

Jacksonville Tree Commission
Special Meeting

Tuesday, March 9, 2021 – 1:00 PM
City Hall, Third Floor, Conference Room C
and Zoom

Commissioners:	Chris Flagg, Chair	Advisors:	Susan Grandin
	Curtis Hart, Vice Chair		Richard Leon
	Ron Salem		Kathleen McGovern
	John Pappas		Joel Provenza
	Mike Robinson		
	Rhodes Robinson	Staff:	Cindy Chism
	Susan Fraser		

AGENDA Revised

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
 - 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 will be available.
4. **Action Items:**
 - a) Proposed Level 3 Project – Chris Dailey, Jacksonville Zoo
 - i. Jacksonville Zoo & Gardens – Visitor Parking Lot Tree Planting Project
 1. Presentation
 2. Public Comment
 3. Vote
5. **Public Comment**
6. **Adjournment** – the next meeting is Wednesday, March 17th and will be a Hybrid Zoom meeting in **Ed Ball Building, 10th Floor, Public Works Office, conference room 5.**

Jacksonville Tree Commission
Special Meeting
Tuesday, March 9, 2021 – 1:00 PM
Approved February 16, 2022
Via Zoom Platform & In Person

**Commissioners
Present:**

Chris Flagg, Chair
Curtis Hart, Vice Chair
Mike Robinson
CM Ron Salem
Susan Fraser

Staff: Cindy Chism

Public: Chris Daily, Jacksonville Zoo

Advisors:

Susan Grandin, OGC
Kathleen McGovern, City Arborist
Richard Leon, Urban Forestry

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. **Action Items:**
 - a) Proposed Level 3 Project
 - i. Jacksonville Zoo & Gardens – Visitor Parking Lot Tree Planting Project
 1. Presentation – The applicant made a thorough presentation at the previous meeting the questions circulated around the clarity of the plan, cost, and things of that sort. Lesson’s learned are if there is something which lacks clarity when initially sent to the Commission, the Commission needs to speak up.
 2. Ms. Fraser pointed out that the application you currently have has a crossed through legend. After the last meeting it was pointed out to Ms. McGovern that in the plan sheet specifications were different than the quote specifications. There were 4” trees on the plan specs and 2” trees on the quote specs. What would Ms. McGovern be inspecting against if each spec is different? What is correct? Mr. Dailey from the Zoo answered the plan specs should be stricken and quote specs are correct. There is one other question, the plant schedule in the application itself says “all Florida Fancy or #1.” Can they use Florida #1s or must they be Florida Fancy? The goal is when you get to an inspection, everyone knows what they are looking for; what size tree, what quality, there is no confusion about what the expectations are.

3. Mr. Flagg stated we need to make sure the quote specs list the correct price. The application states either Florida Fancy or #1s, which is the quote is for. Ms. McGovern responded, the quote is for Florida Fancy.
4. Mr. M. Robinson said on the plan when you have a large menu of trees, the symbols on the plan were very similar so made it difficult to distinguish between the different types of trees. In the future if we could differentiate the symbols more. Also, in the Application there is not a defined period of warranty, what is the warranty? Ms. McGovern answered, it was discussed with the Zoo staff, and they agreed to a 2 year warranty including all the inspections which would normally occur. Mr. Flagg pointed out that the main concerns have revolved around clarity, the design, the application, the dollars, the unit costs are fair.
5. CM Salem asked if the Commission has set any limits on total cost of a project. Mr. Flagg, replied, no, there are none. The projects are evaluated on the presentation and the cost specifications. Mr. Hart added the intention has always been when the funds get lower than the Commission would begin setting rules on maximum a project would cost, but it doesn't appear we can spend it faster than it gets replenished.
6. Mr. Hart continued, this is a good project for the Commission with the amount of people which go to the Zoo, and the parking lots are always so hot, this will be a great addition. CM Salem asked if there was any signage which says this came from the Tree Commission. We've discussed it. Ms. McGovern responded, that is something to discuss at the next meeting, to determine if signs could be bought out of the tree funds. Mr. Flagg asked Ms. Grandin if tree funds could be used to purchase signage for the projects. Ms. McGovern replied, there is a Remove/Replace project on Monument Road and will have 2 signs there, paid for from the General Fund, they are \$350 per sign. You can drive by and see them. Mr. Flagg added that having signs would be a great place to begin advertising. Mr. M. Robinson agreed signs on Level 2 and Level 3 projects would assist the public in understanding where their tree mitigation funds were going.
7. Mr. Hart pointed out that the City has a sign shop. We can put up our sign but what we would pay the City for is the replacement when the sign required replacement. Purchasing the sign initially from the City is the best way to go because of the perpetual replacement. If the tree funds can't pay for them, there are ways to get them done, they are not expensive. Ms. Fraser added, perhaps the applicant's group could be added to the sign. Ms. McGovern will bring visual examples and any criteria necessary for a sign, and Ms. Grandin will research if the tree fund could pay for the signs and a decision will be made based on those elements.
8. Ms. Grandin reminded Mr. Daily to make the corrections to the digital copies match the corrections discussed.
9. Public Comment - None
10. Vote – Motion was made by Mr. Hart to approve the Level 3 Jacksonville Zoo Project including the clarifications discussed at this meeting. Seconded by Mr. M. Robinson, none opposed.

5. Adjourned.

JACKSONVILLE TREE COMMISSION'S
Level 3
COMMUNITY ORGANIZATION TREE PLANTING PROGRAM

Application

A. Qualifications: Applicants must meet the qualifications and attach the required documents as specified in the Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program.

B. General Information:

1. Legal Name of Organization: **Jacksonville Zoological Society, Inc.**
2. Organization Mailing Address: **370 Zoo Parkway, Jacksonville, FL**
3. Name & Title of Project Director/Administrator: **Chris Dailey, Horticulture Manager**
4. Contact Phone Number: **904-757-4463, ext. 113**
5. Contact Email Address: **daileyc@jacksonvillezoo.org**
6. Attach Proof of Eligibility as **EXHIBIT 1.**

EXHIBIT 1 Includes: 1) E-1 IRS Letter of Determination; 2) E-2 Status of Good Standing Certificate; 3) E-3 Detail by Entity Name

7. Attach Corporate Resolution Certification as **EXHIBIT 2.**
[EXHIBIT 2 Attached]
8. Has the Applicant received an award or contract for a project from the City in the past? **Yes**
 - a. If yes, has the Applicant performed the projects awarded by the City? **Yes**
9. Has the Applicant been a past recipient of funds appropriated from the Tree Protection and Related Expenses Trust? **Yes**

- a. If yes, has the Applicant submitted all the required documentation now due from the previously funded projects? Yes

10. Has the Applicant ever been on the Council Auditor's Non-Compliance List? No

- a. If so, please explain: N/A

11. Project Partner Organizations & Businesses/Other Entities Collaborating: N/A

12. Location/Address of Planting Project: 370 Zoo Parkway, Jacksonville, FL

13. Have You Gained Approval from Public Property Owner/Administrator of Planting Site? Yes

- a. Please identify the department or agency that operates the property: Jacksonville Zoological Society, Inc.
- b. Attach Acknowledgement of Intent to Plant Trees as **EXHIBIT 3**. [EXHIBIT 3 Attached – authorized by Daryl Joseph]

14. Have you shared information about the project with the planting project location's City Council representative in writing?_Yes

- a. Please provide copy of correspondence
[ATTACHED: Letters to City Council Members (3)]

15. Anticipated number of volunteers & staff participating in planting project and describe activities:
14

16. Project Revenues: Please list known and anticipated sources of funding for the proposed project from all funding sources. Please include whether the funds are collected or committed: [Project funded through JZG's general operating account]

C. Project Design and Narrative:

For a complete outline of the criteria the Tree Commission evaluates, please refer to the Instructions. Please make sure, at a minimum, your Project Design and Narrative answers all of the criteria.

1. Provide the number, species, and specific location of the design by:
 - a. Uploading the proposed design to <https://pg-cloud.com/JacksonvilleFL/#home> or through a similar visual design of the project; and
 - b. Attaching as **EXHIBIT 4**, the following:
 - Location Map (Exhibit 4A-1) and Schematic Planting Plan (Exhibit 4A-2), together these two documents, along with the professionally prepared Planting Plan, will become Exhibit A of the Grant Agreement;
 - Project Scope Narrative/Scope of Work (Exhibit 4B-1) and Plant Schedule (Exhibit 4B-2), together these two documents will become Exhibit B of the Grant Agreement; and
 - Project Performance Schedule (will become Exhibit C of the Grant Agreement).
 - c. The Tree Commission Approved Tree Planting List can be found on the Tree Commission webpage of the Public Works Department of the City of Jacksonville.

2. Rationale for Project, including the public benefit:

JZG is a leader in the Jacksonville area gardening community. Plants are our passion and sharing the world of plants with our 1,000,000 annual visitors is our mission. To accommodate increased visitation, JZG has begun a major initiative to improve the zoo and gardens. Part of this "master plan" is a new entrance and parking lot. The parking lot is the first and last landscape that guests experience, and we want everyone to arrive delighted, and depart with a deep appreciation for the natural world. A unique and inviting parking lot landscape of Florida native and Florida friendly trees and understory plants is our goal. Trees will provide shade for visitors and cooling of the area, food and habitat for wildlife, erosion control, stormwater filtration, and cleaner air. And it has been proven that trees help to create an environment where people are calmer and at ease, and crime rates are lower. To plant a parking lot without as many trees as possible would be a tragedy.

3. Total Project Budget in Spreadsheet.

a. Provide line-item expenses for all aspects of project within the following categories, and attach as **EXHIBIT 5** (will become Exhibit D of Grant Agreement).

- Administrative costs; ___\$10,224.29___
- Design Consultant fee; ___\$3,150.00___
- Construction cost; ___\$121,316.06___
- Irrigation cost; ___\$74,500.00___
- Cost of payment and performance bond, if required. ___N/A___

b. Total amount of award requested: ___\$209,190.35___

c. Any other sources of funding (collected or committed): ___N/A___

4. Maintenance Analysis.

a. Describe impacts from the species being planted on public infrastructure (roads, sidewalks, drainage system) and utility infrastructure (above and below surface), with special attention to proposed species bi-products that require enhanced maintenance (fruiting, roots):

Our parking lot was designed with trees in mind. Most planting spaces are sufficient to support hardwood trees for many years without infrastructure damage. Smaller planting areas will be planted with Sabal palmetto that will not damage the confining infrastructure. No trees will be planted where they will conflict with aboveground utilities, underground utilities, drainage, traffic control devices, or traffic line of sight. Any tree pruning or debris cleanup will be done by our trained and equipped horticulturists.

b. Describe any extra maintenance that will be required to retain good appearance of trees based upon the location of such trees (i.e. if fruiting trees will be near pedestrian or vehicular traffic areas):

The horticulturists making up the JZG horticulture team have combined decades of experience maintaining public garden space, including a wide variety of trees. Care for the trees is considered from the beginning of the planning process. We will start with properly specified, high quality trees, installed properly. JZG horticulture team care of the trees will begin immediately and will continue indefinitely. All trees and accompanying native landscape will be mulched with local pine straw mulch. Pine straw mulch will be replenished as needed, indefinitely. A conservative fertilization program developed by the University of Florida will be implemented by our team during tree and landscape establishment. In line with our IPM program, the trees selected are not prone to pest problems, but if needed our IPM trained horticulturists are equipped to handle most pest and health concerns. It is our pleasure to take excellent care of these trees for a very long time.

c. Describe the watering or irrigation plan for the Planting Project:

For the water needs of the trees, a custom automated irrigation system is being installed. Sufficient, but not too much, water will be provided by this system monitored and adjusted by our team. After a few years of establishment, irrigation will cease, unless it is determined that supplemental irrigation is needed.

5. Operations Analysis.

a. Describe the requirements to keep planted trees healthy

To keep the trees healthy, the JZG horticulture team will care for the trees indefinitely immediately following installation. This will include weed control, fertilization, irrigation, pruning, mulch applications, pest scouting, and health evaluations.

b. Describe irrigation requirements, and if any is required beyond the first year:

Immediately following installation trees will be irrigated by a custom automated irrigation system every other day for a total of 60 days. After 60 days, or sooner if determined to be appropriate, irrigation will occur 1-2 days per week, depending on the time of year. Once the trees are established, irrigation will cease until it is determined that supplemental irrigation is needed. JZG horticulturists will indefinitely monitor the irrigation needs of the trees and adjust as needed. Maintenance and repair of the irrigation system will be the responsibility of the JZG horticulture team.

6. Identify the rationale for planting certain trees in certain place, i.e. “the right tree, right place” analysis:

The horticulturist responsible for the tree and landscape plan has been part of the JZG horticulture team since 1997. Many years of design, acquisition, installation, and maintenance experience and study have influenced the selection of tree species and where and how they are to be planted. Further considerations are species nativity, mature tree size, wind resistance, drought resistance, pest resistance, disease resistance, parking lot performance, lifespan, proximity to storm water ponds, maintenance needs, and traffic visibility. There is only one species of palm (Sabal palmetto), and they will be the only trees planted on small islands where they have been proven to be the best tree. There is only one species of tree not native to Florida and twelve that are north Florida natives. High quality trees will be hand selected from well-respected tree growers throughout north Florida. All trees will be handled and installed by the experienced and skilled JZG horticulture team following procedures backed by the University of Florida, Florida Nursery Growers and Landscape Association, and the International Society of Arboriculture. Future maintenance needs and care of the trees are considered in every plan decision, as we are the ones who will be taking care of these trees for many years.

Any deviations from the Tree Commission Approved Tree Planting List must be pre-approved by the Commission.

7. Attach the Jacksonville Tree Commission’s Level 3 Community Organization Tree Planting Program Affidavit as **EXHIBIT 6**.

8. Any other information Applicant deems important to the Application: N/A .

EXHIBIT 5
(Exhibit D of Grant Agreement)

COST BREAKDOWN
[Note: See attached budget]

#	DESCRIPTION	COSTS
1	<u>Administration</u> contract admin & servicing costs	\$10,224.29
2	<u>Design Consultants</u> in-house landscape design landscape plan drafting irrigation design	\$3,150.00
3	<u>Construction</u> plant material installation labor	\$93,275.00 \$28,041.07
4	<u>Irrigation</u> new parking lot system complete	\$74,500.00
5	<u>Payment & Performance Bond</u> n/a city owner property	\$0.00
	total parking lot tree project cost	\$209,190.35

PARKING LOT TREE COSTS SUMMARY SHEET

12/01/2020

#	DESCRIPTION	COSTS
1	Administration	
	contract admin & servicing costs	\$10,224.29
2	Design Consultants	
	in-house landscape design	
	landscape plan drafting	
	irrigation design	\$3,150.00
3	Construction	
	plant material	\$93,275.00
	installation labor	\$28,041.07
4	Irrigation	
	new parking lot system complete	\$74,500.00
5	Payment & Performance Bond	
	n/a city owner property	\$0.00
	total parking lot tree project cost	\$209,190.35

PROJECT ADMIN COSTS

12/01/2020

#	EMPLOYEE I.D.	DAILY RATE	DAYS	BASE COST	FRINGE MULTIPLIER	EMPLOYEE COST
1	Horticulture Manager	\$194.83	38.00	\$7,403.54	1.381	\$10,224.29
	TOTAL ADMIN LABOR COSTS					\$10,224.29

PROJECT DESIGN COSTS

12/01/2020

#	Design Consultant	Description	costs
1	JZG in-house design	landscape design	\$1,000.00
2	B & L Landscape	irrigation design	\$800.00
3	Prosser Landscape	drafting JZG plan	\$1,200.00
4	AIM	reproduction/blueprint	\$150.00
			\$3,150.00

PLANT MATERIAL COSTS

12/01/2020

#	PLANT MATERIAL	SIZE	QUANTITY	UNIT COST	TOTAL COST
1	Quercus Virginiana-Live Oak	3-4", 16', RPG	43	\$425.00	\$18,275.00
2	Magnolia Grandifloa-Southern Magnolia	3-4", 16', RPG	10	\$675.00	\$6,750.00
3	Sabal Palmetto-Cabbage Palm	10-16 CT, Regen	56	\$250.00	\$14,000.00
4	Magnolia Grandiflora-Little Gem	3", 10' RPG	10	\$475.00	\$4,750.00
5	Quercus Geminata-Sand Live Oak	3" or 45-65 gal	15	\$300.00	\$4,500.00
6	Ilex X Attenuata-Eagleston Holly	4", 16', RPG	5	\$500.00	\$2,500.00
7	Quercus Michauxii-Swamp Chesnut Oak	7-30 gal	5	\$100.00	\$500.00
8	Vitex-Delta Blues	30-45 gal	12	\$275.00	\$3,300.00
9	Taxodium Distichum-Bald Cypress	3-4", 16', RPG	49	\$400.00	\$19,600.00
10	Illex Cassine-dahoon Holly	3-4", 12-14', RPG	10	\$425.00	\$4,250.00
11	Ulmus Alata-Winged Elm	4", 16', RPG	6	\$475.00	\$2,850.00
12	Ilex Vomitoria-Weeping	15-30 gal	15	\$100.00	\$1,500.00
13	Magnolia Virginiana-Sweetbay Magnolia	2-3", 12', RPG or 45 gal	10	\$250.00	\$2,500.00
14	Delivery-estimated freight		1	\$8,000.00	\$8,000.00
	total PLANT material costs				\$93,275.00

PROJECT LABOR COSTS

12/01/2020

#	EMPLOYEE I.D.	DAILY RATE	DAYS	BASE COST	FRINGE MULTIPLIER	EMPLOYEE COST
1	senior hort tech SK	\$118.80	38	\$4,566.67	1.381	\$6,306.57
2	senior hort tech CR	\$110.88	38	\$4,262.23	1.381	\$5,886.14
3	hort tech 2 DR	\$113.76	38	\$4,322.88	1.381	\$5,969.90
4	hort tech 2 HO	\$94.64	38	\$3,596.32	1.381	\$4,966.52
5	hort tech 2 AL	\$93.60	38	\$3,556.80	1.381	\$4,911.94
TOTAL LABOR COSTS						\$28,041.07

MASTER PLAN NEW PARKING LOT IRRIGATION		
--	--	--

B & L Landscape	new parking lot irrigation system complete	\$74,500.00
-----------------	--	-------------

CITY OF JACKSONVILLE NOTES

GENERAL

All construction shall be performed in accordance with the approved plans and comply with all standard city policies and practices. City approval is contingent upon any required state or federal permit approvals such as those from the Department of Environmental Protection or the St. Johns River Water Management District (SJRWMD)

UTILITY WORK

Plan approval through Development Services does not include utilities. Proposed water, sewer or electric construction must be approved separately through the respective utility company. In most cases, this will be

SA
 SA Tower 4th Floor
 214 W. Duval Street
 Jacksonville, FL 32202
 Web: <http://www.jac.org/development-services/development-services.aspx>

WORK WITHIN THE RIGHT-OF-WAY

CITY: Except for new subdivision infrastructure construction, all work performed within a City of Jacksonville right-of-way or easement requires a Right-of-way Permit. The contractor performing the proposed work must have a current Right-of-way Bond on file with Development Services. Right-of-way Permit applications are processed at

Development Services Customer Service Counter
 Eversley Bell Building, 3rd Floor
 214 N. Hogan St.
 Jacksonville, FL 32202
 (904) 255-6972
 Web: <http://www.jac.org/development-services>

STATE: All work performed within a state right-of-way requires a permit from the Florida Department of Transportation (FDOT). It is the developer's responsibility to obtain required FDOT permits or maintenance-of-traffic approvals for work within FDOT right-of-ways. The FDOT regional office can be contacted at (904) 360-5200. Any changes to the approved plans needed for FDOT approval must be submitted to Development Services as revisions.

Adjacent State Roads _____

RAILROAD: Railroad companies may require special approvals or permits to work within their right-of-ways. It is the developer's responsibility to obtain permission from any railroad right-of-way owner before performing any work within their right-of-way.

STORMWATER

Annual reports in compliance with the SJRWMD stormwater permits are required from the maintenance entity of all stormwater management facilities. Send copies of the reports to

Engineering and Construction Management
 Eversley Bell Building, 3rd Floor
 214 N. Hogan St.
 Jacksonville, FL 32202
 Web: <http://www.jac.org/development-services/development-services.aspx>

The owner of any project one (1) acre or larger is required to provide a Notice of Intent (NOI) in accordance with criteria set forth in the city's NPDES permit within 48 hours of beginning construction. Send NOI and NOI fee to

Florida Department of Environmental Protection
 NPDES & Stormwater Notice Center, Mail Station #29 (1)
 7000 Bay Street Road
 Tallahassee, Florida 32309-2409
 (904) 255-6112
 Web: <http://www.dep.state.fl.us/air/npdes/npdes.html>

The contractor shall contact the Environmental Quality Division, Erosion and Sedimentation Control Section (ESC) to provide verification that applicable stormwater permits have been obtained and to schedule a pre-construction ESC site inspection.

Environmental Quality Division
 607 North Lewis Street, Third Floor
 Jacksonville, FL 32202
 (904) 256-7222

FIRE MARSHALL

Plan review and approval does not relieve the contractor of complying with all applicable State Fire Codes.

Underground mains and hydrants shall be installed, completed, and in service prior to construction work.

Underground contractor shall submit to the Fire Marshall for approval complete specs for all underground pipe and fittings relating to fire protection PRIOR to installation and inspection. Contractor shall include manufacturer's name and pipe ID along with contractor's state license number.

LANDSCAPE

A Site Work Permit is required for this project.

Tree Fund payment is due: _____ inches at \$ _____ = \$ _____
 Article 25 funds are due: _____ inches at \$ _____ = \$ _____

TRAFFIC ENGINEERING

TRAFFIC SIGNS

Metro Name (each) _____
 Standard (each) _____
 Stop/Yield (each) _____
 Design (per plat) 1 per plat
 Installation (per hour) 1 per 2 signs (rounded up)

_____ Streetlights Required

NOTE: Traffic sign costs change from time to time. Consult Attachment B of the Land Development Procedures Manual (<http://ddpm.jacsv.com/>) for the current rates before paying for any sign installations.

No lane closures allowed from 7 a.m. to 9 a.m. and from 4 p.m. to 6 p.m.



PARKING
 3
 JAC
 SECTION 4



Prepared By:

PROSSER
 Community - Management - Energy - Relationships

13901 Sutton Park Drive South, Suite 200
 Jacksonville, Florida 32224-0229

Office 904.739.3855
 Fax 904.730.3413

www.prosserinc.com

Florida Certificate of Authorization
 Number 00004050

ENGINEER OF RECORD

Name FRANCIS J.F. DOBLE P.E., Number FL #74918

Signature _____ Date _____