



# Agenda

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## MUNICIPAL TREE BOARD

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

**The Barn at Frenchy's Field**

**Wednesday, July 23, 2014**

**1:00 p.m.**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of the Meeting Minutes from June 26, 2014
5. Old Business – Pat Torres
  - Review Revisions of 2014 Goals & Objectives
  - Review copy of Founding Resolution and Mission statement
  - Memorial tree & bench standard
6. New Business
  - Tree inventory update - (10 Min) Gary Varela
  - Emerald Ash Borer Information/Management Plan (20 Min) Robert Wood
7. Public Comments
8. Confirm date and time for the next meeting
9. Adjourn

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**INDEX OF**  
**CITY OF SANTA FE**  
**MUNICIPAL TREE BOARD**

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

**JULY 23, 2014**

<b><u>ITEM</u></b>	<b><u>ACTION TAKEN</u></b>	<b><u>PAGE(S)</u></b>
1. CALL TO ORDER		1
2. ROLL CALL	Quorum	1
3. APPROVAL OF AGENDA	Approved	1
4. APPROVAL OF MEETING MINUTES June 26, 2014	Approved	2
5. OLD BUSINESS		
• Review 2014 Goals and Objectives	Discussed	2
• Review Copy of Founding Resolution/Mission Statement	Discussed	2-4
• Memorial Tree & Bench Standard	Discussed	4
6. NEW BUSINESS		
• Tree Inventory Update	Discussed	4-7
7. PUBLIC COMMENTS	Discussed	7
8. CONFIRM DATE AND TIME FOR NEXT MEETING	August 19, 2014	7-8
9. ADJOURN	3:00 p.m.	8

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

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

**WEDNESDAY, JULY 23, 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 quorum as follows:

**Members Present**

Patrick Torres, Chair  
Tracy Neal  
Sandra Taylor

One vacancy

**Members Absent**

**Staff Present**

Gary Varela, Parks supervisor

**Others Present**

Robert Wood, Water Department  
Mary Schruben, Rancho Siringo Neighborhood Assoc.  
Brian Lewis  
Robert Lewis  
Richard Fager (?)  
Elizabeth Martin for Charmaine Clair

**3. APPROVAL OF THE AGENDA**

**Mr. Neal moved to approve the agenda as presented. Ms. Taylor seconded the motion, which passed by unanimous voice vote.**

#### 4. APPROVAL OF THE MINUTES- June 26, 2014

Page 3, at the top: "Chair Torres asked confirmed that..." should have been: Chair Torres confirmed that..."

Page 6, last paragraph was clarified: "Mr. Neal said he has been selling and promoting fruit trees for decades and *has had a problem planting apple and apricot trees in the Railyard Park*; should read: "Mr. Neal said he has been selling and promoting...and has had a problem with the planting of apple and apricot trees in the Railyard Park.

**Ms. Taylor moved to approve the minutes of June 26, 2014 as amended. Mr. Neal seconded the motion and it passed by unanimous voice vote.**

#### 5. OLD BUSINESS

- Review 2014 Goals and Objectives

Mr. Torres reviewed the minor changes he made to the goals:

1. "To conduct a training" was changed to *conduct trainings*.
2. On goal #2 (to facilitate the approval of guidelines and regulations for the Memorial Tree/Bench Standards) a target ending date of August 2014 was included.
3. Item B was changed to Item C and "*established guidelines for selection of new board members as recommended*" was inserted.

The Board discussed the tree list and is summarized as follows:

- The Board will establish timelines for other tasks, as they did on the Memorial Tree and Bench Standards.
- The tree list should be reevaluated and approved by the Land Use Department each year and be posted. The Board will review and make recommendations for staff to work with. The list will be used by those who request permits for escarpment plantings, landscaping within a development and the retention of native species in a design, etc.
- The Board would review and approve the plant list at the August meeting.
- Mr. Neal said he sent the last version of the plant list to everyone. He suggested the Ash tree be removed in anticipation of the discussion about the Emerald Ash Borer.

- Review Copy of Founding Resolution and Mission Statement

Ms. Taylor said she sent everyone a copy of the resolution and there is nothing included on the qualifications, etc.

Mr. Torres said POSAC has guidelines under the Membership and Officers. He read from the guidelines: "the commission shall consist of nine members, appointed by the Mayor with the approval of the City Council." The members should be people who have expressed an interest in serving on the commission and represent a broad range of park and open space users and have backgrounds related to active, passive, regional, community or neighborhood parks or open space policies. The members should have knowledge of park and open space use; maintenance or construction and be qualified by

training or experience. They should have the ability to exercise sound and practical judgment regarding the duties and responsibilities of the commission.

Mr. Torres explained the MTB would do the initial vetting and submit names to POSAC for their approval. He asked if additional guidelines should be developed.

Mr. Neal said the guidelines were more for POSAC and the Tree Board needs something more specific.

Mr. Torres asked Mr. Woods if Tree City USA has recommendations.

Mr. Wood said the recommendations are simple: they require there be a Tree Board and for the people on the board to be knowledgeable in the area. Tree City prefers an ISA certified arborist and a city forester as representatives, but if not, wants a knowledgeable subset.

Mr. Torres suggested developing categories such as someone who represents a utility company, like PNM and a home owner association or water shed or the river trails, etc.

Mr. Neal suggested a person with knowledge related to the urban forest would be good.

Mr. Woods said he works with a person at PNM that runs the Vegetation Management Division. The division has four contract foresters, but due to budget they only respond to emergencies. He thought PNM would be limited in the amount of volunteer work, but there is a public relations aspect. He offered to get the person's name.

The Board agreed they should write guidelines for members of the Municipal Tree Board.

Mr. Torres reviewed the task list and said some things have happened. The list is a *living* task list. He suggested the Board also look at the Mission Statement. He read the statement.

Mr. Neal asked if one of the Board's goals should be to create the plan that was to have been created in 2007. He asked Mr. Varela if feasible for the plan to be created by fiscal year 2015. Mr. Varela replied it was possible, but the director would need to weigh in on where the Parks Department will go with the plan.

Mr. Woods said he preferred a deadline of fiscal year, June 2016.

**Mr. Neal moved that the Board include a goal to develop the Comprehensive Tree Policy that they were empowered to create, by fiscal year end July 1, 2016. Mr. Torres seconded the motion and the motion passed by unanimous voice vote.**

Mr. Torres suggested getting a plan from Albuquerque, etc. Mr. Woods offered to get the copy and e-mail it to everyone.

Ms. Taylor noted her difficulty to receive large files. Mr. Woods would work with that.

Mr. Brian Lewis suggested the Board look at Ann Arbor, Michigan who just finished their policy; Ms. Taylor suggested also looking at Boulder [Colorado] and Mr. Woods suggested Tree Filly. Mr. Neal suggested looking at plans specific to the region.

Mr. Woods said certain things have to be included, like city ordinances. He suggested the Board recommend something that makes it easier for commercial companies to administer their own business.

Ms. Taylor asked if the Board should recommend the rule be stricken since there is a new Mayor.

Mr. Woods suggested the Board as a subcommittee, should make a recommendation to POSAC.

- Memorial Tree and Bench Standard

Ms. Taylor said the cost portion of the document is incomplete; the bike rack is the only item missing. Mr. Varela replied that the bike racks range in cost from \$200-\$500 and he suggests using the high end.

Ms. Taylor added that costs are dependent on the new director. She said a lot of things are site specific.

Mr. Neal questioned the range of costs for the shrubs. His understanding was \$50 for the shrubs. Ms. Taylor replied she would make that correction with the others.

Mr. Torres suggested the tracked changes remain on the document so POSAC could also see the changes. He would put the final approval on the August agenda.

## **6. NEW BUSINESS**

- Tree Inventory Update

Mr. Varela said the inventory is going on now. He gave his supervisors an idea of what he wants and wasn't sure the information collected was enough. He read the inventories from his supervisors at Rancho Siringo and Ragle Parks, which were very different in the amount of content.

He said an issue is that his staff does not know how to identify species and Mr. Neal has offered to help with that. Mr. Varela said he wants to develop a spreadsheet to meet the criteria for species, size, health, location, etc. He said the process is ongoing and could be improved as they go along.

Mr. Varela said after the major events are finished the Parks staff will have more time and effort and the inventory will be completed by the second week in September. He will present the Board with everything once he has a spreadsheet that works.

Mr. Torres confirmed that without the new director, the Relief Grant could not move forward. Mr. Varela replied that he wasn't sure if the interviews would be completed by the deadline [for the grant].

Ms. Taylor asked who requires the grant to be approved by the next level. Mr. Torres replied it might be Mr. Pino. Mr. Varela offered to find out and provide the information at the next meeting.

Mr. Neal asked what it would mean if the city failed to meet the deadline.

Mr. Woods said the application could still be made the following year. The Relief Fund comes from donations by taxpayers and \$6k (thousand) is the maximum awarded, but they could submit for a smaller amount. He explained that the most qualified project receives the grant.

Mr. Neal said Mr. Wood mentioned that since he moved to another department, there would be someone else in charge. He asked if the new director appoints the new project manager. Mr. Woods replied possibly or someone at Parks might volunteer.

Mr. Varela said he wouldn't likely volunteer with his superintendent duties. He suggested Richard would be a good candidate.

Ms. Taylor said it is very important for the Board get the pieces together and make application.

- Emerald Ash Borer Information/Management Plan (Exhibit 1)

Mr. Wood passed out material on the Emerald Ash Borer. He reviewed the handouts:

- ❖ Management option approaches taken are: 1) to let it happen 2) remove the trees as they die 3) a pre-emptive removal of all Ash trees over a five-year period (replaced with non-ash species) and 4) treating the entire population of Ash trees with insecticide which is costly.
- ❖ Mr. Wood said he would advocate for a pre-emptive plan- natural controls first. There is a wasp that attacks the borers in their larval stage, but Santa Fe does not have them. It is questionable if the wasp could be brought to Santa Fe prior to the borer infestation. The use of woodpeckers is more promising with an 85% mortality rate on the larvae, but would only slow down infestation.
- ❖ Mr. Wood proposed feeding the woodpeckers to increase their numbers prior to the borer coming, but several years could be required to achieve a balance. A drop in the borer population means the predator population also drops. There should be a combination of different controls.
- ❖ Firewood is a way the borer is transported and although Colorado has done extensive work to slow the borer down, it has not been controlled. Mr. Wood suggests that firewood be treated prior to sale and to restrict/ban the sale of ash species firewood and carrying firewood across state lines and a program to increase the natural enemies of the Emerald Ash Borer and increase awareness.

Mr. Woods said the problem if a state is identified as having the borer is that the state is put into quarantine, which affects commerce. There should be a public awareness campaign and promotion of using local firewood with bumper stickers, flags, etc.

Mr. Neal said with the community awareness program, simultaneously the Board should work on how to control the insect so they have something to tell people.

Mr. Woods said the plans are already out there and the work has been done and just needs to be regionalized. He noted that research showed that many ash trees under stressful conditions were less susceptible to the invasion. Also where the ash trees line the streets in Chicago, the bore population slowed, because there is plenty to eat; but with sporadic plantings, females find the trees in greater quantities.

He said another control option is to make the nurseries aware of the problem so they don't sell as many ash trees. Ms. Taylor thought most nurseries are responsible and will warn their customers.

Mr. Wood pointed out the pesticide options and controls and noted that all of the strategies include firewood restrictions. He provided the suggested Urban Forest Management: EAP Action Plan. (Exhibit 2) He said he would e-mail the links for the videos and files and information that can be downloaded.

Ms. Schruben asked how fast the borers are moving in Colorado. Mr. Wood replied infestation could be in Santa Fe within 2 years; the borers are 292 miles from Santa Fe currently.

Mr. Robert Lewis asked about the work with New Mexico State University in Las Cruces, etc.

Mr. Woods said Santa Fe should be able to partner with the New Mexico State Forestry, the Cooperative Extension Service and other agencies and avoid duplication of work. He suggested the MTB promote and support working together and developing a plan by having an afternoon luncheon for the State Forestry and the counties of Los Alamos, Bernalillo, Sandoval and Farmington.

Mr. Torres offered to contact Carol Southerland, an entomologist with the Extension and the MDA to ask what plans are in the works. He will share the information at the next meeting.

Mr. Woods suggested three items for the Board to consider: 1) the treatment of all firewood prior to sale or use and restriction/ban on the sale of ash species firewood within the city. 2) A program to increase the natural predators of the Emerald Ash Borer and public relations awareness plan. 3) A management plan that includes monitoring and identification of high risk/high value ash trees.

Mr. Torres asked if item #1 - firewood to be treated- is for wood that is commercially sold.

Mr. Woods said research shows that most of the wood that transports the borer is sold at Circle K, etc. in five-piece bundles; it is for commercial.

Mr. Torres suggested "sold commercially" be added to the first statement.

Mr. Neal asked who makes the requirement for the treatment and ban of selling ash firewood and if this would go to POSAC and the City Council. Mr. Woods replied it would in the form of an ordinance or a resolution.

Mr. Torres suggested the Board begin crafting a resolution and send the verbiage "up the line".



Mr. Woods said a resolution *encourages* and an ordinance *requires* and the Board should decide which avenue they want to take.

Mr. Torres asked the wishes of the Board; an ordinance or a resolution.

Ms. Taylor said the Board would make a recommendation to POSAC and the more the Board could do the better and the faster this would be done.

Mr. Torres suggested he work with Mr. Woods and Mr. Varela on a first draft. The Board could review the draft at the next meeting and forward to POSAC in September or October. Everyone agreed.

Mr. Woods recommended that State Forestry be included.

## **7. PUBLIC COMMENTS**

Ms. Schruben said she spoke with Suby Wilson about his efforts to develop programs at the Experiential Learning School at Santa Fe High School. She said Mr. Wilson is looking for projects and the tree inventory would be a good one. There are 90 students signed up for programs that start August 18, but the school does not have a program for them.

Mr. Woods said Parks has had training programs with youth shelters and Youth Works and he would be happy to bring in an educational institution.

Ms. Schruben asked if there are maps that could help Parks with the tree inventories.

Mr. Varela said often when a tree dies it is not replaced with the same species and is better to do a visual inspection. He added that regarding the students; Ragle Park or Franklin Miles Park are big areas with a diversity of trees that could be looked at for the program.

Mr. Neal asked if the list of trees that was used when the park was planted could be printed for the supervisors.

Mr. Varela said the construction drawings have a planting legend with species, size, etc., but he wanted his staff to be able to identify an ash or a honey locust tree, etc. He invited Mr. Neal to his office and offered to show him the plan for SWAN Park.

## **8. DATE AND TIME FOR NEXT MEETING –Tuesday, August 19, 2014 at 1 p.m. at Frenchy's Barn.**

Mr. Torres coordinated availability of Mr. Woods and Mr. Varela for work on August 11 on the draft.

Ms. Taylor asked Mr. Woods what equipment was purchased for the tree inventory with the Quality of Life funds.

Mr. Woods said there are a four mini-android tablets and the I-Tree Program; one program runs off of the cell phone. He explained the program is downloadable and goes to the computer or tablet or server it is downloaded to. The software exists in the Cloud and the individual data resides on the computer.

Ms. Schruben and Mr. Woods discussed programs for the school students.

**9. ADJOURNMENT:**

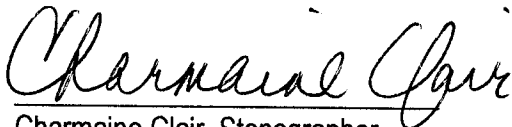
*Having no further business to discuss, the meeting adjourned at 3:00 p.m.*

Approved by:



Patrick Torres, Chair

Submitted by:



Charmaine Clair, Stenographer

## **Cultivation**

819 parcels are classified as Cultivation Property Tax Parcels

Range: 1/4 acre to 13750 acres

Total acreage = 71,498 acres

50% are less than 3.4 acres

Average size = 87 acres

## **Grazing**

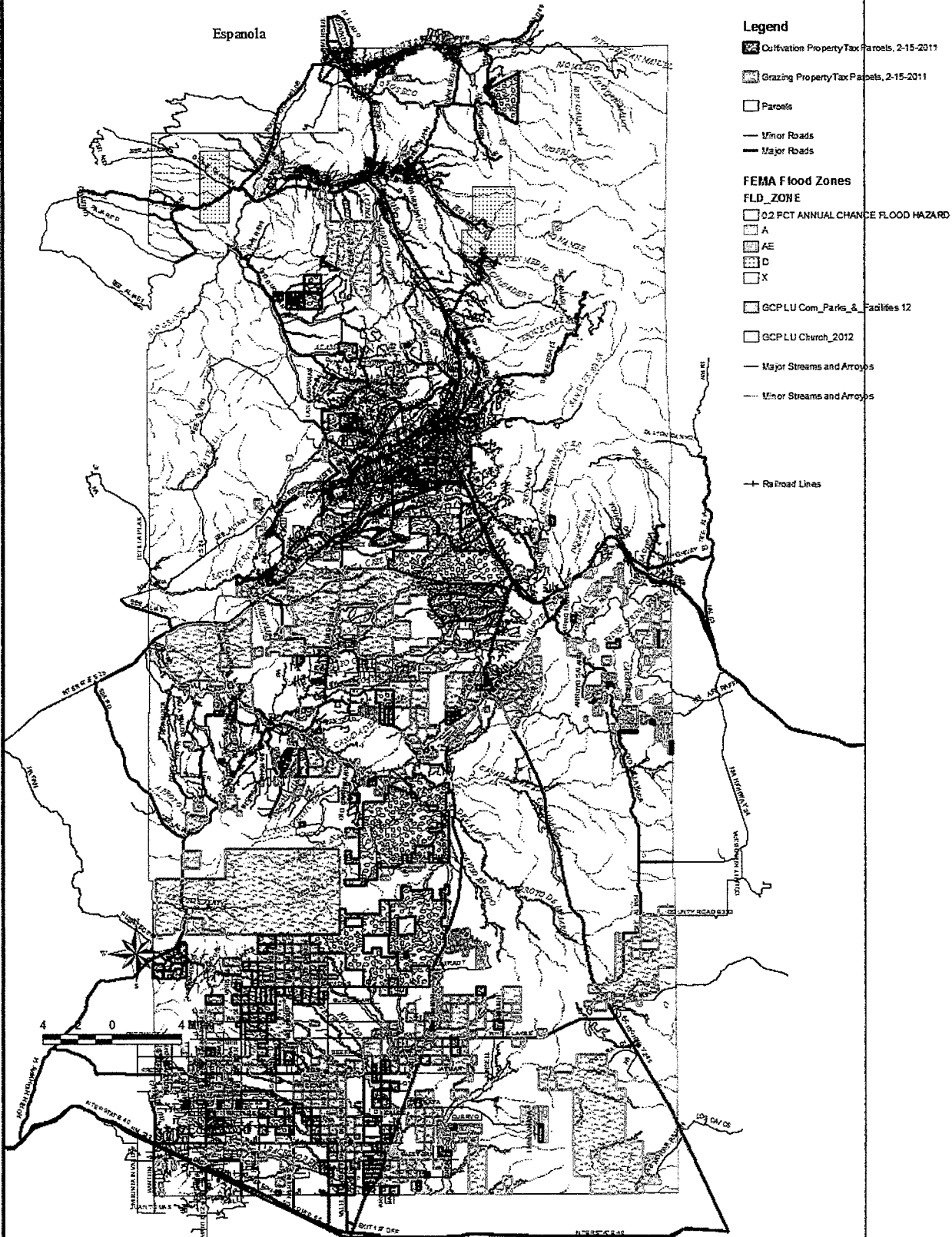
685 parcels are classified as Grazing Property Tax Parcels

Range: 1/2 acre to 27954 acres

Total acreage = 178498 acres

50% are less than 80 acres

Average size = 260 acres



\*Full sized color copy available  
in the clerks office\*

- Skill in analyzing programs and services and structuring new programs and improvements.
- Ability to interpret complex federal, state, and local regulations and guidelines, address the public and professional groups, analyze administrative, personnel, and organizational problems and identify appropriate solutions, train and effectively manage staff, perform outreach services, establish and maintain effective working relationships with employees, other agencies, and the public, follow written and verbal instructions, and communicate effectively verbally and in writing.

**Minimum Qualifications:**

- Bachelor's degree in public/business administration, health, social work, or a related field and three (3) years of public program management experience, including at least one (1) year supervisory experience. Related education and experience may be substituted at a rate of thirty (30) semester hours equal to one (1) year experience.
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.

**Working Conditions:**

Work is performed in both an office setting and in the field. Some travel is required as necessary; limited out of county travel may be required. May be subject to exposure to CRT's and VDT's. Work schedule will include evening, weekend and holiday hours.

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening.

Submit Applications to:

Santa Fe County Human Resources

949 West Alameda Santa Fe, NM 87501

Resumes will not be accepted in lieu of the official Santa Fe County employment application.

Proof of education, certificates and/or endorsements must be attached to each application.

REVISED: 7/22/2014



## Santa Fe County Human Resources

www.santafecounty.org  
949 W. Alameda SF, NM 87501  
Ph: 505-992-9880 - Fax: 505-992-9895

**Job Title:** Program Manager  
**Department/Division:** Community Services Department/Health Services  
**Salary:** \$20.1365/hr – \$30.2048/hr **Range:** 31  
**Position Status:** Full-Time/ Term  
**FLSA Status:** Exempt  
**Closing Date:** August 18, 2014  
**Job #:** 7-2014-023

### Primary Purpose:

Under direction performs work of considerable difficulty in public program management.

### Essential Job Functions:

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, implements, administers, and evaluates programs that provide services to the public.
- Assesses community needs and coordinates resources to enhance existing programs.
- Write grants to develop new funding sources.
- Prepares and administers programs budgets with administrative oversight.
- Analyzes policies and procedures to improve program efficiency and effectiveness.
- Supervises assigned personnel, including front line supervisors, program coordinators and/or support staff. Supervisory capacity is inclusive of, but not limited to, monitoring the performance of subordinates, providing training, recommending the hire of potential applicants, generating performance evaluations for subordinate employee's, and recommending and initiating disciplinary action regarding subordinate employees as necessary.
- Negotiates, administers, and monitors contracts.
- Ensures adherence to federal, state and local laws, rules, and regulations.
- Maintains working relationships with community agencies and organizations.
- Monitors budget expenditures.
- Develops programs to create community awareness of service availability.

### For Assignment in Health Services

- Develops requests for proposals for projects related to the **Santa Fe County Health Action Plan 2015-2017**.
- Monitors and oversees contracts and contract deliverables.
- Attends Health Policy and Planning Commission meetings as well as other health meetings related to County priorities.
- Works cooperatively with the staff from the Health Care Assistance Program.
- Represents the Community Services Department/Health Services in areas related to health service priorities

### For Assignment in Community Operations

- Provides administrative oversight and management of programs that provide services to the public, including the Santa Fe County Satellite Offices, Community Centers, the County Fair and services to local libraries.
- Communicates regularly with the Public Works Department to insure that they clean and maintain Santa Fe County Community Centers and County Fairgrounds.
- Works with Community Center Trustees to insure that residents are following County procedures for the use of Community Centers.
- Provides oversight for the allocation of funds to libraries in Santa Fe County.
- Manage the Santa Fe County Volunteer Program and work cooperatively with the Open Space and Trails.
- Prepares weekly monthly and quarterly reports regarding the use of the Satellite Offices and Community Centers.

### Knowledge and Skills:

- Knowledge of public program planning, development, budgeting, and management, community needs and resources, grant development and administration, principles and practices of effective supervision, principles and practices of providing social services to culturally diverse populations, software applications commonly used in program management, and federal, state, and local funding sources.