

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Jan 14, 2016

Action Requested By: Planning

Agenda Type: Resolution

Subject Matter:

Memorandum of Understanding between the City of Huntsville and Smart Growth America

Exact Wording for the Agenda:

Resolution authorizing the Mayor to enter into a Memorandum of Understanding between the City of Huntsville and Smart Growth America pertaining to the award of a grant, to be utilized for completion of a technical assistance workshop which will aid the City of Huntsville in the implementation of smart growth strategies at the local and regional level

Note: If amendment, Please state title and number of the original

Item to be considered for: _____

Unanimous Consent Required: _____

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

This MOU pertains to the BIG Picture Huntsville winning a national competition for Complete Streets technical assistance, valued at \$10,000. In order that technical assistance can be awarded to the City in 2016, Smart Growth America requests an agreement that both parties meet the roles and responsibilities described therein.

Associated Cost: _____

Budgeted Item: _____

MAYOR RECOMMENDS OR CONCURS: _____

Department Head: Muriel B. Jones Date: 1/6/16

ROUTING SLIP
CONTRACTS AND AGREEMENTS

Originating Department: **Planning**

Council Meeting Date: **1/14/2016**

Department Contact: **Kimberly Gosa**

Phone # **427-5115**

Contract or Agreement: **MOU**

Document Name: **Memorandum of Understanding EPA Building Blocks for Sustainable**

City Obligation Amount: **0.00**

Total Project Budget: **\$10,000 (grant funds)**

Uncommitted Account Balance:

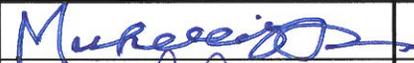
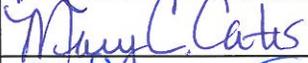
Account Number:

Procurement Agreements

Select...	Select...
------------------	------------------

Grant-Funded Agreements

Select...	Grant Name:
------------------	--------------------

Department	Signature	Date
1) Originating		1/6/16
2) Legal		1/7/16
3) Finance 		1-8-16
4) Originating		1/8/16
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

RESOLUTION NO. 16-_____

BE IT RESOLVED by the City Council of Huntsville, Alabama, that the Mayor be, and is hereby authorized to enter into a Memorandum of Understanding with Smart Growth America, on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said Memorandum of Understanding is substantially in words and figures similar to that certain document attached hereto and identified as "MEMORANDUM OF UNDERSTANDING; EPA BUILDING BLOCKS FOR SUSTAINABLE COMMUNITIES TECHNICAL ASSISTANCE GRANT" consisting of three(3) pages, and the date of January 14, 2016, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

ADOPTED this the 14th day of January, 2016.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the 14th day of January, 2016.

Mayor of the City of Huntsville,
Alabama

**Memorandum of Understanding
EPA Building Blocks for Sustainable Communities
Technical Assistance Grant**

Huntsville, AL and Smart Growth America

This Memorandum of Understanding (MOU) is made and entered into by and between the City of Huntsville, Alabama (Huntsville) and Smart Growth America (SGA) in order to complete the technical assistance workshop funded by a grant the EPA Building Blocks for Sustainable Communities (hereafter known as “the Workshop”).

Huntsville and SGA agree to work together in a collaborative spirit and negotiate in good faith on all tasks and deliverables required for the Workshop, including those identified in the attached Workshop description and any required subsequent to completion of the Workshop.

Goals and Objectives

The parties to this MOU agree that the objective of the Workshop is to aid Huntsville through technical assistance related to the development and implementation of plans to implement smart growth strategies at the local or regional level.

Dedication of Resources

SGA, through its grant from the US Environmental Protection Agency (EPA), shall cover all direct monetary costs of the work to be performed on the Workshop as described by the attached Workshop Description, including staff work by SGA and the costs of any consultants retained for the Workshop. Huntsville shall not be required to provide any direct financial support for consultants or staff retained by SGA.

Huntsville shall make its staff resources available as necessary, subject to availability, to assist SGA in completing the Workshop. Huntsville shall assure that adequate staff resources are dedicated to the Workshop to assure that it is completed with high quality and in a timely manner according to the timelines set forth by the parties.

Huntsville shall make suitable meeting facilities available to SGA for conducting the Workshop, will provide any advertising related to the Workshop, and will provide light refreshments at the Workshop.

Roles and Responsibilities

Smart Growth America

SGA shall serve as the Project’s fiscal agent and shall be responsible for signing all contracts and handling all billing. Furthermore, SGA shall have no authority to bind Huntsville to any legal obligation.

PRESIDENT OR PRESIDENT
PRO TEM OF THE CITY COUNCIL
OF HUNTSVILLE, ALABAMA

January 14, 2016

DATE

SGA shall be responsible for timely completion of all deliverables identified in Workshop description and any mutually agreed modifications to the Workshop description.

SGA shall make every effort to complete tasks and deliverables within the agreed upon timelines identified by the parties and shall work with the Huntsville to extend timelines if tasks and deliverables cannot be completed per the agreed upon schedule.

Within thirty days of the Workshop's conclusion, SGA shall provide Huntsville with a next steps memorandum recommending strategies for implementation of smart growth initiatives identified during the Workshop.

The City of Huntsville, Alabama

Huntsville shall lead the identification of stakeholders and the nature and timing of their engagement in the Workshop with input from SGA.

Staff from Huntsville shall be made available as necessary, subject to availability, to provide SGA necessary support, including research, to advance the Workshop and complete tasks and deliverables.

Huntsville will reserve meeting space and audio-visual equipment for the workshop.

If Huntsville determines that advertising or other notice of the Workshop is appropriate, Huntsville will develop and distribute such advertising or other notice. Huntsville will consult with SGA on the substance of the advertising or other notice.

If Huntsville determines that light refreshments (coffee, juice, snacks, etc.) are appropriate for the Workshop, Huntsville will provide the refreshments at no cost to SGA.

Huntsville shall provide SGA with progress reports in memorandum format describing the implementation of any strategies or programs arising from the technical assistance. At least three progress reports shall be provided, the first being immediately due after receiving SGA's next steps memorandum, then another six months after the Workshop, and a third twelve months after the Workshop. Said progress reports shall address the suggested next steps that Huntsville is advised to take and how they have made efforts to meet those objectives.

This MOU may be modified by mutual agreement of the parties. This agreement may be terminated only by mutual agreement of the parties, or if grant funding is withdrawn by the EPA, in which case SGA and the Huntsville shall make all reasonable efforts to find alternate funding sources and, failing that, complete the Workshop to the extent possible using available resources.

Tommy Battle, Mayor, The City of Huntsville, Alabama

Date

Attest:

Kenneth Benion, Clerk-Treasurer

Date

Geoff Anderson, Smart Growth America President and CEO

Date