

Spokane Park Board Tree Committee and Urban Forestry Citizen Advisory Committee Summary of Roles and Responsibilities

From the provisions of the Spokane Municipal Code

SMC 04.28 Urban Forestry

(Attached on the following two pages for reference.)

The Urban Forestry Citizen Advisory Committee (UF-CAC)

The Urban Forestry Citizen Advisory Committee is composed of representatives from local and area agencies, organizations, and tree related industries. The committee advises and makes recommendations to the Park Board's Urban Forestry Tree Committee on park department plans and policies on matters relating to urban forestry, community values, arboriculture, and horticulture.

UF-CAC membership includes two positions for individuals appointed by the Community Assembly and acknowledged by the park department director. The term of appointment is four years renewable once.

The committee meets at 3 PM on the Tuesday before monthly Park Board meetings and an hour before Tree Committee meetings. (This means the Tree Committee and its citizen advisory committee meet either in the first or last week of each month.)

(See SMC **04.26.060** Citizen Advisory Committee, below)

The Park Board Tree Committee and the Urban Forestry Citizen Advisory Committee

The overall responsibilities of the Park Board Tree Committee and the Citizen Advisory Committee are 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.

(See SMC **04.26.010** Urban Forestry Tree Committee – Establishment, below)

These two committees together:

- Develop, renew and update the vegetation management plan and the arboricultural manual and submit them to the park board and city council for approval and adoption.
- Recommend legislation regarding the urban forest.
- Develop 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, currently called the Heritage Tree Program.
- Provide information regarding the selection, planting and maintenance of trees on public and private property with a Tree Stewardship Guide.

(See SMC **04.26.050** Urban Forestry Tree Committee – Duties and Functions, below)

[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.

[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.

[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.

[Section 04.28.040](#) Compensation

Members serve without compensation.

[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.

[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