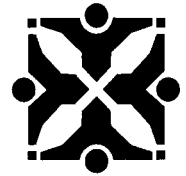


City of Columbia

701 East Broadway, Columbia, Missouri 65201



Agenda Item Number: B157-14

Department Source: Parks and Recreation

To: City Council

From: City Manager & Staff

Council Meeting Date: June 2, 2014

Re: Internship Agreement with Society of Municipal Arborists

Documents Included With This Agenda Item

Council memo, Ordinance, Internship Agreement

Supporting documentation includes: None

Executive Summary

The Parks & Recreation Department is requesting a Council ordinance authorizing the City Manager to sign an agreement with the Society of Municipal Arborists (SMA) to be a host city for the 2014 SMA Intern Program and appropriating \$4,800 to the Parks and Recreation Forestry operating account. The program outlines that the intern will be paid by the City of Columbia during the duration of the internship and SMA will reimburse the City for the intern's hourly salary up to \$4,800 at the completion of the program. The internship duration will be for a 10-week period in the summer of 2014. This is the second year in a row that Columbia was selected to participate in this program.

Discussion

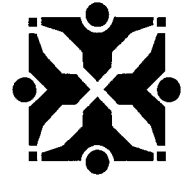
The Natural Resource program area of the Parks Service Division has been accepted as a sponsor for a summer forestry intern with the Society of Municipal Arborists (SMA). Founded in 1964, the Society of Municipal Arborists is a nationwide organization of arborists and urban foresters that strive to create networking and educational opportunities that promote the sound, professional management of urban forestry and natural resources.

The SMA internship program is designed to offer qualifying graduate and undergraduate students with the opportunity to work as an intern with a municipal forestry staff that is not in their geographical area. The experience allows students from other parts of the United States to experience and develop their skills working within a new ecological environment. They will have the opportunity to experience the growing environment in the state of Missouri and learn how the City of Columbia Parks and Recreation Department manages and maintains the urban forestry environment within our City. The City will have the benefit and use of the knowledge, skill, and work supplied by the intern during the program period.

The agreement shall be for a 10-week period in the summer of 2014. The SMA will manage the recruitment, hiring and placement of the intern that will be working with the forestry staff and the Parks and Recreation Natural Resource Supervisor will be responsible for periodic evaluations of the employee as outlined within the SMA program. The intern will work 40 hours per week and will be paid \$12.00 per hour as stated by the Society of Municipal Arborists program application. All costs associated with travel, housing and living expenses will be paid for by the intern or the SMA.

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The intern will be paid by the City of Columbia during their 10-week internship through the FY-14 general operating budget of the Parks and Recreation Forestry Division. Upon completion of the internship, Park Staff will submit the necessary documentation to the Society of Municipal Arborists for reimbursement of the hourly salary expense paid to the intern by the City of Columbia.

Fiscal Impact

Short-Term Impact: The City will be reimbursed by SMA for the intern's hourly salary expense. The City is responsible for any salary benefits (i.e, Social Security, worker's compensation insurance), which will be paid for out of Forestry's annual operating budget.

Long-Term Impact: None

Vision, Strategic & Comprehensive Plan Impact

Vision Impact: Parks, Recreation and Greenways

Strategic Plan Impact: Workforce

Comprehensive Plan Impact: Environmental Management

Suggested Council Action

Approve the ordinance authorizing the City Manager to sign an agreement with the Society of Municipal Arborists (SMA) allowing the Parks and Recreation Department to employ an Urban/Community Forestry intern sponsored and funded by the SMA and appropriating the funds.

Legislative History

The Parks and Recreation Department participated in this SMA program in 2013. Information pertaining to the 2013 Council legislation can be found under Council Bill No. B110-13.

http://www.gocolumbiamo.com/ParksandRec/Council_Agenda_Items/documents/council_2013_04-15_s_maintern.pdf


Department Approved


City Manager Approved

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 157-14

AN ORDINANCE

authorizing an internship program agreement with the Society of Municipal Arborists to sponsor an urban/community forestry intern at the Parks and Recreation Department; 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 an internship program agreement with the Society of Municipal Arborists to sponsor an urban/community forestry intern at the Parks and Recreation Department. 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 Forestry Miscellaneous Revenue Account No. 110-5222-480.10-00 to the Forestry Temporary Salaries Account No. 110-5222-541.01-05.

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

PASSED this _____ day of _____, 2014.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

CERTIFICATION: I certify there are sufficient funds available in the Forestry Miscellaneous Revenue Account No. 110-5222-480.10-00 to cover the above appropriation.

Director of Finance

**2014 Society of Municipal Arborists (SMA)
Internship Program Agreement**

**For the Employment of an Urban/Community Forestry Intern between the City of
Columbia Missouri and the Society of Municipal Arborist (SMA)**

Purpose

The purpose of this agreement is for the City of Columbia, Missouri to provide the Urban/Community Forestry intern a broad exposure to all functional areas of urban/community forestry.

Agreement Term

The agreement duration shall be ten (10) weeks, beginning **June 1, 2014** and ending approximately on **August 8, 2014; or dates agreed to by the SMA, the City of Columbia and the successful intern. These dates can be adjusted, as works best, for the intern and the program but will not exceed ten (10) weeks.**

Hiring Process

SMA will manage the recruitment, hiring, and placement process in accordance with all federal/state labor laws.

Evaluation

The City of Columbia agrees to submit to the SMA an evaluation of assigned intern at an agreed upon intervals during the 10-week appointment period.

Disciplinary Action

The City of Columbia reserves the right, at its discretion, to conduct necessary disciplinary actions, up to and including termination of the employment, of the intern in accordance with the personnel policies and procedures of the City of Columbia at any point during the 10-week period with proper notification of The Society of Municipal Arborists.

Salary and Benefits

The intern will be paid an hourly rate to be determined by the Society of Municipal Arborists and in conformance with all federal wage hours and laws.

Insurance and Liability

The City of Columbia will provide liability and worker's compensation insurance for any actions of or injury to the employee that occurs in the course and scope of their employment with the City of Columbia, pursuant to the terms and conditions of these coverage's as provided by the (City of Columbia) and to the limitations of the State of Missouri Governmental Tort Liability Act and other applicable law. To the extent allowed by law, the City of Columbia shall hold the SMA harmless for all actions of the Urban/Community Forestry intern when said intern is working under their guidance and direction. Nothing contained herein shall be deemed a waiver of the City of Columbia's sovereign immunity.

Method of Payment

The City of Columbia shall maintain documentation for reimbursement charges of salary paid to intern at the end of the 10-week appointment. The City of Columbia will originate a detailed invoice to the SMA showing hours worked by date with necessary supporting paperwork. Upon submission of such documentation, SMA shall reimburse City of Columbia for all of such expenses up to a maximum of Four Thousand Eight Hundred Dollars (\$4,800.00).

Termination

This agreement shall be terminated when the Urban/Community forestry intern ceases to be an employee of the City of Columbia or has reached the 10-week period of employment. The agreement may also be terminated by the mutual consent of all parties involved.

Terms and Conditions

The City of Columbia shall provide all necessary equipment and resources to perform the duties required as assigned by (City Arborist) and organized by SMA.

The City of Columbia will not be responsible for any expenses accrued by Urban/Community Forestry Intern unless a prior agreement has been reached, i.e. travel to city for initial employment, travel to work site from home, salary, living expenses while working for said city.

The City of Columbia is not bound by this agreement until it is approved by the appropriated City official(s) indicated on the signature page of this agreement.

This agreement may be modified only by a written amendment, which has been executed and approved by the appropriate parties as indicated on the signature page of this agreement.

If the SMA fails to perform properly its obligations under this agreement or violates any term of this agreement, the City of Columbia shall have the right to terminate this agreement immediately and receive payment for any expenses accrued for employment of said intern.

No person on the grounds of disability, age, race, color, religion, sex, national origin, Veteran status or any other classification protected by Federal and/or State constitutional and/or statutory law shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement. The other party shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to all employees and applicants, notice of non-discrimination.

Both parties shall comply with all applicable Federal and State laws and regulations in the performance of this agreement.

By signing this agreement, I certify that I am an authorized representative of one of the entities below and am authorized to enter into this agreement on behalf of that entity.

SOCIETY OF MUNICIPAL ARBORISTS

By: _____

Date: _____

CITY OF COLUMBIA, MISSOURI

By: _____
Mike Matthes, City Manager

Date: _____

ATTEST:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

Nancy Thompson, City Counselor