



# CITY COUNCIL ACTION FORM

<b>DEPARTMENT</b> Public Works	<b>PRESENTED BY</b> David Lady - Public Works Director	<b>DATE</b> November 7, 2023
-----------------------------------	---	---------------------------------

## **ITEM**

Council Action – Approval of the 2024 Salida Tree Board Action Plan

Consent Agenda

## **BACKGROUND**

The Salida Tree Board has prepared the attached Action Plan for 2024.

## **FISCAL NOTE**

The Parks and Recreation 2024 budget includes \$50,000 for pruning and plantings located in parks and open spaces.

The Public Works 2024 budget includes \$55,000 for pruning and adopt-a-tree plantings located in street rights-of-ways.

## **STAFF RECOMMENDATION**

Staff recommends that Council approve the 2024 Salida Tree Board action plan.

## **SUGGESTED MOTION**

A Council person should make a motion to “combine and approve the items on the consent agenda.”

## SALIDA TREE BOARD

### 2024 Annual Work Plan

<u>General Activities</u>	<u>Date to be Accomplished</u>	<u>Responsibility</u>
1. Tree Board Meetings		
a. Announcements	1 week prior	Pres
b. Meeting	1/month or as needed	TB, PW, Parks,City
c. Financial Records	on-going	Treas.
d. Minutes	each meeting	Sec
e. Record of Volunteer Hours	on-going	TB
2. Public Education		
a. Print, On-line Tree Articles	as needed	TB
b. Radio News Releases, PSA's	as needed	TB
c. Letters to Arborists re Workshops, Changes in Ordinances, EAB Monitoring, etc.	as needed	TB/City
3. Tree Board Recruitment	January	TB
a. Council Appointment of Members	January	City
b. Election of Officers	January	TB
4. Prepare/Submit Annual Work Plan	October	TB
5. Update Arborist List	as licensed/renewed	TB, City
6. Review/Recommend changes in City Tree Ordinances to Council	January	TB
7. Tree City USA		
a. Tree City USA Application	Dec.	Pres.
b. Tree City Growth Award	as appropriate	Pres.
c. Tree City USA ceremony-Arbor Day	May 9	TB, Mayor, 4 <sup>th</sup> Graders
8. Fund-raising		
a. Grants		
Colorado Tree Coalition	Dec.	TB
Colorado Parks & Rec Reporting	April as required	TB TB
b. Arbor Day Donation Requests	early May	TB

9. Planting, Renovation, Maintenance Projects

a. Arbor Day Program		
Radio, Newspaper Publicity	April, May	TB
b. Proclamation	May 7	Mayor
Arrange 4 <sup>th</sup> Grade Class Participation	April	TB
b. Arbor Day Ceremony	May 9	TB, School, Mayor, Public
c. Adopt-a-Tree Program		
Publicity	Mar, April	TB
Plant Site Evaluations	May - August	TB
Order, Plant Trees	May - August	TB
Tree Care Instructions to Adopters	May - Oct.	TB
d. Update GIS Inventory Park Trees	ongoing	PW
e. Update GIS Inventory Street Trees	on-going	PW
f. Large Street Trees, Pruning, Removal	as identified and funded	Arborist, PW
g. Park Trees, Pruning, Removals	as identified and funded	Arborist, Parks and Rec
h. Clearance Prune for Business Signs	Summer	TB, PW, Arborist
i. Prune Young Street Trees	Spring, Summer	PW, Arborist
j. Merit Soil Drench (Soft Scale on Elms)	Late April, Early May	Front Range Arborists
k. Monitor for EAB	As needed	Arborists, TB