



Department Source: Parks and Recreation

To: City Council

From: City Manager & Staff

Council Meeting Date: April 16, 2018

Re: Internship Agreement with Society of Municipal Arborists

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 2018 SMA Intern Program and appropriating \$6,000 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 \$6,000 at the completion of the program. The internship duration will be for a 10-week period in the summer of 2018. This is the fifth year that Columbia was selected to participate in this program.

Discussion

The Natural Resource Program in the Parks and Recreation Department 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 in a variety of geographical areas of the United States. 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 2018. SMA will manage the recruitment, hiring and placement of the intern who 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 \$15.00 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.

The intern will be paid by the City of Columbia during their 10-week internship through the FY-18 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.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
05/01/2017	Ordinance #023177, Authorizing an internship program agreement with the Society of Municipal Arborists and appropriating funds. https://gocolumbiamo.legistar.com/LegislationDetail.aspx?ID=3021347&G=61649AF5-B324-4958-AA7A-29D52AC229D4&Options=&Search=
06/16/2014	Ordinance #022098, Authorizing an internship program agreement with the Society of Municipal Arborists and appropriating funds. http://www.como.gov/Council/Commissions/downloadfile.php?id=13991
05/06/2013	Ordinance #021677, Authorizing an internship program agreement with the Society of Municipal Arborists and appropriating funds. http://www.como.gov/ParksandRec/Council_Agenda_Items/documents/council_2013_04-15_smaintern.pdf

Suggested Council Action

Approve the ordinance authorizing an internship program agreement with the Society of Municipal Arborists (SMA) to sponsor an urban/community forestry intern at the Parks and Recreation Department and appropriating the funds.