



Agenda Item B.4
DISCUSSION/ACTION ITEM
Meeting Date: September 10, 2018

TO: Public Tree Advisory Commissioners
FROM: Carmen Nichols, Deputy City Manager
CONTACT: Bob Morgenstern, Public Works Manager
SUBJECT: Public Tree Advisory Commission - Work Plan

RECOMMENDATION:

- A. Approve the Work Plan dates revised at the March 8, 2018 Public Tree Advisory Commission meeting; and
- B. Adopt the Work Plan with the revised dates.

BACKGROUND:

On March 8, 2018 the Commission was presented with a proposed Work Plan (Attachment 1-with revised dates) that is in keeping with duties and responsibilities of the PTAC as outlined in the formation resolution, and which also encourages residents and organizations which have an interest in this area to participate in PTAC meetings.

Due to varied deliberation between Commission and Staff, the proposed revisions dates, by the Commission, were not fully passed.

DISCUSSION:

At the meeting of August 22, 2018 a concern was raised by the Commission that the minutes were incorrectly reflecting the revised dates of the work plan. The approval of the minutes was continued to this meeting allowing the City Clerk's office to review the minutes.

The City Clerk and her staff found that the minutes from the meeting were correctly recorded, however actual vote for a motion to the revisions was not fully made, and therefore the work plan dates, with the exception of the Tree Protection Ordinance were not passed. The City Clerk has provided more detailed minutes to this packet to reflect the actual record.

Therefore, staff is presenting the Work Plan with the other revised dates as discussed at the March 8th meeting, for approval of revisions and adoption of the Work Plan.

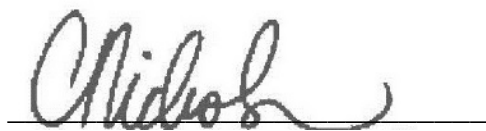
CURRENT PROJECTS AND PROGRAMS		
Revise UFMP Section 4.12 - Tree Risk Management Revisions		
	Begin Project:	March 08, 2018
	Project Completion by Commission (Target)	June 21, 2018
Educate & Assist Staff in Providing Public Outreach to Promote UFMP		
	Begin Project:	March 08, 2018
	Project Completion by Commission (Target)	June 21, 2018 then Ongoing
Street Tree Planting List (Master List)		
	Begin Project:	March 8, 2018
	Project Completion by Commission (Target)	March 30, 2018
		September 2018
Annual Street Tree Work Program		
	Begin Project:	June 21, 2018
	Project Completion by Commission (Target)	December 06, 2018
UFMP Annual Report		
	Begin Project:	September 10, 2018
	Project Completion by Commission (Target)	June 2019
		March 2019, Annually
Park Tree Planting List		
	Begin Project:	March 2019
	Project Completion by Commission (Target)	December 2019
Comprehensive Street Tree Inventory		
	Begin Project:	Ongoing
	Project Completion by Commission (Target)	December
		June 2019
Tree Protection Ordinance (Public Trees)		
	Begin Project:	June 2018 **
	Project Completion by Commission (Target)	May 2019

****Passed with a Motion, Second, and Vote**

FISCAL IMPACT:

There is no fiscal impact

Approved By:



Carmen Nichols
Deputy City Manager

Attachment

1. FY 2017-18 and 2018-19 Annual Work Plan with Revised Dates from March 8, 2018

Attachment 1

FY 2017-18 and 2018-19 Annual Work Plan with Revised Dates from March 8, 2018

FY 2017-18 and 2018-19
ANNUAL WORK PLAN
PUBLIC TREE ADVISORY COMMISSION

MARCH 2018



**FY 2017-18 AND 2018-19
ANNUAL WORK PROGRAM
PUBLIC TREE ADVISORY
COMMISSION**

EXECUTIVE SUMMARY

Introduction and Purpose

This FY 2017-18 and 2018-19 Annual Work Program summarizes projects and programs assigned to the Public Tree Advisory Commission for the upcoming fiscal years. This document is intended to provide the Commission an overview of upcoming projects and provide milestones and a target schedule of completion.

The Annual Work Program creates a timeline for the completion of projects under the Commission's review and is intended to serve as a basis for future work and budget plan development.

Included in the Annual Work Program for top projects and programs are generalized project schedules with deliverables and tentative completion dates. These schedules are intended as a conceptual tool for project management. They are subject to change due to any number of factors and should not be taken as a fixed commitment.

The City Manager will assign Public Works staff as the Liaison for the Commission.

Public Tree Advisory Commission Background

The Public Tree Advisory Commission (PTAC) was formed by Resolution 12-78 on November 6, 2012, by the City Council who desired to establish a volunteer commission to advise the Council, City staff and the City Arborist in developing plans and goals for the Goleta Urban Forest, represent the interests of the community, work to resolve conflicts between community members and urban forestry policy, and inform the community of the Urban Forestry program.

Current Project List

Table 1 reflects projects currently assigned to the Commission. This list may be modified as needed to assist the PTAC in accomplishing the tasks assigned to them by the City Council, at which point the work plan will be amended.

Table 1: Current Projects

CURRENT PROJECTS AND PROGRAMS		
Revise UFMP Section 4.12 - Tree Risk Management Revisions		
	Begin Project:	March 08, 2018
	Project Completion by Commission (Target)	June 21, 2018
Educate & Assist Staff in Providing Public Outreach to Promote UFMP		
	Begin Project:	March 08, 2018
	Project Completion by Commission (Target)	June 21, 2018 then Ongoing
Street Tree Planting List (Master List)		
	Begin Project:	March 8, 2018
	Project Completion by Commission (Target)	September 2018
Annual Street Tree Work Program		
	Begin Project:	June 21, 2018
	Project Completion by Commission (Target)	December 06, 2018
UFMP Annual Report		
	Begin Project:	September 10, 2018
	Project Completion by Commission (Target)	March 2019, Annually
Park Tree Planting List		
	Begin Project:	March 2019
	Project Completion by Commission (Target)	December 2019
Comprehensive Street Tree Inventory		
	Begin Project:	Ongoing
	Project Completion by Commission (Target)	June 2019
Tree Protection Ordinance (Public Trees)		
	Begin Project:	June 2019
	Project Completion by Commission (Target)	May 2019

PROJECT NARRATIVES AND SCHEDULES

This section presents information by project including a general project description, project milestones, project schedule and expected completion date. As noted in the Introduction, the schedules shown are tentative and intended as a conceptual tool for project management. They are subject to change due to any number of factors and should not be taken as a fixed commitment.

Revise UFMP Section 4.12 – Tree Risk Management Revisions

Description

The PTAC has expressed a desire to revise Section 4.12 of the UFMP and have actively recommended revisions. Their emphasis has been most particularly associated with tree removal.

Project Milestones

- Re-review City Arborist's recommendation and discuss new wording
- Submit revised Section 4.12 to City Council for approval

Schedule and Completion

- March 2018
 - Review final wording of revised UFMP Section 4.12 with PTAC
- June 2018
 - Bring Section 4.12, with past comments, back to PTAC for final discussion and agreement.
 - PTAC directs staff to present recommendation with revised UFMP to City Council

Educate & Assist Staff in Providing Public Outreach to Promote UFMP

Description

As a responsibility of the UFMP and the tasks listed in Exhibit A of Resolution 12-78, public education, outreach and partnerships that will not only inform citizens of the City's policies but enlighten them to the benefits and provide information on how the urban forest is protected, maintained and managed.

Project Milestones

- Staff to include articles in the Monarch Press regarding issues related to the urban forest.
- City could hold contests for Arbor Day (i.e. submit pictures of local trees, or poems, etc.) to bring awareness of the importance and benefits of trees to the community.
- Minutes from PTAC Meetings could be published in the Monarch Press.
- Partner with the Audubon Society, Arborists Society, California Fish and Wildlife, Air Quality Management, Water Quality Control Board, and Environmental groups to put on lectures at the Community Center or City Hall on the habitats and air quality effects of an urban forest.

Schedule and Completion

- March 2018
 - Articles could be sent to City's PIO starting now.
- June 2018
 - Staff can start communicating with environmental and government organizations to develop a schedule of informative subjects regarding the urban forest.
- Ongoing
 - Articles sent to Monarch Press quarterly
 - Communication, partnerships, and cooperation with relevant professional and active community groups maintained.

Street Tree Planting List (Master List)

Description

Goleta's Urban Forest Management Plan suggests that the approved Street Tree list be reviewed periodically and revised as necessary. This list applies to any trees planted in the public right of way. The Commission should be provided a report from the City's Consulting Arborist which takes into consideration our regional climate zone, tree availability, tree diversity and planting limitations based on space available in different parkways.

Project Milestones

- Define initial limits, scope of work and parameters of tree report (i.e. what trees are undesirable and should not be considered in the report.)
- Engage the Consulting Arborist to make recommendations of potential trees in a report
- Arborist submits a draft report to staff
- Staff presents findings and recommendations from Arborist to PTAC
- PTAC recommends changes and directs staff to present to City Council for approval

Schedule and Completion

- June 2018 – **Revised to March 2018**
 - PTAC discusses and decides on what they want to see from the Arborist in his report.
 - PTAC directs staff to initiate report from Arborist
- ~~February 2019~~
 - Arborist submits report to staff
- March 2019-**Revised to September 2018**
 - Staff presents report to PTAC
 - PTAC reviews report and directs staff to present new Approved Street Tree list to City Council for approval

Annual Street Tree Work Program

Description

Part of the “Duties and Responsibilities” given to the PTAC at the time of its creation was to “advise staff on a regular, periodic programmed maintenance schedule”. The annual street tree work program has not been developed by staff. Once the plan is developed based on best practices, it will be brought to the PTAC for its review and input, in the time frame indicated in the work plan.

Project Milestones

- Staff presents current street tree maintenance program and budget to PTAC
- PTAC to review and provide input
- Staff outlines the revised (if revised) program and presents to PTAC
- PTAC approves final street tree maintenance program

Schedule and Completion

- June 2018
 - Presentation of current tree maintenance program to PTAC
 - PTAC advises staff
- September 2018
 - Staff presents a draft outline of PTAC’s involvement in maintenance
 - Final input and agreement on involvement is made
- December 2018
 - Staff presents final Tree Maintenance Program to PTAC for recommendations to the City Council

UFMP Annual Report

Description

Per the UFMP, the Public Works Director is to prepare an annual report to assess timeliness of ongoing efforts, decide if modifications are required to the Plan, and make changes in resources if needed. The recruitment to fill the position is currently underway. The schedule may be modified to allow the Director time to review the Plan.

Project Milestones

- Review Reportable Items in UFMP and decide on format
 - City Tree Inventory
 - UFMP Goals
 - Urban Forestry and Regional Planning
 - Goleta Urban Forest Resources
 - Urban Forest Education, Outreach & Partnerships
 - Goleta Urban Forest Ordinances & Enforcement Program
 - Financing
- Staff presents Annual Report to PTAC (annually)

Schedule and Completion

- September 2018
 - Review each reportable objective and performance standard of UFMP and decide on format
- June 2019-**Revised to March 2019**
 - Present 1st Annual Report and due date of every June thereafter

Park Tree Planting List

Description

PTAC has expressed a desire to establish a Park Tree Planting List and approval process for planting trees in City Parks and Open Spaces. Currently, tree planting in parks is solely at the discretion of staff. Changing the current method would require the creation of a policy and methodology for inclusion into the UFMP. An inventory of existing Park and Open Space trees would need to be conducted locating trees by coordinates and entered into a tree management program database.

Project Milestones

- Establish whether or not PTAC wants to take on this responsibility
- Define the parameters and procedures required for inclusion in the UFMP
- Develop a Request for Proposal to conduct an inventory of all trees located within City-owned Parks and Open Spaces
- Engage the City Arborist to produce a report with recommended tree species
- PTAC recommends modifications to UFMP and approval and inclusion of Park Tree List to City Council

Schedule and Completion

- March 2019
 - PTAC discusses the merits of creating a Park and Open Space tree list and the level of their involvement in planting trees at these facilities.
- June 2019
 - Staff presents a report to PTAC recommending parameters and procedures for modifying the UFMP
 - Staff presents a draft RFP for conducting a comprehensive Park and Open Space tree inventory program
 - Staff will confirm that current tree management software is suited for Park trees
- August 2019
 - Award of Tree Inventory Study
- September 2019
 - Staff will engage City Arborist to provide a suggested Park and Open Space Tree List and Planting Guide
- December 2019
 - Staff presents results of Inventory, confirmation of acceptability of existing tree management software and Arborist's recommendations to PTAC for discussion.
 - PTAC directs staff to present new Parks and Open Space Tree List and UFMP changes to City Council.

Comprehensive Street Tree Inventory

Description

The UFMP requires that a comprehensive visual inspection of all City Street trees be conducted every ten years to confirm the City's inventory which is maintained on the City's tree management software program, Arbor Pro. The last Inventory was to be conducted in 2017 but did not happen.

Project Milestones

- Develop a Request for Proposal to conduct a citywide street tree inventory
 - Identify tree by both street address and coordinates
 - Identify tree by species
 - Identify individual tree condition
 - Identify trees DBH (diameter at breast height)
 - Include picture of tree
 - Load information onto City's ArborPro tree management program
- Select Consultant and begin inventory
- Complete inventory and load data into ArborPro

Schedule and Completion:

- June 2019
 - Complete draft RFP for Street Tree Inventory (possibly include in Parks and Open Space Tree Inventory RFP)
- August 2019
 - Award Tree Inventory Study
- December 2019 – **Revised to June 2019**
 - Inventory results presented to PTAC

Tree Protection Ordinance (Public Trees)

Description

Section 8 of the UFMP only suggests that the PTAC “modify ordinances and policies in order to enhance the successful implementation of the GUFMP”. Former Public Works Director, Steve Wagner suggested the PTAC select a two-member Ad Hoc Committee to develop a Tree Protection Ordinance to be approved by the PTAC and presented to the City Council. The Ad Hoc Committee dissolved when one of its members dropped off of the Commission. The PTAC should reestablish the Ad Hoc Committee and select two members to serve. The Committee would meet separate from PTAC meetings at times convenient to all involved.

Project Milestones

- Staff suggests to PTAC the reformation of the Tree Protection Ordinance
- PTAC selects two members to serve on the Ad Hoc Committee
- Staff develops a schedule for the Committee to meet
- Committee develops a Tree Protection Ordinance
- PTAC reviews recommended Ordinance
- PTAC directs staff to recommend draft Ordinance to City Council for approval.

Schedule and Completion

- June 2019 – **Revised to June 2018**
 - Staff presents report on prior work performed by past Ad Hoc Committee to PTAC and suggests the formation of a new Ad Hoc Committee
- September 2019
 - Development of Ad Hoc Committee meetings presented to PTAC
- September 2020
 - First Draft of Ordinance presented to PTAC
- March 2020
 - Ordinance goes to Council for public hearing and first reading
- May 2020 – **Revised to May 2019**
 - Ordinance has second reading and is passed by City Council