



Committee Members:

Chairperson - Van Voorhis, Ken
Burt, Melissa
Davis, Garth
Lindstrom, Phil
Wright, Chris
Vacant

Also Present: Park Board – Ross Kelley, Randy Cameron, Jim Santorsola; Staff – Leroy Eadie, Angel Spell, Jeff Perry, Matt McCain, Cheryl Miller; CAC – Ed Miles, Ben Kappen, Pam Luders, Cindy Deffe, Gary Lauerman, Marilyn Lloyd, Ed Lester; and Citizen – Nancy MacKerrow.

**Urban Forestry Tree Committee of the Spokane Park Board
March 1, 2011, 4:15 p.m. – 5:45 p.m.
Manito Park Meeting Room, Manito Park
Angel Spell, Urban Forester**

Summary

- Approval of minutes from February 1st meeting.
- The Roadmap to the Future Action Plan was discussed.
- The Urban Forestry Work Plan & Budget Options were discussed. Topics included resource needs, budget comparisons with other Pacific Northwest Cities, a staffing plan and cost recovery and revenue possibilities.
- The Subcommittee on the Permitting Process continues work towards streamlining the process.
- Status update provided for Geiger Corrections nursery operation project.
- The NeighborWoods project is being well received in the community.

Minutes

The meeting was called to order at 4:10 by Ken Van Voorhis.

Action Items:

1. Approval of the February 1, 2011 meeting minutes.
Motion #1: Melissa Burt moved to adopt the minutes from last month.
Phil Lindstrom seconded.
Minutes adopted.

Discussion Items:

1. Roadmap to the Future Action Plan
An explanation of what the 'Roadmap to the Future Action Plan' is was given. The full document was supplied to committee members. A status update will be presented at each future Urban Forestry Committee meeting. The Park Board has not fully adopted the Plan yet. Committees are being given the opportunity to review the Plan's recommendations and see what elements each committee wants to adopt, not adopt, or change. This topic will become an ongoing Action Item at future meetings.
2. Urban Forestry Work Plan & Budget Options – *Angel Spell*
 - a. Survey of Inland & Pacific Northwest Cities UF Budget Comparisons
Details regarding urban forestry in other communities was distributed and discussed.
 - b. 1982 Report – Spokane Urban Forestry Project
The report was distributed. It was pointed out that key recommendations in this report as well as those made through the years have all been very consistent.
 - c. Report on Cost Recovery Potential
There are opportunities available for cost recovery by providing service to other City Departments. However, currently Urban Forestry doesn't have the staff and resources to provide the service. If resources were available Parks Department projects would be first priority, then projects with other City Departments could be considered. Project requirements and applicable step level information will be merged as supporting information for review regarding future budget considerations.
 - d. UF Budget Options
Updated information was presented in both organizational chart and spreadsheet form. Suggestions were made on how to improve presentation so as to alleviate confusion during future reviews and include cost recovery information.

3. Subcommittee on Permitting Process – *Melissa Burt*
The subcommittee needs to review information in their own meeting before presenting details to the Urban Forestry Committee. They will bring their recommendation forward at a future meeting.

Standing Report items:

1. Urban Forestry Staff Report (Monthly) – *Angel Spell*
 - a. Angel reports that Geiger Corrections received clearance from their Captain and the Sheriff to move ahead with the nursery program. They now need to approach the Airport Board. A meeting will be held this week or next to establish the next steps. Garth and Jeff will work on the design of the nursery. Angel will contact the Sustainable Prisons Project to explore other funding or research opportunities that we could employ at this site.
 - b. The 27 removals at Riverfront Park were intentional thinning. Continuing projects in Riverfront include pruning in the gondola area as well as thinning the row of oaks from the YMCA site to the center of the park. There will also be involvement in the YMCA area restoration project.
 - c. The NeighborWoods project is being well received in the community.
 - d. Signage for memorial and heritage trees was discussed.
 - e. A question was asked regarding if trees would be planted to replace those that were removed. Trees will be replanted during planting season. More trees will be planted than were removed.
2. Citizen Advisory Committee Report (Monthly) – *Garth Davis*

VMP meetings are scheduled for March 8th, 15th and 22nd from 2 to 4 p.m.
Education Subcommittee meeting is scheduled for March 14th beginning at 4 p.m. All meetings are at the Conservation District, 210 N. Havana, Spokane, WA.

Meeting adjourned at 5:30 p.m.

Next regularly scheduled meeting is April 5, 2011, at 4:15 p.m. in the Manito Meeting Room, Manito Park.



Spokane Parks and Recreation - Action Plan 2010-2012

Organizational Priority I. "Take Care of What We Have"

Goal Ia. **Confirm current deferred and perpetual maintenance demands**

<u>What (behavior) and How (condition)</u>	<u>Who (audience)</u>	<u>Timeline (degree)</u>
Actions		
i. Define, identify and quantify deferred and ongoing maintenance needs through field evaluations and inventories.	Staff team representing each division	1Q 2011
ii. Prioritize needs based on the following order of priority: 1. public health, safety, and welfare; and 2. return on investment; and include costs.	Staff team representing each division	1Q 2011

Goal Ib. **Identify funding strategies for deferred and perpetual maintenance requirements**

<u>What (behavior) and How (condition)</u>	<u>Who (audience)</u>	<u>Timeline (degree)</u>
Actions		
i. Explore potential bond funding or internal borrowing by meeting/coordinating with other city departments.	Admin. staff	1Q 2011
ii. Research successful maintenance and operations levies by contacting AWC, WRPA, NRPA, Municipal Research Services Center and similar sized WA cities.	Admin. staff	2Q 2011
iii. Identify available annual budget for deferred maintenance by determined identified needs and creating a funding source through city finance.	Admin. staff	2Q 2011
iv. Develop a funding policy that connects capital development with maintenance and operations cost by reviewing other similar city policies.	Admin. staff	2Q 2011
v. Identify strategies to stabilize general fund contributions by considering Charter Changes that includes assessed property valuations and educating the community on the effect of enterprise funds on the Parks and Recreation Department's budget.	Admin. staff	2Q 2011
vi. Develop a deferred or perpetual maintenance plan for golf course equipment by meeting with mechanics.	Golf staff & Mechanics	4Q 2011

vii. Establish costs and priorities for deferred and perpetual maintenance on equipment by seeking standard practices on the internet.	Golf staff	4Q 2011
viii. Staff will implement the plan with the assistance from the mechanics staff.	Golf staff	4Q 2011

Goal Ic. Identify funding alternatives for the development, maintenance and operations of trails

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Prioritize current and future trail development/needs through assessment of community interests and anticipated growth.	Parks staff	3Q 2011
ii. Identify fundraising events, and programs that financially support the trails by web based research existing programs and asking users for program ideas.	Rec & RFP Staff	3Q 2011
iii. Determine the applicability of local improvement districts by consulting with legal staff.	Admin. staff	3Q 2011
iv. Perform research to identify relatable funding sources.	Parks staff	3Q 2011
v. Consult with "Friends of" agencies that are affected by current trails and anticipated trail development.	Parks staff	4Q 2011
vi. Create a trails construction standard that will allow for access to state and federal grants.	Parks staff	4Q 2011
vii. Create a list of potential trails sponsors by utilizing existing stakeholders lists.	Rec & RFP Staff	4Q 2011
viii. Create a list of partners and stakeholders that will help maintain trails by web based research	Rec & RFP Staff	4Q 2011
ix. Vet use of park impact fees with legal, community and park board through workshops and two public meetings.	Admin. staff	1Q 2012
x. Investigate the implication of a user fee by contacting state, county and city agencies.	Rec & RFP Staff	1Q 2012

Goal Id. Develop a parkland dedication and/or fees in lieu ordinance for adoption

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Conduct a SWOT analysis of dedication and or fees in lieu alternatives.	Admin. staff	1Q 2012
ii. Research similar ordinances by contacting other municipal state of Washington agencies.	Parks staff	2Q 2012
iii. Conduct a public process to propose parkland dedication or fees in lieu and ascertain interest and commitment.	Admin. staff	3Q 2012
iv. Considering the results of the SWOT analysis and based on public support develop a parkland dedication or fees in lieu ordinance in consultation with legal staff.	Admin. staff	4Q 2012

Goal Ie. Review, update and approve previous Aquatics Master Plan

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Compare latest aquatic master plan with current inventory of aquatics centers in Spokane area and determine community deficiencies based upon current needs and interests assessments.	Rec & RFP staff	1Q 2011
ii. Update the aquatics plan to include current revenue and costs projections.	Staff team representing each division	2Q 2011
iii. Identify how other agencies are enhancing O&M funds by contacting NRPA and regional aquatic professionals.	Rec & RFP staff	2Q 2011
iv. Review previous aquatic master plan to assess applicability given recent YMCA facility development and current and projected funding.	Rec & RFP staff	2Q 2011

Goal If. Maximize Urban Forestry level of service through sustainable revenues

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Pursue additional revenues by meeting with City Department leaders.	Urban Forestry staff	4Q 2010
ii. Identify levels of service using the Tree Management Planning Tool.	Urban Forestry staff	4Q 2010
iii. Evaluate and prioritize alternative revenues sources such as capabilities of community based partners, private funding, grant availability, donations, etc.	Urban Forestry staff	2Q 2011
iv. Provide the type and level of service that the associated revenue source will support.	Urban Forestry staff	1Q 2012
v. Pursue City inter-fund revenues to Urban Forestry by providing quality arboriculture services at a competitive rate.	Urban Forestry staff	1Q 2011
vi. Increase revenues of the donation programs such as The Susie Forest, Reforest Spokane, and Utility Billing through the NeighborWoods program and strategic marketing.	Urban Forestry staff	ongoing - 5 contacts per month

Goal Ig. Facilitate collaboration and cooperation between city departments, local and regional agencies, other organizations, stakeholders, and media outlets on issues and projects involving trees

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Formalize plan review process to ensure the Urban Forester's review of City projects and ongoing participation.	Urban Forestry staff	4Q 2010
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ii. Work with Urban Forestry to complete a tree protection plan for all future park land projects.	Parks staff	1Q 2011
iii. Identify funding to complete a Park Tree Inventory.	Urban Forestry & Parks staff	3Q 2011
iv. Formalize relationships with City departments, government agencies, non-profit groups and private organizations through signed agreements and/or contracts..	Urban Forestry staff	1Q 2012
v. Incorporate Urban Forestry goals and policies into the City's Growth Management Plan, Comprehensive Plan and Master Shoreline Plan.	Urban Forestry staff	4Q 2012

Goal Ih. Improve Urban Forestry community education and outreach

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Develop and implement a recruitment plan for volunteer citizen stewardship activities through our community partners and NeighborWoods.	Urban Forestry staff	2Q 2011
ii. Facilitate citizen stewardship through our community partners and the NeighborWoods program.	Urban Forestry staff	2Q 2011
iii. Increase public participation in events and programs such as Arbor Day Celebration, Fall Leaf Festival, Heritage Tree, and NeighborWoods.	Urban Forestry staff	ongoing - quarterly

Goal Ii. Improve the quality of the Urban Forest in ways that increase environmental, economic, and social benefits to the Spokane community

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Develop a forest management plan for all undeveloped park land in collaboration with Urban Forestry, Spokane County Conservation District, and WDNR.	Parks staff	4Q 2011
ii. Develop a clear comprehensive hazard tree mitigation policy.	Urban Forestry staff	4Q 2012
iii. Enhance the existing cyclic pruning program for park trees and develop a similar program for other public trees.	Urban Forestry staff	1Q 2012
iv. Complete an inventory of Spokane's street trees and park trees with grant funding.	Urban Forestry staff	4Q 2012
v. Develop a Master Planting Plan using tree inventory data.	Urban Forestry staff	4Q 2012

Organizational Priority II. Policy Development - Parks and Recreation Service Sustainability

Goal IIa. Develop a contract template for contractual agreements (including alignment with org values, mission, fair and equitable financial contribution determination, evaluation criteria, “out clauses”, etc.)

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Establish a Contract Development Team comprised of 1-2 staff members representing each department work unit to lead the development of the contract template for each type of contract.	Admin. Team	4Q 2010
ii. Collect all contracts for review of consistencies and inconsistencies, what is working, not working, etc.	Contract Development Team	4Q 2010
iii. Contact WPRA to gather the names of agencies that may have "model" agreements" for reference.	Contract Development Team	1Q 2011
iv. Develop boiler plate language including values and mission statement, an out clause, etc., for inclusion in each agreement.	Contract Development Team	1Q 2011
v. Develop a contract template with consideration of all preceding steps with assistance from the Legal Department.	Contract Development Team	1Q 2011
vi. Submit contract template for Admin. Team review/approval.	Contract Development Team	2Q 2011
vii. Establish a method for staff access of the new template (e.g., posting on ishare).	Contract Development Team	2Q 2011

Goal IIb. Re-negotiate existing contractual agreements consistent with the contractual agreement framework

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Establish a schedule of when contracts are due for renewal by reviewing current contracts.	Contract Development Team	2Q 2011
ii. Establish a contract/Department contact list to assign responsibility for contract management to individuals within the Department.	Admin. Team	2Q 2011
iii. Identify contracts requiring immediate re-negotiation.	Contract Development Team	3Q 2011
iv. Identify which contracts are not up for re-negotiate until beyond 2012.	Contract Development Team	3Q 2011
v. Draft new agreements for agreements requiring immediate re-negotiation.	Admin. Team	4Q 2011

vi. Engage partners in review of new agreements - acquire signature.	Admin. staff	4Q 2011
vii. Finalize new agreements by submitting to appropriate Parks and Recreation Board and committees for approval.	Admin. staff	4Q 2011
viii. Form a Contract Review Team representing each division who will assess the agreement review process ongoing.	Admin. Team	4Q 2011

Goal IIc. Adoption of a Property Acquisition, Development and Disposal Policy

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Get a written legal opinion regarding current restrictions on disposal of Parks property from the Legal Department.	Admin. staff	3Q 2011
ii. Work in tandem with the land committee to develop a public process for policy development.	Admin. staff	1Q 2012
iii. Locate sample policies from other cities for review through web and other research methods.	Admin. staff & Parks staff	1Q 2012
iv. Use GRASP results per the Roadmap to the Future document to aid in policy development.	Admin. staff	2Q 2012
v. Develop a Property Acquisition, Development and Disposal Policy proposal for consideration by Parks and Recreation Board.	Parks staff	3Q 2012

Goal IIc. Adopt a Financial Resource Allocation Policy as defined in the Roadmap to the Future

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Establish cost recovery goals for all categories of service consistent with the Roadmap to the Future Financial Resource Allocation Model and Philosophy.	Admin. Team	2Q 2011
ii. Integrate the policy development and adoption into the budget process	Admin. Team	2Q 2011
iii. Request draft policy from GP RED consultant to be used in development of the department's policy.	Admin. staff	2Q 2011
iv. Present policy to Park Board and city council including potential impacts to parks and recreation service provision.	Admin. staff	2Q 2011

Goal IIe. Adopt a Pricing Policy as defined in the Roadmap to the Future

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Submit the pricing policy as outlined in the Roadmap to the Future document to Parks and Recreation Board for approval.	Admin. staff	2Q 2011
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Goal IIf. Align general ledger with new direct and indirect cost definitions

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Develop an account structure in accordance with financial management system and BARS.	Admin. staff	2Q 2011
ii. Request account changes from City Accounting per the account structure.	Admin. staff	2Q 2011

Goal IIg. Implement recommended pricing methodology consistently across the system

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Implement the pricing methodology across the department by adhering to the policy.	All staff	2Q 2011
ii. Adopt the annual fee schedule along with the annual budget.	Admin. staff	2Q 2011
iii. Create a spreadsheet with pricing formulas that staff can use to price all services.	Staff team representing each division	2Q 2011
iv. Train staff responsible for pricing on the methodology by holding a training session	Staff team representing each division	3Q 2011
v. Review the effectiveness of the methodology by evaluating attendance figures and revenue generated.	Staff team representing each division	4Q 2011 - ongoing

Goal IIh. Develop a Service Development Standards Policy

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

1. Consult the Roadmap to the Future document to develop policy criteria.	Staff team representing each division	2Q 2011
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2 Create a written policy to evaluate any new service development using the criteria of the service assessment model.	Staff team representing each division	4Q 2011
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Organizational Priority III. Enhance Quality and Quantity of Partnerships and Collaborations

Goal IIIa. Develop a template for partnership and collaboration agreements (including alignment with org values, mission, fair and equitable financial contribution determination, evaluation criteria, "out clauses", etc.)

<u>What (behavior) and How (condition)</u>	<u>Who (audience)</u>	<u>Timeline (degree)</u>
Actions		
i. Establish a Partnerships and Collaborations Agreement (PCA) Development Team comprised of 1-2 staff members representing each department work unit to lead the development of the template.	Admin. Team	4Q 2010
ii. Work with an advertising agency to increase downtimes at golf courses.	Golf Professionals and Marketing	1Q 2011
iii. Collect all agreements for review of consistencies and inconsistencies, what is working, not working, etc.	PCA Development Team	3Q 2011
iv. Contact WPRA and other associations to gather the names of agencies that may have "model" agreements" for reference.	PCA Development Team	4Q 2011
v. Contact those agencies with "model" agreements and request copies to be used as a guide in development of a template.	PCA Development Team	4Q 2011
vi. Develop boiler plate language including values and mission statement, an out clause, etc., for inclusion in each agreement.	PCA Development Team	4Q 2011
vii. Develop a template with consideration of all preceding steps with assistance from the Legal Department.	PCA Development Team	4Q 2011
viii. Establish a formal partnership with First Tee to further develop the Junior Golf program.	Golf Professionals	4Q 2011
ix. Submit contract template for Admin. Team review/approval.	PCA Development Team	1Q 2012
x. Establish a method for staff access of the new template (e.g., posting on ishare).	PCA Development Team	1Q 2012
xi. Work with Waste Management to study reclaimed water use by Department golf courses.	Golf Staff	4Q 2012

Goal IIIb. Pursue partnerships and collaborations consistent with the partnership and collaboration framework

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Establish a schedule of when agreements are due for renewal by reviewing current contracts.	PCA Development Team	2Q 2012
ii. Establish an agreement /Department contact list to assign responsibility for agreement management to individuals within the Department.	Admin. Team	2Q 2012
iii. Identify agreements requiring immediate re-negotiation.	PCA Development Team	3Q 2012
iv. Identify which agreements are not up for re-negotiation until beyond 2012.	PCA Development Team	3Q 2012
v. Identify those services areas of the department that would benefit (efficiencies) from a partnership or collaboration.	Admin. Team	3Q 2012
vi. Develop a database of community public, non-profit and private agencies that may have an interest in partnering to include agency profile, anticipated reciprocal benefits of partnering, etc.	PCA Development Team	4Q 2012

Goal IIIc. Re-negotiate existing partnerships and collaborations consistent with the partnership and collaboration framework

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Establish an agreement/Department contact list to assign responsibility for agreement management to individuals within the Department.	Admin. Team	2Q 2012
ii. Identify agreements requiring immediate re-negotiation.	PCA Development Team	3Q 2012
iii. Identify which agreements are not up for re-negotiation until beyond 2012.	PCA Development Team	3Q 2012
iv. Host and facilitate a workshop for existing and potential partners and collaborators to present the new framework.	Admin. Team	4Q 2012
v. Draft new agreements for agreements requiring immediate re-negotiation.	Admin. Team	4Q 2012
vi. Engage partners in review or new agreements - acquire signature.	Admin. staff	4Q 2012
vii. Finalize new agreements by submitting to appropriate Parks and Recreation Board and committees for approval.	Admin. staff	4Q 2012
viii. Form PCA Review Team representing each division who will assess the agreement review	Admin. Team	4Q 2012

Goal III d. Establish regular communications with City Council/Parks and Recreation Board and Neighborhood Council retreats

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Dedicate a portion of each Parks and Recreation Board retreat to global issues including dialogue between and amongst the City Council, Parks and Recreation Board, and Neighborhood Councils.	Admin. staff	1Q 2011
ii. Schedule bi-annually Park Board / City Council Study Sessions.	Admin. staff	1Q 2011

Goal III e. Solicit community member opinion and interest on an annual, ongoing basis

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Schedule a community open house at a large facility with representation from all divisions giving opportunity for public interaction with division representatives followed by a community forum.	Admin. staff	2Q 2011 - ongoing every 6 months
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Goal III f. Establish regular formal communication techniques between the Parks and Recreation Board, Mayor's office, City Council and the Community Assembly

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Contact City Council staff to set quarterly park board /city council study sessions.	Admin. staff	4Q 2010 - ongoing
ii. Include City Council, Parks and Recreation Board, Mayor's office and the Community Assembly in all public communications.	Admin. staff	4Q 2010 - ongoing
iii. Present a department update at all community assembly meetings.	Admin. staff	4Q 2010 - ongoing
iv. Schedule monthly meetings including the Mayor, Parks and Recreation Board President and department director.	Admin. staff	4Q 2010 - ongoing
v. Develop a schedule for each division manager to give one presentation per quarter at neighborhood council meetings.	Admin. staff	1Q 2011 - ongoing

Organizational Priority IV. Responsible Parks and Recreation Service Delivery - Efficient and Effective Use of Resources

Goal IVa. Implement the recommended operational strategies as identified in the Department's Service Portfolios

<u>What (behavior) and How (condition)</u>	<u>Who (audience)</u>	<u>Timeline (degree)</u>
Actions		
i. Meet by work unit to determine the resulting operational strategy implementation priorities.	Parks, Rec, RFP & Golf staff	1Q 2011
ii. Prioritize implementation of strategies by: 1) cost savings; and 2) potential to increase revenues.	Parks, Rec, RFP & Golf staff	1Q 2011
iii. Develop an implementation process for each operational strategy (i.e. affirm market position, divest, etc.).	Parks, Rec, RFP & Golf staff	2Q 2011
iv. Implement the prioritized operational strategies.	Parks, Rec, RFP & Golf staff	3Q 2011 - ongoing

Goal IVb. Develop an enhanced scholarship program

<u>What (behavior) and How (condition)</u>	<u>Who (audience)</u>	<u>Timeline (degree)</u>
Actions		
i. Establish a Scholarship Development Team comprised of 1-2 staff members representing each department work unit to lead the development of an enhanced scholarship program.	Admin. Team	4Q 2010
ii. Identify target individuals/groups based on the Roadmap to the Future's Community Issues Matrix and determine which departmental services they would benefit from most.	Scholarship Development Team	1Q 2011
iii. Based upon the information collected, set a goal for number and amount of scholarships to be awarded in a calendar year.	Scholarship Development Team	1Q 2011
iv. Develop a database of existing and potential funding sources.	Scholarship Development Team	2Q 2011
v. Solicit funding from Spokane Parks Foundation and other partners and collaborators or grant providers.	Scholarship Development Team	2Q 2011
vi. Develop uniform application form and award criteria (may use existing School's existing Reduced Lunch process approval).	Scholarship Development Team	2Q 2011
vii. Develop a marketing plan specific to scholarship dollar enhancement.	Scholarship Development Team	2Q 2011
viii. Enhance relationship with Park Foundation by establishing staff liaisons to Foundation.	Admin. Team	3Q 2011

ix. Develop an education program by "telling the story" about the local need for scholarships for parks and recreation programs.	Scholarship Development Team	3Q 2011
x. Explore feasibility of our own potential funding-raising program (i.e. restricted account) by meeting with the Finance Department.	Admin. Team	3Q 2011

Goal IVc. Conduct program cycle reviews on all recreation services annually

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Develop measurement indicators connected to values and mission statement, and include number of people served, budget info, customer satisfaction, etc.	Rec, RFP & Golf staff	1Q 2011
ii. Update current list of all services provided the community.	Rec, RFP & Golf staff	1Q 2011
iii. Implement program cycle review.	Rec, RFP & Golf staff	1Q 2011 - ongoing

Goal IVd. Develop a Staffing Succession Plan

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Establish a Staffing Plan Team comprised of 1-2 staff members representing each department work unit to lead the Staffing Succession Plan.	Admin. Team	3Q 2011
ii. Contact agencies with existing succession plans to assist in the development of a departmental plan (e.g., Virginia Beach, Champaign Park Dist., IL).	Staffing Plan Team	3Q 2011
iii. Direct all staff to set 5 year career goals.	Admin. Team	4Q 2011
iv. Diagram potential career paths for each position based on education and experience.	Staffing Plan Team	1Q 2012
v. Evaluate existing positions in relation to long-term needs for the department - determine expected turnover in 5 years.	Staffing Plan Team	1Q 2012
vi. Identify staff education, special interests, experience and skill sets needed to attain service goals by developing a database.	Staffing Plan Team	2Q 2012
vii. Develop cross training for all positions within the department.	Staffing Plan Team	2Q 2012
viii. Allocate budget dollars to staff education, leadership training and networking opportunities.	Admin. team	3Q 2012

Goal IVe. Develop Social Marketing strategies

What (behavior) and How (condition)

Who (audience)

Timeline (degree)

Actions

i. Continue to communicate the historic value and preservation of the Olmsted Legacy, facilities and landscapes in appropriate promotional materials.	Admin. staff	4Q 2010 - ongoing
ii. Maintain existing marketing teams.	Admin. staff	4Q 2010 - ongoing
iii. Establish a Social Marketing Team comprised of 1-2 staff members representing each department work unit to lead the development of the template.	Admin. staff	4Q 2010 - ongoing
iv. Set a minimum perpetual advertising budget for the department, minimally maintaining current levels.	Admin. Team	3Q 2011
v. Contract with a local advertising agency to develop a "the importance of parks and recreation" social marketing strategy.	Social Marketing Team	3Q 2011
vi. Re-institute the Department Road Show - taking our story to the streets.	Social Marketing Team	3Q 2011
vii. Develop PowerPoint presentations that emphasize the "importance of parks and recreation" for the existing Department Speakers Bureau to utilize.	Social Marketing Team	1Q 2012
viii. Explore the potential benefit of a department slogan.	Social Marketing Team	2Q 2012 - ongoing
ix. Schedule annual staff trainings to educate all staff to be able to tell "our story" effectively.	Social Marketing Team	2Q 2012 - ongoing
x. Schedule opportunities to take 'our story' into public arenas (e.g., PTA meetings, service clubs).	Social Marketing Team	2Q 2012 - ongoing

Monthly Report – February 25, 2010

Administration

1. We welcomed AmeriCorps intern, Matthew McCain, to our staff on February 14th. He will be working as our Education and Outreach coordinator for 2011. Beth Mort is providing direct supervision of the position.
2. Submitted two grant applications to Parks Foundation: Heritage Tree Tour Map and Finch Arboretum – Fish Lake Trail Connection Design.
3. Scheduled Tree City USA Award presentation from the state Commissioner of Public Lands, Peter Goldmark, for April 14th, 12:30 – 1:30 pm, Chase Gallery.

Education & Outreach

4. In partnership with Spokane Conservation District and Community Canopy, conducted the Volunteers in Pruning training workshop for our citizen pruning corps, February 19th.
5. WDNR Education Grant bookmarks and brochure draft delivered to Reprographic Design.
6. Scheduled the following NeighborWoods presentations to Neighborhood Councils: Manito/Cannon Hill (2/24), Rockwood (3/1), Balboa/S. Indian Trail (3/2), Five Mile (3/3), Cliff Cannon (3/10), Minnehaha (3/10), Logan (3/15), Hillyard (3/16), Northwest (3/17), Bemiss (4/10), N Indian Trail (4/10), Grandview Thorpe (4/13), East Central (4/19), and Southgate (6/8).

City Projects

7. Conducted tree assessment & inventory – 7 projects: Police Training Center (2010-133), Grand Blvd (2009-101), Post Street (2008-116), Mission Avenue (2009-103), Columbia Avenue (2010-112), Bridgeport Avenue (2010-111), Wellesley Avenue (2008-182).
8. Processed permitting & contracting – 6 projects: 16th & 17th LID (2009-048), 8th & 9th Water Main (2009-134), Iron Bridge (2009-066), Grand Blvd (2009-101), Post Street (2008-116), Mission Avenue (2009-103).

Operations

9. Winter removals near completion: Riverfront Park (27), YMCA (5), Manito (6), Hays (1), Finch (3), Wild Horse (1), AM Cannon (1), Cannon Hill (2), Pioneer (3), Nevada Playfield (6), Three Springs (1), Upper Lincoln (1), Comstock (6), Greenwood Blvd/Rimrock (2), TJM Bridge (1), Downriver Disc Golf (2), Audubon (6), Polly Judd (5), Coeur d'Alene (1), Boulder Beach (4).

Project	Description	Resources required	Resources lacking	Cost to UF	Revenue Potential	Cost Recovery	Contractor's Bid
Milton to Ash		Chipper Work truck					
Project # 2009-134 9th and 11th T-Main (excluding stair section)	Clearance prune 13 trees Removing 2 trees Root treatment 1 tree Stump grinding 2 trees	3 person crew Aerial lift Chipper Air Spade Stump grinder	Available staff Compressor Flatbed Loader	\$5,624 4 hrs loader, 4 hrs. flatbed	\$5,624 4 hrs loader, 4 hrs. flatbed	100%	
Project # 2008-116 N. Post St. Maxwell to Cleveland	Clearance prune 55 trees Removing 17 trees Stump grinding 17 trees Root treatment 8 trees	3 person crew Aerial lift Chipper Work truck Stump grinder Air Spade	Available staff Compressor Flatbed Loader	\$8,461.95 8 hrs. loader, 8 hrs. flatbed	\$8,461.95	100%	
Project # 2009-103 Mission Ave. Napa to Greene St.	Clearance prune 75 trees Removing 1 tree Stump grinding 1 tree Root treatment 8 trees	3 person crew Aerial lift Chipper Work truck Stump grinder Air Spade	Available staff Compressor Flatbed Loader	\$6,459.03 1 hr loader, 1 hr flatbed	\$6,459.03	100%	
Project # 2010-112 Columbia Ave Post St. to Division	Clearance prune 29 trees Removing 2 trees Stump grinding 2 trees Root treatment 2 trees	Aerial lift Chipper Stump grinder Air Spade 3 person crew Work truck	Available staff Compressor Flatbed Loader	\$2,247.41 1 hr loader, 1 hr flatbed	\$2,247.41	100%	
Police Department							
Training Center	Remove 16 trees Prune 31 trees Stump grinding 3	3 person crew Aerial lift Chipper Stump grinder Work truck	Available staff	\$7,079	\$7,079	100%	
Other Properties							
Water Department new tank north end 5 mile	Fuels reduction and stand health - 62 trees	3 person crew Chipper Work truck	Available staff	\$2,968	\$2,968	100%	
Water Department islands for pruning	Average 4 hrs pruning per tree	3 person crew Aerial lift Chipper Work truck	Available staff Work truck	\$27,790	\$27,790	100%	
Libraries	Prune 21 trees Remove 6 trees Plant 6 trees	3 person crew Aerial lift Chipper Work truck	Available staff Work truck Flatbed Loader	\$8,730	\$8,730	100%	
TOTAL				\$107,565	\$107,565		

Urban Forestry Program Comparisons - Survey of Inland and Pacific Northwest Cities

	WA: Walla Walla	WA: Richland	WA: Wenatchee	WA: Tacoma	WA: Seattle		
Population	31,286	47,527	30,229	199,638	616,627		
Annual Budget (\$)	\$90,000	\$115,868	\$92,923	\$425,000	\$4,371,388		
Per Capita Spending (\$)	\$2.88	\$2.44	\$3.07	\$2.13	\$7.09		
Funding Source	General Fund		General Fund	Gas Tax \$100,000. Surface Water (ratepayer) \$325,000.		General Fund	
Tree Inventory (Yes/No/In Progress)	Yes			In Progress			
Number of Staff: Full-time(FTE), Part-time(PTE), Seasonal(SE)	1 FTE, 1 PTE	1 FTE	Parks staff only (7 FTE)	1 FTE		1 FTE	
Contract vs. staff work	Staff		Primarily staff. Occasional project contract.	1 on-call consulting arborist, 1 on-call tree service, 1 consultant for tree inventories		Hazard mitigation contract	
Urban Forestry Contact	Jim Dumont 509.527.4527 jdumont@ci.walla-walla.wa.us		David Erickson 509.888.3280 DAErickson@WenatcheeWA.Gov	Ramie Pierce 253.591.2048		Kevin 360.	

OR: Eugene	ID: Boise	ID: CDA	ID: Post Falls	ID: Lewiston	ID: Sandpoint	MT: Billings
153,272	205,707	43,805	26,909	31,887	8,370	
\$809,833	\$728,500	\$100,000	\$95,497	\$91,000	\$22,500	
\$5.28	\$3.54	\$2.28	\$3.55	\$2.85	\$2.69	
	General Fund	General Fund	General Fund	General Fund	General Fund	
	Yes	Yes	Yes	Yes	Yes	
7 FTE	12 FTE, 2 SE	1 FTE, 1 SE	1 FTE, 1 SE	Contracted. No staff other than Park workers.	1 PTE	
	Primarily staff. \$200,000 contracted.	Primarily UF + Parks staff. Occasional project contract.	Primarily UF + Parks staff. Occasional project contract.	Primarily UF + Parks staff. Occasional project contract.	Contract for pruning, hazard mitigation	
Mark Snyder 541.682.4819	Brian Jorgenson 208.384.4083	Karen Haskew 208.769.2266	Brendan Murphy 208.292.2315	Philip Shinn 208.791.9602	Stephen Drinkard 208.255.1443	

SPOKANE URBAN FORESTRY PROJECT

Street Tree Inventory

Progress Report

December 31, 1982

Submitted by Paul D. Drew

Urban Forestry Coordinator

* PROGRESS REPORT *

The Sample Inventory for Spokane's Street-side Trees was implemented by the Spokane Urban Forestry Committee and approved by the Spokane Park Board in March 1982. Agreements between the City of Spokane, Washington Department of Natural Resources and two independent contractors were reached in July of 1982.

The inventory began on August 3 in Section 17-25-43, which starts with the geographic/street platting center of Spokane (corner of Sprague and Division). Quarter Section Maps were marked according to boulevard arrangements. City blocks within the square mile sections were then assigned tally sheet numbers and a form for each block was filled out according to the inventory number codes (see attachment #1).

Information gathered for each city block includes; Section, Inventory Block Number, Street name, length of side, width of city right-of-way, if overhead utilities present/and how high, corner visibility, use of street (residential, commercial, etc.), street shape (straight, curved, etc.), slope of street, arrangement of capital improvements (paved/w planting strip, paved w/sidewalk, street/curb/no sidewalk, etc.) and width of planting strip from curb to sidewalk. Only trees in the city right-of-way between curbs and sidewalks or within 6 feet of a curb/no sidewalk arrangement are included within the inventory.

Each tree (dead or alive, with trunk or stumped) was recorded as to; species, diameter in inches, height within 10 feet, degree of vigor (good, medium or poor), type of trunk structure (single, multiple, or sprouted stump), and recommended action ranging from "no action" on healthy, young or well-maintained trees to "high priority removal" for dead or dangerous trees threatening public safety. The action recommendations can be considered valid for up to 10 years in most situations.

By the end of November 1982, the mapping and inventory was completed for the "core area" between Euclid to 14th Avenues and Cedar to Regal Streets. This area totals nine square miles. Additional mapping continues in the six square mile

replacements. Usually this indicates that a tree with a smaller mature size would be suitable in that planting strip situation.

Twenty-eight percent (760 trees) were recorded as requiring "no action". Usually these are very young trees several inches in diameter that may or may not present similar problems after reaching a mature size. Occasionally this classification indicates a healthy, mature tree that has been planted in a strip that can support it. Related to these trees are those that have been somewhat neglected and require some pruning to remove excess or potentially hazardous growth. Fifteen percent of the neighborhood trees are in this category.

Of the 2,718 trees in Logan neighborhood, forty percent (1,092) are Black Locust, twenty percent (548) are Norway Maple, and the remaining forty percent includes nearly every other species of tree or shrub that will be supported by Spokane's soil and climate.

In some of the other inventory areas, sycamore, cottonwood or elm species are predominant but there is little doubt that Black Locust and Norway Maple trees make the majority of street side trees in Spokane. This is unfortunate in several ways. Not only is Black Locust a toxic plant but it's lifespan is rarely over 100 years. It is very susceptible in it's later years to the locust borer beetle which penetrates the living tissue under the bark and kills branches, tree tops and occasionally the whole tree. The Norway Maple has a slightly longer lifespan and no life-threatening pest in this area but they do attract aphids which are a nuisance when the "honey-dew" drips from the foliage causing damage to parked cars and unsure footing for pedestrians.

The main concern with these trees is the amount of neglect they are exposed to and the lack of adequate root space they are allowed. In the past, tree planting was promoted for the many real benefits trees provide. Now as the trees of our forefathers reach maturity, we have to decide; shall we allow the trees to grow, upheaving sidewalks, dropping branches, and overpowering our neighborhoods or shall we

CITY OF SPOKANE - URBAN FORESTRY PROJECT

1982 STREET TREE INVENTORY - PROJECT GOALS

1. Complete detailed tree inventory of 9 square sections-core area
2. Initial inventory on remainder of sample area-boulevard arrangement
3. Develop computer program and process data for summaries and interpretation
4. Maps: boulevard arrangement throughout sample area
5. Maps: general location of existing street trees in 9 section core area
6. Maps: soil map of the sample area

INTERPRETATION - WORKING WITH THE URBAN FORESTRY COMMITTEE

1. Present condition of Spokane's urban forest
2. High priority removal and pruning - plan of action
3. Moderate and low priority removal and maintenance - communication with homeowners
4. Long range replacement policy and plan

EDUCATION AND INFORMATION - WORKING WITH THE PUBLIC

1. Recommended street trees for Spokane - planning, selection, planting, early care
2. Care for street trees - general maintenance, avoiding problems, replacement
3. Slide program for use with groups

CITY POLICY DEVELOPMENT

1. Comprehensive street tree ordinance
2. Possibly streamline the permit process to encourage more "minor" maintenance
3. Certify tree services to assure high quality work / responsible advice, etc.
4. Develop procedure and guidelines to encourage and assist groups and neighborhoods interested in improvements. Coordinated tree removal, block plantings, etc.

RELATED PROJECTS

1. Logan neighborhood - group planting/Arbor Day
2. Work with WWP on March issue of the WWP Gazette dealing with trees/Arbor Day

CITY OF SPOKANE
 URBAN FORESTRY PROJECT
 1982 STREET TREE INVENTORY

SEC/TWP/RNG	TOTAL BLOCKS	TOTAL SIDES	QUARTER SECTION	SIDES W/TREES	TREES PER QUARTER	AVG. TREES PER SIDE W/TREES	TOTAL TREES PER SECTION
7-25-43	217	868		472		5	2,315
			NW $\frac{1}{4}$	137	605	4	
			NE $\frac{1}{4}$	110	593	5	
			SW $\frac{1}{4}$	146	755	5	
			SE $\frac{1}{4}$	79	362	5	
8-25-43	135	540		265		6	1,703
			NW $\frac{1}{4}$	23	116	5	
			NE $\frac{1}{4}$	62	314	5	
			SW $\frac{1}{4}$	113	876	8	
			SE $\frac{1}{4}$	67	397	6	
9-25-43	140	560		79		4	306
			NW $\frac{1}{4}$	31	121	4	
			NE $\frac{1}{4}$	6	13	2	
			SW $\frac{1}{4}$	16	81	5	
			SE $\frac{1}{4}$	26	91	4	
16-25-43	151	604		93		4	428
			NW $\frac{1}{4}$	48	247	5	
			NE $\frac{1}{4}$	22	85	4	
			SW $\frac{1}{4}$	16	67	4	
			SE $\frac{1}{4}$	7	29	4	
17-25-43	78	312		128		7	885
			NW $\frac{1}{4}$	68	461	7	
			NE $\frac{1}{4}$	58	420	7	
			SW $\frac{1}{4}$	1	3	3	
			SE $\frac{1}{4}$	1	1	1	

CITY OF SPOKANE - STREET TREE INVENTORY 1982

TREE PARTITIONING TALLY SHEET - INSTRUCTIONS

HEADING: DISTRICT: SEC.-TWP.-R1G DATE: MO.-DAY-YEAR CRUISER: CREW INITIALS
 BLOCK: Block number as defined on map for inventory project

SIDE DESCRIPTION ITEMS:

SIDE NUMBER: Side 1 - North Aspect Side 3 - South Aspect
 Side 2 - East Aspect Side 4 - West Aspect
 SIDE LENGTH: Distance in feet from curb corner to curb corner up to 4 digits
 WIDTH: Right-of-way width (from City maps, 1/2 Section) up to 3 digits
 UTILITIES: 1 - No Overhead Utilities (Record utility presence only for
 2 - Overhead Utilities boulevard arrangement 3)
 X - Does Not Apply

CORNER VISIBILITY: 1 - Good Visibility, no obstruction by plants in the right-of-way
 2 - Poor Visibility, some obstruction by plants in the right-of-way
 ACTUAL CURB USE: 1 - Residential (businesses, churches, hospitals, cemeteries, etc.)
 2 - Commercial (municipal, county, state, federal)
 3 - Industrial
 4 - Government
 5 - Undeveloped

SIDE CONFIGURATION: 1 - Straight 3 - Irregular
 2 - Curving 4 - Interrupted (not continuous)
 SLOPE OF SIDE: 1 - 0-9% 2 - 10-24% 3 - 25%

BOULEVARD ARRANGEMENT: 1 - Street, Planting Area, No Sidewalk
 2 - Street, Paved Planting Area With Trees, Sidewalk
 3 - Street, Planting Area, Sidewalk
 4 - Street, Sidewalk
 5 - Unpaved Street, No Sidewalk
 6 - Street, Paved Planting Area (No Trees), Sidewalk
 7 - Undeveloped, Industrial, Commercial Uses, NO PLANTING SITES

TREE DESCRIPTION ITEMS:

TREE NUMBER: For each side, number consecutively from #1 as follows:
 Side 1 begin in NW corner
 Side 2 begin in NE corner
 Side 3 begin in SE corner
 Side 4 begin in SW corner
 TREE SPECIES: Refer to Species Code List
 DIAMETER CLASS: Record to the largest inch (i.e. 14.1 to 14.9 = 15")
 measure tree diameter at 4'; DBH / measure largest of multiple trunks
 1 - up to 10'
 2 - 11 to 20'
 3 - 21 to 30'
 4 - 31 to 40'
 5 - 41 to 50'

TREE CONDITION:

Good Vigor: healthy foliage, occasional dead limb, no visible rot, no trunk impaction.
 Medium Vigor: couple large dead limbs, some rot in stem, restricted ground surface.
 Poor Vigor: crown about 1/3, stem rot or bleeding areas, weak crotch, several large dead limbs, severely restricted ground area.

TREE CONDITION	UNDER	12"	12-23"	24"
Good Vigor	9	8	6	5
Medium Vigor	7	4	3	
Poor Vigor				

TREE TYPE:

- 1 - Tree with single trunk at ground level
- 2 - Tree with multiple trunks at ground level
- 3 - Stump, less than 4.5 feet tall with more than 6" dia. Hydr.

ACTION:

- 1 - No Action
- 2 - Removal, recommended with replacement, poor vigor tree in good location
- 3 - Removal, recommended, no replacement, poor vigor tree, no room for tree
- 4 - Pruning, Low Priority: corrective pruning advised for tree health appearance, sanitation, etc.
- 5 - Pruning, Moderate Priority: potential public safety hazard, weak branches, roots lifting sidewalk, some tree/utility obstruction, etc.
- 6 - Removal, Moderate Priority: potential public safety hazard, weak branches, roots lifting sidewalk, some tree/utility obstruction, etc.
- 7 - Treatment, High Priority: biological agents threatening tree survival
- 8 - Pruning, High Priority: immediate public safety hazard - travelways
- 9 - Removal, High Priority: immediate public safety hazard - travelways

SPOT ESTABLISHMENT ITEMS

Maximum Height: Record actual height of overhead utilities. If present Record XX if no utilities present
 Ground Width: Actual width of planting area when defined by existing street and sidewalk

* Record spot establishment items only when a code three boulevard arrangement is indicated. Street, Planting Area, Sidewalk.

RI-3220-1(7/78)

1" = 50'

District 17-25-43 Block 4

Date 7/26 Cruiser LS/PD

City Spokane

Tree #

Tree #	Spec	Length	Width	HT	CI	Loc	Act	GTO	%
E. 300 MISSION 1-1-13									
1	25	14	6	6	11			GTO	+
2	25	17	6	4	12			GTO	+
3	25	25	7	3	12			GTO	+
4	30	19	6	11				GTO	+
5	30	13	6	11				GTO	+
6	11	24	6	5	16			GTO	+
7	X								
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
1									
2									
3									
4									
5									
6									
7									
8									
9									
9	X								
9	X								
Spot #	Ma. Ht.	CR	WD	Loc	Need	1			
				06					
N. 1400 ASTOR 1-1-13									
1	26	24	6	5	14			GTO	+
2	26	29	6	5	14			GTO	+
3	26	28	5	3	12			GTO	+
4	26	26	3	3	12			GTO	+
5	26	26	3	3	12			GTO	+
6	30	01	1	1	11			GTO	+
7	30	12	3	8	11			GTO	+
8	34	10	3	9	11			GTO	+
9	39	14	3	8	11			GTO	+
10	39	15	3	8	11			GTO	+
11	39	03	2	7	23			GTO	+
12	39	03	2	7	23			GTO	+
13	39	05	3	9	21			GTO	+
14									
15									
16									
17									
18									
19									
20									
1									
2									
3									
4									
5									
6									
7									
8									
9									
9	X								
9	X								
Spot #	Ma. Ht.	CR	WD	Loc	Need	1			
				07					
E. 300 SINTO 1-1-13									
1	26	24	5	5	11			GTO	+
2	26	29	5	5	11			GTO	+
3	26	28	5	3	12			GTO	+
4	26	26	3	3	12			GTO	+
5	26	26	3	3	12			GTO	+
6	30	01	1	1	11			GTO	+
7	30	12	3	8	11			GTO	+
8	34	10	3	9	11			GTO	+
9	39	14	3	8	11			GTO	+
10	39	15	3	8	11			GTO	+
11	39	03	2	7	23			GTO	+
12	39	03	2	7	23			GTO	+
13	39	05	3	9	21			GTO	+
14									
15									
16									
17									
18									
19									
20									
1									
2									
3									
4									
5									
6									
7									
8									
9									
9	X								
9	X								
Spot #	Ma. Ht.	CR	WD	Loc	Need	1			
				19					
N. 1400 RIDGEWOOD 1-1-13									
1	39	13	2	4	16			GTO	+
2	39	09	3	4	12			GTO	+
3	39	07	2	9	11			GTO	+
4	39	16	3	8	11			GTO	+
5	40	09	3	9	11			GTO	+
6	40	11	3	9	11			GTO	+
7	40	10	3	9	11			GTO	+
8	40	10	3	9	11			GTO	+
9	X								
10									
11									
12									
13									
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4									
5									
6									
7									
8									
9									
9	X								
9	X								
Spot #	Ma. Ht.	CR	WD	Loc	Need	1			
				05					

east side of Lincoln under this option, 20 to 40 trees would be removed. Twenty of these trees would be replaced with smaller growing trees to avoid future interference with overhead utility lines.

Option B: would mean removing 63 small-large trees (10 to 60 ft.) on the east side, eliminating the planting strip entirely, and offering short-medium size trees to homeowners for replacement. A major concern with this option is the presence of utility poles within 10 feet of the curb on the east side with overhead wires at 30 feet over most east-side blocks. If utility lines were buried, replacement trees up to 50' high could be planted where space allowed. Otherwise, replacement trees offered to homeowners should reach a mature height of no more than 30 feet. On the west side of Lincoln under this option, 20 to 60 trees would be removed. Forty of these trees would be replaced with smaller growing trees able to thrive in relatively small (4½ ft.) planting strip.

Option C: would mean removal of all 149 existing street trees, elimination of planting strips on both sides of Lincoln, and offering front-yard replacement trees to homeowners on both sides of the street. Although this option would have the greatest immediate impact in terms of visual and environmental effects, it also offers opportunities for long-range improvement. The street, curbs, and sidewalks could be established as desired without concern for damage to existing street trees. The replacement of trees removed could be planned with the cooperation of homeowners to consist of recommended species planted to produce an attractive contrast of foliage, flowers, and tree form on both sides of the street. All landowner/residents would be treated equally which might minimize possible resentment of the project. Trees planted in yards are generally in a less stressful environment: they have more root space, more water, and less environmental stress such as physical abuse, mechanical damage, and soil compaction. Homeowners could be offered options that include coordination of plantings by entire side or groups of sides for more dramatic visual impact.

There are certainly many other options that could be considered here, and those suggested are offered to represent a few possibilities. The proposed development does offer a real opportunity to work with homeowners and improve the appearance and environment of a well-traveled city arterial. It would be unfortunate to miss this chance and allow, through inaction, a residential area of Spokane to suffer environmental degradation as a result of this project.

I appreciate the opportunity to comment during the planning stages of this project when it is still possible to consider a wide range of alternatives. If you have any questions about these comments, please contact me at 456-4331. I am looking forward to working with you in the future at any time when you think I may be able to help.

Sincerely,



Paul D. Drew

Urban Forestry Coordinator

- 8/2/82 Spokane City Council approved authorization to enter into two contracts for personal services for an Urban Street Tree Inventory. Contract A: For \$5,000.00 with Laura Smith and Contract B: For \$5,000.00 with Paul Drew.
- 9/11/82 Ad Hoc Urban Forestry Committee met to discuss project status and approve methods and format to be used for the Street Tree Inventory. The code sheets for information being gathered and the form used for recording data were reviewed and approved.
- 9/12/82 A short explanation of the project was developed as a handout sheet for interested residents within the inventory boundaries.
- 10/13/82 Article, "Branch Out This Fall and Care for the Urban Forest", appeared in The Spokesman-Review through the cooperation of Tonie Fitzgerald, Spokane County Cooperative Extension Service, and the ad hoc Urban Forestry Committee.
- 10/13/82 Steps initiated toward the development of a listing of trees recommended and not recommended for the City of Spokane. Information to be disseminated with the cooperation of the City of Spokane and the Spokane County Cooperative Extension.
- 10/20-23/82 Paul Drew and several Park Department employees attended the 1982 International Society of Arboriculture Training conference, "Managing Trees in the Urban Environment", presented in Victoria, B.C., Canada.
- 11/4/82 Laura Smith and Paul Drew spoke to the Horticulture Club of Spokane Community College on the Urban Forestry Project and Street Tree Inventory with a slide program.
- 11/5/82 Quarterly Progress Report on Spokane's Urban Forestry Project submitted to City of Spokane and Washington State Department of Natural Resources.
- 11/8/82 Laura Smith terminated contract, balance of grant funds to be transferred to Paul Drew. Submitted Recommendations for Development of Lincoln Corridor to Bill Johns, Public Works Department, City of Spokane.
- 11/26/82 Completed Mapping and Inventory Data Sheets of 9 sections - core area.
- 12/8/82 Bill Birk became chairman of Ad Hoc Urban Forestry Committee, next meeting is January 13, 1983.
- 12/13/82 Spokane City Council approved change order to allow use of remaining grant funds. Requested time extension from DNR into 1983 for independent contractor.
- 12/17/82 Completed Logan CD Neighborhood Map Presentation on location and conditions of street-side trees with specific recommendations on replacement needs for Mission Avenue.

ESTIMATED BUDGET PROPOSALS FOR URBAN FORESTRY PROGRAM

YEAR ONE

STAFF SALARIES

Urban Forester	\$20,000.00
Tree Trimmer	15,500.00
Laborer II	13,800.00
Laborer I (2)	26,000.00
Secretary (½ time)	<u>5,500.00</u>
TOTAL	\$80,800.00

CAPITAL PURCHASES

Boom Truck	\$70,000.00
Chipper Truck	20,000.00
Automobile	10,000.00
Saws/Climb. Equip.	5,000.00
Office Equipment	<u>2,000.00</u>
TOTAL	\$107,000.00

Salary Total	\$80,800.00
Equipment Total	107,000.00
Operating Expense	<u>32,300.00</u>
FIRST YEAR TOTAL	\$220,100.00

YEAR TWO

STAFF SALARIES

Urban Forester	\$21,500.00
Foreman	16,700.00
Tree Trimmer	16,900.00
Laborer II	15,000.00
Laborer I (2)	28,400.00
Secretary (½ time)	<u>5,800.00</u>
TOTAL	\$104,300.00

CAPITAL PURCHASES

Pick-up Truck	\$10,000.00
Flat-bed w/dump	20,000.00
Stump Grinder	10,000.00
Computer Terminal	<u>6,500.00</u>
TOTAL	\$46,000.00

Salary Total	\$104,300.00
Equipment Total	46,000.00
Operating Expense	<u>41,700.00</u>
SECOND YEAR TOTAL	\$192,000.00

YEAR THREE

STAFF SALARIES

Urban Forester	\$23,000.00
Foreman	18,100.00
Tree Trimmer	18,300.00
Tree Trimmer	15,500.00
Laborer II	16,300.00
Laborer I (2)	30,800.00
Secretary (½ time)	<u>6,200.00</u>
TOTAL	\$128,200.00

CAPITAL PURCHASES

Chipper Truck	\$20,000.00
Saws/Climb. Equipment	5,000.00
TOTAL	<u>\$25,000.00</u>

Salary Total	\$128,200.00
Equipment Total	25,000.00
Operating Expense	<u>51,300.00</u>
THIRD YEAR TOTAL	\$214,500.00

YEAR FOUR

STAFF SALARIES

Urban Forester	\$24,500.00
Foreman	19,500.00
Tree Trimmer	19,700.00
Tree Trimmer	16,900.00
Laborer II	17,600.00
Laborer I (2)	33,200.00
Laborer I (2)	26,000.00
Secretary (½ time)	<u>6,600.00</u>
TOTAL	\$164,000.00

CAPITAL PURCHASES

Tree Spade	\$16,000.00
Log Splitter	<u>4,000.00</u>

TOTAL \$20,000.00

Salary Total \$164,000.00
Equipment Total 20,000.00
Operating Expense 65,600.00
FOURTH YEAR TOTAL \$249,600.00

YEAR FIVE

STAFF SALARIES

Urban Forester	\$26,000.00
Foreman	20,900.00
Tree Trimmer	21,000.00
Tree Trimmer	18,300.00
Laborer II	18,900.00
Laborer I (2)	35,600.00
Laborer I (2)	28,400.00
Secretary (full-time)	<u>13,900.00</u>
TOTAL	\$183,000.00

CAPITAL PURCHASES

Replace Automobile	\$10,000.00
Replace Saw/Climb. Equipment	<u>5,000.00</u>

TOTAL \$15,000.00

Salary Total \$183,000.00
Equipment Total 15,000.00
Operating Expense 73,200.00
FIFTH YEAR TOTAL \$271,200.00

YEAR SIX

STAFF SALARIES

Urban Forester	\$26,000.00
Foreman	22,500.00
Tree Trimmer	21,000.00
Tree Trimmer	19,700.00
Laborer II	18,900.00
Laborer I (2)	35,600.00
Laborer I (2)	30,800.00
Secretary (full-time)	<u>13,900.00</u>
TOTAL	\$188,400.00

CAPITAL PURCHASES

NONE

TOTAL 0.00

Salary Total \$188,400.00
Operating Expense 75,300.00
SIXTH YEAR TOTAL \$263,700.00

RECOMMENDED STREET TREES FOR THE CITY OF SPOKANE, WASHINGTON

		Flowers	Fall Color	
CLASS I - SMALL TREES - UP TO 25'			leaves	fruit
** Amur maple (prune to single trunk)	<u>Acer ginnala</u>		X	
** Flowering dogwood (extra water, acid food)	<u>Cornus florida</u>	X	X	
** Saucer magnolia (extra water, acid food)	<u>Magnolia soulangeana</u>	X		
* Japanese flowering cherry	<u>Prunus sp.</u>	X		
** Staghorn sumac (prune to single trunk)	<u>Rhus typhina</u>		X	
** Cutleaf sumac (prune to single trunk)	<u>Rhus typhina</u> 'Lancinata'		X	
CLASS II - MEDIUM TREES - 25 TO 50'				
* Lavalley hawthorn	<u>Crataegus lavalleyi</u>	X		X
* Pauls Scarlet hawthorn	<u>Crataegus oxyacantha</u>	X		X
* Washington hawthorn	<u>Crataegus phaenopyrum</u>	X		X
* Goldenrain tree	<u>Koelreuteria paniculata</u>	X		
** Goldenchain tree (extra water)	<u>Laburnum anagyroides</u>	X		
* Ornamental plums	<u>Prunus sp.</u>	X		
* Ornamental cherries	<u>Prunus sp.</u>	X		
Ornamental pears	<u>Pyrus sp.</u>	X		
European Mt. Ash	<u>Sorbus aucuparia</u>	X		X
Hedge maple	<u>Acer campestre</u>			
CLASS III - LARGE TREES - 50 TO 75'				
Norway maples	<u>Acer platanoides</u> var.			
Sugar maple	<u>Acer saccharum</u>		X	
Hornbeam	<u>Carpinus betulus</u> var.			
Honeylocust	<u>Gleditsia triacanthos</u> var.			
Green ash	<u>Fraxinus pennsylvanica lanceolata</u>			
White Ash	<u>Fraxinus americana</u>			

		Flowers	Fall Color
CLASS III - LARGE TREES - 50 TO 75' (continued)			
			leaves fruit
*	Scarlet oak	<u>Quercus coccinea</u>	X
*	Pin oak	<u>Quercus palustris</u>	X
	Sycamore maple	<u>Acer pseudoplatanus</u>	
	Ginkgo	<u>Ginkgo biloba</u>	X
**	Liquidambar	<u>Liquidambar styraciflua</u>	X
	(extra water) Littleleaf Linden	<u>Tilia cordata</u>	X
CLASS IV - VERY LARGE TREES - OVER 75'			
	Red maple	<u>Acer rubrum</u>	X
*	European beech	<u>Fagus grandifolia</u>	
*	Black walnut	<u>Juglans nigra</u>	
*	Tuliptree	<u>Liriodendron tulipifera</u>	X
*	Sycamore	<u>Platanus occidentalis</u>	
*	White oak	<u>Quercus alba</u>	
	American linden	<u>Tilia americana</u>	

How to select a tree:

Physical limits of planting space:

1. No overhead wires present
 - A. under 3' width not recommended for planting trees
 - B. width 3' to 5' Class I
 - C. width 5' to 8' Class I, II
 - D. width 8' to 12' Class I, II, III
 - E. width over 12' Class I, II, III, IV

2. Overhead wires present

select a tree that will not interfere with wires when it reaches its mature height - in most cases it will be a tree from Class I

Degree of care required by the tree:

select according to what degree of care (water, fertilizer, pruning, etc.) you are willing to give your tree:

- ** = extra care - some special treatment
- * = average care - average water & care
- = minimum care - occasional water in summer, infrequent pruning

Personal preference:

select a tree you will enjoy and appreciate for its special qualities.
select a tree that will complement the appearance of your lot and home when it reaches maturity.