



KEEP KENNEDALE BEAUTIFUL COMMISSION AGENDA

**REGULAR MEETING | January 8, 2019 at 6:00 PM
CITY HALL CONFERENCE ROOM, 405 MUNICIPAL DRIVE**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES APPROVAL

- A. Consider approval of November 13, 2018 meeting minutes.

IV. VISITOR/CITIZENS FORUM

At this time, any person may address the commission, provided that an official 'Speaker's Request Form' has been submitted to the secretary prior to the start of the meeting. All comments must be directed towards the Chair, rather than individual Board members or staff. All speakers must limit their comments to the subject matter as listed on the 'Speaker's Request Form.' No formal action can be taken nor discussion held regarding these items.

V. REGULAR ITEMS

- A. Discuss and consider upcoming events.
- B. Discuss and consider Adopt-A-Spot participation for 2018.
- C. Discuss and review budget
- D. Discuss and consider Tree City USA Growth Award
- E. Elect Chair and Vice Chair for 2019

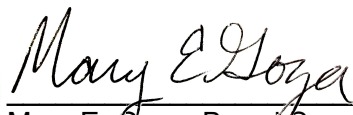
VI. REPORTS/ANNOUNCEMENTS

VII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City of Kennedale will provide for reasonable accommodations for persons attending meetings. This facility is wheelchair accessible and accessible parking spaces are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meeting. Please contact the City Secretary at 817-985-2104 or (TTY) 1-800-735-2989.

CERTIFICATION

I certify that a copy of the January 8, 2019, Keep Kennedale Beautiful Commission agenda was posted on the City Hall bulletin board next to the main entrance of the City Hall building, 405 Municipal Drive, of the City of Kennedale, Texas, in a place convenient and readily accessible to the general public at all times and said agenda was posted at least 72 hours preceding the schedule time of said meeting, in accordance with Chapter 551 of the Texas Government Code.


Mary E. Goza, Board Secretary



STAFF REPORT TO THE COMMISSIONERS

Date: January 8, 2019

Agenda Item No: MINUTES APPROVAL - A.

I. Subject:

Consider approval of November 13, 2018 meeting minutes.

II. Originated by:

III. Summary:

IV. Recommendation:

V. Attachments:

1.	11.13.2018 KKB Mtg Mins	11.13.2018 KKB Mtg Mins.doc
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Keep Kennedale Beautiful Commission
Minutes
REGULAR MEETING
November 13, 2018

CITY HALL COUNCIL CHAMBERS, 405 MUNICIPAL DRIVE

I. CALL TO ORDER

Chairman Michael Chandler called the meeting to order at 6:00 pm.

II. ROLL CALL

Present: Darlene Winters, Cesar Guerra, Michael Chandler, Kenneth Michels, Lauren Warn, Linda Miller

Absent: Wilda Turner, Vinita Thomas, Laurie Sanders

III. MINUTES APPROVAL

Consider approval of minutes from October 9, 2018 regular meeting. **Motion to:** Approve with correction October 9, 2018 minutes **Action:** Approve. **Moved By:** D. Winters **Seconded:** L. Miller **Motion Passed** Unanimously

IV. VISITOR/CITIZENS FORUM

V. REGULAR ITEMS

A. Discuss and consider upcoming events

1. Windshield survey form modification – D. Winters suggested that a small committee be formed to help her modify the survey form to make it more appropriate/useful for Kennedale. She will contact several of the other members to meet. She asked L. Hoover if he would attend and he agreed. A tentative date of December 6, 2018 at 9 am was selected for the meeting. L. Hoover will reserve a meeting room at City Hall for the subcommittee to meet. M. Goza will print out copies of the current form for the committee to refer to. L. Hoover will bring survey printouts to the meeting.
2. The board all agreed to not have a regular meeting in December.
3. Discussion about Master Gardner topics/speakers for next year was tabled since Wilda was not at the meeting.
4. The board did not do an Arbor Day event this year. Need to discuss Arbor Day event for 2019 at the January meeting per M. Chandler.
5. L. Hoover asked if any of the KKB board members wanted to join the Park Board members at the Christmas tree lighting event. The Park board is going to have a table at the event to serve hot chocolate and J. Nevarez is working to get Starbucks to serve coffee. Rotary Club is also serving hot chocolate. C. Guerra mentioned that L. Sanders had served apple cider last year. D. Winters and L. Hoover stated that this was done by the Methodist Church group that L. Sanders is a part of. D. Winters stated that she would not be able to come to the Christmas tree lighting event.
6. M. Chandler asked L. Hoover about the KKB banner. He stated that it would have been good to have it at the Trunk or Treat event and that it could be used at the Christmas tree lighting event also. L. Hoover agreed and stated that he should also order one for Park Board so that they will be identifiable at events. M. Chandler agreed that it would be good to have one for Park Board as well.

B. Discuss and consider Calendar of Events for 2019

1. The board selected tentative dates for events for the first part of 2019. The board decided to not have a Bring It event for 2019. The event was not well attended this year and the board feels that the event would be better attended if was held every other year. Effort can be redirected this year to making sure Kennedale citizens are aware of the free vouchers that they can get at City Hall to dump hazardous items at the Fort Worth Bridge street site once a year and that they are allowed to take a load once a year to the landfill on Dick Price once a year also. Information can be put on the KKB Facebook page and on the City website.
 2. The Arbor Day event date will be picked at the January meeting and Trunk or Treat date is usually selected by the City/Library.
 3. Discussed KKB goals and programs. Discussed Adopt A Spot program. Not sure who is taking care of this now since Kelly left. M. Goza will follow up and try to get more information. Annual reports should be received from each Adopt A Spot participant. D. Winters stated that Kelly mailed out reminders letters last year.
- C. Discuss and consider KKB budget.
1. Board discussed the budget. M. Goza noticed that monthly payments from simple recycle had stopped after March 2018. She will follow up with the finance department to see where the checks are going.

VI. REPORTS/ANNOUNCEMENTS

- A. Update on diseased rose bush replacement project.

VII. ADJOURNMENT

Motion to: Adjourn meeting at 7:14 pm **Action:** Adjourn. **Moved By:** C. Guerra

Approved:

Michael Chandler, Chairman

Attest:



Mary Goza, KKB Secretary



STAFF REPORT TO THE COMMISSIONERS

Date: January 8, 2019

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Discuss and consider upcoming events.

II. Originated by:

III. Summary:

Committee decided not to modify the windshield survey form.
Set date for Windshield survey.

IV. Recommendation:

V. Attachments:

1.	KKB 2019 Calendar	KKB 2019 Calendar.docx
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Annual Work Plan



Date	Event
2019	KKB Calendar of Events
Jan. 8:	Regular Board Meeting
Jan 12:	Windshield Survey
Feb 12:	Regular Board Meeting
Mar 12:	Regular Board Meeting
Mar 26:	Master Gardener Event (tentative date)
Apr 9:	Regular Board Meeting and Tree Board Meeting
Apr 20:	Don't Mess with Texas Clean-up/City wide cleanup 32(Earth Day is April 22 nd which is a Monday)
May 14:	Regular Board Meeting
May 18:	Monarch Pledge Program/ Educational Event Community Center (tentative date)
Jun 11:	Regular Board Meeting
Jul 9:	Tree Board Meeting
Jul 9:	Regular Board Meeting
Aug 13:	Regular Board Meeting
Sep 10:	Regular Board Meeting
Oct 8:	Regular Board Meeting
October ??:	Arbor Day Event
October ??:	Pumpkin Palooza/Trunk or Treat (Date set by City/Library)
Nov 12:	Regular Board Meeting
Dec 10:	Regular Board Meeting



STAFF REPORT TO THE COMMISSIONERS

Date: January 8, 2019

Agenda Item No: REGULAR ITEMS - B.

I. Subject:

Discuss and consider Adopt-A-Spot participation for 2018.

II. Originated by:

III. Summary:

Present Adopt A Spot Report for 2018 to board.

Discuss annual report, community participation, and any ideas for improvements to the program.

IV. Recommendation:

None

V. Attachments:

1.	Adopt A Spot 2018 Board Report	Adopt A Spot 2018 Board Report.xlsx
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Location	Name on Sign	Number of Volunteers	Total Hours	Total Pounds Collected	Location Descriptions
1	Middleton Family	2	104	13	Sublett Median closest to Albertsons
2	Wilda's Corner	1	15	78	Kennedale Sublett by Blue Bonnet to Traffic Circle
3	Hexpole Compounding	123	246	156	Tower Drive
4	The Clark Family		0	0	Eden/Eden Tap 3way stop
5	Emerald Hills Funeral Home	1	12	78	Kennedale Sublett by Burger Box to Little School both sides
6	Rocking H Ranch	2	1	36	Little School Rd median by Rockin H Ranch
7	Gilley Family		0	0	1115 Kennedale Sublett first island west of roundabout at Wildcat way
8	Kennedale Youth Advisory Council	10	20	12	Wildcat Way Traffic Circle
9	Daniel Crossing	3	9	30	1152 Kennedale Sublett at Peggy
10	The Greenfield Family	4	1	78	1101 Kennedale Sublett at Joy
11	Girl Scouts Troop 3538		0	0	Rodgers Farm Park
12	The Shaikh Family		0	0	Little School Rd Traffic Circle at East Sublett
13	Taylor Family		0	0	Median Kennedale Sublett - 904-916 -
14	JM Yeary Auto	1	1	3	Sublett Median Joy to Blue Bonnet across from Kevin Miller
15	Wilda's Circle	Reported in number 2 al		0	Traffic Circle at West Kennedale Sublett and Little
16	Fellowship Academy	6	6	390	Fellowship Academy Bowman Springs Road both sides
17	In Memory of Brandi Rayne Shelton	1	1	6	Wildcat Way by the High School
18	Arlington Classic Academy PTO		0	0	
19	Edmund's Row - Brian Johnson	1	1	6	Sublett at Vera
20	Charlie and Millie Davis	2	2	6	Oak Hill Park entrance at Bowman Springs Road and Pennsylvania.Pennsylvania both sides
21	No Sign				North Little School Road by Public Works Shop
22	No Sign				Kennedale Pkwy across from Oakcrest neighborhood
23	No Sign				Near traffic circle at Little School and East Sublett
		155	417	886	

Notes

- #13 seems to be installed in the median that waspreviously designated as part of #2 area?
- #18 no response from email. Checked website and contact person doesn't seem to work there anymore. Can't find a sign with their name on it either.
- #5 has two signs one at Kennedale Pkwy on Sublett and one at Little School on Sublett. Appears they mainly pick up trash in front of their property.
- #21-23 - Found three Adopt A Spot signs that do not have green sign underneath designating who adopted the spot.
- Spots with Red font did not respond to the email I sent out for annual report information. I do not have physical addresses for any of the participants except for the most recent one #20



STAFF REPORT TO THE COMMISSIONERS

Date: January 8, 2019

Agenda Item No: REGULAR ITEMS - C.

I. Subject:

Discuss and review budget

II. Originated by:

III. Summary:

Present annual report to board.

IV. Recommendation:

None

V. Attachments:

1.	FY 2017_ 2018 KKB Budget Report to Board	FY 2017_ 2018 KKB Budget Report to Board.xlsx
2.	Budget 17-18	Budget 17-18.pdf

Keep Kennedale Beautiful

Expenditures 2017 -2018

Operating Income

Progressive Waste Solutions	\$0.00
City	\$5,000.00
Total	\$5,000.00

Item	Budgeted Expenses	KKB Expenditure	Expense Description	Additional Comments
General Office/Marketing/Travel/ Supplies:				
Annual KTB Affiliate Fee	\$ 100.00	\$150.00	Increased cost	
KTb Conference Training/Travel	\$ -			
Governor's Award Application Fee	\$ -			
Flowers for Board Members	\$ -	\$76.50	6/8/2018	
Give-Aways (Pens, buttons, Patches, etc)	\$ -	\$41.48	Gifts for presenters at KKB Education day 5/5/18	
KKB Gift card purchase for ??		\$60.00	5/11/2018	
Adopt a Spot Signs (\$85.00 each)	\$ 255.00	\$85.00	One site added	
T-Shirts and Hoodies	\$ 105.00	\$333.38		
2 USB drives for ??		\$19.98	3/29/2018	K. Cooper
Community Projects & Supplies:				
Trunk or Treat (October 2017)				
Supplies and printed material	\$ 55.00	\$43.96	For Candy	
October Recycling Event (9/2018)				
Banners	\$ 500.00	\$ 102.57	Sept 15th Bring It Event	
Breakfast/drinks	\$ 55.00	\$ 25.30	Date updated 5 stickers \$10.51 and \$50 to place on banner	
Action Shred	\$ 600.00	\$ 500.00	Coffee and donuts	
Crud Cruiser 47 Cars*50	\$ -		19 cars brought items to shred	
Electronics recycling			47 cars brought items to the Crud Cruiser	\$2350 taken out of Utility Billing acct
Other Recycling - Vouchers for individuals			27 cars brought items to recycle	
			26 individual vouchers distributed	Cost is \$50/Voucher paid out of UB acct 26 vouchers -
Arbor Day 2017				
Supplies: Equipment, Banner, etc.	-			
Lunch and Drinks	-			
Tree Planted and Seedlings for give away	\$ 750.00	\$750.00		
Sign/Rock for Trees	\$ 180.00			
Butterfly Garden (4 workdays?)				
Supplies: Compost, Mulch, plants, etc.		\$720.45	10/2017 - Received Free Mulch/Compost from the City	
weed killer		\$13.42	Seeds-\$31.90, Mulch2/28 and 5/4-\$266.95, plants11/10/17 - \$99, Moss	
Flowers		\$76.50	Sandstone boulder \$322.60	
	\$ 925.00		6/15/2018	
			6/8/2018	
Monarch Migration Program:				
Vouchers: 20 vouchers for residents	\$ 500.00			
Program	\$ 100.00			
Give Aways (donated by Stegall's)	\$ -			
Don't Mess with Texas Clean-Up April 2018				
Banners	\$ 500.00		Did not have April Cleanup event rained out	
Breakfast/Lunch/Drinks	\$ 175.00			
Supplies: Vests, gloves, nabbers, etc.	\$ 200.00			
Other Miscellaneous Expenses				
Simple Recycling 2017- 2018 Totals				
October		1,336		
November		1,464		
December		1,025		
January		2,009		
February		1,366		
March		1,263		
April		1,338		Monthly Statements sent to Danielle. She is going to forward them from now on 11/13/18
May		1,723		
June		1,451		We get \$20/ton of recycled items they send a check monthly
July		1,849		
August		469		
September		703		
Total	\$ 5,000.00	\$2,998.54		
Total Remaining after Expenses	\$ 2,001.46			

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12:14 08/09/18
Fund: 41 PARK REC/OTTER DONATION FUND

City of Kennedale
YTD Detailed Individual Account Trial Balance

Page 1

Period Ending: 8/2018

JE Number	JE Date	JE Description	JE Detail Description	Beginning Balance	Transaction Detail	Running Total (SUBTOTAL)	Vendor Name	Check Number	Source
Account: 41-2608-00-00 DONATION-KKB									
	87 10/20/2017	AP INVOICES	TREE SEEDLINGS - ARBOR DAY	(6,430.77)	750.00	(5,680.77)	TEXAS TREES FOUNDATION	97052	AP
	106 10/23/2017	UB CASH RECEIPTS 10/23/2017	CR Posting _20171023-20171023		(13.89)	(5,694.66)			CR
OCTOBER	Totals:					736.11 *			
	208 11/09/2017	UB CASH RECEIPTS 11/09/2017	CR Posting _20171109-20171109		(13.36)	(5,708.02)			CR
	198 11/10/2017	AP INVOICES	DEMONSTRATION GARDEN PLANTS		99.00	(5,609.02)	STEGALL'S NURSERY/PLANT FARM	97153	AP
	274 11/22/2017	AP INVOICES	P-CARD STATEMENT OCTOBER 2017		43.96	(5,565.06)	JPMORGANCHASE COMMERCIAL CARD	97206	AP K.cooper
Refreshments for Trunk or Treat Event									
NOVEMBER	Totals:					129.60 *			
	373 12/13/2017	UB CASH RECEIPTS	CR Posting _20171213-20171213		(14.64)	(5,579.70)			CR
	444 12/31/2017	SEED MONEY KKB			(5,000.00)	(10,579.70)			GL
DECEMBER	Totals:					(5,014.64) *			
	562 01/12/2018	UB CASH RECEIPTS 01/12/2018	CR Posting _20180112-20180112		(10.25)	(10,589.95)			CR
	641 01/31/2018	AP INVOICES	DECEMBER 2018 P-CARD STATEMENT		31.90	(10,558.05)	JPMORGANCHASE COMMERCIAL CARD	97489	AP K.cooper
Seeds for KKB City Garden									
JANUARY	Totals:					21.65 *			
	748 02/13/2018	UB CASH RECEIPTS 02/13/2018	CR Posting _20180213-20180213		(20.09)	(10,578.14)			CR
	819 02/28/2018	AP INVOICES	JANUARY 2018 P-CARD STATEMENT		150.00	(10,428.14)	JPMORGANCHASE COMMERCIAL CARD	97624	AP K.cooper
	819 02/28/2018	AP INVOICES	JANUARY 2018 P-CARD STATEMENT		73.50	(10,354.64)	JPMORGANCHASE COMMERCIAL CARD	97624	AP K.cooper
Keep Texas Beautiful Dues Mulch for Demonstration Garden									
FEBRUARY	Totals:					203.41 *			
	964 03/27/2018	UB CASH RECEIPTS 03/27/2018	CR Posting _20180327-20180327		(13.66)	(10,368.30)			CR
	973 03/29/2018	AP INVOICES	FEBRUARY 2018 P-CARD STATEMENT		19.98	(10,348.32)	JPMORGANCHASE COMMERCIAL CARD	97722	AP K.cooper
	973 03/29/2018	AP INVOICES	FEBRUARY 2018 P-CARD STATEMENT		322.60	(10,025.72)	JPMORGANCHASE COMMERCIAL CARD	97722	AP K.cooper
2 USB Drives Moss Sandstone Boulder									
MARCH	Totals:					328.92 *			
	1208 05/04/2018	AP INVOICES	MARCH 2018 P-CARD STATEMENT		193.45	(9,832.27)	JPMORGANCHASE COMMERCIAL CARD	97856	AP G.casas
	1247 05/11/2018	AP INVOICES	REIMBURSEMENT FOR KKB GIFT CARD purchase		60.00	(9,772.27)	LAURIE SANDERS	97917	AP
	1365 05/31/2018	AP INVOICES	APRIL 2018 P-CARD STATEMENT		333.38	(9,438.89)	JPMORGANCHASE COMMERCIAL CARD	97972	AP G.Rangel
	1365 05/31/2018	AP INVOICES	APRIL 2018 P-CARD STATEMENT		41.48	(9,397.41)	JPMORGANCHASE COMMERCIAL CARD	97972	AP G.Rangel
T-Shirts and Hoodies KKB Commission Gifts for presenters at KKB Educational Day 05/08/18.									
MAY	Totals:					628.31 *			

Account: 41-2608-00-00

DONATION-KKB

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12:14 08/09/18

Fund: 41 PARK REC/OTHER DONATION FUND

City of Kennedale

YTD Detailed Individual Account Trial Balance

Page 2

Period Ending: 8/2018

JE Number	JE Date	JE Description	JE Detail Description	Beginning Balance	Transaction Detail	Running Total (SUBTOTAL)	Vendor_Name	Check Number	Source
1406	06/08/2018	AP INVOICES	REIMBURSEMENT FOR KKB FLOWERS		76.50	(9,320.91)	LAURIE SANDERS	98011	AP
1450	06/15/2018	AP INVOICES	REIMBURSEMENT FOR KKB WEED KILL <i>ll</i>		13.42	(9,307.49)	LAURIE SANDERS	98053	AP
JUNE	Totals:	- - - - -	- - - - -		89.92	*			

Account 41-2608-00-00

DONATION-KKB

Totals:

(9,307.49) **

Grand Totals:

(9,307.49) *****

***** End of Report *****



STAFF REPORT TO THE COMMISSIONERS

Date: January 8, 2019

Agenda Item No: REGULAR ITEMS - D.

I. Subject:

Discuss and consider Tree City USA Growth Award

II. Originated by:

III. Summary:

- Board decide if they want to pursue this award for 2019
- If they do then review list of activities that could be completed in 2019 to enable board to be eligible for the Tree City USA Growth Award and pick which ones to pursue.

IV. Recommendation:

Approve

V. Attachments:

1.	Tree City Growth Awards Categories	Tree City Growth Awards Categories.docx
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Category A: Education and Public Relations

A1. Publications (2 points)

Materials for the public about tree planting and care, such as a listing of recommended street trees, were first published or significantly improved. (Please enclose a copy of the publication as documentation.)

A2. Literature Distribution (2 points)

A new method of public literature distribution (with utility bills, at garden centers, at public events, etc.) was developed and implemented successfully.

A3. Interpretive Program (3 points)

An interpretive program such as a walking tour of outstanding trees for community planting, an arboretum, a heritage tree program (largest, historic, etc.) or similar project was first made available to the public or was significantly improved.

A4. Local Awards Program (3 points)

A recognition program with awards to citizens, commercial enterprises, neighborhood associations, other citizen groups, etc. for such things as best landscaping, tree planting/care projects, etc. was initiated or significantly improved.

A5. Community-Wide Tree Event (4 points)

A special, community-wide tree event such as an Arborfest, Dogwood Festival, Oak Festival, etc. was initiated or significantly improved. (An Arbor Day celebration is a standard requirement to qualify for Tree City USA. Therefore, please report here only a community-wide, highly publicized Arbor Day celebration or festival in addition to Arbor Day.) Tree-related activities and/or exhibits must be part of the event. (Please include event name(s) and date(s) with documentation.)

A6. Publicity (5 points)

An ongoing publicity campaign for tree care and community forestry was initiated or significantly improved, for example a weekly newspaper column by the city forester or tree board, or a community-wide newsletter about trees.

A7. Youth Education (4 points)

The city initiated or significantly improved a formal, community-wide tree-education program for youth (such as the creation of a Nature Explore™ Classroom, "Project Learning Tree," "Arbor Day National Poster Contest," etc.)

A8. Continuing Education for Tree Workers (6 points)

A training/continuing education program for the city's tree workers, both employees and contractors, was initiated or significantly improved. The training must be provided at least annually - either by the city or by other qualified organizations. (Please indicate who provided training, the type of training and approximate percentage of tree workers who received 8 hours or more of formal training and percentage who received 40 hours or more of formal training.)

A9. Tree-Worker Safety Program (5 points)

A comprehensive safety program for city tree workers was initiated or significantly improved that goes beyond formal training to include such methods as daily warm-up exercises, wellness programs, safety newsletter, etc.

A10. Continuing Education for Forestry Managers and Tree Board Members (6 points)

A continuing education program for forestry managers and tree board members was initiated or significantly improved. Examples include participation in tree-related workshops, conferences, correspondence courses, or other structured educational programs for those involved with managing community forests. (Please include approximate percentage

who attended conferences, workshops, or other such events, and approximate percentage who earned credit or continuing education units (CEUs), with documentation.)

A11. Tree-Care Workshops (4 points)

A workshop on some aspect of tree care was provided for the first time for homeowners, businesses and other members of the public. Or ongoing workshops were significantly improved or the public participation was significantly increased. (Please include date(s) and number attending with documentation.)

A12. Arborist Workshops (5 points)

Tree-care workshops were provided for the first time for private commercial arborists. Or ongoing workshops were significantly improved or participation was significantly increased. (Please include date(s) and number attending with documentation.)

A13. Publicity Event (3 points)

An activity specifically designed to gain publicity for the community forestry program was initiated or significantly improved.

Category B: Partnerships

B1. New Project or Organization (4 points)

A new, significant tree project was accomplished by the city in partnership with a civic organization, youth group, or other corporate or volunteer entity. Or assistance was given in creating a new volunteer organization that contributes to the community forestry program.

B2. Utility Partnership (5 points)

A cooperative program between the city and a utility was initiated or significantly improved, resulting in additional tree planting, planting appropriate species, improved pruning and other tree care, or utility designation as a Tree Line USA. (Please enclose documentation of significant community involvement.)

B3. Green Industry Partnership (5 points)

A cooperative project between the city and businesses such as private nurseries or tree services resulting in improved planting stock, better tree care, improved landscaping methods, the recycling of wood materials, etc. was initiated or significantly improved.

B4. Cooperative Purchasing/Contracting (6 points)

A program was initiated or significantly improved for the community to cooperatively work with another community. (For example, to share a forester, to jointly contract for tree-care, computer or other professional services, to purchase expensive equipment such as a tree spade, or to pool tree orders.)

B5. External Funding (6 points)

The city applied for and received significant, nongovernmental funding (corporations, foundations, civic organizations, individual contributions, etc.) for community forestry. (Please indicate amount, source and use of funds with documentation.)

B6. Tree Planting on Private Property (4 points)

The city initiated or significantly improved a cost-sharing or other incentive program, an unusual publicity campaign, etc. to bring about more tree planting on private property. There should be attention given to planting the right tree in the right place, and encouraging long-term care.

B7. Engineering/Forestry Coordination (6 points)

Formalized coordination with city engineering was initiated or significantly improved to insure proper urban forestry review of street and utility plans, sidewalk construction, and similar practices that impact the health of the city's trees.

B8. Land-Use Planning Coordination (5 points)

Procedures for including tree professionals in land use planning decisions were put into place or significantly improved. Examples might include the appointment of a planning and zoning official to the tree board or vice versa, or routing all development site plans and applications through the city forester for input and approval.

B9. Wildland Fire Prevention Coordination (5 points)

The community has initiated or significantly improved a wildland fire prevention program such as involvement with Firewise Communities/USA. Go to www.firewise.org/usa for details.

B10. Citizen Training Program (6 points)

A program to train and schedule citizen volunteers to provide basic maintenance suited to volunteers was initiated or significantly improved.

Category C: Planning and Management

C1. Tree-Maintenance Budget (9 points)

A budget line in the city budget specifically for tree maintenance (as opposed to planting or removals) was initiated or significantly increased. (Please indicate budget allocation for the current and previous year with documentation.)

C2. Municipal Funding (8 points)

Expanded or innovative municipal funding was developed to be used specifically to increase the planting and care of community trees. Examples include special tax districts, curb tax, bond issues, license fees, gas tax, utility surcharge, etc.

C3. Sidewalk/Curb Policy (5 points)

Policies were adopted or significantly improved which call for placement, construction, replacement and repair of sidewalks and curbs in a manner that will minimize tree damage. (Please enclose a copy of the policies as documentation.)

C4. Tree Inventory and Analysis (7 points)

A basic inventory of street and/or park trees was conducted for the first time or updated, and an analysis was performed indicating what conclusions are to be drawn from the inventory: species mix, planting and care needs, etc. (Please enclose copy of the inventory, or a sample from one neighborhood, and the analysis as documentation.)

C5. Computerized Tree-Management System (9 points)

The tree management system was first computerized and is site specific, i.e. individual trees identified with specific locations, and includes a work-reporting method with the work data on individual trees updated on a regular basis, preferably at least weekly.

C6. Management Plan (7 points)

A long-range, community-wide tree planting and management master plan using inventory data and covering at least the next 3–5 year period was first adopted or significantly improved. (Please enclose copy of plan as documentation.)

C7. Licensing (5 points)

A licensing program was initiated or significantly improved for all tree-care companies or individuals operating in the community. (Please enclose explanatory literature as documentation.)

C8. Improved Ordinance (6 points)

A new or revised and significantly improved ordinance related to trees was adopted. The ordinance(s) must lead to the improved management and/or protection of trees and tree habitat and might include such measures as protecting historic or specimen trees, protecting trees and tree habitat during construction, conserving woodlands, ending tree topping, requiring new developments to preserve green spaces or plant trees, requiring parking lot landscaping, etc. (Please enclose copy of ordinance as documentation.)

C9. Standards and Specifications (6 points)

A standards and specifications document was adopted, or updated and significantly improved, as a separate document which complements the community's tree ordinance. Provisions might include such things as acceptable street trees to plant, standards for planting in downtown areas and along residential streets, and tree-maintenance guidelines. The standards would be updated and kept current by the city forester, tree board, or equivalent authority. (Please enclose copy with documentation.)

C10. Wildlife Habitat (3 points)

Wildlife habitat was developed or protected, including such practices as setting aside "no mowing" zones, planting trees and shrubs for wildlife purposes, protecting riparian zones, adding water impoundments for wildlife, providing nest boxes, etc.

Forested open space was acquired or a park developed with major tree planting. To use this criterion, it is necessary to demonstrate that the forestry staff or tree board was instrumental in the project. The land in question must be available for public use. Land covered by a scenic or other easement may also be included here.

C12. Emergency Plan (4 points)

A tree-care emergency plan was developed or significantly improved. The plan could outline who will provide what services after a severe storm, mutual aid available between communities or jurisdictions, and how to work effectively with the news media.

C13. Professional Tree Manager (10 points)

A full-time city forester or equivalent was hired for the first time. (Please indicate name, title, education/degree and starting date.)

C14. Accreditation for Forestry Department (10 points)

Seek and receive accreditation for the municipal forestry department such as that provided by the Society of Municipal Arborists.

Category D: Tree Planting and Maintenance**D1. Special Tree Planting Project (4 points)**

A tree-planting project for a special purpose such as energy conservation, or requiring special circumstances such as pit construction or vandalism protection was successfully implemented. Such a project would require a special appropriation, or special cooperation with the neighborhood or business district.

D2. Public Utility Tree Care (5 points)

The maintenance of publicly owned utility lines was significantly improved to reduce adverse impacts on trees. An example would be training in the use of state-of-the-art techniques that avoid topping trees, or qualifying as a Tree Line USA Utility.

D3. Recycling (6 points)

A biomass recycling program was successfully implemented or significantly improved. This may include street tree leaves, lawn wastes, tree removals, Christmas trees, etc.

D4. Street Tree Planting (7 points)

The city formally established or significantly improved its street-tree-planting program.

D5. Street Tree Pruning (8 points)

A formal pruning system was established or improved for the city's street trees. This criterion requires significant improvement through the initiation of regularly scheduled visits to all street trees depending on the requirements of the species, or the reduction of time between visits if needed.

D6. Hazard Tree Program (5 points)

A hazard tree assessment and action program was established or significantly improved, including employee training and a systematic method that includes periodic tree inspections and prompt follow-up when needed.

D7. Special Program to Eliminate Destructive Practices (6 points)

A program such as an educational or ordinance enforcement campaign to eliminate tree topping community-wide, or a training program that eliminates tree damage caused by employees misusing herbicides, weed cutters, and lawnmowers was successfully implemented.

D8. Integrated Pest Management (5 points)

Systems and methods for insect and disease control that are environmentally sensitive were put into place or significantly improved.

D9. Plans for Donations (3 points)

Plans were developed or significantly improved for projects such as vest-pocket parks, arboretum improvements, memorial tree groves, woodland acquisitions, etc. to be available in case of unexpected cash donations or similar opportunities.

D10. Contract Growing (5 points)

A contract with a nursery was initiated or significantly improved to provide specific varieties or species of street and park trees for future years (to enable planning and to assure having the right trees for the right sites).

D11. Tree Preservation (6 points)

A special project or program was initiated to preserve or relocate trees on development or construction sites.



STAFF REPORT TO THE COMMISSIONERS

Date: January 8, 2019

Agenda Item No: REGULAR ITEMS - E.

I. Subject:

Elect Chair and Vice Chair for 2019

II. Originated by:

III. Summary:

Nominate and elect board Chair and Vice Chair for 2019

IV. Recommendation:

Approve

V. Attachments: