

Monthly Report – May 25th, 2011

Administration

1. Presented an overview of the Spokane Urban Forestry program at the Washington Community Forestry Council meeting – May 11th.
2. Beth Mort and Mike Sanborn have been on vacation for the last 2 weeks of May. Beth will return to work on June 1st. Mike is obligated to a 3-month seasonal lay-off period, returning mid-August.

Training

3. Staff attended the Gordon Mann seminar “Sidewalks & Trees: How to Repair and maintain the Structural Integrity of Both” on April 28th.
4. A Tree Protection Training workshop has been scheduled with Public Works’ staff including Streets, Water, & Wastewater departments – June 8th.
5. Held a Staff Development training session on May 13th addressing motivation, purpose, communication, and time management. In attendance: Kacey Burke, Jeff Perry, Miles Cooley, Mike Sanborn, and Beth Mort. Presented by Angel Spell.

Education & Outreach

6. Education Grant – 2000 bookmarks have been printed and distributed. Advertisements are appearing in the Spokesman Voice, Inlander, Down to Earth, and Out There.

Partnerships

7. Spokane Conservation District planted native species at the natural drainage near Sky Prairie Park. Approximately 395 plants installed: 100 quaking aspen, 100 red osier dogwood, 10 rocky mtn maple, 20 mtn ash, 25 white pine, 25 Engelmann spruce, 50 ninebark, 25 water birch, 25 snowberry, 15 golden current.
8. Continuing conversation with The Lands Council to partner on shared goals in the areas of: education, advocacy, fund-raising, grant-writing, and volunteer recruitment and engagement.
9. Built GIS database and delivered handheld computers to Downtown Spokane Partnership for their staff to collect data on tree well integrity within the central business district.

City Projects

10. Attended the Emerson-Garfield Neighborhood Council meeting on May 11th to discuss the Post Street re-paving project and associated tree work.
11. Attended the Comstock Neighborhood Council meeting on May 18th to discuss the NeighborWoods program and the Grand Blvd re-paving project and associated tree work.

Operations

12. Planted 21 trees – 14 street locations plus 7 park locations.
13. Pruned 1 tree – Spruce at Hays Park.
14. Processed 30 Street Tree Permits.

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URBAN FORESTRY FUND GL 1390-54961-		2011	2012	2013	2014	2015	2016	ASSUMPTIONS/NOTES
Code	Description	Budget	Projected	Projected	Projected	Projected	Projected	
76950 REVENUES								
32293	Commercial Tree License	600	612	624	637	649	662	
34919	Inter-Fund/Other Govt Services	12,000	25,000	25,750	26,523	27,318	28,138	
36710	Contributions/Donations	30,000	15,000	15,300	15,606	15,918	16,236	
36941	Judgements/Settlements	-	-	-	-	-	-	
39710	From General Fund	54,600	54,600	54,600	54,600	54,600	54,600	
39724	From Park Fund	70,000	71,400	72,800	74,200	75,600	77,000	Revenue to increase 2% per year
	From undetermined source	-	299,354	399,044	499,234	597,256	790,700	
	Total Revenue	167,200	465,966	568,118	670,799	771,342	967,337	
76950 EXPENDITURES								
Code	Description	2011	2012	2013	2014	2015	2016	ASSUMPTIONS/NOTES
		Budget	Projected	Projected	Projected	Projected	Projected	
SALARY								
30	Clerk III	-	22,351	23,022	44,704	46,045	47,386	Salaries to increase 3% per year
5010	Laborer I	-	-	-	-	-	-	
5020	Laborer II	-	-	-	-	-	-	
6210	Equipment Operator	-	-	-	-	-	-	
6890	Urban Forester	67,616	69,645	71,734	72,599	73,464	74,329	
6940	Arborist III	52,492	54,067	55,642	57,217	58,792	60,367	
8490	Temporary Seasonal	50,200	92,000	70,000	70,000	70,000	46,000	
	Treeworker	-	-	-	-	-	69,738	
	Arborist I	-	-	-	-	76,504	79,981	
	Arborist II	-	-	39,400	40,582	82,310	84,639	
	Program Coordinator	-	-	-	-	-	44,000	
BENEFITS								
			64,560	83,891	95,075	149,005	203,514	Benefits = 44.2% of salaries
51210	Overtime	-	-	-	-	-	-	
51275	Annual Leave Payout	1,258	-	-	-	-	-	
51290	Longevity Pay	100	-	-	-	-	-	
51400	Specialty Pay	-	-	-	-	-	-	
51605	Cell Phone Allowance	800	-	-	-	-	-	
51640	Deferred Comp-Matching	840	-	-	-	-	-	
52110	FICA	14,028	-	-	-	-	-	
52210	Retirement	9,316	-	-	-	-	-	
52270	HRA	125	-	-	-	-	-	
52280	Long Term Care	42	-	-	-	-	-	
52310	Medical Insurance	20,748	-	-	-	-	-	
52320	Dental Insurance	2,628	-	-	-	-	-	

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Code	Description	2011	2012	2013	2014	2015	2016	ASSUMPTIONS/NOTES
52330	Life Insurance	680						
52340	Disability Insurance	210						
52400	Industrial Insurance	405						
SUPPLIES								
53101	Office Supplies	100	100	100	200	200	200	
53103	Postage	-	-	-	-	-	-	
53201	Operating Supplies	22,000	20,000	20,000	20,000	40,000	60,000	
53202	Clothing	-	150	150	150	250	350	
53502	Minor Equipment	2,000	2,000	2,000	2,500	3,000	3,500	
SERVICES								
54120	State Audit Charges	111	111	111	111	111	111	
54201	Contractual Services	15,000	5,000	5,000	10,000	50,000	65,000	
54201	INVENTORY - Contract Services	-	50,000	100,000	150,000	-	-	
54302	Cell Phone	600	900	1,200	1,500	1,500	1,500	
54401	Travel	900	900	900	900	900	900	
54451	Advertising	700	700	900	900	900	900	
54602	Retirees Insurance Benefit	60	60	120	120	120	180	
54803	Equip Repair/Maint	1,200	1,800	1,800	2,500	2,500	3,000	
54902	Registration/Schooling	1,500	1,800	1,800	1,800	2,400	2,400	
54904	Dues/Membership	300	450	600	600	600	600	
INTER-FUND								
59201	IF Communication	384	800	1,200	1,200	1,600	1,600	
59202	IF MIS Comm Repl	36	70	100	100	100	100	
59305	IF Fuel	5,000	8,000	12,000	15,000	15,000	15,000	
59601	IF Risk Mgmt	1,977	1,977	1,977	1,977	1,977	1,977	
59602	IF Unemployment	39	90	90	90	90	90	
59603	IF Workers Comp	8,678	8,678	12,000	12,000	12,000	15,000	
59803	Car Wash	250	250	250	250	250	250	
59804	Vacuum	10	30	30	30	30	30	
59805	IF Fluid Lube	25	50	75	100	100	100	
59901	IF MIS	7,928	22,000	22,000	22,000	25,000	28,000	\$10000/yr for Accela
59903	IF Reprographics	500	800	900	1,100	1,100	1,100	
59905	IF Fleet Maint	5,000	5,500	6,500	7,500	8,000	8,000	
59921	IF MIS Repl	1,649	2,200	2,200	2,900	3,200	3,200	
80101	Fleet Replacement	8,500	28,927	30,427	35,094	44,294	44,294	See depreciation schedule below
Total Expenditures		305,935	465,966	568,119	670,799	771,342	967,336	
NET OPERATING BUDGET		(138,735)	0	(0)	0	(0)	0	

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Code	Description	2011	2012	2013	2014	2015	2016	ASSUMPTIONS/NOTES
94000 CAPITAL OUTLAY								
	Description	2011	2012	2013	2014	2015	2016	
	Truck	48,000						
	Loader/Grapple	55,000						
	Trailer	9,000						
	Support vehicle			30,000				
	Chip truck				60,000			
	Chipper				25,000			
	Stump grinder					18,000		
	Aerial lift					120,000		
	Total Capital Outlay	112,000	-	30,000	85,000	138,000	-	
	Depreciation	2011	2012	2013	2014	2015	2016	
10 years	Aerial lift - existing	3,500	12,000	12,000	12,000	12,000	12,000	Calculated as replacement cost distributed over lifetime
15 years	Truck - existing	2,000	3,200	3,200	3,200	3,200	3,200	
10 years	Support vehicle - existing	-	3,000	3,000	3,000	3,000	3,000	
10 years	Chipper - existing	2,000	2,500	2,500	2,500	2,500	2,500	
10 years	Stump grinder - existing	1,000	1,800	1,800	1,800	1,800	1,800	
20 years	Truck - new 2011	-	2,400	2,400	2,400	2,400	2,400	
15 years	Loader/Grapple - new 2011	-	3,667	3,667	3,667	3,667	3,667	
25 years	Trailer - new 2011	-	360	360	360	360	360	
20 years	Support vehicle - new 2013	-	-	1,500	1,500	1,500	1,500	
20 years	Chip truck - new 2014	-	-	-	3,000	3,000	3,000	
15 years	Chipper - new 2014	-	-	-	1,667	1,667	1,667	
15 years	Stump grinder - new 2015	-	-	-	-	1,200	1,200	
15 years	Aerial lift - new 2015	-	-	-	-	8,000	8,000	
	TOTAL	8,500	28,927	30,427	35,094	44,294	44,294	

Policy and Procedure:
 ADMIN 5100-11-02: Centralized Fleet Management – Effective March 11, 2011.