



Citizen Advisory Committee
To Spokane Urban Forestry Tree Committee

MEETING MINUTES

May 3, 2011

3:30 PM

CALL TO ORDER

The meeting was called to order at 3:33 pm by Chairman, Garth Davis.

ROLL CALL

- Members present: Garth Davis, Richard Burriss, Ed Lester, Marilyn Lloyd, Pam Luders, Ben Kappen, Julie Neff, and Andrew Rolwes.
- Also present: Angel Spell, Leroy Eadie and Cheryl Miller (staff members; Urban Forestry Program, and Parks Administration); Nancy MacKerrow (The Susie Forest); Ross Kelley, Ken Van Voorhis (Park Board).

CEREMONIES, APPOINTMENTS, ANNOUNCEMENTS

- None.

CONSENT CALENDAR

- Minutes of the April 5, 2011 UFCAC meeting – Pam Luders motioned to accept the minutes as written with exception to one clarification. On reports item D, the phrase ‘work to flesh out the plan’ should be ‘work to flush out the plan’. Marilyn Lloyd seconded. Motion carried.

CITIZEN COMMENTS

- Nancy MacKerrow reported that she is collecting treegrams as a show of community support for the Flott family, since their daughter was badly injured in a fire in Paris. The treegrams will be displayed on the tree planted last year for Mr. Flott at 35th and Ray. Plans are being considered to have a party when the daughter comes home. At that time a tree would be planted for her and she would be presented with a new bicycle. Donations from the community would be collected for the purchase of the bicycle.

REPORTS

- a. Education and Volunteer Recruitment Subcommittee – Marilyn reported the April 11th meeting was held. The PSA spots have been finalized and are available. There is a \$1,200.00 grant for paid advertisement. It will cover ads in the Inlander. It is important to have the website up, functional and current. The ‘Benefits of Trees’ campaign, and fund raising ideas were discussed. Angel reported that due to a previously obtained grant, brochures and bookmarks are now available for distribution. The first monthly print ad is out. Having it in color next month will be explored. The next meeting will be May 9, 2011, at 4pm, in the County Conservation District Meeting Room, 210 N Havana, Spokane, WA.
- b. Street Tree Subcommittee – Julie Neff reported that the Urban Forestry Interdepartmental Discussion Group (Parks, Planning, Engineering and Streets) is still meeting. The current topic is conflicts between street trees and signs. The draft report was sent out May 2, 2011. Street tree planting should be promoted, but within

The Citizen Advisory Committee to the City of Spokane Urban Forestry Tree Committee usually meets the first Tuesday of each month, 3:30 pm, at the Manito Meeting Room, Manito Park, in Spokane, Washington.

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November 2, 2010



Citizen Advisory Committee To Spokane Urban Forestry Tree Committee

parameters to avoid safety hazards. Upcoming topics include replacing trees; mature trees blocking existing signs; using trees in lieu of signs for traffic calming; and clear view triangles.

- c. Downtown Street Trees Subcommittee - Andrew Rolwes reported that two (2) American Ash trees have been planted near the Maple Street off ramp. The lilac bushes planted last year are doing well and are ready to bloom. The last three (3) replacement trees have been planted at the pedestrian blocks of Wall Street. A bid to drill out 25 – 30 concrete lids on planter boxes has been received from Spokane Concrete Cutting. This action will allow trees planted in the boxes to continue growing. Have been in contact with the tenants adjacent to the dead trees on Lincoln (near DeLeon's Deli and Agave Restaurant) in an attempt to resolve the developing safety issue the trees are creating. Minor maintenance has been approved for various trees throughout downtown. A letter to parking property managers has been drafted in an effort to convince them that investing in their street trees would be a worthwhile effort especially while grant money for the purpose is available. A similar letter to commercial property managers may be done in the future. Work is being done on the inventory of downtown street tree infrastructure. Replacing downtown coin only parking meters with credit card compatible kiosks is being explored. Kiosks tend to bring in more revenue, some of which could be used to improve the streetscape. Ideas to give recognition to businesses that do an excellent job of caring for their street trees were discussed.
- d. Staff report – Angel Spell provided a written report. Highlighted topics include:
 1. The Tree City USA Award presentation was rescheduled to May 11th at 2:30pm in the Woodland Center, Finch Arboretum. The WA Community Forestry Council meets during the morning of the same day.
 2. The weather was great for the Arbor Day celebration last Saturday. The attending crowd was estimated at over 1,000 people. A tree planting was included and Avista bags were distributed.
 3. There are four (4) official NeighborWoods groups with one more in process. The Launch Party is Saturday, May 7th at 5pm at the New Public Market located at Second and Brown.
 4. The Education Grant is being finalized. It expires June 30, 2011.
 5. Partnership agreements with Avista, the Conservation District program, and Geiger Corrections are in review with the Legal Department.
 6. We are working with the Downtown Spokane Partnership to collect data on the integrity and stability of tree wells.
 7. The next big street bond project is Post Street with 27 trees scheduled for removal. Replanting may be challenging as the planting strip is quite narrow.
- e. 501 c3 Subcommittee – Chris Hilgert was absent, so no report was presented.

OLD BUSINESS

- a. None.

NEW BUSINESS

- a. Arbor Day / Earth Day – An Arbor Day report was included in the Staff Report. Richard Burris went to the Earth Day celebration. He reported that it was nice.



Citizen Advisory Committee To Spokane Urban Forestry Tree Committee

- b. SPA Fall planting - Garth and Gary Lauerman have been discussing doing a SPA Fall planting on Ninth between Napa and South Perry. However, Gary has submitted a letter of resignation for the Citizen Advisory Committee so his involvement with this project is in question. CAC is required to have one historic preservation representative who can be from any historic preservation organization. Staff will announce the vacancy to begin the process to find a replacement.
- c. Marilyn expressed that Ed Lester had prepared a nice presentation for a tour at Finch. It was not possible to offer it for Arbor Day this year. The Education Committee will discuss how this presentation may be utilized.
- d. Forming a subcommittee for the Susie Forest has been suggested. Ben and Garth expressed interest in serving on the subcommittee.

ADJOURNMENT

- The meeting was adjourned at 4:26 p.m.

Garth Davis, Chair

May 3, 2011 UFTC Copy of Draft UF Budget Plan_2011-2016_3

URBAN FORESTRY FUND GL 1390-54961-		2011	2012	2013	2014	2015	2016	ASSUMPTIONS/NOTES
Code	Description	Budget	Projected	Projected	Projected	Projected	Projected	
76950 REVENUES								
32293	Commercial Tree License	600	612	624	637	649	662	
34919	Inter-Fund/Other Govt Services	12,000	12,240	12,480	12,720	12,960	13,200	
36710	Contributions/Donations	30,000	15,000	15,300	15,606	15,918	16,236	
36941	Judgements/Settlements	-	-	-	-	-	-	
39710	From General Fund	54,600						Revenue to increase 2% per year
39724	From Park Fund	70,000	71,400	72,800	74,200	75,600	77,000	
	From undetermined source	-	346,173	447,224	545,700	666,064	850,088	
	Total Revenue	167,200	445,425	548,428	648,863	771,192	957,187	
76950 EXPENDITURES								
Code	Description	2011	2012	2013	2014	2015	2016	ASSUMPTIONS/NOTES
		Budget	Projected	Projected	Projected	Projected	Projected	
SALARY								
30	Clerk III	-	22,351	23,022	44,704	46,045	47,386	Salaries to increase 3% per year
5010	Laborer I	-	-	-	-	-	-	
5020	Laborer II	-	-	-	-	-	-	
6210	Equipment Operator	-	-	-	-	-	-	
6890	Urban Forester	67,616	69,645	71,734	72,599	73,464	74,329	
6940	Arborist III	52,492	54,067	55,642	57,217	58,792	60,367	
8490	Temporary Seasonal Treeworker	50,200	56,000	70,000	111,000	70,000	46,000	
	Arborist I	-	-	-	-	76,504	79,981	
	Arborist II	-	38,252	77,652	79,981	82,310	84,639	
	Program Coordinator						44,000	
BENEFITS								
51210	Overtime	-	81,467	100,798	112,489	149,005	203,514	Benefits = 44.2% of salaries
51275	Annual Leave Payout	1,258						
51290	Longevity Pay	100						
51400	Specialty Pay	-						
51605	Cell Phone Allowance	800						
51640	Deferred Comp-Matching	840						
52110	FICA	14,028						
52210	Retirement	9,316						
52270	HRA	125						
52280	Long Term Care	42						
52310	Medical Insurance	20,748						
52320	Dental Insurance	2,628						

May 3, 2011 UFTC Copy of Draft UF Budget Plan_2011-2016_3

Code	Description	2011	2012	2013	2014	2015	2016	ASSUMPTIONS/NOTES
52330	Life Insurance	680						
52340	Disability Insurance	210						
52400	Industrial Insurance	405						
SUPPLIES								
53101	Office Supplies	100	100	100	200	200	200	
53103	Postage	-	-	-	100	100	100	
53201	Operating Supplies	22,000	30,000	35,000	40,000	50,000	60,000	
53202	Clothing	-	150	150	150	250	350	
53502	Minor Equipment	2,000	2,000	2,000	2,500	3,000	3,500	
SERVICES								
54120	State Audit Charges	111	111	111	111	111	111	
54201	Contractual Services	15,000	15,000	25,000	30,000	50,000	65,000	
54302	Cell Phone	600	1,200	1,500	1,500	1,500	1,500	
54401	Travel	900	900	900	900	900	900	
54451	Advertising	700	700	900	900	900	900	
54602	Retirees Insurance Benefit	60	60	120	120	120	180	
54803	Equip Repair/Maint	1,200	1,800	1,800	2,500	2,500	3,000	
54902	Registration/Schooling	1,500	1,800	1,800	1,800	2,400	2,400	
54904	Dues/Membership	300	450	450	450	450	450	
INTER-FUND								
59201	IF Communication	384	800	1,200	1,500	1,500	1,500	
59202	IF MIS Comm Repl	36	70	100	100	100	100	
59305	IF Fuel	5,000	8,000	12,000	15,000	15,000	15,000	
59601	IF Risk Mgmt	1,977	1,977	1,977	1,977	1,977	1,977	
59602	IF Unemployment	39	90	90	90	90	90	
59603	IF Workers Comp	8,678	8,678	12,000	12,000	12,000	15,000	
59803	Car Wash	250	250	250	250	250	250	
59804	Vacuum	10	30	30	30	30	30	
59805	IF Fluid Lube	25	50	75	100	100	100	
59901	IF MIS	7,928	12,000	12,000	12,000	15,000	18,000	
59903	IF Reprographics	500	800	900	1,100	1,100	1,100	
59905	IF Fleet Maint	5,000	5,500	6,500	7,500	8,000	8,000	
59921	IF MIS Repl	1,649	2,200	2,200	2,900	3,200	3,200	
80101	Fleet Replacement	8,500	28,927	30,427	35,094	44,294	44,294	See depreciation schedule below
Total Expenditures		305,935	445,425	548,428	648,862	771,192	957,186	
NET OPERATING BUDGET		(138,735)	(0)	0	0	(0)	0	

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Code	Description	2011	2012	2013	2014	2015	2016	ASSUMPTIONS/NOTES	
94000 CAPITAL OUTLAY									
	Description	2011	2012	2013	2014	2015	2016		
	Truck	48,000							
	Loader/Grapple	55,000							
	Trailer	9,000							
	Support vehicle			30,000					
	Chip truck				60,000				
	Chipper				25,000				
	Stump grinder					18,000			
	Aerial lift					120,000			
	Total Capital Outlay	112,000	-	30,000	85,000	138,000	-		
	Depreciation	2011	2012	2013	2014	2015	2016		
10 years	Aerial lift - existing	3,500	12,000	12,000	12,000	12,000	12,000	Calculated as replacement cost distributed over lifetime	
15 years	Truck - existing	2,000	3,200	3,200	3,200	3,200	3,200		
10 years	Support vehicle - existing	-	3,000	3,000	3,000	3,000	3,000		
10 years	Chipper - existing	2,000	2,500	2,500	2,500	2,500	2,500		
10 years	Stump grinder - existing	1,000	1,800	1,800	1,800	1,800	1,800		
20 years	Truck - new 2011	-	2,400	2,400	2,400	2,400	2,400		
15 years	Loader/Grapple - new 2011	-	3,667	3,667	3,667	3,667	3,667		
25 years	Trailer - new 2011	-	360	360	360	360	360		
20 years	Support vehicle - new 2013	-	-	1,500	1,500	1,500	1,500		
20 years	Chip truck - new 2014	-	-	-	3,000	3,000	3,000		
15 years	Chipper - new 2014	-	-	-	1,667	1,667	1,667		
15 years	Stump grinder - new 2015	-	-	-	-	1,200	1,200		
15 years	Aerial lift - new 2015	-	-	-	-	8,000	8,000		
	TOTAL	8,500	28,927	30,427	35,094	44,294	44,294		

Policy and Procedure:

ADMIN 5100-11-02: Centralized Fleet Management – Effective March 11, 2011.

Spokane Municipal Code

Wednesday, April 27, 2011 - 3:05 PM

[Print](#) | [Close Window](#)Font Size: [Increase](#) | [Decrease](#)**Title 04 Administrative Agencies and Procedures****Chapter 04.28 Urban Forestry Tree Committee****Section 04.28.010 Establishment**

There is established the urban forestry tree committee to advise and make recommendations to the park board and city council regarding managing, conserving and enhancing the trees and shrubs located in the street right-of-way and in the parks and public areas of the City, and assisting property owners and public agencies.

Date Passed: Monday, March 26, 2007

Recodification ORD C33995 Section 1

Section 04.28.020 Members

The tree committee has five members consisting of two members of the park board and two members who have experience and expertise in arboriculture or any of the disciplines within urban forestry such as public administration, horticulture, parks and recreation, and landscape design, and one member who is the chair of the citizen advisory committee established pursuant to [SMC 4.28.060](#). The chair is appointed by the park board president.

Date Passed: Monday, March 26, 2007

Recodification ORD C33995 Section 1

Section 04.28.030 Appointment – Term

- A. Four members are appointed by the president of the park board. Park board members are appointed annually.
- B. The other two members serve staggered four-year terms and may be reappointed for one additional term.
- C. The remaining member is the chair of the citizen advisory committee, who may serve as long as the individual retains the chair position, but not to exceed four years.
- D. Vacancies are filled by appointment to unexpired terms in the same manner.

Date Passed: Monday, March 26, 2007

Recodification ORD C33995 Section 1

Section 04.28.040 Compensation

Members serve without compensation.

Date Passed: Monday, March 26, 2007

Recodification ORD C33995 Section 1

Section 04.28.050 Duties and Functions

The urban forestry tree committee:

- A. develops, renews and updates the vegetation management plan and the arboricultural manual and submits them to the park board and city council for approval and adoption;
- B. reviews City plans and policies which contain matters relating to urban forestry, community values, arboriculture, and horticulture;
- C. recommends legislation regarding the urban forest;

- D. adopts rules of operation and schedule of meetings;
- E. provides the park board with an analysis of the annual urban forestry budget request;
- F. develops a program for identifying and maintaining trees in the City which have significant historical, cultural, environmental or public significance and makes recommendations to the park board and city council on adopting such a program;
- G. coordinates the City's Arbor Day programs, grants and other similar programs;
- H. provides information regarding the selection, planting and maintenance of trees on public and private property.

Date Passed: Monday, March 26, 2007

Recodification ORD C33995 Section 1

Section 04.28.060 Citizen Advisory Committee

- A. A citizen advisory committee is established to advise and make recommendations to the urban forestry tree committee on plans and policies.
- B. The citizen advisory committee has up to twelve members.
 - 1. Eight members may be appointed by the following agencies or organizations:
 - a. Two members representing the community assembly.
 - b. One member representing utilities and telecommunications providers operating within the City.
 - c. One member representing City departments.
 - d. One member representing the downtown business improvement area.
 - e. One member representing historic preservation.
 - f. One member representing natural resource agencies or organizations.
 - g. One member representing the horticulture and arboriculture industry.
 - 2. Four members-at-large may be appointed by the other members of the committee.
 - 3. The appointment of each member is acknowledged by a letter of appointment from the director.
- C. Members serve staggered terms of four years.
 - 1. At the initial meeting, terms of two, three or four years will be determined by lot.
- D. Members may serve two consecutive terms, to a maximum of eight years.
- E. The committee elects its own chair, and establishes its own rules and procedures consistent with [chapter 4.01 SMC](#) – General Administrative Procedures – City policies and state law.

Date Passed: Monday, March 26, 2007

Recodification ORD C33995 Section 1

Monthly Report – April 25, 2011

Administration

1. Tree City USA award presentation rescheduled for Wednesday, May 11th, 2:30 pm at the Woodland Center, Finch Arboretum. Members of the WA Community Forestry Council will make the presentation to Mayor Verner.
2. The [Arbor Day Celebration](#) is scheduled for Saturday, April 30th, 11am- 2pm, at Finch Arboretum.

Education & Outreach

3. Four official [NeighborWoods](#) group have been established with more pending application.
4. The NeighborWoods Launch Party is scheduled for Saturday, May 7th, 5:00 pm at the Spokane Public Market, 24 W 2nd Avenue at Browne.
5. Cindy Deffe and Matt McCain staffed our booth at the Earth Day celebration on Main Street, April 23rd.
6. Design completed for bookmarks, brochure, and print advertising for our education campaign funded by a WDNR grant. TV and radio ads are nearly complete.

Partnerships

7. Spokane Conservation District planted native species at the natural drainage near Sky Prairie Park. Species detail and plant numbers forthcoming.
8. Received verbal commitment from The Lands Council to plant Ponderosa pines at the Merkel Sports Complex for the purpose of establishing and enhancing the perimeter buffer and single-track natural trail. Target date for first planting is fall 2011.
9. Developing database and providing handheld computers to Downtown Spokane Partnership for their staff to collect data on tree well integrity within the central business district.
10. We are very grateful to all our NeighborWoods Launch Party partners – Spokane Public Market, The Lands Council, The Susie Forest, Spokane Conservation District, and AHBL – for extreme coordination, cooperation, and collaboration.

City Projects

11. Continue permitting & consulting on street bond projects – 11 active projects.
12. Met with Public Works staff to discuss active and potential projects – Sky Prairie Park, Hazel's Creek, Garden Springs Creek, Division Street Gateway, MLK Way, Francis Ave, and Playfair Commerce Park.

Operations

13. Planted 8 trees – 1 SF ash at 24th & Garfield; 3 (elm, 2 oak) at Friendship Park; 1 elm at 35th & Ray; 3 SF (dogwood, oak, elm) at Corbin Park. (*SF signifies a Susie Forest tree.)
14. Pruned 28 trees – 3 cottonwood at Polly Judd; 18 at Riverfront Park, 1 at Fire Station 15; 2 Ponderosas at Finch.
15. Removed 76 trees – 1 cottonwood at C-Trail; 2 at Fire Station 15; 40 poplars at Polly Judd for thinning/dead; 25 Ponderosas at 41st & Cuba Wastewater for thinning/fence clearance; 8 Austrian pines at Friendship.

16. Prepared for Arbor Day Celebration including tree climbing demonstration, tree planting, and vendor activities.