

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

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

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

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

Council Bill No. B 258-13

**AN ORDINANCE**

authorizing a cooperative agreement with the Missouri Department of Conservation for a Tree Resource Improvement and Maintenance (TRIM) grant to provide advanced forestry training and education for Parks and Recreation Department 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 to provide advanced forestry training and education for Parks and Recreation Department 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 \$7,655.00 is hereby appropriated from the State Grants Account No. 110-5222-462.10-00 to the following accounts:

\$200.00	Travel	Account No. 110-5222-541.20-10
255.00	Training Materials	Account No. 110-5222-541.20-30
7,200.00	Registration & Tuition	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 \_\_\_\_\_, 2013.

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: 14.001  
Project Description: Education

**PARTIES AND CONTACTS:**

Brett O'Brien  
City of Columbia Parks & Recreation  
1507 Business Loop 70 W  
Columbia, MO 65202  
573-874-7201

Kristen Goodrich, Resource Forester  
Missouri Department of Conservation  
1907 Hillcrest  
Columbia, MO 65201  
573-882-8388

**AGREEMENT DURATION**

The period of this agreement is August 15, 2013 through June 1, 2014.

**MEASURABLE OUTCOMES:**

1. Complete the approved *TRIM* project anytime between signature of this Agreement and May 1, 2014. 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*. 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, 2014 that all work has been completed and request an inspection of the project.
3. Should an extension beyond the May 1, 2014 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, 2014 deadline. Such requests must be sent to the Department of Conservation, Community Forestry Coordinator, 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 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 local 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 local 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 \$7,655.00 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: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TITLE: \_\_\_\_\_

**CITY OF COLUMBIA PARKS & RECREATION**

BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TITLE: \_\_\_\_\_

*See page 4*

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

**CITY OF COLUMBIA, MISSOURI**

By: \_\_\_\_\_  
Mike Matthes, City Manager

Date: \_\_\_\_\_

Federal Identification Number: 43-6000810

ATTEST:

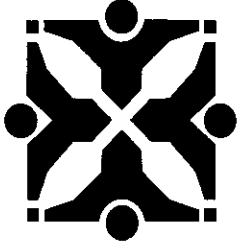
By: \_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Nancy Thompson, City Counselor

CERTIFICATION: I certify there are sufficient funds available in Account No. \_\_\_\_\_  
to cover the above appropriation.

\_\_\_\_\_  
John Blattel, Director of Finance



Source: Parks and Recreation

Agenda Item No:

To: **City Council**  
From: **City Manager and Staff**

**Council Meeting Date:** September 3rd, 2013

**Re:** Tree Resource Improvement and Maintenance (TRIM) Grant

**EXECUTIVE SUMMARY:**

The Department of Parks and Recreation is requesting City Council approval of an ordinance that will accept a Tree Resource Improvement and Maintenance (TRIM) Grant in the amount of \$7,655, execute the grant agreement (attachment A) and appropriate the funds. The goal of this grant is to provide advanced forestry training and education for six Parks and Recreation Forestry & Horticulture staff members. The City's match for the grant will be force account labor and equipment costs.

**DISCUSSION:**

This Tree Resource Improvement and Maintenance (TRIM) Grant will provide funding in the amount of \$7,655 for three current P&R Forestry certified arborists to attend a week long training seminar and the required training materials and classes for three additional P&R staff members to become certified arborists.

The TRIM grant will allow three Parks and Recreation Forestry staff members, who are certified arborists, to attend the 2014 Municipal Forestry Institute from February 17-21, 2014 in Nebraska City, Nebraska. This week long training institute will enhance staff's skills and knowledge and contribute to the continuing improvements of the City of Columbia's urban forestry program. The institute will provide the required annual certified educational units (CEUs) needed by each staff member to maintain their International Society of Arborist (ISA) certification. Total MFI attendance costs, including registration, meals and lodging for the three staff members is \$6,500.

The remaining grant funds, \$1,155, will be used to pay the International Society of Arborist (ISA) certification fees for three additional members of the Parks and Recreation Forestry and Horticulture staff. The grant funds will be used to pay for the necessary preparation classes and certification study guides required to pass the ISA exam. Pending successful completion of the exam, three additional staff members will become certified arborists.

The City's total match for the grant is \$7,287 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. The use of the grant funds is consistent with the City of Columbia service standards through the active participation in 40 hours of annual training.

**FISCAL IMPACT:**

The grant appropriation will add \$7,655 in travel and training funds to the FY-2014 Forestry operating budget. The City's match will be \$7,287 of in-kind costs. The Parks and Recreation Department applies for this grant annually and has received this grant in eight of the last nine years.

**VISION IMPACT:**

<http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php>

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.

12.2 Goal: Columbia's recreational needs and desires will be met through effective public and private partnerships that provide outstanding, exciting, and diverse recreational facilities such as, but not limited to, an ice skating rink, golf courses, tennis courts, soccer fields, ball fields, ball parks, and swimming pools. These facilities will be placed appropriately throughout the city to allow easy access for everyone.

Implementation task #40: Fund and complete capital improvement program projects (parks).

**SUGGESTED COUNCIL ACTIONS:**

Approve the ordinance authorizing the Tree Resource Improvement and Maintenance (TRIM) grant, executing the agreement and appropriating the funds in the amount of \$7,655.

<b>FISCAL and VISION NOTES:</b>					
<b>City Fiscal Impact</b> Enter all that apply		<b>Program Impact</b>		<b>Mandates</b>	
City's current net FY cost	\$0.00	New Program/ Agency?	No	Federal or State mandated?	No
Amount of funds already appropriated	\$0.00	Duplicates/Expands an existing program?	No	<b>Vision Implementation impact</b>	
Amount of budget amendment needed	\$7,655.00	Fiscal Impact on any local political subdivision?	No	Enter all that apply: Refer to Web site	
Estimated 2 year net costs:		<b>Resources Required</b>		Vision Impact?	Yes
One Time	\$7,655.00	Requires add'l FTE Personnel?	No	Primary Vision, Strategy and/or Goal Item #	12.1
Operating/ Ongoing	\$0.00	Requires add'l facilities?	No	Secondary Vision, Strategy and/or Goal Item #	12.2
		Requires add'l capital equipment?	No	Fiscal year implementation Task #	40