

# Meeting Agenda

## Charlottesville Tree Commission



**Meeting Date:** Monday, March 9, 2020

**Meeting Time:** 5:00 p.m. - 7:00 p.m.

**Meeting Location:** Parks and Recreation Meeting Room at 501 East Main St.

**Meeting Leader:** Brian Menard, Chair

**Those Expected to Attend:** Jody Lahendro, Brian Menard, Lynn Rush, Mark Rylander, Tim Padalino, Anson Parker, Peggy Van Yahres, Roxanne White

**Staff:** Mike Ronayne, Todd Brown

### Agenda:

5:00 - 5:05 p.m.	Review Meeting Agenda - Approve February minutes	Brian M.
5:05 - 5:40 p.m.	Committee Reports Education & Advocacy Codes & Practice	Peggy Mark
5:40 - 6:15p.m.	Review/Revise Annual Calendar	All
6:15 - 6:25p.m.	6 Month Financial Report	Mike
6:25 - 6:50 pm	Other Updates: Arbor Day Celebration Preparation for April Meet w/ NDS/DPW/Utilities Barracks/Emmet Improvement Project Applications for Commission	Mike Mark Brian Brian
6:50 - 6:55 pm	Items/announcements not on agenda	All
6:55 - 7:00 p.m.	Summarize Meeting Action Items/Items for Next Agenda	Mike/Brian

# Charlottesville Tree Commission

## 2020 Annual Calendar

### JANUARY

Elect Chair & Vice-Chair  
Review Commission objectives, annual goals & membership  
Review Committee objectives & membership  
Receive Staff Report on proposed CIP & Operating Budgets

### FEBRUARY

Receive annual goals and work-plan for all committees  
Receive Arborist Six-month Dashboard report (tree data and financial data)  
USFS Grant due (when provided)

### MARCH

Receive Arbor Committee report on Arbor Day Celebration  
Review nominees for tree conservation  
*Prepare for April meeting with NDS [move to Codes & Practices calendar]*  
*Prepare for possible meeting with DPW/Utilities [move to Codes & Practices calendar]*

### APRIL

Receive presentation from NDS (tree-related code & code compliance process)  
Receive presentation from DPW/Utilities (sidewalks and roots; utilities and root guards, etc.)

### MAY

Receive Staff IPM report  
Review Commission By-laws (odd years)

### JUNE

Receive Arborist work-plan for upcoming fiscal year  
Receive Arborist annual update on Urban Forest Management Plan

### JULY (tentative)

### AUGUST

Receive Arborist Annual Dashboard report (tree data and financial data)  
Receive Arborist report on previous fiscal year  
Receive Arborist & Committee report on preliminary fall plant list & planting locations  
Receive Staff report on draft proposed CIP Budget request *[do we review during this meeting?]*

**SEPTEMBER**

Review Education & Advocacy Committee draft of Commission's *Annual Report to Council*  
Review nominees for tree conservation  
Receive Arborist final tree planting list & schedule

**OCTOBER**

Approve Commission's *Annual Report to Council*  
Review CIP in preparation for Planning Commission review  
Receive Staff report on proposed Operating Budget request

**NOVEMBER**

Present Commission's *Annual Report to Council*  
Receive CIP Update - Planning Commission [*need to adjust all budget agenda items to correspond to revised budget schedule and to clarify TC opportunities to comment at all stages*]

**DECEMBER**

Receive annual report from Charlottesville Area Tree Stewards  
Receive update on CIP & Operating Budgets  
Review & revise Annual Calendar

**TREE PRESERVATION/PLANTING PROJECTS (CIP) FISCAL YEAR REVENUES AND EXPENDITURES**

Category	Item	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY2019 Actual	FY 2020 Budget	FY 2020 Actual (6 month)	
<b>REVENUES</b>	Requested	125,000	125,000	325,000	325,000	75,000	75,000	
	Approved by Council	50,000	50,000	150,000	150,000	50,000	50,000	
	Existing Carry-over	77,886	19,841	0	0	109,725	109,725	
	Grant reimbursement	0	3,345	0	0	0	0	
	Balance at Start of FY	117,886	69,841	150,000	150,000	159,725	159,725	
	Transfer in from OP budget	0	26,109					
	<b>Total Revenues</b>	<b>117,886</b>	<b>95,950</b>	<b>150,000</b>	<b>150,000</b>	<b>159,725</b>	<b>159,725</b>	
	<b>EXPENDITURES</b>	Tree Planting	14,590	37,977	50,000	40,275	59,725	52,075
		Pro-active Tree Preservation	53,110	54,373	\$50,000 now funded in operating	\$50,000 now funded in operating	\$50,000 now funded in operating budget	\$50,000 now funded in operating budget
		Mall	28,245	3,600				
Mall Tree Preservation		2,100	0	100,000	0	0	0	
<b>Total Expenditures</b>		<b>98,045</b>	<b>95,950</b>	<b>150,000</b>	<b>40,275</b>	<b>59,725</b>	<b>52,075</b>	
<b>Future Carry-over</b>		<b>19,841</b>	<b>0</b>		<b>109,725</b>		<b>107,650</b>	

Report Group ZFM1  
 Fund ALL  
 Funds center 367  
 Func. area ALL  
 Funded prog. NONE  
 Grant ALL

All Funds  
 Parks and Maint  
 All Functional Areas  
 Operating Budget  
 All Grants

City of Charlottesville  
 Budget vs Actual (BCS)  
 Period 1 to 6 of FY2020  
 Budget version 0

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Commitment Items	C/O Budget	Original Bud	Budget Chgs	Current Bud	Pur. Req.	Pur. Order	Actuals	Avail Budget	% Util
530600 Tree Maintenance Contract	2,700.00	218,000.00		220,700.00		4,275.00	71,220.00	145,205.00	34.21
* REPORT TOTAL	2,700.00	218,000.00		220,700.00		4,275.00	71,220.00	145,205.00	34.21

6 Month July - December

Operating Budget