



# Agenda

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## MUNICIPAL TREE BOARD

### A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION

**The Barn at Frenchy's Field**

**Osage and Agua Fria Streets**

**Tuesday May 8, 2014**

**1:00 p.m.**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Meeting Minutes of April 15, 2014
5. Old Business
  - a. 2014 Goals and Objectives
  - b. Tree inventory
  - c. Review of the Draft Memorial Tree and Bench Standards
  - d. Re-Leaf Grant Application Deadline (August 27<sup>th</sup>)
6. New Business
7. Public Comment
8. Confirm date and time of next meeting:
9. Adjourn

**Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.**

INDEX OF  
CITY OF SANTA FE  
MUNICIPAL TREE BOARD  
A SUBCOMMITTEE OF THE PARKS AND OPEN SPACE ADVISORY COMMISSION

MAY 08, 2014

<u>ITEM</u>	<u>ACTION TAKEN</u>	<u>PAGE(S)</u>
1. CALL TO ORDER		1
2. ROLL CALL	No Quorum	1
3. APPROVAL OF AGENDA	No Quorum	1
4. APPROVAL OF MEETING MINUTES April 15, 2014	No Quorum	1
5. OLD BUSINESS		
a. 2014 Goals and Objectives	Discussed	2-3
b. Tree inventory	Discussed	2-3
c. Review draft Memorial Tree and Bench standards	Discussed	3-5
d. ReLeaf Grant Application Deadline-August 7	Discussed	5
6. NEW BUSINESS	Discussed	5-6
7. PUBLIC COMMENT	None	6
8. CONFIRM DATE AND TIME FOR NEXT MEETING	June 26, 2014	6
ADJOURN	2:02 p.m.	6

**MEETING MINUTES  
FOR THE  
CITY OF SANTA FE MUNICIPAL TREE BOARD**

**A Subcommittee Of  
The Parks and Open Space Advisory Commission**

**THURSDAY, MAY 8, 2014**

**1. CALL TO ORDER**

A regular meeting of the City of Santa Fe Municipal Tree Board, a subcommittee of the Parks and Open Space Advisory Commission, was called to order by Patrick Torres on this date at approximately 1:00 p.m. at Frenchy's Barn, Corner of Osage and Agua Fria, Santa Fe, New Mexico.

**2. ROLL CALL**

Roll call indicated a lack of quorum:

**Members Present**

Patrick Torres, Chair  
Sandra Taylor

**Members Absent**

Tracy Neal (excused)

One vacancy (Zander Evans resigned)

**Staff Present**

Gary Varela, Parks Supervisor

**Others Present**

Robert Wood, Water Department  
Charmaine Clair, Stenographer

*The approval of the Agenda and the Minutes were not discussed due to lack of quorum.*

**3. APPROVAL OF THE AGENDA**

The agenda listed the meeting date as Tuesday, instead of Thursday, May 8, 2014.

**4. APPROVAL OF THE MINUTES- April 15, 2014- *Postponed due to lack of quorum***

## 5. OLD BUSINESS

### a. 2014 Goals and Objectives & b. Tree Inventory

Mr. Torres said at the last meeting members had discussed items for further discussion. One item the Board wanted to focus on is the goals and objectives for the year. He said the floor was open for recommendations the Board should adopt to work on.

Ms. Taylor said she had two recommendations: one, to facilitate a tree inventory and training with existing hardware/software, curriculum, protocols, etc.

Mr. Wood said the Board should also look at whether an inventory is needed and if so, what type. He said different inventories, are based on the type of grant received.

Mr. Torres provided overview on the different types of inventory:

- a) A complete inventory surveys the entire tree population of a community and is often time-consuming and expensive. A community educational program for volunteers and standardized formats would probably be required. The software for collection of data is available; however the City does not own the software.
- b) A street & park inventory surveys City-owned trees, rights of way and parks. This inventory is currently needed to provide Santa Fe with metrics on which to base budget requests and assign work priorities. A budget does not exist for in-house inventory, but funding might be possible through the Quality of Life for a contractor inventory.
- c) A sample or partial inventory gathers data from specific samples that are extrapolated to apply to the whole urban forest. The inventory is used to compute the needs assessment for invasive species along the Santa Fe River. The inventory has been conducted, but the grant funding to complete the inventory was not awarded.
- d) Canopy cover inventory uses LIDAR; radar that measures the bounce back from trees from pictures and the amount of space covered or not covered, by tree canopies. This inventory is quick and easy and the data is pulled from Google Earth among other sources. A map with a grid is built that covers 6 - 12 city blocks and dots are counted to assess how much within the grid square is covered. The process can identify areas that are open for planting or fully covered areas. This type of inventory was done on the Santa Fe River from Galisteo Bridge to Frenchy's.

Ms. Taylor asked if there are there national standards and the percentage of Santa Fe's canopy cover.

Mr. Wood explained that standards are more regional. Canopy cover for Santa Fe is anticipated at about 14 percent and a realistic canopy cover goal would be about 17 % -19 % over the next 10 years; most of which would be plantings in parkways, city parks and medians, etc.

Ms. Taylor asked if the Forest Service has aerial shots.

Mr. Wood said there are several surveys that are done on a regular basis: NOAA (National Oceanic & Atmospheric Association), Google Earth and i-Lawn that uses aerial photography and is normally procured through municipalities for city assessments.

Mr. Varela said many of the projects at the Forest Service are done using aerial photos and the Forest Service has a good program. He offered to visit them to get more information.

Mr. Wood suggested the Board first decide the end goal and how the inventory would be used. He said what the data would be used for would determine what type of data to collect. A complete inventory is good if for Parks or Public Works to determine work schedules and budget or to educate the public about tree use, etc. A canopy cover survey would be better if the survey is to qualify for additional planting in areas.

Ms. Taylor said all of the above. She said most important is the canopy cover inventory. She said the public should be involved and informed and that should go beyond giving out a tree in a container once a year without instructions [on planting and care].

Mr. Wood said the canopy cover assessments he has done in the past was a two-day program called Train the Trainer. About 30 youth were trained specifically how to set out the maps and do the counts. The public volunteers were then trained and could train others. The inventory is not expensive dollar wise, but requires a time commitment and someone who can work with the public and get volunteers. He said he got people involved by giving them tree seedlings and lunch and having environmental speakers that people wanted to hear.

Mr. Varela said Parks currently inventories species to identify those that need to be replaced. He said if the training could be incorporated, Parks staff could get a timeline to do a tree inventory every year or two.

Ms. Taylor said Parks staff training is critical. She said staff would still be around two years later and although she likes the idea of working with youth groups, they are not steady.

Mr. Varela said his staff could conduct a tree survey if they have a spreadsheet with the criteria of species; disease, health conditions, etc.

Mr. Wood said he has looked at tree mapping software and likes Open Tree Map.org, which has videos on their website. The system is Cloud based and could be used by all of the volunteers with a cell phone. Costs could run up to \$1300 monthly for the use of the application and starts with 600 trees at a cost of 40 dollars. He said the advantage of a larger membership is that all of the members' assessments could be put into an access program, which gives a GPS location, the type of tree, anticipated health, overhang, etc. Details are fed into a database and superimposed on a GIS map and shows where future work should be scheduled.

Ms. Taylor said one of her goals is to have something concrete completed by the end of the year.

c) Review of the draft Memorial Tree and Bench Standards

Ms. Taylor said secondly she wanted to discuss the tree memorial and bench standards and have something by June or July.

Mr. Varela said Parks has been working with Ms. Booth. He said the idea is to do memorials in the parks that require the least amount of maintenance. A person who wants a memorial tree would take care of the tree. People who plant a tree in an area without irrigation would be responsible for caring for the tree. Parks could assist with planting locations and pull unhealthy trees out and a memorial tree could be planted in its place.

Mr. Varela said he could review the draft again with Ms. Booth, but Parks is okay with the memorials.

Ms. Taylor said the document should include something about irrigation. Also the price suggestions are too low; a tree (including planting and maintenance) for \$230 should be \$600 minimum; picnic tables a minimum of \$1200 for installation, etc.

Mr. Varela offered to get the actual cost of benches, etc. Ms. Taylor said that Parks should add a 20% to 50% surcharge for installation.

Mr. Varela and Mr. Torres discussed picnic table installations. They agreed a slab mount is less maintenance and easier to replace.

Mr. Wood talked about programs in Colorado, Utah and Nevada. People donate specific amounts for a tree, a bench, etc. and the donation goes into a fund in the memorialized person's name. The department schedules memorial plantings using their master plan.

He said instead of plaques some cities have a metal tree affixed to the wall in their city hall, convention center, etc. People purchase a memorial leaf and the leaf is placed on the tree. A directory is provided.

Ms. Taylor said she does not like plaques and wouldn't give people that option.

Mr. Varela said he would develop a special section in the draft that pertains to the criteria for memorial trees and shrubs, because the draft doesn't mention that.

Ms. Taylor agreed. She said there should be a statement about vandalism; mostly to protect the City. Also that reasonable attempts would be made to repair a damaged memorial and destroyed or stolen memorials would not be replaced.

Mr. Wood said if Parks had a Memorial Park they wouldn't have the worry about vandalism and maintenance costs, because that would be included in the City's budget.

Ms. Taylor asked to be included in the work on the draft guidelines. She asked about irrigation; what happens if a tree dies. She said that should be stated that the donor would not have recourse. She said she also would include a minimum tree size. She said she would set up a visit with Ms. Booth.

Mr. Torres said there should be a clause to review the amount suggested for donations annually, etc.

Ms. Taylor said the plantings should be scheduled by Parks, but she does not like the idea to have a fund.

Mr. Wood said his first proposal suggested a 501(3) C handle the fund. Ms. Taylor replied it would still require someone stay on top of the fund and know the regulations and promote the fund.

Mr. Torres said the Board should be cautious on how much they undertake. He said they have two goals to focus on this year. He said they might consider reviewing the recommended list of trees and shrubs that are appropriate for Santa Fe, to create more awareness.

Mr. Wood explained that he and Mr. Neal had put that together. He said the list has trees, shrubs and vines on a separate Excel spreadsheet and is on the Parks website and available for download.

Ms. Taylor asked if he included a key regarding drought tolerance; small, medium, large trees, etc.

Mr. Wood said there are links to other websites for a person to determine the type of tree; a list of low/medium/high water use; pest susceptible; experimental, etc.

Mr. Wood suggested a goal be to reestablish (recruit) five permanent members for the Board. They could also review the mission statement on a regular basis.

Mr. Torres added the Board could complete their training on line with Tree Board University through the Arbor Day Foundation. He said additional goals and objectives could be entertained further at the next meeting.

#### d) ReLeaf Grant Application Deadline

Mr. Wood passed out the application information from the New Mexico State Forestry (Exhibit 1). He said the application for the median at Cerrillos and Rodeo Road median could be brought back to life. He described the improvements. He said the main expense was a change from a traditional median to a water conservation median.

Ms. Taylor asked if the City grant writer would have to be contacted. She pointed out the deadline of 27 August.

Mr. Wood said first the project manager on the grant should be identified, because that was the reason the previous year's grant failed. He said the grant is for \$6000 and a 20% in-kind match and Frances has a folder with the information. The grant is ready to resubmit.

## **6. NEW BUSINESS**

Mr. Wood said it has been discussed to move the Tree City USA Program to Public Utilities under Environmental. This would allow him to administer the program, because he is more familiar with the program than Parks. This would not include the urban forestry or other items.

Ms. Taylor said the Board only exists because of Tree City USA.

Mr. Wood said that was the seed, but he sees the Board growing past Tree City, USA. He said the Board would remain the same, except he would be the assigned liaison instead of Gary Varela.

**7. PUBLIC COMMENTS-** There were none.

**8. DATE AND TIME FOR NEXT MEETING** – Thursday, June 26, 2014 at Frenchy's Barn at 1:00 p.m.

**ADJOURNMENT:**

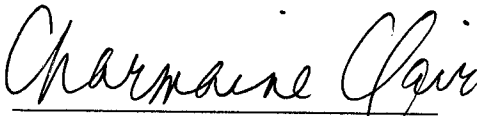
*Having no further business to discuss, the meeting adjourned at 2:02 p.m.*

Approved by:



Patrick Torres, Chair

Submitted by:



Charmaine Clair, Stenographer



**PUBLIC NOTICE  
FOR ANNUAL NEW MEXICO FOREST RE-LEAF  
TREE PLANTING GRANT PROGRAM**

The Energy, Minerals and Natural Resources Department (EMNRD), Forestry Division's (Forestry Division) New Mexico Forest Re-Leaf Program invites Applicants to submit a tree planting grant Application for the 2014/2015 grant cycle.

Grant requests can be submitted for any amount up to \$6,000 with a 20% in-kind match required. This program awards project funds on a reimbursement basis. Before any work begins on the project, EMNRD and successful applicants shall enter into Grant Award Agreements (GAAs). Upon satisfactory completion of services, EMNRD will reimburse funds expended as outlined in the GAA. Projects must be located on public land (for example: public parks, streets, school grounds, and public open space and public trail systems, etc.).

Questions regarding this grant program shall be addressed to: Andrew Frederick EMNRD, Forestry Division, Wendell Chino Building, 1220 S. St. Francis Drive, Santa Fe, NM, 87505, telephone: (505) 476-3343. Complete copies of the grant guidelines and Application may be downloaded at: <http://www.emnrd.state.nm.us/SFD/ReLeaf/ReLeaf.html>.

Applicants shall submit one original application and four copies, as well as an electronic copy in Word format on CD, no later than 4 p.m. Mountain Daylight Time, Wednesday, August 27, 2014 at the following address:

EMNRD, Forestry Division  
Wendell Chino Building  
1220 S. St. Francis Drive  
Santa Fe, NM 87505  
Attention: Re-Leaf Program Coordinator

EMNRD shall not accept Applications received after this date and time and shall make absolutely no exceptions for Applications not received at the above location by the appointed time. **Applications MAY NOT be sent by facsimile or e-mail.**

This public notice is given pursuant to NMSA 1978, Section 13-1-113. The Procurement Code, NMSA 1978 Sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.