

Introduced by \_\_\_\_\_

First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

Ordinance No. \_\_\_\_\_

Council Bill No. B 313-08

### **AN ORDINANCE**

authorizing a cooperative agreement with the Missouri Department of Conservation for a Tree Resource Improvement and Maintenance (TRIM) grant for urban forestry managerial 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 urban forestry managerial 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 \$4,800.00 is hereby appropriated from the State Grants Account No. 110-5222-462.10-00 to the Parks and Recreation Forestry Division Travel/Training Account No. 110-5222-541.20-40.

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

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor and Presiding Officer

APPROVED AS TO FORM:

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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.

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Director of Finance

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

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

Project Number: 9.045  
Project Description: Education

**PARTIES AND CONTACTS:**

Brett O'Brien  
Columbia Parks & Recreation  
1507 Business Loop 70 West  
Columbia, MO 65202  
(573) 874-7489

Ann Koenig, Urban Forester  
Missouri Department of Conservation  
1907 Hillcrest Drive  
Columbia, MO 65201  
(573) 882-8388 x 227

**AGREEMENT DURATION**

The period of this agreement is September 1, 2008 through June 1, 2009.

**MEASURABLE OUTCOMES**

1. Complete the approved TRIM project anytime between signature of this agreement and May 1, 2009. Said project shall be completed as described and specified in the application submitted for consideration of cost-share funding. The application is attached and incorporated herein.
2. Costs incurred before execution of 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 and Maintenance (TRIM) program" is suggested.

## **REPORTING REQUIREMENTS**

1. The Cooperator shall contact the local forester noted under PARTIES AND CONTACTS 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 1, 2009 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 cannot 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, 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 made 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, 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 \$4,800 or the total of the reimbursable costs required to complete the project. The remainder of cost is the responsibility of the Cooperator. All funds from the Department must be deposited in a timely manner.

## OWNERSHIP

Any equipment purchased with funds under this agreement with a value greater than \$100.00 remains the property of the Department. The Department will make determination as to disposition of any property, equipment and unused supplies. The Cooperator shall provide to the Department a periodic inventory of all equipment with a value greater than \$100.00 purchased with funds from this contract.

## APPROVED AND ACCEPTED

### MISSOURI DEPARTMENT OF CONSERVATION

BY:

Lisa B. Allen

DATE:

September 17, 2008

TITLE

State Forester

### CITY OF COLUMBIA, MISSOURI

BY:

H. William Watkins

DATE:

TITLE

City Manager

FEDERAL IDENTIFICATION NUMBER \_\_\_\_\_

ATTEST:

APPROVED AS TO FORM:

Sheela Amin, City Clerk

Fred Boeckmann, City Counselor

Source:

Mike Hood

*MH*

**TO:** City Council

**FROM:** City Manager and Staff

*[Signature]*

**DATE:** September 29, 2008

**RE:** T.R.I.M. II Grant – Urban forestry managerial training for the Parks and Recreation natural resources supervisor and forester.

Fiscal Impact

X YES

NO

Other Info.

Project# 9.045  
Grant Agreement

- Tree Resource  
Improvement and  
Maintenance  
Grant Title

MO Dept. of  
Conservation  
Grant Agency

\$4,800  
Award Total

**EXECUTIVE SUMMARY:** The Department of Parks and Recreation is requesting City Council approve an ordinance to accept a Tree Resource Improvement and Maintenance II (T.R.I.M. II) Grant in the amount of \$4,800, execute the grant agreement, and appropriate the funds. The goal of this grant is to provide advanced forestry training for the Parks and Recreation natural resources supervisor and forester. The City's match for the grant will be met by the staff's administrative and personnel time spent in attending the week-long training.

**DISCUSSION:** This T.R.I.M. II Grant will provide funding for the Park natural resources supervisor and the forester to attend the 2009 Municipal Forester Institute in Ridgeland, South Carolina. The focus of this high level training opportunity is on educating professionals in the leadership and managerial aspects of urban forestry programs. The Columbia Parks and Recreation Department employees who receive this specialized training will benefit by learning leadership and management tools of program administration, coalition building, program planning and public relations. The knowledge and skills gathered from this training will enable our Park staff to apply a higher level of professional forestry management and advance our urban forestry program. The City's match for the grant is \$2,852 in force account labor, which will be met by the staff's administrative and personnel time spent in attending the week-long training.

**SUGGESTED COUNCIL ACTION:** Approve the ordinance accepting the T.R.I.M. II Grant, authorize the City Manager to sign the appropriate grant agreements on behalf of the City, and appropriate the funds in the amount of \$4,800.