parks and Recreation Forestry staff.

Fiscal Impact

X YES

NO

Other Info.

EXECUTIVE SUMMARY: The Department of Parks and Recreation is requesting City Council approval to accept a Tree Resource Improvement and Maintenance (T.R.I.M.) II Grant in the amount of \$7,547 from the Missouri Department of Conservation. This T.R.I.M. II Grant has been awarded jointly to the City of Columbia and the Central Missouri Community Forestry Council (MCFC). The goal of this grant is to provide advanced arborist training for both the Parks and Recreation Department forestry staff and local members of the Central MCFC. The estimated cost of this training for 12 participants is \$9,588 (\$7,547 grant and \$2,041 local match). The City's match for the grant (\$2,041) will come from the Forestry's division operating budget with \$1,360 of that amount being reimbursed to the City of Columbia by the participating selected members of the Central MCFC. This ordinance authorizes the City Manager to accept the grant, sign the appropriate grant agreements on behalf of the City, and appropriate the grant funds in the amount of \$7,547.

DISCUSSION: This T.R.I.M. II Grant has been awarded jointly to the City of Columbia and the Central MCFC. The grant will allow the agencies to bring to Columbia a nationally recognized company specializing in providing the highest quality arboriculture education for the tree care industry in safety, skill and productivity to train personnel. The cost of the training is \$9,588 for four day training program for 12 people. The grant will fund \$7,547 of the training cost, and the balance of the cost will be divided between 12 attendees. It is expected that four City Forestry staff and eight members of the Central MCFC will attend. The Central MCFC attendees will reimburse the City for their portion of the cost, in the amount of \$1,360. The Columbia Parks and Recreation Department employees who receive this specialized training will benefit by learning the safest and most efficient means of accessing tree

canopy to perform proper and appropriate tree care. This training will enable park staff to apply a higher level of professional tree care and maintenance for our City's trees.

SUGGESTED COUNCIL ACTION: Approve the ordinance which accepts the T.R.I.M. II Grant, authorizes the City Manager to sign the grant agreements on behalf of the City, and appropriates the funds in the amount of \$7,547.