



## ADMINISTRATIVE DIRECTIVE

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### I. PURPOSE

The purpose of the Internal Urban Landscape Management directive is to ensure internal compliance with applicable local policies and ordinances, state and federal laws governing landscape management, and to coordinate internal practices to ensure consistent interpretation and administration thereof; therefore it is necessary

- A.** To establish procedures and departmental responsibilities related to existing policies, regulations, and ordinances that affect landscape within city owned properties, street rights-of-way, and washes; and
- B.** To establish a City Urban Landscape Management and Assessment Team and prescribe its procedures, functions, jurisdiction and authority; and
- C.** To establish goals and objectives to guide the Urban Landscape Management and Assessment Team, including the establishment of best practices and coordination of efforts with other public and private sector entities with similar goals and responsibilities; and
- D.** To pro-actively act as an ombudsman for the implementation, coordination and enforcement of the City's policies and regulations related to landscape management; and
- E.** To create materials for public education concerning city internal landscape policies.

### II. DEFINITIONS

#### **A. Urban Landscape Management and Assessment Team (ULMT)**

The ULMT is a permanent team of City Department and Office representatives charged with reviewing City actions, programs and procedures to establish best practices and ensure compliance with applicable internal policies, city ordinances, applicable county ordinances, state and federal laws in the area of landscape management. The team shall consist of one voting member from each of the below named Departments and Offices with the exception of the City Attorney's Office which shall serve in an advisory capacity only. Individual Department/Office Directors are responsible for appointing the appropriate representative(s). The Departmental/Office representative is responsible for all communication between ULMT and their respective Department/Office.

- City Attorney's Office (non-voting)
- Community Services Department
- Development Services Department
- Operations Department
- Parks and Recreation Department
- Planning Department
- Procurement Department



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Risk Management Division  
Solid Waste Management Department  
Transportation Department  
Tucson Water  
Library

The Team will be co-chaired by the representatives of the Transportation Department and Parks and Recreation Department. The co-chairs shall be charged with keeping the City Manager apprised of identified problems, tasks, and general progress; and to provide day to day staff support. Staff support and resources may be provided by other City Departments/ Offices on a project by project basis. Generally, meetings of ULMT will be held during the business day and are internal staff discussions. Meetings pursuant to the development of a Landscape Management Plan (LMP) may be open to the public when appropriate. Co-chairs are empowered to create sub-committees and to call meetings as often as is necessary. Notice of meetings shall be sent to all ULMT members.

**B. Landscape Advisory Committee (LAC)**

The LAC is a Mayor and Council appointed citizens advisory committee charged with promoting public awareness and assisting in the development of policy, regulations, planning, design and management of the City’s landscape resources.

**C. Landscape Management Plan (LMP)**

The LMP is a comprehensive plan that serves as a framework for the City’s resource management of public landscape. The plan shall include the following components for both the planned landscape and natural habitat:

- inventory of existing public resources\*
- uniform landscape design guidelines
- compliance component
- maintenance component
- public information

* limited in scope to correlate with budget capacity and usefulness of information gathered.
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**D. Urban Forestry Program (UFP)**

The UFP is a specific element of the LMP that identifies the management of trees and shrubs in urban environments of the City’s rights-of-way, parks, washes and other City-owned properties, including Tucson Water.

**E. LAC Liaison**

The LAC liaison is a City of Tucson staff person appointed by the City Manager from the ULMT that shall serve as a liaison to the Landscape Advisory Committee.



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### **F. City of Tucson Internal Urban Landscape Management Policy**

The City of Tucson Internal Urban Landscape Management Policy is a general policy to guide city actions in the area of urban landscape management. The policy framework is contained in this administrative directive, and the policy shall provide overall direction for the City's Landscape Management Plan.

### **G. Tucson Clean and Beautiful (TCB)**

Tucson Clean and Beautiful is a non-profit organization (501c3) whose mission is to enhance the urban built environment.

## **III. ULMT GOALS and RESPONSIBILITIES**

- To give force and effect to the City of Tucson Internal Urban Landscape Management Policy.
- To develop a Landscape Management Plan, including urban forestry and wash habitat programs.
- To study City operations and property in order to establish and maintain an inventory/database that tracks conditions, maintenance, etc. of landscape resources.
- To be a resource for staff and the public having questions, concerns or problems regarding public landscape resources and issues, including compliance with adopted polices and regulations.
- To systematically review the City's' Landscape Management Plan (LMP) and make recommendations to the City Manager as to how that plan may be updated, improved and implemented.
- To oversee and ensure internal compliance with the LMP. Decisions and actions of the ULMT shall be consistent with the city's Internal Urban Landscape Management Policy, and with applicable state, local and federal laws, regulations and standards.
- To oversee and ensure internal compliance with the City's' generation, storage, disposal and recycling of green waste, and green waste reduction policies.
- To report to the City Manager those city actions, inaction's, or conditions related to landscape management that are not in compliance with the LMP or create liability, or exposure to charges of violation of local, state or federal law, and bring forward proposed recommendations and revise city policy, procedures, programs and ordinances.
- To report to the City Manager, and involved or affected City Departments, urban landscape management concerns and to work with affected departments to develop and implement solutions. In selecting solutions to identified problems, the ULMT shall make all reasonable efforts to identify and utilize the most effective economical available solution. In doing so, the ULMT shall identify all available resources including innovative cost-cutting measures, available in-house resources, possible sources of in-kind contributions and outside sources of assistance.



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- To identify opportunities or circumstances that dictate the need to review or change City policy, City Code, City ordinances, and items requiring budget changes or increases.

The ULMT is charged with studying and addressing urban landscape issues unique to and arising out of or directly impacting City operations and property. The ULMT and LMP shall not impact private property owners, other than making recommendations to the Planning Department as to minimum setback requirements, and make recommendations to the appropriate City Department concerning nuisance abatement issues.

The ULMT shall have access to any City of Tucson Department or Office records relevant to the urban landscape and can require, through the City Manager's Office, Departmental/Office cooperation in the form of employee/administrator attendance at ULMT meetings to provide information and participate in problem solving and policy formation.

The ULMT's power to implement changes shall be via recommendations for policy, and proposed administrative directives to be considered by the City Manager. The ULMT shall have no power to directly censure, control or implement Department/Office operations or policy. All ULMT recommendations to Mayor and Council shall be made by and through the City Manager.

**IV. POLICY FRAMEWORK**

- Design standards shall incorporate the principles of water conservation: low water use plantings, the use of reclaimed water, water harvesting, permaculture, and xeriscape
- Design standards shall incorporate the principles of safety by design and limit liability
- Landscape management policy, procedures and standards shall be coordinated and be consistent across all City Departments and Offices
- Staff charged with landscaping responsibilities shall receive training regarding City landscape management policy, procedures, standards and native plant resource management
- The City shall follow its adopted landscape regulations in the development of City properties

**V. MAYOR AND COUNCIL LANDSCAPE ADVISORY COMMITTEE:**

The City Manager and the ULMT shall coordinate with the Landscape Advisory Committee (LAC). The City Manager will designate, make all reasonable efforts to establish, maintain and utilize a liaison to coordinate LAC and ULMT activities. Unless circumstances dictate or justify otherwise, any recommendations and reports from the ULMT to the City Manager shall also be sent to the LAC for comment. Likewise, LAC shall select a representative that shall serve as a liaison to the ULMT for the purpose of developing the Landscape Management Plan (LMP). Otherwise, the LAC liaison shall



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make formal presentations to LAC on a quarterly basis at LAC's regularly scheduled meetings. LAC shall be provided a written summary of all official actions taken by the UMLT.

**VI. TUCSON CLEAN AND BEAUTIFUL**

Tucson Clean and Beautiful (TCB) shall select a representative that shall serve as a liaison to the ULMT for the purpose of developing the Landscape Management Plan (LMP). TCB's role is limited to coincide with its status as a recipient of City funds.

**VII. RESPONSIBILITY FOR IMPLEMENTATION**

The City Manager or his/her designee shall hold individual Department/Office Directors responsible for the implementation of the City's Internal Urban Landscape Management Policy. Individual Department/Office Directors will be responsible for ensuring that their respective representatives to the ULMT, and staff in general, cooperate with the ULMT. Evaluation of compliance with this Administrative Directive shall be incorporated into the affected Departmental/Office Directors' annual performance evaluation.

**VIII. RESPONSIBILITY FOR REVIEW**

In July of each year, or as necessary, the Assistant City Manager for Neighborhood Services shall direct a review of the actions taken under this directive.

**AUTHORIZED:**

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MIKE LETCHER FOR  
**JAMES KEENE, CITY MANAGER**