

Attachment C

2022-2024 UFMP Implementation

Sustainability Coordinator Work Program

Action No.	Action	Deliverable	Staff Hours Estimated 2023	Staff Hours Estimated 2024	Funding
4.1 D & 4.1 F	Revise Landscape Ordinance, Tree & Vegetation Preservation Ordinance, & Street Tree Plan and Ordinance	<ul style="list-style-type: none"> 3 Revised Ordinances proposed to City Council Updated Street Tree List (Action 3.3 A and 4.1 A) Updated Landscape Tree List (Action 3.3 A and 4.1 F) Outreach on updates to the public and City Departments 	150	20	\$226,517.34 on 3 Ordinances paid for by CDD between 2022 and 2023: \$48,468.82 Landscape Ordinance, \$91,421.76 Tree & Vegetation Preservation Ordinance, & \$86,626.76 Street Tree Ordinance
8.1 A & 8.1 B	Establish, improve, and keep up a City Webpage	<ul style="list-style-type: none"> Put resources for proper tree care on website (Action 3.2 F) Put info on how community and urban forest is integral to quality of life (Action 6.1 A) Post detailed Street & Landscaping Tree lists on website once finished (Action 6.2 C). Include articles written about tree specimens on City property that illustrate proper tree care (Action 8.1 B). Put associated understory species information on website (Action 1.1 F) 	25	12	No anticipated funding need besides the use of staff time
1.1 D & 2.1 D	Explore non-regulatory programs and incentives to (1) engage the community, plant more trees, and reforest City property and (2) allow	<ul style="list-style-type: none"> Memo of examples for 1.1 A and 2.1 D 	14	4	No anticipated funding need besides the use of staff time

	for the retention, planting, and replanting of more trees				
6.1 A, 6.2 B, 7.1 D, & 7.1 D	Do plantings on City properties in parks, open spaces, and streets	<ul style="list-style-type: none"> Continue to host the annual Earth Day planting event Promote/Coordinate planting events with service organizations, WRS/Stream Team, and Parks volunteers (Actions 7.1 C & 7.1 D) 	50	50	\$70,000 proposed for 23/24. Staff time of the volunteer coordinator in the Parks Department would also be utilized.
1.3 B	Develop a partnership with the City Stormwater Utility to support maintenance of the City's urban forest and staffing	<ul style="list-style-type: none"> Hold a meeting with the Stormwater Utility and Streets staff to discuss synergies between their work and UFMP 	4	4	No anticipated funding need besides the use of staff time
5.1 D	Conduct a tree inventory on City Properties (number, species, condition, and maintenance needs)	<ul style="list-style-type: none"> Tree inventory report which will include all trees on city properties as well as a report outlining tree-related deferred maintenance, tree-trimming areas, a strategy to keep up with trees on public properties on a 4-year cycle, and estimated costs of that program (Action 3.2 C, 2.2 A, 3.1 D, and 5.1 C). 	60	30	Apply for \$40,000 from DNR Urban and Community Forestry Grant in 2022 for 2023 work. Match requirement for grant is either 50% or 100% match. Will probably need to supplement this with other funding. If not funded by a grant, look into intern opportunities supported by the City's Tree Professional.
3.2 A & 3.2 D	Establish a training curriculum for operations staff on program awareness, basic tree biology, tree care, etc. up to professional tree qualifications	<ul style="list-style-type: none"> Develop a general curriculum for City Operations Staff. Develop a memo and SOP on Tree Trimming standards for trees on public properties (Action 2.2 A). Schedule and hold trainings as part of that established curriculum in partnership with non-profit groups 	20	40	Honorarium is likely for a trainer to support. Amount TBD.

		and green industries (Action 6.2 D & 7.1 B) <ul style="list-style-type: none"> Survey staff's interest in attaining Certified Arborist credentials 			
6.4 A	Celebrate Arbor Day and keep the City's Tree City designation current	<ul style="list-style-type: none"> Issue an Arbor Day Proclamation Host event for Arbor Day Provide all necessary information to Arbor Day Foundation 	20	20	\$1,000 per year of Sustainability initiatives funding dedicated for Tree Board Arbor Day Tree Giveaway
2.1 G	Implement an invasive flora and fauna species control strategy citywide	<ul style="list-style-type: none"> Work with WRS/Stream Team for support as needed in implementation of their strategy Coordinate with Thurston County as necessary 	10	10	WRS Staff to determine funding need to implement program
3.2 B	Review and update Public Works Standards to best reflect tree management practices	<ul style="list-style-type: none"> Present draft updates to Public Works Committee incorporating changes from the three tree Ordinances getting updated in 2022-2023 Develop staff training 	25	50	No anticipated funding need besides the use of staff time
7.1 A & 6.4 B	Maintain and support the Tree Board	<ul style="list-style-type: none"> Prepare agendas, reports, and follow-up material for 12 Tree Board meetings per year Plan an annual September Field Trip Coordinate meeting dates, times, and records 	50	50	No anticipated funding need besides the use of staff time
5.2 D	Hire an urban forester, certified arborist, or urban ecologist on City staff or look to share that position with other jurisdictions	<ul style="list-style-type: none"> Develop structure in the organization to support this staff Quantify and propose the additional staff in budget request Draft job description Advocate 	-	25	No anticipated funding need besides the use of staff time
Total Sustainability Coordinator Staff Time			428 20% FTE	315 15% FTE	

UFMP Sustainability Coordinator Implementation 2023-2024 Proposed Timeline

