

Folsom City Council Staff Report

MEETING DATE:	11/14/2023
AGENDA SECTION:	Old Business
SUBJECT:	Resolution No. 11116 – A Resolution Authorizing the City Manager to Execute a Contract with Sacramento Tree Foundation for Tree Programs and Tree Planting and Maintenance for Three Years Commencing 2023
FROM:	Community Development Department

RECOMMENDATION / CITY COUNCIL ACTION

The Community Development Department recommends that the City Council pass and adopt Resolution No. 11116 - A Resolution Authorizing the City Manager to Execute a Contract with Sacramento Tree Foundation for Tree Programs and Tree Planting and Maintenance for Three Years Commencing 2023.

BACKGROUND / ISSUE

Trees are a treasured asset in Folsom and have widespread value and benefits to our community. Folsom's 2035 General Plan outlines policies for tree preservation, planting of native species, as well as tree planting for shade, community beautification, and to reduce the heat island effect.

The City's original Tree Preservation Ordinance (Chapter 12.16 of the Folsom Municipal Code) was adopted in 1996 including the establishment of a Tree Planting and Replacement Fund. In 2020, the City Council approved an update to the Tree Preservation Ordinance to address specific gaps, ambiguities and incorporate current best management practices so that the regulations are clear, easy to follow, and help preserve and maintain healthy trees in Folsom. At the same time, the City Council updated the Tree Mitigation Fees to better align with cost of replacement planting and maintenance.

Under both the old and new Tree Preservation Ordinance, one option for mitigation to remove a protected tree is payment of an in-lieu fee. In-lieu fee payments are put into the City's Tree Planting and Replacement Fund, which can and have been used for tree planting and revegetation projects, to purchase tree mitigation sites, and in limited terms for the retention of a City Arborist.

Currently, the City has one Arborist (Urban Forester) overseeing all landscape plan reviews associated with development activity, all tree permits, monitoring tree planting and construction activity around protected trees, monitoring tree mitigation plantings, and facilitating annual Arbor Day activities. In an effort to increase mitigation planting and grow the City's urban forest (tree canopy) in line with the purposes of the Tree Planting and Replacement Fund, the City talked with other communities and researched options to contract for additional tree planting and maintenance services.

In the Fall of 2019, staff issued a request for proposals to provide tree planting programs and mitigation planting services and received three responses from both private and non-profit tree service providers. Based on breadth and depth of expertise, mitigation planting success rates, references from other local jurisdictions, and cost, staff recommended a three-year contract with the Sacramento Tree Foundation.

In January 2020, the City Council voted in support of staff's recommendation to augment City programs by adopting Resolution No. 10385 - A Resolution Authorizing the City Manager to Execute a Contract with Sacramento Tree Foundation for Tree Programs and Tree Planting and Maintenance for Three Years Commencing 2020 and Appropriation of Funds. That initial three-year contract was for \$480,000, which included \$160,000 per year (\$60,000 for staff experts and tree programs and \$100,000 for mitigation planting projects including ongoing maintenance). That contract expired October 21, 2023, with a remaining balance of approximately \$160,000, some of which will be required for ongoing maintenance of tree mitigation planting projects.

Based on the success of the tree programs and planting projects in Folsom managed by the Sacramento Tree Foundation, staff is recommending contract renewal with some expanded tasks and updated costs for another three-year period with a maximum annual cost of \$215,000 and maximum total cost of \$645,000 from the Tree Planting and Replacement Fund as outlined herein (Attachment 1 Resolution No 11116).

On October 24, 2023, City Council continued this item and requested consideration of a new Volunteer Coordinator position in lieu of part or all of the Sacramento Tree Foundation contract. Staff has provided that cost information and considerations in the analysis section of this report.

POLICY / RULE

Folsom Municipal Code Section 2.36 requires that contracts in excess of \$70,952 be awarded by the City Council.

ANALYSIS

Over the last three years, the Sacramento Tree Foundation has helped the City to develop and implement new tree programs, educational materials, and access free planting and landscape resources. They have also conducted outreach for tree plantings in neighborhoods and parks with volunteers and completed tree mitigation planting projects resulting in more than 1,500 new trees added to Folsom's urban forest. Specifically, Sacramento Tree Foundation's team of experts accomplished the following tasks with guidance and oversight from the City's Urban Forester:

- ✓ Mitigation tree planting program management for the mapping, planning, installation, and monitoring of 420 native tree saplings and irrigation system in City open spaces (including annual maintenance and replacement requirements for a three-year period);
- ✓ Organization of the planting of 105 park and neighborhood trees through volunteer events;
- ✓ Facilitation of the delivery of 1098 trees to Folsom residents through marketing and leveraging the Sacramento Tree Foundation's Neighborwood Program;
- ✓ Creation and distribution of 16,000 + educational mailers, a webinar, and video pertinent to proper tree care in Folsom;
- ✓ Planting and pruning demonstrations over eight separate tree care and planting events;
- ✓ Application of ~220 cubic yards of mulch through numerous tree planting and tree care events; and
- ✓ Educational lecture on blue oaks provided at the October 2023 Folsom Rotary Fall Speaker Series.

To build on those successes moving forward, staff worked with the Sacramento Tree Foundation to expand the list of services intended to increase the City's urban forest through new programs and services for tree planting, replacement and maintenance as outlined below. See Attachment 2 for Sacramento Tree Foundation service overview and staff descriptions.

1. New Programs. Sacramento Tree Foundation would create and implement new tree programs, materials and events in Folsom including, but not limited to the following:
 - a) Create a program to work with existing neighborhoods through neighborhood associations and other homeowner groups utilizing outreach techniques to plant, maintain, supplement, and/or replace street trees as appropriate, leveraging and administering SMUD Shade Tree Program.
 - b) Create and market volunteer programs and events to enhance the City's urban forest (e.g., Annual Fall Tree Planting, Community Service Day Projects).
 - c) Engage with community groups, HOAs, and residents through farmers markets, meetings, and community events to market events and rally volunteers.
 - d) Create educational, marketing and outreach materials regarding the value and proper maintenance of trees.
 - e) Create long term maintenance and replacement programs for existing street tree corridors (succession planning, under-canopied areas).

At a minimum, Sacramento Tree Foundation would provide a dedicated half-time on-site staff resource, along with supplemental staffing expertise (off-site) in support of approved programs for an anticipated three-year period. The cost of supplemental expertise for creation and implementation of these programs would be based on time and materials with fixed hourly bill rates not to exceed an annual cost of \$90,000 and total cost of \$270,000 for the three-year period.

2. Native Tree Replacement Program. Sacramento Tree Foundation would create and manage a Native Tree Replacement Program to facilitate replacement planting and maintenance funded by the City's tree mitigation fees. The program goal is to plant and maintain up to 100 replacement inches of native trees on property owned or maintained by the City of Folsom each year for the next three years. As outlined in the Nexus Study for the 2020 increase in the Tree Mitigation Fee, the estimated cost for one-inch native tree replacement including the planting plan/design, site preparation, irrigation, planting materials, labor, irrigation and vegetation management, monitoring and replacement for a three-year period to ensure 100% survival of mitigation trees is approximately \$389. Cost will vary depending on replanting project scale, location, tree size and species, irrigation method, etc.

Each year, City Staff will identify one or more priority tree planting projects with a general project description for each project. Sacramento Tree Foundation would then prepare a planting, irrigation and maintenance plan along with a corresponding cost estimate for each of the priority projects based generally on the per unit cost estimates outlined in the contract. City Staff will work with the Sacramento Tree Foundation to finalize plans and authorize work to proceed on the specific tree planting projects with a total annual cost not to exceed \$125,000 and a total cost of \$375,000 for the three-year period.

The recommended contract with Sacramento Tree Foundation for the 2023 to 2026 timeline would be in the amount of \$215,000 per year for three years totaling a maximum of \$645,000. The current Tree Planting and Replacement Fund balance is approximately \$1,000,000. Folsom Municipal Code Section 12.16.160 establishes that the tree planting and replacement fund may be used for tree planting and revegetation projects such as parkways, parks, planting of trees along public trails and beautification projects, to purchase property for tree mitigation sites, or beautification projects, for the retention of a city arborist, or for the development, staffing or implementation of an urban forestry program, if established. Funds shall not be made available for mitigation or planting on private property, with the following exceptions: (A) private property that is maintained by the city under the terms of a maintenance agreement; or (B) maintenance of landmark trees at the recommendation of the city arborist. This fund shall be administered by the community development department.

On October 24, 2023, City Council requested analysis of funding a Volunteer Coordinator as a full-time staff position responsible for managing/overseeing volunteers for tree planting purposes for the same three-year term. The City currently has one Volunteer Coordinator position in the Police Department. The job specification is for Police Volunteer Coordinator and the annual salary range (exclusive of benefits) is \$59,404 to \$78,262 (Attachment 3). For a starting salary of \$60,000, total annual cost with benefits is \$105,000. For the three-year period, total cost of a Volunteer Coordinator would be \$315,000 (excluding annual salary increases). The job specification and salary range would need to be updated to reflect responsibilities and corresponding qualifications in line with the funding requirements, which could increase estimated costs.

Although the City of Folsom currently has the monetary resources available to carry out supplemental community tree planting programs through the Tree Planting and Replacement Fund, the City does not currently have the staffing capacity to plan and administer such programs. As the sole full-time city employee dedicated to the review of all development plans for compliance with landscape standards, tree permit submittals, monitoring of development activity near protected trees, and enforcement of the Tree Preservation Ordinance, the Urban Forester does not have the time or staff support to oversee the ancillary programs covered under the scope of services outlined in the subject contract proposal.

Volunteer coordination is just one of numerous services covered within the scope of the previous and proposed contract with Sacramento Tree Foundation. The bulk of the contract is assigned to the materials necessary for mitigation tree planting projects and the specialized arboricultural and land stewardship expertise needed to plan, install, and monitor said projects to completion (three-year planting maintenance to establish new trees). This portion of the contract alone requires thorough knowledge of arboriculture, nuances of native species, irrigation design principles, mapping, reporting, and basic soil science. This necessary experience and skill set is well beyond what would traditionally be required of a Volunteer Coordinator.

The need for arboricultural expertise is also key in other aspects of the contract by way of pruning and planting demonstrations during volunteer events and educational outreach such as the creation of informational materials on proper tree care. In addition to the suite of certified arborists, urban ecologists, and community liaisons Sacramento Tree Foundation has within its arsenal, Sacramento Tree Foundation also brings with it the benefit of in-house resources and programs such as their native tree nurseries to supply saplings for city mitigation planting projects and their Neighborhoods program which (with city support) markets free trees funded by 3rd party partners such as SMUD to Folsom residents.

Ultimately, staff is recommending we move forward with the contract renewal with Sacramento Tree Foundation for a three-year period at a maximum annual cost of \$215,000 and maximum total cost of \$645,000. If the City Council wishes to supplement these services with a position specific to volunteer event coordination funded by the Tree Planting and Replacement Fund, such a position, assuming sufficient availability of funds, would be very limited in duration as the cash balance of the account is supported through an unreliable and

diminishing source. Additionally, Section 12.16.160 of Folsom Municipal Code limits use of the funds to tree planting and tree planting programs. Rather than funding a new, full-time Volunteer Coordinator position, a limited-term temporary staff position would reduce the cost, preserve funds for actual planting, and would compliment rather than replace the part time and intermittent expert resources of the Sacramento Tree Foundation.

FINANCIAL IMPACT

This project was included in the City’s Fiscal Year 2023-24 Operating Budget and funds for year one of the contract in the amount of \$215,000 are budgeted and available in the Tree Planting and Replacement Fund (Fund 226). The additional two years will be budgeted during the future budget processes.

ENVIRONMENTAL REVIEW

Program and planting services are exempt from environmental review.

ATTACHMENT

1. Resolution No. 11116 – A Resolution Authorizing the City Manager to Execute a Contract with Sacramento Tree Foundation for Tree Programs and Tree Planting and Maintenance for Three Years Commencing 2023.
2. Sacramento Tree Foundation Service Overview and Staff Descriptions
3. Folsom Police Volunteer Coordinator Job Specification

Submitted,



Pam Johns, Community Development Director

Attachment 1

RESOLUTION NO. 11116

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH SACRAMENTO TREE FOUNDATION FOR TREE PROGRAMS AND TREE PLANTING AND MAINTENANCE FOR THREE YEARS COMMENCING 2023

WHEREAS, the City desires to improve and expand the City’s tree canopy/urban forest consistent with the 2035 General Plan Staff by creating and implementing new tree programs and services for tree planting and maintenance using the Tree Planting and Replacement Fund; and

WHEREAS, Sacramento Tree Foundation responded to the Request for Proposals and was chosen by City staff to provide the program, planting and maintenance services; and

WHEREAS,. the renewed agreement would be in the amount of \$215,000 per year for three years, for a total not-to-exceed amount of \$645,000; and

WHEREAS, sufficient funds for year one of the contract are budgeted and available in the City’s Fiscal Year 2023-24 Operating Budget in the Tree Planting and Replacement Fund (Fund 226); and

WHEREAS, the agreement will be in a form acceptable to the City Attorney: (as applicable to contracts)

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute a contract with Sacramento Tree Foundation for Tree Programs and Tree Planting and Maintenance in the amount of \$215,000 annually for a three-year period, for a not to exceed amount of \$645,000 Commencing 2023; and

PASSED AND ADOPTED this 14th day of November, 2023, by the following roll-call vote:

- AYES:** Council Member(s):
- NOES:** Council Member(s):
- ABSENT:** Council Member(s):
- ABSTAIN:** Council Member(s):

Rosario Rodriguez, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

Attachment 2



Overview of Tree Programs and Services for Planting and Maintenance

Prepared for:
City of Folsom

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Consultant Background:

The Sacramento Tree Foundation (SacTree) is a Sacramento based urban forestry non-profit. SacTree was established in 1982 in response to critical need for investment in Sacramento's tree canopy with the support of the City and County of Sacramento. Since then, we have been building partnerships and empowering communities in the Sacramento region to envision the best places to live and to invest in their urban forest. Our mission is to grow thriving communities through stewardship of the urban forest, and we do this by educating, advocating, and lending support for tree plantings. We envision an urban forest canopy that benefits our entire region and every neighborhood, especially those that historically have been underserved and under canopied. We invest in our urban forest because we fully appreciate the value it brings to public health and wellness, ecological integrity, meaningful connections, and a renewed sense of place. We celebrate the person that plants a tree, a neighborhood that cares for a forest, and a region that ensures a thriving canopy – now and for future generations.

The cornerstone of our organization's success is our long-standing partnership and collaboration with the Sacramento Municipal Utility District (SMUD). Together in 1990, SMUD and SacTree developed the Sacramento Shade program, a shade tree distribution program that created to reduce region-wide peak energy use. A strategically planted mature shade tree can reduce a home's cooling costs by up to 40% during summer months. Through Sacramento Shade, a team of SacTree Community Foresters meet with residents and other landholders, perform site analysis, recommend appropriate tree species, deliver trees to be planted, and educate tree recipients on best practices for planting and care. This program functions with specific focus on maximizing the benefits each tree will provide to the homeowner and community and is one of the nation's foremost tree planting efforts. SacTree sites and delivers an average of 10,000 trees annually through this program, including approximately 400+ to the City of Folsom.

We understand that a thriving urban forest is only possible through civic commitment and partnerships shared by all: neighborhoods, community groups, government, and private enterprise. Since 1997, we have worked within our NeighborWoods community-organizing model to engage local communities in issues specific to their neighborhood. Empowered local communities are the best advocates for the unique challenges and opportunities present in their urban tree canopy. By working directly in partnership with residents and community groups we can tailor our tree programs to best suit each specific neighborhood forest. SacTree uses many methods to engage and empower communities around urban tree canopy, including volunteer tree planting events, tree care classes, tree tours, and community outreach.

SacTree brings experience working with local government agencies in the development and execution of urban forestry programs. SacTree has 5 years' of experience contracting for professional services with the City of Rancho Cordova. Through that contract, we have conducted a vast range of municipal urban forestry projects, including coordination of community events, development of an urban forest outreach and education plan, outreach to and organization of private and public partners, implementation of native tree restoration projects, removal of stumps, inventory maintenance and tree succession planning, and grant application and administration.

Over the past 20 years, SacTree has provided a comprehensive native tree mitigation program, known as NATURE, for the County of Sacramento. The program offers Sacramento County public agencies and the private sector cost effective, reliable native tree planting projects on public land to meet tree mitigation requirements in accordance with approved California Environmental Quality Act documents, adopted Conditions of Approval, the Sacramento County Tree Preservation Ordinance and Policies, and the Conservation Element of the Sacramento County General Plan. SacTree's full-service native tree mitigation program includes design, coordination, planting, maintenance, and monitoring for all mitigation projects. In total, SacTree plants approximately 1,500 mitigation inches annually through the NATURE program. This

program provides community educational benefits by engaging volunteers and residents at every step of the growth cycle, including acorn collection, seed propagation, planting and stewardship.

Project Team:

We have assembled a team, illustrated in **Figure 1**, with the knowledge and specific expertise to complete the scope of services. The NeighborWoods Program is managed by the Executive Director, and Director of Education and Community Engagement. The Folsom NeighborWoods Community Liaison is the day to day project coordinator and serves as the primary point of contact for the City and works directly with Folsom Community members. Their tasks include, but are not limited to, organizing volunteer tree planting events, building out tree projects, developing and distributing marketing, outreach content, leading educational workshops, answering community inquiries, and coordinating with SacTree support staff. They work directly out of City Hall two to three days a week and assist the City Arborist. Supporting the project are several staff who perform many critical project tasks and assignments. The Community Arborist performs all technical assessments necessary for the development of planting plans and technical support at community tree plantings. The Volunteer Coordinator assists in facilitating the recruitment and management of volunteers. The Operations Manager and Field Technicians perform all duties related to the Nature Tree Program, coordinating directly with the Folsom NeighborWoods Community Liaison. SacTree's management team will be supported through this contract by the entire organization.

Staff Position Credentials:

Executive Director

- Project Management Professional (PMP)
- PhD in Urban and Community Forestry

Director of Education and Community Engagement

- MS in Resilient and Sustainable Communities
- ISSP Sustainability Excellence Associate

Community Liaison

- BS in Environmental Studies
- Certified in Permaculture Design
- Certified California Naturalist

Community Arborist

- ISA Certified Arborist

Figure 1. Team Organization Chart



Exhibit A
Examples of Past Project Flyers

Handy Family Park Volunteer Tree Planting Event

Saturday, October 7th

Handy Family Park
Time: 8:45am- 12pm



Join the Sacramento Tree Foundation and Girl Scout Troop #2388 as we team up with the City of Folsom to plant trees at Handy Family Park!

Adding trees to the park will help increase the amount of shaded walkways, create more spaces to picnic under, and will help clean the air and water for years to come!



SACRAMENTO TREE FOUNDATION
GROWING THRIVING COMMUNITIES THROUGH
STEWARDSHIP OF OUR URBAN FOREST

THANKS TO OUR COMMUNITY PARTNER:
THE CITY OF FOLSOM

Sign up at:

<https://bit.ly/handyparkplanting>

Or scan here:



Questions? Contact:

Romi Holmes

Romi@sactree.org





FREE TREES
for your yard
or property!

Neighborhood Planting Event

Tree Planting Event in Natomas Heights, Alice Wild, Perazzo, & other surrounding Neighborhoods!

Residents of these neighborhoods may qualify to have volunteers plant FREE Shade Trees from the Sacramento Tree Foundation in their yard!

Sign-up before October 2nd, 2023, to have volunteers help plant your free trees!

This volunteer event is scheduled for Saturday, December 2nd, 2023.

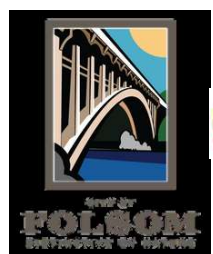


Sign up to see if you qualify before October 2nd for volunteers to plant your FREE trees:



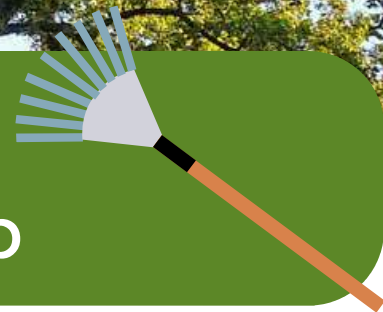
sactree.org/neighborhoodplanting

For more information or to volunteer, Contact Romi Holmes at Romi@sactree.org or (916)974-4326



Free trees to make your neighborhood a more beautiful & healthy place to live!

Oak Avenue Parkway Tree Mulching & Clean-up



Saturday, Aug 19th

Oak Avenue Parkway Next to Folsom Fire
Station 36 (9700 Oak Ave Pkwy)

Time: 7-10am

Parking available at Lew Howard Park & Folsom Rotary Clubhouse
Parking Lots, Volunteer can follow signs to walk down to the site.

Mulching keeps trees hydrated, protects
their roots, and provides vital nutrients.

The trees of Oak Ave Parkway have a long
history of care from dedicated volunteers.
They need our help to grow big and strong!

When we take care of trees, they return the
favor! Trees help our communities decrease
air and water pollution, improve physical and
mental health, increase shade, and so much
more!



Sign up at:

<https://bit.ly/folsomtrecare>

Or scan here:



Questions? Contact:

Romi Holmes

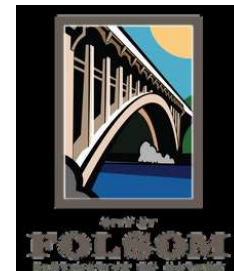
Romi@sactree.org



SACRAMENTO TREE FOUNDATION

GROWING THRIVING COMMUNITIES THROUGH
STEWARDSHIP OF OUR URBAN FOREST

THANKS TO OUR COMMUNITY PARTNER:
THE CITY OF FOLSOM





JOB DESCRIPTION

Community Liaison

Reports to Director of Community Education and Engagement

Position summary

The Community Liaison serves as the relational connection between the Tree Foundation and community members, business partners, and community leaders. The Community Liaison is responsible for consulting and collaborating with regional stakeholders and ensuring that the organization's goals and grant funded initiatives are met through cultivating community partnerships and facilitating community tree planting and other activities to grow the tree canopy in under-resourced communities. Under the direction of the Director of Community Education and Engagement, the Community Liaison works closely with stakeholders in designing and implementing appropriate frameworks for community programs and proactively resolves barriers and collaborative concerns.

Principal duties

COMMUNITY ENGAGEMENT

1. Serves as the primary liaison between two or more city communities and the Tree Foundation
2. Working in close collaboration with city officials and community leaders, builds mutually beneficial relationships to ensure community goals and Tree Foundation initiatives align
3. Professionally and diplomatically represents the Tree Foundation through regular interaction, meetings, activities and events with city officials, staff, and their communities
4. Maintains relationships with community members, grant partners, community leaders and internal team members and cultivates new relationships with external partners
5. Organizes, attends, and presents at neighborhood events to grow community knowledge about trees and community greening, share program opportunities, and recruit community leaders
6. Oversees and implements public events, meetings, and tree planting events with a focus on grant funded census tracts.
7. Generates interest in Tree Foundation programs that are applicable to the communities served
8. Ensures opportunities to increase tree canopy in under canopied neighborhoods.

PROJECT MANAGEMENT

1. Assists in developing the vision for community initiatives

2. Implements, assesses, and adapts initiative work plans to best fit the community served and meet grant deliverables
3. Accurately drafts and submits grant reports to relevant agencies
4. Coordinates volunteer tree-planting projects with the Sacramento Tree Foundation and other partners, including public agencies, private property owners, and community groups
5. Works with youth workforce development and other community organizations to grow the impact and reach of the initiatives
6. Oversees the pilot stumps removal program. Promotes the opportunity to residents and works with contractors to ensure that the work is done properly
7. Provides timely and courteous communication to customers, partners, and other community members via phone, e-mail, and in person

ADMINISTRATIVE

1. Works closely with the Tree Foundation's Education and Engagement team to create best practices for community organizing
2. Completes and submits invoices and grant reporting for NeighborWood initiatives
3. Assists with events that grow connections with neighborhood leaders from across the region
4. Creates and follows an annual work plan
5. Participates in the creation of departmental and organizational strategic planning
6. Works with the Director of Education and Engagement to obtain funding opportunities
7. Other duties as assigned

Qualifications & experience

- Education: B.A. or B.S. desired but not required
- Experience: 2 years or more experience in one or more of the following fields: community organizing, public outreach, urban planning and/or partnership development, urban greening, urban forestry, or environmental justice
- Class C driver's license and clean driving record

Required skills

- Demonstrated ability to manage multiple priorities, projects and timelines
- Ability to communicate effectively and diplomatically with a diverse population
- Demonstrated proficiency in community outreach, public speaking, and group facilitation
- Excellent written and verbal communication and interpersonal skills

Supervisory responsibilities

This position has no direct supervisory responsibilities; however, may supervise volunteers and interns for specified events and activities.

Working conditions

Must be able to work frequent evenings and weekends. Ability to lift 30 pounds. Ability to sit and stand for extended periods of time. Occasional outdoor work is required for this position. Therefore, this person may be exposed to extremes in weather including heat, rain, and freezing temperatures.

Compensation

This is a full-time, at-will, non-exempt position. Pay is \$24 -27/hour, plus benefits including health care, dental, and vision coverage (including for dependents), 13 days PTO increasing with tenure, 15 paid holidays, 403(b) retirement plan with 2% employer contribution, EAP, life insurance, and professional development budget.

Application procedure & timeline

Email resume and cover letter to hr@sactree.com.

Inclusivity statement

The Sacramento Tree Foundation is proud to be an Equal Employment Opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

We are committed to the full inclusion of all qualified individuals. As part of this commitment, the Tree Foundation will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at hr@sactree.com or (916) 924-8733.



JOB DESCRIPTION

Community Arborist

Reports to Director of Community Education and Engagement

Position summary

The Community Arborist is responsible for supporting Tree Foundation customers and business partners in selecting and planting trees suitable for the specific planting environment. Working closely with community members, neighborhood groups, partners and other Tree Foundation customers, the Community Arborist assists with the citing of trees at planting sites, the selection and procurement of trees, delivery of trees, event set up and management of tree planting at community events, including volunteer management. The Community Arborist monitors, diagnoses, and recommends preventative tree maintenance and ensures all safety procedures are followed.

About the Sacramento Tree Foundation

The Tree Foundation is a nonprofit organization with a mission to grow thriving communities through stewardship of our urban forest. Since 1982, we have planted over one million trees throughout the Sacramento region, and we continue to plant over 10,000 every year. Knowing the profound health, environmental, and economic benefits of trees, we envision an urban forest canopy that benefits the entire region and every neighborhood, especially those that historically have been underserved and under-canopied. Learn more at www.sactree.org.

Principle duties

FIELD WORK

1. Meets with customers, community members and partners to strategically site planting locations and species that will provide the most overall community benefits utilizing the latest arboriculture standards
2. Creates and maintains accurate records of work in Salesforce and GIS database using appropriate technology (tablet device and office computer)
3. Assesses soil and space requirements for new trees
4. Plants new trees
5. Identifies and provides recommendations on how to treat diseased trees
6. Trims tree branches and prunes trees
7. Oversees stump removal program ensuring that contractors are managed, scope and content of work is communicated and trees are replaced
8. Cohosts workshops and community events with other Tree Foundation staff, partners, and contractors

9. Manages and organizes community-based events

ADMINISTRATIVE

1. Monitors trees at partnership sites and maintains accurate records of tree health and care
2. Maintains accurate information in Salesforce database
3. Provides data for reports and supports meetings contact and grant deliverables

Qualifications & experience

- Education: Bachelor's degree in botany, biology, horticulture, or related field
- ISA Certification must be obtained within 6 months of assuming position
- Experience: minimum of three years of full-time experience in arboriculture or a combination of education and practical arboricultural experience.
- Class C driver's license and clear driving record

Required Skills

- Excellent written and verbal communication skills
- Ability to effectively and diplomatically communicate with a diverse population
- Demonstrated ability to prioritize tasks and accurately enter and maintain customer service data
- Ability to work independently and as a part of a team
- Flexibility, time management skills, good judgment, openness to learning
- Attention to detail and proven follow through
- Knowledge of safety standards and ability to follow safety protocols
- Willing to work Saturdays during the volunteer event season.
- Proficiency with mobile device and communications applications such as Microsoft Teams, Microsoft Word, and CMS software (SalesForce)

Supervisory responsibilities

This position has no direct supervisory responsibilities.

Working conditions

Must be able to work evenings and weekends. Ability to lift 30 pounds. Ability to sit and stand for extended periods of time. This position involves hybrid working conditions and requires both off-site and in-person work at a desk and at customer homes, community sites, and our

company offices. Outdoor work is required for this position. Therefore, this person may be exposed to extremes in weather including heat, rain, and freezing temperatures.

Compensation

This is a full-time, at-will, non-exempt position. Pay is \$25 /hour, plus benefits including health care, dental, and vision coverage (including for dependents), 13 days PTO increasing with tenure, 15 paid holidays, 403(b) retirement plan with 3% employer contribution, EAP, life insurance, and professional development budget.

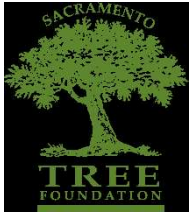
Application procedure & timeline

Email resume and cover letter to hr@sactree.org

Inclusivity statement

The Sacramento Tree Foundation is proud to be an Equal Employment Opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

We are committed to the full inclusion of all qualified individuals. As part of this commitment, the Tree Foundation will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at hr@sactree.org or (916) 924-8733.



JOB DESCRIPTION

Operations Manager

Reports to Executive Director

Position summary

The Operations Manager is responsible for ensuring the efficient and smooth daily operations of one or more operational areas, including the Urban Wood Rescue and Sac Shade programs, and managing the planning, planting, monitoring and oversight of reforestation and/or native plant project sites, including all Nature Program sites and contract or grant-based projects. Working closely with the Executive Director, the Operations Manager directly oversees the tasks and overall performance of the Sac Shade and/or Urban Wood Rescue and Reforestation operations teams. The Operations Manager identifies and implements effective operational processes and procedures; provides leadership support and supervision to the Sac Shade and/or Reforestation and Urban Wood Rescue operations; and fosters high quality customer service while meeting the deliverable objectives of the organization's programs.

Principal duties

SUPERVISION

1. Oversees the scheduling, training, tasks, and safety procedures for the Sac Shade and/or Urban Wood Rescue and Reforestation operations teams as assigned
2. Monitors performance and provides ongoing supervision and guidance to the Sac Shade and/or Urban Wood Rescue and Reforestation operations teams as assigned
3. Provides leadership direction and direct supervision to the Operations Technicians and/or Community Foresters as assigned
4. Oversees all work related to nursery operations as assigned
5. Provides training, education and support to program staff to achieve excellence in administrative, stewardship, and communications activities regarding program operations

OPERATIONS & CUSTOMER SERVICE

1. Plays a constructive leadership role in Sacramento Tree Foundation's growth and development and the continual honing of the organization's operational strategies.
2. Ensures the smooth daily operations of the Sac Shade and/or Urban Wood Rescue and Reforestation activities

3. Contributes to the implementation of the organization's strategic plan and DEIB initiatives.
4. Ensures timely reporting and data management
5. Manages all yard and delivery operations
6. In partnership with the Executive Director, seeks and develops marketing and sales partnership opportunities, creates agreements with partners; spearheads ongoing communications with partners; manages reforestation sites and procures new sites, manages grant deliverables and carbon reporting; manages special initiatives/partnerships; and ensures high quality customer service
7. Assesses and analyzes departmental budgets to find ways to minimize expenses and optimize profits
8. Identifies potential problems and points of friction and finds solutions to maximize efficiency and revenue
9. Other duties as assigned

Qualifications & experience

- Education: B.A. or B.S. desired but not required.
- Experience: 3 years or more experience in operations or people management, and customer service; partnership relations

Skills

- Ability to coach, supervise, and lead staff and develop high-performance teams
- Aptitude for fostering mutually beneficial working relationships utilizing strong interpersonal skills
- Ability to analyze work processes and implement processes and procedures to maximize efficiency
- Ability to lead, coordinate and integrate the implementation of programs and services
- Flexibility to adapt quickly and effectively to changing priorities and initiatives
- Strong personal and professional judgement and knack for problem solving

Supervisory responsibilities

This position provides direct managerial supervision to the Operations Technicians or Community Foresters.

Working conditions

Must be able to work occasional evenings and weekends. Ability to lift 30 pounds. Ability to sit and stand for extended periods of time – the majority of work will be done in the office at a desk. Occasional outdoor work is required for this position. Therefore, this person may be exposed to extremes in weather including heat, rain, and freezing

temperatures.

Compensation

This is a full-time, at-will, exempt position. Pay is \$22-\$35/hour, plus benefits including health care, dental, and vision coverage (including for dependents), 14 days PTO increasing with tenure, 15 paid holidays, 403(b) retirement plan with 3% employer contribution, EAP, life insurance, and professional development budget.

Application procedure & timeline

Email resume and cover letter to hr@sactree.org

Inclusivity statement

The Sacramento Tree Foundation is proud to be an Equal Employment Opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

We are committed to the full inclusion of all qualified individuals. As part of this commitment, the Tree Foundation will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at hr@sactree.org or (916) 924-8733



Job Description

Operations Technician Lead

Reports to Operations Manager

Position summary

The Operations Technician Lead performs all aspects of the Operations Technician role, including planting and maintenance of vegetation and other land stewardship activities. In addition, this role assists with the on-site training and oversight of the daily task completion for the Operations Technician team, with a particular focus on field operations oversight. The Operations Technician Lead plays a supportive role in meeting the operational goals of the Sacramento Tree Foundation.

About the Sacramento Tree Foundation

The Tree Foundation is a nonprofit organization with a mission to grow thriving communities through stewardship of our urban forest. Since 1982, we have planted over one million trees throughout the Sacramento region, and we continue to plant over 10,000 every year. Knowing the profound health, environmental, and economic benefits of trees, we envision an urban forest canopy that benefits the entire region and every neighborhood, especially those that historically have been underserved and under-canopied. Learn more at www.sactree.org.

Principal duties

1. Under the direction of the Operations Manager, assists with the planning and implementation of field operations to help ensure the smooth daily functioning of the team
2. Oversees and delegates the daily tasks and productivity of the field Operations Technicians
3. Coordinates and oversees operational protocols in the field and ensures compliance with safety regulations and procedures for field operations teams
4. Serves as a resource to the field Operations team; collaborates with Operations Technicians to identify and resolve problems
5. Oversees skills and safety training for the Operations field team
6. In collaboration with the Operations Manager, ensures Cal/OSHA and other regulatory compliance in all aspects of field operations and regularly assesses safety processes and procedures for improvement
7. Uses apps on smartphones and tablets to report field operations progress communicates issues to the Operations Manager in a timely fashion
8. Performs all aspects of the Operations Technician role, including operating mowers, brush cutters and other gas-powered equipment; preparing and maintaining restoration sites; loading and unloading tree-related materials and supplies; installing various plants, trees and plant protection products; planning, installing and maintaining irrigation

systems; and caring for plants and project sites, including vegetation control and irrigation operation and repair

9. Drives a variety of vehicles, including large trucks, trailers and off-road vehicles
10. Identifies issues that affect productivity in the field and assists with the implementation of solutions
11. Leads volunteer groups and instructs volunteers on safety and planting procedures
12. Communicates Tree Foundation values to community members at planting events, at planting sites, and at community outreach events
13. Ensures all field vehicles and equipment are clean, safe and operational
14. Contributes to organizational projects as directed
15. Other duties as assigned

Qualifications & experience

- **EDUCATION:** High School diploma or equivalent.
- **EXPERIENCE:** Two or more years of experience as an Operations Technician or similar role.
- Prior field experience in a physically active outdoor job such as tree planting and care, landscape maintenance, or forestry
- Valid driver's license and clean driving record

Required skills

- Working knowledge of basic landscape maintenance and tree planting and care practices
- Ability to correctly identify common plants and trees
- Ability to safely and effectively operate gas-powered engines and tools
- Ability to safely operate a variety of vehicles, including cars, trucks, and construction equipment
- Ability to work cooperatively with others, work independently, and communicate task progress
- Demonstrated ability to plan, coordinate, and organize the daily tasks and projects for a team and work collaboratively to problem solve issues as they arise
- Knowledge of regulatory safety guidelines

Supervisory responsibilities

This position has no formal supervisory responsibilities.

Working conditions

Must be able to safely lift up to 60 pounds on a consistent basis. Must be able to work outside and drive in all weather extremes including heat, cold, rain and wind. Ability to work occasional weekends. Ability to stand, walk and perform repetitive manual labor such as brush cutting or weeding.

Compensation

This is a full-time, at-will, non-exempt position. Pay is \$22-23.00/hour, plus benefits including health care, dental, and vision coverage (including for dependents), 13 days PTO increasing with

tenure, 15 paid holidays, 403(b) retirement plan with 3% employer contribution, EAP, life insurance, and professional development budget.

Application procedure & timeline

Email resume and cover letter to hr@sactree.org.

Inclusivity statement

The Sacramento Tree Foundation is proud to be an Equal Employment Opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

We are committed to the full inclusion of all qualified individuals. As part of this commitment, the Tree Foundation will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at hr@sactree.org or (916) 924-8733.

Attachment 3



CITY OF
FOLSOM
DISTINCTIVE BY NATURE

POLICE VOLUNTEER COORDINATOR

Class Code:
6046

Bargaining Unit: Folsom Police Officer's
Association

CITY OF FOLSOM
Revision Date: Feb 1, 2023

SALARY RANGE

\$4,950.34 - \$6,521.88 Monthly
\$59,404.04 - \$78,262.58 Annually

DEFINITION:

Under general supervision, plan, develop, coordinate, and implement the volunteer program within the Police Department.

EXAMPLES OF ESSENTIAL DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Communicate with the general public, sworn personnel, other City employees, management, other agency personnel, and public officials in order to assess volunteer and intern needs.
- Complete background investigations on applicants for volunteer and intern positions, match volunteers and interns with appropriate positions, and train supervisory personnel in volunteer/intern management.
- Conduct investigative interviews with applicants, employers, supervisors, and references.
- Prepare and give oral presentations to numerous entities including private and community organizations.
- Instruct and train volunteers and student interns on basic information about the Police Department.
- Maintain contact with volunteer and intern personnel and supervisors to ensure satisfaction with assignments and acceptable performance on the job.
- Prepare written documents including program policy, forms for background checks, reports, proposals, memos, ongoing recruitment information, brochures, training materials, and newsletters.
- Recruit volunteers through various media and distribute applications for the program.

- Retrieve or enter data into a computer to maintain records, generate reports, develop forms, and create a newsletter.
- Prepare forms and mail for collecting background information and distributing information to recruiters and applicants.
- Sort and file background records and all documents related to volunteers.
- Oversee the maintenance of time sheets, records, and compilation of data and statistics pertaining to program size, hours served, training received, and money the City saved in wages/benefits.
- Assess departmental needs for volunteers.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS:

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Principles and practices of volunteer management.
- Principles, techniques, tools, and media used in promoting good public relations.
- Methods and techniques of volunteer recruitment.
- Police Department objectives, procedures, and terminology.
- Standard maintenance procedures applicable to selection and personnel records.
- Security and privacy requirements of police information.
- Standard office procedures and equipment.

Ability to:

- Plan, organize, and perform work assignments with initiative and judgment.
- Identify and resolve procedural and operational problems.
- Plan, organize, implement, and coordinate volunteer and intern based program.
- Exercise initiative in the identification, development, and improvement of volunteer-driven programs to enhance police operations.
- Obtain information through interviews and observation.
- Successfully complete training on conducting background investigations.
- Instruct and train others.
- Use discretion and maintain the confidentiality of sensitive information.
- Use tact and courtesy when dealing with people.
- Determine selection/dismissal decisions based upon department policies and procedures.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Education:

A bachelor's degree in public relations, business or public Administration, or a closely related field from an accredited college or university.

Experience:

Two (2) years professional experience in the administration of a volunteer program.

Desirable Qualifications:

Experience in a law enforcement environment is desirable.

License, Certificate, Registration Requirements:

Some positions may require the possession of, or the ability to obtain and retain, a California Class C driver license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.