



## MEMORANDUM OF UNDERSTANDING

**TO:** Sara L. Hensley, CPRP, Director,  
Parks & Recreation Department

**FROM:** Greg Guernsey, AICP, Director  
Planning & Development Review Department

**DATE:** October 30, 2014

**SUBJECT:** Transfer of Urban Forest Unit from the Parks and Recreation Department to Planning and Development Review Department

### Purpose

In compliance with the interdepartmental recommendations associated with the executive report issued per Council Resolution No. 20130627-070, effective November 2, 2014, the Parks & Recreation Department (PARD) will transfer the Urban Forestry functions of the PARD Urban Forestry Unit to the Planning & Development Review Department (PDRD). PARD will retain the roles and management of the day-to-day Operations and Maintenance functions of parkland trees and development of site specific planting plans currently performed by the PARD Urban Forestry Unit. The primary purpose of this transfer is to align the Urban Forester functions organizationally to best achieve the City's vision, goals, and Code requirements with respect to the urban forest.

### Provisions

All responsibilities associated with development issues, broad urban forest planning requirements, and explicit obligations associated with City Code Chapter 6-3 will be transferred to PDRD. Conversely, all other items (i.e. maintenance and operations, development of site specific planting plans) will remain within PARD. To facilitate this change, the following encumbered positions within the PARD Forestry Unit will be transferred from PARD and Office of Sustainability (OS) to PDRD:

1. PARD	PCN 111376 - Urban Forestry Program Manager	Angela Hanson
2. PARD	PCN 102582 - Environmental Program Coordinator	Emily King
3. PARD	PCN 115376 - Environmental Inspection Specialist	Leah Gibson
4. PARD	PCN 115375 - Environmental Review Specialist	Patricia Dodson
5. PARD	PCN 115373 - Forester	Alan Halter
6. AE(OS)	PCN 108308 - Environmental Program Coordinator	Leah Haynie

PDRD will work with all affected staff regarding a transition plan that will include but not limited to:

- the above listed staff members to workstations and offices location to be provided by PDRD
- all related equipment assigned to the above employees to support their functions (i.e. computers, software licenses, durable offices supplies, safety equipment, etc.)
- two vehicles, currently allocated to the forestry unit in the FY15 Budget

PDRD will also assume all administrative responsibilities related to the interdepartmental urban forestry and Imagine Austin Green Infrastructure working groups, Standards of Care for Trees and Plants, cross-departmental tree-related data management, operational consulting and planning and tree risk

management, the Urban Forestry Board, and implementation of the Austin Urban Forest Plan and other comprehensive tree plans. PDRD will also assume responsibility for the management of all programs, agreements, contracts (e.g. NeighborWoods, tree purchase master agreement, Urban Forest Steward Program) completely unaffiliated with PARD's Operations and Maintenance activities. All partnership agreements currently initiated or in place between PARD and other entities that relate to Urban Forester functions will be transferred to PDRD.

#### **Funding**

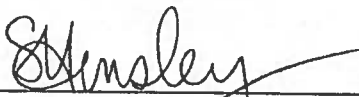
For the FY15 budget year, general fund and special revenue fund balances will remain in PARD and all expenses and funds associated with the transferred employees and equipment will continue to be charged to PARD including, salaries, vehicle maintenance, training, etc. PDRD will provide financial services to fulfill accounting, forecasting, budgeting, procurement activities, requests for city council action, marketing, and business plan needs. PDRD will include the reassignment of the formal budget allocation of the transferred employees and expenses to PDRD as a part of the FY16 budget as a permanent transition.

#### **Human Resources**

PDRD will assign Andrew Linseisen, Managing Engineer, as direct supervisor to Angela Hanson. PDRD will provide human resources services in FY15 to transferred employees, including payroll support, employee relations, travel and training requests, hiring support, and counseling. Employee leave approved by PARD prior to the date of this agreement will be honored by PDRD.

#### **Other Terms and Conditions**

The Departments will continue to work together amicably and the terms of this agreement shall remain in place until superseded by a new or revised agreement. Any changes, additions or deletions must be mutually agreed upon by the directors of both the Parks & Recreation Department and the Planning & Development Review Department.



Sara L. Hensley, CPRP, Director  
**Parks & Recreation Department**



Greg Guernsey, AICP, Director  
**Planning & Development Review Department**

cc: Marc A. Ott, City Manager  
Sue Edwards, Assistant City Manager  
Bert Lumbreras, Assistant City Manager  
Kimberly McNeeley, Assistant Director, Parks and Recreation Department  
George Adams, Assistant Director, Planning & Development Review Department