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CB117187

Sandra Pinto de Bader
OSE Comm Tree Planting and Educ Progr Proviso Lift ORD
May 17, 2011
Version #4a

1
2 **ORDINANCE**

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4 AN ORDINANCE relating to community tree planting and education programs; removing
5 budget provisos that restrict the expenditure of appropriations in the 2011 Budget for
6 activities that engage the community in the planting and care of trees in Seattle to
7 improve the city's urban forest and creating a new full time employee position in the
8 Seattle Public Utilities Department.

9 WHEREAS, the 2011 Budget included provisos restricting the expenditure of funds designated
10 for community tree planting and education programs in the Office of Sustainability and
11 Environment, Seattle City Light, and Seattle Public Utilities, until authorized by a future
12 ordinance; and

13 WHEREAS, the City Council passed a Statement of Legislative Intent requiring that the
14 Executive provide options for Council consideration for administering community tree
15 planting and education programs before the budget provisos were lifted; and

16 WHEREAS, the Office of Sustainability and Environment presented a response to the Statement
17 of Legislative Intent to the Council on May 17, 2011, that recommends that Seattle Public
18 Utilities administer the community tree grant and education programs; NOW,
19 THEREFORE,

20 **BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:**

21 Section 1. The restrictions imposed by the following budget provisos, which limit
22 spending on the following items, are removed in their entirety because the conditions set forth in
23 the proviso have been satisfied and the budget provisos are no longer restrictions for any
24 purpose, including those set forth in Subsection 1.c of Ordinance 123442.
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Item	Department	2011 Green Sheet	Proviso Description	Budget Control Level
1.1	Office of Sustainability and Environment	114-1-A-1	"Of the appropriation in the 2011 budget for the Office of Sustainability and Environment, no more than \$50,000 may be spent on tree grants and education until authorized by future ordinance."	Office of Sustainability and Environment (00100)
1.2	Seattle City Light	114-1-A-1	"\$80,000 of the money appropriated in the 2011 budget for Seattle City Light's Distribution BCL may not be spent for participation in a new city-wide program for public outreach and education activities related to trees until authorized by future ordinance."	Distribution Services (SCL310)
1.3	Seattle Public Utilities	114-1-A-1	"\$80,000 of the money appropriated in the 2011 budget for Seattle Public Utilities Drainage and Wastewater Fund Other Operating BCL may not be spent for participation in a new city-wide program for public outreach and education activities related to trees until authorized by future ordinance."	Other Operating (N400B-DW)

Section 2. To implement the above mentioned community tree planting and education programs, a new position will be created in Seattle Public Utilities:

Department	Position Title	FTE	Position Type
Seattle Public Utilities	Senior Planning & Development Specialist	1.0	Full Time



1 The Director of Seattle Public Utilities is authorized to fill this position subject to civil service
2 and personnel rules and laws.

3 Section 3. This ordinance shall take effect and be in force 30 days after its approval by
4 the Mayor, but if not approved and returned by the Mayor within ten days after presentation, it
5 shall take effect as provided by Seattle Municipal Code Section 1.04.020.
6

7 Passed by the City Council the ____ day of _____, 2011, and signed by me in
8 open session in authentication of its passage this ____ day of _____, 2011.
9

10 _____
11 President _____ of the City Council

12 Approved by me this ____ day of _____, 2011.
13
14

15 _____
16 Michael McGinn, Mayor

17 Filed by me this ____ day of _____, 2011
18

19 _____
20 Monica Martinez Simmons, City Clerk

21 (Seal)
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FISCAL NOTE FOR NON-CAPITAL PROJECTS

Department:	Contact Person/Phone:	CBO Analyst/Phone:
Office of Sustainability and Environment	Sandra Pinto de Bader - 4-3194	Joe Regis – 5-0087

Legislation Title:

AN ORDINANCE relating to community tree planting and education programs; removing budget provisos that restrict the expenditure of appropriations in the 2011 Budget for activities that engage the community in the planting and care of trees in Seattle to improve the city’s urban forest, and creating a new full time employee position in the Seattle Public Utilities Department.

Summary of the Legislation: As part of the 2011 Budget, the City Council adopted three budget provisos restricting expenditures in the Office of Sustainability and Environment (OSE), Seattle Public Utilities (SPU), and Seattle City Light (SCL) for activities that engage the community in the planting and care of trees until authorized by future ordinance. This legislation lifts these budget provisos in order to allow the expenditure of funds supporting Seattle’s Urban Forest Management Plan. The Office of Sustainability and Environment will use these funds to resume work on the Seattle reLeaf Program’s community outreach and education activities in 2011, including a community planting program that will give 1,000 free trees to residents and will provide the support and education necessary to ensure the trees survive and enhance Seattle’s urban forest. In May, the Executive recommends that the program administration be transferred to SPU beginning in 2012.

Background:

The City Council adopted a Statement of Legislative Intent and three budget provisos as part of the 2011 Adopted Budget restricting expenditures for programs that engage the community in the planting and care of trees pending a report by the Executive providing options for Council to consider regarding the administration of the City’s tree planting and education programs that directly involve the public. OSE staff presented their recommendation to the Regional Development and Environment Committee on May 17, 2011.

Seattle’s Urban Forest Management Plan (UFMP) calls for increasing the city’s canopy cover to 30% by 2037 to increase the environmental, social, and economic benefits the urban forest brings to Seattle residents. Residential property, including both single- and multi-family, accounts for 67% of the land in Seattle, giving this segment of the city the most tree planting potential. As a result, residential property is a key focus of the City’s urban forest outreach efforts.

The Seattle reLeaf Program implements strategies to engage residents in urban forest stewardship primarily on residential private property. The program develops stewardship for Seattle’s urban forest by building community, developing public-private partnerships, and leveraging federal and state funds, along with thousands of volunteer hours. The program



includes a community tree planting component that provides 1,000 free trees each year and supports participants in long-term tree care, including species selection, participant assistance with individual tree selection, planting workshops, free watering bags, pruning workshops, proper watering instructions, and seasonal tree care reminders. The program also tracks trees to evaluate survival rates.

This legislation does not have any financial implications. (Stop here and delete the remainder of this document prior to saving and printing.)

X This legislation has financial implications.

This legislation lifts a restriction on the use of funds which were appropriated in the 2011 Adopted Budget in OSE, SCL and SPU for programs that engage the community in the planting and care of trees, and concurrently creates 1.0 FTE position to reside in SPU. The Bill does not appropriate any additional funds.

Total Regular Positions Created Or Abrogated Through This Legislation, Including FTE Impact:

Position Title and Department	Position # for Existing Positions	Fund Name & #	PT/FT	2011 Positions	2011 FTE	2012 Positions*	2012 FTE*
Senior Planning & Development Specialist	N/A	Other Operating (N400B-DW)	FT	1	1.0	1	1.0
TOTAL				1	1.0	1	1.0

* 2012 positions and FTE are total 2012 position changes resulting from this legislation, not incremental changes. Therefore, under 2012, please be sure to include any continuing positions from 2011.

Position Notes:

N/A

Do positions sunset in the future?

No

What is the financial cost of not implementing the legislation?

There is no direct financial cost to not implementing this legislation, however by not implementing this legislation the City will not be able to move forward with the Seattle reLeaf Program.



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OSE Comm Tree Planting and Educ Progr Proviso Lift FISC
May 17, 2011
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Does this legislation affect any departments besides the originating department?

This legislation affects SCL and SPU

What are the possible alternatives to the legislation that could achieve the same or similar objectives?

There is not a similar program to plant trees on private property that is administered by the City of Seattle.

Is the legislation subject to public hearing requirements:

No.

Other Issues *(including long-term implications of the legislation):*

None.

List attachments to the fiscal note below:

Attachment A: Seattle reLeaf Program Manager PDQ



City of Seattle
 Personnel Department

**POSITION DESCRIPTION QUESTIONNAIRE
 FOR BUDGET REQUEST ONLY -- DOF FORM P5**

Department: SPU		Request Number:	
1. Request Type a) <input checked="" type="checkbox"/> New Position Request b) <input type="checkbox"/> Reclassification Request c) <input type="checkbox"/> Change in FTE Only d) <input type="checkbox"/> Existing Position Cut from Base Budget		Existing Title N/A Requested Title Senior Planning & Development Specialist	
2. Incumbent's Name (If applicable) 		6. Fund Source <input checked="" type="checkbox"/> General Fund <input type="checkbox"/> Grant Funded (Specify) <input checked="" type="checkbox"/> Other (Specify) Drainage & Wastewater Fund, City Light Fund, Neighborhood Matching Fund	7. Position Type <input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
3. Position Statistics Number of Positions: 1.0 Number of FTEs: 1.0 Position Number(s): SPU 11 0006 _____ _____			
4. Work Location SMT 44		8. Name/Title of Immediate Supervisor Miles Mayhew/ Restore Our Waters Manager Phone: 684-4656	
5. Division (SFMS Code and Name) Drainage and Wastewater Quality Division, Utility Systems Management Branch		9. Name/Title of Next Higher Supervisor Bruce Bachen/ Director of Drainage and Wastewater Quality Division	
I certify that the entries on the attached pages are accurate and complete.			
Signature of Department Head (or designee) <u>Melina Thung for Ray Hoffman</u>			
<p style="text-align: right;">Date <u>5-17-2011</u></p>			



10. General Summary: Briefly summarize the work this employee will perform.

This position will manage a cohesive urban forest outreach and incentive program that encourages community engagement while increasing tree canopy cover and the environmental, health, and community benefits of trees
 Work includes:

- Defining program goals, budgets, schedules
- Applying urban forestry technical expertise in designing program and delivery models
- Collaborating with community groups to design projects in support of shared goals
- Analyzing complex urban forest assessment data (satellite studies, field sampling inventories) and translating that data into programs to achieve goals;
- Negotiating and managing consultant contracts
- Collaborating with local businesses to support outreach efforts
- Communicating with community advocates on sensitive issues
- Serving as a liaison with state and national urban forest agencies and organizations
- Providing periodic updates to the Mayor and Council on program outcomes and community engagement issues

Arborist certification is a minimum qualification to execute this body of work. This position will also represent the department on the Urban Forest Interdepartmental Team that develops policy and overarching program goals.
 Specific outcomes include:

- Planting 1,000 trees per year in neighborhoods
- Fostering community building by creating and implementing the Tree Ambassador program which will train residents as community tree experts to serve as a resource in their neighborhood and lead tree planting events, tree walks etc.
- Outreach projects in partnership with existing community organizations to expand the impact of City outreach investments and enhance our collaboration with these groups
- Create and implement a mapping system that allows residents to map trees in their community through a web-based system that can be accessed by anyone

11. Description of Work: Please describe the work to be performed. List the duties and tasks in order of their importance and include in the left column your best estimate of percentage of work time spent on each duty. Use additional sheets if necessary.

30%	A. Leads interdepartmental effort to design, develop and implement the consolidated city urban forest outreach and incentive program.
25%	B. Establishes goals, budgets, schedules and criteria for all elements of urban forest outreach and incentive program.
20%	C. Leads program outreach activities. Represents the department on urban forestry policy and programs to residents, non-profits and local business. Develops program outreach materials and distribution plans.
10%	D. Applies forestry technical expertise to further program goals.
10%	E. Persues and manages grants and consultant contracts.
5%	F. Presents program goals and results to senior management and elected officials.

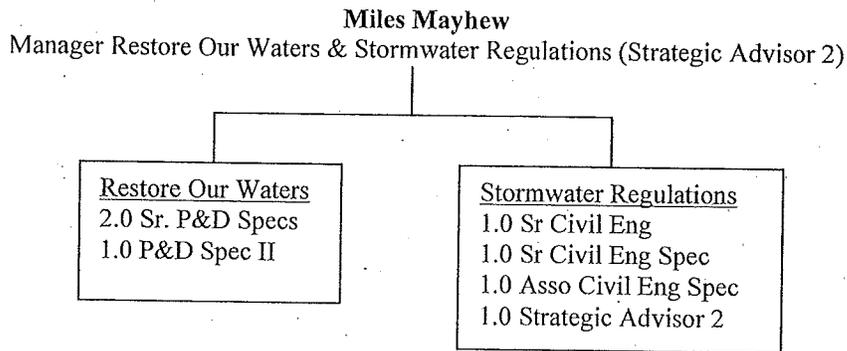
BUDGET REQUEST



12. ORGANIZATIONAL CHARTS

List the names and titles of City employees under the immediate supervision of this position (if more than five, list only the titles and number for each position). In the spaces provided below, sketch two organizational charts. The first chart should indicate the existing organization showing the current title of the position and the incumbent if filled. The second chart should indicate the proposed organization showing the requested title for the position being reviewed. Both charts should show the name/title of the person supervising the position and the name(s) or title(s) of persons reporting to this position.

CURRENT



PROPOSED

Same as above with the addition of another Sr.P& D Spec to the Restore Our Waters team.

13. A. New Position: Is this request the result of a new or expanded program or project? If yes, provide a brief summary of the program or project.

This is a new program at SPU and would merge the City's tree outreach and planting programs currently housed in DON, OSE, and SCL into a consolidated program. The consolidation will create efficiencies in program staffing and delivery as well as promote improved service to citizens by providing them with a centralized source of information about tree programs within the City.

B. Reclassification: Explain what organizational or duty changes have occurred and why.
 N/A

NAME, TITLE, AND PHONE NUMBER OF THE INDIVIDUAL TO BE CONTACTED REGARDING THIS POSITION REQUEST.

Name	Title	Date
Miles Mayhew	Restore Our Waters Manager	5/17/11

BUDGET REQUEST





City of Seattle
Office of the Mayor

May 17, 2011

Honorable Richard Conlin
President
Seattle City Council
City Hall, 2nd Floor
Seattle, WA 98124

Dear Council President Conlin,

I am pleased to transmit the attached proposed Council Bill that removes three budget provisos in the 2011 Adopted Budget so that funds may be spent to support Seattle's Urban Forest Management Plan (UFMP) goals and in particular, the Seattle reLeaf program, and creates a new position in Seattle Public Utilities to implement this body of work.

As part of the 2011 Budget, the City Council adopted three budget provisos restricting expenditures in the Office of Sustainability and Environment (OSE), Seattle Public Utilities (SPU), and Seattle City Light (SCL) for activities that engage the community in the planting and care of trees until authorized by future ordinance. In response to a Council Statement of Legislative Intent, the Executive has evaluated which departments are best suited to administer the City's tree planting and education programs and presented a report to Council on May 17, 2011 recommending that SPU manage these programs beginning in 2012. This proposed Council Bill allows OSE to resume work on the Seattle reLeaf Program's community outreach and education activities for the remainder of 2011 until the program is transferred to SPU in 2012.

The UFMP calls for increasing the city's canopy cover to 30% by 2037. In support of this objective, the Seattle reLeaf Program implements strategies to engage residents in urban forest stewardship, primarily on residential private property, and includes a community planting program that will give 1,000 free trees to residents.

Thank you for your consideration of this legislation. Should you have questions, please contact Jill Simmons (4-9261) or Sandra Pinto de Bader (4-3194).

Sincerely,

Michael McGinn
Mayor

Copy: Honorable members of the Seattle City Council

Office of the Mayor
Seattle City Hall, 7th Floor
600 Fourth Avenue
PO Box 94749
Seattle, WA 98124-4749

Tel (206) 684-4000
Fax (206) 684-5360
www.seattle.gov/mayor
mike.mcgin@seattle.gov

