

Jacksonville Tree Commission  
Wednesday September 22, 2021 – 9:30 AM  
Approved October 20, 2021  
Via Zoom Platform & In Person

**Commissioners  
Present:**

Chris Flagg, Chair  
CM Ron Salem  
Mike Robinson  
Rhodes Robinson  
Susan Fraser  
John Pappas

**Staff:** Cindy Chism

**Public:** Joe Anderson, JEA  
Kelly O’Leary, Liberty Landscape  
Fred Pope, COJ  
Courtney Wilson, Greenscape  
Mike Zaffaroni, Liberty Landscape  
John November, Public Trust  
Jeff Lucovsky, COJ  
Paul Moss, Prosser  
Trevor Hughes, City of Jax Beach  
Jason Phitrdes, City of Jax Beach  
Lisa Grubba, Greenscape  
Laura Byres, Greenscape  
Becky Henson, Greenscape  
Dave McDaniel, COJ

**Advisors:**

Susan Grandin, OGC  
Richard Leon, Urban Forester Manager  
Kathleen McGovern, City Arborist  
Joel Provenza, Finance

1. **Call to Order** – Chair
2. **Roll Call and Verification of Quorum** – Cindy Chism
3. **Submittal of Speaker’s Cards** – Chair
  - a) A raised hand icon as well as waving at the screen will be acknowledged by Chair or Ms. Chism.
  - b) For those attending in person, paper speakers’ cards are available.
4. **Reports:**
  - a) Fund balance and encumbrance report for 15(F) (Ordinance Tree Fund), 15(N) (Charter Tree Fund) and BJP (Attachment A)
    - i.
  - b) Status of Pending Tree Projects (Attachment B) – Kathleen McGovern
  - c) Fund Status of 630-CITY, Remove & Replace and Level 2 Programs– Richard Leon
    - i. Remove & Replace; there are \$174,000 with \$2 million which is not encumbered yet due to the nearness of the end of the fiscal year and the Hazardous Tree Contract is still out for bid.
    - ii. 630-CITY has \$267.000 balance currently. The average requests are 10-15 per week.
    - iii. The Level 2 balance has not changed as there have not been any new projects until this month.
5. **Action Items:**
  - a) Approval of Minutes from July 21, 2021 meeting – Chair
    - i. Motion made by Mr. Pappas, seconded by Mr. R. Robinson, none opposed.

**b) Proposed Level 2 Project(s)**

i. Jacksonville Beach Tree Planting Project (Attachment C)– Richard Leon

1. Presentation – There are 11 locations around Jacksonville Beach for in project. This project will have a 2 year warranty.
  - a. Currently with the 2 year warranty, the Contractor is paid 80%. There are 2 inspections per year. A punch list is created for each inspection, once completed the Contractor is then paid 5%. Ms. McGovern suggested with the next contract the percentages would change, perhaps not so much up front which would make the yearly payouts more of an incentive to ensure the trees are healthy.
2. Public Comment – Mr. November commented that the projects have been noticed by the residents are appreciated.
3. Vote – Motion to approve made by Mr. M. Robinson, seconded by Mr. Pappas, none opposed.

ii. Goldstar Family Memorial Parkway Tree Planting Project (Attachment D)– Dave McDaniel

1. Presentation – Mr. Pappas discussed the road being built with federal funds which connects Lainie Road from I95 to the Veteran’s cemetery; and will be turned over to the City of Jacksonville. He expressed the desire to make this corridor into something special. The road is open FDOT is almost ready to turn it over to the City. A plan has been put together by Mowing & Landscaping Staff along with the North Jacksonville Rotary Club and would like to get at least a portion of this project in the ground in time for Veteran’s Day.
  - a. Mr. McDaniel said a temporary irrigation system will be set up even though the price is non-irrigated to make sure the trees thrive.
  - b. Mr. M. Robinson asked if the project cost of \$466,296 complies with the Procurement code of no more than \$350,000. Ms. Grandin said the CCNA would kick in so the project will need to be bid out. Mr. McDaniel replied Phase 1 of the project would be scaled back then to meet the code. Mr. McDaniel and Ms. Grandin will verify if this restriction is applicable due to the use of the City’s Countywide Tree Planting Contractor being utilized.
  - c. Mr. Flagg asked about the choice of Magnolia trees over Live Oaks. Mr. Moss replied the signature tree at the cemetery is the Magnolia and they seem to be doing very well there. In addition, space was a concern next to the roadway, there was only 4-5 feet for planting.
  - d. Ms. Grandin asked if there would be sidewalks to connect the Veteran’s Cemetery with Seaton Creek Preserve which is the Southern-most Revolutionary War Battlefield. Mr. Moss replied Prosser has another project with the City for Seaton Creek improvements which does include a sidewalk but only for the limits of the park parcel which may leave a gap. Mr. Pappas added Public Works has funding for new sidewalks throughout Jacksonville every year for making connections and completing gaps. It is certainly something to be investigated.
2. Public Comment – None.

3. Vote – A motion to approve Gold Star Family Memorial Highway Project Phase 1. Adjustments will be allowed to ensure the cost meets the state statutes and complies with the City’s Procurement Code made by Mr. M. Robinson, seconded by Mr. R. Robinson, none opposed.

## 6. Old Business

### a) Equestrian Center Completion (Attachment E)– Lisa Grubba, Greenscape

- i. This was Greenscape’s first Level 3 project; poorly performing trees were removed, 101 new trees were added for shade, beautification, storm water uptake; Live Oak, Bald Cypress, Winged Elm, Cedar and Sabal Palm. The construction was completed last month and are just beginning the 2 year maintenance phase.
- ii. The soil was amended because it was very poor and compacted. Irrigation was run and of course staking. This was why volunteers were not used.
- iii. The field work went very smoothly; the City Staff were responsive as well as the irrigation company. The paperwork however is ongoing; any help Greenscape can offer please let us know.

### b) Status of Level 3 Program Document Revisions (Attachment F)– Susan Grandin/Fred Pope

- i. Changes to the Grant Agreement which were agreed upon by the Commission in April is page 1 of the attachment.
- ii. The Pre-Application Procedure is now included in the instructions. Also included are instructions on how the Applicant gets paid and how the Consultant (Landscape Architect or any other consultant hired by the Applicant) gets paid and when the clock starts for when they can apply for the funds used.
  1. Mr. Pope said we are constantly trying to improve the process of these projects. A 3-phase process has been developed so by the time the Applicant is ready to submit their application there have already been preliminary design meetings which worked out some of the details so that once they put the proposal together its sails smoothly through the process.
  2. The first meeting is a Project Scope Review meeting, which simply means the Applicant comes to staff and describes what they want to do, where it’s going to be and what the limitations are. There is discussion with Staff on the appropriateness of the project, the scope and whether to proceed with the next phase.
  3. The next phase is the Conceptual Project Plan Review. After reviewing Staff comments the Applicant would put together a schematic drawing which would establish where trees would be planted, not necessarily to scale, it could be on an aerial photograph. Once that was submitted, Staff would review and work with the Applicant to revise and resolve any issues.
  4. Then when the Applicant submits the final Application which would be a drawing to scale by a Landscape Architect.
  5. An issue has been how the fees are arrived on these projects. The initial projects were done on a percentage basis of construction with no specific guidelines as far as arriving at those percentages. To alleviate that it was decided the fees would be determined in the way all fees are determined for the City, by having the consultant prepare a fee proposal which describes

the services and the number of hours to do the work. That gives a clear idea of the scope of the services being provided and if the fee is appropriate for the work. For example, for Greenscape we would use the hourly rate they pay their personnel and add 150% overhead (which is the City standard) plus 10% (for profit, again City standard). This would be used for any Consultants hired by the Applicant as well.

6. As far as when the fees are charged the first 2 phases are considered part of the overhead for applying for the project. Phase 3, the schematic plan, could be included in the cost proposal for the project.
7. Ms. Grandin added, these are all suggestions and remain to be decided by the Commission. However, the clock would not start on the fees until Phase 3, the Schematic Plan Review, that is the point the Applicant must hire a consultant to complete the plans to submit the application. Ms. Fraser asked if there was an option to take the Conceptual Plan Review and make it a fixed amount, i.e., \$2000? Mr. M. Robinson added, having been through the Equestrian Center Project, at the Phase 2 point is when the non-profit is going to incur cost to site the plan, which could be rolled over into the project. So the clock starts at Phase 2, not Phase 3.
8. Mr. Flagg agreed, the consultant needs to be involved at Phase 2. There is too much the Applicant won't know. Mr. Pappas asked if the Project gets to Phase 2, has incurred the expense for a consultant but the project has not gone forward, could the Tree Fund reimburse the Applicant. Ms. Grandin replied most likely not. Ms. Grandin continued, perhaps some of the things listed in Phase 2 should really be in Phase 3 such as the Plant Schedule. Mr. Leon added there are words in there such as generally and approximately and a to scale drawing is not required. The increment steps are appropriate. Mr. M. Robinson continued Phase 1, minus  
4. Type and number of trees is good, Phase 2 would require a professional for specifics.
9. Mr. Pope said the Scope Review meeting is just to determine generally whether the site is appropriate for planting trees. Mr. November continued, the feedback from the Tree Commission is to err on the side of professionalism. Agree with Staff; a Landscape Architect is necessary for the Project Scope Review meeting however once the general plan has been approved, any Landscape Architect who will be involved with the project going forward will want to be involved at this early stage. It is well worth the investment to bring in a Landscape Architect. Even though there is a risk, there is always a risk but why not allow them to bring in professionals early in the process to ensure that we have the best project possible.
10. Ms. Fraser added the requirements for Phase 2. Conceptual Project Plan Review, plant schedule etc., is the actual design work. Phase 3. Is a scaled drafted plan of the concept; all the details have been worked out. Ms. Grandin clarified, Phase 2 is when the Applicant and any professional they have hired will start keeping track of their time for reimbursement once the project has been approved.
11. Mr. Flagg summarized; getting the professional involved early is preferred. If it's an at risk, it is also an incentive. The fee clock is started in Phase 2 and they will be paid once the project is approved
12. Mr. R. Robinson asked if it was appropriate to have any guidelines regarding a percentage or fee schedule? Mr. Flagg replied it depends on the complexity of the project. Mr. R. Robinson added

you could list a maximum. Mr. Flagg continued, usually the intervals are the Conceptual Design Review meeting is about 15%, schematics about 30%, design/development is 60%, construction documents are 90% and then you move from there.

13. Mr. November pointed out the forms being reviewed are logical and simple; simpler is better. Ms. Fraser proposed continuing the discussion at the next meeting. Chair agreed. Discussion will continue at the next meeting.

## **7. New Business**

### **a) Status of City's RFQ for Landscape Architect – Fred Pope**

- i. The contract has been awarded to Prosser and we are currently negotiating the fee schedule. Once that is complete, a contract will be draw up.

### **b) Discussion of reports required for City Council Presentation – Chris Flagg**

- i. Ms. Grandin said CM Salem wants the presentation for 2 separate committees which will cover almost all the Council members. Mr. Pappas added CM Bowman of Neighborhoods Committee requested a presentation.
- ii. This will be deferred for a meeting to be scheduled with Ms. Grandin, Mr. Leon and Mr. Flagg. Once the presentation is complete, it could be more widely distributed. Mr. Flagg said the work which is being done needs to be shown off.

## **8. Public Comment –**

**a)** Courtney Wilson, Greenscape – Thank you to the Tree Commission. The Equestrian Center project has turned out quite well. They are happy with it and so are we. The Center's favorite part are the Palm Trees; the pictures they take for their brochure with the Palm trees assures the tourists it is in Florida. There is already talk about a phase 2. There are some other projects in the works with we are talking to Staff with as well. I hope the Commission will also consider projects for Greenscape which the City may not want to be involved in. We do use volunteers which will give visibility to the Community and would promote what the Tree Commission does. We look forward to continuing the partnership with the City.

**b)** Mr. McDaniel, COJ – Phase 2 of Gold Star Family Highway is 3+ miles. We are doing Phase 1 as a Level 2, however 3+ miles is walking up the edge of what we could do as a Level 2 project. Perhaps a Councilperson could sponsor a piece of legislation, Staff will generate a cost estimate, and put this out for bid. While Phase 1 is underway we need to be working on the funding for Phase 2. Mr. M. Robinson asked if FDOT had identified any percentage of the cost of construction for landscaping. Mr. Pappas responded that because this was a City sponsored project we may have lost that potential.

**9. Adjournment** – the next meeting is Wednesday October 20<sup>th</sup> and will be a Hybrid/Zoom meeting in Ed Ball Building, 10<sup>th</sup> floor, Public Works Office, conference room 5,