



MEMORANDUM

TO: Jason Traweek, City Arborist Office

FROM: Emily King, Urban Forestry Program

DATE: November 30, 2011

SUBJECT: Urban Forestry Internships 2011 Grant

In March 2011, the Urban Forest Grant Program, through the Austin Community Foundation awarded the Austin Parks and Recreation Department \$26,000 to hire interns to work with staff to perform tree inventories and other projects. Our intent was to have two interns per semester for the spring, summer, and fall semesters.

Due to the late start in the spring, one intern was only able to work approximately half of the semester. Further, due to personal reasons, the second intern resigned after only a few weeks. The summer semester interns were able to work full schedules, but the fall interns had more busy school schedules therefore have worked on average fewer hours per week than originally anticipated. The following is a breakdown of expenses for the grant period that will end on December 31, 2011:

Employee	Amount Charged
Angell, Bryan	\$5134.91
Armijo, Chaz	\$2454.42
Avilez-Benitez, Abel	\$575.93
Mast, Gregory	\$4260.25
Murray, Kathryn	\$3606.28
Wise, Nathan	\$2621.28
Grand Total	\$18,653.07
Remaining Balance	\$7,346.93

Due to this balance, we are requesting an extension on the grant to enable us to complete our grant requirements. We feel we will be able to successfully reach our expected outcomes with additional time to utilize interns. Please find our amendment to our original grant application that outlines proposed adjustments. In order to adhere to the conditions of our grant approval, the Urban Forestry Program will present this request to the Urban Forestry Board at the December 20th, 2011 meeting.

Thank you for your consideration,

Emily King

CC: Walter Passmore, Urban Forestry Program Manager
Charles Vaclavik, Central Parks Division Manager
Susan Patterson, Parks and Recreation Department Grant Coordinator
Patrick Brewer, Chair, Urban Forestry Board