

**Community Forest Advisory Board Meeting**  
**January 9, 2013**  
**11:45 a.m. – 1:15 p.m.**  
**City Administration Building, 12<sup>th</sup> Floor**  
**Conference Room B**  
**202 “C” Street**

**Draft Minutes**

- 1) **Call to Order:** Anne Fege, Chair, called the meeting to order at 11:46 a.m.
- 2) **Introductions**
- 3) **Approval of Previous Minutes**
  - i) November 14<sup>th</sup> Minutes – Approved (Jones, S./Becker)
  - ii) December 12<sup>th</sup> Minutes – Approved (Becker/Jones, S.)
- 4) **Chair’s Announcements and Updates**
  - a. Anne met on January 3 with Allen Jones, Mayor Filner’s Deputy Chief of Staff. Shared draft urban forestry document with him and other recent communications shared with City Council and Mayor.
  - b. Mayor Filner’s State of the City address is Tuesday, January 15<sup>th</sup> at 6 p.m.
  - c. Editorial published in the San Diego U-T on 12/24/2012, “A Treasured Gift from City Hall,” about the City Council’s recent dedication of 6,000 acres of open space. Shows that articles can be an effective outreach effort.
- 5) **Working Group Reports**
  - a. Outreach/Education: No specific updates.
  - b. Funding/Partnerships:
    - i) Maintenance Assessment Districts (MADs):
      - (1) Jake Banfield-Weir has been examining MADs and their work related to tree planting and maintenance. Assistant Deputy Director of MADs, Andy Field added to the report, answered questions, offered to write additional info on MADs and their role in tree management.
      - (2) Tershia d’Elgin noted that areas lacking MADs are generally very underserved in tree planting/care.
      - (3) Maps of MADs are posted at: <http://www.sandiego.gov/park-and-recreation/general-info/mads/index.shtml>
      - (4) Vicky Heithaus: Need to look at CIP projects. Some projects can include landscape installation, such as median landscaping, if a MAD or business district can maintain the improvements. Andy Field provided some background about the North Park MAD, as an effort was underway to expand the MAD’s boundaries and add additional responsibilities, such as median landscaping and other improvements related to the University Avenue Mobility Plan. The MAD expansion was not approved by voters within the boundaries in 2006 and again in 2011. The hardscape installation is the interim solution until it can go out for another vote.

- (5) Engineer Reports are required for the formation and annual reporting of MADs. Heithaus asked about their formulas and whether tree planting can be “maxed out.” Andy Field will provide additional information about this.
- ii) Urban Greening Planning Grant: Alex Hempton reported that this grant is for the North Bay community (Midway/Five Points), to be completed in 2016. CFAB will be asked to be involved as a stakeholder group. The CalFire grant application is to be submitted January 25 for \$75,000 with a \$25,000 City match, to develop an Urban Forest Management Plan that would be added as an appendix to the City’s General Plan. Nancy Bragado and Melissa Garcia are working on both of these grants. The City Council Resolution required is tentatively scheduled for January 28 or 29.
- iii) 2014 Budget: Anne Fege inquired about FY 2014 budget development. Alex Hempton mentioned upcoming budget “key dates” and referred to the schedule produced by the Independent Budget Analyst: <http://www.sandiego.gov/iba/pdf/fy2014.pdf> Chris Zirkle (from Open Space Division) added that budget requests should be directed to the Mayor.
- c. Policies/Programs: No specific updates.

## 6) Reports

- a. Tree Maintenance Contracting
  - i) Ed Plank, Interim Director of Purchasing and Contracting, provided an update on the City’s process for the tree maintenance master contract (the “Comprehensive Citywide Tree Services Procurement Process”), and the issues that arose over the past year. Representatives from some of the tree care companies involved in the contract process were present. In the past, the City had numerous contracts, but is now consolidating such small procurements into larger contracts. This contract approval may go to City Council in March.
  - ii) Anne Fege brought up the issue of ensuring that work is done to specific quality standards. Robin Rivet brought up the issue of having people that are horticulturalists vs. arborists and the different knowledge required. Ed Plank said that about 60 managers will have access to the contract to schedule tree care services. If work is not done up to standard, then managers work with Purchasing and the vendors to ensure that the issues are addressed. The contracts are for one year, to be renewed up to 4 times, so if there were problems and the work didn’t meet City standards, they could be cancelled; Ed Plank stated that would be a possibility, and vendors could lose out on the contract if they do not meet the standards. Anne Fege asked for an update in March.
  - iii) Tershia E’Elgin noted that there can be a disconnect between the contract expectations and the actual work completed. Vicky Heithaus also brought up concerns about the lines of responsibility and how people are held accountable.
- b. Cape Chestnut Tree
  - i) Kevin Heiss from the Talmadge MAD came to speak on the designation of the Cape Chestnut tree as a community landmark tree. At the meeting in November, the CFAB recommended the tree be recommended for protection. Chris Zirkle, Open Space Division, provided a November 27, 2012 memorandum to Park Arborist Michael Marika, who is authorized to make this determination. Zirkle recommended against the tree being protected, as it is a non-native tree in an open space area. Anne Fege commented on the need for a clearer decision process. Others asked for clarification

on the City's deciding official and whether there is an appeal process. CFAB requested that when the City make a final decision on this and that it be forwarded to CFAB. Jon Becker will document the reasons for CFAB's recommendation and offer these as an amendment to the November 14, 2012 meeting minutes. The City agreed to forward the final decision memo to CFAB.

**7) Discussion Items**

- a. Vicky Heithaus raised concerns that City processes related to trees are unclear. They need to be spelled out clearly and available on the web for the public. This includes better identification of who is responsible for tree designations, tree removal requests, etc. There is also a need to better define roles and responsibilities of City staff.
- b. Tershia d'Elgin: Today's process was frustrating. Thought she had added items to the agenda, but instead Staff reported on the items. When the item changes from a discussion item to the Staff report, such as the Cape Chestnut and Purchasing and Contracting agenda items, she would like to be informed well in advance.
- c. Drew Potocki mentioned that the Director of Transportation and Storm Water has directed that procedures related to trees be clarified.
- d. Anne Fege mentioned the term limits for CFAB board members, that many members have reached this term limit. Members may only serve two terms, but can remain on the board until a new appointment is made.

**8) Action Items**

- a. Approval of the Urban Forest Management Plan Background and Current Conditions Report – Not acted on. *Deferred to the February agenda.*

**9) Public Comment**

- a. Guy Preuss commented on the previous request by Westgate Hotel to remove all of its Ficus trees, one reason being that people could not see out the windows. He recently read *Architectural Digest* magazine which had an article about a hotel guest in San Francisco that specifically chooses a hotel room because it has a view of a tree.

**10) Meeting Adjourned at 1:19 p.m.**