

Jacksonville Tree Commission  
Meeting Minutes June 14, 2018  
Approved June 28, 2018

**Commissioners**

**Present:** John Crescimbeni, Chair  
Curtis Hart, Vice Chair  
John Pappas  
Chris Flagg

**Staff:** Cindy Chism

**Public:** John November, Public Trust  
Dave, McDaniel, Public Works, COJ  
Joe Anderson, JEA Vegetative Mgmt  
Tom Larson, Sierra Club, Public Trust  
Tracey Arpen, Greenscape  
Dalton Smith, Public Works, COJ  
Karen Firehock, GIC  
Chris McCormick, GIC  
Shannon Blankenship, St John's Riverkeep  
Teresa Eichner, Budget Office, COJ

**Advisors:** Sondra Fetner, OGC  
Richard Leon, Urban Forest Manager  
Kathleen McGovern, City Arborist  
Joel Provenza, Accounting

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

1. All present introduced themselves
2. Submittal of Speaker's Cards
3. Motion made by Mr. Hart, seconded by Mr. Pappas, to approve minutes from the meeting of May 24, 2018. None opposed.
4. Fund balance and encumbrance report for 15(F) and 15(N) (Attachment A)
  - a. CM Crescimbeni referenced an email sent to him from Sam Mousa (Administration)(Attachment B) regarding the Better Jacksonville Plan which contains approximately 1.7 million for tree planting. Since we cannot transfer between funds there is now a line item in the Better Jacksonville Plan for tree planting. **Ms. Eichner will determine if a line item should be added to the website as well as the fund balance report. Also if there are any restrictions on the funds.**
5. Status of Pending Tree Projects (Attachment C), changes are in green.

**B. New Business**

1. Urban Tree Canopy and Stormwater Mitigation Grant - Green Infrastructure Center (GIC) (Attachment D).
  - a. Green Infrastructure Center wrote a grant to the Forest Service to fund a study with eleven communities to determine how well the urban forest is helping to soak up stormwater in cities. All City codes, ordinances, policies and practices will also be

evaluated for permeable or impermeable, i.e., excessive parking standards would be impermeable. Recommendations for improvement will be shared with the City.

- b. Mr. Pappas asked if the tool used for nitrogen reduction associated with the trees was approved through any regulatory agency. Ms. Firehock responded that they will provide a report to the City in a format which could be used for reporting but that they do not report to any regulatory agency.
  - c. Ms. Fetner recommended that attendance of any meetings related to the Urban Tree Canopy and Stormwater Mitigation grant be limited to only one Tree Commissioner.
2. North Main Street project (Attachment E) – Richard Leon, Aaron Glick
    - a. **Mr. November said Mr. Glick had requested a meeting with the businesses on North Main Street but is unaware of when that meeting is scheduled.**
    - b. Mr. Leon provided some pictures of current problems on North Main Street (pages 1-7).
    - c. CM Crescimbeni asked when this project is scheduled to begin. Ms. McGovern replied possibly in late July.
  3. Outline from Davey Tree on type of projects which would work with volunteers and those that would not including specific requirements and restrictions (Attachment F) – CM Crescimbeni
    - a. Davey Tree said they would provide one employee for every five volunteers in planting trees (no larger than 15 gallons) and would assist in planting, watering and mulching at no additional cost for a period of one year.
  4. Results of meeting with ETM – John Pappas
    - a. Mr. Pappas said the decision was made to keep a database within our GIS system once the trees have been planted. This will serve as the maintenance database and Plan-it GEO will be the planting plan. As we are identifying public properties and parcels, the information will transfer to Plan-it GEO for planning so they can use it as a palette for potential new projects.
    - b. CM Crescimbeni asked if the GIC Report (Stormwater Mitigation Grant Project) will interface with Plan-It GEO. Mr. Pappas responded the GIC report is more of a tool to use “with” Plan-It GEO.
  5. Draft legislation of recommendations from the Shade Tree Subcommittee (a, b, c, and h) for submission to the Mayor’s Office – Sondra Fetner
    - a. **Mr. Hart said another meeting will be scheduled to include a member of the Landscape Division at the beginning of July.**

- b. Ms. Fetner explained that as she began to draft the recommendations into the landscape code, there were some unintended consequences which triggered other issues which would need to be resolved.
- c. Mr. Hart also added that many of the concerns from the Landscape Division were related to interference with JEA's power lines.
- d. CM Crescimbeni advised that he has been in meetings with a group of Council Members regarding Planned Unit Developments. There was discussion about having the Planning and Development Department look back at the PUDs for the past couple years and plot how they deviated from traditional zoning requirements. Ms. Fetner asked if the meetings were concerned with the zoning code overall. CM Crescimbeni confirmed they are. **Ms. Fetner will meet with Susan Grandin and determine if these meetings will have any impact.**

6. Tier I Application (Attachment G) – Sondra Fetner

- a. The consensus was that the Tier 1 Application was more of a suggestion form. However, whether the Commission or Administration reviews these applications is still to be determined.
- b. Mr. November asked if there would be a standard process for when these forms can be submitted to the Commission. Ms. Fetner suggested a monthly report of tree planting suggestions could be given to the Commission.
- c. CM Crescimbeni proposed the form be on the Tree Commission webpage as a fillable pdf that could be submitted electronically, as well as a printable form that could be mailed to staff. Mr. Leon agreed; giving a report regarding submissions to the Commission was logical. Mr. Hart suggested a threshold be set, such as less than ten trees or a specific dollar value. CM Crescimbeni suggested the Commission get the monthly reports. **Ms. Fetner and CM Crescimbeni will refine the form further.**

7. Continuation of Not-For-Profit Application Process (Attachment H) – Sondra Fetner

- a. A Courtesy Application Review period was added as requested. A specific date was selected instead of using, for instance, the second Tuesday of the month.
- b. A question arose as the scoring process was developed; how will scores from different sessions be compared? If there are three applications in session one but only one is funded, do the remaining two stay on the list until funded or do they need to resubmit in the second session?
- c. CM Crescimbeni asked Mr. Pappas about the pavement resurfacing list. Mr. Pappas said it is an ever-growing list. The projects Public Works has funding for are identified, and as they start getting new projects, they will be set for the next year.

- d. All projects will be on the list even with a low score. The Mayor may not want to fund the low scoring projects. Mr. Leon suggested a yearly purge. Ms. Fetner suggested perhaps the Mayor's Budget Review Committee could be tasked with providing a definitive answer.
- e. Mr. Larsen suggested the applicant whose project scored low be allowed to resubmit the following year. The project would come off the list but the application could be resubmitted. Mr. November thought in addition to a score, the process would provide an approval, approval with conditions, or denial.
- f. Ms. Fetner clarified that because this is the Mayor's Commission, this body cannot simply deny something. The option is to recommend denial but it will still have to go to the Mayor's Office for final decision. The application cannot stop with this Commission unless the applicant decides to pull the application or the Mayor revokes it. CM Crescimbeni proposed that the Mayor's Budget Review Committee have the final decision. Once the Mayor's Budget Review Committee has denied the application, the application will come off the list. The project is eligible for resubmittal the following round.
- g. Proof of currently operating in Duval County, in addition to the sunbiz.org entry and affidavit already required; a list of notable projects or work conducted in Duval County has been added.
- h. Solicited bid process is currently being reviewed by Procurement.

### **C. Public Comment**

Mr. Joe Anderson – The Council Quarterly (Attachment I) has an article regarding the Tree Commission on page 3. I did meet with the Springfield Business Community and discussed with them how to prune and how not to prune trees as well as some available resources.

Mr. John November – In 2008 Mowing & Landscape Division was awarded \$1.5 million for countywide tree planting which has now all been spent. Larger tree planting projects will still need to go through the process but currently there are no funds in the budget for smaller projects. Mr. November is hoping the Commission could have a discussion about a general appropriation for small countywide projects to allow the urban forestry staff the resources to do what they were hired to do. There is transparency now with very clear guidelines per the Grandin memo. CM Crescimbeni said a discussion is possible but this body has no ability to appropriate funds. Mr. November elaborated, the idea is to move tree fund dollars to a specific account for small-scale, countywide planting projects. Mr. Pappas expanded: instead of having to go through Council for each project, which is the current process, having the funds allocated to an account would streamline funding for these small projects. Mr. McDaniel added that any monies could still draw interest if the account is set up to do so. Mr. November believes a recommendation from the Commission would carry more weight.

#### **D. Action Items**

**Ms. Eichner will determine if a line item for the BJP funds should be added to the website as well as the fund balance report. Also if there are any restrictions on the funds.**

**Mr. Glick will reach out to the Springfield Preservation and Revitalization Council and get some feedback about the North Main Street Planting.**

**Mr. Hart said another meeting will be scheduled to include a member of the Landscape Division at the beginning of July.**

**Ms. Fetner will meet with Susan Grandin and determine if the PUD meetings will have any impact on the Shade Tree Subcommittee Recommendations.**

**Ms. Fetner and CM Crescimbeni will refine the Tree Planting Suggestion form further.**

#### **E. Meeting Adjourned at 1:39**