



**City of Spokane  
Citizen Advisory Committee to the  
Urban Forestry Tree Committee**

3 p.m. Tuesday, Feb. 1, 2022  
WebEx Virtual Meeting  
Katie Kosanke - Urban Forester

**Committee Members:**

- Matt Ugaleda (Absent – Excused)
- X Tim Kohlhauff
- X Beth LaBar
- X Guy Gifford
- X Toni Sharkey
- X Kris Neely
- Catherine Olsen (Absent – Excused)
- X Cindy Deffe
- Joe Zubaly (Absent – Excused)
- X Caleb McIlraith

**Parks Staff:**

Katie Kosanke  
Karin Cook

**Guests:**

Paul Kropp  
Al Vorderbrueggen

## **MINUTES**

The meeting was called to order at 3:02 p.m. by member at-large Tim Kohlhauff.

**Consent Agenda:**

The minutes from the July 2021, November 2021, and December 2021 meeting were approved.

**Discussion Items:**

1. Ceremonies, Appointments, Announcements

- None

**Public Comments:**

None were reported.

**Standing Report Items:**

1. Community Assembly

Toni Sharkey said she believes the Community Assembly is compiling goals from the different groups and thought the CAC might need to submit goals. Paul Kropp clarified the task is not for advisory groups, and goals do not need to be submitted by the CAC.

## 2. Staff Report:

Katie Kosanke reported winter work is ongoing within the parks, which includes a number of dead trees being removed throughout the system and a full prune being conducted at Ben Burr Park. Two seasonal Urban Forestry employees were hired. Adam Sweeney is in his third season, he is a talented tree worker and environmental science instructor at Spokane Community College. Acacia England is in her first season, she is a wildland firefighter and has wonderful skills and a great interest in Urban Forestry.

### **Old Business:**

- Watering trees educational messaging
  - Tim Kohlhauff will forward the outline of the educational messaging document drafted by Master Gardener volunteer, Ruth Gifford to the CAC committee members to review.
  - A subcommittee will be formed to review the educational messaging document and other ideas in more detail and narrow down the focus of the educational messaging. Cindy Deffe, Beth LaBar and Kris Neely volunteered to assist.
  - Both video and print material were discussed for educational messaging. It was agreed that both formats would be beneficial, depending on the demographic.
  
- Downtown Spokane Partnership - possible tree program opportunity
  - Katie Kosanke gave a review of information discussed at the last meeting regarding a possible tree program opportunity for downtown Spokane. It included possibly partnering with the Downtown Spokane Partnership and Riverside Neighborhood on a State of Washington DNR Community Forestry grant project, which would mainly be an educational program for watering trees and monitoring program to catch possible tree issues which lead to mortality and costly replacements for abutting property owners, early on. The monitoring program could possibly be integrated into the Downtown's Green Team which already exists downtown and could possibly help to spot irrigation issues which would prevent tree failure, and aid in better success of trees and increased canopy in the downtown core, where tree benefits are much needed.
  - A subcommittee will be formed to review ideas for a possible WA DNR Community Forestry grant program and to work with the Downtown Spokane Partnership and the Riverside Neighborhood to implement an educational program for watering trees and a monitoring program.

### **New Business:**

[2021 Annual Report](#) – Katie Kosanke presented the 2021 Annual Report.

There were many accomplishments this year despite staffing issues. Many successful plantings were done in partnership with The Lands Council and the SpoCanopy program. Over 1,000 trees were planted by Urban Forestry staff, through the SpoCanopy Lands Council partnership program, and through park and city projects. Some of the projects included 25 trees planted in West Central, eight trees planted at The Community School, both in partnership with SpoCanopy, a ceremonial tree planting at Spokane International Academy, which included a tree-planting demonstration for the kids, some online offerings which took place of the official Arbor Day at the Arboretum, and an Earth Day seedling drive-thru event, where over 1,000 seedlings were given away, and the leftover sponsor donated seedlings were given to the City of Malden.

Fall plantings were completed with The Lands Council through the SpoCanopy partnership and included 48 trees being planted by volunteers over three days. Urban Forestry and TLC partnered with the Water Department to provide Spokane Scape around many of the trees, which involved removing an additional portion of turf around the trees and replacing it with low water-use plants and perennials that will help cut back on water use. An additional 50 trees were planted nearby by a tree service contractor and eight trees were given to Family Promise to add some street trees to their location in northeast Spokane.

Restoration plantings completed at Comstock and Audubon parks. Approximately 35 trees were planted at each park. The Lands Council did volunteer coordination and signups and played an instrumental role in planning. The Neighborhood Councils, Spokane Central Lions Club and WSU Master Gardeners were also involved, as well as other community groups that attended with educational booths. Bartlett Tree Experts provided tree seedlings to give away to volunteers or people who just happened to be passing through the park.

Six trees were planted by On-Track Academy and Pacific Education Institute in northeast Spokane as a part of a grant program through the Washington DNR. The students helped find homes for the trees, coordinated the plantings with the homeowners, and provided them with education information afterwards. Twenty additional trees were planted by a contractor in nearby locations around the school where students conducted outreach.

Thirteen new trees were planted at Fire Station 8 to assist in reduction of water use and reducing turf maintenance needed. The Evergreen Mountain Bike Alliance planted 1,100 ponderosa pine seedlings at Camp Sekani. Conservation Futures provided funding for purchasing the seedlings and the Evergreen Mountain Bike Alliance coordinated the planting dates and volunteers. Guy Gifford provided consulting services for ideal locations for the new trees and instruction on how to plant them.

Many street trees were planted by the Arborist Crew, and hundreds of trees were pruned. The work was primarily performed by two staff members with some help from season employees.

The crew, along with the Park Operations team, did a fabulous job after the January 2021 windstorm damage, salvaging the logs in appropriate lengths and separating them by species so

they could send the logs to a mill. Crew salvaged logs valued at more than \$20,000 after hauling costs. These proceeds will be utilized for planting new trees and restoration plantings. Much restoration pruning was also completed as a result of the storm, as many other trees were damaged. Routine pruning, along with removal of dead trees, fuel reduction projects and mulching projects were also completed throughout the year. Jennifer Ogden remarked that several neighbors she knows around Comstock Park said it was remarkable how fast Park Operations got to the downed trees and got the area cleaned up and were happy the work took place so quickly.

Lars Erpenbach received his arborist Tree Risk Assessment Qualification this year, which will allow him to perform higher levels of risk assessments to ensure our park trees are safe and healthy in our great public spaces.

The Fairview Triangle Project was completed in the Logan Neighborhood to prune several trees and spread mulch. Spokane Scape donated plants and the neighborhood volunteers will be caring for the area and watering plants. This was a great example of a small-scale simple project which resulted in an impactful visual difference afterwards as this right-of-way area was formerly neglected.

A total of 488 street and public Tree Permits were issued to Commercial City-licensed tree services in 2021 and a total of 3,261 tree tasks, such as planting, pruning, removal, tree protection or root pruning were performed and inspected through street and public tree permitting.

Street Tree permits and inspections, development plan reviews, demo permit reviews, and Certificate of Occupancy inspections are all performed by our Urban Forestry Specialist, Becky Phillips. In 2021, Becky reviewed and issued 488 tree permits for 3,261 trees, completed 237 development plan reviews, reviewed and signed off on 312 Certificate of Occupancies, and performed tasks for 24+ City engineering projects, which includes a Tree Scope of Work for each City Engineering project to ensure public and street tree impacts are minimized when city projects are under construction. The Engineering Department is billed for some of the work UF staff completes outside of regular activities and pays for a portion of the work performed on each project.

[2022 Annual Work Plan](#) - Katie Kosanke presented the 2022 Annual Work Plan, which provides an outline of the Urban Forestry program for the year.

One Capital Project for this year is the Susie Stephens Trail full construction at Finch Arboretum. Construction by Parks Planning staff is to be bid out in Spring 2022. The project was previously delayed due to no bids being submitted for the project.

The partnership with Lands Council will continue for SpoCanopy for more restoration plantings in parks for the trees that have been lost by previous storms and progressing toward long-term canopy cover goals.

Routine staff development and training for arborists certifications and professional development will be done throughout the year.

Several positions are recommended to be added in the future. One position would be to complete Development Services activities to help Becky with the work she is doing, and the other would be for a tree worker position to add to the small, two person crew, to enable more proactive work to be completed.

Jeff Perry is working on chainsaw safety training videos, that were requested by the safety team. Jeff usually trains many public works departments because they often respond to storm damage to clear city streets. Due to the pandemic, ways to provide different types of training are being looked at. The training videos can be completed independently and will shorten the in-person/in-field training needed, as most of these employees have chainsaw operating experience

Angel and Michael at the Finch Arboretum are working on several projects and improvements at the Arboretum. They are hoping to host the Arbor Day Celebration and Fall Leaf Festival this year, but neither events have been confirmed. If the events are not able to take place in person, alternatives will be offered online and via other educational opportunities.

Forest health and fuels reduction will take place in natural areas including Camp Sekani to continue mitigation of fire damaged areas for safety and in Conservation Futures properties.

Priority Parks for 2022 include Comstock Park, Underhill, Nevada Heights, Ben Burr, Grandview, and Logan Peace Park. Ben Burr is having a full prune of all the trees in the park. Underhill has a small pocket of approximately 30 dead small diameter pine trees due to a beetle outbreak, and education outreach will be done ahead of the project to let the neighborhood know that the work being done is to remove the dead trees for forest health purposes and is not associated with private construction happening nearby to the east of the park. Natural regeneration is already happening underneath these trees, so restoration planting probably won't be needed as there is a young canopy of seedlings underneath.

Trees will continue to be planted this spring. In partnership with the Lands Council, another volunteer planting project will be done at Comstock Park, this time specifically in the southeast portion of the park where the irrigation system was being replaced, due to storm damage. UF is also continuing to plant the Riverfront Park replacement trees and looking at golf courses and other areas which could use a significant number of trees.

The Susie Forest has donated funds for 20 trees to be planted in 2022. A park area along Park Boulevard is being looked at as a potential spot to plant those trees.

In partnership with the Lands Council, the SpoCanopy program applied for an Ecology grant which will fund 200 street trees this year. 100 will be planted in the spring and 100 will be planted in the fall. The trees will primarily be planted in residential locations in northeast Spokane. Some of the trees, further out than volunteers would plant will be planted by a tree service contracted arborist.

Utility funding supports planting new trees and pruning as well, due to the many storm water mitigation benefits they provide.

Other work for the year includes permits and plan review, sending courtesy notices to property owners regarding tree issues in the right of way abutting their property, City construction projects which need to be reviewed, a tree planting video with Community Canopy partners, which is a tree care education program combined with many nearby, will also work with On-Track and PEI on a planting project in the Bemiss neighborhood, another seedling drive through event and symposium, virtual tree education topics and more. Ted Hensel, a GIS professional who serves on the Sustainability Action sub-committee of the City Council has been working on a planting plan utilizing City GIS and tree inventory information to outline possible planting locations and will be creating maps so we know where the planting opportunities are located. The Arboricultural Specifications and Standards manual will be updated this year which will go to Park Board. Staff will be continuing to promote the tree retention incentive program for developers to retain private property trees during development and results in receiving a utility bonus. A grant program in partnership with the Spokane Downtown Partnership and the Riverside Neighborhood is being looked at to ensure better success of the trees in the downtown core where environmental benefits are greatly needed.

Beth LaBar asked if any work is scheduled to take place in Cliff Park. She advised the underbrush and small trees there are overgrown and quite a few of the small trees appear to have been abused. Katie said some routine work has been done at the park and some work was done in preparation of disc golf baskets being installed. She said she can add the park to the UF project list and access it to see what other work needs done at the park.

- Other program ideas – None

Toni Sharkey asked if there were any plans for Earth Week this year. Katie said a seedling distribution is being coordinated with On-Track Academy and the Pacific Education Institute, in conjunction they are also planning on hosting a tree symposium event. These will be the main events taking place around Earth Day and Arbor Day so far. Urban Forestry will also be planning another restoration tree planting at Comstock Park around that same time, and the SpoCanopy Street Tree plantings will be a little further out in May.

Cindy Deffe asked if anything was planned at the Arboretum this year for Arbor Day. Katie said she should have some information soon whether there will be any events, either in person or online offerings, for Arbor Day at the Arboretum.

**Adjournment:** Meeting adjourned at 4:02 p.m.

The next regularly scheduled meeting is 3 p.m. March 1, 2022, via WebEx meeting.

# Spokane Park Board

## Briefing Paper



|   |   |                         |                                     |
|---|---|-------------------------|-------------------------------------|
| <b>Committee</b>  | Urban Forestry Tree Committee   |                         |                                     |
| <b>Committee meeting date</b>   | February 1, 2022  |                         |                                     |
| <b>Requester</b>  | Katie Kosanke, Urban Forester   |                         |                                     |
| <b>Requester phone number</b>   | 509-363-5495  |                         |                                     |
| <b>Type of agenda item</b>  | <input type="radio"/> Consent <input type="radio"/> Discussion <input checked="" type="radio"/> Information <input type="radio"/> Action  |                         |                                     |
| <b>Type of contract</b>   | <input type="radio"/> New <input type="radio"/> Renewal/extension <input type="radio"/> Amendment/change order <input type="radio"/> Other  |                         |                                     |
| <b>City Clerks file</b> (Agreement OPR #, if action is a renewal, extension, amendment or change order) | N/A   |                         |                                     |
| <b>Item title:</b> (Use exact language noted on the agenda)   | Annual Report – Presentation / information item   |                         |                                     |
| <b>Begin/end dates</b>  | Begins: Jan 1, 2021   | Ends: December 31, 2021 | <input type="checkbox"/> Open ended |
| <b>Impact if not approved at this time</b>  | n/a   |                         |                                     |
| <b>Background/history:</b>  | Information only item, 2021 a year in review. Providing a presentation summary of accomplishments including planting, pruning, removals, educational programs, Tree Permits, Development Permits and Plan review, and more. |                         |                                     |
| <b>Recommendation/motion wording:</b>   | n/a   |                         |                                     |
| <b>Approvals/signatures outside Parks:</b>  | <input type="radio"/> Yes <input checked="" type="radio"/> No   |                         |                                     |
| If so, who/what department or agency:   |   |                         |                                     |
| <b>Fiscal impact</b>  |   |                         |                                     |
| Expenditure:  | Budget code:  |                         |                                     |
| n/a   |   |                         |                                     |
| Revenue:  | Budget code:  |                         |                                     |
| n/a   |   |                         |                                     |
| <b>Vendor:</b>  | <input type="radio"/> Existing vendor <input type="radio"/> New vendor  |                         |                                     |
| <b>Supporting documents:</b>  |   |                         |                                     |
| <input type="checkbox"/> Quotes/Solicitation (RFP, RFQ, RFB)  | <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)  |                         |                                     |
| <input type="checkbox"/> Contractor is on the City's A&E Roster City of Spokane Spokane                 | <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)  |                         |                                     |
| <input type="checkbox"/> Business registration expiration date: _____                                   | <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)  |                         |                                     |





# Urban Forestry



## 2021 Annual Report

February 1, 2022





# Community Trees Planted

| <b>Community Trees Planted<br/>(Citywide)</b> |                    |                    |                    |                    |                       |
|---|--------------------|--------------------|--------------------|--------------------|-----------------------|
|   | <b>2021<br/>Q1</b> | <b>2021<br/>Q2</b> | <b>2021<br/>Q3</b> | <b>2021<br/>Q4</b> | <b>2021<br/>TOTAL</b> |
| Urban Forestry/Parks                          | 86                 | 53                 | 13                 | 13                 | <b>165</b>            |
| SpoCanopy                                     | 0                  | 20                 | 0                  | 168                | <b>118</b>            |
| City Projects                                 | 0                  | 110                | 139                | 00                 | <b>249</b>            |
| <b>TOTAL (trees)</b>                          | <b>86</b>          | <b>183</b>         | <b>152</b>         | <b>181</b>         | <b>1023</b>           |

**Q1:** 83 new trees were installed at the North Bank, Riverfront Park. 3 new Susie Forest trees were added at Finch Arboretum.

**Q2:** 5 new trees with PEI/On Track Academy students, 22 with TLC SpoCanopy, 8 with The Community School, 20 with SpoCanopy contract funding, 18 at Liberty Park Library, 30 at The Hive, 17 at the Shadle Library, and 45 at the South Gorge project.

**Q3:** 13 new trees planted by UF and Fire staff at Fire Station 8, 46 via permit by Water Department, 44 along the South Gorge Trail, and 49 along the Centennial Trail.

**Q4:** 35 trees planted at Audubon, 35 at Comstock (TLC SpoCanopy Partnership). Additional 48 street trees planted by SpoCanopy volunteers, 50 additional trees planted by contractor, 13 planted by UF Crew.

# Earth Day / Arbor Day Activities

- 25 Trees planted in West Central (SpoCanopy Partnership)
- 8 Trees planted at The Community School (SpoCanopy)
- Ceremonial Tree Planting at Spokane International Academy
- Some online offerings / no event at arboretum



# Earth Day drive thru seedling event



1,000 seedlings!

- On-Track & the Community School
- Some additional “leftover” seedlings given to the City of Malden (donated seedlings)





# SpoCanopy Street Tree Plantings

- Partnership with The Lands Council
- 48 trees planted in October
- + Spokane Scape at many locations
- 50 trees planted by contractor
- 8 trees to Family Promise



# SpoCanopy Park Plantings



## Comstock & Audubon Restoration Plantings

First round of re-planting  
efforts, volunteer plantings

- The Lands Council
- Neighborhood Councils
- Spokane Central Lions Club
- WSU Master Gardeners
- Other Community Groups
- Bartlett Tree Experts  
providing free seedlings





# Earth Day / Arbor Day Activities

- 6 trees planted with On Track Academy and Pacific Education Institute in NE Spokane
- 20 additional planted nearby by a contractor
- PEI funded the trees / WA DNR Grant





# Tree Planting at Fire Station 8

- 13 new trees planted
- Reduction in water use
- Reduced maintenance



# Evergreen Mountain Bike Alliance

1,100 ponderosa seedlings at Camp Sekani



*Image from Evergreen East Mountain Bike Alliance*



*Guy Gifford, WA DNR*

# Field Operations – Arborist Crew

| Urban Forestry arborist<br>crew field operations | 2021       | 2021       | 2021       | 2021       | 2021       |
|--|------------|------------|------------|------------|------------|
|  | Q1         | Q2         | Q3         | Q4         | TOTAL      |
| Planting   | 3          | 53         | 13         | 131        | 200        |
| Pruning  | 94         | 105        | 217        | 68         | 484        |
| Removals   | 133        | 75         | 47         | 29         | 284        |
| <b>TOTAL (trees)</b>                             | <b>230</b> | <b>233</b> | <b>277</b> | <b>228</b> | <b>968</b> |
| *Other (hrs)                                     | 136        | 131        | 224        | 101        | 592        |

\*Other = stump grinding, mulching, pesticide application, nursery care, mowing, weeding, equipment maintenance, safety training, storm cleanup, etc.



# UF Crew Work

- Storm damage response, Jan 2021
  - Removals
  - Restoration Pruning
  - Log revenue
- Routine pruning
- Removals of dead trees
- Fuels reduction
- Mulching



Jeff Perry



Lars Erpenbach – TRAQ Certified





# Fairview Triangle Project w/ Logan Neighborhood



**Before**



**After**

# Street Tree Permits & Tasks

| <b>Street &amp; Public Tree Permits</b> | <b>2021</b> | <b>2021</b> | <b>2021</b> | <b>2021</b> | <b>2021</b>  |
|---|-------------|-------------|-------------|-------------|--------------|
|   | <b>Q1</b>   | <b>Q2</b>   | <b>Q3</b>   | <b>Q4</b>   | <b>TOTAL</b> |
|   | 71          | 152         | 163         | 102         | <b>488</b>   |

| <b>Permitted Tasks</b> | <b>2021</b> | <b>2021</b> | <b>2021</b> | <b>2021</b> | <b>2021</b>  |
|------------------------|-------------|-------------|-------------|-------------|--------------|
|                        | <b>Q1</b>   | <b>Q2</b>   | <b>Q3</b>   | <b>Q4</b>   | <b>TOTAL</b> |
| Plant                  | 101         | 622         | 289         | 134         | <b>1146</b>  |
| Prune                  | 295         | 141         | 814         | 98          | <b>1348</b>  |
| Remove                 | 59          | 57          | 205         | 44          | <b>365</b>   |
| Root Treat             | 4           | 1           | 15          | 11          | <b>31</b>    |
| Protect                | 24          | 0           | 289         | 58          | <b>371</b>   |
| <b>TOTAL</b>           | <b>483</b>  | <b>821</b>  | <b>1612</b> | <b>345</b>  | <b>3261</b>  |

These figures represent the number of tree tasks performed and inspected through street tree permitting and the corresponding type of work performed.



# Plan Review & CO Inspections

Street Tree Permits & Inspections, Development Plan Reviews, Demo Permit Reviews, and CO Inspections are all performed by our Urban Forestry Specialist, Becky Phillips.

| <b>Plan Review &amp; Comment</b> | <b>2021</b> | <b>2021</b> | <b>2021</b> | <b>2021</b> | <b>2021</b>  |
|----------------------------------|-------------|-------------|-------------|-------------|--------------|
|                                  | <b>Q1</b>   | <b>Q2</b>   | <b>Q3</b>   | <b>Q4</b>   | <b>TOTAL</b> |
|                                  | 37          | 68          | 74          | 58          | <b>237</b>   |

| <b>CO Inspections &amp; Comment</b> | <b>2021</b> | <b>2021</b> | <b>2021</b> | <b>2021</b> | <b>2021</b>  |
|-------------------------------------|-------------|-------------|-------------|-------------|--------------|
|                                     | <b>Q1</b>   | <b>Q2</b>   | <b>Q3</b>   | <b>Q4</b>   | <b>TOTAL</b> |
|                                     | 58          | 89          | 80          | 85          | <b>312</b>   |

\*CO = Certificate of Occupancy

| <b>Demo Permit Review</b> | <b>2021</b> | <b>2021</b> | <b>2021</b> | <b>2021</b> | <b>2021</b>  |
|---------------------------|-------------|-------------|-------------|-------------|--------------|
|                           | <b>Q1</b>   | <b>Q2</b>   | <b>Q3</b>   | <b>Q4</b>   | <b>TOTAL</b> |
|                           | 21          | 16          | 17          | 15          | <b>69</b>    |

# Engineering Construction Projects

- 24+ Projects in 2021
  - *Interdepartmental billing to Engineering Services*
  - *Overlay / Chip Seals / Full Reconstructions / Business Districts*
  - *CSO's / Trails / Projects / School Safety Route projects / Sidewalks / Utilities, etc.*

## Master Task List for City Construction Projects:

1. Project Consultation with Engineering Services
2. Public Meetings/Open House
3. Field Assessment
4. Scope of Work
5. Notice to property owners and occupants
6. General Pre-Construction Meeting
7. Issue Permit
8. On-site tree protection Pre-Con meeting
9. Notice to Proceed
10. Inspection



Becky Phillips, UF Specialist

488 Tree Permits / 3,261 Trees  
237 Development Plan Reviews  
312 C.O.'s  
24+ Engineering Projects

ALL just in 2021!



Questions?

# Spokane Park Board

## Briefing Paper



|   |   |   |   |
|---|---|---|---|
| <b>Committee</b>  | Urban Forestry Tree Committee   |   |   |
| <b>Committee meeting date</b>                               | February 1, 2022  |   |   |
| <b>Requester</b>  | Katie Kosanke, Urban Forester   | <b>Phone number:</b> 509-363-5495       |   |
| <b>Type of agenda item</b>                                  | <input type="radio"/> Consent   | <input type="radio"/> Discussion        | <input checked="" type="radio"/> Information <input type="radio"/> Action           |
| <b>Type of contract/agreement</b>                           | <input type="radio"/> New   | <input type="radio"/> Renewal/extension | <input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other |
| <b>City Clerks file</b> (OPR or policy #)                   |   |   |   |
| <b>Item title:</b> (Use exact language noted on the agenda) | Annual Work Plan 2022   |   |   |
| <b>Begin/end dates</b>                                      | Begins: 1/1/2022  | Ends: 12/31/2022                        | <input type="checkbox"/> Open ended   |
| <b>Background/history:</b>                                  | <p>The annual work plan is a requirement of Tree City USA communities. This plan outlines the work plan for the year including Budget and Capital Projects, Staff Development and Training, Arboretum projects, Field Operations, Permits and Plan review, SpoCanopy projects, City projects and Public Outreach and Education.</p> |   |   |
| <b>Motion wording:</b>                                      | n/a   |   |   |
| <b>Approvals/signatures outside Parks:</b>                  | <input type="radio"/> Yes   | <input checked="" type="radio"/> No     |   |
| If so, who/what department, agency or company:              |   |   |   |
| Name:   | Email address:  | Phone:                                  |   |
| <b>Distribution:</b>  | Parks – Accounting<br>Parks – Pamela Clarke<br>Requester: Katie Kosanke<br>Grant Management Department/Name:  |   |   |
| <b>Fiscal impact:</b>                                       | <input type="radio"/> Expenditure   | <input type="radio"/> Revenue           |   |
| Amount:   | Budget code:  |   |   |
| Budget neutral  |   |   |   |
| <b>Vendor:</b>  | <input type="radio"/> Existing vendor   | <input type="radio"/> New vendor        |   |
| <b>Supporting documents:</b>                                |   |   |   |
| <input type="checkbox"/>                                    | Quotes/solicitation (RFP, RFQ, RFB)   | <input type="checkbox"/>                | W-9 (for new contractors/consultants/vendors)                                       |
| <input type="checkbox"/>                                    | Contractor is on the City's A&E Roster - City of Spokane  | <input type="checkbox"/>                | ACH Forms (for new contractors/consultants/vendors)                                 |
| <input type="checkbox"/>                                    | UBI: _____  | <input type="checkbox"/>                | Insurance Certificate (min. \$1 million in General Liability)                       |
|   | Business license expiration date: _____   |   |   |

*DRAFT 1/27/2022*

## Budget and Capital Projects

January 2022

- 2022 Budget Process
- Susie Stephens Trail full construction, Spring 2022
- SpoCanopy campaign for restoration, replanting, and progress toward long-term canopy goals

## Staff Development and Training

January 2022

- Positions to be considered in the budget process (below are *continued forward from the 2019 and 2020 plan*)
  - +1.0 FTE Tree Worker (2023, new classification)
  - +1.0 FTE Urban Forestry Specialist (2023 (or sooner), position with DSC)
  
- Staff Training and Conferences
  - Inland Tree & Landscape Conference (all staff, 2022 TBD)
  - PNW ISA Conference (Select staff, Virtual? Fall 2022)
  - Arborist Continuing Education Units (CEUs) (*staff as needed*)
  
- Certifications
  - Pesticide Re-Certification (Jeff, Lars, Michael, Lisa)
  
- Training and Workshops offered to other Programs/Departments
  - Chainsaw Saw Safety – Basic and Advanced Operations
    - Video production (in progress)



## John A. Finch Arboretum

January 2022

- Staffing
  - Hire Gardener II to fill vacancy
  
- Capital Projects
  - Susie Stephens Trail full construction
  - Relocate and restore Touch and See Nature Trail
  - Name and promote new Japanese Maple Collection
  
- Operational Projects and Priorities related to Finch Arboretum Master Plan
  - Continue improvements to Corey Glen
  - Focused maintenance of upper trails and native forested area
  - Removal of aquatic weeds and other invasives
  - Continue restoration of native riparian buffer along Garden Springs Creek
  - Plants Map inventory and signage of collections including photography
  - Add honey bee hive to community gardens
  - Add free food pantry near community gardens
  - Improve water conservation
  
- Events
  - Arbor Day Celebration – April 30<sup>th</sup> (In-person event TBD)
  - Fall Leaf Festival – October 22<sup>nd</sup> or 29<sup>th</sup> (In-person event TBD)
  - Live music and food vendors both events (if possible)

## Field Operations

January 2022

- Forest Health & Fuels Reduction in Natural Areas
  - WDNR WCC assistance projects
    - TBD
  - Camp Sekani – continued mitigation of fire damaged areas for safety
  - Conservation Futures Areas
  
- Park Stewardship – Planting/Pruning/Removals
  - Planting
  - Pruning
  - Removals
  - Other
  
- Priority Parks for 2022
  - Comstock Park restoration and replanting (continued)
  - Underhill (stand of dead, small diameter trees)
  - Nevada Heights
  - Ben Burr, full routine pruning
  - Grandview
  
- Park Master Plans – Planting
  - 2022 Windstorm restoration tree replacements – Continued
  - Riverfront Park 2:1 replacement trees (other park and golf locations)
  - Misc replacement park trees – AM Cannon, etc.
  - Susie Forest Donation – 20 trees (Park Blvd?)
  
- Nursery
  - Spring order of new stock
  - Summer maintenance
  - Fall order of new stock

## Permits and Plan Review

January 2022

- Annual Obstruction Permit Permitting (renewals)
  - Reminder letters / licensing through Permit Center Team
- Outward Facing Tree Inventory
- Tree Service Questionnaire Chart
- Street and Public Tree Permits
  - Q1 – 00 permits issued related to 00 trees inspected
  - Q2 – 00 permits issued related to 00 trees inspected
  - Q3 – 00 permits issued related to 00 trees inspected
  - Q4 – 00 permits issued related to 00 trees inspected
- Notices to Property Owner re: required replacement trees
- Notices to Property Owners/Occupants re: street tree removals related to City construction
- Notices to Property Owners/Occupants re: street tree work on SpoCanopy projects
- Plan Review
  - Q1 – 00 development plans reviewed and comments submitted
  - Q2 – 00 development plans reviewed and comments submitted
  - Q3 – 00 development plans reviewed and comments submitted
  - Q4 – 00 development plans reviewed and comments submitted
- Demolition Permits Review / House Moves Review
- Certificate of Occupancy Review Inspections
- Courtesy Notices
  - Q1 – 00 courtesy notices issued, 00 incidents resolved
  - Q2 – 00 courtesy notices issued, 00 incidents resolved
  - Q3 – 00 courtesy notices issued, 00 incidents resolved
  - Q4 – 00 courtesy notices issued, 00 incidents resolved

## SpoCanopy

January 2022

- Nursery Tree Stock
  
- Spring Citywide Street Tree Planting – 100 trees, NE primarily
- Fall Citywide Street Tree Planting – 100 trees, NE primarily (up to 50 contract planted)
  - 200 trees funded through TLC’s Ecology Grant
  - Partial volunteer plantings / up to 50 contract planted per season
  
- Parkways & Boulevards
  - Manito Blvd from 29th Ave to 31th Ave
  - Weiber Drive (TBD)
  
- Neighborhood Pruning & Planting (others TBD)
  
- Other: Central Business District Tree work (*PAC Funds not available*)

### Master Task List for SpoCanopy Projects:

- 1- Field Assessment
- 2- Scope of Work
- 3- Neighborhood notification
- 4- Notice to property owners/occupants
- 5- Solicitation & Selection of Contractor
- 6- Award Contract
- 7- Issue Permit
- 8- On-site project walk-through
- 9- Notice to Proceed
- 10- Inspections

## City Construction Projects

January 2022

1. 2018085 Hatch Road Bridge Deck Replacement (Hatch & Hwy 195)
2. 2017105 Post St. Ped and Utility Bridge (over Spokane River)
3. 2021078 Cure in Place 2020 Sanitary Sewer Rehab (various locations)
4. 2020095 Sundance III Force Main Replacement (near Comanche/Shawnee)
5. 2021091 Shiloh Hills Lift Station Upgrade (Nevada & St. Thomas Moore)
6. 2021082 Holland Sewer (Normandie to Colton)
7. 2019088 2019 Cycle 9 Traffic Calming (various locations citywide)
8. 2019085 2019 (Cycle 9) School Safety (various locations citywide)
9. 2021042 2021 Street Maintenance Curb Ramps (various locations citywide)
10. 2022042 2022 Street Maintenance Curb Ramps (various locations citywide)
11. 2021087 Greene/Carlisle Ped Hybrid Beacon & Carlisle Sidewalk
12. 2021084 Garland Pathway (Cook to Market)
13. 2021085 Nevada/Joseph Ped Hybrid Beacon
14. 2021083 Liberty Ave. Sidewalk nr Bemiss Elem
15. 2021070 Driscoll/Alberta/Cochran Sidewalk
16. 2021071 Division St. Ped Hybrid Beacons (at Everett, Longfellow & Weile)
17. 2021067 Cochran Basin Stormwater Pipe (from TJ Meenach to Downriver Golf Course via Cleveland)
18. 2018060 Cochran Basin Stormwater Pipe (through Downriver Golf Course)
19. 2018058 Cochran Basin Disc Golf & Boat Launch Stormwater Treatment Fac. (just west of Downriver Golf Course & on NW of TJ Meenach Br)
20. 2022062 Cochran Siphon Connections (TJ Meenach & Grace)
21. 2017178 Washington Basin Stormwater Treatment (Knox & Montgomery near Monroe)
22. 2019148 Cochran Control Facility (TJ Meenach & NW Blvd)
23. 2022043 2022 Residential Chip Seal (various locations citywide)
24. 2021044 2021 Residential Grind & Overlay - North (various locations citywide)
25. 2022044 2022 Residential Grind & Overlay (various locations citywide)
26. 2014153 TJ Meenach Street, Siphon & Stormwater Improvements (bridge to NW Blvd)
27. 2021099 Business area G&O (various locations citywide)
28. 2021096 Illinois Ave. G&O (Perry Place to Market)
29. 2020100 Monroe St. G&O (bridge to Boone)
30. 2016120 Riverside G&O (Division to Wall)
31. 2019135 Thor-Freya Reconstruction (Hartson to Sprague)
32. 2021098 Thor-Freya 2nd/3rd Intersections
33. 2019108 Wellesley-Market Intersection Revisions (NSC)
34. 2021068 2022 Unpaved Roadway Paving - 44th Ave.
35. 2021049 & 2022049 2021 & 2022 Unpaved Roadway Paving (various locations)
36. 2019171 Havana Well Pump Station (Havana & 6th) – Rebid
37. 2017108 High System Reservoir (upper south hill, location TBD)
38. 2018104 Hoffman Well Station Rehabilitation (Hoffman & Crestline)
39. 2018050 SIA Reservoir (at Spokane Int'l Airport)
40. 2018107 SIA Transmission Line Crossing Under I-90 (east of airport nr Geiger & Electric)
41. (TBD) NSC Trent Interchange Utility Relocations (E of Trent & Freya)

### Master Task List for City Construction Projects:

- 1- Project Consultation with Engineering Services
- 2- Public Meetings/Open House
- 3- Field Assessment
- 4- Scope of Work
- 5- Notice to property owners and occupants
- 6- General Pre-Construction Meeting
- 7- Issue Permit
- 8- On-site tree protection Pre-Con meeting
- 9- Notice to Proceed
- 10- Inspection

## Public Outreach - Education

January 2022

- Arbor Day Celebration
- Fall Leaf Festival
  
- Community Canopy local workshops / Tree Planting Video
  
- Neighborhood Councils
  
- On-Track / PEI / CAC Seedling distribution – Spring 2022
  
- DNR Local Workshops (virtual?)
  
- Partners, Garden Clubs and other Organizations
  - The Lands Council SpoCanopy Street Tree Planting – Spring and Fall (200 trees total)
  - PEI Grant Project – Continued education for teachers, student outreach, planting spring 2022 (24 trees in Bemiss)
  
- Master Planting Plan with SAS, TLC and other Community Partners
  
- Arborist Specifications and Standards Revision/Update
  
- Tree Retention Incentive Program Promotion
  
- Downtown Tree Program – Apply for WDNR Community Forestry Grant (w/ DSP)
  
- TBD Projects - Apply for WDNR Community Forestry Grant (w/ DSP)