

# **Jacksonville Tree Commission**

**Wednesday, July 22, 2020 – 9:30 AM**

**Via Zoom Platform**

**Commissioners:** Chris Flagg, Chair  
Curtis Hart, Vice Chair  
Ron Salem  
John Pappas  
Mike Robinson  
Rhodes Robinson

**Advisors:** Susan Grandin  
Richard Leon  
Kathleen McGovern  
Joel Provenza

**Staff:** Cindy Chism

## **AGENDA**

*Order of Agenda is Subject to Change*

- 1. Call to Order** - Chair
- 2. Roll Call and Verification of Quorum** – Cindy Chism
- 3. Submittal of Speaker’s Cards** - Chair
- 4. Reports:**
  - a)** Fund balance and encumbrance report for 15(F) (Ordinance Tree Fund), 15(N) (Charter Tree Fund) and BJP – Joel Provenza
    - i. \$3,000,000 adjustment and 12 month accounting
  - b)** Status of Pending Tree Projects – Kathleen McGovern
  - c)** Fund Status of 630-CITY, Remove & Replace and Level 2 Programs– Richard Leon
- 5. Action Items:**
  - a)** Approval of Minutes from June 24, 2020 meeting - Chair
  - b)** Proposed Level 2 Project(s) – Kathleen McGovern/Todd Little
    - i. Neptune Beach Tree Planting (47 trees)
      1. Presentation – Todd Little
      2. Public comment
      3. Vote
    - ii. Nathan Krestul Park Tree Planting (34 trees)
      1. Presentation – Todd Little
      2. Public comment

3. Vote
- iii. Alexandria Oaks Park Tree Planting (15 trees)
  1. Presentation – Kathleen McGovern
  2. Public comment
  3. Vote
- iv. Greenland Park Tree Planting (53 trees)
  1. Presentation – Kathleen McGovern
  2. Public comment
  3. Vote
- v. Huntington Forest Park Tree Planting (15 trees)
  1. Presentation – Kathleen McGovern
  2. Public comment
  3. Vote
- vi. John Gorrie Dog Park Tree Planting (11 trees)
  1. Presentation – Kathleen McGovern
  2. Public comment
  3. Vote

## **6. Old Business**

- a) Commission member vacancy – Criteria: Urban Planner or Attorney, should reside in At-Large Council District 1, 2, 3, or 5 - Cindy Chism
- b) Revisions to Level 3 documents – Limitation of Applicant’s communication with Commissioner’s – Susan Grandin
  - i. Public Comment
  - ii. Vote

## **7. New Business**

- a) Clarification of administrative cost information for Level 3 applications – Susan Grandin/ Fred Pope
  - i. Public Comment
  - ii. Vote

## **8. Public Comment - General**

9. **Adjournment** – the next meeting is **Wednesday, August 19<sup>th</sup>**.

## CITY OF JACKSONVILLE LEVEL 2 TREE PLANTING PROJECTS

Visit <https://pg-cloud.com/JacksonvilleFL/> for City of Jacksonville Tree Project Maps

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Requesting Entity	Project Scope	Status	Appropriation Amount	Obligated	Appropriation Amount
<b>Kensington Association HOA Director</b>	<b>54</b> trees requested within Kensington Lakes city right of ways along Kensington Gardens Blvd. and Kensington Lakes Dr to replace trees lost due to storm damage/disease; may include removals. Planting Plan pending.	Complete	\$124,202.62	\$124,202.62	Davey -1/yr
<b>Cathedral District Tree Planting</b>	<b>50+</b> trees requested as Cathedral District (CD7) tree planting, may include removal of damaged/diseased trees. City right of way tree plantings within general proximity but not limited to State St to Catherine St. to Main St. to Adams St.; site evaluation scheduled	Complete	\$120,371.14	\$120,371.14	Liberty 2/yr
<b>Executive Director, Tree Hill Nature Center</b>	<b>22</b> trees requested in Tree Hill amphitheater parking area; site plan complete; no removals required; ready for review pending cost estimate per new countywide tree planting contract.	Complete	\$21,472.80	\$21,472.80	Liberty 3/mos
<b>San Marco Preservation Society and Greenscape, San Marco Tree Planting</b>	<b>102</b> Trees requested in city right of ways within District 5, includes removal of damaged/diseased trees; site evaluation scheduled	Punchlist/Complete	\$247,749.52	\$247,749.52	Davey -1/yr
<b>Sheffield Elementary School PTA President</b>	<b>10</b> Trees requested to provide shade for existing play area/field at Sheffield Elementary School; site visit complete - pending design and review.	Complete	\$20,414.48	\$20,414.48	Davey -1/yr
<b>S-Line Biodiversity Corridor Tree Planting</b>	Installation of <b>25</b> trees throughout the S-Line Trail Biodiversity Corridor. This will offer additional tree canopy and shade to the trail.	Complete	\$30,949.40	\$30,949.40	Liberty 3/mos
<b>Canopy Place Tree Planting/resident request</b>	Installation of <b>40</b> trees in city right of ways and medians to provide additional tree canopy, sound buffer and screening.	Complete	\$117,483.97	\$117,483.97	Davey -1/yr
<b>Sunrise Ridge/resident request</b>	Installation of <b>40</b> tree in city right of ways to increase tree canopy as well screening and buffer from adjacent highway.	Complete	\$107,316.52	\$107,316.52	Davey -1/yr
<b>Jacksonville Beach Golf Park/Jax Beach</b>	Installation of <b>156</b> trees in city golf course park to increase tree canopy, create screening, and attract wildlife.	Complete	\$147,562.80		Liberty 3/mos
<b>Yates Building - Cultural Council of Greater Jacksonville</b>	<b>8</b> Trees to be installed around renovated fountain at building entrance	Complete	\$38,312.00	\$38,312.00	Liberty 2/yr
<b>City Cemetery - citizen request</b>	<b>18</b> Trees in right of ways on Ionia St. and Jessie St.	Complete	\$41,350.50	\$41,350.50	Liberty 2/yr
<b>Baymeadows East Association Tree Planting</b>	<b>119</b> Trees in right of ways and medians on Baymeadows East and Fort Family Regional Park	Complete	\$284,900.07	\$284,900.07	Davey -1/yr

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	<b>Love Grove/Willowbranch</b>	<b>51</b> Trees in right of ways around and within Willowbranch Park	MBRC	\$93,742.00		Liberty 2/yr
	<b>Ed Austin Park Tree Planting/Resident request</b>	<b>115</b> Trees in right of ways around and within Willowbranch Park	MBRC	\$214,822.00		Liberty 2/yr
	<b>Nathan Krestul Park - Friends of Krestul Park</b>	<b>Trees within Park - 34 trees</b>	Tree Commission	\$95,580.00		Liberty 2/yr
	<b>John Gorrie Dog Park/Friends of John Gorrie Dog Park</b>	<b>Trees along Park Right of Way - Buffer - 11 Trees</b>	Tree Commission	\$23,166.00		Liberty 2/yr
	<b>Atlantic Blvd./Atlantic Blvd. Business Assoc.</b>	<b>Trees along Park Right of Way and within medians</b>	In Development			Liberty 2/yr
	<b>Southside Estates Park/Residents adjacent to park</b>	<b>Trees within Park</b>	In Development			Liberty 2/yr
	<b>Alexandria Oaks Park/SMPS and Bolles School request</b>	<b>Trees within Park - 15 trees</b>	Tree Commission	\$28,593.00		Liberty 2/yr
	<b>Huntington Forest Park/Resident request to CM</b>	<b>Trees along Park Right of Way - Buffer - 15 trees</b>	Tree Commission	\$28,026.00		Liberty 2/yr
	<b>Neptune Beach/Residential requests - City of Neptune</b>	<b>Trees within residential Right of Ways - 47 trees</b>	Tree Commission	\$55,490.00		Liberty 3/mos
	<b>Greenland Park/residents adjacent to park</b>	<b>Trees within Park - 53 trees</b>	Tree Commission	\$95,580.00		Liberty 2/yr

**CITY OF JACKSONVILLE TREE PLANTING PROJECTS - PENDING**

CD	Project Title	Project Scope	Division/Project Manager	Estimated Cost	Status
6	<b>Mandarin Rd. Tree Planting</b>	Tree Planting in City ROW tree planting along new trail/walk and supplementing existing medians. (65 trees and MOT) Introduced by CM Schellenberg.	<b>Public Works - Mowing and Landscape</b> Richard Leon/ Kathleen McGovern	\$166,045.00	<b>Pending</b>
7	<b>Springfield Neighborhood Tree Planting - SPAR collaboration</b>	Tree Planting in City ROW on residential streets and businesses in Springfield for tree planting requests and to replace dead/storm damaged trees. (146 trees) Introduced by CM Gaffney. Appropriation requested from 15F.	<b>Public Works - Mowing and Landscape</b> Richard Leon/ Kathleen McGovern	\$278,872.00	<b>Pending</b>
14	<b>RAP ReLeaf Neighborhood Tree Planting - RAP collaboration</b>	Tree Planting in City ROW on residential streets and businesses in District 14 for tree planting requests and replacement dead/storm damaged trees. (364 trees) Introduced by CM Love. Appropriation requested from 15F.	<b>Public Works - Mowing and Landscape</b> Richard Leon/ Kathleen McGovern	\$785,748.00	<b>Pending</b>
7	<b>HARTS RD. III</b>	Tree Planting in City ROW and medians/CHURCH Introduced by CM Gaffney (15 trees)	<b>Public Works - Mowing and Landscape</b> Dave McDaniel/Kathleen McGovern	\$20,000.00	Pending
7	<b>PARKS AT CATHEDRAL</b>	Tree Replacements / grate adjustment (15 trees)	<b>Public Works - Mowing and Landscape</b> Dave McDaniel/Kathleen McGovern	\$30,000.00	Pending
				\$1,280,665.00	
8	<b>YANCY PARK</b>	PARK RIGHT OF WAY PLANTINGS (20 trees) Introduced by CM Pitman	<b>Public Works - Mowing and Landscape</b> Richard Leon/Kathleen McGovern	\$20,000.00	Pending
11	<b>GATE PKWAY TREE PLANTING</b>	MEDIAN AND RIGHT OF WAY PLANTINGS Introduced by CM Becton (40 TREES)	<b>Public Works - Mowing and Landscape</b> Dave McDaniel/Kathleen McGovern	\$50,000.00	Pending
11	<b>POINT MEADOWS DRIVE</b>	SOUNDWALL SCREENING RIGHT OF WAY PLANTINGS Introduced by CM Becton (50 TREES)	<b>Public Works - Mowing and Landscape</b> Dave McDaniel/Kathleen McGovern	\$50,000.00	Pending
7	<b>CATHEDRAL DISTRICT</b>		<b>Public Works - Mowing and Landscape</b> Level 2 application - Tree Commission	\$45,000.00	Pending
2	<b>KERNAN BLVD.</b>	RIGHT OF WAY PLANTINGS Introduced by CM FERRARO/JTA (80+ TREES)	<b>Public Works - Mowing and Landscape</b> Kathleen McGovern	\$75,000.00	Pending
2	<b>ALTA DR.</b>	MEDIAN AND ROW TREE PLANTING Introduced by CM FERRARO/JTA (80+ TREES)	<b>Public Works - Mowing and Landscape</b> Kathleen McGovern	\$75,000.00	Pending
				\$315,000.00	

**TOTAL** \$1,595,665.00

## CITY OF JACKSONVILLE TREE PLANTING PROJECTS - ENCUMBERED

CD	Project Title	Project Scope	Project or Ordinance Number	Project Manager	Balance	Start Date	Anticipated Completion Date	Actual Completion Date	Status
	Tree & Understory Planting	Tree & Understory planting @ Jax Zoo for new themed exhibits	CTPW07000014	Jax Zoological Society	\$1,135,063.00				Ongoing
	1 Tree/School	One Tree Per School project with DCSB	CTPW16000066	Greenscape of Jax, Inc	\$124,216.00				Ongoing Maintenance during plan establishment; Period ends Spring 2018
	Countywide Tree Planting	County Wide Tree Planting	PO3019740001	Davey Tree Expert Co.	\$36,678.00				Ongoing - includes pending invoices for maintenance with balance available for additional planting with Ash site boundaries.
	Forest Street	Forest Street Ash Site Tree Planting	PO3019740003	Davey Tree Expert Co.	\$5,995.00				Completed - return funds
	Browns Dump	Browns Dump Ash Site Tree Planting	PO3019740004	Davey Tree Expert Co.	\$22,370.00				Balance available for additional tree planting within Ash site boundaries.
	5th St & Cleveland	5th St & Cleveland St Ash Site Tree Planting	PO3019740005	Davey Tree Expert Co.	\$117,423.00				Ongoing - Includes pending invoices for maintenance with balance available for additional planting.
	Hazardous Tree Services FY15/16	25% of Hazardous Tree Services budgeted for FY15/16 paid by Tree Fund	PO5005770020	Lewis Tree Service Inc	\$1,539.00				FY15/16 PO Closed - deobligated balance of \$590.32
	Hazardous Tree Services FY16/17	25% of Hazardous Tree Services budgeted for FY16/17 paid by Tree Fund	PO5005770042	Lewis Tree Service Inc	\$33.00				PO balance will be deobligated once invoice payments are complete under Blanket PO
	Median Trees	Alden Rd; Sam Hardwick Blvd; John Prom Blvd Median Trees	PO7A02942003	Davey Tree Expert Co.	\$1,380.00				Open - Pending invoices for establishment period maintenance
	Southside Blvd	Southside Blvd; Beach Blvd and Atlantic Blvd tree replacement	PO7A02942004	Davey Tree Expert Co.	\$4,205.00				Open - Pending invoices for establishment period maintenance
	North Main St	North Main St, 3rd St to 8th St Tree Replacement	PO7A2942006	Davey Tree Expert Co.	\$22,057.00				Open - Project on hold pending roadwork scheduled by FDOT
	Bakersfield Dr	Bakersfield Dr Tree Planting	PO7A02942007	Davey Tree Expert Co.	\$1,661.00				Open - Pending invoices for establishment period maintenance
	Various Sites	Tree planting - Various Sites	PO7A02942008	Davey Tree Expert Co.	\$1,039.00				Open - Pending invoices for establishment period maintenance
	Mayport Rd Medians	Mayport Road Medians	PO7A02942010	Davey Tree Expert Co.	\$1,076.00				Open - Pending invoices for establishment period maintenance
	Rio Lindo Dr	Rio Lindo Dr Tree Planting	PO7A02942012	Davey Tree Expert Co.	\$2,265.00				Open - Pending invoices for establishment period maintenance
	Rogero Rd	Rogero Rd Plant Replacement	PO7A02942015	Davey Tree Expert Co.	\$8,660.00				Open - Pending invoices for establishment period maintenance
	Hurricane Irma	Hurricane Irma Tree Straightening	PO7A02942016	Davey Tree Expert Co.	\$9,742.00				Open - Pending invoices for establishment period maintenance

**CITY OF JACKSONVILLE TREE PLANTING PROJECTS - ENCUMBERED**

CD	Project Title	Project Scope	Project or Ordinance Number	Project Manager	Balance	Start Date	Anticipated Completion Date	Actual Completion Date	Status
	Hazardous Tree Services FY17/18	25% of FY17/18 budgeted for Hazardous tree removal & pruning paid by Tree Fund	PO8A01798005	Lewis Tree Service Inc	\$358,344.00				FY18 PO Active through 10/26/2018



CD	Project Title	Project Scope	Project or Ordinance Number	Division/Project Manager	Estimated Cost	Actual Cost	Anticipated Start Date	Actual Start Date	Anticipated Completion Date	Actual Completion Date	Status
7	Main Street	Tree removal and planting on N. Main St. between 1st. St. and 7th St.	2017-0111-E	Public Works - Mowing and Landscape Richard Leon/Fred Pope	\$22,057.00	\$20,176.85	8/20/2018	8/20/2018	9/17/2018	10/18/2018	Complete - Davey 1/Yr
7	Harts Rd & Dunn Ave. Medians and Streetscape in Downtown Jacksonville	5 Date Palms to be planted on two medians on Harts Rd. at the cross street of Dunn Ave. (Phase 1) 8 Date Palms to be planted as replacements in Downtown Jax (4 on Riverside Ave, 2 on Adam St, W, 1 on Forsyth St, W, 1 on Monroe St) (Phase 2) 13 Date Palms total. Includes removal of existing Date Palm stumps in city street planting boxes. Introduced by CM Gaffney. Appropriation from Tree Fund 15F. Two median tree plantings on Old St. Augustine	2018-0007-E	Public Works - Mowing and Landscape Richard Leon/ Kathleen McGovern	\$62,540.03	\$62,540.03	Phase 1 4/10/2018 Phase 2 4/25/18	Phase 1 3/23/2018 Phase 2 4/30/18	Phase 1 6/11/18 Phase 2 6/11/18	6/11/2018	Complete - Davey 1/Yr
6	Old St. Augustine Rd Medians	RD. from Barrtram Park Blvd to entrance of Palmetto Leaves Park South. (No removals) Introduced by CM Schellenberg. Appropriation King St. from College St. to Park St., replacement planting on nine medians and sidewalk cut-outs. Introduced by CM Love. Appropriation requested from 15F.	2018-0043-E	Public Works - Mowing and Landscape Richard Leon/ Kathleen McGovern	\$18,964.21	\$18,964.21	4/20/2018	6/1/2018	8/8/2018	10/18/2018	Complete - Davey 1/Yr
14	King Street	Right of Way plantings on two adjacent streets at the intersection of Patton Rd. and Beach Blvd. (no removals) and residential right of way plantings. Introduced by CM Scott Wilson and through citizen request. Appropriation requested from 15F (\$53,202,801 and 15M, \$52,080,461)	2018-0190-E	Public Works - Mowing and Landscape Dave McDaniel/Kathleen McGovern	\$94,289.36	\$94,289.36	11/15/2018	2/20/2019	3/14/2019	3/14/2019	Complete - Davey 2/Yr
14	Patton Rd/Beach Blvd. -Southside	Tree Planting in City ROW on residential streets in Avondale Avondale replace dead/storm damaged trees. Introduced by CM Love. Appropriation requested from 15F.	2018-0273-E	Public Works - Mowing and Landscape Richard Leon/ Kathleen McGovern	\$31,232.60	\$31,232.60	7/19/2018	7/19/2018	8/20/2018	12/20/2018	Complete - Davey 1/Yr
4	Lenox Ave. Tree Planting	Tree Planting in City ROW tree planting (no removals) on Lenox Ave. from Shen Ave to Cassat Ave. Introduced by CM Dennis. Appropriation requested from 15F.	2018-0307-E	Public Works - Mowing and Landscape Dave McDaniel/Kathleen McGovern	\$26,435.84	\$26,435.84	10/12/2018	10/15/2018	10/26/2018	12/20/2018	Complete - Davey 1/Yr
7	Harts Rd. II of Way	Tree Planting in City ROW and medians; Introduced by CM Gaffney	2018-0369-E	Public Works - Mowing and Landscape Dave McDaniel/Kathleen McGovern	\$31,265.81	\$31,265.81	9/12/2018	9/12/2018	10/2/2018	12/20/2018	Complete - Davey 1/Yr
6	Mandarin Rd. Tree Planting	Tree Planting in City ROW tree planting along new trail/walk and supplementing existing medians. (65 trees and MDT) Introduced by CM Schellenberg. Appropriation requested from 15N and 15F.	2018-0791-E	Public Works - Mowing and Landscape Richard Leon/ Kathleen McGovern	\$166,045.00	\$45,846.43	3/25/2019	3/25/2019	4/14/2019	4/14/2019	Complete - Liberty 2/Yr
7	Springfield Neighborhood Tree Planting - SPAR collaboration	Tree Planting in City ROW on residential streets and businesses in Springfield for tree planting requests and to replace dead/storm damaged trees. (149 trees) Introduced by CM Gaffney. Appropriation requested from 15F.	2018-0792-E	Public Works - Mowing and Landscape Richard Leon/ Kathleen McGovern	\$278,872.00	\$81,922.79	3/25/2019	4/14/2019	6/25/2019	6/25/2019	Complete - Liberty 2/Yr
8	Moncrief Rd. Tree Planting	Tree Planting of 142 trees in City ROW along Moncrief Rd. as part of Moncrief Rd. Beautification Project from 33rd St. to 45th St.; Introduced by CM Newby	2019-0178-E	Planning and Development Jeff Lucosky	\$409,341.42						Scheduling
14	RAP Relief Neighborhood Tree Planting - RAP collaboration	Tree Planting in City ROW on residential streets and businesses in District 14 for tree planting requests and replacement dead/storm damaged trees. (364 trees) Introduced by CM Love. Appropriation requested from 15F.	2019-0044-E	Public Works - Mowing and Landscape Richard Leon/ Kathleen McGovern	\$781,748.00	\$781,748.00	4/20/2019	5/1/2019			Complete - Davey 1/Yr
8	District 8 Tree Planting	Tree Planting in Yancey Park, Pritchard Rd. Median and Moncrief - Dirmore Rd. right of way. Introduced by CM Pittman. Appropriation requested from 15F.	2019-0521-E	Public Works - Mowing and Landscape Richard Leon/ Kathleen McGovern	\$256,921.95						Complete - Davey 1/Yr
12	Hammond Blvd.	80 trees along Hammond Blvd and Dovee St. right of ways and Medians. Additional trees at Thomas Jefferson Park.	2017-0767-E	Public Works - Mowing and Landscape Fred Pope/Kathleen McGovern	\$164,478.00						Complete - Liberty 2/Yr



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**DESIGN CONSULTANT FEE SUMMARY  
LEVEL 3 APPLICATION**

**TREE COMMISSION  
CITY OF JACKSONVILLE, FLORIDA**

**PART 1 - GENERAL**

<b>1. CONSULTANT</b>	<b>2. Date of Proposal</b>
Insert Consultant Name here	Insert Date here
<b>3. PROJECT</b>	<b>4. NAME OF COMMUNITY ORGANIZATION</b>
Insert project Name here	Insert Organization Name here

**PART TWO - LABOR RELATED COSTS (w/ OVERHEAD & PROFIT)**

DIRECT LABOR Insert Personnel Title below	PERSON'S NAME	HOURLY RATE	NUMBER HOURS	TOTAL COST	
Contract Manager		\$0.00	0	\$0.00	
Landscape Architect (Registered)		\$0.00	0	\$0.00	
Landscape Designer		\$0.00	0	\$0.00	
CAD Technician/ Drafter		\$0.00	0	\$0.00	
Clerical (Typing, Word Processing, Document Assembly, Etc.)		\$0.00	0	\$0.00	
Other (Please specific here & below)		\$0.00	0	\$0.00	
		\$0.00	0	\$0.00	
		\$0.00	0	\$0.00	
		\$0.00	0	\$0.00	
<b>5. TOTAL DIRECT LABOR w/ OVERHEAD &amp; PROFIT</b>					<b>\$0.00</b>

**PART 3 - OTHER COSTS**

<b>MISCELLANEOUS DIRECT COSTS</b>		
Reproduction		\$0.00
Shpping		\$0.00
Travel		\$0.00
Other (Please specific here & below)		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>6. MISCELLANEOUS DIRECT COSTS SUBTOTAL</b>		<b>\$0.00</b>
<b>SUB-CONSULTANTS - LUMP SUM</b>		
Irrigation Designer		\$0.00
Other (Please specific here & below)		\$0.00
		\$0.00
		\$0.00
<b>7. SUB-CONSULTANT SUBTOTAL</b>		<b>\$0.00</b>
<b>8. TOTAL FEE AMOUNT (Items 5, 6, &amp; 7)</b>		<b>\$0.00</b>



**DESIGN CONSULTANT WORK HOURS SUMMARY  
LEVEL 3 APPLICATION**

**TREE COMMISSION  
CITY OF JACKSONVILLE, FLORIDA**

**PART ONE - GENERAL**

<b>1. CONSULTANT</b>	<b>3. DATE OF PROPOSAL</b>
Insert Consultant Name here	Insert Date here
<b>2. PROJECT</b>	<b>4. COMMUNITY ORGANIZATION</b>
Insert Project Name here	Insert Organization Name here

**PART TWO - LABOR HOURS**

<b>Work Description</b>	<b>Prj. Manager Hrs</b>	<b>Landscape Architect (Registered) Hrs</b>	<b>Landscape Designer Hrs</b>	<b>Irrigation Designer Hrs</b>	<b>CAD Technican/ Drafter Hrs</b>	<b>Clerical Hrs</b>
<b>DESIGN/CONSTRUCTION COORDINATION</b>						
Site Review	0	0	0	0	0	0
Base Map Preparation	0	0	0	0	0	0
User Coordination	0	0	0	0	0	0
Schematic Design	0	0	0	0	0	0
Final Design (Construction Drawings)	0	0	0	0	0	0
Community Organization Coordination & Invoicing	0	0	0	0	0	0
Bidding & Award	0	0	0	0	0	0
Construction Coordination w/Contractor	0	0	0	0	0	0
Initial Inspection/Punch List	0	0	0	0	0	0
3 Month Warranty: Inspection/Punch List & follow-up (if applicable)	0	0	0	0	0	0
6 month Warranty: 6 Month Inspection/Punch List & follow-up	0	0	0	0	0	0
12 Month Warranty: 6 & 12 Month Inspection/Punch List & follow-up	0	0	0	0	0	0
Review of Contractor Invoices & Payment Approval	0	0	0	0	0	0
<b>VOLUNTEER COORDINATION (If Volunteers used)</b>						
Volunteer Coordination during Planting	0	0	0	0	0	0
<b>LIST OTHER WORK BELOW</b>						
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
<b>5. TOTAL HOURS</b>	0	0	0	0	0	0





# TREE MITIGATION

## CITY OF JACKSONVILLE

### TREE REMOVAL PERMIT INFORMATION

Click here to search detailed information on Site Clearing and Tree Removal Permits. In reviewing tree removal information on a specific permit, for "B" permits click on the Spec 2 tab; for "L" permits click on the Tree Mitigation tab.



### AVAILABLE FOR APPROPRIATION



15F (Ordinance): \$14,826,070.88  
15N (Charter): \$5,480,452.59  
Better Jacksonville Plan - Tree Mitigation Project: \$1,717,826.00  
Total: \$22,024,349.47

### TREE FUND CITY PLANTING PROJECTS

Click here to search detailed information about City Tree Fund Planting Projects.



### FILE AN ISSUE

Click here to report site clearing or tree removal without a permit, or to request tree maintenance on public property. In the CARE System, select "Tree Remove or Landscape Violation" from the dropdown.



*Disclaimer: The AVAILABLE FOR APPROPRIATION information shown on this page is updated nightly from the City's financial records, but does not include any pending appropriations, or other financial transactions of the funds which have not been completed.*

If you experience difficulty viewing or accessing the documents provided on this site, or navigating this application's table features, using any assistive technology, please contact the Disabled Services Division at 904-630-4940 or 904-630-4933 (TTY) to request an accommodation.

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Version: 1.0.0.6





Budget Balance of Appropriated Expenditures

	Center	Activity	*Budget	Expenditures	Purchase Orders	Balance
<b>15304-Tree Protection &amp; Related Expenditures (15F)</b>						
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00000189-5TH & Cleveland Ash Site Tree Planting	28,760	11,083	17,677	-
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00000237-Avon Dale Tree Planting Plan	6,247	-	6,247	-
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00000275-Brown's Dump Ash Site Tree Planting	5,181	2,149	3,033	-
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00000378-County-Wide Tree Prog-Right Of Way	2,085,827	451,813	733,343	900,672
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00000429-Duval County School Board Property	92,244	-	-	92,244
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00000541-Hammond Blvd Project	175,761	-	165,478	-
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00000604-Intersec,Bridge,Misc 09-10 Landscaping	18,468	-	-	18,468
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00000651-King St Planting College To Park	16,106	-	16,106	-
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00000659-Lenox Ave Planting Verna To Cassat	5,287	2,644	-	-
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00000744-North Main Street Landscaping	10,446	1,290	2,644	-
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00000755-Old St Aug At Bartram Park	1,836	1,836	-	9,156
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00000982-Tree Protection & Related Expenses	1,451,069	14,120	-	1,436,949
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00001035-Mandarin Road Tree Planting	82,667	-	8,066	74,601
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00001036-Springfield Preservation Tree Planting	220,408	-	23,459	196,949
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00001315-Level 2 Tree Planting Program	2,966,490	629,949	638,627	1,697,914
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00001316-Moncrief Rd Beautification Project	409,341	-	-	409,341
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00001317-Riverside Avondale Pres - Relief	415,432	-	415,432	-
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00001345-District 8 Tree Planting	263,837	-	263,837	-
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00001606-Sulzbacher Village Level 3 Tree Planting	72,298	-	72,298	-
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00001607-Huguenot Park Level 3 Tree Planting	105,587	-	105,587	-
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00001623-Level 3 Tree Planting Program	1,000,000	-	-	1,000,000
		All Activity Values	9,433,292	1,114,884	2,471,832	5,846,576
151016-PWOD Forrest Street Ash Site Tree Planting - Conservation and Resource Mg			5,995	-	5,995	-
151132-PWOD County-Wide Tree Prog-Active Parks - Conservation and Resource Manag			532,545	-	-	532,545
151135-PWOD County-Wide Tree Prog-Preservation Parks - Conservation and Resource			514,854	-	-	514,854
154006-PWVWL Tree Maintenance - Other Physical Environment			383,747	327,546	46,408	9,793
154007-PWVWL 630-City Tree Planting Prog - Other Physical Environment			3,620,573	2,094,241	809,886	716,446
154008-PWVWL Patton Rd And Beach Blvd Tree Planting - Conservation and Resource M			18,857	9,428	9,428	-
154009-PWVWL Zoo Landscaping-Asian Exhibit - Conservation and Resource Management			1,031,432	-	1,031,432	-
191015-JXSF Conservation and Resource Management			2,266,376	-	-	2,266,376
		00000981-Tree Protection & Related Expenditures-Activity				
<b>Total</b>			<b>17,807,670</b>	<b>3,546,099</b>	<b>4,374,981</b>	<b>9,886,591</b>
<b>15305-Tree Mitigation &amp; Related Expense (15N)</b>						
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00000544-Harts Road Tree Planting	3,127	3,127	-	-
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		00001035-Mandarin Road Tree Planting	48,919	-	3,321	45,598
<b>Total</b>			<b>52,046</b>	<b>3,127</b>	<b>6,448</b>	<b>45,598</b>

\*Remaining budget rolled forward to the new ERP system





Jacksonville Tree Commission  
Wednesday, July 22, 2020 – 9:30 AM  
Approved August 11, 2020  
Via Zoom Platform

<b>Commissioners Present:</b>	Chris Flagg, Chair Curtis Hart, Vice Chair Ron Salem John Pappas Mike Robinson Rhodes Robinson	<b>Staff:</b>	Cindy Chism
<b>Advisors:</b>	Susan Grandin, OGC Richard Leon, Urban Forester Kathleen McGovern, City Arborist	<b>Public:</b>	Todd Little, COJ Jill Enz, Parks Joe Anderson, JEA Mike Zafferoni, Liberty Landscape Kirby Oberdorfer, COJ Tracey Arpin, Scenic Jax Dave McDaniel, COJ Sandy Fred Pope, COJ Nicole Mosely, COJ Cristina, Gozar, COJ

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.
4. **Reports:**
  - a) Fund balance and encumbrance report for 15(F) (Ordinance Tree Fund), 15(N) (Charter Tree Fund) and BJP – Cristina Gozar
    - i. \$3,000,000 adjustment and 12 month accounting – Joel Provenza will report at next meeting.
  - b) Status of Pending Tree Projects – Kathleen McGovern
  - c) Fund Status of 630-CITY, Remove & Replace and Level 2 Programs– Richard Leon will report on this once all issues have been worked out with 1Cloud, the new procurement system.
    - i. Project status for 630-CITY; 2306 trees have been planted, 687 which are in progress, and 449 new requests for tree plantings. Site visits are done for every tree by Mr. Little. He sees approximately 30-40 sites per day. Status of Remove & Replace is 372 trees have been planted, 80-85 are in progress and will be planted closer to the Fall.
5. **Action Items:**
  - a) Approval of Minutes from June 24, 2020 meeting – Chair
    - i. Mr. Flagg pointed out that the next meeting was listed as March 18<sup>th</sup>. Motion to approve minutes with correction Mr. R. Robinson, second by Mr. Hart, none opposed.
  - b) Proposed Level 2 Project(s) – Kathleen McGovern/Todd Little
    - i. Neptune Beach Tree Planting (47 trees)

1. Presentation – Todd Little
    - a. Mr. Pappas asked Mr. Little if this project has taken into account the upcoming Penmen Road Complete Streets study which is about to begin. In addition there is potential for a round-about at Florida and Penman. So trees don't get planted that will have to be removed in the future. Mr. Little responded that the round-about has been taken into consideration. Mr. Hart asked if the circle will take up more than the right-of-way. Mr. Pappas said there may be some corner cuts but for the most part it does remain in the right-of-way. **Mr. Little will get a copy of the plan to Public Works Engineering Division to ensure there is no conflict.**
  2. Public comment – John November – as a Neptune Beach resident, thank you, Staff for this project.
  3. Vote –Motion to approve Neptune Beach Level 2 Tree Planting Project made by Mr. Hart, seconded by Mr. Pappas, none opposed. Motion passed.
- ii. Nathan Krestul Park Tree Planting (34 trees)
1. Presentation – Todd Little
    - a. Mr. Hart acknowledge the contribution Nathan Krestul made to the city. Mr. Pappas agreed this project was good for the community.
  2. Public comment – Tracey Arpin asked if consideration had been taken in choosing the type of trees for this park as it flooded during the last 2 hurricanes. Mr. Little responded that the diagram presented is approximate. If, when they are planting the trees, it becomes obvious the tree is being planted in ground which is muddy, then the location will be adjusted. Jill Enz added the Tree Stewards and a Local Native Plant Society have been focused on this park. These groups are refurbishing a small butterfly garden at the corner where the trail meets San Jose. Also, they have purchased seed and plant material of native plants which are salt tolerant to plant along the banks. Mr. Pope pointed out on the diagram the black splotches indicates areas of poor drainage.
  3. Vote – Motion to approve the project by Mr. Hart, seconded by Mr. Pappas, none opposed. Motion passed.
- iii. Alexandria Oaks Park Tree Planting (15 trees)
1. Presentation – Kathleen McGovern
    - a. Mr. Flagg asked if the Fringe trees being planted are successful. Mr. McGovern replied that yes, the grower is providing wonderful specimens of both the Chinese and the native Fringe trees.
  2. Public comment – None.
  3. Vote – Motion to approve the project from Mr. R. Robinson, seconded by Mr. Pappas, none opposed. Motion passed.
- iv. Greenland Park Tree Planting (53 trees)
1. Presentation – Kathleen McGovern



- a. Mr. Flagg asked about the buffer between the residents and a recreation field; would it behoove us to think more along the lines of Live Oaks continuing along that corner and perhaps put the pockets of Cabbage Palms around the water or somewhere they are more appropriate. Ms. Enz replied that there could be some adjustment with the palms moving closer to the retention basin and the cedar and Live Oaks move closer to the residents. There is a long term plan which will have a trail adjacent to the trees and leave the middle area open for field. Mr. Flagg continued it was just a suggestion.
  2. Public comment – Fred Pope pointed out the houses backing up to the park have very small backyards therefore a Live Oak buffer on that southern side is appropriate. The Cabbage Palms are not going to do much as a buffer there. With regards to the future trail, people using the trail would like to have some type of separation between the buildings and the park.
  3. Vote – Motion made by Mr. Pappas to approve the project, seconded by Mr. Hart, none opposed. Motion passed.
- v. Huntington Forest Park Tree Planting (15 trees)
1. Presentation – Kathleen McGovern
    - a. Mr. Hart asked if this park was previously a pocket park. Mr. Enz agreed it probably was, she does not know the history offhand. Mr. Hart continued, the builder is required to build these parks and they are then turned over to the Home Owners Associations and it becomes a problem because the City doesn't want them. Mr. Flagg added the accessibility is probably limited to walking or bicycling, there doesn't appear to be any parking. Ms. Enz agreed there are bollards which line the road bordering the park. Mr. Flagg continued, these parks are jewels and any time we can enhance them, especially for community use, we certainly should.
    - b. Mr. Hart added the City should have a policy that if a park exceeds a certain area, say 1 acre, or maybe 2, the City should consider accepting them from the development community or taking over these parks, with a budget. The Developers budget in the Home Owner's Association a certain amount for these parks if they become City parks they would better serve the public. CM Salem asked if the decision to not accept the parks is a policy. Mr. Hart replied it has become a policy to not accept them. If the parks are large enough 1-2 acres, the City should consider taking them because they often go un-maintained and then are of no use to anyone. CM Salem continued, if the parks were built for the community, the community should be responsible for them. This is something which should be explored as a City Policy. Perhaps, this should be looked into.
  2. Public comment – Tracey Arpin complimented the use of Long Leaf Pine trees. Jacksonville comes up short in the Park ranking distance to the closest park, because all of our eggs are in the big park basket and none in small pocket parks. What makes areas like San Marco, Avondale and Riverside so appealing to live in are all the pocket parks within walking distance.

3. Vote – Motion to approve made by Mr. Hart, seconded by Mr. Pappas, none opposed. Motion passed.
- vi. John Gorrie Dog Park Tree Planting (11 trees)
1. Presentation – Kathleen McGovern
    - a. Mr. Flagg complimented the plan submission.
  2. Public comment – Mr. Pope asked when this part of Riverside Park was renamed. Ms. Enz replied this portion of the park was donated by Dolores Weaver Fund to develop as a dog park. This is still part of Riverside Park.
  3. Vote – Motion to approve project made by Mr. R. Robinson, seconded by Mr. Hart, none opposed. Motion passed.

## 6. Old Business

- a) Commission member vacancy – Criteria: Urban Planner or Attorney, should reside in At-Large Council District 1, 2, 3, or 5 - Cindy Chism
  - i. Mr. R. Robinson has suggested an applicant and the application has been sent.
- b) Revisions to Level 3 documents – Limitation of Applicant’s communication with Commissioner’s – Susan Grandin
  - i. The current instruction says “After the initial consultation with the Tree Commission Staff regarding the project, an Applicant shall be prohibited from communicating with Tree Commission members.” Due to the level of communication required between the Applicant and Staff, should the communication be restricted between the Applicant and Commissioners. Mr. Hart said he would have no problem discussing a project if it helps him understand the motivation and the planting plan. Mr. R. Robinson added that sometimes communication prior to the meeting helps both sides work out any little kinks. Mr. Flagg and Mr. Pappas agree with both comments. Any ex-parte conversation must be reported as well as assurances that those conversations are not swaying the vote in any way.
  - ii. Public Comment - None
  - iii. Vote – Mr. Hart made a motion for Ms. Grandin to update the Level 3 instructions to allow communication with Commissioners at any time, seconded by Mr. R. Robinson, none opposed. Motion passed.

## 7. New Business

- a) Clarification of administrative cost information for Level 3 applications – Susan Grandin/ Fred Pope
  - i. In the Application and the Grant Agreement the type of documentation required from the Applicant is listed but it seems it requires further clarification especially since these projects do not now go before City Council for review, only Staff, this Commission and MBRC. This documentation is comparable to what a commercial contractor helping the City with a landscape planting plan. Therefore a Level 3 Contractor is stepping into the shoes of the City in fulfilling a project we want to do. Maintenance, Risk Management and Financial parts all need to be comparable to any other kind

of project the City gets involved with and pays someone to do. In an effort to be transparent these are the documents the Staff would like to see, mostly like the Commission and MBRC as well in terms of where the money is going for all the different aspects of the project.

- ii. Several projects have now been submitted and reviewed, Mr. Pope continued, and initially we thought a percentage of the construction costs would work but it has become clear that is insufficient information to really judge what the project should require as far as design and administrative fees. As a result, we have determined the process should use fees not based on construction but upon the actual services rendered. Because the Community group is acting as the City's consultant and should be treated as such, providing us a breakdown of all the services required on any project. The services required are going to vary from project to project, using a percentage of the construction costs is not a good way to calculate the fees, i.e., the construction budget could be relatively small but the administrative costs were high because a lot of community outreach was required. This will provide transparency.
- iii. The form is based on the Engineering Division form. There are a number of issues which need to be addressed; site review, user coordination, schematic design, final design, bidding and award, all of these things are needed for each project. For instance if the contract was for 1 year versus 2 year contract there would be more inspections required. With the percentage approach, if the project had 2" trees and then changed to 4" trees, the cost increases significantly with no additional administration hours for the additional fees. So construction really needs to be separated from the administrative and design fees. Each projects' list of services and cost of those services is looked at individually to determine if they are appropriate or not. This is what the City does with all their Consultants. This is the best approach to provide the City with sufficient information to really judge the validity of any particular proposal.
- iv. Mr. Pappas asked would this be a lump sum or billed by the hours used. Mr. Pope replied the hours put into the project are estimated, once the price is negotiated and then that becomes a lump sum number. They would then get paid a percentage of whatever they have completed. It would be a set number once the project was approved.
- v. Mr. Flagg added he thought the form was a good starting point to help the Applicant get organized and see what was required. The complexity on the Level 3 projects will differ from project to project, sometimes the percentage is difficult to determine, and this way the level of detail can be managed to the degree of difficulty. Those projects already submitted remain with the initial approach; this method would be applied to any new projects submitted. Mr. Pope replied, the Equestrian Center, and the 2 projects from Public Trust will remain with the percentage calculation anything submitted going forward will be required to use this process.
- vi. Mr. Hart commented he did not want the negotiation of the administrative fees to hold up a project. I would like the Commission to be able to ultimately make the decision if there is a conflict with the Applicant and the administrative amount. Mr. McDaniel assured the Commission that there shouldn't be any problem finding a resolution to any negotiation issues. Mr. Pope added there is a 3 phase process for Level 3 Application submittals, so there are many opportunities for any issues to be resolved. Phase 1 is a general meeting to discuss the scope of the project, Phase 2 is more conceptual. An approach to fees may be discussed at this point and then Phase 3 is the submission

of the final proposal. By the time we get to Phase 3, all the issues have been worked out and there is very little to say, approval should be just a formality.

- vii. Ms. Grandin added this is a lot like a zoning application, an applicant comes in with an idea and the Planning Department has to accept it. Staff works with the applicant, who wants to be approved. Same thing with the Tree Commission Staff, however Staff is not negotiating the price, they can make suggestions but what we are really asking for is detail on how the price was determined. To go back to the Planning Department analogy, if the Planning Department still doesn't like the design; it still goes to Planning Commission or LUZ for the determination by the collegiate body. The Tree Commission is the collegiate body, whatever the Commission recommends, goes to MBRC, which will take the Tree Commission's recommendation. Because these projects are not going to City Council for approval, it puts more pressure on the Tree Commission to analyze every part of the project; the trees, location, maintenance and all the financial details. Mr. Hart agreed and pointed out the more detail provided the better especially because of the large amounts of money available. It will be up to the Applicant to provide that level of detail.
- viii. Mr. Pappas pointed out that some organizations may not be aware what is required for a Level 3 Project; this breakdown of the details should help them understand everything they are going to be involved with. The goal is to have a great project and get trees in the ground in a great way, and it costs to do that, if we have the details behind it, it ensures we get that great final product at a reasonable price.
- ix. Public Comment – Anna Dooley, Greenscape – We brought a project before the Commission and because of a SNAFU where we thought we had a review and it actually wasn't a review, it was kicked out. So we have been working on that project ever since and we've had very amenable meetings with Staff, we feel we are in a good spot right now. I agree with Curtis Hart that adding more levels of bureaucracy is only going to make this harder for community organizations to fulfill our mission which is planting trees in Jacksonville which is also your mission through the Commission to spend the money wisely for planting trees.
- x. Ms. Dooley continued, one problem is it's like an evolving exercise. I'm hoping that now the latest rendition of how things are to be accounted for is going to be a keeper because I can live with that. I love transparency, I love order, I want to be accountable but along those lines the rules keep changing so it's hard to keep up. I have the Equestrian Center; we're just about ready now. I think we have met enough, the last meeting results just received and we can comply with pretty much everything on there except for the accountability for our hours. Because as many as of you know, this is a 3 year project we have been working on. We don't keep track of our hours because it was never considered a necessity; we've never allocated our hours in the past. I can comply with all of the latest conditions that were levied on us from Public Works except for providing hours. We are in a position where that's the only way we can recoup our time and our future time will be by estimating a percentage from the cost so that will be coming before you but I wanted to state exactly why that is the way it is.
- xi. We have another project we will be submitting hopefully in the near future, that one we are keeping track of our hours so we will be able to provide the information Mr. Pope is wanting on that form. Thank you very much for all of your efforts and time. I think we all have the same goal and we're trying our best. Mr. Flagg replied that the past is the past and we don't want to change horses, that

project has been submitted once and you're working on a resubmittal, the last thing we want to do is give you more parameters to follow when you've already submitted. That's not going to be the case. We look forward to seeing the Equestrian Center again and appreciate your patience. Yes, you are absolutely right this is an evolving exercise and we're trying to do the best we can with what we have but we also want to put into place criteria which will help us and help you. There are Staff who can assist from the City if there are levels of detail which become perplexing in any way, the resources are available.

- xii. John November, Public Trust – Very pleased we will have clear direction on what we are doing in terms of administrative fees. For my 2 projects, the bids we received are lower than we proposed on the contract. Its a little ironic that for the Level 3 Project we are getting \$5000, \$7000-\$10,000 and the contractors for the Level 1 and Level 2 projects will probably be walking away with millions of dollars at the end of this year. I don't mind the scrutiny and transparency, but when you look at it holistically and the entire project for how much we will likely be saving the City over time, sometimes it better to work smarter than harder, so hours may not be the perfect projection for the quality of work the City is going to get. I'm happy to move with that project, of course the City is going to have in the back of their mind, what percentage does that equate to, as long as we're looking at this from a reasonable perspective and having the fee equal the amount of services performed I think we'll be in good shape. I have faith that with the Urban Forestry Department that they will treat us fairly so I'm very optimistic about these next steps. Mr. Flagg agreed and remarked the whole point of this is fairness; we want to be as fair as we can.
- xiii. Ms. Grandin added that the Commission should vote on the form however if a single word has to change does the whole form need to come before the Commission to make such a minor a change. What the Commission may want to require is "substantially the same form as" is what is typically put in legislation. Mr. November requested the document in Excel or Word so the Applicant could complete it.
- xiv. Mr. Pope asked the Commission when the "time clock" for this form should begin. For instance, if a Consultant is preparing a proposal which is not part of the design fee, it's more their overhead, the question is what do we pay for. Ms. Dooley responded this is an example of what happens; there are too many changes, Mr. Pope is now making another change to something we thought was settled. We can't continue to conceive of projects, work with Community Groups and City Council people to improve what they want with the tree canopy if the rules are constantly changing and the forms are coming out in bulk. For once John November and I are on the same page, you can hear in his voice as in mine, the frustration. We are the two organizations coming to the Tree Commission, we are valid, we do what we are supposed to do and you can tell how frustrated we are. Adding another level of bureaucracy is just insane. Mr. Pope replied this was not another level of bureaucracy; it was refining the whole approach with a new form. As issues come up, we are trying to address them so that there is a consistent approach to all the projects. In order to give the Community Groups a better opportunity to refine their project and not spend a lot of time up front, we've created the 3 Phase process; a very basic project and we can recommend yes or no or here's a better alternative, with no time spent at the beginning; the 2<sup>nd</sup> phase doesn't require that much detail, by the time they get ready to spend the money/time to create the final submittal, that's



- already been worked out, so the time should be limited as far as the amount involved in putting together a submittal. This is the issue for the Commission to decide, when this clock starts.
- xv. Tracey Arpen – Time spent is time spent and if it's a Community Group coming to Greenscape with an idea and they begin spending time on it, that's time they've spent on it. I don't believe there should be an arbitrary starting point somewhere down the road. There will be some projects where time will be invested and either because there is no Community support or the organization decides that's not where they want to go, they have lost that time. However, if there is a project which has been put together and brought to the Tree Commission, all the time they spent should be factored in to what their reasonable fee is. So all the time away from other projects while developing this one you will not recover because of this arbitrary starting point for measuring your fee. Mr. Pope responded that the process is set up where the amount of detail required for submittal to the Commission is not that great a burden. It's after financial approval of the project is when the nitty-gritty detail is required. Which is what we're trying to address, how do we keep the time involved by the Applicant to a minimum until that financial approval. It's not helpful if we get an almost complete Application from the very beginning.
- xvi. Anna Dooley – I submitted a package with apparently too much information. It was a very professional report, bound, notebook with drawings, pricing, narratives and shot right past all 3 of the Phases that we're supposed to be going through. I thought the more information the better. Sorry I didn't go through the protocol of the 3 phases. Mr. Leon responded, the detailed plan was delivered the night before the conceptual Zoom meeting, so there was no time to go over it. The purpose of the conceptual meeting is to determine if the project is one which should be pursued. The 3 Phase process was developed with the Greenscape staff in a meeting before COVID. So Staff believed there was a consensus with Greenscape that no projects would be developed until after the conceptual meeting. Is it common for a Consultant to be paid for their proposal? Is the work put into the development of a proposal typically reimbursed? Ms. Dooley said she does not recall that process being developed at that meeting. That meeting was very traumatic for her.
- xvii. Tracey Arpen – I thought the point was to get trees in the ground and get Community groups involved in planting trees, if you are asking them to invest a lot their time upfront without any recompense, it's going to discourage groups from doing that. I almost wonder if there isn't an effort to cut the non-profits out of the planning process and the City wants to do all the planting themselves. Because I sure don't see much of an effort to help non-profits be involved in the process to get reimbursed for a reasonable amount of their time. We should be simplifying the process where we can, adequately compensate non-profits a fair amount and keep in mind they are still going to come in cheaper than if you hired a design firm to contract it all.
- xviii. Mr. Flagg reiterated we are trying to establish additional parameters so the level of detail is known by the Commission and the Applicant. In addition this will also show the level of complexity of variances and cost. The forms will remain substantially the same format, subject to possible revisions as necessitated by use. We want to make sure we cover where and when and how the City's money is fairly distributed. We are trying to remain as transparent, open and as fair as we can from both sides. There are processes and people in place which can advise and help but also we want to go through a conceptual phase to understand whether or not a project is viable, should we

get paid for that, in real business, no; it's called Marketing costs. Once the project moves forward that's when you make the decisions which incur hours and costs.

- xix. Vote –Mr. Hart made a motion to use these forms with them remaining substantially as shown, seconded by Mr. Pappas, none opposed. Motion passed.

## **8. Public Comment**

- i. Mr. Hart asked for a subcommittee to be formed to ensure the decisions being made at the Commission now are in line with what the Planning & Development Department, Landscape Division's plan for the City. Someone from Landscape Division should either be on the Commission or at least have someone attend the meetings to report back as to the implementation of rules the Commission passes. Ms. Grandin reminded the Commission that there was a staff committee working on revising the Landscape Code, which includes members from the Landscape Division. The staff committee has met twice since COVID; subpart A is completed and subpart B is in process, the goal is to have the suggested revisions completed by the August Tree Commission meeting. There are many things we are taking into consideration; the Shade Tree Committee, including the one-to-one rule, the Don't Over-Prune Committee and all the other things which have been discussed. We are trying to meld it into a coherent group of rules.

- 9. Adjournment** – the next ZOOM meeting is scheduled for Tuesday, August 11<sup>th</sup>.