

INTRODUCED: November 13, 2023

AN ORDINANCE No. 2023-331

To amend and reordain City Code § 8-544, concerning the Urban Forestry Commission, for the purpose of revising the composition, appointment process, and scope and timeline for preparation and submission of reports to Council.

\_\_\_\_\_  
Patrons – Ms. Jordan, Ms. Lynch, Ms. Lambert and Vice President Nye

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: DEC 11 2023 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That section 8-544 of the Code of the City of Richmond (2020) is hereby **amended** and reordained as follows:

**Sec. 8-544. Urban Forestry Commission.**

(a) *Established.* There is hereby created and established an Urban Forestry Commission for the purpose of improving the City's urban forestry resources through policy development, advice, education and fundraising.

(b) *Composition; terms of office.* The Commission shall consist of [~~two~~] three non-voting members and nine voting members. The [~~two~~] three non-voting members shall be the

AYES: 8 NOES: 0 ABSTAIN: \_\_\_\_\_

ADOPTED: DEC 11 2023 REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

~~[Director of Public Works and the Director of Community Development]~~ City's Urban Forester, a representative from the Office of Sustainability, and a representative from the Department of Parks, Recreation, and Community Facilities, or their designees. Of the nine voting members, three members shall be appointed by the Mayor and six members shall be appointed by the City Council. If any of the seats on the Commission to be filled by appointment of the Mayor remains unfilled after 60 days have lapsed from the date that a vacancy occurs, the Council may appoint such persons as may be necessary to fill any such vacancy. The members of the Commission shall represent a range of expertise necessary to fulfill the purpose and duties of the Commission. One member shall be a certified arborist, and one member shall be a registered certified landscape architect. Except for the certified arborist, all voting members shall be residents of the City. No voting member shall be an officer or employee of the City, and no member shall hold any contract with the City, or subcontract thereof, to provide goods or services relating to City-owned trees. The members of the Commission shall serve for terms of three years, except for the initial nine voting members, of whom three shall be appointed to one-year terms, three shall be appointed to two-year terms, and three shall be appointed to three-year terms, to facilitate the staggering of member terms. However, upon the expiration of a term of office, the member holding that office may continue to serve until a successor is appointed and qualified. Any vacancy shall be filled for the unexpired term in the same manner as provided in this subsection. All other aspects of the Commission and its membership not addressed in this article shall be governed by Chapter 2, Article V, Division 1.

(c) *Responsibilities and duties.* The Commission shall fulfill the following responsibilities and duties:

(1) Prepare and submit to Council a report within its first six months of meeting that includes a review of the Commission's mission, scope and duties, appointment procedures, and rules of procedure with the goal of modernizing the commission and ensuring continued future success.

~~[(4)]~~ (2) Advise the Director of Public Works regarding rules, regulations and policies promulgated under the City's Municipal Tree Policy and any revisions thereof.

~~[(2)]~~ (3) Recommend to the Council any legislation, plans, policies and programs complementary to the intent and purpose of the City's Municipal Tree Policy.

~~[(3)]~~ (4) Facilitate the development and adoption of a tree maintenance and management plan for City-owned trees.

~~[(4)]~~ (5) Assist with public relations and education programs to increase public understanding of urban forestry issues, including programs developed by the Department of Public Works, the Tree Stewards, the Friends of Urban Forestry and civic associations.

~~[(5)]~~ (6) Work with interested private organizations to raise money for projects involving City-owned trees and programs developed by the Department of Public Works.

~~[(6)]~~ (7) Prepare and submit an annual report to the Council and make presentations on an annual basis and as requested by the Council.

~~[(7)]~~ (8) Ensure the continuation of the Commission's purpose by annually providing a list of qualified candidates for expiring terms, if any, for consideration by the Mayor and the Council by May 30 of each year.

~~[(8)]~~ (9) Develop and assist with the adoption of a more comprehensive Municipal Tree Policy and present progress reports on its efforts in this regard to the Council's Land Use, Housing and Transportation Standing Committee upon the Committee's request.

(d) *Rules of procedure.* The Commission may adopt rules of procedure or bylaws not inconsistent with this division to govern the conduct of its meetings and operations. The Commission may elect a Chairperson and such other officers in accordance with the Commission's rules of procedure or bylaws.

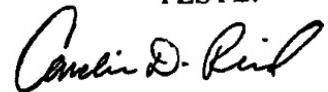
(e) *Committees of the Commission.* Only members of the Commission shall be permitted to serve as members of any Committee of the Commission.

(f) *Meetings.* The Urban Forestry Commission shall hold ~~[regular—monthly]~~ a minimum of four meetings per calendar year, and other meetings as needed.

(g) *Administrative support.* The Department of ~~[Community Development]~~ Public Works shall provide staff support and an employee to serve as Secretary to the Commission.

§ 2. This ordinance shall be in force and effect upon adoption.

A TRUE COPY:  
TESTE:



City Clerk



# Richmond City Council

The Voice of the People

Richmond, Virginia

## Office of the Council Chief of Staff

### Council Ordinance/Resolution Request

**TO** Laura Drewry, Richmond City Attorney

**THROUGH** LaTasha S. Holmes, Council Chief of Staff

**FROM** Tamiya Lunsford, Council Budget Analyst  
Office of the Council Chief of Staff

**COPY** Andreas Addison, 1<sup>st</sup> District Councilmember  
Katherine Jordan, 2<sup>nd</sup> District Councilmember  
Tabrica Rentz, Deputy City Attorney  
Whitney Brown, 1<sup>st</sup> District Liaison

**DATE** November 2, 2023

**PAGE/s** 1 of 6 (including 'Attachment A')

**TITLE:** **Ordinance Request to Amend City Code §8-544 – Urban Forestry Commission**

This is a request for the drafting of an **Ordinance**  **Resolution**

**REQUESTING COUNCILMEMBER/PATRON**

**SUGGESTED STANDING COMMITTEE**

Council Member Katherine Jordan

Government Operations

**ORDINANCE/RESOLUTION SUMMARY**

This O&R is to amend City Code §8-544 – Urban Forestry Commission consisting of changes to the language in the body of the Ordinance, changes to the composition of members and the appointment process as well as the scope and timeline to prepare and submit reports to Council.

**BACKGROUND**

This O&R is to amend City Code §8-544 regarding the Urban Forestry Commission. The proposed amendments are to change language in the body of the report

including changes to the composition of membership, appointment process by the Mayor and Council, and to add to the scope and timeline to prepare and submit reports to Council.

The attached document reflects the proposed amendments and language of recommended changes to City Code §8-544.

**Overview of the Recommended Amendments to the Composition and Membership of the Commission are as follows:**

- Amend Richmond city Code §8-544 (a)(1) as follows:
  - (b) Composition; terms of office. The Commission shall consist of three non-voting members and nine voting members. The three non-voting members shall be the City's Urban Forester, a representative from the Office of Sustainability, and a representative from the Department of Parks, Recreation and Community Facilities, or their designees. Of the nine voting members, three members shall be appointed by the Mayor and six members shall be appointed by the City Council. If, after 60 days, any of the Mayor's appointments remain unfilled, Council may appoint to fill the vacancy.
  
- Add new language Richmond city code §8-544(c)(1)
  - "Prepare and submit to Council a report within its first six months of meeting that includes a review of the Commission's mission, scope and duties, appointment procedures, and rules of procedure with the goal of modernizing the commission and ensuring continued future success."
  - (re-number the remaining 8 under 'Section C' for a total of 9 new items
  
- Strike the following language from Richmond city code §8-544(c)(6)
  -
  
- Amend the word "chairman" to "chairperson" in city code §8-544 (d)(8)
  
- Amend language from city code §8-544(f) to read as follows:
  - (f) Meetings. The Urban Forestry Commission shall hold a minimum of four meetings per calendar year, and other meetings as needed.
  
- Amend language from city code §8-544(g) to read as follows:
  - (g) Administrative support. The Department of Public Works shall provide staff support and an employee to serve as Secretary to the Commission.
  
- Amend references to city code §8-544 to read as:

(Code 2004, § 26-650; Code 2015, § 8-544; Ord. No. 2009-174-184, § 1, 10-26-2009; Ord. No. 2010-63-70, § 1, 4-26-2010; Ord. No. 2011-102-113, § 1, 5-23-2011) Cross reference— Boards, commissions, committees and other agencies, § 2-767 et seq.

The recommended introduction date for these amendments is November 13, 2023.

### FISCAL IMPACT STATEMENT

Fiscal Impact Yes  No

Budget Amendment Required Yes  No

Estimated Cost or Revenue Impact

Note: Standard man-hour costs associated with staffing of boards and commissions. The Urban Forester will be the primary staff appointee.

**Attachment/s** Yes  No

Richmond City Council Ordinance/Resolution Request Form/updated 12.22.08/srs