

MEMORANDUM

To: Hollywood Park City Council
From: Hollywood Park Tree Advisory Board, submitted by Lee Marlowe
Date: September 6, 2016
Re: Use of Hollywood Park Tree Funds

Questions: Mark Duff, Committee Chairperson 210-494-1742

This memorandum by the Hollywood Park Tree Advisory Board (Board) outlines the rationale and proposal for using Hollywood Park tree funds for activities promoting tree health within the City. Specifically, the Board requests approval to partially reimburse property owners for removal of infected Red Oaks within the current Oak Wilt Zone with the tree funds.

Existing Red Oaks in the City that become infected with Oak Wilt have the potential to form fungal mats and become the source for new centers of Oak Wilt spread. Because of this, property owners are required to remove infected Red Oaks by Ordinance. The Board recommends tree funds be dispersed to partially reimburse the removal of infected Red Oaks as described in this memorandum and as long as sufficient funds exist. Key elements of the proposal are described below.

PROGRAM SUMMARY

- Infected Red Oaks within the Oak Wilt Zone will be the focus of the program. The Oak Wilt Zone is identified on a map that is on display at City Hall and updated annually. The map shows the current boundary as well as the projected future boundary representing an estimation of Oak Wilt spread for the next year. Property owners who have infected Red Oak trees within the Oak Wilt Zone (i.e. inside of either boundary) qualify for the program.
- Property owners may apply for the funds using an Application obtained from the Board. A draft Application is attached to this memorandum as Attachment 1. Property owners will submit a sealed Application packet to City Hall. City Hall staff will stamp the Application with a date that will establish the order in which the Applications have been received. Applicants who submit Applications deemed incomplete by the Board will be notified using the contact information provided on the Application, and the Applicant will be asked to re-submit a complete Application to City Hall where it will be date stamped with the new submittal date stamp. The Board will review the Applications deemed complete and award funds based on the availability of funds and in the order in which the complete Applications have been received.
- The property owner may receive reimbursement for up to 40% of the cost for Red Oak removal with a limit of \$1,500 per property. Once reimbursement occurs for a property, that property is no longer eligible for future reimbursement from the program. Infected Red Oak removal activities must include stump grinding or cutting the stump flush with the ground in order to prevent persistence of fungal mats.
- The property owner will use the vendor of their choice for removal of infected Red Oaks. If approved for reimbursement, the property owner will be reimbursed only if all Ordinance requirements have been met (see Attachment 2), the work has been completed, the Board verifies removal of the designated tree(s) by observation, and the Board receives a detailed copy of the paid invoice for such services.

- The Board recommends using no more than 80% of available tree funds to support the infected Red Oak removal program. The Board recommends that other activities to be funded through the use of the tree fund include activities promoting tree health in the City. Examples of activities that may be funded include:
 - Purchasing and planting non-oak species in public areas
 - Continuing Oak Wilt education
 - Demonstrations of Oak Wilt treatment
 - Education and outreach materials
 - Event materials
 - Supporting Certified Arborist activities on behalf of the City (e.g. Oak Wilt identification)
- If the proposed program is approved by Council, the Board recommends notification of property owners who have Red Oaks within the current Oak Wilt Zone as identified on the map located at City Hall. The Board has already identified these properties and will mail an Application along with a detailed letter describing the program to these property owners.

PROGRAM PROCESS

The proposed process for implementation of the program is outlined below:

1. Applicant removes the infected Red Oak(s) consistent with the Code of Ordinances.
2. Applicant completes a Reimbursement Application (see attached draft Application).
 - a. The Board mails letters to all known property owners who have Red Oak(s) within the current Oak Wilt Zone as identified on a map that is on display at City Hall. The letters will include an Application.
 - b. The Board recommends that Applications be made available on the City website.
3. Applicant submits the completed Application in a sealed envelope to City Hall.
 - a. The sealed envelope will be timed and dated at City Hall to establish the timeline order in which Applications are received.
4. City Hall will notify the Board when Applications have been submitted, and the Board will retrieve the Applications from City Hall within 2 work days.
5. The Board will evaluate qualifications of the Application and make a determination as to whether or not the Application is complete within five days of the date stamp.
 - a. If an Application is deemed incomplete, the Applicant will be notified and asked to re-submit a new Application following the process described above
6. The Board will approve the complete Application(s) and the amount of reimbursement based on availability of funds and in the order in which the complete Applications have been received as determined by the time and date stamp. Approvals will occur during regularly scheduled Board meetings.
7. Prior to submitting approved reimbursements to City Hall, the Board will:
 - a. verify the work has been completed by a visual inspection of the property
 - b. verify a copy of the paid invoice as described in the Application
8. Once verified the Board will:
 - a. provide all associated documentation to City Hall
9. City Hall will reimburse the property owners after final approval of the reimbursement by the City Council.

ATTACHMENT 1
Hollywood Park Infected Red Oak Removal Reimbursement Application

This Application is to be used by Hollywood Park property owners to request consideration for partial reimbursement of fees related to the removal of Red Oaks that are infected by Oak Wilt. All fields below must be filled out completely for the Application to be considered complete. Incomplete Applications will be rejected. Refer to the attached program description for more information about the process. Once complete, the Applications will be reviewed in the order received for reimbursement consideration based on the availability of funds.

Property Owner Information

Name: _____

Property Address: _____

Best Means of Contact (e.g. phone number, email): _____

Information for Reimbursement Request

Name of Contractor: _____

Date of tree removal & services provided, include number of infected Red Oaks removed*: _____

Total cost for removal*: _____

** Applicant must show proof of payment for services and include a detailed invoice clearly showing all line item charges associated with the removal of infected Red Oaks that are being requested for reimbursement. Infected Red Oak removal activities must include stump grinding or cutting the stump flush with the ground in order to prevent persistence of fungal mats. Only work associated with the removal of infected Red Oaks will be considered for reimbursement.*

Applicant Signature _____ Date _____

This section to be completed by Board

Proof of payment: Y / N Detailed invoice: Y / N Application complete: Y / N

Total cost for infected Red Oak removal: _____

Approved amount requested for reimbursement: _____

HOLLYWOOD PARK TREE ADVISORY BOARD MEMBERS

Date: _____ By: _____
Print Name

Signature

Date: _____ By: _____
Print Name

Signature