2021-2022 Urban Forest Workplan (Group 1)

Group 1	Group 2	Group 3	Group 4
Establish	*Build*	*Strengthen*	*Optimize*
2021-22	2023-24	2025-26	2027 + Beyond
Group Action Types			
• Inventory and analysis • Updating City contracts and specifications • Establish annual budget • Explore partnership opportunities • Tree board research and reporting • Tree webpage updates • Explore costs and present options for mobile watering systems for use in City maintained public rights-of-way and parks/open spaces.	• Program management and staffing • Tree Board • Develop emergency response plans • Wildfire prevention planning • Code and policy updates • Tree permitting analysis	• Arboriculture business license • Community incentive programs • Urban Forest evaluation and assessment • Plan and procure City operated greenhouse	• State legislation activity • Expand volunteer programs • Review and update UFMP • Use acquired LIDAR data to evaluate historic mapping to identify average canopy cover percentage • Wood re-use/recycle program
Ongoing Actions Across All Groups			
• Tree planting on public property • Community outreach and education • Staff and volunteer training		• State of the Urban Forest Report • Urban Forest Management Program budget planning and grant applications • Urban Forest Management Program workplan development and evaluation	
Group Action Outcomes			
• Program budgets established • Rights-of-Way tree inventory • Laminated Root Rot identification and Canopy Analysis programs established • Website is updated for all Urban Forest program activity • Tree management software acquired for park tree management • Community leaders, volunteers, and partnership opportunities engaged • Initial inventory of street trees • Tree inventory data integrated into future work plans and City begins pro-active management of its tree population • Street tree watering infrastructure established	• Establish leadership of the interdepartmental working team • Tree Codes are updated • Wildfire and emergency plans are implemented • Community Tree Board is founded • Trees are being planted in Parks • Street Tree Leadership established • Right-of-way tree population is being pro-actively managed and trees are being planted	• Urban Forest leadership involves regional partners • Permits for tree management on private properties are improved • Budgets for tree care, volunteer programs, and proactive management of park trees • Street Tree Inventory Management is fully integrated into Public Works operations • Establish tree and plant salvage greenhouse	• UFMP reviewed and amended/updated • Park tree management is fully funded and supported by a robust volunteer network • Street tree inventory costs are being controlled. Liabilities and emergency tree work are reduced • Wood-Use recycling program implemented

Ref #	Goal	Objective	Implementation Action	Group*	Time Frame	Investment	Grant Opp	Partner Opp.	Depart.	Source
15	UA2 - Increase and promote resilience in the urban forest	A. Develop a city-wide planting plan.	Maintain and develop partnerships to assist in city tree planting.	1	1-3 years	$$	N	Y	PR	Planning Commission
20	UA2 - Increase and promote resilience in the urban forest	C. Develop an Integrated Pest Management Program to assess and mitigate urban forest health issues.	Record known instances of tree related diseases and pests such as laminated root rot using the City's permit and GIS system.	1	1-2 years	$$	N	N	DCD	Parks & Recreation Commission City Council
25	UA3 - Assess effectiveness of design, construction and development standards that apply to trees and planting sites	A. Require compliance with ANSI A300 as the standard for care in all tree work.	Review and update City contracts and standard construction specifications to comply with industry standards.	1	<1 year	$	N	N	DCD PW PR	
27	UA3 - Assess effectiveness of design, construction and development standards that apply to trees and planting sites	C. Develop requirements that landscape designs and planting plans consider existing infrastructure above and below grade.	Review and update City contracts and standard construction specifications for tree planting options in relation to existing infrastructure above and below grade.	1	<1 year	$	N	N	PW PR DCD	
29	UA3 - Assess effectiveness of design, construction and development standards that apply to trees and planting sites	D. Establish tree inspections or audit requirements in development projects to ensure trees planted or protected remain healthy	Establish a protocol for inspections and audit requirements for tree planting on development projects.	1	1 year	$$	N	N	DCD/PW	Public Comment
30	UA3 - Assess effectiveness of design, construction and development standards that apply to trees and planting sites	D. Establish tree inspections or audit requirements in development projects to ensure trees planted or protected remain healthy	Establish an annual training program to review protocol procedures with city maintenance and inspection staff.	1	1 year	$$	N	N	DCD PR PW	Public Comment

35	UA4 - Establish tree bank (fund) for applications beyond parks	B. Ensure funds are dedicated specifically for tree care operations, including planting and replacement.	Create a city budget line-item for urban forestry.	1	1 year	$	N	N	DCD	Parks & Recreation Commission
36	UA4 - Establish tree bank (fund) for applications beyond parks	B. Ensure funds are dedicated specifically for tree care operations, including planting and replacement.	Develop framework and budget for a city program.	1	1 year	$	N	N	DCD	Parks & Recreation Commission
38	UA4 - Establish tree bank (fund) for applications beyond parks	C. Identify opportunities for additional sources of revenue.	Explore utilizing utility services to provide information and request voluntary donation from ratepayers under RCW 35A.80.040 to raise funding for future canopy expansion or maintenance via a check-box on a billing statement or other request for donation.	1	2 years	$	N	N	DCD	
41	UA5 - Assess the ecosystem services provided by public trees and natural areas to establish additional metrics for management	A. Complete a resource analysis (using i-Tree or another model).	Inventory street tree population.	1	1 year	$$	N	N	DCD PR PW	
42	UA5 - Assess the ecosystem services provided by public trees and natural areas to establish additional metrics for management	A. Complete a resource analysis (using i-Tree or another model).	Integrate this analysis into urban forestry reports and work plans.	1	1 year	$$	N	N	DCD PW	
45	UA6 - Collect and maintain a complete inventory database for the community tree resource (public trees)	A. Develop a standard tree inspection protocol.	Consult industry experts to assist with the development of a standard inspection protocol.	1	1-2 years	$	N	N	DCD PW	Public Comment
46	UA6 - Collect and maintain a complete inventory database for the community tree resource (public trees)	A. Develop a standard tree inspection protocol.	Establish an annual training program to review protocol procedures with city maintenance and inspection staff.	1	1-2 years	$	N	N	DCD PW PR	Public Comment

47	UA6 - Collect and maintain a complete inventory database for the community tree resource (public trees)	B. Integrate inventory data into accessible data management system.	Coordinate the integration of inventory data into the City's Asset Management System (ASM)(CityWorks).	1	2 years	$$	N	N	DCD PW PR	
50	UA7 - Care for the community urban forest using the best available science	A. Set policies that any tree work complies with ANSI A300 Tree Care Standards.	Develop standardized tree work policy language.	1	<1 year	$	N	N	DCD PW PR	
51	UA7 - Care for the community urban forest using the best available science	A. Set policies that any tree work complies with ANSI A300 Tree Care Standards.	Include ANSI A300 Tree Care Standards in Public Works and Park Projects.	1	<1 year	$	N	N	DCD PW PR	
52	UA7 - Care for the community urban forest using the best available science	B. Set policies that any tree workers comply with ANSI Z133 Safety Standards.	Include ANSI Z133 safety standards training for city staff working with trees.	1	<1 year	$	N	N	DCD PW PR	
53	UA7 - Care for the community urban forest using the best available science	C. Set policies that urban forestry work consider best management practices as advised by the International Society of Arboriculture.	Develop standard language to include in all projects involving trees.	1	<1 year	$	N	N	DCD PW PR	City Council
55	M1 – Maintain Urban Forest Management Plan alignment with other City plans and policies	B .Collaborate with city staff experts to develop and establish a risk management policy for trees.	Insurance - Review and verify insurance claim recovers cost of tree replacement when claim is related to public property trees.	1	1 year	$	N	N	DCD Legal	
56	M1 – Maintain Urban Forest Management Plan alignment with other City plans and policies	B .Collaborate with city staff experts to develop and establish a risk management policy for trees.	Contracts -Ensure all contracts have appropriate liability agreements to protect city in cases where trees are being actively cared for.	1	1 year	$	N	N	DCD Legal	

58	M1 – Maintain Urban Forest Management Plan alignment with other City plans and policies	B .Collaborate with city staff experts to develop and establish a risk management policy for trees.	Loss Control-Ensure the value of public trees and their replacement costs are recouped in instances of tree injury or death.	1	1 year	$	N	N	Legal	
65	M2 – Ensure staff that are appropriately trained to work safely and effectively	A. Formalize a policy for ongoing training to staff working in urban forestry.	Identify city staff working on urban forestry issues.	1	1 year	$	N	N	DCD PR PW	
66	M2 – Ensure staff that are appropriately trained to work safely and effectively	A. Formalize a policy for ongoing training to staff working in urban forestry.	Establish an annual training budget for City Staff (hours or cost).	1	1 year	$	N	N	DCD	
67	M2 – Ensure staff that are appropriately trained to work safely and effectively	B. Establish a policy that all tree work be supervised by an ISA certified arborist.	Develop standard policy language for inclusion in all project documents.	1	1 year	$	N	N	DCD	Public Comment
68	M2 – Ensure staff that are appropriately trained to work safely and effectively	C. Require that all tree work procedures comply with ANSI Z133 safety standards.	Develop standard policy language for inclusion in all tree work contracts and city staff activities.	1	1 year	$	N	N	DCD Legal	
72	M3 – Establish a Formal Interdepartmental Working Team	B. Formalize a policy on resource sharing between departments.	Identify resources and capabilities within City Departments.	1	1 year	$	N	N	DCD PR PW	City Council
74	M3 – Establish a Formal Interdepartmental Working Team	B. Formalize a policy on resource sharing between departments.	Create a resource library on the City's intranet site.	1	1 year	$	N	N	DCD PR PW	City Council

78	M3 – Establish a Formal Interdepartmental Working Team	D. Establish metrics to implement a monitoring program for construction inspections, code compliance, and tree permits.	Determine the criteria for success or failure.	1	1 year	$	N	N	DCD	Public Comment
80	M3 – Establish a Formal Interdepartmental Working Team	E. Develop an ongoing staff and contractor training program for construction site management practices.	Identify city staff working on construction site management.	1	1 year	$$	N	N	DCD PR PW	City Council
82	M3 – Establish a Formal Interdepartmental Working Team	E. Develop an ongoing staff and contractor training program for construction site management practices.	Add training resources and videos to City's Intranet site for easy access by new employees.	1	1 year	$$	Y	Y	DCD PR PW	City Council
84	M4 – Develop annual work plans for routine operations and predictable budgets	B. Develop an annual urban forestry operations budget.	Create a line item in City Budget for Urban Forestry.	1	1 year	$	N	N	DCD	Public Comment
92	M5 – Enhance processes for tree planting and plant salvage	B. Acquire a watering truck to ensure successful tree establishment.	Explore costs and present options for mobile watering systems for use in City maintained public rights-of-way and parks/open spaces.	1	2 years	$$$	N	N	PW PR	
93	M5 – Enhance processes for tree planting and plant salvage	C. Manage warranties from nurseries.	Acquire a tree inventory management software or build out CityWorks software for Tree Inventory Management.	1	2 years	$$	N	N	DCD	

96	M5 – Enhance processes for tree planting and plant salvage	D. Provide training for tree planting volunteers/staff to ensure proper tree planting.	Identify city staff working on tree planting projects.	1	1 year	$$	N	N	DCD PR PW	
97	M5 – Enhance processes for tree planting and plant salvage	D. Provide training for tree planting volunteers/staff to ensure proper tree planting.	Establish an annual training budget for City Staff/Volunteers (hours or cost).	1	1 year	$$	N	N	DCD PR PW	
119	C1 – Maintain an engaging, user-friendly Urban Forestry web page	A. Create a main dashboard for tree related questions and facts.	Provide online link to UFMP for public access.	1	2 years	$	N	N	DCD	Planning Commission
121	C1 – Maintain an engaging, user-friendly Urban Forestry web page	A. Create a main dashboard for tree related questions and facts.	Review City of Seattle (Trees For Seattle) website for ideas.	1	2 years	$$	N	N	DCD	Planning Commission City Council
122	C1 – Maintain an engaging, user-friendly Urban Forestry web page	B. Maintain and enhance the urban forest story map.	Review storymap and develop updated narrative that includes work plan for 2021-2022.	1	1 year	$	N	N	DCD	Planning Commission
124	C1 – Maintain an engaging, user-friendly Urban Forestry web page	C. Add landing pages to support the interests of the community.	Add web pages related to plant salvage, volunteer opportunities and basic education around tree ordinances.	1	1 year	$	N	N	DCD	Public Comment
125	C2 – Develop outreach materials to engage and educate on key topics	A. Develop an Annual State of the Urban Forest Report.	Create a template for critical information to communicate successes and areas for improvement to the public.	1	1 year	$	N	N	DCD	Planning Commission

127	C2 – Develop outreach materials to engage and educate on key topics	B. Determine what methods of outreach are most used and appreciated by the community.	Review community survey results from UFMP and create a reference table of preferred outreach strategies for urban forestry activity.	1	1 year	$	N	N	DCD	Planning Commission
131	C2 – Develop outreach materials to engage and educate on key topics	E. Prevent unnecessary tree removal on single-family residential lots through property owner education and incentive programs.	Develop specific outreach for single-family residential lots to educate about tree care.	1	1 year	$	N	N	DCD	Planning Commission
135	C3 – Pursue and maintain Tree City USA status	A. Create citizens' Tree Board	Research and present options of how Tree Board would function, be developed, and staffed.	1	<6 mos	$	N	N	DCD PR PW	
136	C3 – Pursue and maintain Tree City USA status	B. Ensure annual urban forestry expenditures are above $2 per capita.	Develop as a subset of Urban Forestry budget, a template for reporting urban forestry expenditures.	1	1 year	$	N	N	DCD	
137	C3 – Pursue and maintain Tree City USA status	B. Ensure annual urban forestry expenditures are above $2 per capita.	Document urban forestry expenditures for annually.	1	1 year	$	N	N	DCD	
143	C5 – Establish Arborist Business License	B. Ensure that all tree work within the city is performed in a safe, professional manner and according to ANSI A300 standards for tree care.	Provide a mechanism to receive and investigate complaints about tree work being performed in the City.	1	2 years	$	N	N	DCD	Planning Commission City Council
144	C5 – Establish Arborist Business License	B. Ensure that all tree work within the city is performed in a safe, professional manner and according to ANSI A300 standards for tree care.	Post images of poor tree care activity as examples of do's and don'ts that the community can learn to recognize (eg. tree topping).	1	2 years	$	N	N	DCD	Planning Commission City Council

154	C6 – Develop a wood re-use/recycle program	C. Improve communication of plant salvage opportunities in development projects.	Develop a standing calendar for plant salvage opportunities.	1	1 year	$	N	N	DCD	Public Comment
155	C6 – Develop a wood re-use/recycle program	C. Improve communication of plant salvage opportunities in development projects.	Create a newsletter piece called 'Plant Salvage Zone'.	1	1 year	$	N	N	DCD	Public Comment