



**City of Spokane Park Board  
Urban Forestry Tree Committee Meeting**

4:15 p.m. Tuesday, Aug. 02, 2022  
Hybrid in-person and WebEx virtual meeting  
Katie Kosanke - Urban Forester

**Committee Members:**

- X Kevin Brownlee - Chair
- X Jennifer Ogden (alternate)
- X Christina VerHeul
- Matt Ugaldea (Absent)
- Kevin Cash (Absent)
- Chelsea Updegrove (Absent)

**Parks Staff:**

Katie Kosanke

**Other Attendees:**

Kris Neely

**SUMMARY**

- Katie Kosanke gave an update to the progress being made with the Urban Forestry / Development Services Stakeholder Summary of input along with recommendations and an implementation timeline
- Kris Neely presented the Citizen Advisory Committee update
- Katie Kosanke shared the monthly Urban Forestry update
- The monthly financial report was shared by Katie Kosanke

Meeting adjourned at 4:43 p.m. The next regularly scheduled meeting is 4:15 p.m. Tuesday, Aug. 30, 2022.

## MINUTES

The meeting was called to order at 4:15 p.m. by committee Chair Kevin Brownlee.

### Discussion Items:

1. [Urban Forestry / Development Services Stakeholder Summary of input, recommendations and implementation](#) – Katie Kosanke
  - a. Per Spokane Municipal Code, Urban Forestry (UF) shares responsibilities with Development Services (DS), mainly with street trees. Historically, an informal agreement between the two departments exists. Because of the Arborist background, the DS pays a UF staff person to assist with plan review, commercial and residential site inspections and interior landscaping. Due to time restraints, it has become challenging for UF staff to complete these informal obligations. Contractors have expressed confusion over which department is completing and enforcing the assignments. To continue providing excellent customer service, UF is proposing these responsibilities be given back to DS. The City Engineering services detail has not been amended in many years. A landscape architect, either in-house or contracted, will be used to research what other cities are doing and reach back to the stakeholders with observations.
  - b. Parks Management hired a consultant to assist with facilitation of stakeholder meetings between DS, contractors, etc. which resulted in four priority actions with a projected 30-days-to-implementation timeframe.
    - i. Tree and shrub detail improvement areas include: allowing the bottom of baskets to remain intact eliminating crumbling of the tree root ball when the burlap is removed as consistent with ANSI A300; tree staking is determined onsite by the arborist; elimination of the shrub detail as this has rarely been a concern; differentiate for specific site details such as tree grates vs. planting strip situations; removal of the native backfill verbiage as “native soil” is difficult to determine.
    - ii. Minimum separation requirements of Street trees revisions include: review and update the design guideline distances to allow more trees to be planted, as most other cities have reduced distances; conflicts with new materials are limited so that repairs can be made underground.
    - iii. Installation inspection updates being implemented include: enforcing the code requirement for landscape architects to certify and inspect landscapes upon completion along with a completion certificate; train DS staff to inspect interior tree planting; allow DS to communicate and coordinate changes; UF staff to remain available for consulting and spot checks; UF staff will continue to inspect commercial and residential street trees and sign off on the tree permit portion of the certificate of occupancy, with more timeline flexibility. Kevin Brownlee expressed concern about remaining available for consulting and spot checking to preclude a similar situation.
    - iv. The fee in lieu of street tree can be confusing to applicants as it is not “pay a fee instead of planting” but rather when a tree cannot be planted in a certain area where the requirement still exists. The fee is then used to plant a tree somewhere else.

### Standing Report Items:

1. Citizen Advisory Report – Kris Neely
  - a. The final draft for educational web-based and pamphlet materials regarding tree watering should be ready next week.
  - b. There may be interest with the Downtown Spokane Partnership tree program to primarily discuss the watering of the downtown trees.

- c. The revised Tree Stewardship Guides are now available for distribution in both print and electronic form.
- d. The drafted revisions to the horticultural specifications and standards for tree professionals working in the right-of-way is available for review and feedback. Once finalized, this will come before the committee as an action item.

2. Urban Forestry Monthly Update

- a. Urban Forestry has been busy with dead tree removals, in addition to cleaning up limb breakage.
- b. Volunteers are assisting with supplemental water and mulch in areas with an abundance of newly planted trees, such as Audubon and Comstock Parks.
- c. Steve Nittolo has been doing a lot of remediation on the golf courses.
- d. The Land Counsel has purchased 100 trees which will be planted by volunteers this fall. In addition, they are looking at a survival study with tree care tips for the trees planted in previous years.
- e. There will be some tree-care work that will be contracted out along Grand at Manito with pruning and some removal later this year.
- f. The Emerald Ash Borer, the single-most damaging insect in the United States, has been discovered in a couple of trees in Portland and Spokane trees are being diligently monitored.
- g. There have been collaboration discussions with Environmental Services, who has an interest in trees.

Per Jennifer Ogden's question, Urban Forestry will replant any dying/dead donated trees and are diligent with supplemental watering of newly planted trees.

3. Urban Forestry February Financial Report

To date, 45.6% of the budget has been spent. There is considerable revenue, especially from vehicle vs. tree incidents, which is taken care of through the owner's vehicle insurance.

**Other Discussion Items:**

None

Meeting adjourned at 4:43 p.m. The next regularly scheduled meeting is 4:15 p.m. Tuesday, Aug. 30, 2022.

# Spokane Park Board

## Briefing Paper



<b>Committee</b>	Urban Forestry Tree Committee		
<b>Committee meeting date</b>	August 2, 2022		
<b>Requester</b>	Katie Kosanke, Urban Forester	<b>Phone number:</b> 509-363-5495	
<b>Type of agenda item</b>	<input type="radio"/> Consent	<input checked="" type="radio"/> Discussion	<input type="radio"/> Information <input type="radio"/> Action
<b>Type of contract/agreement</b>	<input type="radio"/> New	<input type="radio"/> Renewal/extension	<input type="radio"/> Amendment/change order <input checked="" type="radio"/> Other
<b>City Clerks file</b> (OPR or policy #)			
<b>Item title:</b> (Use exact language noted on the agenda)	Urban Forestry / Development Services Stakeholder Summary of input, recommendations and implementation		
<b>Begin/end dates</b>	Begins:	Ends:	<input checked="" type="checkbox"/> Open ended
<b>Background/history:</b> A consultant was hired to host stakeholder meetings about Urban Forestry and how it relates to Development Services. The Urban Forestry Specialist position is partially funded by Development Services. Responsibilities include reviewing construction plans for street tree requirements and inspecting and signing off on street trees requirements and also interior trees for Certificate of Completion for each construction project in Spokane - for all new development types. Due to a high volume of construction, the workload as steadily increased to where the staffing level has been an issue. In addition, some have raised concerns about this position inspecting interior landscapes on behalf of Development Services. An overview will be provided of stakeholder feedback, recommendations and how Urban Forestry and Development Services plan to implement positive changes.			
<b>Motion wording:</b> n/a			
<b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No If so, who/what department, agency or company: The owner of the private property in which the tree is growing Name: _____ Email address: _____ Phone: _____			
<b>Distribution:</b> Parks – Accounting Parks – Pamela Clarke Requester: Katie Kosanke Grant Management Department/Name: _____			
<b>Fiscal impact:</b> <input type="radio"/> Expenditure <input type="radio"/> Revenue Amount: _____ Budget code: _____ n/a			
<b>Vendor:</b> <input type="radio"/> Existing vendor <input type="radio"/> New vendor			
<b>Supporting documents:</b>			
<input type="checkbox"/>	Quotes/solicitation (RFP, RFQ, RFB)	<input type="checkbox"/>	W-9 (for new contractors/consultants/vendors)
<input type="checkbox"/>	Contractor is on the City's A&E Roster - City of Spokane	<input type="checkbox"/>	ACH Forms (for new contractors/consultants/vendors)
<input type="checkbox"/>	UBI: _____ Business license expiration date: _____	<input type="checkbox"/>	Insurance Certificate (min. \$1 million in General Liability)

# Spokane Trees and Landscape Requirements



## Priority Actions



# History and Process

## History

- Development Services Partnership overview
- Challenges – staff + urgent timelines
- Some feedback / complaints

## Process:

- Management hired consultant
- Stakeholder meetings with Development Services and contractors, etc
- 4 Priority Actions recommended



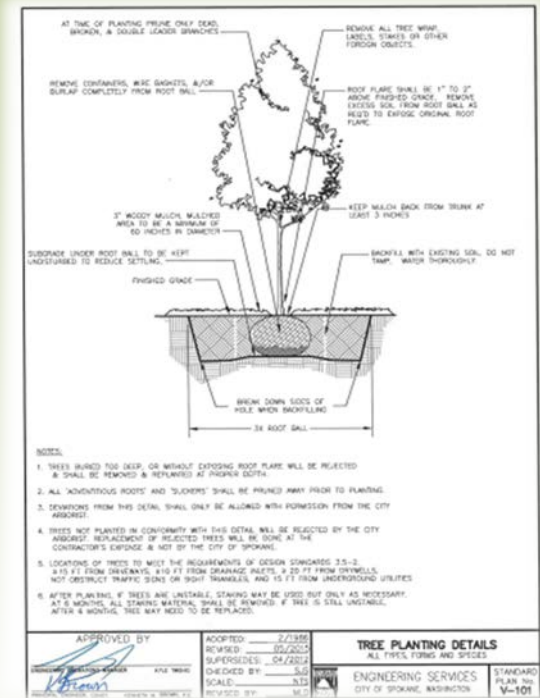
# Action 1 – Tree & Shrub Detail

## History

- Some limited pushback
- Findings + Next Steps

## Feedback/area of improvement:

- Allow bottom of baskets to remain in some cases on a limited basis (consistent with ANSI A300)
- Staking determined by onsite arborist
- Remove shrub detail
- Specific details for tree grates, planting strip situations
- Native soil backfill – remove verbiage



# Action 2 – Street Trees and Minimum Separation Requirements

## History

Utilities, site features can limit tree plantings

Fee in Lieu's

Findings

## Next Steps

- Review / Update Design Guidelines Distances to allow more trees to be planted
- Most other cities have reduced distances
- Conflicts with new materials are limited, repairs can be made underground



# Action 3 – Installation Inspections

## History

Staffing issues

Some pushback about UF Staff inspecting interior landscapes

## Implementation:

- LA's to certify and inspect landscapes closer, submit completion certificate
- Development Services staff training for interior tree planting
- Development Services to communicate / coordinate changes
- UF Staff available for consulting, spot checking
- UF Staff to continue inspecting for Street trees and CO's – timeline flexibility in some cases (Commercial and residential)

# Action 4 – Fee in Lieu of Street Tree

## History:

- What is a Fee in lieu, when it is used
- Some confusion from applicants
- Pay fee instead of planting (incorrect)

Revise Design Standards to allow more trees / less instances when fee in lieu's are applied.



**City of Spokane - Parks & Recreation**  
**Natural Resources**  
**Financial Report**  
**June 2022**

	<b>ADOPTED BUDGET 2022</b>	<b>2022 ADOPTED BUDGET Balance</b>	<b>2021 June Actual</b>	<b>2022 June Actual</b>	<b>2021-2022 Monthly Difference</b>	<b>2021 YTD Actual</b>	<b>2022 YTD Actual</b>	<b>2021-2022 YTD Difference</b>	<b>2021 YTD % OF BUDGET</b>	<b>2022 YTD % OF BUDGET</b>	<b>Change in %</b>
<b>Revenue:</b>											
Program Revenue	91,000	26,013	6,519	10,127	\$ 3,608	81,577	64,987	\$ (16,590)	89.6%	71.4%	-18.23%
Operating Transfers	66,000	-	-	-	\$ -	66,000	66,000	\$ -	100.0%	100.0%	
<b>TOTAL REVENUE:</b>	<b>\$ 157,000</b>	<b>\$ 26,013</b>	<b>\$ 6,519</b>	<b>\$ 10,127</b>	<b>\$ 3,608</b>	<b>147,577</b>	<b>\$ 130,987</b>	<b>\$ (16,590)</b>	<b>94.0%</b>	<b>83.4%</b>	<b>-10.57%</b>
<b>Expenditures:</b>											
Salaries and Wages	566,591	260,402	38,740	44,475	\$ (5,735)	209,406	267,592	\$ (58,187)	39.7%	50.7%	11.02%
Personnel Benefits	204,417	106,186	13,064	16,120	\$ (3,056)	75,921	95,915	\$ (19,995)	37.6%	47.5%	9.89%
Supplies	30,550	13,598	1,705	1,252	\$ 453	6,091	16,952	\$ (10,861)	19.9%	55.5%	35.55%
Services and Charges	216,799	112,906	25,311	31,078	\$ (5,767)	84,775	94,349	\$ (9,574)	40.9%	45.5%	4.62%
Interfund Payments	25,339	25,127	-	-	\$ -	787	1,022	\$ (234)	3.0%	3.9%	0.90%
<b>Subtotal Op. Exp.</b>	<b>\$ 1,043,696</b>	<b>\$ 567,866</b>	<b>\$ 78,820</b>	<b>\$ 92,926</b>	<b>\$ (14,106)</b>	<b>376,980</b>	<b>\$ 475,830</b>	<b>\$ (98,850)</b>	<b>37.9%</b>	<b>45.6%</b>	<b>7.67%</b>
Transfers Out	-	-	-	-	\$ -	-	-	\$ -			
<b>TOTAL EXPENDITURES:</b>	<b>\$ 1,043,696</b>	<b>\$ 567,866</b>	<b>\$ 78,820</b>	<b>\$ 92,926</b>	<b>\$ (14,106)</b>	<b>376,980</b>	<b>\$ 475,830</b>	<b>\$ (98,850)</b>	<b>37.8%</b>	<b>45.6%</b>	<b>7.77%</b>
<b>Total Funding: (Rev. less Exp.)</b>	<b>\$ (886,696)</b>		<b>\$ (72,301)</b>	<b>\$ (82,799)</b>	<b>\$ (10,497)</b>	<b>\$ (229,403)</b>	<b>\$ (344,843)</b>	<b>\$ (115,440)</b>			