



COUNCIL AGENDA: 8/29/17
ITEM: 2.16

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jim Ortbal
Jennifer A. Maguire

SUBJECT: COMMUNITY FOREST
MANAGEMENT PLAN GRANT

DATE: August 7, 2017

Approved

Date

8/18/17

RECOMMENDATION

- (a) Adopt a resolution authorizing the City Manager or Designee to:
- (1) Execute a grant agreement with the State of California Department of Fire and Forestry Protection (CAL FIRE) based on the previously submitted grant application for an Urban and Community Forestry Grant entitled "California Climate Investments" in the amount not to exceed \$750,000 with a local match not to exceed \$250,000 for the completion of a Community Forest Management Plan and related projects;
 - (2) Certify that the City of San Jose has funds under the jurisdiction of the City of San Jose that are available to begin the projects, that the City of San Jose has or will have sufficient funds to operate and maintain the projects, and that the City of San Jose will expend grant funds prior to December 31, 2019; and
 - (3) Conduct all negotiations, execute, and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned projects.
- (b) Adopt the following 2017-2018 Funding Source Resolution and Appropriation Ordinance amendments in the Construction Excise Tax Fund:
- (1) Increase the revenue estimate from the State of California to the Department of Transportation in the amount of \$750,000;
 - (2) Establish the Street Tree Inventory and Management Plan appropriation to the Department of Transportation in the amount of \$750,000;
 - (3) Increase the Urban Forest Partnership appropriation to the Department of Transportation in the amount of \$10,000; and
 - (4) Increase the Beginning Fund Balance by \$10,000.

OUTCOME

The recommended actions will facilitate receipt of up to \$750,000 in grant funds from the California Department of Forestry and Fire Protection (CAL FIRE) to be used towards the development of a comprehensive Community Forest Management Plan and other related projects. The Community Forest Management Plan will provide guidance to the various City departments for design, construction, installation, and maintenance of trees for which the City of San Jose is responsible. The Community Forest Management Plan process will engage both internal and external stakeholders in a review of existing policies, procedures, ordinances, specifications, and guidelines related to street, public and private trees. The City will also use the grant funds to update the existing street tree inventory, develop a new tree management database, and plant over two hundred trees within disadvantaged areas of the City to reduce greenhouse gases.

BACKGROUND

In 2008, the City of San Jose developed and adopted the *Strategic Framework for the San Jose Community Forest Master Plan*, a guiding document to help the City move toward a comprehensive management plan for the City's community forest. This framework identified a set of strategies to be employed to reach the over-arching goal of growing a sustainable community forest. The framework also established the comprehensive goals for the City's Community Forestry Program:

- (1) Protect, restore and expand the community forest;
- (2) Develop and maintain support for the community forest;
- (3) Manage the community forest to maximize benefits for all residents.

To realize these goals, the Strategic Framework proposes ten action-oriented strategies:

- (1) Create an inventory of the City's street and park trees;
- (2) Establish a canopy goal;
- (3) Create an over-arching Community Forest Policy;
- (4) Secure adequate human and financial resources;
- (5) Update City ordinances;
- (6) Ensure streamlined access to community forestry services and permitting;
- (7) Achieve a healthy and thriving community forest throughout the city;
- (8) Inform residents about and engage them in growing and sustaining the community forest;
- (9) Effectively partner with community non-profits, businesses and other agencies to maximize available resources;
- (10) Create an advisory mechanism to periodically review the success of and the progress being made by the City's Community Forest Program.

Since the adoption of the Strategic Framework, the City Arborist's Office has achieved some success with portions of the ten action-oriented strategies. These include updates to certain ordinances within the Municipal Code, updating the illegal pruning and removal citation fees, completing inventory collection for every existing street tree and suitable planting location within the public right-of-way, and obtaining a community forest canopy study with assistance from the US Forest Service, Pacific North Research Station. Further, in 2008 the City applied for and was awarded a \$105,000 "Urban Forestry for Every Community" grant from CAL FIRE for the creation of the Tree Policy Manual & Recommended Best Management Practices in an effort to meet Goal #3 of the Strategic Framework. In 2012, the City applied for and was awarded a \$200,000. An Urban Forest for Every City" grant from CAL FIRE that allowed for the completion of a street tree inventory and partial completion of Goal #1 of the strategic framework.

In 2016, The Department of Transportation (DOT), in coordination with several other City department partners, began the grant application process with CAL FIRE for an Urban and Community Forestry Grant entitled "California Climate Investments." DOT submitted the final grant application on April 26, 2017 and was awarded the grant on May 22, 2017. Upon adoption of the resolution associated with this memorandum, the City will receive grant funding from CAL FIRE for the development of a Community Forest Management Plan and completion of other related projects in alignment with the 2008 Strategic Framework. The project is scheduled for completion in December 2019.

ANALYSIS

While progress has been made related to the development of a Community Forest Management Plan, it has been limited due to the lack of staff and funding sources. If approved, this resolution would enable the City to receive an Urban Greenhouse Gas Reduction Fund Grant from CAL FIRE that provides up to \$750,000 in supplemental funding that allows the City to take significant steps toward the development of a comprehensive Community Forest Management Plan. These funds would be used to complete the following:

Community Forest Management Plan

The Community Forest Management Plan is a long-term strategic plan that will assess the current state of the City's community forest resources, identify the most strategic opportunities to protect and enhance those resources, incorporate feedback from internal and external stakeholders, and identify effective tree maintenance procedures. To supplement staff time provided by various City departments, this CAL FIRE grant will enable the hiring of a professional consultant with prior experience developing similar plans to guide City staff and our strategic partners through the community outreach and stakeholder workshops as well as perform the technical writing that will be required to formalize the plan. Approximately \$107,000 will be used for consultant services.

Tree Inventory Project

In 2014, DOT completed a multi-year effort to establish an initial inventory of all street trees within the public right-of-way. Among other important attributes, the inventory identifies the size, species and condition of each tree as well as all suitable tree planting locations, all of which are necessary to properly manage, maintain and protect San Jose's valuable community forest assets. As time passes, the data are becoming outdated and require updates to maintain relevance. Further, there are many City-maintained trees at community centers, neighborhood parks, libraries, and fire stations that have not yet been inventoried. This CAL FIRE grant will enable inventory work at these locations, and will provide detailed information on the quantity, location, species, and condition of the trees within the community forest that can be used to develop maintenance budgets, prioritize work, and proactively care for the trees. Approximately \$455,000 in grant funding will be used to inventory 114,000 trees.

Canopy Study

In 2012, the City of San Jose, in cooperation with the US Forest Service Pacific Northwest Research Station, conducted a canopy study for the community forest within San Jose. That study estimated that the City of San Jose has over 1.6 million private, public and street trees in its community forest that provide 15.4% canopy coverage. It is commonly accepted throughout the industry that when tree canopy levels fall below 30%, even minor increases in canopy cover create significant improvement in air quality and public health, and reduce overall energy costs. DOT would like to conduct a second canopy survey to determine the extent of canopy growth or decline that has occurred within the community forest since the time of the first study. This data can then be used to determine how effective the current ordinances and policies are in protecting and growing the community forest. DOT has requested \$20,000 in grant funds to facilitate the hiring of a professional consultant with prior experience conducting these types of surveys.

Tree Work Order Management System

Keeping existing tree inventory data accurate as new trees are planted and existing trees are pruned or removed and replaced is important to properly manage the community forest. DOT has requested \$120,000 in grant funds to secure temporary staffing or consultant services to develop a new work order management system for the Tree and Sidewalk Inspection Group (TWIG). This new system will automatically update the tree inventory data and communicate with the other internal work order systems for improved coordination among the different services lines, and will reduce instances of duplication or overlap.

Tree Planting Project

Because this grant is allocating funds that are derived from the California Climate Investment Fund, there is a grant requirement to plant large canopy trees that will help reduce greenhouse gases through the sequestration of carbon dioxide (CO₂). DOT has identified 200 street tree locations in need of new trees. These planting locations are within disadvantaged areas of San Jose as identified by CalEnviroScreen 2.0, which identifies California communities that are

disproportionately burdened by multiple sources of pollution. To meet the requirements of the CAL FIRE grant, DOT has identified \$100,000 in existing funding for fiscal year 2017-18, and recommends rebudgeting \$10,000 in estimated savings from fiscal year 2016-2017, to fund the tree planting and three years of required maintenance for the newly planted trees by our strategic partner Our City Forest. Our City Forest (OCF) provides a variety of community support services, primarily focused around growing and sustaining the community forest. Among other services, OCF performs and organizes volunteers for tree planting and maintenance projects, provides educational and awareness training about the community forest, recruits and trains service members to be urban forestry and outreach specialists, and leverages City funding to obtain hundreds of thousands of dollars in additional funding that invested back in to our community.

Tree-related Streetscape Guidelines and Specifications

One of the biggest challenges that we face in growing our community forest and extending the life span of our trees is conflicts with other infrastructure. In particular, street trees are often installed in locations with limited root and canopy space. This frequently results in conflicts with the surrounding infrastructure (sidewalk, curb and gutter, streetlights, etc.) that are not easy or inexpensive for property owners to correct without impacting the tree and shortening its expected life span. One example would be street trees which are planted in narrow park strips that damage surrounding hardscape and require root removal to prevent further damage. To address these issues, DOT will utilize a portion of the CAL FIRE grant funding to update or develop new guidelines and specifications that can be incorporated into various design documents that will improve the long-term sustainability of the trees within the urban environment.

Additionally, the City is required to comply with state and federal regulations relating to stormwater run-off. The most recent Municipal Regional Water Permit requires that San Jose evaluate every project that installs new impervious surfaces. To adequately capture run-off from streets and sidewalks, green infrastructure must frequently be installed in the public right-of-way. This often results in the loss of suitable street tree planting locations. DOT wants to further refine green infrastructure guidelines and specifications to address this conflict and allow for the planting of more street trees and increase the benefits they provide. These benefits include carbon sequestration, reduced peak stormwater flows, reduced heating and cooling costs, and increased property values.

It is estimated that approximately \$48,000 in grant funding will be used for consultant services to assist City staff with the development of new or modified design guidelines and specifications, as well as the associated technical writing and documentation.

City Staff Support

To be eligible for the CAL FIRE grant, the City must provide a 25% match in either funding or equivalent staff time. The City will meet the majority (\$140,000) of this requirement through the

commitment of departmental staff time in support of the grant as in-kind match. Staff will support the Community Forest Management Plan by developing the Request for Proposal (RFP) for consultant services – gathering information on the existing programs, working with the consultant and stakeholders to identify opportunities for improvement, incorporating achievable changes into the appropriate documents and conducting outreach for any changes to be implemented.

Additionally, staff will support the Tree Inventory project by developing the RFP for the collection of inventory data. DOT will take the lead in managing the contractor and will assist the Parks, Recreation and Neighborhood Services and Public Works Departments in performing quality assurance inspections and developing budgetary information. The DOT, Information Technology and Public Works Departments will collaborate on the development of a new Tree Work Order Management System to ensure the new database not only addresses as many shortcomings as possible that exist with the current work order management system but also to ensure that the program seamlessly communicates with other systems in the various departments. The DOT, Public Works, Environmental Services, and Parks, Recreation and Neighborhood Services Departments will also dedicate staff time to gathering and reviewing information on current tree related specifications and guidelines, managing the consultant and then incorporating any changes into various city-wide design documents. The DOT will also commit staff time to the management and inspection of the tree planting and maintenance project with our non-profit tree planting partner.

EVALUATION AND FOLLOW-UP

The Department of Transportation will bring the Community Forest Management Plan to the City's Transportation and Environment Committee for review upon completion of the grant-funded projects.

PUBLIC OUTREACH

The review of existing tree policies, procedures, ordinances, specifications, and guidelines related to street, public and private trees will include outreach to and engagement with internal and external stakeholders at various stages throughout the process. Effective outreach approaches and materials will be developed and utilized during the course of the project.

This memorandum will be posted to the City Council's Agenda website for the August 29, 2017 City Council meeting.

COORDINATION

During the development of the CAL FIRE grant application, DOT collaborated with multiple City departments to define the scope of the grant-funded projects and identify associated matching funds, and will be partnering with these departments to complete the various projects

upon adoption of this grant resolution. This memo has been coordinated with the Environmental Services, Planning, Building and Code Enforcement; Parks Recreation and Neighborhood Services; and Public Works Departments and the City Attorney's Office.

COMMISSION RECOMMENDATION/INPUT

This item does not have input from any board or commission.

FISCAL/POLICY ALIGNMENT

This project aligns with the Strategic Framework for the San Jose Community Forest Management Plan, and supports Goal #9 of the Green Vision to plant a net 100,000 trees in San José by 2022.

COST SUMMARY/IMPLICATIONS

The Department of Transportation has developed a project budget of \$1,000,000 which consists of \$250,000 in matching funds and \$750,000 in CAL FIRE grant funds. The \$250,000 in City matching funds is being provided through in-kind staff time and direct expenditures using funding that is already allocated to departments for fiscal year 2017-2018, as approved by the City Council on June 20, 2017, and recommended to be rebudgeted per this memorandum. DOT has coordinated with the other relevant City departments to leverage in-kind staff time and existing funding, which coupled with DOT's contributions of both in-kind staff time and direct costs, accounts for the twenty-five (25) percent or \$250,000 match requirement over the two and one half (2.5) year timeline for the CAL FIRE Grant Project.

The primary components of the total project budget include the following:

CAL FIRE GRANT PROJECT COMPONENT	ESTIMATED COST
Community Forest Management Plan	\$107,000
Tree Inventory and Canopy Study	\$475,000
Tree Work Order Management System	\$120,000
Tree Planting (Matching funds)	\$110,000
Streetscape Guidelines and Specifications	\$48,000
Associated CSJ Staffing (Matching funds)	\$140,000
TOTAL:	\$1,000,000

Annual cost implications to the General Fund to properly care for and maintain the 200 new street trees is \$4,000.

Upon completion of the Community Forest Management Plan, the City should consider future revisions and updates to the plan as warranted, subject to available funding and staff resources.

The estimated cost for maintenance of the tree inventory data is projected at \$250,000 annually beginning in 2021. Staff will work to look to future grant opportunities, such as this one, to fund these items.

BUDGET REFERENCE

The following table identifies the fund and appropriations to fund the CAL FIRE Grant project recommended as part of this memorandum:

Fund #	Appn #	Appn. Name	Total Appn	Rec. Budget Action	Amt. for Grant Project	2017-2018 Proposed Capital Budget Page*	Last Budget Action (Date, Ord. No.)
465	R100	Revenue from State of California	\$14,572,000	\$750,000	\$750,000	802-803	06/20/2017 78229
465	R999	Beginning Fund Balance	\$76,720,023	\$10,000	N/A	802	06/20/2017 78229
465	TBD	Street Tree Inventory and Management Plan	N/A	\$750,000	\$750,000	N/A	N/A
465	7566	Urban Forest Partnership	\$100,000	\$10,000	\$110,000	812	06/20/2017 29962
001	0511	Personal Services (DOT)	\$19,874,633	N/A	\$99,544	N/A	06/20/2017 29962
001	0641	Personal Services (PRNS)	\$44,074,280	N/A	\$12,607	N/A	06/20/2017 29962
001	0571	Personal Services (PW)	\$21,145,952	N/A	\$10,582	N/A	06/20/2017 29962
001	0761	Personal Services (ESD)	\$1,146,563	N/A	\$9,706	N/A	06/20/2017 29962
001	0581	Personal Services (PBCE)	\$12,785,976	N/A	\$7,561	N/A	06/20/2017 29962

*The 2017-2018 Proposed Capital Budget was adopted June 20, 2017.

HONORABLE MAYOR AND CITY COUNCIL

August 7, 2017

Subject: Community Forest Management Plan Grant

Page 9

CEQA

Exempt, File No. PP13-073, CEQA Guidelines Section 15304(b), Minor Alterations to Land.

/s/

JIM ORTBAL

Director, Department of Transportation



JENNIFER A. MAGUIRE

Senior Deputy City Manager/

Budget Director

I hereby certify that there will be available for appropriation in the Construction Excise Tax Fund in the Fiscal Year 2017-2018 moneys in excess of those heretofore appropriated therefrom, said excess being at least \$760,000.



JENNIFER A. MAGUIRE

Senior Deputy City Manager/

Budget Director

For questions, please contact Russell Hansen, City Arborist, at (408)794-1914.