



## **CITY OF KIRKLAND**

123 Fifth Avenue, Kirkland, WA 98033 425.587.3225

www.ci.kirkland.wa.us

---

### **MEMORANDUM**

**Date:** September 27, 2006

**To:** David Ramsay, City Manager  
Tracey Dunlap, Finance Director

**From:** Natural Resource Management Team  
Paul Stewart, Deputy Planning Director

**Subject:** Natural Resource Management - 2007-2008 Service Packages

#### **Introduction**

In 2003, the City Council adopted the Natural Resource Management Plan which set forth guiding principles as well as recommended strategies to implement the plan (see attached). In 2004, the interdepartmental team developed an initial set of service package requests to implement the plan of which the first two were approved by the Council.

- .5 FTE temporary field arborist for Public Works & Parks
- Annual tree planting program
- Low impact development feasibility study

On May 18<sup>th</sup>, 2006 the Natural Resource Management Team (NRMT) met with the City Council at a special study session on environmental stewardship. At that time, the NRMT briefed the Council on all the activities and programs that the City is undertaking which were summarized in an Environmental Stewardship Progress Report. As part of the report and briefing, the Work Program for the NRMT was also presented noting the tasks, staffing and general schedule (see attached work program).

In order to continue with the implementation of the Natural Resource Management Plan, the team has met and discussed the preferences and priorities for the 2007-2008 service package requests. While each individual service package was submitted through individual departments, the following requests were discussed and coordinated through the Natural Resource Management Team.

#### **Field Arborist (Public Works)**

As noted above, the Council approved a temporary half time field arborist position that works for both Public Works and Parks. The request is to make this position permanent and full time. With over 21,000 street trees in the City there is a critical need to have a qualified and skilled arborist

that can manage the City's public tree inventory. Without the position, the City would not have the ability to retain a minimal level of maintaining our investment in trees.

**Recycling Program** (Public Works)

This request is consistent with the Natural Resource Management Plan direction to increase recycling, promote sustainable building practices and engage in education and outreach efforts. It includes an additional .5 FTE along with funding for newsletters and education materials, a battery recycling program and printing brochures to explain and promote sustainable "green buildings."

**Commercial Organics Recycling Program** (Public Works)

Consistent with the U.S. Mayors Climate Protection Agreement to increase recycling rates in City operations and the community, this program would build upon information gained during the commercial pilot program conducted with businesses in the Totem Lake area. The goal is to recycle organic materials into compost and then to be reused in commercial and residential landscaping. Food waste and food-soiled paper comprised 26% (by weight) of all garbage disposed by *businesses* in King County in 2005 making it the largest remaining segment of untargeted recyclable material in the commercial waste stream. By converting organic waste into a renewable resource, it will reduce the waste stream to landfills.

**Alternative Fuel Vehicle** (Public Works)

The proposal is to purchase one alternative fuel vehicle (e.g. biodiesel) for use in the pool of vehicles for Public Works. The intent is to be a model in purchasing and using these types of vehicles. This is an important step in vehicle use to reduce emissions consistent with our participation in the Climate Change protocols.

**Community Outreach and Education** (Parks and Community Services)

In 2005, the City launched the "Green Kirkland" program to educate and engage the community to remove invasive plants from the City's parks and urban forests. This program has been very successful with hundreds of volunteers participating in the stewardship project. A .5 FTE is requested to identify, develop and implement strategies for on-going volunteer stewardship programs and activities as well as seeking grant funding to augment the program.

**Urban Forester** (Planning)

The Planning Department currently has a .5 FTE Urban Forester position. The request is to increase it to a full time position due to the need to respond more quickly and efficiently during the work week to customers and applicants requesting review of tree plans. The additional staffing would also have more availability to work with neighborhood and community groups as well providing assistance to other departments. This position is different from the field arborist noted above. The Urban Forester's primary responsibilities are to review permit applications, develop tree policies and regulations, provide education and information to the community and undertake overall urban forestry strategies (e.g. increasing the tree canopy). The field arborist is just that – a position that works in the field performing work on trees (pruning, planting, maintenance, etc.) on City property or rights-of-way.

## IV. IMPLEMENTATION STRATEGIES

### Important Note:

Implementation of the Natural Resource Management Plan is expected to occur in many, future follow-up steps. This plan is not intended to lock-in specific actions for implementation. Instead, it is intended to provide – all in one place – the framework to guide all actions related to natural resource management that might be considered in the future. As each new action is raised for consideration, it will be compared to this plan and examined in depth – to analyze costs/benefits and alternatives. This approach is more prudent than specifying that level of detail at this time in this plan, because (1) It is not feasible to fund the entire implementation of a plan of this scope at one time, and (2) The dynamic nature of our natural features and changes within our community dictate the need to perform analyses at the time of action, rather than far in advance.

### NATURAL RESOURCES - MANAGEMENT

STRATEGY	REASON	PROCESS	TIMING
<b>1. Interjurisdictional coordination</b>			
<p>Continue to coordinate natural resource management across boundaries using interjurisdictional collaboration.</p> <p>(See Guiding Principles B.3, B.8, C.12-13, D.1-D.4, E.1-E.3, F.1-F.6, and G)</p>	<p>Because natural systems cross jurisdictional boundaries, interagency coordination is essential to managing them successfully.</p>	<p>Continued Council support of administrative activities through allocations of budget and staff.</p>	<p>Ongoing</p>
<b>2. Public Involvement &amp; Education</b>			
<p>Design and maintain a program to inform &amp; involve stakeholders in natural resource practices, programs, and amendments. Include mailings, articles, cable TV, internet, neighborhoods &amp; schools. Work to foster links between school teachers and experts in the fields.</p> <p>(See Section C.3 of the Introduction and see Guiding Principles A.1- A.3, B.1-B.13, C.1-C.13, D.1-D.4, E.1-E.3, F.1-F.6, and G)</p>	<p>Due to the high cumulative impact of the actions/choices of individuals, institutions &amp; businesses, public outreach is key to improving the viability of City natural resources, reducing code violations by explaining the rules and the reasons behind them, increasing fairness of enforcement, and utilizing volunteers.</p>	<p>Kirkland's Natural Resource Management Team could design and implement the program, but funding and staff time would be needed.</p>	<p>First Quarter of 2004</p>
<b>3. Find and Implement Incentives</b>			
<p>Search for incentives that would be feasible to implement in order to encourage sound natural resource stewardship. Evaluate current regulations for unintentional disincentives and work to rectify those.</p> <p>(See Section C.4 of the Introduction and see Guiding Principles A.3, B.6, B.9, C.1, C.5-C.6-C.13, D.1-D.4, E.1-E.3, F.1-F.6, and G)</p>	<p>Incentives to reward good stewardship of natural resources can be effective resource management tools when combined with public involvement and education.</p> <p>Often regulations can unintentionally thwart preferred outcomes, such as requiring a lengthy or expensive process to evaluate a proposal for habitat restoration.</p>	<p>This task would need to be funded and staff time allocated. Stakeholder participation would be an important part of the process.</p>	<p>To be determined</p>

**NATURAL RESOURCES - MANAGEMENT, continued**

<b>4. Acquire Best Resources</b>			
<p>Identify the most valuable and/or the most imminently threatened natural resource features in Kirkland and target them for eventual acquisition by the City, then allocate the staff and financial resources to manage resources according to best known practices.</p> <p><i>(See Section C.2 of the Introduction and Guiding Principles A.1-3, B.1-B.13, C.1-C.3, D.1-D.3, E.1, E.2, F.4, and G)</i></p>	<p>Acquisition is most effective way to ensure that these vital assets are managed as the City would wish. Since it would not be feasible to acquire all, it is important that the most valuable and/or the most imminently threatened be identified and targeted for consideration for future acquisition by the City.</p>	<ol style="list-style-type: none"> <li>1. A qualified professional should identify Kirkland's most valuable natural resource assets using criteria approved by the City Council.</li> <li>2. GIS analysis could identify key parcels related to target areas.</li> <li>3. This information could be considered by the Park Board &amp; Council as parcels become available.</li> </ol>	<p>Staff and funds would need to be allocated for professional services and for periodic updates of the GIS data. The resulting information would be for the City Council's consideration when targeted parcels become available for purchase.</p>
<b>5. Upgrade City Practices</b>			
<p>City practices and programs should be updated to use current knowledge and technology.</p> <p>Also, the City should move toward proactive maintenance of the City-managed natural resources.</p> <p><i>(See Guiding Principles A.1-3, B.1-13, C.1-C.13, D.1-D.4, E.1-E.3, F.1-F.6 and G)</i></p>	<p>Currently, limited budget and staff resources are dedicated to maintain City-owned natural areas and City-managed trees in parks and downtown. Consequently, management of Kirkland's natural resources tends to be on a reactive, rather than proactive basis. Proactive management would increase the value of Kirkland's natural assets and would likely be more cost effective than rectifying problems after the fact.</p>	<p>Approval of additional staff and financial resources to support upgrades to the City's practices.</p>	<p>To be determined</p>
<b>6. Update Policies and Regulations</b>			
<ul style="list-style-type: none"> <li>• Amend Kirkland's Comprehensive Plan, Zoning Code and other adopted plans and regulations in view of this plan.</li> <li>• Ensure that enforcement staff and budget are sufficient to support the regulations.</li> </ul> <p><i>(See Introduction, Section C.1, and Guiding Principles A.1-3, B.1-B.13, C.1-C.13, D.1-D.3, E.1-3 and G)</i></p>	<ul style="list-style-type: none"> <li>• To strengthen enforcement</li> <li>• To codify interim rules for tree removal and retention, and improve rules for tree replacement</li> <li>• For greater clarity &amp; more flexibility</li> <li>• Tailor to concerns and character of basins or neighborhoods</li> <li>• Need improved organization of rules</li> <li>• Update for current technology and knowledge</li> <li>• To reflect City-wide ecosystem goals</li> <li>• To resolve competing City responsibilities in the ROW</li> <li>• To address low-impact development practices</li> </ul>	<p>City Council decision on amendments developed through public process and recommended by City commissions and/or boards and Houghton Community Council. Some funds have already been allocated.</p>	<p>Third and fourth qtrs 2003 &amp; First qtr. 2004</p>

**NATURAL RESOURCES - MANAGEMENT, continued**

STRATEGY	REASON	PROCESS	TIMING
<b>7. Adaptive Management</b>			
<p>Periodically monitor and assess results of City practices, programs, and regulations; and adapt them as appropriate to better achieve the City's natural resource goals.</p> <p><i>(See Guiding Principles B.5-B.13, C.1-13, D.1-3, E.1-3, F.1-6 and G)</i></p>	<p>Because the science of natural resource management is incomplete and growing, and other relevant factors may also change over time, results of City actions should be monitored and adjusted to increase effectiveness.</p>	<p>Identify quality indicators, monitor, analyze results, and amend practices, programs, and regulations to increase effectiveness.</p>	<p>To be determined</p>
<b>8. Manage Data</b>			
<p>Build, interpret, analyze, store, update, and communicate data concerning Kirkland's natural resources.</p> <p><i>(See Guiding Principles A.1-3, B.1-13, C.1-4, C.6-13, D.1-4, E.1-3, F.1-6 and G)</i></p>	<p>Monitoring &amp; managing environmental information is key to effective management of natural resources. GIS is the primary tool. Decisions by City Officials and the efficiency of City staff's daily work would benefit greatly by accurate, current data.</p>	<p>City Council approval of staff and budget to manage the data.</p>	<p>Ongoing</p>
<b>9. Interdisciplinary</b>			
<p>Consider dedication of funds and staff to do work now done by Nat. Resource Mgmt Team.</p> <p><i>(Guiding Principles A.1-3, B.1-13, C.1-13, D.1-4, E.1-3, F.1-6 and G, Implementation Strategy 11)</i></p>	<p>To support an ongoing interdisciplinary approach to coordinate between City departments with differing responsibilities and to expedite implementation of the Natural Resource Management Plan.</p>	<p>City Council approval of dedicated funds and staff time.</p>	<p>Review in 2005</p>
<b>10. Pursue Restoration</b>			
<p>Pursue opportunities for restoring functions of natural systems where significant environmental benefits will be realized.</p> <p>Determine criteria and method for prioritizing target areas.</p> <p>Consider restoration or enhancement by way of:</p> <ul style="list-style-type: none"> <li>• Model projects on City property</li> <li>• Increased use of existing code authority to require restoration on private property at the time of development.</li> </ul> <p><i>(See Guiding Principles A.1-3, B.1-13, C.1-13, D.1-4, E.1-3, F.2, F.4 and G)</i></p>	<p>Environmental degradation results in loss of important functions normally performed by healthy natural water systems, which in turn adversely affects water quality, water quantity, and the habitat of humans, fish, and wildlife.</p>	<p>City Council approval of funds and staff resources to identify and pursue such opportunities through projects. Staff could then pursue grants and work with volunteers to help with the cost of restoration.</p>	<p>Ongoing</p>

IV. Implementation Strategies

**URBAN FOREST**

STRATEGY	REASON	PROCESS	TIMING
<b>12. Public Tree Management Programs</b>			
<p>a. Currently the City maintains a limited number of ROW vegetation areas &amp; would like to begin a pilot program to explore accepting more responsibility for proper maintenance of ROW vegetation.</p> <p>b. Neighborhood stewardship projects will be created as part of the grant for public tree inventory.</p> <p>c. Dedicate funds to support a pro-active program for planting and maintaining new trees as well as for the maintenance of existing ones in public spaces, such as in parks and other City properties, public rights-of-ways, and on school grounds.</p> <p><i>(See Guiding Principles A.1-3, B.1-13, C.1, C.2, C.4-13, D.3, E.1-3, F.2, F.4 and G)</i></p>	<p>a. The Public Works Dept. can determine maintenance costs for maintaining street trees through a pilot program in a selected street corridor.</p> <p>b. When coordinating public tree projects with neighborhoods, the City is promoting stewardship within the community.</p> <p>c. The proactive program will invest in Kirkland's urban forest to increase the economic and ecological benefits of that asset.</p>	<p>a. Determine corridor &amp; maintenance needs.</p> <ul style="list-style-type: none"> <li>• Perform work, track costs.</li> <li>• Estimate cost to expand program</li> </ul> <p>b. Promote projects w/ neighborhoods.</p> <p>Implement first projects.</p> <p>c. City Council approval of funding and approach.</p>	<p>4<sup>th</sup> qtr. 2003</p> <p>2004</p> <p>4<sup>th</sup> qtr. 2004</p> <p>4<sup>th</sup> qtr. 2003</p> <p>2004</p> <p>To be determined</p>
<b>13. Street Tree Standards</b>			
<p>Review and revise planting specifications for street trees to accommodate a more diverse palette of species and to address current best planting techniques.</p> <p><i>(See Guiding Principles A.3, B.5, B.7-8, B.11-13, C.1-2, C.4-8 and G)</i></p>	<p>The official list should be updated to delete species that are not suitable or viable as street trees.</p>	<p>The City's Urban Forester will update the list for review and approval by the directors of the Parks, Public Works, and Planning Departments.</p>	<p>Third quarter 2003</p>

*CITY OF KIRKLAND*  
**2007-2008 SERVICE PACKAGE REQUEST**

<b>TITLE</b>	<b>Urban Forester</b>				
<b>DEPARTMENT</b>	<b>DIVISION</b>		<b>FUND</b>		
Planning & Community Dev	Policy & Planning		General		
<b>CITY PHILOSOPHIES</b>					
<ul style="list-style-type: none"> <li>- Environmental Stewardship</li> <li>- Unique Community Character</li> <li>- Community Involvement</li> <li>- Investment in Infrastructure</li> </ul>					
<b>DESCRIPTION AND JUSTIFICATION</b>					
<p>In 2000, the City approved funding for urban forestry consulting services. The funding was converted to a .5 FTE Urban Forestry position in Planning &amp; Community Development. Since then, significant progress has been made in protecting and enhancing the City's tree canopy. With a professional arborist on staff, the City has made a concerted effort to improve our tree and landscaping standards and practices including a city-wide street tree inventory, new tree and vegetation regulations, more effective code enforcement responses, an annual Arbor Day event, the designation of Kirkland as a Tree City USA, providing education and training and working with other departments.</p> <p>There is additional need for a full time Urban Forester. A 1.0 FTE would be available during the entire work week to be able to respond more quickly and efficiently to customers, applicants applying for permits, homeowners, and the general public along, with being a resource to planners reviewing tree plans under the new tree regulations. In addition, the Urban Forester would be more available to respond to complaints or instances of illegal tree cutting. Under the forestry account, revenue from fines can be used to offset some of the additional expenditures. The City will be reviewing and potentially updating its tree regulations in 2008. The additional staffing would result in no net decrease in permit review service levels.</p> <p>Consistent with the Natural Resource Management Plan, the additional staffing would have more availability to work with neighborhood associations and community groups on tree planting. Additional tasks could include the preparation of handouts and brochures, working on a Heritage tree program, education and outreach, and assistance to other departments (e.g. Parks and Public Works in their tree management programs (planting, pruning, corridor themes, training, etc.).</p>					
<b>Is this Service Package tied to a CIP Project?</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <b>CIP #</b> _____					
<b>NUMBER OF FTE's REQUESTED</b>		0.50			
<b>COST SUMMARY</b>	<b>2007</b>		<b>2008</b>		<b>Total</b>
	<b>Ongoing</b>	<b>One-Time</b>	<b>Ongoing</b>	<b>One-Time</b>	
Personnel Services	\$ -	\$ -	\$ 50,411	\$ -	\$ 50,411
Supplies & Services	\$ -	\$ -	\$ 3,378	\$ -	\$ 3,378
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Service Package Cost</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53,789</b>	<b>\$ -</b>	<b>\$ 53,789</b>
Expenditure Savings / Offsetting Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Service Package Cost</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53,789</b>	<b>\$ -</b>	<b>\$ 53,789</b>

## SERVICE PACKAGE COST SUMMARY WORKSHEET

TITLE	Urban Forester					
Description	Account #	2007		2008		Total
		Ongoing	One-Time	Ongoing	One-Time	
<b>PERSONNEL SERVICES</b>						
Urban Forester .5 FTE Salary	0105105810*5100100			\$ 34,140		\$ 34,140
Urban Forester .5 FTE Benefits	0105105810*5200100			\$ 14,060		\$ 14,060
Clerical Hourly Wages 104 hrs	0105105810*5100200			\$ 1,894		\$ 1,894
Clerical Hourly Benefits	0105105810*5200200			\$ 317		\$ 317
						\$ -
						\$ -
<b>Total</b>		\$ -	\$ -	\$ 50,411	\$ -	\$ 50,411
<b>SUPPLIES &amp; SERVICES</b>						
IT Rental Charges	0105105810*5459101			\$ 2,824		\$ 2,824
Telecom Charges	0105105810*5459401			\$ 129		\$ 129
Copier Charge	0105105810*5459701			\$ 425		\$ 425
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<b>Total</b>		\$ -	\$ -	\$ 3,378	\$ -	\$ 3,378
<b>CAPITAL OUTLAY</b>						
						\$ -
						\$ -
						\$ -
						\$ -
<b>Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>EXPENDITURE SAVINGS / OFFSETTING REVENUE</b>						
						\$ -
<b>Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>NET SERVICE PACKAGE COST</b>		\$ -	\$ -	\$ 53,789	\$ -	\$ 53,789



## NATURAL RESOURCE MANAGEMENT TEAM 2006 WORK PROGRAM

				2006											
TASK	STAFF	DEPT		J	F	M	A	M	J	J	A	S	O	N	D
1	Interjurisdictional coord.	JG, PT	PW, PI												
2	Public involvement/ed.	JG, WK, JF, EW	PW, Pa, PI												
3	Incentives	JG	PW												
4	Acquisition	MC	Pa												
5	City practices	JG, WK, JF	PW, Pa												
6	Policies & regulations	EW, PT	PI												
7	Adaptive management	JG, EW	PW, PI												
8	Data management	WK, JG, PT	PW, PI												
9	Interdisciplinary	NRMT	PW, Pa, PI												
10	Restoration	JG, JF	PW, Pa												
11	Funding	NRMT	PW, Pa, PI												
12	Public tree management	WK, JF	PW, Pa												
13	Street tree standards	WK, arborist	PW												
14	Tree City USA	EW	PI												
15	Notable trees	EW	PI												
16	Recycling	EB	PW												
17	Food waste	EB	PW												
18	Collection events	EB	PW												
19	Compost bins	EB	PW												
20	Transport'n management	DG	PW												
21	Employee transportation	DG	PW												
22	Purchasing	BS	F												
23	Alternative fuel	TL	PW												
24	Better diesel	TL	PW												

**LEGEND**

PW = Public Works Dept.

Pa = Parks and Community Services Dept.

PI = Planning and Community Development Dept.