

CHARLOTTESVILLE TREE COMMISSION

Wednesday, August 26, 2020

5:00 – 7:00 pm

Virtual|Electronic Meeting

AGENDA

Call to Order & Chair Report (<i>B. Menard</i>)	5:00
<ul style="list-style-type: none">• Review Meeting Procedures• Welcome New Members• Approve March Minutes• Review March to August Activities	
Member Reports (<i>P. Van Yahres, P. Josey, M. Rylander</i>)	5:20
Arborist Report (<i>M. Ronayne</i>)	6:05
<ul style="list-style-type: none">• Revised Budgets (<i>Operating & CIP</i>)• Report on FY20• Annual Dashboard (<i>initial report on data</i>)• Work-plan for FY21• Annual Tree Planting	
General Public Comment ^(†)	6:45
Items/Announcements Not on Agenda	6:50
Action Items for Next Meeting	6:55
Adjourn	7:00

^(†) At the discretion of the Chair, public comments related to particular agenda items may be solicited at that point in the meeting.

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This virtual/electronic meeting is open to the public. You may participate electronically by registering at www.charlottesville.gov/zoom or via telephone by using the number provided with the Zoom registration. Or you may contact staff at 434-970-3182 to receive the dial in number. In addition to the Zoom webinar, this meeting will be available on the City's streaming platforms, including Facebook, Twitter, and www.charlottesville.gov/streaming.

Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call the ADA Coordinator at (434) 970-3182 or submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements may be made.

CHARLOTTESVILLE TREE COMMISSION

Protocol for Virtual | Electronic Meeting

- Participants (Commission members and city staff) should join meeting 10 minutes prior to start.
- Participants should participate with audio and video to the extent possible.
- Anson Parker will facilitate the meeting—assisting the Chair in recognizing those wishing to speak and monitoring microphones and the chat feature.
- Participants will control their own microphones and should have them on mute whenever they are not speaking. If there is any disturbance from an unmuted microphone or background noise issues, Anson will mute the microphone.
- Participants wanting to be recognized should use the “raise hand” button at bottom of screen.
- Chair will periodically invite comment from participants and will call Commission roll for any items requiring a vote.
- The chat feature will be enabled to allow participants to communicate among themselves. Although the general public cannot see chat during the meeting, a log of all messages is saved for FOIA purposes.
- Participants with presentations that require sharing of their screen should open the file on their computer before the meeting begins.
- In addition to the Zoom webinar, the meeting will be streamed live on the city’s website and its Facebook and Twitter accounts.

Charlottesville Tree Commission		
Member	Representing	Current Term
Paul Josey	At Large	5/21/18 – 3/31/21
Emily Cone-Miller	At Large	6/16/20 – 3/31/21†*
Jeff Jennings	At Large	6/16/20 – 3/31/21†*
Brian Menard, <i>Chair</i>	At Large	4/1/19 – 3/31/22
Anson Parker	LIN (Fifeville)	9/1/19 – 8/31/22*
Tim Padalino	LIN (10th & Page)	12/1/19 – 11/30/22*
Mark Zollinhofer	CATS	6/16/20 – 11/30/22†*
Mark Rylander	At Large	4/1/20 – 3/31/23
Lynn Rush	At Large	4/1/20 – 3/31/23
Peggy Van Yahres, <i>Vice Chair</i>	At Large	4/1/20 – 3/31/23
Jeff Pacelli	At Large	6/16/20 – 6/30/24*
Jody Lahendro	Planning Commission	Concurrent to PC term
Mike Ronayne, <i>Ex Officio</i>	City Arborist	Concurrent to staff position

(*) *Eligible for additional term*

(†) *Completing unexpired term*

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	FY 2021 Budget	FY 2021 Actual
REVENUES	Requested	125,000	125,000	325,000	325,000	75,000	75,000	75,000	
	Approved by Council	50,000	50,000	150,000	150,000	50,000	50,000	0	
	Existing Carry-over	77,886	19,841	0		109,725	109,725	107,650	
	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	107,650	
	Transfer in from OP budget	0	26,109						
	Total Revenues	117,886	95,950	150,000	150,000	159,725	159,725	107,650	
EXPENDITURES	Tree Planting	14,590	37,977	50,000	40,275	59,725	52,075	0	
	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	*\$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		
	Total Expenditures	98,045	95,950	150,000	40,275	59,725	52,075		
Future Carry-over	19,841	0		109,725		107,650	107,650		

Report Group ZFM1
 Fund ALL
 Funds center 367
 Func. area ALL
 Funded prog. ALL
 Grant ALL

All Funds
 Parks and Maint
 All Functional Areas
 All Funded Programs
 All Grants

City of Charlottesville
 Budget vs Actual (BCS)
 Period 1 to 16 of FY2020
 Budget version 0

OP

Date: 08/21/2020
 Time: 09:02:22
 Page: 1 of 1

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			151,825.00	68,875.00	68.79
* REPORT TOTAL	2,700.00	218,000.00		220,700.00			151,825.00	68,875.00	68.79

\$61,305.00 of existing Purchase orders for Tree work rolled over into FY21.

\$7,570.00 was left unused at the end of the FY.

Report Group ZFM1
 Fund ALL
 Funds center ALL
 Func. area ALL
 Funded prog. P-00428
 Grant ALL

All Funds
 All Funds Centers
 All Functional Areas
 Urban Tree Preservation and Pl
 All Grants

City of Charlottesville
 Budget vs Actual (BCS)
 Period 1 to 16 of FY2020
 Budget version 0

CIP

Date: 08/21/2020
 Time: 09:01:01
 Page: 1 of 1

Commitment Items	C/O Budget	Original Bud	Budget Chgs	Current Bud	Pur. Req.	Pur. Order	Actuals	Avail Budget	% Util
530670 Other Contractual Se							52,075.00	(52,075.00)	
599999 Lump Sum Appropr	9,725.00	50,000.00		59,725.00			59,725.00		
* OTHER EXPENSES	9,725.00	50,000.00		59,725.00			52,075.00	7,650.00	87.19
** TOTAL EXPENSES	9,725.00	50,000.00		59,725.00			52,075.00	7,650.00	87.19
*** REPORT TOTAL	9,725.00	50,000.00		59,725.00			52,075.00	7,650.00	87.19

\$ 52,075.00 was spent on tree planting (156 Trees)
 in FY20

\$ 7,650⁰⁰ rolled over to FY21 and is available for
 Tree Planting

Urban Forestry Goals for FY 2021

1. Canopy Study 2020
 1. Public and staff input of what is needed for the community
 2. Understand costs, draft and apply for grant funding
 3. Buy data and hire firm to perform analysis
2. Create a protocol/SOP for tree work prioritization
 - There is an overriding City need for a procedure to determine how and where funds are spent for tree work, particularly in a time of limited resources. Task is paramount for long term budgeting purposes.
3. Create an Outdoor Café Heater Use policy
 - This requires support from other departments as far as input, implementation and enforcement.
4. GPS all trees incorporated into conservation ordinance
 - This will be in addition to our asset management work begun with Brian Ray and additional, important information to the Tree Inventory.
5. Create a ranking system for tree planting locations
 - Creating an equitable way to plant trees across the City that will have the most benefit to the entire community.
6. Create a Tree Donation Policy
 - Draft a policy based on how tree donations are made and what is entailed.

Presented to: Tree Commission

Date _____

Prepared by: Mike Ronayne, Urban Forester

Date _____

Approved by: Todd Brown, Director

Date _____



Tree Planting Location Prioritization Ranking Process

Below are steps outlined to help guide tree planting location procedures. These steps help ensure that City resources are allocated for tree planting in an unbiased, equitably way that is best for the community. A potential location may have several attributes based and they are associated with different scores. After the scores are totaled the highest ranking locations take precedent for tree planting.

Low Canopy Neighborhood (Starr Hill, 10th & Page, Rose Hill) – 3

Street Tree (ROW) – 3

Large Shade Tree – 3

Schools – 2

Parks – 2

Cemeteries – 1

Golf – 1

City Facility - 1

Examples:

218 Dice St. to replace red oak: Large shade tree + street tree = 6

39 University Cir. to replace dogwood: Street tree = 3

Starr Hill Park to replace crabapple: Park + Low Canopy Neighborhood + (will accommodate) large shade tree = 8