



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: January 19, 2017

Staff Contact: Jennifer Budge, CPRP, Parks and Recreation Director

Agenda Title: For Possible Action: To accept the Shade Tree Council's recommendation to discontinue as a formal advisory board; direct the Parks and Recreation Director to incorporate the purpose, mission, and vision of the Council into the Parks, Recreation and Open Space Department's functions; authorize the Parks, Recreation and Open Space Department to utilize the Shade Tree Council budget for urban forestry education, management, and community outreach; and further direct the District Attorney's Office to draft amendments to the appropriate Carson City Municipal Codes for future Supervisor's consideration to support these actions. (Jennifer Budge, jbudget@carson.org)

Staff Summary: The Shade Tree Council recommended to discontinue as a formal advisory board and requests that the Parks, Recreation and Open Space Department incorporate the Council's urban forestry duties into the Department's functions.

Agenda Action: Formal Action/Motion

Time Requested: 10 Minutes

Proposed Motion

"I move to accept the Shade Tree Council's recommendation to discontinue as a formal advisory board; direct the Parks and Recreation Director to incorporate the purpose, mission, and vision of the Council into the Parks, Recreation and Open Space Department's functions; authorize the Parks, Recreation and Open Space Department to utilize the Shade Tree Council budget for urban forestry education, management, and community outreach; and further direct the District Attorney's Office to draft amendments to the appropriate Carson City Municipal Codes for future Supervisor's consideration to support these actions."

Board's Strategic Goal

Quality of Life

Previous Action

December 7, 2016: The Shade Tree Council unanimously voted to recommend to the Board of Supervisors the discontinuation of the Shade Tree Council as a formal advisory board and to incorporate the purpose, mission, and vision of the Council into the functions of the Parks, Recreation and Open Space Department. The Council further recommended that the proceeds from the fall tree care seminar be used for staff urban forestry education, maintaining and monitoring the City's urban forest, and community outreach and education.

Background/Issues & Analysis

The Carson City Shade Tree Council was established in an advisory capacity to the Board of Supervisors in 1993 by ordinance. The seven member council has provided valuable advice on "matters concerning the development, maintenance, management, and promotion of a safe, healthy, and attractive urban forest in Carson City." The Council was also created as a requirement for Carson City to be established as a Tree City USA, which has been a great source of pride for its members and the community.

For the past 23 years, the Council has coordinated numerous community education opportunities, assisted with urban forestry grants, conducted annual Arbor Day celebrations, was instrumental in the adoption of tree ordinances in Carson City's Municipal Code, and ensured Carson City's Tree City USA status was maintained.

In recent years The Arbor Day Foundation has modified Tree City USA requirements and no longer requires a separate board for compliance, but allows for a governmental department, such as Parks and Recreation, to serve as a "tree department," overseeing the urban forestry needs in a community. In addition, the Council has encountered difficulty maintaining full membership, despite recruitment efforts, resulting in cancelled meetings, and members staying on the board longer than originally desired.

The Parks, Recreation and Open Space Department appreciates the dedication and service of The Shade Tree Council, and is ready to incorporate their duties into the Department's strategic plan, upon direction by the Board of Supervisors. This new scenario would not only assist parks in further developing talent within the organization (see financial information), but there will be a cost savings associated with managing the Council to ensure compliance with the open meeting law (staff expenses in parks, DA, recording secretary, posting etc.).

Applicable Statute, Code, Policy, Rule or Regulation

CCMC Chapter 2.18 - Shade Tree Council
CCMC Title 13- Parks and Recreation, Chapter 13.02 - Parks
CCMC Chapter 13.04 - Trees

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: Parks Gifts and Donations 101-5017-452: Shade Tree Council (1267)

Is it currently budgeted? Yes No

Explanation of Fiscal Impact:

Should the Board approve the proposed action, the remaining balance of approximately \$4,532.13 will be spent in a manner as recommended by the Shade Tree Council which may include, but is not limited to:

- Arborist Certification/Training for a city staff person through the International Society of Arboriculture
- Purchase of a mobile electronic device (tablet) for documentation and maintenance of the City's Tree inventory
- Community outreach and education (workshops, materials etc.)

Alternatives

Do not accept the Shade Tree Council's recommendation to discontinue and retain the Council.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

MINUTES
Regular Meeting
Carson City Shade Tree Council
Wednesday, December 7, 2016 ● 5:30 PM
Community Center Sierra Room
851 East William Street, Carson City, Nevada

Board Members

Chair – Gianna Shirk **Vice Chair – Jens Peermann**
Member – Gary Borst **Member – Terrill Ozawa**
Member – Roy Trenoweth

Staff

Jennifer Budge, Parks and Recreation Director
Iris Yowell, Deputy District Attorney
Tamar Warren, Deputy Clerk/Recording Secretary

NOTE: A recording of these proceedings, the board’s agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are on file in the Clerk-Recorder’s Office, and are available for review during regular business hours.

An audio recording of this Carson City Shade Tree Council meeting is available on www.carson.org/minutes.

CALL TO ORDER

ROLL CALL AND DETERMINATION OF QUORUM (5:30:35) – Chairperson Shirk called the meeting to order at 5:30 p.m. Roll was called. A quorum was present.

Attendee Name	Status	Arrived
Gianna Shirk	Present	
Jens Peermann	Present	
Gary Borst	Present	
Terrill Ozawa	Present	
Roy Trenoweth	Present	

PUBLIC COMMENTS

(5:30:51) – None.

1. ACTION ON APPROVAL OF MINUTES – October 5, 2016.

(5:33:41) – MOTION: I move to approve the minutes of the October 5, 2016 Carson City Shade Tree Council meeting.

RESULT:	APPROVED (5-0-0)
MOVER:	Ozawa
SECONDER:	Peermann
AYES:	Shirk, Peermann, Borst, Ozawa, Trenoweth
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

2. MODIFICATIONS TO THE AGENDA

(5:33:57) – None.

3. MEETING ITEMS

A. FOR POSSIBLE ACTION: REVIEW AND DISCUSSION REGARDING SHADE TREE COUNCIL'S PURPOSE, MISSION, AND VISION, INCLUDING BUT NOT LIMITED TO MEMBER REQUIREMENTS, ACTIVITIES OF THE COUNCIL, TREE CITY USA REQUIREMENTS AND POSSIBLE RECOMMENDATION TO THE BOARD OF SUPERVISORS THE STATUS OF THE SHADE TREE COUNCIL.

(5:34:13) – Chairperson Shirk introduced the item. Ms. Budge gave background on previous discussions taken place “a couple of meetings ago” and credited the Council for tree and urban forest related ordinances which are incorporated into the record. She also reviewed the Tree City USA designation standards, also incorporated into the record, and cited examples of many communities that have delegated maintaining that designation to a “tree department” with an urban forestry expert, or by the equivalent of the City’s Board of Supervisors, adding that positions on this Council have been difficult to fill. Ms. Budge explained that the Arbor Day Celebrations will continue and can be executed by Staff. Chairperson Shirk noted “we rely heavily on the Parks and Recreation Department” and that many of the functions were already being performed by the Department. Vice Chair Peermann was in favor of relinquishing the Council’s responsibilities to the Parks and Recreation Department, which currently “executes the Council’s decisions anyway”, and having Shade Tree Council members as advisors, noting that “it would make things more efficient”. Member Ozawa noted that interest in volunteering on the Council had declined. Ms. Budge clarified that both the Open Space Advisory Committee (OSAC) and the Parks and Recreation Commission (PRC) had no vacancies, adding that the current PRC Chair was Lee Ann Keever who had previously chaired the Shade Tree Council, thus bringing tree and urban forestry experience to the PRC.

(5:51:52) – Ms. Budge also reviewed the current \$4,532.13 Shade Tree Council budget and inquired whether the funds could be used for seed money to have one or two employees certified as arborists and to purchase a tablet to maintain the tree inventory database. She also suggested utilizing the remainder of the funds for the next Arbor Day Celebration and for community education. Vice Chair Peermann clarified that the funds at hand were generated from the Fall Tree Care Seminar events. Discussion ensued regarding the budget timelines and Ms. Budge explained that the planning should start in January 2017. Further discussion ensued regarding the informal advisory capacity of the members to the urban forestry staff and Vice Chair Peermann suggested defining the Arbor Day Celebration and the community outreach and continuing education, especially the tree care seminars, as priorities. Ms. Budge read the requirements of the Tree City USA designation from the pamphlet which is incorporated into the record.

There were no public comments. Chairperson Shirk entertained a motion and Ms. Yowell provided a suggested motion, noting that the budget recommendation should be voted on separately.

(6:08:10) – MOTION: I move to recommend to Board of Supervisors the discontinuation of the Shade Tree Council as a formal advisory board and to incorporate the purpose, mission, and vision of the Council into the functions of the Parks and Recreation Department and the Open Space Department.

RESULT:	APPROVED (5-0-0)
MOVER:	Ozawa
SECONDER:	Trenoweth
AYES:	Shirk, Peermann, Borst, Ozawa, Trenoweth
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

(6:08:50) – Chairperson Shirk received confirmation that Council members will receive notification on when the item will be heard by the Board of Supervisors.

(6:09:42) – Ms. Yowell noted that the budget transfer may be determined at this time via a motion, or during the Board of Supervisors meeting when this item is heard.

(6:10:56) – MOTION: I move to recommend to Board of Supervisors that the current budget continue to serve the purposes of maintaining [Carson City’s] Tree City USA status, and public outreach and education.

RESULT:	APPROVED (5-0-0)
MOVER:	Peermann
SECONDER:	Ozawa
AYES:	Shirk, Peermann, Borst, Ozawa, Trenoweth
NAYS:	None
ABSTENTIONS:	None
ABSENT:	None

B. DISCUSSION ONLY REGARDING THE 2016 TREE CITY USA APPLICATION.

(6:11:49) – Chairperson Shirk introduced the item. Ms. Budge announced that the 2016 Tree City USA application had been submitted and all the requirements had been met, two months early.

4. STAFF UPDATES – DISCUSSION ONLY

(6:12:08) – Member Ozawa stated that the Carson High School Greenhouse Project was able to contribute over 3,000 pounds of food to their culinary program and the food bank.

There were no public comments.

5. FUTURE AGENDA – ITEMS DISCUSSION ONLY

(6:13:28) – Ms. Budge noted that per the previous action in agenda item 3-A, no future agenda items would be discussed. Vice Chair Peermann suggested agendizing the Arbor Day Celebration. Ms. Yowell suggested having a tree-related standing item on the Parks and Recreation Commission. Ms. Budge clarified that the Arbor Day Celebration engagement with Staff could happen informally, and should be agendized as a Parks and Recreation Commission discussion in a public forum. Vice Chair Peermann advised waiting to see whether the Board of Supervisors would approve the discontinuation of the Council. Ms. Budge suggested agendizing the item for the

January 12, 2017 Board of Supervisors meeting.

6. PUBLIC COMMENTS

(6:18:54) – None.

7. ACTION ON ADJOURNMENT

(6:19:12) – **MOTION: Member Ozawa moved to adjourn.** Chairperson Shirk adjourned the meeting at 6:19 p.m.

The Minutes of the December 7, 2016 Shade Tree Council Meeting are respectfully submitted on this 12th day of December, 2016.

SUSAN MERRIWETHER, Clerk - Recorder

By: 
Tamar Warren, Deputy Clerk