

Jacksonville Tree Commission  
Meeting Minutes October 16, 2019  
Approved November 20th, 2019

|                               |   |                |   |
|-------------------------------|---|----------------|---|
| <b>Commissioners Present:</b> | Chris Flagg, Chair<br>Curtis Hart, Vice Chair<br>Mike Robinson<br>Rhodes Robinson<br>Ron Salem<br>Aaron Glick                             | <b>Staff:</b>  | Cindy Chism   |
| <b>Advisors:</b>              | Kealey West for Susan Grandin, OGC<br>Kathleen McGovern, City Arborist<br>Richard Leon, Urban Forest Manager<br>Joel Provenza, Accounting | <b>Public:</b> | Joe Anderson, JEA<br>Jason Phitides, City of Jacksonville Bch<br>John November, Public Trust<br>Nikki Evans, COJ City Council<br>Todd Little, Public Workst<br>Anna Dooley, Greenscape<br>Joshua Rosenberg, Duval Soil<br>Fred Pope, City of Jacksonville<br>Jake Bolton, Liberty Landscape |

- A. Meeting was called to Order by Chair at 9:30am.
1. All present introduced themselves for the record.
  2. Submittal of Speaker’s Cards.
  3. Motion made by Mr. R. Robinson, seconded by Mr. Glick, for approval of September 18, 2019 minutes, none opposed.
  4. Fund balance and encumbrance report for 15(F), 15(N) and BJP (Attachment A) – Joel Provenza.
    - a. Mr. Hart asked what was spent last month. Mr. Provenza replied that those figures are not on this table but could be added for the next meeting. **These figures will be added to the spreadsheet.**
  5. Status of Pending Tree Projects including Levels 1 and 2 (Attachment B) – Kathleen McGovern.
    - a. A District 8 planting project was inadvertently left off of the City Of Jacksonville Tree Planting Projects list (Page 2). This project is for plantings on Yancy Park, Moncrief, Dinsmore and Pritchard Road and will cost approximately \$300,000.
  6. Vote on Proposed Level 2 Project(s) – Kathleen McGovern & Todd Little
    - a. Canopy Place Tree Planting (Attachment C) – Unfortunately the legend was left off of the project document which makes it more challenging to read. Mr. Glick asked why the trees were not scheduled to be planted the entire length of Harts Road, from Bertha Street to Bonnelly Drive. Mr. Little replied there are other projects which have just been completed in those areas and do not show on the diagram.
    - b. Sunrise Ridge Tree Planting (Attachment D) – Mr. Glick asked if this portion of Merrill Road City road or state? Mr. Little replied it is City until the interchange with 295. CM Salem pointed out there was an Arlington Community Re-Development Area (CRA), Complete Streets

Plan/Study in progress, **check with Karen Nisrallah in the Office of Economic Development, to ensure there will be no conflict and consistency is maintained. Mr. Little Agreed.**

- c. Mr. Hart made a motion to approve both projects, seconded by Mr. R. Robinson, none opposed. Projects approved.
7. Status of Level 1 (630-CITY) Projects Presentation (Attachment E) – Todd Little
  - a. Mr. Little reported 1100 trees have been requested, 200 have been planted, leaving 900 confirmed. Out of the 1.6 Million of the original appropriation there is approximately \$70,000 remaining.
  - b. CM Salem suggested another appropriation to replenish the funds. Mr. Hart asked **Mr. Leon to provide the Commission with an analysis, as quickly as possible, of how many trees could be planted in the next 6 months. Ms. Grandin will draft the appropriation legislation for presentation at the next Tree Commission meeting.**

## **B. New Business**

1. Election – Kealey West
  - a. Chair and Vice Chair are up for election for a 1 year term. Mr. Flagg asked for nominations for Vice Chair, Mr. M. Robinson made a motion for the Slate; Mr. Hart to remain Vice Chair and Mr. Flagg to remain Chair, seconded by CM Salem, none opposed.
2. Revisions to Level 3 Application (Attachments F & G) – Kealey West
  - a. Page 3 – Comment A1 – Project Priority List – **This is no longer required.**
  - b. Page 8 – Comment A2 – The Staff Report will not include a score for each Applicant. **That is correct.**
  - c. Page 9 – Comment A3 – Another criterion is needed or the highest possible score needs to change from 115 to 110. Mr. R. Robinson suggested we use **6 criteria and lower the overall score. Commission agreed.**
  - d. Page 11 – Comment A4 – Application Schedule – **Applications may be submitted at any time. Commission agreed with these changes.**
  - e. Mr. November asked the Commission about how much time Staff will have to review the Application so the Applicant will have an idea when they should hear back from Staff regarding their Application. Mr. M. Robinson is hesitant to hold Staff to a timeline because the Projects will follow planting times. For example, prior to planting time several projects will come in but then toward the end of planting season that should taper off. Especially now at the start, let's see how things go, if there is a problem, then it can be addressed. Mr. Hart asked Mr. Pope what he thought a good window for Staff Review was. Mr. Pope pointed out there are 2 issues, 1) is the Application complete and 2) once it is complete then it needs to be reviewed. At a minimum, assuming everything was ok with the Application at least a few weeks. Mr. Hart pointed out that the clock shouldn't start ticking until the Application has been deemed complete. Mr. Hart suggested 30 days would be reasonable. Mr. Pope pointed out that ideally the Applicant has spoken to Staff informally regarding the project before the Application has been submitted. Mr. Leon added that the 30 days needs come between Tree Commission meetings. Mr. November pointed out that currently the Application states the Commission

members will receive a copy of the Staff Report 14 days prior to the meeting. With this timeline, the Application needs to be submitted 6 weeks before the Tree Commission meeting the Project is to be presented at. Mr. Pope suggested Staff put together a timeline with all the deadlines. Mr. Leon added that the Level 3s have been discussed a lot and we should just put a date and move on. As this is the first round of Applications, let's just move forward and we can work on it as we go. Mr. R. Robinson added that the clock doesn't start until the Application is complete. It can go back to the Applicant 14 times, the clock doesn't start until the Application is complete. Ms. West responded, so the order is: Applicant receipt; X days to request any additional information to complete the Application; The Application is deemed complete by Staff then X days to complete Staff Report to meet the 14 day deadline to get it to the Commission. **Mr. Leon proposed let's just use 30 days for now and we can change it later if necessary.**

- f. Mr. Pope has created a form to be added to the Application which would break down the administrative fees the Applicant is requesting (Attachment G). This is based on how the City calculates the fees it pays consultants. The Applications already received will not be required to complete these forms.
- g. Mr. Leon suggested we proceed with the Applications as they stand now, if we need a new form it can be presented in the future. Staff recommendations will be on a 30 day deadline for upon Application completion. Mr. Hart agreed, Staff will make the recommendation, if there is a problem the Tree Commission will make the decision. The main number we'll be looking for is how much does it cost the City to plant a tree and how much is the Applicant charging the City to plant a tree. As a volunteer organization, they should be able to get the trees in the ground for less than the City. Mr. Pope suggested using the City contract numbers to establish the construction budget. If the Applicant gets bids for less than that, great but they won't know until they request bids. So the fee schedule we are asking for in the Application is an estimate.
- h. Mr. Flagg pointed out, we are in the business of planting trees, we don't want to go backwards in the process. Let's leave it as is and go forward with the Applications already submitted and make changes after that. We are still working on this process. **The Applications already submitted will be on next Tree Commission Agenda.**
- i. Mr. November asked what the deadline was for Staff to get the report to the Commission members. Mr. Hart said he didn't need 14 days, perhaps 7 days would be sufficient. The Commission agreed.
- j. Mr. Hart made a motion to accept the changes proposed as well as revision paragraph V.b.2 changing from 14 days to 7 days; Mr. November suggested VIII.A be amended to read "deemed complete by Staff" instead of final submission, the Commission agreed. The Applications which have already been submitted have been deemed complete by Staff however there are no communication restrictions at this time. Motion seconded, none opposed.

### 3. Other Municipalities Requesting Tree Trust Fund Monies

- a. Ms. West proposed having the Municipalities submit Level 3 Applications. This would allow us to guarantee the warranty as well as the overall operation and maintenance ensuring the trees would not subsequently be removed or taken down because there would be that level of commitment from the Municipalities. Even though the way the ordinance is written it does

include the County as opposed to just COJ. Mr. November spoke with officials from the Beaches Municipalities who all agreed to protect the trees on public property and if removed would replace them as long as it was under their control according to a Grant Agreement. They also agreed to maintain and water the trees.

- b. Ms. West added that perhaps there needs to be a different Level 3 Application because there would need to be some warranties which we wouldn't have with a non-profit. Mr. Flagg added that the Tree list would probably change as well. Mr. Pope pointed out there already exists a proposed contract between Community Organizations and the City; they have to hire the contractor, they have to get 3 bids, they have to make sure they are insured, etc. Perhaps that contract could be modified relative to Communities so it's a type of Agreement between the 2 parties. The Tree Commission process would probably be the same as a Level 3.
- c. Mr. Leon and Ms. McGovern have met with Jacksonville and Neptune Beaches Communities who are looking forward to getting trees planted. The simplest way to get trees planted in those communities is to use the Level 2 Program. This will give the City the oversight of the whole project, start to finish. For instance, Jacksonville Beach would like to submit a Level 2 Application for one of their parks which lost a lot of tree due to hurricanes. Mr. M. Robinson agreed Level 2 is the simplest way. Many of the Commissioners's agreed with this process.
- d. **Mr. Leon will give a report to the Commission on the initial Level 2 appropriation which is now more than halfway encumbered.**

### **C. Public Comment**

Joe Anderson – I have provided copies of the Council Quarterly, a Newsletter of the Florida Urban Forestry Council provided. This newsletter is available online with past issues available. Questions may be submitted for answers.

John November – When the Staff Report goes to the Tree Commission Members, does the Applicant get it as well? Ms. McGovern replied that yes, the Applicant will be copied.

Anna Dooley – No further comments.

### **D. Action Items**

Mr. Little will ensure there is no conflict Arlington Community Re-Development Area (CRA), Complete Streets Plan/Study in progress and the Sunrise Tree Planting Project.

Mr. Leon will provide the Commission with an analysis of the 630-CITY Program, as quickly as possible, of how many trees could be planted in the next 6 months.

Ms. Grandin will draft the appropriation legislation for additional funds for the 630-CITY Program for presentation at the next Tree Commission meeting.

Ms. Chism will ensure the new fee schedule forms will be added to the Level 3 Application.

Ms. Grandin will make the changes to the Level 3 Application and Instructions as noted.

Ms. Chism will ensure the 3 Level 3 Projects which have been submitted are on the next Tree Commission Agenda and the Staff Report is distributed to Commissioners and Applicants 7 days before the meeting.

Mr. Leon will give a report to the Commission on the initial Level 2 appropriation which is now more than halfway encumbered.

E. Adjourned at 11:00 am.