

Introduced by _____ Council Bill No. R 177-10

A RESOLUTION

authorizing a cooperative agreement with the Missouri Department of Conservation for a Tree Resource Improvement and Maintenance (TRIM) grant for a tree inventory at Stephens Lake Park and launching a city-wide campaign on the value of trees.

BE IT RESOLVED 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 a tree inventory at Stephens Lake Park and launching a city-wide campaign on the value of trees. 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.

ADOPTED this _____ day of _____, 2010.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

**COOPERATIVE AGREEMENT
BETWEEN
THE MISSOURI DEPARTMENT OF CONSERVATION
(Hereinafter referred to as Department)
AND
CITY OF COLUMBIA, MISSOURI
(Hereinafter referred to as Cooperator)**

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

Project Number: 11.023
Project Description: Inventory

PARTIES AND CONTACTS:

Brett O'Brien
City of Columbia Parks & Recreation
1507 Business Loop 70 West
Columbia, MO 65202-1353
573-874-7489

Ann Koenig, Urban Forester
Missouri Department of Conservation
1907 Hillcrest
Columbia, MO 65201
573-882-8388

AGREEMENT DURATION

The period of this agreement is August 15, 2010 through June 1, 2011.

MEASURABLE OUTCOMES

1. Complete the approved *TRIM* project anytime between signature of this Agreement and May 1, 2011. 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 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 noted above 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, 2011 that all work has been completed and request an inspection of the project.
3. Should an extension beyond the May 1, 2011 deadline be desired to complete the project, the Cooperator shall submit a request in writing outlining the extenuating circumstances necessitating such a variance. This written request must be received a minimum of two weeks prior to the May 1, 2011 deadline. Such requests must be sent to the Department's Forestry Field Program Supervisor - Community Forestry Coordinator at P.O. Box 180 Jefferson City, Missouri 65102. Extensions can only be granted by the Community Forestry Coordinator and are granted at her discretion. Requests made by email are not acceptable.
4. 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.
5. The Cooperator shall provide documentation that all activities identified in the application's Publicity Plan are completed.
6. 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 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, City of 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 **\$10,000** 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: Joel D Allen
DATE: August 16, 2010
TITLE: STATE FORESTER

CITY OF COLUMBIA

BY: _____
DATE: _____
TITLE: _____

FEDERAL IDENTIFICATION NUMBER _____

T.R.I.M. Cost-share Request Form

Applicant City of Columbia Parks and Recreation Contact person Brett O'Brien
Project location Stephens Lake Park

C. Total Estimated Project Costs

\$ 13,910
Amount from front side of form

D. MDC Cost-share Computation

Missouri Department of Conservation's Cost Share (60% X Total estimated project cost) \$ 8346

Tree City USA Bonus (15% X Total estimated project cost) \$ 2086

NOTE: To qualify for bonus, project must be located in a community that is currently certified as a Tree City USA.

Missouri Arbor Award of Excellence Bonus (5% X Total estimated project cost) \$ 695

NOTE: To qualify for bonus, applicant must be the winner of an MAAE award in the last 12 months.

SUBTOTAL

Add all amounts in D (above): \$ 10,432

SUBTOTAL REIMBURSABLE COSTS

Enter the SUBTOTAL from A on front side: \$ 10,564

TOTAL MDC COST SHARE \$ 10,000

Enter the smaller of the above two lines. Total MDC Cost Share cannot exceed Reimbursable Costs. Maximum available is \$10,000.

E. Local Cost-share Computation

Total MDC Cost Share subtracted from Total Estimated Project Costs \$ 3910

I certify that funds received through the Tree Resource Improvement and Maintenance program will be used only for the care of trees or planting of trees on public property, as noted in this application. I certify that all trees subject to this contract will be pruned in accordance with American National Standard Institute A300 Standard Practices for Wood Plant Maintenance specifications and that trees will be planted in accordance with the enclosed "How to Plant a Tree."

BRETT O'BRIEN PARK NATURAL Resources Supervisor
Name and Title of Representative

Brett O'Brien
Signature of Representative

5/26/10
Date

Ann Koering
Signature of Missouri Department of Conservation Forester

4/8/10
Date

T.R.I.M. Estimated Project Cost Worksheet

Applicant City of Columbia Parks and Recreation Contact person Brett O'Brien
Address 1507 Business Loop 70 West
Phone 573-874-7489 County _____
City/State Columbia, MO ZIP (9-digit ZIP required) 65202-1353

Project location _____

Project Type (check all that apply):

Inventory Removal Pruning Education Planting Other

Provide costs only for items associated with your project.

A. Reimbursable Costs

Amount

1. Contract fee (tree management plan, material development, inventory)	<u>6000</u>
2. Contracted labor (tree removals, pruning, planting, inventory)	_____
3. Purchased materials for inventory or tree work	_____
4. Equipment rental (inventory, planting or other tree work)	_____
5. Education (training course fees, program materials)	<u>4564</u>
6. Tree planting plan preparation fee	_____
7. Trees for planting and delivery, less any discount	_____
8. Purchased materials for planting (stakes, mulch)	_____
SUBTOTAL	\$ <u>10,564</u>

B. Non-reimbursable Costs

1. Administrative costs (tree care, education, inventory)	<u>3058</u>
2. Paid employee labor (tree care, education, inventory)	<u>288</u>
3. Donated labor (tree work, planting or inventory (at \$10/hr))	_____
4. Donated equipment costs	_____
5. In-kind equipment	_____
6. Donated materials (stakes, mulch, etc.)	_____
7. Discount or credit for trees or tree planting	_____
8. Other	_____
SUBTOTAL	\$ <u>5346</u>

C. Total Estimated Project Costs

(Add above and round to nearest dollar.)

\$ 13,910

Transfer total to back side of form

Please complete Cost-share Request Form on reverse side.

Source: Mike Hood *MH*

FISCAL and VISION NOTES:

Agenda Item No. _____

TO: City Council
FROM: City Manager and Staff
DATE: August 25, 2010
RE: TRIM Grant Award



City Fiscal Impact Enter all that apply:	
\$0	City's current net FY cost.
\$0	Amount of Funds Already appropriated
\$10,000	Amount of budget amendment needed * will be an amendment to the FY11 budget
\$13,678	Estimated 2 yr net costs:
\$0	One-time
\$0	Operating / On-going
Program Impact:	
N	New program/ agency (Y/N)
N	Duplicates/expands an existing program (Y/N)
N	Fiscal impact on any local political subdivision (Y/N)
Resources Required:	
N	Requires add'l FTE personnel? (Y/N)
N	Requires additional facilities? (Y/N)
N	Requires additional capital equipment? (Y/N)
Mandates:	
N	Federal or state mandated? (Y/N)
Vision Implementation Impact Enter Below All That Applies. Refer to Website:	
Y	Vision Impact? (Y/N or if N, go no further)
12	Primary Vision, Strategy and/or Goal Item#
12.1	Secondary Vision, Strategy and/or Goal Item#
Task #	FY10/FY11 Implementation Task#

EXECUTIVE SUMMARY: The Department of Parks and Recreation is requesting Council approval to accept a Tree Resource Improvement and Maintenance (T.R.I.M.) Grant in the amount up to \$10,000 from the Missouri Department of Conservation. The grant will allow the department to conduct an "i-tree" professional tree inventory of Stephen Lake Park and launch a city wide educational campaign on the value of trees. The campaign will use the data gathered by the tree inventory and analysis to demonstrate the benefits of trees to the community. This resolution authorizes the City Manager to accept the grant. The match required for this grant will come from approximately \$3,678 in force account labor. The project will begin in October 2010.

DISCUSSION: This T.R.I.M. Grant was awarded to fund a i-tree inventory and analysis of trees located in Stephens Lake Park and then use the data to launch a city wide campaign regarding the value of urban trees. The i-Tree portion of the grant utilizes a state-of-the-art, peer-reviewed software analysis from the USDA Forest Service that provides urban forest management and advocacy efforts by quantifying the structure of community trees and the environmental services that trees provide. The department will bid and contract with a consulting group (estimated cost \$5,000) to conduct the tree inventory and analysis. The objective is to use the data gathered by the i-Tree analysis to demonstrate and advertise the fact that trees and community greenspaces are a wise and economically sound investment for the citizens of Columbia. The i-Tree inventory of the Stephens Lake Park trees will provide critical information regarding tree locations, species, tree size, condition, maintenance needs, risk assessment, and tree value. This data will greatly assist the department in meeting Forestry's program goal of better managing and planning for the tree preservation and care in Stephens Lake Park. The department will have ownership of the software and data at the conclusion of the i-Tree analysis and will have the opportunity to expand the program to other parks as time allows.

The educational component of the grant will include an adaptation of the Minneapolis "Trees Pay Us Back" price tag campaign. The initial plan is to attach 24" x 36" price tags containing the price or "value" of the benefits each individual tree contributed yearly as according to the i-Tree analysis. The trees selected will be 8-12 large specimen trees located prominently along Stephens Lake Park perimeter loop trail. Additional educational information will be promoted on the radio and the Department's website. The project will begin in October 2010.

FISCAL IMPACT:

The total project cost is estimated to be \$13,678, with up to \$10,000 in funding support from the T.R.I.M. Grant. The City's match will be \$3,678 in force account labor and in-kind equipment costs. The Parks and Recreation Department applies for this grant annually and has received this grant award in six of the last seven years.

VISION IMPACT:

This grant addresses the following vision statements and goals:

Vision Statement: A network of attractive and safe parks and recreational amenities are connected by trails and greenways that provide area residents with access to nature, recreation, and facilities for active play, both indoors and out.

12.1 Goal: A variety of attractive, well-maintained parks throughout Columbia-including neighborhood parks, regional parks, nature parks, and urban parks-will ensure all residents have access to a full range of outdoor and indoor recreational opportunities.

SUGGESTED COUNCIL ACTIONS:

Approve the resolution that authorizes the City Manager to sign the grant agreements on behalf of the City.