

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 110-13

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 _____, 2013.

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

**2013 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 May 20, 2013 and ending approximately on July 26, 2013; 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



2013 PROGRAM

HOST CITY APPLICATION

HOST CITY REQUIREMENTS

1. Each intern selected will be provided (by SMA):
 - A Housing Stipend (\$1,200)
 - Registration and \$300 Travel Scholarship to attend the Fall 2013 SMA Annual Conference.
 - An hourly wage of \$12/hr for 10 weeks of employment during summer 2013 (not to exceed \$4,800).
2. Each city selected will be provided:
 - A paid summer intern (selected through a nationwide search) for 10 weeks.
 - Registration to attend the Fall 2013 SMA Annual Conference (location TBA).
3. Deadline for Host City Applications is: ***Monday, December 17, 2012 at 5pm Mountain Standard Time.***
4. Mail or e-mail scanned application materials to:

Lance Davisson
SMA Intern Program
2804 Crane Creek Rd
Boise, ID 83702
Lance.davisson@gmail.com
5. Your City must be willing to sign the accompanying 2013 SMA Internship Program Contract Agreement with SMA and you must be willing to sign a contract agreeing to follow the guidelines of this internship program.
6. Each SMA Intern is required to spend at least ONE of the total TEN weeks in each of the SMA INTERNSHIP FOCUS AREAS, described below (please contact SMA for any desired clarification).

7. Each city must provide a minimum of two (2) bullets under each of the required SMA INTERNSHIP FOCUS AREAS to explain, in detail, what the intern will experience in your city during the summer.

SMA INTERNSHIP FOCUS AREAS

- *Planning the Urban Forest* – Interns should spend time participating in community and regional planning efforts, including but not limited to developing Urban Forest Plan.

- Intern will participate with Parks & Recreation staff in park planning and development projects which have an emphasis on riparian restoration or forest/land preservation. Example – the undeveloped 320 acre Gans Creek Recreation Area see-

<http://www.gocolumbiamo.com/ParksandRec/Parks/Crane/index.php>

- Intern will also work with the Columbia Office of Community Development (OCD) arborist. The arborist in this department (MFI Graduate Chad Herwald) works on land preservation issues including efforts toward developing an urban forest plan.

- *Assessing and Quantifying the Urban Forest* – Interns should become familiar with a tree inventory and a natural resource inventory, the analysis tools used to complete these types of inventories, and know how the inventory impact the day to day schedule of a municipal arborist.

- Intern will become familiar with Parks Department tree inventory and how we use it in our tree maintenance and planning. Intern will also have opportunity to use Parks Department GPS unit (Trimble GeoXH 6000) to assist us in collecting and expanding our field of data.

- The City of Columbia has a Natural Resources Inventory (NRI) under review at this date. See-
<http://www.gocolumbiamo.com/Maps/NRI/documents/NRIRviewDocument10-1-2010.pdf>
Office of Community Development (ODC) Arborist will demonstrate the value of the NRI in determining land use in permits for development projects.

SMA INTERNSHIP FOCUS AREAS (CONTINUED)

- *Planting the Urban Forest* – Interns should become familiar with their host city's canopy goals and reasons for the city's approved species list. In addition, interns should become very familiar with the standards and specifications of their host city including the reasons behind both.
 - Intern will become very familiar with tree species selection for both the Columbia Parks Department and Office of Community Development (OCD). Intern will learn for example, that Callery pear cultivars were removed from the list as a result of their poor branching structure and their propensity toward invasiveness.
 - OCD arborist will provide intern our city's canopy goals and explain how landscape and land disturbance ordinances work toward reaching these goals. In addition he will explain the value of the NRI in assessing impact of development projects and tree canopy needs for the community.

- *Maintaining the Urban Forest* – Interns should be exposed to the maintenance standards set in place by the city. In addition a portion of the student's time spent on understanding the interconnectedness of the various operations crews/offices in their host city.
 - Intern will learn the maintenance standards of street and park trees maintained by the Parks Department from Park forestry staff.
 - There is a number of City Departments within the City of Columbia which have an influence or responsibility connected to Columbia's urban forest. The intern will see the interconnectedness of these various operations and learn that building partnerships with these various crews/offices promotes and brings progress in managing a community forest.

SMA INTERNSHIP FOCUS AREAS (CONTINUED)

- *Managing Risk in the Urban Forest* – Interns should learn the general principles of risk management in the host city. This includes understanding the city's storm disaster emergency preparation, response, and recovery plans.
 - Intern will learn from park forester the principles of assessing and mitigating risk or hazards from park trees. Intern will also gain understanding of Parks Department preparations and plans for emergencies.
 - Intern will learn from OCD arborist plans for mitigating risk from public trees and how he manages the controversy that often surrounds a removal of a hazard tree. OCD arborist will also be able to explain City's overall preparedness and recovery plan
- *Protecting the Urban Forest* – Interns should spend some time understanding the components of the host city municipal tree ordinance, departmental policies, and the required city permit processes that impact trees.
 - Intern will spend time working with both the Parks and OCD on issues involving tree ordinances and departmental policies. An example for parks includes determining tree value assessment for compensation for trees damaged in cases of vandalism or vehicle accidents.
 - Intern will have opportunity to participate and assist OCD arborist on site visits for tree preservation assessments for land disturbance permits. See-

http://www.gocolumbiamo.com/Council/Columbia_Code_of_Ordinances/Chapter_12A/48A.html

http://www.gocolumbiamo.com/community_development/bsd/land_disturbance/index.php

SMA INTERNSHIP FOCUS AREAS (CONTINUED)

- *Administrative Duties of the Municipal Arborist* – Interns should spend time understanding the big picture of public administration and personnel management, including performance monitoring and evaluation. In order for interns to understand the broad range of administrative duties required of a municipal arborist, host cities should involve their interns in a wide variety of them.
 - Interns will have opportunity to participate in a broad range of administrative duties in the Park Natural Resources Program. Examples include; reviewing bid specifications and purchases, assisting with timesheets and payrolls, assisting with administrative duties associated with the Missouri Community Forestry Council
 - Intern will also have leadership opportunity of monitoring and evaluating performances of a seasonal park crew on a job assignment.

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Salary and Benefits

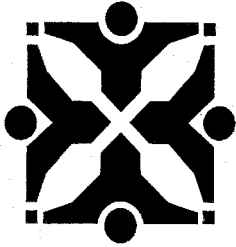
The intern will be paid an hourly rate to be determined by the Society of Municipal Arborists and in conformance with all federal wage and hours laws.

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 (Safety National, States Insurance) and to the limitations of the State of Missouri Governmental Tort Liability Act and other applicable 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.

Method of Payment

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Source: Parks and Recreation *MBJ*

Agenda Item No:

To: City Council

From: City Manager and Staff *MM*

Council Meeting Date: April 15th, 2013

Re: Internship Agreement with Society of Municipal Arborists

EXECUTIVE SUMMARY:

The Parks and 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 2013 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 10 weeks beginning May 20th, 2013 and ending on July 26, 2013.

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 beginning May 20, 2013 and ending approximately on July 26th, 2013. 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 (Attachment A). All costs associated with travel, housing and living expenses will be paid for by the intern or the SMA.

The intern will be paid by the City of Columbia during their 10-week internship through the FY-13 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:

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. The department will be able to absorb the extra benefit cost due to current full-time position vacancies.

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.

SUGGESTED COUNCIL ACTIONS:

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.

FISCAL and VISION NOTES:					
City Fiscal Impact Enter all that apply		Program Impact		Mandates	
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/Epands an existing program?	No	Vision Implementation impact	
Amount of budget amendment needed	\$0.00	Fiscal Impact on any local political subdivision?	No	Enter all that apply: Refer to Web site	
Estimated 2 year net costs:		Resources Required		Vision Impact?	Yes
One Time	\$0.00	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 #	
		Requires add'l capital equipment?	No	Fiscal year implementation Task #	