

Strategic Session Committee

September 1

AGENDA

Order of Agenda is Subject to Change

1. Call to Order – Ms. Fraser

2. Roll Call – Cindy Chism

3. Old Business

a. Status of MOU with KBT & Associates

4. New Business

a. Tree Commission Duties by Function

b. Develop Session 1 Agenda:

Session 1 – Community Listening: receiving input from Tree Commission Staff, local experts and key partners and providing for public comments

c. Tree Commission Staff Presentation

d. Invitations to Partners and City Departments to present during Session 1

a. Sustainability Office

b. Parks & Recreation Department

c. Landscape Division

d. Liberty Landscaping

e. Northeast Florida Builders Association

f. Scenic Jacksonville

g. Greenscape

h. Public Trust

i. Keep Jacksonville Beautiful

5. Adjournment

Jacksonville Tree Commission
Facilitator Strategic Planning Committee Minutes

Thursday, September 1, 2022 – 1:30 PM

For Approval September 21, 2022

609 St. John's Bluff Rd, N, Conference Room 1

Attendees:

Susan Fraser, Tree Commissioner	Nancy Powell, Scenic Jacksonville
Rhodes Robinson, Tree Commissioner	Bruce Andrews, Greenscape
Mike Robinson, Tree Commissioner	Susan Caven, Scenic Jacksonville
Justin Gearhart, City Arborist	Mike Zaffaroni, Liberty Landscape
Jameka Smith, Landscape Architect	Kelly O'Leary, Liberty Landscape
	Lisa Grubba, Greenscape
Cindy Chism, Staff	

1. Call to Order – Susan Fraser

2. Roll Call – Cindy Chism

3. Old Business

a. Status of the scheduling of the meetings – Cindy Chism

- i. Ms. Chism said, currently the dates for the first meeting are either October 4 or 5. Originally the 6th was selected but the room was unavailable. The only room large enough for the meeting, the Lynwood Roberts Room in City Hall, was only available on the 4th or 5th. The polls are still open for the second and third meetings but so far, the dates with the highest participation are October 13th for the second and November 2nd for the third.
- ii. Hopefully for the second and third meetings the conference room in the Ed Ball Building usually used by the Tree Commission will suffice. Ms. Fraser suggested reserving the larger room and then if it becomes unnecessary the reservation could be canceled. Ms. Chism will investigate.

b. Status of MOU with KBT & Associates – Susan Fraser

- i. Ms. Fraser said OGC had a few minor changes to the MOU and then it will be ready for signature. Payment was not due until after the work has been completed.

4. New Business

a. Tree Commission Duties by Function (Attachment B)

- i. These are the Tree Commission duties from the enabling legislation Ms. Littlepage sorted into major topics. For instance, the administration category will probably not be discussed at the first session but more at the second. The Tree Commissioner's

can discuss the administrative roles and responsibilities and what is needed to complete them more effectively.

- ii. This first session will be about Research and Data which is almost follow-up behind Planting and Maintenance. If projects will be prioritized what data is relied upon and what is the status of the data, are there gaps.
 - iii. Mr. Gearhart will present the data we have, how old it is, his professional opinion on how well it was collected and its appropriateness for our use. Then his professional recommendations about gaps. If anyone else has or finds any other studies, please send them.
 - iv.
- b. Develop Session 1 Agenda
- i. The first session will be active listening, collecting all the information from Tree Commission Staff, our local experts, our Partners and then providing for public comment.
 - ii. The agenda will look something like and introduction by Chris Flagg, as Tree Commission Chairman. It may look like the presentation given to City Council last year. Commissioner introductions, review of the duties by function (Attachment B).
 - iii. This is the session we want to collect a lot of public input.
 - iv. The Partner Presentations Outline (Attachment C) has some suggestions on what your presentation could be. For instance, should the Tree Commission's efforts be expanded to include consideration of the issues. Currently a technical review of the right trees for the right place, the percentages in the legislation and if the location has an adverse effect on infrastructure or utilities and is there a willing landowner are the criteria used.
 - v. The goal of these sessions is to create a basis for facilitating more projects or creating interest in a broader range of projects. The information we have available to us through the Urban Forestry's efforts are the items listed. So, we are just looking for your opinion on if the Tree Commission is doing fine or we need to look at these things to help us do a better job.
 - vi. We hope our partners will tell us in their presentations some of the answers to questions proposed on Attachment C or perhaps questions not listed.
 - vii. Mr. R. Robinson said the open input about what more the Tree Commission could do but everyone must understand the Commission is a volunteer board with no staff and our funds are to be spent on trees. There are lots of great ideas but how are we going to pay for it.
 - viii. Ms. Powell suggested an organization chart of the City resources be made available. Ms. Fraser said looking at the enabling legislation it became clear that the scope matched that of the Urban Forestry program. The Staff in the Urban Forestry program is really all there is. There is no dedicated staff for Tree Commission, the staff must "fit in the Tree Commission work" between the original job.
 - ix. Ms. Powell asked about goal setting and deciding what those are, are they increasing CO2, stormwater, heat islands or just canopy overall. Ms. Fraser said the Commission has formed no opinion so perhaps Ms. Powell's presentation could

address what Scenic Jax believes the goals should be. Mr. R. Robinson added that he hopes the presentations will help with creative thinking, getting outside the box. With the restriction of only planting on public land, then limited more on what land counts as resiliency, the pie starts getting smaller. Council members want so much for their districts., etc., everybody wants more trees, how we do that and set the priorities and goals is something that must happen and currently there is no clear guidance.

- x. Mr. Zaffaroni said this is a good opportunity, especially if a greater percentage of the public is involved, to educate from the ground up. There are a lot of people who don't know where the trees may be planted or where the funds come from. Most people think the trees being planted are paid for using general fund tax dollars nor do they understand what a right-of-way is. Also the public doesn't understand the responsibility of the contractor once the tree is planted, the maintenance and/or warranty. Ms. Fraser added that Liberty Landscape is one of the presenters at the first session which may be a good time for Mr. Zaffaroni to try to educate the public. Ms. Fraser said the Tree Commission needs to do a better job public availability, dissemination of information, where it's disseminated, e.g., realtor's packets for home buyers. Mr. Zaffaroni agreed and added especially for the marginal tree lover, those that already love trees will find a way but the marginal tree lovers they can become supporters. Ms. Fraser pointed out you can win over individuals but is your energy better spent winning over communities.
- xi. Mr. Zaffaroni added that some of the City Council members don't know what the Tree Commission can provide plus we will be getting new Council members soon. They need to be educated on how they can access the program, what is available, trees are not political.
- xii. Mr. M. Robinson pointed out that with the new Councilmembers coming in some type of presentation or brochure which describes the programs should be provided. Is there a map of all public owned properties? Mr. Gearhart said there was GIS but it's not an easy system to work with. Plan-It GEO does have some but it's not terribly accurate. Cartograph, another system Mowing & Landscape Division has access too, may have it. Mr. Gearhart will investigate.
- xiii. Ms. Fraser said that is the goal, how do we want to make decisions, do we have enough information to make decisions and if we don't what does it take to get there.
- xiv. Mr. R. Robinson said the Tree Commission has not been an initiator, projects have been reviewed and approved when they came in. There has been no focus on where things are needed, what is need and why should they be there. We may generate something helpful and different, or we may fall back, we have no funds, we will just continue the way we were.
- xv. Mr. Zaffaroni said the downtown street trees need to be discussed. It is unique in its challenges, looking at it in a cost per trees basis, it is very high, but the alternative is not acceptable. Whether it's a goal or priority but not talking about the lack of trees in the Urban Core is a mistake.

xvi. Ms. Fraser said a proposed Agenda is Attachment C. Mr. R. Robinson suggested maps be on the walls as opposed to a picture on a screen. Afterward the presentations Ms. Littlepage will summarize and list the recurring themes. Then public comment.

c. Tree Commission Staff Presentation

d. Invitation to Partners and City Departments to present during Session 1

- i. Resilience Office
- ii. Parks & Recreation Department
- iii. ~~Landscape Division~~ should be Code Enforcement but they will be invited later if it is deemed necessary.
- iv. Liberty Landscaping
- v. Northeast Florida Builders Association
- vi. Scenic Jacksonville
- vii. Greenscape
- viii. Public Trust
- ix. Keep Jacksonville Beautiful

5. Adjourned

AN INVITATION FROM THE JACKSONVILLE TREE COMMISSION

The Jacksonville Tree Commission acts as a coordinator for programs, projects and activities related to the health of the Jacksonville tree canopy. Toward this end, the Tree Commission is inviting YOU, as someone who may be interested in helping us map a course for success!

The Tree Commission will host facilitated Strategic Planning Sessions on:

Tuesday, October 4

10 AM to 2 PM

Lynwood Roberts Room, City Hall, 117 West Duval Street, Jacksonville, 32202

Thursday, October 13

Wednesday, November 2, 2022

10 AM to 2 PM

Ed Ball Building, 214 N. Hogan Street, Jacksonville, 32202

Session 1 (Oct. 4) – Community Listening: receiving input from Tree Commission Staff, local experts and key partners and providing for public comments.

Session 2 (Oct. 13) - Deliberation: Commissioners discuss what they heard, identify key themes and issues and address implementation.

Session 3 (Nov. 2) - Decision Making: Commissioners decide priorities and implementation plan.

Public Comment will be hosted at each Session. Light lunch refreshments will be provided.

PLEASE MAKE IT A PRIORITY TO ATTEND SESSION 1

You are invited to address the Commission and provide brief background on your organization, and how your mission aligns with that of the Tree Commission. In addition, we invite you to answer the following three questions:

- 1) The most recent Assessment of the Urban Tree Canopy in Jacksonville suggests several benefits that can accrue to the City through expanding its tree canopy. Those benefits are:
 - Improving Air Quality
 - Conserving Energy
 - Reducing Stormwater Runoff
 - Mitigating Urban Heat Islands
 - Improving Wildlife Connectivity
 - Enhancing Social Equity (benefits to Minority, Underserved and Vulnerable populations)

Are there other benefits that you would suggest adding to this list?

- 2) How can the commissioners and staff encourage greater community engagement in developing the tree canopy?
- 3) What can you or your organization do to support the Commission as it works towards its goals?

YOUR PERSPECTIVE IS IMPORTANT IN HELPING THE TREE COMMISSION IDENTIFY THE PRIORITIES THAT WILL GUIDE ITS WORK GOING FORWARD.

Contact Cindy Chism, at 904-255-4299 or cchism@coj.net to join our contact list to receive meeting notices and meeting materials. **PLEASE RSVP by September 20 to be listed on the agenda as a Partner Presenter.**

BACKGROUND:

- In the year 2000, the citizens of Duval County approved a referendum affirming that there is an adverse effect on the environment when mature and maturing tree species are removed during the clearing of land for development;
- In 2002, Ordinance 2002-857-E established the requirement to pay mitigation for the removal of trees during development.
- In 2018 the Tree Commission was established. Its duties are established in Sec. 94-106, Ordinance Code.

The Jacksonville Tree Commission is charged with developing and maintaining Jacksonville's tree canopy and existing tree inventory. The Commission uses research and data to guide its decisions around tree plantings and tree maintenance in Jacksonville's tree canopy. It engages in community outreach and education efforts to support tree canopy development and fulfills the administrative responsibilities associated with its duties.

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Public Comment will be hosted at each Session.

Light lunch refreshments will be provided.

You are invited to attend the three Sessions as your schedule permits and join the conversation as the Tree Commission works to identify the priorities that will guide its actions.

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5. Adjournment



PROFESSIONAL SERVICES AGREEMENT

KBT & Associates (the "Consultant") and the **City of Jacksonville Tree Commission** (the "City"), **Scenic Jacksonville, Inc.**, **North Florida Builders Association, Inc.**, **Greenscape, Inc.** and the **Public Trust Environmental Legal Institute, Inc.** (the "Non-profits") enter into this agreement for the purpose of developing a prioritized plan for the Commission's work over the next 12-24 months. Together, the City and the Non-profits are the "Participants." Specifically, the Commission has indicated a desire to prioritize the tasks before it, identify the tools and resources needed to complete those tasks and map a plan to accomplish those tasks.

By this letter, KBT & Associates and the Participants agree to the following:

Responsibilities of KBT & Associates:

KBT & Associates will facilitate three 4-hour planning sessions in fall 2022 for the members of the Commission, Commission staff, and the public. During these sessions, the Commission will review the Commission's responsibilities, receive input from community experts, key partners and the public, develop goals and strategies consistent with its responsibilities, and identify any tools and resources needed to move forward. The organizing plan for the three sessions is as follows:

Session 1 – Community Listening: receiving input from Tree Commission Staff, local experts and key partners and providing for public comments.

Session 2- Deliberation: Commissioners discuss what they heard, identify key themes and issues and address implementation.

Session 3- Decision Making: Commissioners decide priorities and implementation plan.

KBT & Associates will prepare a Final Report of the strategic sessions and submit the report within two weeks of the final session. The Tree Commission shall accept or accept with revisions the Final Report at its December 2022 meeting. KBT & Associates will incorporate any revisions as directed by the Tree Commission, with the amended report completed within two weeks of the December 2022 meeting.

Responsibilities of Jacksonville Tree Commission and Commission Staff:

1. Review existing studies, reports and data relevant to the Commission's work, Jacksonville's tree canopy and related issues.
2. Schedule the sessions at times mutually convenient to the Commission and KBT & Associates, and in a location to be selected by the Commission.
3. Contact the Partners/Stakeholders and City personnel to attend the sessions.
4. Secure the meeting room with appropriate electronic infrastructure and provide sign in sheets / comments cards for participants.
5. Advertise the Sessions as appropriate under Florida Statute and City requirements.
6. Record the sessions and produce meeting minutes as the record of the sessions.
7. Provide KBT & Associates, in advance of the sessions, appropriate background information, data, and access to any online resources that may be relevant.

KBT

& Associates

The fee for this project will be \$4,000, which includes all pre-meeting background research and planning and the Final Report. No initial payment is required. The full fee is payable within 30 days of submission of the amended final report.

Payment to the Consultant shall be the responsibility of the Non-profits, apportioned as follows:

Northeast Florida Builders Association	\$	2,500.00
Scenic Jacksonville, Inc.	\$	500.00
Greenscape , Inc.	\$	500.00
Public Trust Environmental Legal Institute, Inc.	\$	<u>500.00</u>
TOTAL	\$	4,000.00

Commission member Susan Fraser will be the primary contact for this project.

The Non-profits will pay all undisputed amounts within thirty (30) days of receipt of a complete and accurate invoice. The Commission Staff shall advise KBT & Associates in writing of any amounts in dispute within thirty (30) days of receipt of applicable invoice. If the Commission Staff fails to so advise of disputed amounts within such time frames, the submitted amounts shall be deemed approved.

This agreement is effective September 1, 2022 and expires December 31, 2022. It may be amended at any time by written agreement of all parties.

BY _____ Date _____
KBT & Associates/Mary Kress Littlepage

BY _____ Date _____
City of Jacksonville

BY _____ Date _____
Northeast Florida Builders Association, Inc.

BY _____ Date _____
Scenic Jacksonville, Inc.

BY _____ Date _____
Greenscape, Inc.

BY _____ Date _____
Public Trust for Environmental Legal Institute, Inc.