

Jacksonville Tree Commission  
Meeting Minutes September 27, 2018  
Approved October 11, 2018

<b>Commissioners Present:</b>	John Crescimbeni, Chair Curtis Hart, Vice Chair Chris Flagg Aaron Glick John Pappas Rhodes Robinson	<b>Staff:</b>	Cindy Chism
<b>Advisors:</b>	Jason Teal, OGC Richard Leon, Urban Forest Manager Kathleen McGovern, City Arborist Joel Provenza, Accounting	<b>Public:</b>	Joe Anderson, JEA John November, Public Trust Courtney Wilson, Greenscape Anna Dooley, Greenscape Mike Robinson, Greenscape Dave McDaniel, COJ Public Works

**A.** Meeting was called to Order by Chair at 12:00 PM

1. All present introduced themselves for the record.
2. Submittal of Speaker's Cards
3. Motion made by Mr. Hart, seconded by Mr. Robinson, to approve minutes from September 13, 2018 meeting. None opposed.
4. Fund balance and encumbrance report for 15(F), 15(N) and BJP (Attachment A).
5. Status of Pending Tree Projects (Attachment B) - changes are in green.

**B. New Business**

1. Online Project Evaluation and Tier II Application – CM Crescimbeni
  - a. **The revisions requested from the last meeting will be discussed at the next meeting.**
  - b. The City's Countywide Tree Planting Contract expires on September 30<sup>th</sup>, requiring the Mowing and Landscape Division to put a new contract out for bid. Dave McDaniel (Mowing and Landscape Division) provided CM Crescimbeni with a timeline for that process: Mr. McDaniel will send the bid to Procurement for their review no later than October 3rd; it has already been to Risk Management for review of the insurance requirements. Once Procurement has reviewed the bid, it will be advertised for 30 days. Bids will be turned in and opened the Wednesday after the 30 day period and sent to Mowing & Landscape Division for review and recommendation. A letter will go to the Awards Committee with their selection (once approved) and then go to the Mayor's office for signature. After the Mayor signs, it will go to the Office of General Counsel for contract preparation. This can take three to four weeks. Mr. McDaniel hopes to have a working tree contractor by mid-December.
  - c. Mr. McDaniel said they are continuing to re-work the contract by adding all the items which have been requested by the Tree Commission. The only remaining item is how volunteers will be handled. Mr. Hart asked if working with volunteers was in the existing City Countywide Tree Planting contract. Mr. McDaniel said they would like to add language that clarifies this if the Commissioners agree. Mr. Hart agreed; the point is to get trees in the ground and if the City doesn't have the staff to do it, they want organizations and volunteers to do so. This may require a higher price to accomplish that goal. CM Crescimbeni suggested adding language that says there may be instances in which there is a desire to include volunteers, and list the tasks they may do.

d. Mr. Robinson asked if the Tree Commission could be kept updated on the progress of the Countywide Tree Planting Contract. **CM Crescimbeni suggested it be added as item A.6. of the Agenda until the contract has been signed.**

**2. Criteria for Tree Pruning/Clearing – Richard Leon**

a. Deferred until next Tree Commission meeting; this meeting has not been scheduled. .

**3. Ordinance Code, Planting near Powerlines and Shade Tree – Susan Grandin – Deferred.**

**4. Legislation for Appropriation of Funds to Public Works for Tree Replacement – CM Crescimbeni**

a. The Medjool Date Palm bill came up for consideration in Finance Committee, CM. Gaffney and CM Gulliford both expressed concerns. CM Gulliford requested a two-cycle deferral. He was concerned about not being able to plant these palms at the Beach. The bill should be back on the agenda for the next Finance Committee meeting. It was approved by the Transportation, Energy, and Utilities Committee.

b. Ms. Grandin provided CM Crescimbeni with a final draft of the Tree Program Appropriation. However, there were a few more questions. **CM Crescimbeni will get those questions answered when Ms. Grandin returns.**

**5. Administration Costs – John Pappas, Chris Flagg**

a. Mr. Pappas and Mr. Flagg met with Ms. Dooley and Ms. Grandin on September 20<sup>th</sup>. Minutes are attached (Attachment C). Mr. Pappas provided a list of possible categories which may be considered Administrative/Overhead costs (Attachment D) for the Tree Commission to review.

b. Mr. Pappas noted that tree cost was the first item determined, which includes tree purchase price, delivery, planting, two-year warranty, two-year maintenance and bond.

c. CM Crescimbeni asked the Tree Commission if the City's future Countywide Tree Planting vendor can plant the tree with no overhead costs, should the Tree Commission fund a project with overhead costs? Mr. Pappas added that if the tree is planted in-house, there will be no overhead costs, so doing a comparison isn't applicable.

d. Mr. Pappas pointed out the second bullet on Attachment D which is a list of overhead costs presented for the Commissioner's review. CM Crescimbeni suggested the Tree Commission forge ahead with accepting proposals to be broken down as far as shown on page 2 of Attachment D. Proposals will be submitted with location, tree planning design, quantity, size, type, and a relative number. The Tree Commission then has the responsibility to look at that number and make a subjective decision about whether the use of volunteers is commensurate with any differential in cost that the City's Countywide Tree Planting Contractor can complete the project for.

e. Mr. November said the items the applicant lists on the proposal to earn those overhead costs may justify them. Conversely, if the applicant is not using any volunteers or doing outreach, the overhead should be lower. A case-by-case approach is best.

**6. Outreach for Tree Commission Applications**

a. CM Crescimbeni has spoken with the Neighborhoods Department who provided a schedule of upcoming CPAC meetings. A plan should be developed for an educational/outreach program. Does the Tree Commission believe we should solicit proposals in the absence of a City Tree Contractor? Mr. Robinson agreed that outreach should still be scheduled.

b. **Ms. McGovern will supply Mr. November with information to design a hand-out or brochure.**

**C. Public Comment**

Mr. John November made the suggestion that since there is no City Countywide Tree Planting contractor at this time, perhaps as the applicant is required to get three bids, they could share the bids with the Tree Commission.

The Commissioners could then decide if the bids are reasonable. This is a possible way to get proposals to review despite of the lack of Countywide Tree Planting contract. Regarding outreach, there should be targeted material created for the different types of groups. In addition, leaving the submission date as January 1 may be accurate, considering all the current variables.

**D. Action Items**

**Online Project Evaluation and Tier II Application revisions requested from the last meeting.**

**Tree Pruning - Mr. Leon, Mr. Arpen and Ms. Grandin will draft language to revise the Ordinance Code with consequences for butchering a protected tree, quantify what is and what isn't acceptable, and then if deemed unacceptable, determine if and what the penalty would be.**

**Status of Countywide Tree Planting Contract will be shown as item A.6.**

**Tree Program Appropriation – CM Crescimbeni had questions for Ms. Grandin.**

**Outreach - Ms. McGovern will supply Mr. November with information to design a hand-out or brochure.**

**E. Meeting Adjourned 1:03pm.**