

Information for FY 18-19 Budget Priorities Discussions: Portland Parks and Recreation Urban Forestry Program Areas

This information is to assist with identifying budget priorities for fiscal year 18-19.

Below is a general list of services provided by Urban Forestry. The services are organized by responsible program area: **Operations, Permitting, Outreach and Science, and Administration.**

The fiscal year 17-18 budget and approximate percent of each broad program area budget from General Fund are indicated *in italics*.

More information on several of these services is available on the Urban Forestry and Portland Trees websites:

[Urban Forestry | The City of Portland, Oregon](#)
[Portland Trees | The City of Portland, Oregon](#)

Portland Parks & Recreation Urban Forestry's mission is to manage and ensure Portland's urban forest infrastructure for current and future generations.

Operations: *\$2,9031,333 in FY 17-18* *82% GF*

- Tree emergency response system management and operation
 - Respond to and resolve emergencies - all public streets and City properties, 24/7
 - Coordinate with other responders and key customers, e.g., transportation, utilities, hospitals.
 - Staff training and safety compliance
 - Documentation, SOPs and reporting
- Non-emergency tree work (by request): planting, establishment, pruning, removals, stump grinding, etc.
 - City properties, City property development projects (CIPs), Heritage Trees, outreach programs (e.g., Learning Landscapes, Neighborhood Tree Team events)
- Parks view clearings – planning, project development, outreach, tree removal and pruning.
- Dutch Elm Disease management
 - Monitoring and disease mapping
 - Prevention - fungicide applications on Park trees, outreach to property owners
 - Infected City-properties tree removal
 - Communications and outreach
 - Documentation and reporting
- Log and wood chip supplies – to City (e.g., BES, Parks), partners (e.g., FOT), and public auction for urban timber.
- Arboriculture training:
 - City staff (e.g., UF, Parks, PBOT street maintenance)
 - Resident programs – e.g., Neighborhood Tree Teams, Neighborhood Tree Stewards, Youth Conservation Crew, Community Tree Care, GRUNT.
- Equipment procurement, maintenance, and management

*FY 18-19 Budget Priorities Discussion Background
December 2017*

- Arborist Trainee program development and implementation

Permitting:

\$1,974,708

32% GF

- Respond to and resolve emergencies - all public streets and City properties, 24/7
- Tree permit systems development, operation, analysis, reporting and management – interbureau and public
- Tree permitting policy and code development assistance
- Tree inspection and permitting services:
 - Development
 - Commercial and Residential
 - Early assistance meetings
 - Land use review
 - Plan Review
 - Street tree planting
 - Street tree preservation
 - Tree consultations (Residential)
 - BDS Tree Consultation Services
 - On-Site tree preservation inspections
 - On-site street tree root & limb pruning inspections/permitting
 - Code compliance inspections
 - Administrative reviews & code hearings cases
 - Public Works
 - Conceptual meeting
 - Plan Review
 - Street tree planting
 - Street tree preservation
 - Punchlist inspections
 - Capital Improvement Projects for all City bureaus (BES, PBOT, WB, OMF, etc.)
 - Plan review and permitting all trees (on-site & street trees)
 - Tree Preservation Inspections
 - Root cutting inspections and permitting
 - Monitoring inspections and code compliance checks
 - Non-Development
 - Tree removal inspections (private & street trees)
 - Tree planting inspections (street trees)
 - Tree and root pruning inspections (street trees & some private trees)
 - Heritage tree permitting requests (all trees)
 - Tree permit appeals
 - Code compliance inspections (private & street trees)
 - administrative reviews & code hearings
 - Programmatic permits –
 - On-site inspections & permitting
 - Monitoring inspections & code compliance checks
 - Arboriculture and City code content development
 - Risk Claims

- On-site inspections
 - Cost analysis
- TRACS data entry, documentation, development and work flows -City permit database
- Customer service for all tree permit related inquiries –
 - trees@portlandoregon.gov and 503-823-TREE (8733) (24-hour response)
 - manage “Trees” website and phone system
 - Development Services Center staffing – certain over-the-counter tree permit processes, in-person information.
- Interbureau requirements and standards coordination – participate in several standing work groups with the other infrastructure bureaus when possible, e.g., Public Works Policy group.

Outreach and Science: ***\$695,761 (incl. some trust funding)*** ***86% GF***

- Develop and lead Division communication system:
 - Division communication strategy development and lead
 - Webmaster: “Urban Forestry” web pages, blog, etc.
 - Title VI communication requirements, e.g., non-English resources
 - Publications – e.g., newsletter, brochures, posters
 - Permit materials – e.g., door hangers, species lists
- Forest analyses and policy development:
 - inventory and assessment – e.g., street tree inventory, park trees inventory, Urban Forest Inventory and Analysis.
 - canopy coverage and mapping
 - forest distribution, e.g., low-canopy low-income areas identification
 - service values, e.g. forest, species.
 - data capture and management
- Tree code analysis, policy and process development and improvement – e.g., tree code compliance, Title 11 implementation, potential canopy
- POPS development lead for PP&R and UF - new City permit database
- Programmatic Permit administration- permit data entry, permit development support
- Permit specifications development and implementation – e.g., Street Tree species lists, tree maintenance specifications, tree planting specifications, etc.
- Forest pest and pathogens
 - create and conduct trainings
 - PP&R state representative
 - Infestation detection and response planning
- Assistance with required reporting - e.g., Title 11 trust funds, UF report (monthly), annual Urban Forest Action Plan update assistance
- Implement division projects - audit, Urban Forest Management Plan update, etc.
- External equity programming lead
 - Youth Conservation Crew Tree Crew– workforce development
 - internships
 - community partnerships, e.g., Jade District Greening
 - Bureau Diversity and Equity Committee, Bureau Racial Equity Dialogue
- Volunteer management: recruitment, training, retention, safety, etc.

- Tree planting programs management
 - Citywide Tree Planting Strategy development and implementation
 - Budget, funding, supplies procurement
 - Learning Landscapes (school tree planting/arboreta creation and pupil education)
 - parks and natural areas planting
 - tree giveaways
- Tree Code and stewardship education - Local Tree Care Provider workshop and list, Neighborhood Tree Stewards and Teams development and support, public events (Trees in Development, pruning workshops, tree walks, etc.).
- Community Tree Care partnership management
- Heritage Tree program and Urban Forestry Commission Heritage Tree Committee
- Arbor Day and Urban Forestry Commission Education and Outreach Committee - annual event, monthly meetings

Administration:

\$245,180

100% GF

- General - Timekeeping, purchasing, procurement, facilities maintenance, supplies, equipment, records keeping.
- Reporting – e.g., monthly Forestry, Urban Forest Action Plan update, Council submissions, Division dashboard.
- Budget - creation, analysis, management, accounting, billing, trust funds oversight, propose permit fees.
- Programmatic Permit program management – permittee liaison, permit development, reporting, tracking, public notification, program analysis, etc.
- Urban Forestry Commission management - meetings and hearings; communications; website and documentation; practices and responsibilities; membership; Policy committee, Appeals Board
- City-wide Planning – tree code and urban forest in Bureau of Planning Services and other City policy projects, and PP&R Bureau policies and standards
- Oversee project development and implementation - e.g., Audit, Street Tree Task Force, Urban Forest Management Plan update, Arborist Trainee program, internal equity and inclusion, e.g., Division Racial Equity Plan
- Urban Forestry program management– human resources oversight, strategic planning, resource allocation, organization structure, programs oversight, etc.
- PP&R Division leadership - Senior Management Team, Bureau Leadership, PP&R Budget Advisory Committee, Commissioner and Commissioner staff coordination, Division Equity Plan, Racial Equity Dialogues, Bureau Strategic Planning, PP&R COOP and emergencies planning, etc.
- Coordination with City bureaus- compliance, communications, collaboration.

