

Jacksonville Tree Commission
Meeting Minutes October 11, 2018
Approved October 25, 2018

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| Commissioners Present: | John Crescimbeni, Chair Curtis Hart, Vice Chair Chris Flagg Aaron Glick John Pappas Rhodes Robinson | Staff: | Cindy Chism |
| Advisors: | Susan Grandin, OGC Kathleen McGovern, City Arborist Joel Provenza, Accounting | Public: | Dave McDaniel, COJ Public Works John November, Public Trust Courtney Wilson, Greenscape Anna Dooley, Greenscape Judith LeRon, City of Atlantic Beach Melissa Beaudry, Langton Consulting Fred Pope, COJ Public Works Tracey Arpen, City Beautiful Jacksonville |

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 27, 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.
6. Status of Countywide Tree Planting Contract
 - a. The Procurement Division will advertise the bid on November 17 and the bid will open November 21. The goal is to give the award on November 28. We are still on track for having a contract mid-December, barring any protest.
 - b. CM Crescimbeni asked Mr. McDaniel if the maintenance referenced in the bid document equated to warranty and where the warranty is for months 13-24. Mr. McDaniel said the warranty period has been extended to two years overall.
 - c. CM Crescimbeni asked where the reference to possible use of volunteers was. Mr. McDaniel said this will be addressed at the pre-bid conference. There is anticipation of questions from the possible bidders regarding the language currently in the contract.

B. New Business

1. The Medjool Date Palms legislation was deferred at the Finance committee meeting, and was approved at the Transportation, Energy and Utilities committee meeting. CM Gulliford was concerned about the Medjool Date Palms that are planted down the middle of Atlantic Boulevard. He suggested an exclusion boundary be included. **Ms. McGovern will draft a map to attach to the recommendation**
2. Online Project Evaluation and Tier II Application
 - a. The Tier II application has been reorganized to be in chronological order. Will the contract be a professional services agreements or a grant award? In the past, Greenscape has submitted a conceptual plan that does not involve construction documents about what to plant; the City approves it after staff has

reviewed it. Included in the application is a Grant Award Agreement so the City will have a contractual document with the community organization. Outlined in that document are specifications on how the plants need to be planted, quality of plants, etc.

b. CM Crescimbeni pointed out that Step 1 will have to be an organization, which will have to bring to the Tree Commission some type of conceptual plan. This will have to morph into a construction drawing at some point, which will then have to include location of city utilities, etc. It doesn't seem feasible to expect a community organization, Boy Scout Troop, or Homeowner's Association to have the funding or understanding of the process to accomplish this. CM Crescimbeni asked Mr. Pope if that was accurate. Mr. Pope replied that in the past they have created a conceptual plan to establish the budget figures to take to City Council so the funding can be approved. Once the funding is approved, they have to sign a contract between the City and the community organization, such as Greenscape.

c. CM Crescimbeni asked Mr. Pope what the procedure is for when a Council Member makes a request to plant trees. Mr. Pope said the next step is a construction drawing prepared by staff to show any utilities and where the trees are going. CM Crescimbeni asked what happens if an organization like Greenscape applies? Mr. Pope said they request budget figures. Greenscape provides a conceptual plan and estimates of administrative fees, consultant fees, and construction costs. This information is taken to the Council Member who then prepares legislation. Once the legislation is passed, a contract is then executed between the City and Greenscape which says they will generate a construction drawing, get a bid, and manage the contract.

d. Mr. McDaniel added the initial drawing for a Council Member is very simple; a map with dots. The City's Countywide Tree Planting Contractor will do the utility locates. Ms. McGovern will evaluate if they are requesting a tree or trees that would do well where they want to plant them and if the location is appropriate. Ms. McGovern would generate a cost for the requested project, and then submit the budget and the "dot map" to have legislation generated to go before the Council. CM Crescimbeni asked Ms. McGovern if she could prepare the dot map for applying community organizations. Ms. McGovern responded that she could, however, it would depend on how many applications were received. CM Crescimbeni asked if a drawing could be submitted on a piece of loose leaf notebook paper. Mr. Pope said no. If a group would like trees planted on a specific block in their neighborhood, they can request that and staff will draw up a plan to be implemented in house.

e. Mr. Pope continued, stating community groups are used as a supplement to the City's projects. They would be acting as additional consultants to the City to complete projects. The only community group the City has worked with in the past is Greenscape. CM Crescimbeni added that this whole process has been designed to solicit ideas and desires from organizations that aren't traditionally in the tree planting business.

f. Ms. Grandin suggested having two types of applications: 1) the applicant would be wholly in charge of the project; a Consultant to the City or 2) does the applicant want the City to do it? If the applicant is going to be a Consultant to the City, perhaps they should get extra points for taking the burden of the project off City staff.

g. Mr. November pointed out that if the applicant is only suggesting a project, they could go through the CARE system. If they want to administer the project, the applicant would either offer to do it themselves and get the three bids, or they would use the City's Countywide Tree Planting contract. If they want to design the project, they will have to describe factors such as utilities or space between plantings. This is part of the contract given to staff for evaluation. Staff will either approve or disapprove based on the factors. If community organizations want to design their own projects, the City has a continuous contract with Plan-It GEO (with tree-plotter software) that is very user friendly. Staff will review each project before approval.

h. Mr. Pope added that in every case, there must be a design consultant involved. A group of local citizens may not know enough about managing the contract, selecting trees, or considering which are Florida Fancy and Florida Friendly. Each community group must have a consultant involved. Even if the City's Countywide Tree Planting contractor was used for the project, the project still requires monitoring, scheduling, and inspecting.

i. Mr. Pappas suggested if a group wants to take over the responsibilities outlined in the Tier II application, they can follow the Tier II and request help if necessary. If it's a group such as a Homeowner's Association that just wanted to get something planted with a rough idea, that should ultimately migrate to a Tier I and let City staff handle it.

j. Mr. McDaniel said that if an applicant got three bids, one of those three should be chosen with no option to use the City Countywide Tree Planting contract. The City's contract will be used as a baseline for comparison purposes only. The cost may be a bit higher, but all of the burden should be on the applicant. Mr. November asked what if the applicant wanted to do some of the factors for the project, and then perhaps the City's contractor could still be used. Mr. Arpen pointed out that if volunteers are doing the planting, smaller trees are usually used and those are not included on the Countywide Tree Planting Contract. CM Crescimbeni added that most of the calls he's gotten have not included any volunteer planting.

k. Mr. Arpen asked if Tier I could be released. Mr. November reminded the Commissioners of a meeting held with ETM, Ms. McGovern, and Mr. Leon where it was decided that the existing process (CARE) would be used for Tier I applications. They would be received through the CARE system under the 'Request a Tree' function. Right now if a neighborhood wants several trees planted, Ms. McGovern is taking those projects by phone.

3. Proposed Ordinance Code update for Tree Pruning/Clearing and Planting near Powerlines and Shade Tree and Ordinance Code, Planting near Powerlines and Shade Tree – Susan Grandin

a. Changes are noted on Attachment C.

b. 656.1207(a) "the temporary wire mesh fence or other similar barrier" has been removed. Mr. Hart requested the temporary fence not be limited to only 2 x 4 wood fences. There are many other types of devices available that are rigid metal. **Ms. Grandin will add language to include other rigid temporary fencing or other fencing approved by Building Inspection division with the exception of plastic mesh.**

c. 656.1207(d) addition of an inspection requirement before any land clearing and an additional inspection requirement prior to any vertical construction.

CM Crescimbeni **requested Mr. Hart read Attachment C and share any comments with the Tree Commission at the next meeting.**

4. Legislation for Appropriation of Funds to Public Works for Tree Replacement – CM Crescimbeni
 - a. **Ms. Grandin will email the proposed ordinance to Mowing and Landscape Division and then to CM Crescimbeni. It will then be brought before the Tree Commission at the October 25th meeting.**
5. Outreach for Tree Commission Applications – CM Crescimbeni has been to two CPACs so far and he has two more scheduled.

C. Public Comment

Mr. John November – At one point, it was determined by staff that it would be easier to have the Tier I run through CARE. The material has been sent to Mr. McDaniel, Ms. McGovern, Ms. Grandin and Mr. Leon. Perhaps now some type of outreach material should be created. Hopefully by the next meeting the Tree Commission will be able to decide when the first round of applications are going to be accepted. Mr. November stated that he thought the material was going to be a flyer to encourage people to come to CPACs. An explanation of the program will probably take at least 15-20 minutes. CM Crescimbeni said he thought the outreach material, which Mr. November was going to help us draft, was going to be mailed to neighborhood association representatives that are registered with the Neighborhoods Department. The material was going to be an introduction to the Tree Planting Program. Mr. Hart asked if any of the Commissioners can attend. Yes, the meetings are noticed and any Commissioner is welcome to attend.

Tracey Arpen – If Medjool Date Palms are going to be allowed in Jacksonville Beach, Atlantic Beach and Neptune Beach, will they assume the responsibility of the maintenance required? Mr. Pope said he believed there was a maintenance agreement either between FDOT and Atlantic or Neptune Beach for maintaining the Date Palms on the Atlantic Blvd median. CM Crescimbeni clarified that the ordinance doesn't prohibit the planting of Medjool Date Palms, only the use of Tree Mitigation funds to pay for the planting of them.

D. Action Items

Ms. McGovern will draft a map showing an exclusion boundary for Medjool Date Palms to attach to the recommendation.

Work will continue on the Community Tree Planting Application (Tier II)

656.1207(a) Ms. Grandin will add language to include other rigid temporary fencing or other fencing approved by Building Inspection division but not plastic mesh.

Mr. Hart to read the proposed Ordinance Code update for Tree Pruning/Clearing and Planting near Powerlines and Shade Tree and Ordinance Code, Planting near Powerlines and Shade Tree (Attachment C) and share any comments with the Commission at the next meeting.

Ms. Grandin will email the proposed ordinance for Appropriation of Funds for Public Works for Tree Replacement to Mowing and Landscape Division and then to CM Crescimbeni. It will then be brought before the Commission at the October 25th meeting.

E. Adjourned 1:30