

EXHIBIT A

**City of Douglas, WY
Policies and Procedures
Policy on Tree Planting, Trimming & Removal Program**

POLICY:

Summary:

When and to the extent it is allowed by the Annual approved City of Douglas Municipal Budget, the City shall provide partial reimbursement for the planting, trimming or removal of trees located within the City Right of Way which are required to be maintained by the property owner pursuant to City of Douglas Municipal Code 12.20.020 which states:

"Parkway" means the area between the sidewalk and the curb that may include trees and other vegetation. The parkway is the property of the city and responsibility of maintenance and care of the parkway lies with the property owner/resident.

Parameters:

1. All requests for consideration shall be in writing and signed by the property owner.
2. Each property is eligible for consideration once per budget year.
3. Each property is eligible to receive up to half of the cost of trimming/removal not to exceed one thousand dollars (\$1000) per budget year.
4. More than one tree may be trimmed/removed in so long as the cost reimbursement does not exceed the \$1000 reimbursement limit per property.
5. Each property is eligible to receive half of the cost of planting a boulevard tree; not to exceed two hundred dollars. Tree species and placement must conform to the building code 5.5.3 Landscape Requirements. 10 – 15-gallon trees and larger will be allowed.
6. All payments shall be received by the property owner on a reimbursement basis and be processed through the regular payment process of the City of Douglas.
7. No tenant, renter, or person other than the property owner shall be considered unless formally authorized by the property owner in writing to conduct such modifications. Any such authorization shall be in writing and require a notary signature/stamp.
8. The City of Douglas and its officers, employees, agents, elected officials and successors and assignees hereinafter referred to collectively as "the City" shall not be liable to the Property Owner for any damage to persons or property arising out of or connected in any way with the trimming of trees of Property Owner located in City street parkways /boulevards/ROW or the condition of the Property Owner's premises. Property Owner agrees to indemnify, defend and hold harmless the City from any and all claims, lawsuits, losses and liability by or on behalf of any person, firm or corporation arising out of or connected in any way with the trimming of Property Owner's trees located in street parkways /boulevards/ROW or in connection with any act of negligence or omission of

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Contractors or any of its agents, servants or employees arising out of or connected in any way with the trimming of Property Owner's trees located in City's street parkways /boulevards/ROW.

Procedures:

1. All work to be performed on trees within city street parkways /boulevards/ROW shall be first authorized by a City representative following a site visit.
2. The property owner shall obtain a quote for the work to be done from a contractor licensed with the City of Douglas prior to application. New tree planting may be done by the adjacent homeowner or designee. Planting fee re-imbusement will only be for approved licensed contractors.
3. The property owner shall Complete and submit to the public works, a cost share application/agreement available at the Public Works Department. A cost estimate from a licensed contractor shall be attached to the application.
4. Upon approval of application by the authorized City representative, the property owner shall notify the contractor to proceed.
5. Upon completion of authorized work, the homeowner shall notify the City authorized representative to verify work is completed and accepted.
6. After the contractor has been paid in full by the homeowner, proof of payment shall be delivered to the city finance office. A receipt for purchase of new tree/trees planted by adjacent homeowner or designee must be provided.
7. Reimbursement in the amount of 50% (up to \$1,000 for trimming/removal or \$200 for new tree planting) will then be scheduled to pay at the next regularly scheduled payment date as determined by Administrative Services.