



Committee Members: Van Voorhis, Ken – Chairperson ___
Burt, Melissa ___
Davis, Garth ___
Lindstrom, Phil ___
Wright, Chris ___

**Tree Committee of the Spokane Park Board
April 5, 2011, 4:15 pm – 5:45 pm
Manito Park Meeting Room
Manito Park
Angel Spell, Urban Forester**

AGENDA

Action Items:

NONE

Discussion Items:

1. Roadmap to the Future Action Plan status report – *Angel Spell*
2. Urban Forestry Work Plan & Budget Options – *Angel Spell*
3. Subcommittee on Permitting Process – *Melissa Burt*

Standing Report Items:

1. Urban Forestry Staff Report (Monthly) – *Angel Spell*
2. Citizen Advisory Committee Report (Monthly) – *Garth Davis*

Agenda Subject to Change

Please note: Agenda is subject to change **AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Liane Carlson at (509) 625-6703; 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or lcarlson@spokanecity.org. Persons who are deaf or hard of hearing may contact Liane Carlson at (509) 625-6703 through the Washington Relay Service at 7-1-1. Please contact us at least forty-eight (48) hours before the meeting date.

Monthly Report – March 25, 2011

Administration

1. Save the Date – April 14th, 12:30 – 1:30 pm, Chase Gallery City Hall – Commissioner of Public Lands Peter Goldmark will present our 2010 Tree City USA Award.
2. Received grant award from WDNR & US Forest Service to conduct a public tree inventory of Logan Neighborhood. A contractor has been selected and work is expected to be completed this year, likely this summer.
3. Launched a new program – Employee of the Month Tree Planting. As each City employee of the month is selected, Urban Forestry will assist them in selecting and planting a tree in one of our parks. Nancy MacKerrow of The Susie Forest will dedicate the tree as a Susie Forest tree and provide her usual ceremonial services.

Media

4. Taped Walk in the Park program with Nancy MacKerrow of The Susie Forest on March 8th.

Education & Outreach

5. Established first official NeighborWoods group at St. Aloysius School.
6. Jeff Perry presented “Planting for Success” at the March 11th Community Canopy workshop.
7. Visited 10 Neighborhood Council meetings to discuss their canopy concerns and present the NeighborWoods program opportunity.
8. Angel Spell spoke at the Spokane chapter meeting of the Washington Farm Forestry Association on March 22nd.

Partnerships

9. Partnered with The Lands Council on their Ponderosa Pine Project which currently engages local high school students in the planting of native species.

City Projects

10. Reengaged in the Division Street Gateway Project team meeting.
11. Continue permitting & consulting on street bond projects – 11 active projects.
12. Met with Public Works staff to discuss active and potential projects – Sky Prairie Park, Hazel’s Creek, Garden Springs Creek, Division Street Gateway, MLK Way, and Francis Ave.

Operations

13. The first Susie Forest tree of the year was planted on March 21st at Minnehaha Park.
14. Multiple site meetings with the Water Department on Bridgeport Ave and Grand Blvd projects to determine necessary tree protection measures.
15. Felled 7 trees at YMCA demolition site.
16. Temp/Seasonal employees attended safety training on March 14th.
17. Trees pruned for flag clearance at Riverfront Park’s Canada Island.
18. Hazardous tree removal on Downriver Drive.
19. Completed tree removals at Albi Stadium.

Roadmap to the Future - Action Plan 2010-2012
Urban Forestry
Organizational Priority I. "Take Care of What We Have"

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

<u>What (behavior) and How (condition)</u>	<u>Who (audience)</u>	<u>Timeline (degree)</u>
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/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**

<u>What (behavior) and How (condition)</u>	<u>Who (audience)</u>	<u>Timeline (degree)</u>
Actions		
i. Formalize plan review process to ensure the Urban Forester's review of City projects and ongoing participation.	Urban Forestry staff	4Q 2010
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 Ii. Improve Urban Forestry community education and outreach

<u>What (behavior) and How (condition)</u>	<u>Who (audience)</u>	<u>Timeline (degree)</u>
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 li. Improve the quality of the Urban Forest in ways that increase environmental, economic, and social benefits to the Spokane community

<u>What (behavior) and How (condition)</u>	<u>Who (audience)</u>	<u>Timeline (degree)</u>
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

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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	600	600	600	600	600	
34919	Inter-Fund/Other Govt Services	12,000	12,240	12,480	12,720	12,960	13,200	
36710	Contributions/Donations	30,000	30,000	30,000	30,000	30,000	30,000	
36941	Judgements/Settlements	-	-	-	-	-	-	
39710	From General Fund	54,600	55,692	56,784	57,876	58,968	60,060	Revenue to increase 2% per year
39724	From Park Fund	70,000	71,400	72,800	74,200	75,600	77,000	
	From undetermined source	-	275,493	375,764	473,466	593,064	776,326	
	Total Revenue	167,200	445,425	548,428	648,862	771,192	957,186	
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	56,000	70,000	111,000	70,000	46,000	
	Treeworker	-	-	-	-	-	69,738	
	Arborist I	-	-	-	-	76,504	79,981	
	Arborist II	-	38,252	77,652	79,981	82,310	84,639	
	Program Coordinator						44,000	
BENEFITS								
			81,467	100,798	112,489	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	-	-	-	100	100	100	
53201	Operating Supplies	22,000	30,000	35,000	40,000	50,000	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	15,000	25,000	30,000	50,000	65,000	
54302	Cell Phone	600	1,200	1,500	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	450	450	450	450	
INTER-FUND								
59201	IF Communication	384	800	1,200	1,500	1,500	1,500	
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	12,000	12,000	12,000	15,000	18,000	
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	445,425	548,428	648,862	771,192	957,186	
NET OPERATING BUDGET		(138,735)	(0)	(0)	(0)	0	(0)	

Draft UF Budget Plan_2011-2016_2

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.