

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

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

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

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

Council Bill No. B 279-11

**AN ORDINANCE**

authorizing a cooperative agreement with the Missouri Department of Conservation for a Tree Resource Improvement and Maintenance (TRIM) grant for forestry 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 forestry 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 \$2,100.00 is hereby appropriated from the State Grants Account No. 110-5222-462.10-00 to the Parks and Recreation Forestry 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 \_\_\_\_\_, 2011.

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  
City of Columbia Parks & Recreation  
(Hereinafter referred to as Cooperator)**

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

Project Number: 12.012  
Project Description: Education

**PARTIES AND CONTACTS:**

Brett O'Brian  
Columbia Parks & Recreation  
1507 Business Loop 70 West  
Columbia, MO 65202  
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 September 9, 2011 through June 1, 2012.

**MEASURABLE OUTCOMES**

1. Complete the approved *TRIM* project anytime between signature of this Agreement and May 1, 2012. 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 work must conform to the most current version of the American National Standards Institute *A300 Standards for Tree Care Operations Part One Pruning and Part Six Transplanting*. 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, 2012 that all work has been completed and request an inspection of the project.
3. Should an extension beyond the May 1, 2012 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, 2012 deadline. Such requests must be sent to the Department of Conservation Community Forestry Coordinator at P.O. Box 180 Jefferson City, Missouri 65102. Extensions can only be granted by the Community Forestry Coordinator. 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 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, 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 **\$2,100.00** 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:           9-2-11          

TITLE:           STATE FORESTER          

CITY OF  
COLUMBIA

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

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

**TO: City Council**  
**FROM: City Manager and Staff**  
**DATE: September 26, 2011**  
**RE: T.R.I.M. Grant Award**



<b>City Fiscal Impact</b> Enter all that apply:	
\$0	City's current net FY cost.
\$0	Amount of Funds Already appropriated
\$2,100	Amount of budget amendment needed * will be an amendment to the FY12 budget
\$5,658	Estimated 2 yr net costs:
\$0	One-time
	Operating / On-going
<b>Program Impact:</b>	
N	New program/ agency (Y/N)
N	Duplicates/expands an existing program (Y/N)
N	Fiscal impact on any local political subdivision (Y/N)
<b>Resources Required:</b>	
N	Requires add'l FTE personnel? (Y/N)
N	Requires additional facilities? (Y/N)
N	Requires additional capital equipment? (Y/N)
<b>Mandates:</b>	
N	Federal or state mandated? (Y/N)
<b>Vision Implementation Impact</b> 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 City Council approve an ordinance to accept a Tree Resource Improvement and Maintenance (T.R.I.M.) Grant in the amount of \$2,100, execute the grant agreement, and appropriate the funds. The goal of this grant is to provide advanced forestry training for four Parks and Recreation Forestry staff members. The City's match for the grant will be force account labor and equipment costs.

**DISCUSSION:** This T.R.I.M. Grant will provide funding for four Parks and Recreation Forestry staff members, who are certified arborists, to attend the 2012 Midwestern Chapter International Society of Arboriculture Conference scheduled February 1-3, 2012 in Overland Park, Kansas. This training will enhance staff's arborist skills and knowledge, contributing to the continued improvement of Columbia's urban forestry program. The conference will also provide certified educational units (CEU's), facilitating certified arborists to maintain their certification. The City's match for the grant is \$3,558 in force account labor and equipment costs, which will be met by staff's time attending the conference and use of a City vehicle for transportation to the conference.

**FISCAL IMPACT:**

The grant appropriation will add \$2,100 in travel and training to Forestry's FY 2012 operating budget. The City's match will be \$3,558 in-kind costs, making the total cost project \$5,658. The Parks and Recreation Department applies for this grant annually and has received this grant award in seven of the last eight years.

**VISION IMPACT:**

This grant helps address the following vision goal:

Goal 12.1: 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 ordinance authorizing the T.R.I.M. Grant and appropriate the funds in the amount of \$2,100.