

Minutes of the Meeting of the Avon Tree Commission
Held in the Council Chambers of the Municipal Building
On Wednesday, November 13, 2024

The Chairman Rick Varga, called the meeting to order at 7:30 P.M.

PRESENT:

Commission Members: Mary Berges; Alex Boccabella; Megan Engelmann; Mary Johnson; Matt Smith; John Traxler; Liesa Wetzig; Chair Richard Varga (non-voting Member)

Absent: Olivia Pajak (student/non-voting member)

Others in Attendance: Rachel Markovitz, Assistant Clerk of Council

MINUTES OF THE REGULAR MEETING OF THE AVON TREE COMMISSION HELD WEDNESDAY, OCTOBER 9, 2024

A motion was made by Mr. Smith and seconded by Ms. Berges to dispense with the reading of the minutes of the Regular Meeting of the Avon Tree Commission held Wednesday, October 9, 2024, and to approve said minutes as published, and the vote was: Ms. Berges, "yes"; Mr. Boccabella, "yes"; Ms. Engelmann, "yes"; Ms. Johnson, "yes"; Mr. Smith, "yes"; Mr. Traxler, "yes"; Ms. Wetzig, "yes".

The vote was 7 for and 0 against and the Chair declared the motion passed.

UPDATE ON THE GROWTH AWARDS FOR TREE CITY USA APPLICATION

Ms. Johnson

Ms. Johnson stated she met with Mr. Varga and Mr. Smith on November 7, 2024, to review all the categories of the Growth Awards and to brainstorm ideas of how the Tree Commission has met those standards during 2024 or if perhaps they could meet them in the future. She advised she started drafting the responses to those items and spent some time on the grant application/award application website. She noted it looks as though they can do 4,000 characters of narrative, but have to attach supporting documentation for each growth category that is applied for. Ms. Johnson stated she is working on that process at the moment. She added she will email everyone a copy of the draft she has been working on and asked if everyone could take a look at those categories, narratives, and the suggestion of what they might want to upload that may mean the most to them. Additionally filling in any blanks or correcting anything where needed. She believes they are in pretty good shape and her intention is to submit all of this before Thanksgiving as it is due by December 2, 2024, so that is the goal.

Mr. Boccabella inquired of Mr. Varga if they were able to confirm if they are only able to apply for a Growth Award or multiple Growth Awards? Mr. Varga responded every category (of A, B, C, D, E), from what they understand, they can apply for each category for a total of 10 points. Mr. Boccabella clarified it would be one award per each category and Mr. Varga confirmed that is correct.

Ms. Johnson feels that is great, yet she does not think they have anything in the "B" category, but they have items in each of the other categories. She requested everyone review it and she will try to submit it by tomorrow. She added she really appreciates the input from Mr. Varga and Mr. Smith on several of the

categories that she was not aware of. Ms. Johnson stated she has learned a lot and she thinks they have a great deal of education to share and have put together some good applications.

Mr. Varga stated the Tree Inventory is a category they will be working on in the future. Mr. Boccabella asked if that was from the B category and Mr. Varga confirmed.

DISCUSSION OF HOSTING THE TREE CITY EVENT IN 2025

Mr. Varga

Mr. Varga stated he spoke with Mr. Leiden today who indicated that he wants to meet sometime in December. Mr. Varga advised he will ask him for a few dates to see when they can get together and start working their next major project as he wants to keep it moving to avoid any last-minute rush. Mr. Varga added as long as Mr. Leiden is agreeable to meet with them in December it would work well.

DISCUSSION ON THE TREE ACADEMY

Ms. Berges

Ms. Berges stated today was the last day of their Tree Academy and they graduated [*applause given*]. She stated it was very nice as Mayor Jensen attended the ceremony and there were eight cities that attended and each city did a presentation. She stated it was very interesting to see what other cities have done and to get some information from and then share what they had completed so it was very good. Mr. Varga confirmed they will display their PowerPoint that was presented at the graduation and noted there were eight other surrounding cities present including Avon. He added the largest contingency was the City of Cleveland who had quite a few people partake in the event. Mr. Boccabella asked where the event was held. Mr. Varga advised it was held at the Gemini Center in Fairview Park. Mr. Varga added there were quite a few Council representatives there, notably the Mayor of Fairview Park, Mayor Jensen as well as representatives from the City of Cleveland.

Ms. Berges advised for next year's Tree Academy, the dates and location have been set. She stated what is important is if you are not on Mr. Leiden's email list to let her know because they should be and that is how they would get information on the Tree Academy as well as other things that are happening in our region. The locations for the next Tree Academy are Sandusky on January 8th and 9th; Kent on January 14th and 15th; and Geneva on January 21st and 22nd. Ms. Berges advised it is 25 students per location, while it may not be as convenient as Fairview Park, they are trying to reach another area of Ohio. Mr. Boccabella inquired if that would be for the Freshman class and Ms. Berges confirmed that to be correct. She believes they want to know by the first week in December and if any of them plan on attending to please let her know and she will let Ms. Seighman, the Mayor's Assistant, know as she would have to register and send the check in. Mr. Varga stated they are fortunate that the City will cover this cost. Ms. Berges stated it is from 9:00 a.m. to 3:00 p.m. and two days for the Freshman class. Mr. Boccabella stated he is going to look at those dates since he is considering participating. Ms. Johnson inquired on attending the locations being only in Sandusky, Kent, and Geneva and Ms. Berges added whichever one is most convenient. Mr. Boccabella stated he may attend the Kent date but will doublecheck his schedule.

Mr. Varga stated he attended the location at Euclid for his Freshman and Sophomore classes and then it was held at Fairview Park for the last segment. He added a two-year degree is received after the sophomore class but a four-year degree is available. Mr. Boccabella stated he is assuming all the dates are set for the entire year. Ms. Berges advised not necessarily as she is unsure based on the prior instance. She added they were delayed quite a bit. She thinks it is normally finished in a year and it had taken well over a year for them to finish. Ms. Wetzig asked if the Tree Academy class is two days and Ms. Berges confirmed and added each class is two days. Ms. Wetzig clarified sophomore and junior and Ms. Berges confirmed that to be correct. Ms. Berges stated for the senior class they split it one day two weeks ago and then today. Mr. Varga added today

was mostly a short version which consisted of two 2 class hours, a luncheon and an award. Ms. Englemann inquired what they learned? Mr. Varga advised they covered everything from tree anatomy and the vascular systems to how to plant, and prune trees, where to plant trees, and how to address your local City's Council regarding tree issues as well as budgets. Ms. Berges further added topics of public relations and marketing, such as who are your audiences, how do you market to the various audiences so it is not just council, but also residents and groups. Ms. Englemann asked if there are tests associated. Ms. Berges stated yes and advised there is a pre-test and a post-test, but they are seeking what your base knowledge is and if you learned something new over the two days and if you did better the second time around.

Mr. Varga stated like all good educators they want to know where their benchmark is and they will give you a quiz to start just to see where you are. Mr. Varga stated he and Ms. Berges with the help of Ms. Brooks, Clerk of Council; and Ms. Markovitz, Assistant Clerk of Council, put together a PowerPoint presentation in which they presented today to all the other cities to represent what the Avon Tree Commission is doing within the City of Avon. He added a lot of the other cities are well-established, so they were presenting PowerPoints based on what they have been doing as far as planting trees. For example, Bay Village did a complete tree inventory. He added Bay Village knows where their trees are located, what type of trees, tree lawns, what their canopy is as well as how much canopy they lost over the years. He added this is similar to the City of Cleveland, who said they have over 3,500 empty lots where they want to plant trees and thus far have planted 4,863 trees over the past ten years. He noted there is a lot of difference between communities. Mr. Varga noted Avon is brand new compared to other cities who have been part of a Tree Commission for the past 20-30 years. Mr. Varga stated he and Ms. Berges emphasized that they are brand new as a Tree Commission in their presentation. He added they presented their PowerPoint from the perspective of what they have done as a Tree Commission. *[begin of PowerPoint presentation]*

Ms. Berges stated the first slide is simply a welcome slide that explains when they were first established. She added they included their mission statement and the fact that they recommended updates to the tree Ordinances and how prior to the Tree Commission there was not a tree Ordinance so this Commission established the tree ordinance which was then approved by City Council. She added they have recommended new tree planting standards and stated that prior to the Tree Commission, the tree planting standard was essentially you plant the tree, you stake it, you water it and then mulch it. She added it did not tell you how to mulch it, how to stake it etc. Ms. Berges advised they have certainly expanded that. She further added the risk assessment is done on an as needed basis.

Mr. Varga stated in the following slides they talked about work and observed that they are the only city that has an official tree. He advised Avon's tree is a Redbud Hearts of Gold and explained those are our colors purple and gold and enhances what the City is all about. Ms. Berges commented the audience loved the logo. Mr. Varga spoke of the Monarch butterfly waystation, the folklore garden as well as their tree ring project which referenced historical events only within the City of Avon versus world events and expressed gratitude to those who contributed.

Mr. Varga referred to their achievements such as the Beech Tree which won the 2022 Big Tree Contest for Lorain County as well as the Crusher Stadium tree planting partnership with AT&T. He added AT&T approached the City to add trees and wished to donate trees which was based on the number of baseball bats they broke as to how many trees were planted. He added they broke 31 bats so they planted 31 trees.

Ms. Berges advised they also talked about community outreach and how they felt it was very important to work with various groups and organizations throughout Avon. She illustrated how in Avon there is a lot of community spirit and they support and encourage one another, One example being the Girl Scouts attending a Tree Commission meeting. She added the Girl Scouts had opportunities to ask the Tree Commission

questions and received patches afterward. Ms. Berges added they talked about Arbor Day and the assistance provided by the Garden Club, Lion's Club, Leo's Club, the Schools and the Library. Additionally, the Avon Historical Society participated by providing dates for the tree ring.

Mr. Varga stated they also talked about the Bradford Pear tree as well as what they have accomplished as far as the Tree Commission newsletter, web content and how they provide updates to City Council. He added they also discussed the Memorial Tree Program which is not only Memorial Trees but also Celebration Trees and Dedication Trees. He explained the process the Tree Commission went through to curate selections of trees courtesy of Mr. Traxler to help provide everyone with a better selection. Ms. Berges stated they talked about their first Arbor Day Celebration in November 2022. She added she they did not want to take a chance on the weather so they moved the event up to October and they had their third annual Arbor Day was held on October 5, 2024. Mr. Varga stated they did not elaborate too much on the Arbor Day event and just pointed out the different people that attended Arbor Day. He added they also had more pictures, and they had quickly explained their tree giveaway where they have sizable trees to giveaway once a class on its care was completed and those present were receptive to that idea.

Mr. Varga noted they talked about the newly appointed student member of the Tree Commission. Ms. Berges commented during the summertime, they decided it would be good for the Commission to have a student member and Council approved it. She added they summarized that they had excellent applicants, and they chose Olivia Pajak who had a composting project in addition to her goal of studying environmental sciences when she attends college. Ms. Pajak's planned major is a good fit and she was sworn in at a Council meeting by the Law Director. Mr. Varga added they essentially ended the presentation with what they are doing in the upcoming years and what they are working on. He added one of the things in the future is keeping up with the Tree City USA awards and continuing to work with the Mayor on tree initiatives.

Mr. Varga advised they discovered that the Barlett Tree Company does a very comprehensive tree inventory, and it was not very expensive, so they are discussing this idea with Mayor Jensen. He added for example, Barlett Tree Company will number a tree and notate the species, size and condition. For example, Quercus Alba White Oak, 30 feet tall 40 feet spread, and it is in good condition. Mr. Varga stated to have that in the City would be beneficial because they have a lot of Bradford Pears in Avon that they know will be coming down at some point. He advised to have an inventory of where the Bradford Pears are located and what they can potentially do would be advantageous for not only the Tree Commission and the City, but everyone in the future. Ms. Berges stated they also acknowledged and thanked the Tree Commission including Ms. Brooks in their presentation.

Ms. Johnson inquired if there is a copy of the PowerPoint presentation. Ms. Berges advised Ms. Brooks has it and noted the Mayor suggested it be put on the Tree Commission webpage. She added they also have it available on a flash drive so if they wish to go anywhere to make a presentation they could do that. Mr. Varga added it is a good resource in case anyone or any group asks for additional information regarding the Tree Commission. He added they received positive feedback from those in attendance and observed it was one of the more colorful presentations. Mr. Varga noted their presentation was detailed and other cities provided details such as how many trees they planted, and what they are doing as far as sustainability, how trees matter etc, and recommended that route in promoting the Tree Commission.

DISCUSSION OF TREE ORDINANCES

Mr. Varga

Mr. Varga stated they are continuing to work on the Tree Ordinances with the Law Director. Presently, the tree ordinances are under review by Mr. Gasior and once they are ready, they will discuss it at a Tree Commission meeting then it would proceed to be presented to City Council. Mr. Boccabella inquired when

they may expect to receive the Ordinances from the Law Director. Mr. Varga advised it was mentioned to the Mayor recently and he indicated he would like to get the process moving.

MEMBER COMMENTS

Ms. Englemann stated she started gathering quotes for patches for the Tree Commission in case they wanted to hand out patches at future events to the Girl Scouts. She added thus far she has only heard back from one company but by next Monday she will hopefully have a few more options and possibly a visual phototype.

Ms. Johnson stated she has also been working on the “thank you” letters to the Arbor Day donors, vendors, and raffle participants. She advised she has a spreadsheet of the names and contact details; however, there are some blank spots that need to be filled in if anyone could assist her with that. Ms. Johnson advised she has a basic draft of the letter for each of the individual donors if anyone wishes to review it and fill in any possible missing information. She added once that is complete, she would look into how to get those printed and sent out as she is unsure how that works. Ms. Markovitz advised she can look into that further.

Mr. Smith suggested the Tree Commission sponsor a scholarship for a graduating senior who is entering the field of environmental science and forestry. He believes it is worth considering and could be very beneficial. Mr. Smith indicated he would present this idea to the Mayor. He added every time they read about graduating seniors the scholarships are listed that were awarded. He believes this would be something really good for the Tree Commission to do. Ms. Berges stated she believes they would have to check with the Law Director as well as the Mayor since the Tree Commission is a City entity, and not like the Garden Club who can do fundraising and award a scholarship. She believes they would need to look into something like that further to figure out how and if they could do something like that.

Ms. Wetzig inquired if there are any specific procedures for billing receipts and purchase orders. Ms. Berges advised Mr. Presley, Finance Director, requested future expenses whether for Tree City USA or Arbor Day, that he would prefer that any request for purchase orders go through her or Mr. Varga. She indicated Mr. Presley’s concern was that the Finance Department might have numerous people approaching them, so he is trying to filter that down. Ms. Berges stated the meeting that was scheduled with Mr. Presley never took place as there was an issue that arose; however, they did have a chance to talk with one of the members of the Finance Department about how they would set up registration payments for the Tree City USA event. She added there are specific individuals in the Finance Department that should also be at the meeting, and it will probably take place sometime in January or February. Ms. Wetzig advised she may be available, and Ms. Berges said they can further work on scheduling.

Mr. Varga stated they will start to get the finance process organized as he had already talked to the Parks Department to provide a head’s up that they may be involved. He added the thought is for the Tree City USA awards registration process to go through the Parks Department since they have the capability of accepting credit card payments online. Mr. Varga noted the Parks Department was not aware of the Tree City USA event and he advised them that this is an upcoming event, and they may need to collaborate with them as far as receiving payments are concerned. Mr. Varga added the Parks Department indicated that should not be a problem. Mr. Varga advised the City is aware of the event and will get everything in line as they meet with Mr. Leiden in December to go over the plans to see where they are in the process.

AUDIENCE COMMENTS

There were no audience comments.

ADJOURN: 8:00 p.m.

A motion was made by Mr. Smith and seconded by Ms. Wetzig to adjourn the Regular Meeting of the Avon Tree Commission, and the vote was: Mr. Boccabella, "yes"; Ms. Englemann, "yes", Ms. Johnson, "yes". Mr. Smith, "yes"; Mr. Traxler, "yes"; Ms. Wetzig, "yes", Ms. Berges, "yes".

The vote was 7 for and 0 against and the Chair declared the motion passed.

The Chairman announced that the next meeting of the Avon Tree Commission is Wednesday,
December 11, 2024, at 7:30 p.m.

Respectfully submitted by Rachel Markovitz, Assistant Clerk of Council

Tree City USA

Growth Award Activities

Category A: *Building the Team*

Budgets

A1 Budget Increase (4 points) *eligible each year*

At the start of the upcoming fiscal year, the municipal forestry budget has been approved for an increase over the trailing three-year average, as reported on Tree City USA applications.

A2 Donation Account Created (4 points) *one time only*

A new special account is established during the year to accept public donations for tree planting and care, arboretum improvements, memorial tree groves, or other community forestry activities, to augment General Fund expenditures.

A3 Grant Applications (3 points) *eligible each year*

Two or more applications for grant funding were submitted (not necessarily awarded) during the year to accomplish specific community forestry projects or programs.

A4 New Funding Source (5 points) *one time, per source*

A new, permanent source of municipal or private funding is enacted or awarded during the year (such as tree mitigation funds generated by commercial development), resulting in a 5% or greater increase for the current municipal forestry program budget.

A5 Emergency Appropriation (2 points) *eligible each year*

A supplemental budget process was used during the year to prioritize forestry activities during insect/disease outbreaks, storms, drought, wildfire, or other city emergencies.

Staff

A6 City Forester (10 points) *one time only*

For the first time and during the year, the city hires a professional urban forester with the education (degree in forestry, urban forestry, or closely related field) and expertise (such as ISA credentials, or state certification) to provide leadership for the community forestry program.

A7 Supervising Arborist (10 points) *one time only*

For the first time and during the year, the city employs a staff position for an ISA or state-certified arborist or adds this credential to an existing job description. The position is responsible for overseeing safety and performance standards for all tree workers in the department.

A8 Allied Professionals (5 points) *one time only, per position*

One or more individuals with urban forestry or allied professional credentials (e.g. Landscape Architect, Urban Planning, Horticulture) is added to the community forestry team during the year (could be municipal staff or consultant).

A9 Additional Credentials (5 points) *one time per individual, per credential*

Additional Certified Arborists or Certified Tree Workers are credentialed or added to the community forestry team during the year. Includes additional state board, TCIA, or ISA credentials (Municipal Specialist, Utility Specialist, Board Certified Master Arborist, Certified Treecare Safety Professional, Tree Risk Assessment Qualification, etc.) for existing staff members.

A10 Green Jobs (4 points) *eligible each year*

One or more individuals without formal experience in urban forestry—particularly youth, women, minorities, or other underserved segments of society—are provided internships, apprenticeships, job corps or other training and work opportunities within the urban forestry program. Include programs run by the community non-profit partner. Work status includes temporary, part-time, and full-time positions.

Training

A11 Tree Worker Safety Program (4 points)

eligible each year

A safety program for city tree workers is conducted during the year, with documented meetings, topics, and training agendas. Program must conform to ANSI Z133 Safety Standard (such as the Tree Care Industry Association's Tailgate Safety Program).

A12 Continuing Education (3 points)

eligible each year

During the year, the city supports, sponsors, or sends tree workers, professional staff, tree board members, or non-profit partner employees to state-, ISA-, or TCIA-sanctioned educational opportunities, with at least 10 hours of continuing education credits documented.

A13 Arborist Exchange (3 points)

eligible each year

During the year, a member of the city forestry team or the community non-profit group participates in an exchange program sponsored by either the Society of Municipal Arborists or the Alliance for Community Trees. Both 'sending' and 'receiving' communities are eligible for this activity.

A14 Department Accreditation (10 points)

one time only

During the year and for the first time, the forestry department receives official accreditation from the Society of Municipal Arborists.

A15 Leadership Training (5 points)

one time per course, per individual

During the year, a community forestry team member (city or non-profit partner) graduates from Society of Municipal Arborist's Municipal Forestry Institute program or the ISA Leadership Academy.

Category B: Measuring Trees & Forests

Tree Canopy

B1 Urban Tree Canopy Assessment (10 points)

eligible every 5 years

During the year, the city conducted a high-resolution (1-meter resolution, or better) assessment of tree canopy across the entire community (public & private lands) using professional imaging software, LIDAR, multi-spectral and/or other specialized imagery. Includes updates to an earlier assessment to calculate canopy change

B2 Canopy Sampling Estimate (5 points)

eligible every 5 years

During the year, the city conducted a 'snapshot' assessment of city-wide tree canopy using sampling technique or online tools (*i-Tree Canopy*: minimum 1,000 sample points). The summary report delivers the area of 'tree canopy' and 'plantable space,' used to calculate 'potential canopy.'

B3 Land Cover Analysis (5 points)

eligible every 5 years

During the year, the city performed an analysis of tree canopy, land use and/or Census data to prioritize tree planting and canopy retention programs. Analysis consistent with *i-Tree Landscape* assessments using NLCD datasets (30-meter resolution).

Tree Inventory

B4 Management Inventory (10 points)

eligible every 5 years

During the year, the city completed a detailed, spatial (i.e. GPS locations) inventory of street trees (or managed park trees, or both), including planting spaces, for updating the inventory for planting, maintenance and removals.

B5 Management Inventory System (7 points)

one time only, per system

During the year, the city (or partner group) purchased and installed a computerized system for tracking the municipal tree inventory and management activities for public trees. It must incorporate planting spaces, location data (i.e. GIS), and allow for maintenance updates following treatments.

B6 Tree Inventory Portion (3 points)

eligible each year

During the year, a portion of the public tree-by-tree inventory was completed or updated and entered in the management system.

B7 Street Tree Survey (6 points)

eligible every 5 years

During the year, the city completed a sample-based survey of street trees to guide planning efforts for public right-of-way property. Collected data must include DBH and species for each tree (conforming to *i-Tree* protocols) and include potential planting sites.

Urban Forests

B8 Natural Areas Sampling (5 points)

eligible every 5 years

During the year, all the natural areas within the city (or a significant portion) were sampled (min. one sample plot/acre), including evaluations of ecological value or condition.

B9 Ecosystem Services Assessment (10 points)

eligible every 10 years

During the year, the city (or partner groups) completed a sample-based survey of trees on private and public property that conforms to *i-Tree Eco* protocols. Projects include 'intensified' Urban Forest Inventory & Analysis (UFIA) sampling by state forestry personnel and must include a report on the structure, function and value of the urban forest.

B10 Periodic Update (5 points)

only eligible after B9

During the year, staff, volunteers, or state agency personnel updated plot-based data for an ecosystem services assessment on a portion of sample plots and issued a report for the community.

B11 Forest Health Threat Assessment (5 points)

eligible every 5 years

During the year, staff, volunteers, and/or state agency personnel conduct a tree health threat assessment in preparation for an insect or disease outbreak for a significant segment of the urban forest (managed trees or natural areas) and issue a report to the community.

Category C: Planning the Work

Policies

C1 Ordinance Clauses (5 points)

eligible each year, for new clauses

During the year, one or more of the following clauses were added to the public tree care ordinance:

- a) care of street trees by adjacent owners
- b) duties of tree board
- c) nuisance trees on private property
- d) protection of public trees
- e) arborist licensing or registration
- f) interference with city officers/tree board
- g) utility practices and notification
- h) permits required to plant/remove trees
- i) prohibition against tree topping
- j) establishing tree care standards

C2 Species List (3 points)

eligible each year

During the year, the city established as policy a list of tree species that are eligible (recommended) or ineligible (prohibited) for planting on public property. List should be published as a stand-alone document, appended to the tree management plan, or included in the standards & care manual (E11).

C3 Risk Management Policy (8 points)

one time only

During the year and for the first time, the city adopted a written tree risk management policy for inspecting and mitigating reported tree problems, including a timetable for mitigating potential hazards.

C4 Private Tree Protection Ordinance (9 points)

one time only

During the year and for the first time, the city adopted a new ordinance section within city development code that details requirements for tree protection, mitigation, and non-compliance penalties for trees on private property during the land development process. Includes standards for tree protection, trenching/boring in critical root zones (CRZs), pre-construction mulching, root or limb pruning, and watering.

C5 Canopy Cover Goal (8 points)

one time only

During the year and for the first time, the city adopted a city-wide canopy goal as official policy. Goal is based on an analysis of current and potential canopy and should be scaled to the neighborhood, land use, or district level, to direct tree planting or retention programs toward areas with the lowest tree cover.

C6 Policy or Plan Update (5 points)

eligible every 5 years, per title

Any of the city's policies or plans for community trees were updated during the year to reflect goals and objectives for the upcoming five-to-ten-year period.

Plans

C7 Annual Work Plan (3 points)

eligible each year

City staff and/or tree board assigned appropriate targets and budget for tree planting, maintenance, and removals on public property for the upcoming fiscal year. Targets can be reported from current Management Plan (C9) if one exists.

C8 Single-Issue Plans (5 points)

one time only, per title

During the year, the city adopted a written plan to address tree care issues such as:

- a) tree planting
- b) emergency/storm response
- c) insect/disease response
- d) natural areas management
- e) wildfire preparedness
- f) tree risk management
- g) species adaptability to climate change

C9 Management Plan (10 points)

one time only

During the year and for the first time, the city completed a detailed, multi-year (5-10 years) scope of work, with budget targets, for the planting, care and removal of trees on public property (parks, streets, public buildings, etc.), based on data from an existing public tree inventory (meets requirements of B4).

C10 Section Plan (5 points)

one time only, per section

During the year, a management plan (see C9) was established for a significant subset of public trees: a neighborhood (such as downtown), a major park, all streets, etc.

C11 Urban Forest Master Plan (10 points)

one time only

During the year and for the first time, a general assessment and policy summary for the community's entire urban forest was adopted, with guidance from external partners and from city departments that impact urban trees. The Master Plan provides consistency between policies and plans of different city departments, and partner groups.

C12 Green Infrastructure Plan (10 points)

one time only

A community, county, or regional plan for connected openspace corridors and existing natural areas was completed during the year. Plan must include description of ecological features and functions, along with some level of parcel prioritization and a discussion of funding mechanisms for protection.

Category D: Performing the Work

Planting Trees

D1 Tree Planting Program (8 points)

one time only, per program

During the year, a new program (with funding source) was established for installing trees on public or private property (such as 'Utility Friendly Trees,' 'Trees For Anytown,' 'NeighborWoods,' etc.). Program should integrate with the city tree planting plan (C8), but may be organized, funded, and managed by a community non-profit or utility partner.

D2 Tree Planting Projects (2 points)

eligible each year

During the year, the city, local utility, or non-profit partner continued to install new trees as part of an existing program (see D1) to plant trees on public or private property.

D3 Survival Monitoring (4 points)

eligible each year

During the year, sponsors of community tree planting programs (see D1) conducted field inspections and reported survival data on trees planted over the past year or years.

D4 Community Tree Nursery (5 points)

one time only, per facility

During the year and for the first time, the city or partner organization established a tree nursery to supply appropriate trees for local tree planting programs (see D1). Facility is not required to be within city limits to qualify.

D5 Planting Site Evaluation (3 points)

eligible each year

During the year, sponsors of community tree planting programs evaluated all proposed planting sites and either:

- 1) matched tree species to planting sites based on those parameters (such as the Urban Site Index protocol), or;
- 2) mitigated space or soil conditions (removed concrete, added organic matter, etc.).

D6 Planting-to-Removals Ratio (3 points)

eligible each year

During the year, the number of trees planted on public property by the city or partner organizations was greater than the number of public trees removed, for all reasons, as reported on the Tree City USA application.

Maintaining Trees

D7 Tree Reporting Process (5 points)

one time only

During the year, the city established a new system or process for citizens and city staff to report tree safety issues (or other complaints) to the forestry department or manager (e.g. 3-1-1 system, online form, etc.). System (or staff) records the time between report and mitigation action.

D8 Young Tree Training (4 points)

eligible each year (not with D9)

A program of care for newly planted (<5 years old) trees was performed during the year. As needed, each tree was: pruned to improve structure and eliminate root defects; mulched; watered; and/or treated for pests/disease.

D9 Systematic Maintenance (5 points)

eligible each year (not with D8)

During the year, city forestry staff performed systematic preventive and restorative maintenance (as necessary) on 10% or more of public trees. Work includes insect and disease control that follows Integrated Pest Management (IPM) principles but does not include tree risk evaluations or mitigation (see D11, D12).

D10 Utility Tree Care (1 point)

eligible each year

The utility responsible for maintaining trees within utility ROWs was a Tree Line USA company for the year, or the utility contractor performing work in the community qualifies as a TCIA Accredited Utility Contractor.

Tree Risk Management

D11 Annual Risk Survey (4 points)

eligible each year

During the year, city staff performed a 'limited visual' survey of public trees in (at least) high priority zones, as mapped in Tree Risk Management plan (see C8-f), in order to identify potential hazards (follows ANSI A300 Part 9 & ISA BMP for Tree Risk Assessment).

D12 Tree Risk Mitigation (5 points)

eligible each year

During the year, city staff prioritized and performed or directed mitigation work for 100% of tree problems identified by staff (see D11) or reported by the public (see D7).

D13 Mock Exercise (4 points) eligible each year

During the year, city staff performed a mock emergency drill for all departments to simulate response to natural or manmade disasters. Scenario must include potential impacts by trees on transportation and power systems

D14 Urban Forest Strike Team (5 points)

eligible each year

During the year, city received assistance from—or sent qualified staff to—a state or national Urban Forest Strike Team to assist with public tree evaluations following a natural disaster or forest pest infestation.

Recycling & Reuse

D15 Tree Debris Recycling (4 points)

eligible each year

During the year, 100% of the leaf and woody debris generated by municipal tree care activities (incl. contractors) is delivered to recycling or wood processing facilities and not sent to municipal or regional landfills.

D16 Public Installations (2 points)

eligible each year

Recycled wood products from municipal operations (e.g. logs, mulch or compost) are used in landscape settings during the year. Also include using solid wood for benches, supports or other rudimentary structures, as well as public art installations.

D17 Urban Wood Utilization (4 points)

eligible each year

A portion of the woody material generated from tree care operations during the year is converted to high-quality end products (e.g. furniture, cabinets, flooring, lumber, etc.) or another higher value product (e.g. fuel pellets, pallets, or pulpwood), either through city contract, public auction, or donation.

D18 Processing Facility (5 points)

one time only, per facility

During the year, the city or a business partner began operating a processing plant that utilizes municipal wood residue (such as biofuel, wood pellets, lumber, etc.).

Protecting Trees

D19 Tree Protection (4 points) **eligible each year**

During the year, trees on public property and/or private commercial development sites were inspected and monitored by qualified staff. Required tree protection measures during the construction period conform to ANSI A300 standards and ISA BMPs, as prescribed in city code (see C1 or C4).

D20 Enforcement Proceedings (3 points)

one time only, per project

During the year, violations of the tree protection code were enforced through administrative action (such as stop work orders, citations, withholding of occupancy permit, performance bond, etc.) or criminal penalties.

D21 Tree Rescue (2 points) **eligible each year**

One or more trees from public or private construction sites were relocated during the year to suitable sites on public property, either as part of capital improvement or commercial development project through special agreement.

Natural Areas

D22 Land Stewardship (2 points)

eligible each year

One or more city-owned natural areas were inspected and maintained to facilitate recreation, other public uses, ecological health, watershed value, or carbon sequestration. Public safety measures such as waste removal, hazard tree abatement, and trail maintenance are considered primary actions for the year.

D23 Restoration Work (3 points)

eligible each year

During the year, city staff or non-profit partners and volunteers conducted restoration practices (such as prescribed fire, invasive species removal, native species planting/seeding, etc.) on city-owned natural areas to improve the ecological value of the land, as prescribed in the city's natural areas plan (see C8).

D24 Forest Health Management (4 points)

eligible each year

During the year, city staff or contractors performed forest stand manipulations (such as thinning, timber stand improvement, overstory removal, regeneration harvest, wildlife fencing, etc.) on city-owned natural areas to facilitate natural forest succession processes or to improve forest health, as prescribed in the city's natural areas plan (see C8). Include practices to address forest insect/disease outbreaks that follow Integrated Pest Management principles (trunk injection, pheromone inhibitors, buffer cuts, etc.).

D25 Openspace Acquisition (5 points)

eligible each year

Openspace land (such as forest, woodland, prairie, riparian corridors, etc.) was acquired during the year, either through purchase, donation, or long-term agreement (such as a conservation easement) and will be made available for public use.

Category E: The Community Framework

Collaboration

E1 Citizen Tree Board (10 points) **one time only**

During the year, the city established by ordinance (see C1-b) an active citizen tree board, with clear duties to provide input into the city's tree management program and to contribute to policy, planning, and celebration efforts.

E2 Departmental Communication (3 points)

eligible each year

During the year, the city held one or more meetings among city departments (such as city manager, engineering, planning, forestry, parks, public works, water, streets, transportation, etc.) to coordinate urban forestry policy or project activities, such as planting, moving, or protecting trees, on public or private property.

E3 Non-Profit Tree Group (10 points)

one time only, per organization

During the year, an independent non-profit organization dedicated to trees was chartered in the community and began delivering programs in the community, including tree planting, tree care, and education. Efforts may be focused on public or private property.

E4 Cooperative Partnership (4 points)

eligible each year

During the year, a new cooperative agreement or contract was established between two or more entities*, resulting in any of the following:

- 1) additional tree planting/establishment
- 2) improved tree care practices (cycle pruning, tree monitoring, consulting services, wood residue recycling, etc.)
- 3) shared staff position
- 4) enhanced tree procurement (grow-out contracts).
- 5) Possible entities*:
 - a) city government
 - b) electric service utility
 - c) neighboring municipality
 - d) non-profit tree group
 - e) private nursery, wood processor, arboriculture firm

E5 Alliance for Community Trees Membership (1 pt)

eligible each year

During the year, the city or the community non-profit group delivering urban forestry services in the community was a member of the Alliance for Community Trees (ACT).

Volunteers

E6 New Tree Board Member (2 points)

eligible each year

During the year, the Tree Board added one or more new members, due to expansion, retirement, or term limits.

E7 Service Organizations (2 points)

eligible each year (not with E8)

During the year, community service organizations conducted one or more community forestry projects, such as tree planting, pruning, mulching, or education. Include projects led by organized neighborhood associations and Tree Campus K-12, Tree Campus Higher Education, or Tree Campus Healthcare campuses.

E8 Volunteer Tree Care (4 points)

eligible each year (not with E7)

During the year, a program (i.e. TreeKeepers, Citizen Foresters, etc.) was in place to deliver training and to utilize citizen volunteers for basic tree planting and care activities (such as mulching, pruning, watering). Program is managed by either city staff or non-profit partner organization (see E3), and volunteer opportunities are regular and ongoing.

E9 Volunteer Coordinator (5 points) one time only

During the year, the city or its non-profit partner organization hired a volunteer coordinator (min. 50% of

job duties) to develop and coordinate volunteer resources for tree planting and care projects on city property.

E10 Citizen Science (3 points) eligible each year

During the year, the city or its non-profit partner organized a 'citizen science' project for the community to collect data that supports an urban forestry initiative. Projects include tree inventory, phenology, species monitoring, etc., and include a data report.

Outreach

E11 Public Tree Care Guide (6 points)

one time only

During the year and for the first time, the city published (online or print) a guide for staff and the public on city laws, policies, and best practices for tree planting and care, as a companion to the tree care ordinance. The guide recommends practices that conform to ANSI Standards for arboricultural practices (A300), safety (Z133), and nursery stock (Z60.1), as well as applicable ISA BMPs.

E12 Community Forestry Report (3 points)

eligible each year

During the year, tree board, tree commission, and/or city staff members delivered to council and the public an accomplishment report for community forestry activities during the most recently completed fiscal year. Include "State of the Urban Forest" reports that describe the current status of the community forest resource.

E13 Publications (3 points) eligible each year

During the year, the city or non-profit partner published and distributed new or updated materials for the public about tree planting and care (such as the list of recommended street trees, pruning instructions, etc.).

E14 Publicity Campaign (5 points)

one time only, per campaign

During the year, the city or non-profit partner launched a media campaign to inform citizens about the importance of tree planting, care, or other important tree issues in the community.

E15 Environmental Equity (4 points)

eligible each year

During the year, the city or non-profit partner conducted a series of community outreach efforts (such as surveys, meetings, social media, trainings, etc.) to residents and other community service groups in targeted areas to address environmental equity. Outreach should address tree planting, care, or removal; improved access to natural resources; or social factors in the neighborhood that lead to increasing canopy.

Awareness

E16 Tree Festival (4 points) **eligible each year**

During the year, the city or non-profit partner held a tree-themed, community-wide event or festival (such as Arborfest, Dogwood Festival, Oak Festival, etc.) to build public awareness of trees.

E17 Interpretive Program (2 points)

eligible each year

During the year, the city or a non-profit partner delivered one or more ongoing, interpretive programs for the public focused on trees, woodlands, or forests (such as tours of outstanding trees, an arboretum, nature center, heritage trees (largest, historic), forest bathing, etc.).

E18 Awards Program (2 points)

eligible each year

During the year, community awards or other formal recognition were issued to individuals and supporting organizations for tree planting and care projects.

E19 External Recognition (2 points)

eligible each year

During the year, the community received an award from a regional, state, or national organization (such as an ISA Chapter, state urban forestry council, America In Bloom, Arbor Day Foundation, etc.) for its community forestry program or projects.

E20 Arbor Day Events (2 points)

eligible each year

During the year, the city or non-profit partner conducted additional Arbor Day events—beyond the official city observance—at local primary or secondary schools.

Education

E21 Tree Care Workshops (3 points)

eligible each year

During the year, the city or non-profit partner delivered a series of workshops (two or more) on various aspects of tree care for homeowners, businesses, members of the public, commercial arborists, or the green industry.

E22 Education Facility (5 points)

one time only, per facility

During the year, the city or non-profit partner opened a new education facility to the public (such as a nature center). Educational programming at the facility must include the ecological features of trees, forests, or woodland ecosystems in that location.

E23 Youth Education (2 points) **eligible each year**

During the year, the city or non-profit partner delivered formal youth education programming about trees and forests (such as 4-H, Project Learning Tree, Tree Campus K-12, etc.) to help create the next generation of environmental stewards.

E24 Outdoor Classroom (2 points)

eligible each year

During the year, the city or non-profit partner supported the installation of one or more new outdoor classrooms at a school, library, park, daycare, or other facility dedicated to the care and education of children.