



INFORMATIONAL MEMORANDUM

TO: Community Development & Neighborhoods Committee

FROM: Rick Still, Parks & Recreation Director

BY: Robert Eaton, Parks & Recreation Manager

CC: Mayor Ekberg

DATE: April 10, 2018

SUBJECT: King Conservation District Jurisdictional Funds Grant

ISSUE

Contract agreement with King Conservation District for expending jurisdictional funds on the Green Tukwila program via their grant process.

BACKGROUND

Every year, Tukwila receives approximately \$10,000 from King Conservation District (KCD) in jurisdictional funds. If these funds are not expended, they roll over to the next year. Currently, Tukwila has approximately \$51,000 in jurisdictional funds. The city's Green Tukwila (GT) management team (comprised of staff from Parks & Recreation, Public Works, and Department of Community Development) agree it could benefit the city to utilize the jurisdictional funds to implement the Green Tukwila program by increasing staff capacity. Currently, Olena Perry, .75 FTE Recreation Specialist, dedicates .25 FTE of her job to GT and the jurisdictional funds could be used to temporarily increase her hours another ten hours a week to focus on implementing the Green Tukwila plan. Additional funds are included in the proposal for supplies and contracted professional crews as well. KCD is in support of the funds being used this way and other local agencies have expended their jurisdictional funds on Green Cities work as well.

DISCUSSION

KCD uses a grant process to track and monitor the expenditures of jurisdictional funds. Staff met with KCD personnel and were encouraged to submit a project workplan defining how the jurisdictional funds would be used (attachment A). The KCD Board approved this project and requires the city to sign an agreement (attachment B). The project scope will allow for the dedicated staff time required to implement the GT program.

The grant project is for a two-year scope of work and will include the temporary increase in staff hours (10hrs/week), supplies, and contracted professional crews. Funds from Parks Maintenance (\$20,000) and the Recreation division (\$10,000) budgets along with staff time (10hrs/week) will be used for the matching portion of the grant. With the approval of this agreement, Tukwila will be allocating a total of 20hrs/week (.5FTE) of time over the next two years for implementing the Green Tukwila program.

FINANCIAL IMPACT

The total expense of the grant project is \$117,400 apportioned over 2018 and 2019. The Parks & Recreation general fund budget will cover \$70,000 of the expense as the matching portion of the grant (60%). This is comprised of staff time already allocated to the program and contracted professional restoration crews. The remaining \$47,400 are grant funds that will be reimbursed to the city by KCD over the next two years. Below is a table summarizing this.

Tukwila P&R Budget	\$ 70,000
KCD Funds	\$ 47,400
PROJECT TOTAL	\$ 117,400

Below is a table categorizing the grant funds and how they will be expended and reimbursed.

	2018	2019
Salaries & Benefits	\$ 20,000	\$ 20,000
Field Supplies	\$ 1,000	\$ 1,000
Professional Services	\$ 2,700	\$ 2,700
Annual Totals	\$ 23,700	\$ 23,700
GRANT TOTAL		\$ 47,400
KCD Reimbursement	\$ 23,700	\$ 23,700
TOTAL REIMBURSEMENT		\$ 47,400

This is a reimbursement grant; therefore, the initial expenditures will have to be from the Parks & Recreation general fund budget then be reimbursed by the King Conservation District jurisdictional funds. Although there is no net increase to the budget because of the reimbursement, due to accounting procedures, the P&R budget will be overspent by the grant amount in 2018. Therefore, staff is seeking permission to overspend the Parks & Recreation budget by approximately \$23,700 in 2018 which will be reimbursed by the KCD Jurisdictional Funds. This will be included in the 2018 year-end budget amendment and included in the 2019 budget.

RECOMMENDATION

The Council Committee is being asked to consider forwarding this item to the April 16, 2018 Regular Meeting Consent Agenda authorizing the Mayor to sign the grant agreement with King Conservation District for \$47,400.

ATTACHMENT

- Project Workplan Application
- KCD Grant Agreement

Green Tukwila Implementation - 2018 & 2019

Member Jurisdiction Grant Program

Tukwila

6200 Southcenter Blvd
Tukwila, WA 98188

Robert Eaton

13900 Interurban Ave S
Tukwila, WA 98168

Robert.Eaton@TukwilaWA.gov
O: 206-433-7157

Application Form

Summary Information

Project Title*

Green Tukwila Implementation - 2018 & 2019

Principal Partners (if any)

Amount of KCD Funding Requested*

You will need to upload a detailed budget document before you submit your application. Please make sure the amount requested and total project cost amounts you list here match the amounts in the uploaded budget document.

\$47,400.00

Total Project Cost*

\$117,400.00

Total Matching Funds (optional)

\$70,000.00

Project Start Date*

01/01/2018

Project End Date*

12/31/2019

Close Date

Project Location*

Address, Parcel #, OR L&L Points, for site specific projects only.
If more than two locations, state "multiple" and explain.

Multiple Sites:

- Tukwila Park, 15460 65th Ave S
- Crystal Springs Park, 15832 51st Ave S

- S. 128th Parcel, corner of S. 128th St & 37th Ave S, Parcel #7345600722 (recently acquired vacant parcel, still unnamed)

Jurisdiction

If the applicant is not a city or jurisdiction, please type in the city or jurisdiction this project is located in.

Is your project on public or private land?*

Public

State Legislative District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

11

King County District #*

Click here to find it on the web. If your project resides in more than one district, type in the primary district or type in zero.

8

Natural Resource Improvement Actions- Criteria Checklist

Please **only** select "yes" below the action that your project **directly** addresses

Direct Improvement of Natural Resource Conditions*

To improve landscape and natural resource conditions as a result of direct action that enhances water quality, protects and conserves soils, implements ecosystem restoration and preservation projects (*examples include supporting private property owners with land stewardship, water quality, aquatic and wildlife habitat resources, removal of invasive weeds, stewardship on public land*)

Does your project directly address this issue?

Yes

Education and Outreach*

To raise awareness, deepen knowledge, and change behaviors of residents, landowners, and other land managers and organizations to practice exemplary stewardship of natural resources (*examples include education about stormwater management; the value of farmland, local farms and food systems, shorelines, salmon habitat, forests and other ecosystems*)

Does your project directly address this issue?

Yes

Pilot and Demonstration Projects*

To test and/or improve concepts and/or approaches in natural resource management that can be replicated by others (*examples include low impact development or green infrastructure demonstration projects, development of new best management practices, distribution of local farm products, urban agriculture (e.g. farmers markets and backyard food production to promote or support social economic independence and healthy living); technological innovation for natural resource conservation*)

Does your project directly address this issue?

Yes

Capacity Building*

To enhance the ability of organizations, agencies, residential landowners and other land owners and managers to have knowledge, skills, tools, support systems and technical resources to implement exemplary best management practices and deliver natural resource management actions on the ground (*examples include urban agriculture development, assistance to and inclusion of private property owners, preservation, restoration, and/or expansion of urban and/or rural agricultural lands, rural and urban forest lands, riparian restoration and stewardship on private and public lands*)

Does your project directly address this issue?

Yes

Project Type

Education
Forestry, Urban

Narratives, Budget, & Attachments

Project Description - Short

Provide a short, concise description of the project no more than two or three sentences.

Project Description- Member Jurisdiction*

Provide a description of the project that summarizes what you will do, how you will do it, and why you will do it. Describe target audience, outcomes, objectives and general timelines.

The Green Tukwila Program was recently adopted by the Tukwila City Council on March 6, 2017. A 20-Year Stewardship Plan was developed to guide the overall program. The first step in implementation is

recruiting and developing Forest Stewards that will adopt parks or areas of parks and be the volunteer point person for that site. Although there is currently no staff time or funding allocated to this new program, it has risen to become a priority for the city. So much so, that the Parks & Recreation Department has reallocated workloads to enable an existing .75 Full-Time Employee to dedicate .25 FTE of time to this project beginning in 2018. The city is also desiring to utilize the KCD Funds to add an additional .25 FTE to this existing staff member for a total of .50 FTE dedicated to this project for the next two years. KCD Funds and existing city budget funds will also be used to contract professional crew days to support and augment this project. There is great need for this as well as developing the stewardship program. As this is a new program to the city, this grant project will focus on outreach, supporting and developing stewards, and beginning the boots on the ground work through volunteer events.

With this allocation of staff time to the program, the city will be able to better implement an intentional plan, beginning with this project. This project will focus on three sites initially Tukwila Park, Crystal Springs Park, and S. 128th Parcel. It has just been confirmed in the last couple of months that there is now a local resident to steward the S. 128th St Parcel, a non-profit (Student Conservation Association) to steward Tukwila Park, and a local company, McKinstry, to steward Crystal Springs Park.

The goal of the on site work is to take portions of all three sites (Tukwila Park, Crystal Springs Park, and S. 128th Parcel) through the four phases of restoration: All three sites are currently in crisis due to English ivy, Himalayan Blackberry and Knotweed. In 2018, the Green Tukwila Partnership lead by Tukwila Parks & Recreation will also start educating the public and inviting volunteers to participate in restoration of these three sites. Volunteers will be working in phase 1, invasive removal and phase 2, planting, of the 4 phases of restoration. Volunteers will be taught the impact of invasive species of plants on native plants, recognizing the invasive species, removal of invasive species, how to use tools, safe practices with equipment and why it is important to have healthy, sustainable forests in the urban landscape.

Throughout this project, staff will continue to develop and grow the stewardship program and train actual stewards which promotes community and a sense of ownership. This program is the future of the Green Tukwila Partnership.

Project Activities and Measurable Results*

List specific project activities to be completed with KCD grant funds and the associated outcomes or measurable results, and timeline.

1. Hosting three main Green Tukwila events each year: MLK Day of Service/January, United Way Day of Caring/September, Green Tukwila Day/October that will focus on restoration work and stewardship development. Funds will be used to promote the events, provide supplies and tools.
2. Develop and strengthen partnerships with Green Tukwila Stewards. Provide support for them and the sites they adopt within this project. Help promote events, provide tools and outreach support, crew lead on volunteer events with and for them. This is an on-going aspect of the project.
3. Contract professional crew work days at the various sites for the more difficult and technical work that cannot be done by volunteers. This work will be coordinated with the stewards throughout the year.
4. As project progress is made it will be evident by the physical change in the sites or areas of the sites. There will be observable change in the work areas. The initial observable differences will be obvious in the specific work areas after volunteers events mentioned above.
5. Develop and grow stewardship program and train actual stewards: As volunteers become more invested in the Green Tukwila Partnership through restoration work parties, Forest Stewards will emerge. The Green Tukwila Partnership will be creating a Forest Steward program that will consist of:
 - What does it mean to be Forest Steward

- Leading volunteers and volunteer groups
- Using worklogs and reporting
- Invasive and best practices
- Basic native plant ID
- Safety with tools
- How the city can support Forest Stewards

Each Forest Steward will be unique with scheduling volunteer work parties and transiting into a event lead. This program is the future of the Green Tukwila Partnership and is on-going throughout this project.

Project Budget and Expenses*

Fill out and upload separate Application Budget Form also available on the KCD Member Jurisdiction Grant Program website. Budget must be detailed with footnotes, appropriate and reasonable, *meeting state auditor/GAAP guidelines. Please do not use forms from previous applications. Please only upload the form linked above. Thank you!*

Budget Form (1-2-18) - FINAL.xlsx

Member Jurisdiction Authorization Letter

If you are a nonprofit organization seeking Member Jurisdiction funding, you must upload written authorization from the Member Jurisdiction to apply for funding. This can be in the form of a letter or scanned copy of an email.

Additional Attachments

Upload any photos or maps of your project here. Only one file will be accepted. Please combine multiple files into one if possible.

Support Materials (1-2-18) - FINAL.docx

KCD Acknowledgement and Signature

By signing below, the applicant agrees to acknowledge King Conservation District funding by placing the KCD-provided logo on signs, materials, and documents produced as part of the above proposal. In addition, the applicant will notify KCD of public events and activities funded by the KCD.

Authorized Applicant Electronic Signature*

Please enter your full name to sign and agree to the above.

Robert Eaton

Title

Parks & Recreation Manager

Date*

01/02/2018

File Attachment Summary

Applicant File Uploads

- Budget Form (1-2-18) - FINAL.xlsx
- Support Materials (1-2-18) - FINAL.docx



Member Jurisdiction Grant Program

Grant Application Project Budget Form

Promoting sustainable uses of natural resources through responsible stewardship

Project Name	Green Tukwila Implementation - 2018 & 2019		
Applicant	City of Tukwila - Parks & Recreation Department		
Contact	Robert Eaton		
Mailing Address	12424 42nd Ave S, Tukwila WA 98168		
E-mail	Robert.Eaton@TukwilaWA.gov	Project Start Date:	1-Jan-18
Phone	206-767-2332	Project End Date:	31-Dec-19

Please provide detailed budget information below. Itemize categories such as supplies, contracted services with footnotes and detailed descriptions below

Budget Item	KCD Funds	Other Funds <i>(identify source and status of matching funds here ex. Rose Foundation - Pending)</i>	Other Funds <i>(identify source and status of matching funds here ex. DON Small and Simple - Secured)</i>	Total
Salaries & Benefits	\$40,000	\$40,000		\$80,000
Travel/ Meals/ Mileage <i>(for - volunteers, staff)</i>				\$0
				\$0
				\$0
Office Supplies				\$0
				\$0
Field Supplies	\$2,000			\$2,000
Contracted/ Professional Services	\$5,400	\$30,000		\$35,400
Permits				\$0
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
Other: <i>(specify)</i>				\$0
TOTAL	\$47,400	\$70,000	\$0	\$117,400

Total Project Cost	\$117,400
Total Match	\$70,000
Amount of KCD Funding Requested	\$47,400

Match Percentage	60%
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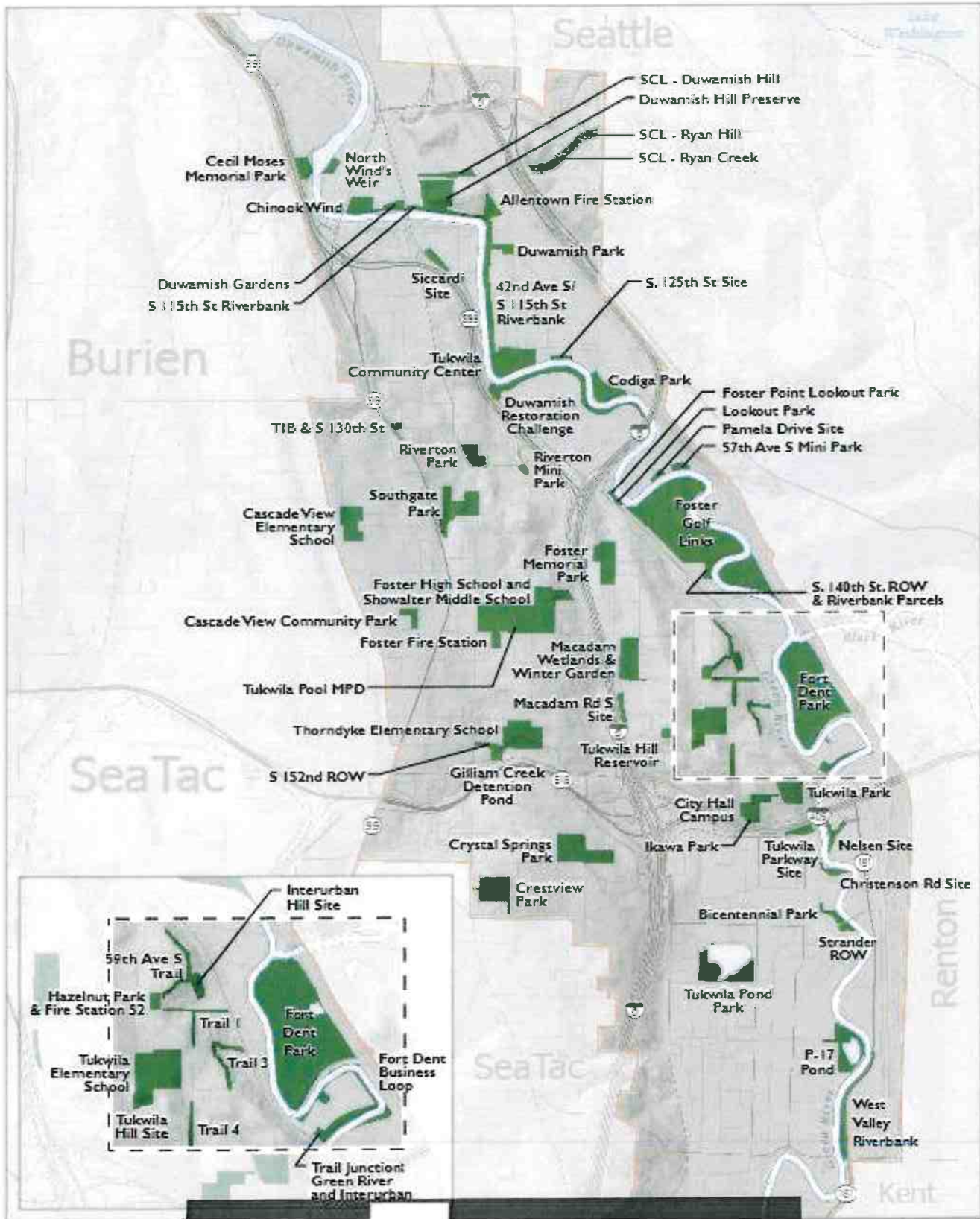
According to the newly adopted 20-Year Green Tukwila Stewardship Plan, the estimated project expenses for 2018 are \$88,704 and for 2019 are \$104,077 totalling \$192,781. We will not likely be able to implement the project at the that level but have made a modified and intentional implementation plan given our resources. This is defined above. Part of this includes reallocating .25 FTE of an existing .75 FTE staff member to this project (\$20K Salaries in Other Funds) and by adding an additional .25FTE to their time (\$20K Salaries KCD Funds) for a total of .50 FTE (.50 FTE of this staff members total time now) dedicated to this project per year. In 2017 there was nothing allocated to this.

\$2K Field Supplies: purchasing necessary hand tools & supplies for this new program. Currently nothing is allocated.

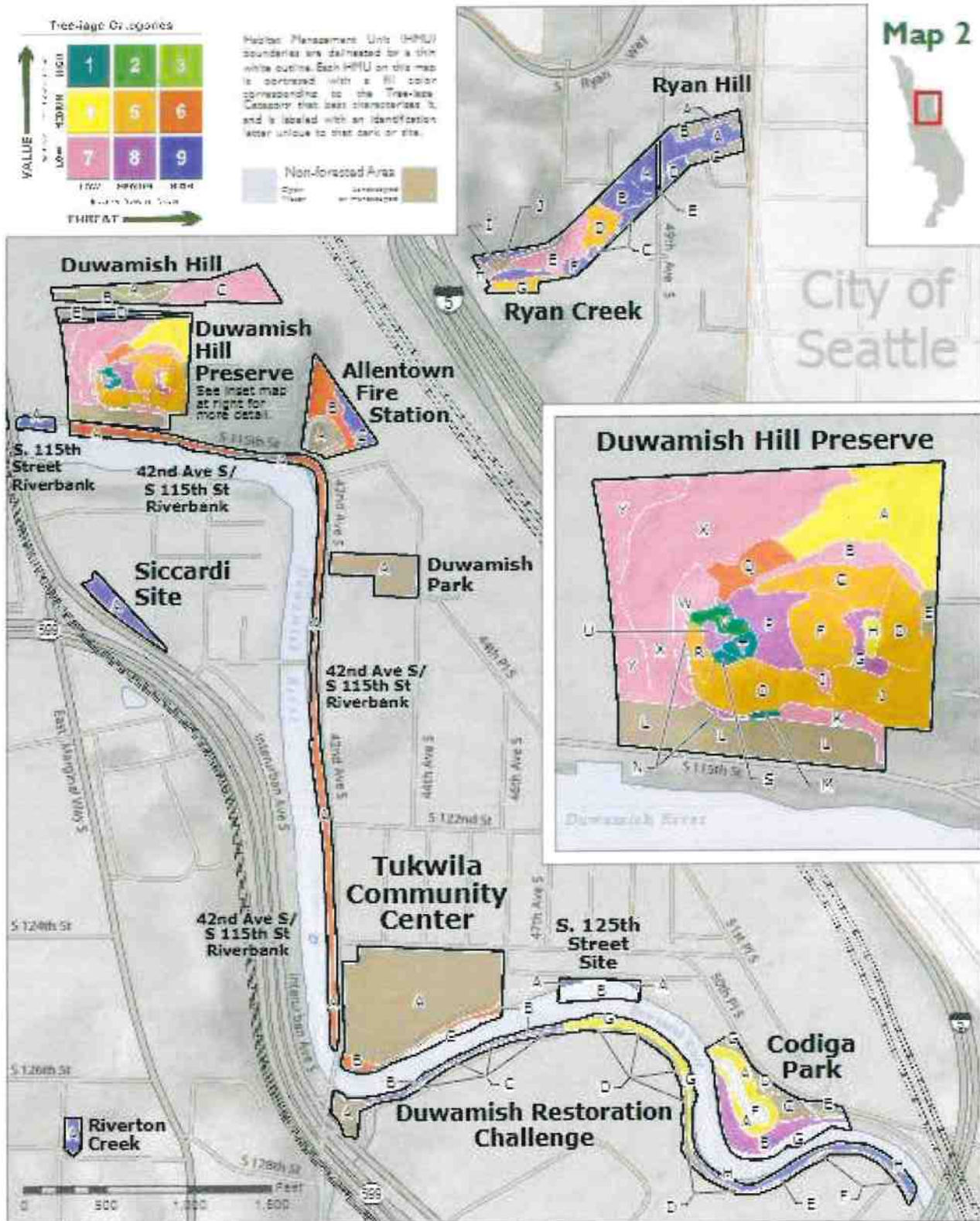
\$35,400 Professional Services: contracted crew days at the various sites. Currently limited city budget funds are allocated for crew days that will be intentionally used for this project and will be mathcing funds, however more days are needed as well.

Green Tukwila

Map of all 138 acres and sites within the City of Tukwila included within the 20-Year Stewardship Plan



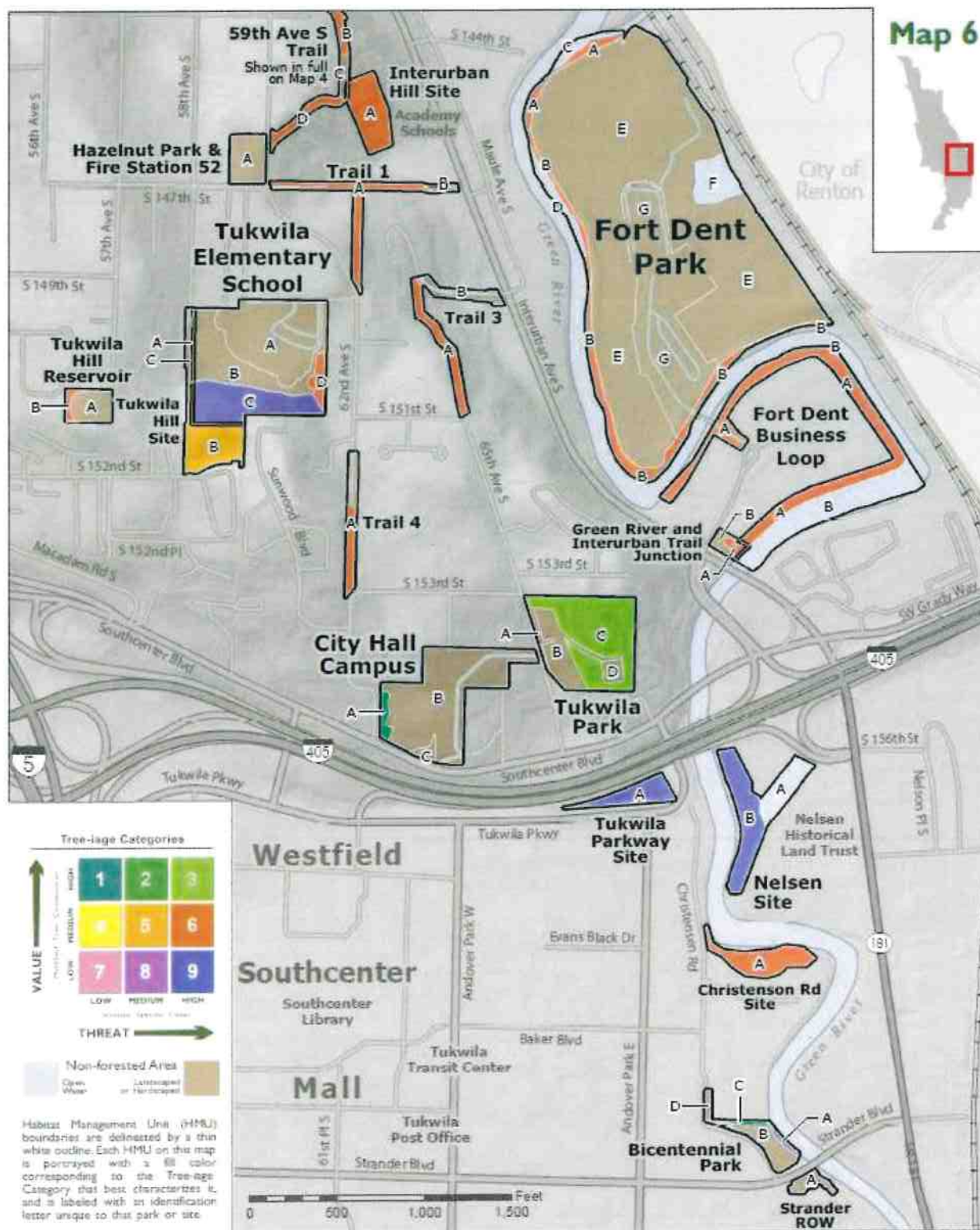
Map of S. 128th St Parcel (Lower Left “Riverton Creek” on the map)



Map created by FORTORRA in partnership with the City of Tukwila.

Tree-Age field measurements collected by American Forest Management, Inc., December 2012

Map of Tukwila Park

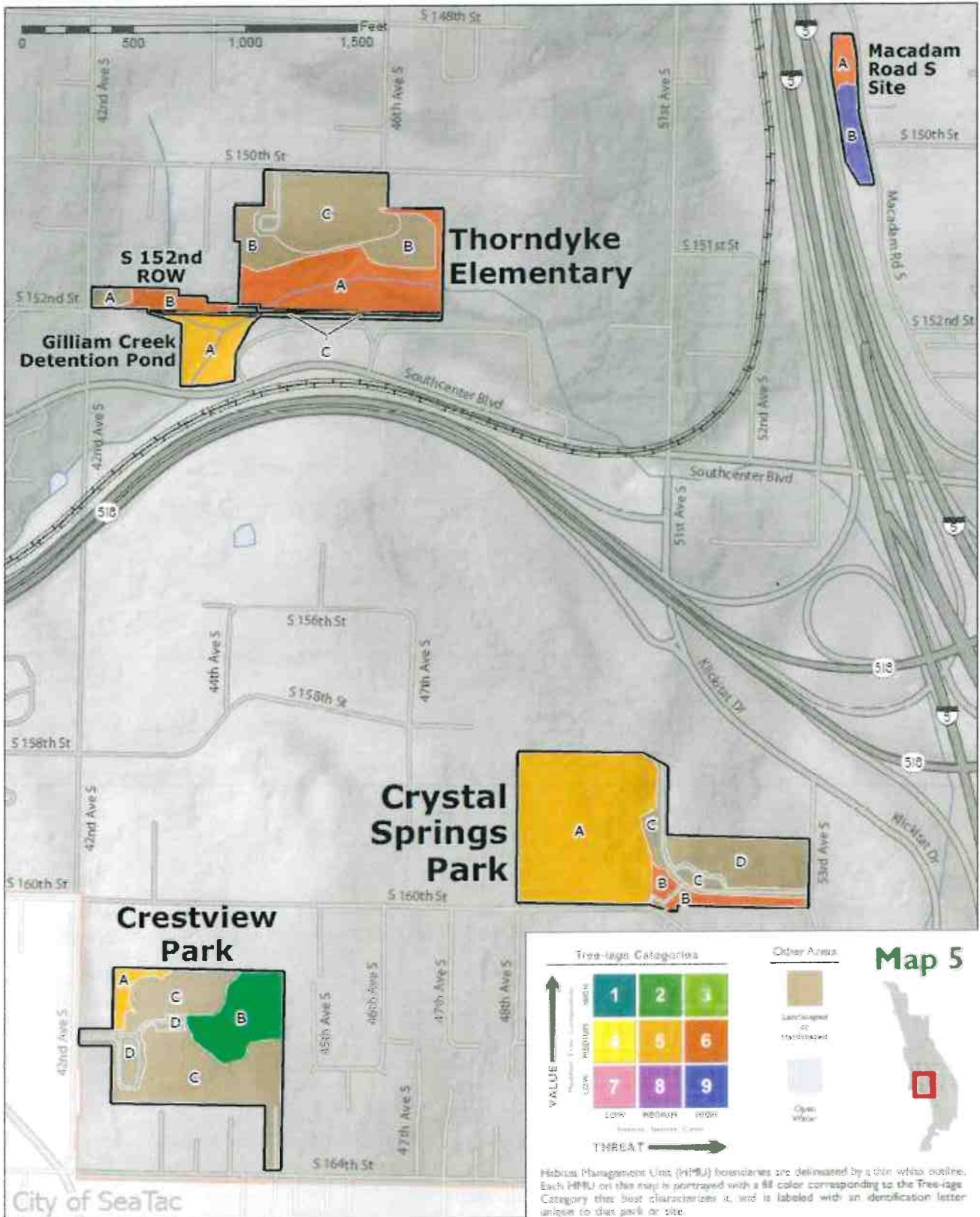


Map 6

map created by PORTERR in partnership with the City of Tukwila

Tree-lage field assessment conducted by American Forest Management, Inc., October 2015

Map of Crystal Springs Park



Map created by FORTEBRA in partnership with the City of Tukwila

Tree-Age Field Assessment conducted by American Forest Management, Inc., October 2015

Project Budget from 20-Year Stewardship Plan

Green Tukwila Partnership projections of program costs and volunteer match value for figure 14 on page 52 of the draft 20-Year Plan

Year	Estimated number of NEW acres to enroll each year	Total Estimated Program and Field Costs	Volunteer Match Value (\$28.99/hr)	Estimated number of volunteer hours each year
2017	1.50	\$76,932	\$86,970	3,000
2018	2.00	\$88,704	\$86,970	3,000
2019	3.00	\$104,077	\$92,768	3,200
2020	3.00	\$113,161	\$101,465	3,500
2021	4.00	\$127,639	\$110,162	3,800
2022	5.00	\$161,336	\$115,960	4,000
2023	6.00	\$180,709	\$115,960	4,000
2024	7.00	\$200,675	\$115,960	4,000
2025	8.00	\$225,466	\$115,960	4,000
2026	8.00	\$235,964	\$115,960	4,000
2027	8.00	\$243,596	\$115,960	4,000
2028	8.00	\$249,366	\$115,960	4,000
2029	8.00	\$253,559	\$115,960	4,000
2030	8.00	\$255,944	\$115,960	4,000
2031	6.00	\$240,997	\$115,960	4,000
2032	2.00	\$198,583	\$86,970	3,000
2033	0.00	\$157,178	\$86,970	3,000
2034	0.00	\$133,380	\$86,970	3,000
2035	0.00	\$118,942	\$86,970	3,000
2036	0.00	\$108,653	\$86,970	3,000
Total	87.50	\$3,474,859	\$1,985,815	71,500

Overall cost to maintain all 87 acres and a smaller volunteer program beyond the 20 years is estimated at \$75,000 to \$80,000/year.

**AGREEMENT FOR AWARD
OF KING CONSERVATION DISTRICT MEMBER JURISDICTION GRANT**

City of Tukwila

This Agreement is made between the King Conservation District Number 9, a municipal corporation in King County, Washington, located at 1107 SW Grady Way, Suite 130, Renton, WA 98057 (referred to herein as “District”), and the City of Tukwila, a municipal corporation in King County, Washington, located at 13900 Interurban Ave S. Tukwila, WA 98168 (referred to herein as “Recipient”), for the purposes set forth herein.

SECTION 1. RECITALS

1.1 Whereas, the District is a special purpose district organized and existing under authority of Chapter 89.08 RCW which engages in certain activities and programs to conserve natural resources, including soil and water, which activities are declared to protect and promote the health, safety, and general welfare of the people of the state of Washington; and

1.2 Whereas, pursuant to RCW 89.08.400 and/or RCW 89.08.405, King County has authorized and imposed a system of assessments and/or a system of rates and charges to finance the activities and programs of the District; and

1.3 Whereas, pursuant to RCW 89.08.220 and RCW 89.08.341 the District is authorized to enter into agreements with, or to furnish financial or other aid to, municipal entities and agencies (governmental or otherwise), or their designees, or any occupier of lands within the District, in order to carry out and facilitate the activities and programs of the District to conserve natural resources; and

1.4 Whereas, the District has reviewed the grant application submitted by Recipient and has determined that the application meets the requirements of Chapter 89.08 RCW and the District's policies and procedures for awarding grants; and

1.5 Whereas, the District and Recipient desire to enter into this Agreement for the purpose of establishing the terms and conditions relating to the District's award of a grant to Recipient.

SECTION 2. AGREEMENT

2.1 The District agrees to award Recipient a grant in the total amount Forty-Seven Thousand Four Hundred and No/100 Dollars (\$47,400.00) from KCD-Tukwila 2012-2017 Collections. Grant funds shall be used by Recipient solely for the performance of the work described in **Exhibit A** which is attached hereto and incorporated herein by this reference. The District shall pay the grant funds to Recipient in accordance with the District's policies and procedures, or as otherwise provided herein, including but not limited to, the policies and procedures contained in the grant program guidelines, provided that such funds have been collected and received by the District.

2.2 Recipient represents and warrants that it will only use the grant funds for the work described in **Exhibit A**, which may be amended by the parties pursuant to Paragraph 3.3 of the Agreement. Recipient shall be required to refund to the District that portion of any grant funds which are used for unauthorized work. Further, Recipient agrees to return to the District any grant funds that are not expended or remain after completion of the work covered by this Agreement.

2.3 Recipient acknowledges and agrees that the grant funds may only be expended on work which shall be entirely within the District's jurisdictional boundaries. The following municipal entities are not within the District's jurisdictional boundaries: Enumclaw, Federal Way, Milton, Pacific, and Skykomish. Recipient shall be required to refund to the District that portion of any grant funds which are used for work performed outside the District's jurisdictional boundaries.

2.4 In the event the scope of work authorized by this Agreement includes the use of grant funds to purchase houses located on real property within a flood hazard area, Recipient acknowledges and agrees that grant funds may only be used for such purposes if the houses to be purchased were constructed before floodplain mapping or sensitive areas regulations were in place for that area. Recipient shall be required to refund to the District that portion of any grant funds which are used for unauthorized purposes.

2.5 Recipient shall be required to provide the District with regular financial and project progress reports for the duration of the project. Grant funds are remitted to the Recipient on a reimbursement payment basis. Project progress reports must be submitted with each reimbursement request. Project progress and financial reports, along with the final narrative and financial summary reports shall be submitted through the District's online grant portal. The Recipient shall be required to submit to the District a final report which documents the Recipient's completion of the work in conformance with this Agreement within thirty (30) days after the completion of the work. The final report shall, among other things, summarize the project's successes and shall address the regional benefits accomplished by the work. The final report shall also identify any obstacles or challenges which were encountered during the work, along with general recommendations regarding ways to avoid such obstacles or challenges in the future. If requested, Recipient agrees to provide the District with additional financial or progress reports from time to time, at reasonable intervals.

2.6 Recipient's expenditures of grant funds shall be separately identified in the Recipient's accounting records. If requested, Recipient shall comply with other reasonable requests made by the District with respect to the manner in which project expenditures are tracked and accounted for in Recipient's accounting books and records. Recipient shall maintain such records of expenditures as may be necessary to conform to generally accepted accounting principals and to meet the requirements of all applicable state and federal laws.

2.7 If the Recipient is a Washington municipal agency, Recipient shall be required to track project expenses using the Budget Accounting and Reporting System for the State of Washington ("BARS").

2.8 The District or its representative shall have the right from time to time, at reasonable intervals, to audit the Recipient's books and records in order to verify compliance with the terms of this Agreement. Recipient shall cooperate with the District in any such audit.

2.9 Recipient shall retain all accounting records and project files relating to this Agreement in accordance with criteria established in the Revised Code of Washington and the Washington State Archivist.

2.10 Recipient shall ensure that all work performed by Recipient or its employees, agents, contractors or subcontractors is performed in a manner which protects and safeguards the environment and natural resources and which is in compliance with local, state and federal laws and regulations. Recipient shall implement an appropriate monitoring system or program to ensure compliance with this provision.

2.11 Recipient agrees to indemnify, defend and hold harmless the District, its elected or appointed officials, employees and agents, from all claims, alleged liability, damages, losses to or death of person or damage to property allegedly resulting from the negligent or intentional acts of the Recipient or any of its employees, agents, contractors or subcontractors in connection with this Agreement.

2.12 Recipient agrees to acknowledge the District as a source of funding for this project on all literature, signage or press releases related to said project.

2.13 Recipient shall notify the District if Recipient intends to sell, salvage, or otherwise dispose of any equipment purchased with grant funds. The proceeds received by Recipient from any sale, salvage or disposition, or the value of the equipment if proceeds were not received from any such action, must be: (a) re-invested back into the originally awarded project; (b) invested in a similar project with District approval; or (c) returned to the District.

SECTION 3. GENERAL PROVISIONS

3.1 This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.2 This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. No prior or contemporaneous representation, inducement, promise or agreement between or among the parties which relate to the subject matter hereof which are not embodied in this Agreement shall be of any force or effect.

3.3 No amendment to this Agreement shall be binding on any of the parties to this Agreement unless such amendment is in writing and is executed by the parties. The parties contemplate that this Agreement may from time to time be modified by written amendment which shall be executed by duly authorized representatives of the parties and attached to this Agreement.

3.4 Each party warrants and represents that such party has full and complete authority to enter into this Agreement and each person executing this Agreement on behalf of a party warrants and represents that he/she has been fully authorized to execute this Agreement on behalf of such party and that such party is bound by the signature of such representative.

DISTRICT:

RECIPIENT:

By _____

By _____

Name _____

Name _____

Title _____

Title _____

Date _____

Date _____

Approved as to Form:

Approved as to Form:

DISTRICT LEGAL COUNSEL:

RECIPIENT'S ATTORNEY:

By Eric Frimodt

By _____

Name Eric Frimodt

Name _____

Date 3/4/18

Date _____