



**City of Spokane Park Board
Urban Forestry Tree Committee Meeting**

Tuesday, August 1, 2017, 4:15 p.m. – 5:45 p.m.
Willow Room, Woodland Center
John A. Finch Arboretum
Angel Spell – Urban Forester

Committee Members:

X Chase, Rick – Chairperson
A Lodato, Sally – Alternate
X Ogden, Jennifer
A Gifford, Guy
A Davis, Garth
A Cash, Kevin

Parks Staff:

Conley, Jason
Spell, Angel

Guest(s):

MacKerrow, Nancy

SUMMARY

- Angel presented the Annual Work Plan update for the second quarter, which included upcoming and completed projects at Finch Arboretum, tree work accomplishments despite reduced staff, and a grant awarded by WDNR for 2015 windstorm restoration in District 1.
- Angel distributed and reviewed a Master Plan proposal by AHBL for Finch Arboretum that was budgeted for in the 2017/2018 Capital Plan.
- Angel led a discussion regarding the Finch Arboretum Community Garden, which has not, as yet, had its sponsorship confirmed.
- A short discussion involving additional revenue opportunities for Finch Arboretum followed Angel's presentation of the recommended 2018 budget.
- A report from the Citizen Advisory Committee was not available.
- Angel reviewed the June 2017 Urban Forestry Financial Report. A brief discussion followed.

MINUTES

The meeting was called to order at 4:17 p.m. by Chairperson, Rick Chase. Introductions were made.

Action Items:

None

Discussion Items:

1. Q2 Staff Report

Angel presented the second quarter annual work plan update. Some highlights of the report included complete and upcoming projects at Finch Arboretum; a new position for an Urban Forestry Specialist soon to be filled; tree work accomplishments despite reduced staff; street tree permitting now available online; out-sourcing of the Neighborhood Tree Program; and a recent grant awarded by WDNR for windstorm 2015 restoration planting in District 1.

2. Finch Arboretum Master Plan

Angel distributed and reviewed the AHBL proposal for Finch Arboretum's Master Plan. Funding for it was budgeted in the Capital Plan for 2017 and 2018.

3. Finch Arboretum Community Garden

Angel presented an update on the Community Garden, which included short discussion pertaining to its sponsorship, yet to be confirmed.

4. 2018 Urban Forestry Budget

Angel presented the recommended 2018 budget, followed by discussion that included considerations for additional revenue opportunities for the Arboretum.

Standing Report Items:

5. Citizen Advisory Committee Report

The report was unavailable.

6. Urban Forestry Financial Report

Angel presented and reviewed the June Financial Report, with a brief discussion following.

Meeting adjourned at 5:32 p.m.

The next regularly scheduled meeting is September 5, 2017, 4:15 p.m., at Finch Arboretum in the Woodland Center's Willow Room.



July 24, 2017

REVISED

Mr. Nick Hamad, PLA
City of Spokane Parks and Recreation
808 West Spokane Falls Boulevard
Spokane, WA 99201-3333

Civil Engineers

Structural Engineers

Project: Finch Arboretum Master Plan, AHBL No. 2170448.40
Subject: Revised Proposal for Landscape Architecture Services

Landscape Architects

Dear Nick:

Community Planners

Thank you for the opportunity to submit this revised proposal for landscape architecture services for the Finch Arboretum Master Plan. Our understanding of the project's needs and scope is based on our meeting with you on June 15, 2017, the Arboretum Walking Tour map, and the Garden Springs Restoration pamphlet.

Land Surveyors

Neighbors

In their ongoing effort to manage the John A. Finch Arboretum, Urban Forestry has requested AHBL assistance in the preparation of a Master Plan document for the Arboretum. The Master Plan will be a guidance document for Urban Forestry and the Spokane Park Board to use to focus future improvements. The Master Plan will address the 65-acre park, the street tree exhibit along Woodland Boulevard, and public property along West 13th Avenue and Lindeke Street associated with the Arboretum.

Assumptions:

- The City will provide GIS and/or AutoCAD drawings of the current park conditions and copies of historical documents in Parks' archives during the inventory portion of the project.
- City staff will organize and distribute mailings, public surveys, and announcements for public meetings.
- Deliverables will be provided to the City in PDF and original document format (Photoshop, Illustrator, etc.).
- Urban Forestry will complete a review of the Arboretum collection and provide an inventory and assessment of existing trees.
- Reimbursable expenses such as travel and reprographics are included in the tasks below and will not be billed separately.

SPOKANE

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Our scope of services is listed below.



Inventory and Analysis – Task 41

1. Perform site visits and reconnaissance to photograph and review site elements and surrounding conditions. Complete a visual survey of physical elements within the project boundaries. This task will be accomplished by Spokane staff.
2. Prepare an analysis of three to four arboreta of similar size in cities comparable to Spokane.
3. Prepare a questionnaire for public outreach and survey. Once the survey is completed, AHBL will review and tally survey results for analysis.
4. Prepare for and attend one public open house to introduce the public to the project and seek additional survey responses and public feedback. One trip by Seattle staff is included in this task.
5. Meet with City staff to review, analyze, and discuss inventory findings. This scope of work allows 4 hours for meeting time. One trip by Seattle staff is included in this task.

Task Deliverables

- Visual Survey Diagram
- Similar Arboretum Analysis
- Public Survey Results
- Inventory and Analysis Summary
- Meeting Minutes

Visioning and Goal Setting – Task 42

6. Prepare for and attend one all-day visioning meeting with City staff and critical stakeholders to identify a Master Plan vision for the Arboretum and set defined goals to achieve the vision. One trip by Seattle staff is included in this task.
7. Prepare for and attend one public open house to introduce the public to the Arboretum vision and goals and to seek public feedback. This task will be accomplished by Spokane staff.

Deliverables

- Visioning and Goal Setting Summary
- List of goals with proposed implementation strategies attached to each
- Draft list of projects which may be implemented to reach goals

Final Master Plan – Task 43

8. Prepare a draft Master Plan defining the vision and goals, and indicating future improvements.
9. Prepare for and attend one meeting with City staff and critical stakeholders to identify priority projects. One trip by Seattle staff is included in this task.



10. Prepare a final Master Plan document including the following information:
 - a. Project Introduction and Process
 - b. Master Plan Diagram showing general location of selected improvements
 - c. Inventory Summary and Analysis
 - d. Visioning and Goal Setting Summary
 - e. Implementation Strategies
 - f. Project Priorities
 - g. Maintenance Recommendations
11. Prepare for and attend one public open house to present the draft Master Plan to the public and solicit feedback. One trip by Seattle staff is included in this task.

Deliverables

- Draft Master Plan for review
 - Final Master Plan for review
 - Meeting Minutes
12. Prepare for and attend one Park Board meeting to present the completed Master Plan. This will be approximately a 15-minute presentation followed by Q&A with the Park Board. One trip by Seattle staff is included in this task.

Billing Summary

<u>Items</u>	<u>Description</u>	<u>Task No.</u>	<u>Amount</u>
Items 1-5	Inventory and Analysis	T-41	\$20,000
Items 6-7	Visioning and Goal Setting	T-42	20,000
Items 8-12	Final Master Plan	T-43	<u>20,000</u>
Total			\$60,000

You may not want us to provide some of the services listed above. We can discuss these services and the number of hours with you, and make adjustments as necessary.

Some of the tasks listed are influenced by factors outside of our control. Based on our experience, we have estimated the number of hours required to complete these tasks. During the course of the project, if it is determined that more hours are required to complete any of these tasks due to circumstances outside of our control, we will notify you immediately. We will not perform additional work until we have your written authorization. The task numbers on the invoice will correlate with this proposal.



Exclusions

This proposal does not include fees associated with agency reviews, submittals, or permits, nor does it include any work associated with the following services:

- a) Graphic products such as illustrative site plans, diagrams, sketches, etc.
- b) Work on horizontal layout of site elements. Any plan graphics will be simple and may show general locations of proposed improvements, but not their shape, size, or orientation.
- c) Any work on schematic or other design of specific site elements or amenity areas.
- d) Professional services of subconsultants, e.g., geotechnical and traffic engineers, or wetlands, wildlife, and other specialists.
- e) Offsite improvements.
- f) Costs associated with substantial redesign after preparation of design development drawings.
- g) Development of an opinion of probable construction costs, except where noted above.

The following item will need to be submitted to us before we can commence work:

- Signed contract

If you find this proposal acceptable, please prepare your standard contract. Our receipt of the signed contract or your written authorization will be our notification to proceed.

If you have any questions, please call me at (509) 252-5019.

Sincerely,

Jason Morse, PLA
Associate Principal

CDA/JM/lsk

- c: Angel Spell, Garrett Jones - Spokane Parks and Recreation
Craig Andersen - AHBL
Accounting

**City of Spokane - Parks & Recreation
Fund 1400 - Urban Forestry
2018 Recommended Budget**

	2016 Actual	2017 Adopted Budget	2017 Thru July	2018 Recommended
Revenues	144,038	120,000	130,829	170,000
<u>ExpenditureCategories:</u>				
Salaries & Wages	377,447	416,884	226,576	482,452
Personnel Benefits	94,982	113,531	62,991	151,803
Supplies	27,127	30,550	12,579	30,550
Svcs. & Charges	121,432	157,655	38,610	207,655
Intergovernmental Services			94,570	
Interfund Services		23,800		23,800
Operating Transfers	8,000	2,641		2,641
Capital Outlay	114,489			
Total Expenditures	743,477	745,061	435,326	898,901
Net Revenues minus Expenditures	(599,439)	(625,061)	(304,497)	(728,901)

Budget Calendar - FY 2018

July 11 - Finance Committee adopts budget calendar and guidelines
July 11 - Staff presents 2018 proposed budget to Finance Committee

Sept 12 - Committee Chairs present 2018 budget to Finance Committee
Sept 12 - Public Hearing on proposed budget (Finance Committee)
Sept 14 - Park Board Public Hearing on proposed budget

Oct 10 - Finance Committee recommends final budget
Oct 12 - Park Board budget adoption
Oct 13 - Staff submits program budget to City Council
Oct 16 - Central Accounting submits proposed budget to City Council

City of Spokane - Parks & Recreation
Urban Forestry
Financial Report
June 2017

	Monthly Comparison				Year-to-Date Comparison							
	2017 Current Adopted Annual Budget	2017 Budget Balance	2016 June Actual	2017 June Actual	2016 - 2017 Monthly Difference	2015 YTD Actual	2016 YTD Actual	2017 YTD Actual	2016 - 2017 YTD Difference	2016 YTD % of Annual Budget	2017 YTD % of Annual Budget	Change in Budget %
Revenue:												
Program Revenue	54,000	39,430	10,377	(45,849)	\$ (56,226)	45,280	26,669	14,570	\$ (12,099)	59.9%	27.0%	-32.95%
General Fund Transfer	66,000	(50,000)	-	50,000	\$ 50,000	66,000	66,000	116,000	\$ 50,000	100.0%	175.8%	75.76%
Grants Receivable	10,000	10,000	-	-	\$ -	(580)	5,700	-	\$ (5,700)	4.4%	-	-4.35%
TOTAL REVENUE:	\$ 130,000	\$ (570)	\$ 10,377	\$ 4,151	\$ (6,226)	110,700	98,369	\$ 130,570	\$ 32,201	40.7%	100.4%	59.71%
Expenditures:												
Salaries and Wages	434,500	238,818	29,408	33,152	\$ (3,744)	156,765	170,092	195,682	\$ (25,591)	46.5%	45.0%	-1.45%
Personnel Benefits	125,913	71,494	7,747	9,100	\$ (1,353)	43,588	44,559	54,419	\$ (9,860)	49.0%	43.2%	-5.75%
Supplies	30,550	20,023	1,665	3,156	\$ (1,492)	14,846	10,195	10,527	\$ (332)	33.0%	34.5%	1.41%
Services and Charges	240,150	202,134	2,294	9,195	\$ (6,901)	32,643	21,251	38,016	\$ (16,765)	12.4%	15.8%	3.48%
Interdepartment Svcs	800	800	-	-	\$ -	-	-	-	\$ -	-	-	-
Intergovernment Svcs	-	-	-	-	\$ -	-	-	-	\$ -	-	-	-
Subtotal Op. Exp.	\$ 831,913	\$ 533,268	\$ 41,114	\$ 54,603	\$ (13,489)	247,842	246,096	\$ 298,645	\$ (52,548)	37.3%	35.9%	-1.40%
Capital Outlay	287,501	196,564	11,835	1,540	\$ 10,295	875	52,586	90,937	\$ (38,351)	13.3%	31.6%	18.37%
Transfers Out	2,641	2,641	-	-	\$ -	-	8,000	-	\$ 8,000	100.0%	-	-100.00%
TOTAL EXPENDITURES:	\$ 1,122,055	\$ 732,474	\$ 52,949	\$ 56,143	\$ (51,992)	248,717	306,682	\$ 389,581	\$ (138,017)	28.8%	34.7%	5.91%
Total Funding: (Rev. less Exp.)	\$ (992,055)		\$ (42,572)	\$ (51,992)		\$ (138,017)	\$ (208,314)	\$ (259,012)				