

Attachment C

2024 UFMP Implementation

Sustainability Coordinator Work Program

Action No.	Action	Deliverable	Staff Hours Estimated 2024	Funding
4.1 D and 4.1 F	Revise Landscape Ordinance, Tree and Vegetation Preservation Ordinance, and 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	60	\$226,517.34 on 3 Ordinances paid for by CDD between 2022 and 2023: \$48,468.82 Landscape Ordinance, \$91,421.76 Tree and Vegetation Preservation Ordinance, and \$86,626.76 Street Tree Ordinance
8.1 A and 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 and 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)	20	No anticipated funding need besides the use of staff time
6.4 C	Establish administrative procedures to enhance the City interdepartmental communications and aid in the further success of the UFMP.	<ul style="list-style-type: none">• Create a Standard Operating Procedure for landscaping and tree removal	25	No anticipated funding need besides the use of staff time

8.1 A and 8.1 B	Use the City website and social media for periodic articles on Heritage Trees and the proper care and maintenance of trees on public and private property.	<ul style="list-style-type: none"> • Newsletter articles in Tumwater on Tap and/or Inside the City • Social Media posts linking to new updated pages on the City website 	10	No anticipated funding need besides the use of staff time
3.6 B and 3.6 A	Use a citywide work order system that enters all street tree work automatically as performed to assure quality data through consistent data collection methods and ensure an accurate progressive tree inventory; Maintain the citywide street tree inventory data on an ongoing basis by using municipal tree asset management software such as Lucity, TreePlotter, or TreeWorks with the GIS.	<ul style="list-style-type: none"> • Integrate Tree Inventory data with GIS and Lucity • Train field and permit staff in how to use the data • Determine an operating practice for the Parks Department to also track work orders related to trees included in the inventory • Meet with staff in charge of the new ERP system to ensure the data can be utilized in a similar fashion with the new ERP system in 2026 	50	No anticipated funding need besides the use of staff time
1.3 B	Develop a partnership with the City Stormwater Utility to support the 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 	2	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"> • Complete the City Properties Tree Inventory Project (April 2024) which includes 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). 	15	This work is funded by a \$40,000 grant and a \$20,000 City match from the Tree Fund.
3.2 A and 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). • Survey staff's interest in attaining Certified Arborist credentials 	30	Training is available from DNR at no cost to the City.
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 	20	\$1,000 per year of Sustainability initiatives

		<ul style="list-style-type: none"> • Host event for Arbor Day • Provide all necessary information to Arbor Day Foundation 		funding dedicated for Tree Board Arbor Day Tree Giveaway
7.1 A and 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	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"> • 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			307 15% FTE	