

Jacksonville Tree Commission

Thursday, November 8, 2018 – 12:00 AM

117 West Duval Street, Third Floor, Conference Room C

Commissioners: John Crescimbeni, Chair
Curtis Hart, Vice Chair
Chris Flagg
Aaron Glick
John Pappas
Rhodes Robinson

Advisors: Susan Grandin
Richard Leon
Kathleen McGovern
Joel Provenza

Staff: Cindy Chism

AGENDA

Order of Agenda is Subject to Change

A. Call to Order and Verification of Quorum

1. Roll Call
2. Submittal of Speaker's Cards
3. Approval of minutes from October 25, 2018 meeting
4. Fund balance and encumbrance report for 15(F), 15(N) and BJP – Joel Provenza
5. Status of Pending Tree Projects – Kathleen McGovern
6. Status of Countywide Tree Planting Contract – Dave McDaniel

B. New Business

1. Proposed Ordinance Code update for Tree Pruning/Clearing and Planting near Powerlines and Shade Tree – Susan Grandin
 - a. 656.1207 – Tree Protection during Development – Jeff Lucovsky
 - b. 656.1211(e)(3) – Space Requirement for Tree Planting – Fred Pope
 - c. 656.1206 and 656.1212(c) – Definition of Public Protected Trees and Required Private Protected Trees – CM Crescimbeni
2. Community Tree Planting Application – CM Crescimbeni
 - a. CARE Issues regarding Trees

C. Public Comment

D. Adjournment – Next meeting is scheduled for Thursday, December 13, at noon.

Jacksonville Tree Commission
Meeting Minutes November 8, 2018
Approved January 10, 2019

Commissioners Present:	John Crescimbeni, Chair Curtis Hart, Vice Chair John Pappas Rhodes Robinson Chris Flagg	Staff:	Cindy Chism
Advisors:	Susan Grandin, OGC Kathleen McGovern, City Arborist Joel Provenza, Accounting	Public:	Fred Pope, COJ Public Works John November, Public Trust Tom Larson, Public Trust Courtenay Wilson, Greenscape Mike Robinson, Greenscape Joe Anderson, JEA Tracey Arpen, City Beautiful Jax Tia Keitt, Rail Yard Jax Nancy Powell, RAP Tom Goldsbury, COJ Bldg Inspection Steven Davis, COJ Bldg Inspection Jeff Lucovski, COJ Development Serv

A. Meeting was called to Order by Chair at 12:04

1. All present introduced themselves for the record.
2. Submittal of Speaker's Cards
3. Motion made by Mr. Robinson, seconded by Mr. Pappas, to approve minutes from October 25, 2018 meeting. None opposed.
4. Fund balance and encumbrance report for 15(F), 15(N) and BJP (Attachment A).
5. Status of Pending Tree Projects (Attachment B) - changes are in green.
6. Status of Countywide Tree Planting Contract
 - a. Mr. Pope said seven potential bidders have picked up bid packages. The bid opens on November 28th. Any addendums will be issued next week and will not impact the bid opening date.

B. New Business

1. Proposed Ordinance Code update for Tree Pruning/Clearing and Planting near Powerlines and Shade Tree (Attachment C)– Susan Grandin
 - a. 656.1207 – Tree Protection during Development. Ms. Grandin asked Mr. Goldsbury and Mr. Davis if there is a required inspection of tree barricades prior to moving forward in the development process. Mr. Hart added that there is an inspection done, but not necessarily for the whole subdivision. Ms. Grandin asked if there needs to be something in the code that requires an inspection of the barricaded trees in order for the developer to move on.
 - i. Mr. Goldsbury said the standard process requires tree barricade inspections for commercial permits. They are not required for residential permits on single family lots. On commercial

permits, a tree barricade is required, and a number three inspection is requested. This should be completed before the clearing process begins. The final inspection is done to confirm the existing trees were saved and any required plantings have been done.

- ii. Mr. Hart added that any trees already there become part of the lot. When the home builder has an inspection on their property, they must protect those trees during construction. Mr. Goldsbury agreed.
 - iii. CM Crescimbeni clarified that after the inspection, to ensure the trees are barricaded prior to sight clearing, there is not another inspection of tree barricades until the end of the process.
 - iv. 656.1207(d) Ms. Grandin asked Mr. Goldsbury if the language in this new paragraph is acceptable: “ An inspection confirming the correct placement of the temporary barriers for tree protection shall be made by the Building Inspection Division prior to the issuance of any land clearing permit.” Mr. Goldsbury said the inspection of the barricades is done after the permit. Ms. Grandin suggested the language be changed to read “prior to start of clearing.” Mr. Goldsbury agreed. Mr. Goldsbury added that these inspections are not done on single family homes.
 - v. Ms. Grandin continued “An additional inspection confirming the continued existence and placement of the temporary tree protection barriers shall be made by the Building Inspection Division prior to any vertical construction permit on the site.” Mr. Goldsbury said this was redundant; this inspection would occur right after the prior one. Ms. Grandin said the intent is to have an inspection before vertical construction. Mr. Goldsbury clarified that the building permit could be issued the same day as the sight clearing inspection. It would not be efficient to inspect again that day or the next.
 - vi. Mr. Hart added that when it is time to turn the roads over to the City, an inspector comes out to ensure the trees that are supposed to be there are still standing. If a tree has been removed, it would be caught in the home builder’s landscape inspection or “17 inspection”. Mr. Goldsbury added that there is a “17 inspection” on any new building permit including any buffers or common areas. There is no final landscape inspection on subdivisions because they are continuously building.
 - vii. **CM Crescimbeni asked Mr. Goldsbury, Mr. Davis and Mr. Lucovsky to return for the next meeting to continue the discussion on the various proposed changes to the Landscape Code.**
- b. 656.1211(e)(3) – Space Requirement for Tree Planting – Fred Pope - **Deferred**
 - c. 656.1206 and 656.1212(c) – Definition of Public Protected Trees and Required Private Protected Trees – CM Crescimbeni - **Deferred**
2. Community Tree Planting Application (Attachment D)– CM Crescimbeni
- a. CM Crescimbeni informed the Commissioners that several meetings have been held with Mr. McDaniel, Ms. Grandin, Mr. Pope, Mr. Leon and Ms. McGovern to address several concerns regarding the Community Tree Planting Program. As a result of the many meetings, there are

- four menu options for tree planting. The first is “Remove and Replace”, a component of the legislation we have reviewed that was filed and advanced to Council. Level 1 Planting is the part of that legislation where by citizens may request (either for commercial or residential right-of-way in front of their lots) one to two trees to be planted each year. The next two are hybrids of what the Tree Commission has been discussing for months: Level 2 Planting Program for up to 200 trees, which is an entirely internal project managed by the City, but the germination of the idea would come from a not-for-profit organization; and Level 3 Planting Program where an organization would do everything the City would have done in the Level 2 program. There were no objections to the four menu options.
- b. Ms. Grandin went through Level 3 (Attachment D), pages 1-14. Any changes are struck in blue or appear as underlined in blue from the previous document which was version 10. Attachment D is version 16A.
 - c. Ms. Grandin explained how the program will work: When an organization submits an application, it will be a schematic planting plan. A construction document is not required. Also submitted is an estimated cost of the administrative fee, the design fee, and the installation/construction costs. The City’s Countywide Tree Contract will be used as a baseline for a comparison. After review by the Tree Commission, the application then goes to the Mayor’s Budget Review Committee (MBRC) for approval, and then legislation is prepared and presented to the City Council. The City Council will appropriate an amount of money for this project (an upset number) which cannot be exceeded. Once the City Council has approved, the applicant’s design consultant prepares the construction documents and solicits at least three bids. The applicant selects the bid, which may not exceed the upset number.
 - d. CM Crescimbeni asked if the Approved Tree List was referenced in the document. **Ms. Grandin said it will be listed in the grant contract or specifications.**
 - e. CM Crescimbeni also questioned VI.A.4 of the Project Evaluation Criteria, page 11, which reads: “overall use of non-shade trees is acceptable”. That language sounds like they are encouraging the use of non-shade trees. **Ms. Grandin will change the language to convey the intent that the amount of non-shade trees used is appropriate for the project as a whole.**
 - f. CM Crescimbeni asked the Commissioners about VI.7 of the Project Evaluation Criteria on page 11. The current wording suggests incidental landscaping is being promoted because points are awarded for it. Does the Tree Commission want to encourage incidental landscaping? Mr. Hart said perhaps if a good explanation is offered for why there is no incidental landscaping, the points could still be awarded. Mr. Robinson asked about any funding restrictions regarding incidental landscaping. CM Crescimbeni replied only 15F funds may be used for incidental landscaping costs. CM Crescimbeni suggested this language be added: **“...does not include incidental landscaping or in the event it does include incidental landscaping, applicant can justify reasons for same.” Ms. Grandin will update the language.**
 - g. CM Crescimbeni asked Ms. McGovern to provide a menu of approved trees from our list that will include a picture, name, height and spread (Attachment E). When a citizen requests a tree under Level 1, the Arborist inspects the site to determine the types of trees appropriate for that area. The options will be listed on the sheet(s) from which the citizen may select what they would like. The menu sheet(s) may also be used for Level 2.

- h. Mr. November asked about a timeline for the Level 3 application. CM Crescimbeni said they will be finalized in a few weeks. As soon as the ordinance is approved, Level 1, 2 and Remove and Replace are ready.
- i. Mr. Arpen asked about a time limit within which the trees planted using Tree Funds must not be removed without good reason. CM Crescimbeni pointed out that they would be subject to our mitigation requirements and perhaps the mitigation requirements could be tripled. **Ms. Grandin will add this requirement into the Ordinance Code.**
- j. Ms. Powell suggested more encouragement be given for using shade trees. Ms. Grandin asked if the Tree Commission wanted to show more preference for shade trees. There must be justification if the project doesn't have any. CM Crescimbeni agreed; the Tree Commission wants to encourage use of shade trees.
- k. Motion by Mr. Hart to approve version 16A of Level 3 of the Community Organization Tree Planting Program with discussed changes, seconded by Mr. Flagg. **Approved unanimously.**

C. Public Comment – no requests.

D. Action Items

CM Crescimbeni asked Mr. Goldsbury, Mr. Davis and Mr. Lucovsky to return for the next meeting to continue the discussion on the various proposed changes to the Landscape Code.

Community Tree Planting Application

Ms. Grandin will ensure the approved tree list is referenced in either the grant contract or the specifications.

VI.4 Project Criteria: Ms. Grandin will change the language to convey the intent that the amount of non-shade trees used is appropriate for the project as a whole.

VI.7 Project Criteria: Ms. Grandin will update the language to: "...does not include incidental landscaping, or in the event it does include incidental landscaping, the applicant can justify reasons for same."

Ms. Grandin will add time limit language to the Ordinance Code that says trees planted using Tree Funds must not be removed without good reason or the mitigation requirements would be tripled.

CM Crescimbeni will work with Ms. McGovern to develop an informational sheet which discusses the four programs available.

Ms. Grandin will explore what may be required to document the Level 2 process.

E. Adjourned 1:20PM.

INDEX CODE	Index Code Titles	BUDGET	Actual	Encumbrance	Unencumbered Budget Balance	Reserves	Unencumbered Balance net of Reserves
Subfund 15F Revenue							
PWOD15FTP	TREE PROTECTION & RELATED EXPENSES	29,476,043	41,263,567		11,787,523		11,787,523
JXSF15FPW	TREE PROTECTION & RELATED EXPENDITURES	7,923,308	8,712,383		789,075		789,075
JXSF15F	TREE PROTECTION & RELATED EXPENDITURES	-	8,580		8,580		8,580
TRIN15FFR31R	TRF TO 15F TREE PROTECTION FR 31F	392	392		-		-
	CONVERSION AND NONCASH REVENUE ENTRIES		338,836		338,836		338,836
	Total Subfund 15F Revenue	37,399,743	50,323,758		12,924,014		12,924,014
* Subfund 15F Expenditures							
PWOD15FFSAS	FORREST STREET ASH SITE TREE/PLANTING	587,850	581,856	5,995			
PWOD15FNMS	NORTH MAIN STREET LANDSCAPING	62,057	40,000	22,057			
PWOD15FBDA	BROWN'S DUMP ASH SITE TREE/PLANTING	364,730	342,361	22,370			
PWOD15FFCAS	5TH & CLEVELAND ASH SITE TREE/PLANTING	494,215	376,792	117,423			
PWOD15FDCS	DUVAL COUNTY SCHOOL BOARD PROPERTY	125,000	32,757		92,244		92,244
PWOD15FDTP	DOWNTOWN TREE PLANTING	38,822	26,314	12,508			
PWOD15FZLAE	ZOO LANDSCAPING-ASIAN EXHIBIT	1,824,408	689,345	1,135,063			
PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING	100,000	78,790	1,924	19,286		19,286
PWOD15FROW	COUNTY-WIDE TREE PROG-RIGHT OF WAY	4,679,980	4,613,147	36,078	30,756		30,756
PWML15F	TREE MAINTENANCE	2,149,689	1,771,597	319,750	58,342		58,342
PWOD15FATPP	AVONDALE TREE PLANTING PLAN	31,233		31,233			
PWOD15FKSCP	KING ST. PLANTING COLLEGE TO PARK	85,366	59,051	26,315			
PWOD15FHMM	HAMMOND BLVD PROJECT	175,761			175,761		175,761
PWOD15FVPP	COUNTY-WIDE TREE PROG-PRESERVATION PARKS	1,000,000	485,146		514,854		514,854
PWOD15FVAP	COUNTY-WIDE TREE PROG-ACTIVE PARKS	1,151,965	619,420		532,545		532,545
PWOD15FQABP	OLD ST AUG AT BARTRAM PARK	18,364	14,691	3,673			
PWOD15FLAVC	LENOX AVE.PLANTING VERNA TO CASSAT	26,436		26,436			
PWOD15FHR	HARTS ROAD TREE PLANTING	23,718		23,718			
PWOD15FPRBB	PATTON RD AND BEACH BLVD TREE PLANTING	32,203		32,203			
PWOD15FTP	TREE PROTECTION & RELATED EXPENSES	3,548,513	2,097,444		1,451,069	1,449,105	1,964
JXSF15FPW	TREE PROTECTION & RELATED EXPENDITURES	2,000,635			2,000,635	2,000,635	
JXSF15F	TREE PROTECTION & RELATED EXPENDITURES	2,365,741			2,365,741	2,365,741	
	Subfund 15F Expenditures	20,886,686	11,828,709	1,816,744	7,241,232	5,815,481	1,425,751
* Includes accounts with encumbrances and budget balances							
Unencumbered Budget Balance							
Revenues						129,424,014	
Expenditures						7,241,232	
Unencumbered Balance net of Reserves						(1,425,751)	
Subfund 15F Available to Appropriate (Budget less Actual less Encumbrance less Unencumbered Budget balance)						18,739,495	

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INDEX CODE	Index Code Titles	BUDGET	Actual	Encumbrance	Unencumbered Budget Balance	Reserves	Unencumbered Balance net of Reserves
PWOD15NTM	Subfund 15N Revenue						
	TREE MITIGATION & RELATED EXPENSES	242,934	4,461,627	-	4,218,693	-	-
	Total Subfund 15N Revenue	242,934	4,461,627	-	4,218,693	-	-
	Total Subfund 15N Revenue	242,934	4,505,994	-	4,263,060	-	4,263,060
PWOD15NBTP	*Subfund 15N Expenditures						
PWOD15NHR	BAKERSFIELD DRIVE TREE PLANTING	8,306	8,306	-	-	-	-
JXS15N	HARTS ROAD TREE PLANTING	7,548	-	7,548	-	-	-
PWOD15FPRBB	TREE MITIGATION & RELATED EXPENSE	1	-	-	1	1	-
	PATTON RD AND BEACH BLVD TREE PLANTING	62,080	-	62,080	-	-	-
	Subfund 15N Expenditures	77,935	8,306	69,628	1	1	-
	* Includes accounts with encumbrances and budget balances						
	Subfund 15N Available to Appropriate (Budget less Actual less Encumbrance less Unencumbered Budget balance)						4,218,694
PWCP351MIT	Better Jacksonville Plan						
	TREE MITIGATION PROJECT	1,717,826	-	-	1,717,826	-	1,717,826
	Better Jacksonville Plan (for Tree Mitigation) Available to Appropriate (Budget less Actual less Encumbrance less Unencumbered Budget balance)						1,717,826
	Total 15F and 15N Funds						22,958,189
	Better Jacksonville Plan - TREE MITIGATION PROJECT						1,717,826
	Grand Total 11/05/18						24,676,015
	Grand Total 11/05/18						24,442,831
	Difference						233,184

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11/05/18

FY 2018 Revenues by month		October	November	December	January	February	March	April	May	June	July	August	September	FY2018 TOTAL YTD	FY2019 October	FY2019 November
		34375 TREE MITIGATION FUNDS - ARTICLE 25	29,814	92,473	122,106	20,783	17,931	44,254	67,398	63,240	28,520	15,035	78,707	34,100	614,361	48,100
361101 INVESTMENT POOL EARNINGS	-	28,746	8,309	28,967	29,022	16,588	29,738	33,435	19,610	40,772	40,877	25,905	301,970	-	-	
36602 CONTRIBUTIONS FROM PRIVATE SOURCES	265,708	277,561	107,546	34,255	461,900	115,320	221,340	184,915	198,555	31,240	52,700	(120,465)	1,830,575	176,132	-	
(15F) TREE PROTECTION & RELATED EXPENDITURES	295,522	398,780	237,960	84,005	508,853	176,162	318,476	281,590	246,685	87,047	172,284	(60,460)	2,746,906	224,232	-	
34375 TREE MITIGATION FUNDS - ARTICLE 25	112,400	31,245	428,600	40,190	26,115	29,635	158,550	42,000	125,245	15,620	103,331	23,325	1,136,256	52,875	600	
361101 INVESTMENT POOL EARNINGS	-	4,498	1,311	4,979	5,137	2,928	5,203	5,982	3,539	7,409	7,695	4,992	53,672	-	-	
(15N) TREE MITIGATION & RELATED EXPENSE	112,400	35,743	429,911	45,169	31,252	32,563	163,753	47,982	128,784	23,029	111,026	28,317	1,189,928	52,875	600	
	407,922	434,523	667,871	129,175	540,106	208,725	482,229	329,572	375,468	110,076	283,310	(32,143)	3,936,834	277,107	600	

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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.

TREE FUND CITY PLANTING PROJECTS

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

AVAILABLE FOR APPROPRIATION

15F (Ordinance)	\$18,739,495.04
15N (Charter)	\$4,218,694.03
Better Jacksonville Plan - Tree Mitigation Project	\$1,717,826.00
Total:	\$24,676,015.07

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 local network, using any assistive technology please contact the Disabled Services Division at 904-630-4940 or 904-630-4933 (TTY) for request for accommodations.

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11/5/18

FISCAL_YR	DOC_NO	C_SUP	UND	VENDOR_NO	IDOR_SU	VENDOR_NAME	Amount	INDEX_CODE	Index Code Title
2018	CTPW07000014	01	15F	591319010	01	JACKSONVILLE ZOOLOGICAL SOCIETY	1,135,063.14	PWOD15FZLAE	ZOO LANDSCAPING-ASIAN EXHIBIT
2018	PO3019740001	04	15F	340176110	07	THE DAVEY TREE EXPERT COMPANY	36,077.50	PWOD15FROW	COUNTY-WIDE TREE PROG-RIGHT OF WAY
2018	PO3019740003	02	15F	340176110	07	THE DAVEY TREE EXPERT COMPANY	5,994.50	PWOD15FFSAS	FORREST STREET ASH SITE TREE/PLANTING
2018	PO3019740004	02	15F	340176110	07	THE DAVEY TREE EXPERT COMPANY	22,369.50	PWOD15FBDAS	BROWN'S DUMP ASH SITE TREE/PLANTING
2018	PO3019740005	02	15F	340176110	07	THE DAVEY TREE EXPERT COMPANY	117,423.00	PWOD15FFCAS	5TH & CLEVELAND ASH SITE TREE/PLANTING
2018	PO7A02942006	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	22,057.00	PWOD15FNMS	NORTH MAIN STREET LANDSCAPING
2018	PO7A02942008	02	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	519.50	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942010	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	538.20	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942015	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	865.96	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942017	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	12,508.02	PWOD15FDTP	DOWNTOWN TREE PLANTING
2018	PO7A02942018	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	3,672.84	PWOD15FOSABP	OLD ST.AUG AT BARTRAM PARK
2018	PO7A02942019	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	26,315.09	PWOD15FKSCP	KING ST. PLANTING COLLEGE TO PARK
2018	PO7A02942021	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	31,232.60	PWOD15FATPP	AVONDALE TREE PLANTING PLAN
2018	PO7A02942023	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	26,435.84	PWOD15FLAVC	LENOX AVE.PLANTING VERNA TO CASSAT
2018	PO7A02942025	01	15N	340176110	11	THE DAVEY TREE EXPERT COMPANY	7,547.54	PWOD15NHR	HARTS ROAD TREE PLANTING
2018	PO7A02942025	02	15F	340176110	11	THE DAVEY TREE EXPERT COMPANY	23,718.27	PWOD15FHR	HARTS ROAD TREE PLANTING
2018	PO7A02942026	01	15F	340176110	11	THE DAVEY TREE EXPERT COMPANY	32,202.87	PWOD15FPRBB	PATTON RD AND BEACH BLVD TREE PLANTING
2018	PO7A02942026	02	15N	340176110	11	THE DAVEY TREE EXPERT COMPANY	62,080.49	PWOD15NPRBB	PATTON RD AND BEACH BLVD TREE PLANTING
2019	PO8A01798017	01	15F	161004851	05	LEWIS TREE SERVICE, INC.	319,750.00	PWML15F	TREE MAINTENANCE

1,886,371.86

CITY OF JACKSONVILLE TREE PLANTING PROJECTS - ACTIVE

See jaxtreemgmt.coj.net - Tree Fund City Projects for links to legislation and planting details

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
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.	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	Project and Inspection Complete 6/11/18
6	Old St. Augustine Rd Medians	Two median tree plantings on Old St. Augustine Rd. from Bartram Park Blvd to entrance of Palmetto Leaves Park South. (No removals) Introduced by CM Schellenberg. Appropriation from Tree Fund 15F.	2018-0063-E	Public Works - Mowing and Landscape Richard Leon/Kathleen McGovern	\$18,364.21	\$18,364.21	4/20/2018	6/1/2018	8/8/201	10/18/2018	Complete
14	King Street	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.	2018-0159-E	Public Works - Mowing and Landscape Richard Leon/Kathleen McGovern	\$85,366.23	\$73,813.92	5/11/2018	5/11/2018	8/20/2018	10/18/2018	Complete
4	Patton Rd/Beach Blvd. -Southside	Right of Way Plantings on two adjacent sites 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 (\$32,202.87) and 15N (\$62,080.49)	2018-0190-E	Public Works - Mowing and Landscape Dave McDaniel/Kathleen McGovern	\$94,283.36		11/15/2018				Pending Meter Installation
14	Avondale Neighborhood -Tree Planting Plan	Tree Planting in City ROW on residential streets in 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		7/19/2018	7/19/2018	8/20/2018		Complete/Inspect
4	Lenox Ave. Tree Planting	Tree Planting in City ROW tree planting (no removals) on Lenox Ave. from Shen Ave to Casat Ave. Introduced by CM Dennis. Appropriation requested from 15F	2018-0307-E	Public Works - Mowing and Landscape Dave McDaniel/Kathleen McGovern	\$26,435.84		10/12/2018	10/15/2018	10/26/2018		Complete/Inspect
7	Harts Rd. II Medians and Right 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		Complete
6	Mandarin Rd. Tree Planting	Tree Planting in City ROW tree planting along new trail/walk and supplementing existing medians. (65 trees and MOT) Introduced by CM Schellenberg. Appropriation requested from 15N (\$28,275) and 15F (\$54,747.50)	Pending	Public Works - Mowing and Landscape Richard Leon/Kathleen McGovern	\$93,022.50						Pending
7	Springfield Neighborhood Tree Planting - SPAR collaboration	Tree Planting in City ROW on residential streets and bus-nesses in Springfield to replace dead/storm damaged trees. (146 trees) Introduced by CM Gaffney. Appropriation requested from 15F.	Pending	Public Works - Mowing and Landscape Richard Leon/Kathleen McGovern	\$139,436.00						Pending

Sec. 656.1203. - Definitions. [In the legislation that carries these revisions, the codifiers (Municode) will be directed to remove the letters preceding each definition and place the definitions in alphabetical order.]

* * *

~~Permit Shade tree means a species having a height at maturity of at least 45 feet and an average mature crown spread of no less than 30 feet or trees having an average mature crown spread of less than 30 feet grouped so as to create a total average mature crown spread of no less than 30 feet.~~

Substitute Shade Tree- trees having an average mature crown spread of less than 30 feet but planted in a grouping in order to create a total average mature crown spread of no less than 30 feet in diameter. Substitute Shade Trees shall not exceed 25 percent (25%) of the property's overall shade tree requirement. For example, Substitute Shade Trees shall not exceed 12.5% of all required trees where there is a 50 % shade tree requirement.

* * *

Terminal Island means the curbed landscape area provided at the ends of each single parking row.

* * *

Sec. 656.1206. - Permit procedure and criteria for tree removal, relocation and replacement of Private or public protected trees.

* * *

(c) Any person, organization, society, association, corporation or agent thereof who intends to trim, prune, cut, disturb roots, or to destroy or remove any tree from a public easement, public property or right-of-way shall obtain a permit from the Chief. All work shall be conducted in strict accordance with the National Arborist Association Pruning Standards for Shade Trees, the American National Standards for Tree Care Operations (ANSI #Z133-1 A300), and any additional conditions of such permit.

* * *

Sec. 656.1207. - Tree protection during development.

All protected trees, preserved understory vegetation, and trees retained for tree credit, pursuant to Section 656.1213 hereunder, shall be protected from injury during any land clearing or construction in the following manner:

(a) Prior to any land clearing operations, tree limbs which interfere with construction shall be removed and temporary barriers shall be installed around all trees and other understory vegetation to remain within the limits of land clearing or construction and shall remain until the completion of the work. The temporary barrier shall be at least three feet high, shall be placed at least six feet away from the base of any tree, shall include at least 50 percent of the area under the dripline of any protected tree or trees retained for tree credit pursuant to Section 656.1213, and the barrier shall consist of ~~either~~ a wood fence with two by four posts placed a maximum of eight feet apart, with a two by four minimum top rail, ~~or a temporary wire mesh fence, or other similar barriers~~ which will limit access to the protected area. Tree protection shall comply with the guidelines in the Tree Protection Guide for Builders and Developers by the Florida Division of Forestry and any other reasonable requirements deemed appropriate by the Chief to implement this Part.

(b) No materials, trailers, equipment or chemicals shall be stored, operated, dumped, buried or burned within the protected areas. No attachment, wires (other than protective guy wires), signs or permits shall be attached to a protected tree.

(c) When removing branches from protected trees to clear for construction or pruning to restore the natural shape of the entire tree, the guidelines in the International Society of Arboriculture ("ISA") Best Management Practices for Managing Trees During Construction, latest edition National Arborist Association Spring ~~Standards for Shade Trees~~ and the American National Standards for Tree Care Operations (ANSI #13-1A300) published by the Tree Care Industry Association, Inc. ("TCIA"), shall be followed. Protected trees shall be pruned to remove dead or damaged limbs and to restore this natural shape and fertilized as necessary to compensate for any loss of roots and to stimulate root growth. Any damage to tree crowns or root systems shall be repaired according to the ISA and TCIA standards immediately after damage occurs.

(d) An inspection confirming the correct placement of the temporary barriers for tree protection shall be made by the

Building Inspection Division prior to the issuance of any Land Clearing permit. An additional inspection confirming the continued existence and placement of the temporary tree protection barriers shall be made by the Building Inspection Division prior to any vertical construction permit on the site.

Sec. 656.1208. - Enforcement; violations and penalties; stopping work, correction of violation.

(a) Notice of violations. Whenever the Chief has evidence that a violation of any provision of this Subpart has been or is being committed, he shall issue a written Notice of Violation or order upon the person or persons responsible for the violation, which shall ~~may~~ include, but not be limited to, each and all of the following: the property owner, permit holder, and contractor (if known and if different person(s) or entities) by personal service or certified mail or, if these forms of service are ineffective, by posting a copy in a conspicuous place on the premises where the violation has occurred or is occurring. The notice shall briefly set forth the general nature of the violation and specify the manner and that the violation shall be corrected within 90 days from the date of the Notice of Violation, which may be extended by the Chief for good cause.

(b) Stopping work. Whenever, in the opinion of the Chief, by reason of a violation of any provision of this Subpart, the continuance of work is contrary to the public welfare, he shall order, in writing, all further work to be stopped and may require suspension of all work until the violation is corrected.

(c) Correction of violation. A violation of this Subpart shall be corrected as follows:

(1) When there is work done without a permit, the property owner shall pay the permit fee due the City for the work, which permit fee shall be twice the amount of the regular permit fee specified in Section 320.409(a)(15) which would have been due had the permit been obtained prior to commencing work, and by replacing the protected trees removed without a permit with new planted trees, unprotected trees or transplanted trees. The total caliper inches of the replacement trees shall equal twice the amount of total

caliper inches required to be planted, pursuant to Section 656.1206(hg). The property owner shall also submit a tree replanting plan showing how the damage caused to the site by the violation will be mitigated shall be subject to the review and approval of the Chief and the trees installed within the time limit stated on the permit. Replacement trees shall meet the requirements of Section 656.1206, except that the minimum caliper of all replacement trees shall be four inches, and the plan shall meet the requirements of Section 656.1217, to the extent applicable; or

(2) When there is no permit, the violator shall pay the permit fee due the City for the work, which permit fee shall be twice the amount of the regular permit fee specified in Section 320.408(a)(15), which would have been due had the permit been obtained prior to commencing work, and by making a contribution to the Tree Protection and Related Expenses Trust Fund to compensate for each replacement tree which is not planted. The amount of such contribution shall be twice the required amount, pursuant to the formula described in Section 656.1206(hg)(14). For each subsequent violation by the property owner, the amount of such contribution shall be triple the required amount, pursuant to the formula described in Section 656.1206(hg)(14).

(3) When there has been a permit issued for the proposed work, any property owner who removes more caliper inches than the number of caliper inches approved in their permit as identified in the final landscape inspection is required to pay triple the required amount for those caliper inches that were not permitted pursuant to the formula described in Section 656.1206(hg)(14).

(4) If the site has been cleared and the trees have been removed from the site so that the Chief is unable to determine with reasonable certainty the number of protected trees removed in violation of this Subpart, the violation shall be corrected by making a contribution to the Tree Protection and Related Expenses Trust Fund equal to \$50,000 per acre, or fraction thereof per each acre, of land cleared, which fine shall be assessed by the Chief. In the event the Chief assesses such a fine, the Chief shall provide the following information in the Notice of Violation, pursuant to subsection (a), to the property owner: the amount of acres presumed to be

impacted by the site clearing without a permit, the total fine assessed, and any other information or documents the Chief relied upon to calculate the fine ("preliminary assessment of fine"). The property owner shall have the ability to appeal the preliminary assessment of fine as follows:

(i) The property owner has the burden of proving the preliminary assessment of fine should be reduced. The property owner shall have 30 days from the receipt of the Notice of Violation to dispute the assessment. The notice of dispute shall be in writing and sent to the Chief via electronic mail and by either hand delivery or certified mail, and contain the following information (if applicable): evidence of the species of trees removed, the total caliper inches removed, the application of any exception or exemption to the trees removed as provided for in this Part, and any other relevant information used to dispute the preliminary assessment of fine. All evidence relied upon to support the dispute, including expert analysis and geographical data, shall also be provided in the notice of dispute.

(ii) The Chief shall have 30 days to respond to the notice of dispute. The response shall be in writing and shall be sent to the property owner, or his agent, via electronic mail and either hand delivery or certified mail, and shall provide the Final Assessment of Fine based on one of the following determinations: (1) the Chief rejects the basis for the notice of dispute and applies the preliminary assessment of fine as the Final Assessment of Fine; or (2) the Chief accepts all or a portion of the notice of dispute and adjusts the preliminary assessment of the fine, an explanation of the adjustment shall be provided. When the Chief accepts all or a portion of the notice of dispute, the minimum contribution shall be \$5000 for each acre plus twice the contribution amount required for those caliper inches that were removed pursuant to the formula described in Section 656.1206(hg)(14).

* * *

Sec. 656.1211. - Florida-Friendly Landscape and Irrigation design standards.

(c) Trees, excluding palm trees, which are larger than the minimum size may be credited as indicated in Table 1. A minimum of fifty percent (50%) of all required trees shall be shade shade trees, and substitute shade trees cannot exceed 25% of this shade tree requirement.

(e) Standards for landscape materials.

(3) General criteria for trees: Trees shall be a species having an average mature crown spread of no less than 15 feet in northeast Florida. Trees having a mature crown spread of less than 15 feet, if grouped to create an equivalent 15 foot spread, may be substituted for the required tree. Single-trunk trees shall be a minimum of two inch caliper and a minimum of ten feet overall height. Multi-trunk trees shall be a minimum of three trunks eight feet high. Trees shall be planted in no less than 16 square feet of planting area, with a minimum dimension of four feet on any side of planting area, excluding curb, except shade trees and substitute shade trees shall comply with the minimum planting area for shade trees specified herein. Trees shall not be planted closer than two feet from any pavement edge or right-of-way line, as measured from center of trunk, except shade trees and substitute shade trees shall not be planted closer than specified herein. Architectural planters for trees shall be no less than four feet by four feet in width and no less than 24 inches deep. Credits for the use of trees larger than the minimum size will be calculated as indicated in Table 1. Fractional measurements shall be attributed to the next lowest category.

(1) Shade trees: Shade trees shall be a species having an average mature crown spread of no

less than 30 feet; provided, trees having an average mature crown spread of less than 30 feet may be grouped so as to create a total average mature crown spread of no less than 30 feet and used in lieu of a shade tree ("Substitute Shade Trees"). Substitute Shade trees shall not exceed 25% of the total Shade tree requirement. Shade trees at the time of planting shall be a minimum of two inch caliper and ten feet high. Shade trees and Substitute Shade Trees shall be planted in no less than 150 square feet of planting area, with a minimum dimension on any side of eight feet. Shade trees shall not be planted closer than four feet from any pavement edge or right-of-way line, as measured from center of trunk. Live Oaks and other these species of trees whose roots are known to cause damage to pavement shall not be planted closer than six feet to such pavement, thus, an island would need to measure at least 12 feet in width and length in order to meet this requirement.

(ii) Palm trees: Palms shall be a minimum clear trunk height of eight feet, measured from the ground level to the base of the palm fronds. Palms may be substituted for the required trees at the ratio of ~~two~~ four palms grouped together to create a total average mature crown spread of 15 feet in diameter for each required tree or ~~few~~ eight palms grouped together to create a total average mature crown spread of no less than 30 feet in diameter for each required shade tree, except as provided below for Phoenix Palms. Substitute Shade Trees, including all species of palms used as Substitute Shade Trees, shall not exceed 25% of the total Shade tree requirement. Each palm shall be planted in no less than 16 square feet of planting area, with a minimum dimension of four feet, except that palm groupings used as Substitute Shade Trees shall comply with the minimum Shade tree

Planting area requirements specified herein.
Phoenix Palms may be used as a non-shade tree without meeting the ratios for other types of palms if the palm has a fifteen foot spread at maturity and a minimum clear trunk height of eight feet at the time of planting.

* * *

(f) Standards for efficient irrigation design. The irrigation system ~~may~~ shall consist of an automatic underground system ~~with micro irrigation, or quick-coupling valves, or hose-bibs located within 75 feet of any landscaped area.~~ The irrigation system shall be installed according to the landscape plan approved pursuant to Section 656.1217. The Chief may waive any irrigation system requirement where it can be shown that this requirement is not necessary to ensure proper irrigation of the area or that other natural or manmade sources of irrigation are sufficient to provide the required irrigation system. Whenever not required, it is strongly recommended that the design requirements of Part 12, which include the BMP, Water Wise Principles and Efficient Irrigation, be followed for single family residential. These standards include, but are not limited to, the following:

* * *

Sec. 656.1212. - Maintenance and protection of landscaping and irrigation systems.

(a) Maintenance of landscape. The property owner shall be responsible for the maintenance of all landscaped areas, which shall be maintained in good condition so as to present a healthy, neat and orderly appearance, free of refuse, debris and weeds. The property owner should refer to the Low Maintenance Zone for additional maintenance requirements and proper use of fertilizers and pesticides pursuant to Chapter 366 Part 6 (Fertilizer Application), Ordinance Code. Failure to maintain required landscaped areas or to replace, within a reasonable period of time, required landscaping which is dead, irreparably damaged, or fails to meet the standards of this Part, shall be deemed a violation of the Zoning Code. If there is insufficient area to replant the replacement trees on site, the property owner shall provide for mitigation of such trees pursuant to Section 656.1206(hg).

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(b) Maintenance of Irrigation Systems. The installer shall provide the property owner and users with the manufacturer's guide for the controller and all other equipment provided. If the plans are different from the approved permitted plans, an as-constructed sketch of the installation will be provided to the Owner and the City of Jacksonville Building Inspection Division. All controllers shall be programmed to the appropriate level of water conservation per the St. Johns River Water Management District landscape irrigation rule. Installer shall include a watering schedule which meets the local codes for establishment of plant material and instructions on adjusting the system to apply less water after the landscape is established. The watering schedule shall meet the requirements set forth in Section 656.1217, Ordinance Code.

(c) Tree pruning. Required and public and private protected trees shall be allowed to develop into their natural habit of growth and shall not be topped, pleached or pruned into topiary, espalier or other unnatural shapes. Trees may be pruned to maintain health and vigor by removal of dead, weak, damaged or crowded limbs, diseased and insect infested limbs, and branches which rub other branches. If trees are pruned in a manner which would prevent them from reaching the mature crown spread required by Section 656.1211(e)(3), or if mature trees are pruned to a height or canopy spread below the requirements of Section 656.1211(e)(3), then the property owner shall provide for mitigation of such trees pursuant to Section 656.1206(hg).

(d) Protection of Landscape and Irrigation systems. To prevent encroachment by parked or moving vehicles provide wheel stops, landscape timbers, curbs, bollards (if in areas with large truck traffic) or other materials [may be] used for protection. Material selection is subject to the approval of the Chief. Paving, treating or covering a required landscaped area in a way that renders it impervious is prohibited. Shrub risers shall be set back at least two and one-half feet from any edge of pavement.

Sec. 656.1214. - Vehicular use area interior landscaping.

(a) Vehicular use areas open to the public: Except for Professional and business offices, including medical and dental offices or clinics, and business, commercial or personal service establishments ~~these uses described in Sections 656-604(e)(1) and 656-604(f)(1),~~ ten percent of vehicular use areas (VUA's) used for off-street parking,

employee parking, auto service stations, outdoor retail display and sale of motor vehicles, service drives, and access drives within property located in multifamily, residential, commercial, industrial, and public facilities use zoning districts shall be landscaped. For professional and business offices, including medical and dental offices or clinics, and business, commercial or personal service establishments ~~these uses described in sections 656.607(e)(1) and 656.607(f)(1)~~, all vehicle use area landscaping shall satisfy the requirements set forth in the Parking Lot Landscaping Matrix, Figure B, set forth in Section 656.607(j). In the event the landscaping required under this section exceeds the requirements set forth in the Parking Lot Landscaping Matrix, Figure B of Section 656.607(j), the requirements of this section shall be relaxed to the extent necessary to comply with the Parking Lot Landscaping Matrix.

Attachment C

(d) Each row of parking spaces shall be terminated by a landscape island ("Terminal Island") with inside dimensions of not less than ~~five~~ eight feet wide, excluding the curb, and ~~17~~ 15 feet long for compact sized parking spaces, and ~~35~~ 35 feet long if a double row of parking. If a double row of parking spaces is planned, two terminal islands shall be provided as shown in the graphic below. Each terminal island shall contain at least one tree. Each shade tree shall have a minimum planting area of ~~150~~ 150 square feet, exclusive of curb. Each side of the terminal island ~~terminal island~~ adjacent to a travel lane shall have a continuous six inch high curb of concrete or other appropriate permanent material. Terminal Islands ~~islands~~ will be credited toward the satisfaction of the landscape area requirements of this Section;

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[GRAPHIC FOR DOUBLE TERMINAL ISLAND HERE]

Sec. 656.1215. - Perimeter Landscaping.

(a) Perimeter landscaping adjacent to streets: For ~~these uses described in Sections 656.604(e)(1) and 656.604(f)(1) professional and business offices, including medical and dental offices or clinics, and business, commercial or personal service establishments, all perimeter landscaping shall also satisfy the requirements of the "3 per 1,000" criteria set forth in the Parking Lot Landscaping Matrix, Figure B, set forth in Section 656.607(j)~~. In the event the landscaping required under this section exceeds the requirements set forth in the Parking Lot Landscaping Matrix, Figure B of Section 656.607(j), the requirements of this section shall be relaxed to the extent necessary to comply with the Parking Lot Landscaping Matrix. All VUA's which are not entirely screened by an intervening building from any abutting dedicated public street or approved private street, to the extent such areas are not so screened, shall contain the following:

(1) ~~Except for those uses described in Sections 656.604(e)(1) and 656.604(f)(1) professional and business offices, including medical and dental offices or clinics, and business, commercial or personal service establishment uses, a landscaped area of not less than ten square feet for each linear foot of VUA street frontage, 50 percent of which shall be at least an fivefoot-wide strip abutting the street right-of-way except for driveways. For the uses described above, ~~these uses described in Sections 656.604(e)(1) and 656.604(f)(1)~~ the landscape area is determined by the total number of parking spaces provided and the parking rate. All perimeter landscaping shall conform to Section 656.607(j), Parking Lot Landscaping Matrix, Figure B. Landscaped area calculations shall be met exclusive of any driveway width. The remaining required landscape area shall be located within 30 feet of the street right-of-way;~~

* * *

(3) No less than one tree, located within 25 feet of the street right-of-way, for each 50 linear feet, or fraction thereof, of VUA street frontage. The trees may be clustered,

but shall be no more than 75 feet apart, except that Substitute Shade Trees shall be clustered or grouped in compliance with the spacing requirements specified in Sec. 656.1211(e)(3). At least 50 percent of the trees shall be Shade Trees ~~shade trees~~. Substitute Shade Trees shall not exceed 25% of the shade tree requirement. ~~If an overhead power line abuts the street frontage, then the required trees reaching a mature height greater than 25 feet shall be located at least 20 feet away from the power line; However, if an overhead electrical transmission and/or distribution line runs along the street frontage, then the following recommendations shall apply:~~

(i) ~~Tree plantings within, or that intrude into, an established utility easement, must be compatible with the vegetative management of, and intended use of, the site, and discourage incompatible vegetation that may pose concerns, including safety, security, access, fire hazard, utility service reliability, emergency restoration, visibility, line-of-sight requirements, regulatory compliance, and environmental, or other specific concerns.~~

~~(ii) Trees reaching a maximum mature height of 14 feet (Small Trees) may be planted adjacent to neighborhood electrical lines.~~

~~(iii) Trees reaching a mature height greater than 14 feet that are in, or that intrude into, an established electrical utility right-of-way, will be subject to established electrical line clearance maintenance standards specified by Florida State Statute 163.3209 Electrical transmission and distribution line right-of-way maintenance. In order to minimize clearance maintenance, the following set backs are suggested:~~

~~(1) Trees reaching a mature height of between 14 feet and 30 feet (Medium Trees) are recommended to be set back a minimum of 30 feet from the electrical line.~~

~~(2) Trees reaching a mature height of greater than 30 feet (Large Trees) should be set back a minimum of 50 feet from the electrical line.~~

See also the diagrams below:

[INSERT PPL GRAPHIC HERE]

(4) The remainder of the landscape area shall be landscaped with trees, shrubs, groundcovers, grass, or mulch, except that mulch shall not exceed 25 percent of the total landscape area;

(5) Landscape areas required by this Section shall not be used to satisfy the interior landscape requirements. However, the gross area of the perimeter landscaping which exceeds the minimum requirements may be used to satisfy the interior landscape requirements;

(6) If a railroad or utility right-of-way separates the VUA from the public street or approved private street, the perimeter landscaping requirements of this Section shall still apply; however, the requirements of subsection (3), above, shall also apply.

* * *

(b) Perimeter landscaping adjacent to abutting properties: ~~For these uses described in Sections 656.604(e)(1) and 656.604(f)(1) professional and business offices, including medical and dental offices or clinics, business, commercial or personal service establishment uses, all perimeter landscaping shall also satisfy the requirements of the "3 per 1,000" criteria set forth in the Parking Lot Landscaping Matrix, Figure B, set forth in Section 656.607(j). In the event the landscaping required under this section exceeds the requirements set forth in the Parking Lot Landscaping Matrix, Figure B of Section 656.607(j), the requirements of this section shall be relaxed to the extent necessary to comply with the Parking Lot Landscaping Matrix. All vehicular areas which are not entirely screened by an intervening building from an abutting property, to the extent such areas are not screened, shall contain the following:~~

~~(1) A continuous landscape area at least ~~five~~ eight feet wide between the VUA's and the abutting property, landscaped with shrubs, groundcovers, preserved existing vegetation, mulch and grass.~~

(2) No less than one tree, located within 25 feet of the outside edge of the VUA, for every 50 linear feet, or fraction thereof, of the distance the VUA abuts the adjacent property. Trees may be clustered but shall be no more than 75 feet apart, except that Substitute Shade Trees shall be clustered or grouped in compliance with the spacing requirements specified in Sec. 656.1211(e)(3)(i). At least one-half of the required number of trees shall be shade trees.

* * *

Sec. 656.1216. - Buffer standards relating to uncomplimentary ~~uncomplimentary~~ land uses and zoning.

(a) Where uncomplimentary ~~uncomplimentary~~ land uses or zoning districts are adjacent, without an intervening street, a buffer strip shall be required between the uses or zoning districts. Such buffer strip shall be at least ten feet, except as set forth in the Parking Lot Landscaping Matrix, Figure B, set forth in Section 656.607(j), in width the entire length of all such common boundaries. The following shall constitute uncomplimentary ~~uncomplimentary~~ uses and zoning districts :
* * *

(b) Buffer material requirements shall be as follows:

(1) Tree count. The total tree count required within the buffer strip shall be determined by using a ratio of one tree for each 25 linear feet of required buffer strip, or majority portion thereof, with a minimum of 50 percent of the trees being shade trees. Trees shall be spaced so as to allow mature growth of the trees, but spaced no greater than 40 feet on center, except that Substitute Shade Trees shall be clustered or grouped in compliance with the spacing requirements specified in Sec. 656.1211(e)(3).

Sec. 656.1217. - Landscape and Irrigation system plans required.

(b) The landscape plan required hereunder shall be drawn to scale, including dimensions and distances and shall:

* * *

(2) Include ~~either a quick coupler, hose bib, or an automatic underground irrigation system plan as part of the landscape plan submittal;~~

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(3) Include plans for an irrigation zone schedule that meets the limitations of Sec. 366.504, Ordinance Code and a quick coupler or hose bib system include the point of connection, well, water meter or other approved water source, backflow prevention device, pipe sizes and locations, sleeve sizes and locations and detail of quick coupler, and valves and hose bibs; a hose vacuum breaker is required at each hose bib;

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* * *

(c) ~~The required automatic, or quick coupler or hose bib, irrigation system plan shall be provided prior to the issuance of the building permit or other City issued permit. If an automatic irrigation system is provided in lieu of an approved quick coupler or hose bib plan and if the plans for an automatic underground irrigation system were not part of the approved building permit, then the automatic irrigation system plans must be submitted to the Building Inspection Division for review and approval prior to the issuance of a Certificate of Occupancy. The plans must be drawn to scale, including dimensions and distances, and shall include:~~

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Questions:

1. Should automatic irrigations systems be required for SF homes? In this version, they are. See Sec. 656.1211(f) and 656.1217.
2. Should interior and perimeter landscape requirements be relaxed for professional and business offices, including medical and dental offices or clinics and business, commercial or personal service establishments? They are currently relaxed to only meet the Parking Lot Matrix in Part 6 of the Zoning Code.
3. Should the definitions in Sec. 656.1222 (Buffer requirements for residential subdivisions) be located in the general definitional section of Part 12?

The following Shade Tree Subcommittee suggestions were not addressed:

- a. Follow up inspection 9-10 months after issuance of CO to assure compliance with landscaping for commercial buildings so that developer can replace with own warranty.
- b. Hiring an additional Landscape Inspector for irrigation and tree viability inspections.
- c. Tree Commission Chair to establish a subcommittee for educational program on proper tree/bush pruning.

CARE Admin

LEVEL I

Attachment E

Issue Description

Tree - Plant New Tree

Code 31800

Type Complaint

Belongs To Public Works / Mowing & Landscape Maintenance

First Action In 168 Hours

Estimated Resolution In 180 Work Days

Priority Medium

Status Unknown

TEAMS System Name

Contact Required? Yes

ShowOnInternet? Yes

Duplicates Allowed? No

Jacksonville Only? Yes

Location Required? Yes

Expires On Never Expires

Frequency 0

Definition I would like a tree planted in the right of way in front of my home.

Response Thank you for interest, the COJ has money in the tree mitigation fund to plant up to 2 new trees on City property including the CROW in front of your home. This will be at no cost to you. We just ask that you water it once per week. Our Arborist will be contacting you with more information.

Keywords Replace, plant, tree, PWML, new

Edit Issue Description Delete Issue Description

Flex Questions

Add New Flex Question

Question Text Are you able to water the tree at least once per week?

Question Label Water

Question Type Multiple Choice

Possible Answers Yes continue; No stop;

Edit Flex Question Delete Flex Question

CARE Admin

Issue Description

Tree - Remove
Code 31666
Type Complaint
Belongs To Public Works / Mowing & Landscape Maintenance
First Action In 336 Hours
Estimated Resolution In 90 Work Days
Priority High
Status Unknown
TEAMS System Name
Contact Required? Yes
ShowOnInternet? Yes
Duplicates Allowed? No
Jacksonville Only? Yes
Location Required? Yes
Expires On Never Expires
Frequency 0
Definition There appears to be a dead or dying tree on city property/right of way that needs to be checked for removal.
Response The Mowing & Landscape Maintenance Division will not remove healthy trees, trees in parks, or trees on private property. Please provide specific information about the location and type of tree, and why it should be removed. If possible, please mark the tree in question using tape/ribbon or provide an easily identifiable landmark so our staff can locate the correct tree for inspection.
Keywords tree, remove, dead, dying, cut down, PVMML

[Edit Issue Description](#)
[Delete Issue Description](#)

Flex Questions

Add New Flex Question

Question Text	Would you like to be contacted about a replacement tree?
Question Label	Replacement?
Question Type	Free Form
Possible Answers	

2

CARE Admin

Issue Description

Issue description was updated.

Tree - Remove & Replace *DO NOT USE - INTERNAL ONLY*****

Code 32405

Type Request

Belongs To Public Works / Mowing & Landscape Maintenance

First Action In 720 Hours

Estimated Resolution 60 Work Days
In

Priority High

Status Unknown

TEAMS System Name

Contact Required? No

ShowOnInternet? No

Duplicates Allowed? No

Jacksonville Only? Yes

Location Required? Yes

Expires On Never Expires

Frequency 0

Definition ****This is an INTERNAL issue only to be used once a tree has been removed. Enter the original CARE issue number.**

Response N/A

Keywords remove, replace, plant, tree, PWML, new

Flex Questions

No flex questions defined

Add New Flex Question



City of Jacksonville, Florida

CARE Issue #:

Small Trees

ONE CITY. ONE JACKSONVILLE.

You have requested a new tree. After inspecting the proposed area, please circle 1 2 of the tree(s) shown below. Please contact me with your selection(s).

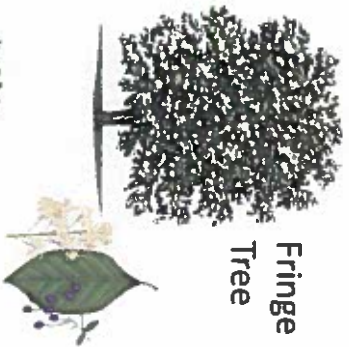
American
Hornbeam



Eastern
Redbud



Fringe
Tree



Yaupon
Holly



Crape
Myrtle



Little Gem
Magnolia

Wax-Leaf
Ligustrum



Wax Myrtle





City of Jacksonville, Florida

CARE Issue #:

Medium Trees

ONE CITY. ONE JACKSONVILLE

You have requested a new tree. After inspecting the proposed area, please circle 1 2 of the tree(s) shown below. Please contact me with your selection(s).



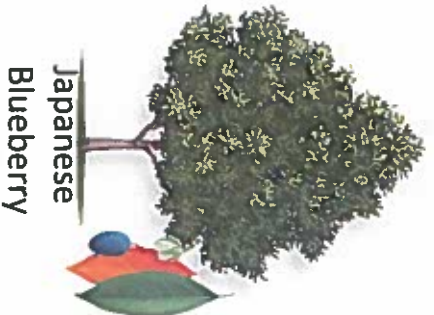
Athena Elm



Dahoon Holly



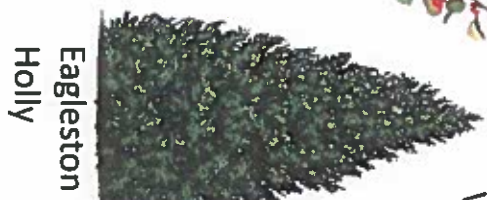
Winged Elm



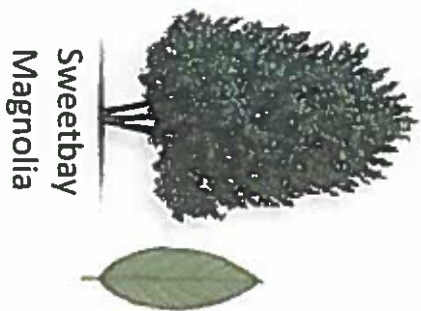
Japanese Blueberry



East Palatka Holly



Eagleston Holly



Sweetbay Magnolia



American Hophornbeam



Southern Red Cedar



River Birch



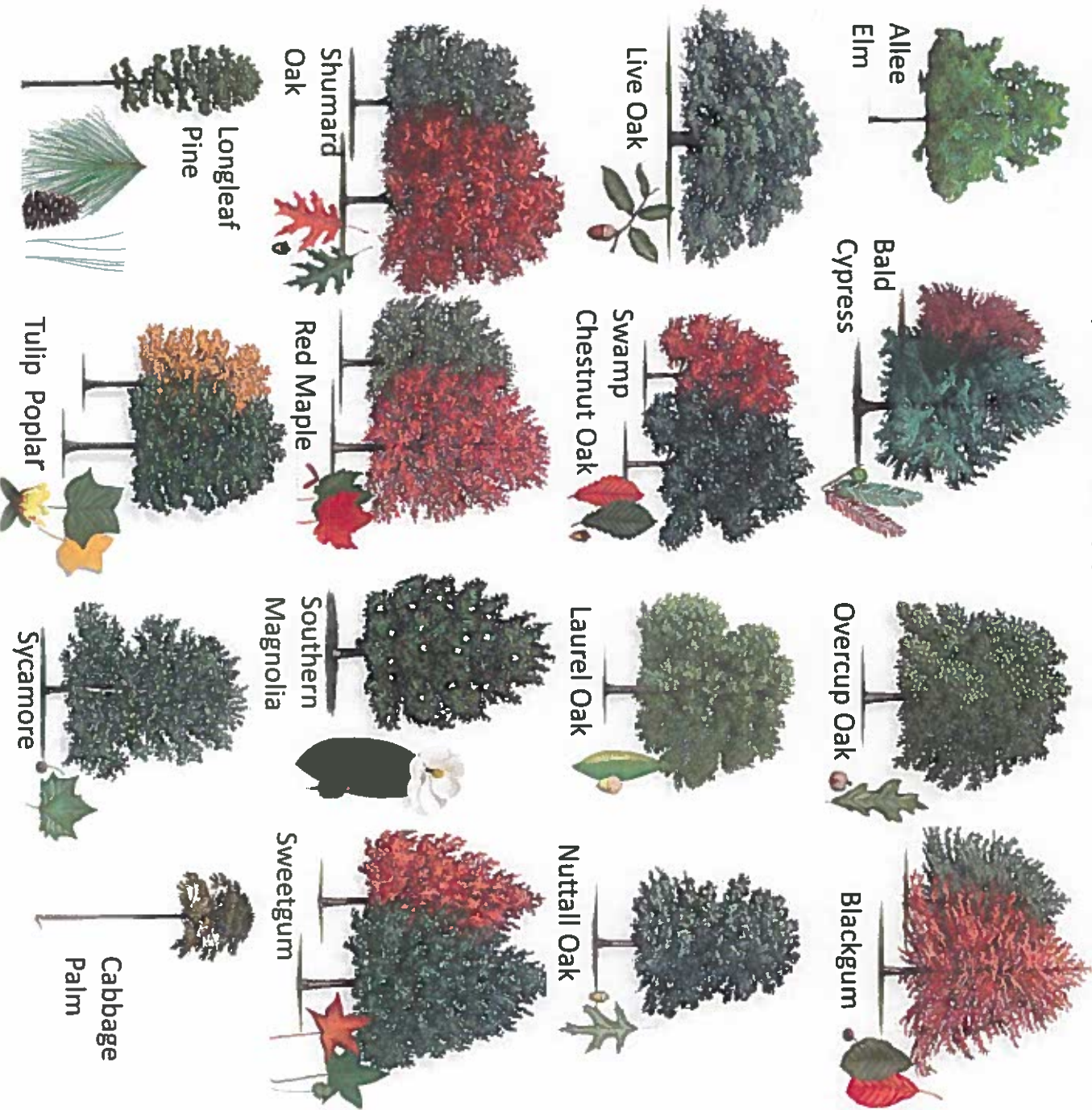
City of Jacksonville, Florida

CARE Issue #:

Large Trees

ONE CITY. ONE JACKSONVILLE

You have requested a new tree. After inspecting the proposed area, please circle 1 2 of the tree(s) shown below. Please contact me with your selection(s).



6

JACKSONVILLE TREE COMMISSION'S

Level 3

COMMUNITY ORGANIZATION TREE PLANTING PROGRAM

INSTRUCTIONS ~~AND~~ FORMS

I. Purpose.

This document sets forth the procedures and rules that must be followed for grant applications for the Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program ("Community Organization Tree Program" or "Level 3 Program") utilizing the Tree Protection and Related Expenses Trust Fund. The purpose of the Level 3 Program is to provide grants to local community and not-for-profit organizations for the design, management and implementation of tree planting projects on publically owned land within Duval County for the conservation and enhancement of the City of Jacksonville's ("City") tree canopy.

The Tree Commission is an advisory body that encourages and coordinates the efforts of the various public and private entities that are concerned with the conservation and enhancement of the City's tree canopy. The Tree Commission is the subject matter expert on the City's tree canopy and is tasked with making recommendations to the City Council, Mayor's Office, City Staff, and community stakeholders with respect to the planting of trees and the health of the City's tree canopy. Pursuant to Sec. 94.106, *Ordinance Code*, the Tree Commission was charged with coordination of tree planting projects between public and private entities and to review expenditure proposals and plans for such planting projects. To that end, this Level 3 Program sets a framework for how the City might collaborate with community organizations through the funding of eligible, prioritized projects.

The Tree Protection and Related Expenses Trust Fund, as authorized by Sec.111.760, *Ordinance Code*, and Sec. 25.04, *City Charter* ("Tree Funds"), is comprised of funds that are required to be expended on the provision and maintenance of trees and incidental landscaping to such trees on all public lands in Duval County. In an effort to improve the City's tree canopy, the City will collaborate with not-for-profit, and other community organizations to achieve this goal through tree planting projects.

II. Definitions.

Applicant means an eligible not-for-profit or community organization that submits an Application for Tree Protection and Related Expenses Trust Fund funds through the Tree Commission.

Application Evaluation Period means the period commencing at the time of the Level 3 Program Application Deadline listed In Section VII, and ending at the public meeting at which the Tree Commission submits its scores for calculation.

Award means a grant from the City pursuant to the procedures outlined in this document.

Award Session means the schedule reflected in Section **VIVII** of this document.

Department means the Public Works Department.

Design Consultant means a Landscape Architect, Urban Forester, Arborist, or landscape designer with at least 5 years of experience in the design and administration of tree planting projects on road rights-of-way. Experience must include preparing design documents and bid specifications, obtaining bids, providing contractor oversight, and inspecting the contractor's work. The Design Consultant may be an employee of the Applicant.

City's Continuous Contract means the annual contract awarded by the City to a landscape contractor to provide countywide tree planting and maintenance ~~and planting~~ services.

Grant Agreement means the agreement between the Applicant and the City setting forth the requirements and responsibilities for the design, coordination, and implementation of a Project.

Maintenance and Impacts Analysis means **XXXXXX**

Project Cost means the total of all eligible costs associated with the design, coordination, procurement of materials, planting, irrigation, warranty and maintenance of the Project in accordance with this Information and Forms Instructions document.

Project Design means the compilation of the ~~conceptual~~ Schematic Planting Plan drawings and the construction drawings and specifications for the irrigation and planting of the trees and incidental landscaping prepared by the Design Consultant.

Project Priority List means

Project Priority List means the list created by the Tree Commission for submission to the Mayor's Budget Review Committee ("MBRC") for consideration and approval for

[legislation to approve the grant.](#)

Publicly owned property in Duval County means property [owned by a governmental entity, including, but not limited to land](#) within the City or State right-of-way; local, state or federal parks and preserves; and Duval County School Board property.

Recipient means an applicant that has been approved for funding by the City Council and who has executed a Grant Agreement with the City for an Award.

Schematic Planting Plan means [a scaled drawing showing all significant components by means of standards symbols such as the site location map, the limits of the project, property lines or right-of-way lines, plant legend, and master tree planting plan.](#)

Tree Commission means the advisory body created in Chapter 94, *Ordinance Code*.

Tree Fund means the [proceeds from monies within](#) the Tree Protection and Related Expenses Trust Fund, pursuant to [Section Sec. 111.760, Ordinance Code, and Sec. 25.04, Jacksonville Charter.](#)

III.

General Requirements and Eligibility Standards .

The following constitutes the general procedures for the ~~Jacksonville Tree Commission's Community Organization Tree~~ Level 3 Program.

A. Application Form. ~~Application Form Tree Commission Community~~

~~Organization~~ [The application form for the Level 3 Program, effective November, 2018, \("Form TCCOP 11-18"\) incorporated herein by reference, is entitled "Level 3 Tree Planting Program" and is prescribed for use with these procedures.](#)

Applications for funding must be submitted on this form. ~~Applicant, and shall include the completed Exhibits to the application. An applicant~~ may only submit one ~~Application Form per~~ project [site per application form.](#)

B. Eligible Applicants.

1. For 501(c) not-for-profit organizations:

- a) Attach a copy of the organization's IRS determination letter.
- b) Attach a status of good standing certificate issued by the Florida Division of Corporations evidencing that the Applicant is in good standing and has been in existence for one (1) year prior to the ~~Not for Profit Tree Planting~~ Level 3 Program application deadline. [See](#)

[Section VII of these Instructions for the Application Schedule](#). The certificate must be dated within 60 days of the application deadline and list the requesting agency as a Florida non-profit corporation (requested from Florida Division of Corporations here:

<http://dos.myflorida.com/sunbiz/manage-business/certification/certificate-status-efile/>).

- c) In order to show that the applicant is currently operating in Duval County, attach a copy of the Florida Division of Corporations “Detail by Entity Name” webpage from [www.Sunbiz.org](http://www.sunbiz.org). Go to this link: <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName;>

If proof of operation in Duval County cannot be determined by the “Detail by Entity Name”, attach evidence of current operations in Duval County by submitting at least one of the following:

- 1) A list of notable projects or work ~~conducted~~[completed](#) in Duval County [completed by the Applicant](#); or
- 2) A copy of media publicity identifying work conducted in Duval County (i.e. news article or blog post)

2. For Community Organizations - Homeowners Association, Special District, or other unit of local government within Duval County:

- a) Attach a copy of the enacted ordinance establishing the district or local unit and provide documentation that the unit is currently in compliance with all state and local requirements.
- b) Control of the [Homeowners’](#) Association must have been obtained by members of the Association other than the developer.

IV. Submission of Application and Application Materials. Applications must be submitted by mail or delivery to the Tree Commission, care of the [Division of Mowing and Landscape Maintenance Division](#), Department of Public Works, [Suite 10, XXX Hogan Street](#) [609 St. Johns Bluff Road North](#), Jacksonville, Florida [3220232225](#). To be timely submitted, Applications must be received [by 3:00 PM](#) on or before the published Application deadline. Applications received late will not be considered in that [grant round](#) [Award Session](#).

- A. Applications must be transmitted with an original signature cover letter on Applicant's letterhead, signed by the appropriate representative, official or administrator, binding the Applicant to fulfill the commitments made in the Application and identifying the person that will act as the key contact between the City and the Applicant.
- B. Applicants must submit four (4) complete and legible sets of Applications materials. One set shall contain original text and non-text items. ~~The remaining tree sets shall contain legible copies of text and non-text items, unless otherwise specified in the Application form along with required signatures.~~
- C. All Applications must be submitted on ~~Application Form TCCOP 11-18~~ the Level 3 Tree Planting Program application form.
- D. The following ~~exhibits~~ Exhibits shall be provided with the application:
- ~~1. Authority to act on behalf of the Applicant;~~
 1. Proof of eligibility as described in Section III.B (Exhibit A);
 2. Corporate Resolution Certification (if applicable) (~~form provided in this packet~~) Exhibit B);
 3. Authorization to Plant Trees (~~form provided in this packet~~) Exhibit C). If information is needed regarding the property's ownership, contact the Real Estate Division at (904) 255-8700 for assistance.
 - a) If in the City Right-of-Way, must obtain a Right-of-Way Permit from the Development Services Division of the Planning and Development Department (website: <http://www.coj.net/departments/planning-and-development/development-services-division/right-of-way-permitting.aspx>) in addition to the form
 - b) If in a City Park, must obtain authorization from the Parks & Recreation Department
 - c) If on School Board property, must obtain authorization from the Assistant Superintendent of ~~failities~~ Facilities.
 - d) If on property controlled by any other governmental entity not described above, must obtain the appropriate authorization

from that agency.

- ~~4. Copies of at least 3 bids and responses from contractors, subcontractors, and major suppliers (if not utilizing the City's Continuous Contract for tree planting).~~
 - ~~a) If Applicant hires a contractor to perform substantially all of the implementation of the project, the Application must include the solicitation for bids from at least three (3) contractors along with the responses.~~
 - ~~b) If Applicant is acting as a contractor but is hiring a subcontractor for watering, planting, fertilizing or other major task, the Application must include the solicitation for bids from at least three (3) of the applicable type with the responses.~~
 - ~~c) If trees or other materials and supplies are to be purchased by the Applicant directly from a supplier (i.e. nursery), the Application must include the solicitation for pricing quotes from at least three (3) suppliers with the responses.~~
- ~~5. List of all design professionals and associated design, coordination, and quality control fees.~~
- ~~6. Affirmance that Applicant is in compliance with the terms of all existing City agreements, to which it is a part and in compliance with all federal, state, local laws, rules, regulations and ordinances, as the same may exist from time to time, applicable to it.~~
- ~~4. Affirmance that Applicant is willing and capable of performing the requirements of the Schematic Planting Plan, including the following information (Exhibit D):~~
 - ~~a) North arrow and graphic scale (1" = 20', 30' or 50') shown on each sheet;~~
 - ~~b) Project boundaries;~~
 - ~~c) Location of all plant material; and~~
 - ~~d) Location map.~~
- ~~5. Plant Schedule listing (part of Exhibit D):~~

- a) the species,
- b) the size;
- c) associated notes for each type of plant; and
- d) plant quality (Florida Fancy or Florida #1).

6. Cost breakdown (**Exhibit E**):

- a) Administrative/contract management fees including, but not limited to: construction coordination, community outreach and/or programs, volunteer coordination, meetings, project coordination, and billing.
- b) Design Consultant Services Fee, with detailed scope of service; and
- c) Construction cost, including, but not limited to purchase and installation of plant material and irrigation, site preparation, performance and payment bonds, maintenance of traffic, and guarantee of plant material and irrigation.

7. An executed Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program Affidavit. (**Exhibit F**).

- a) Grant Agreement. ~~(form provided in this packet)~~ template shall be included as part of **Exhibit F**.

~~7. An executed Jacksonville Tree Commission's Tree Planting Program Affidavit (form provided in this packet)~~

E. Applications must be completed by the Application Deadline. More specifically:

1. Applications are deemed complete if all requested and necessary information and documentary proof is provided, as outlined in this document and on the Application.
2. Prior to the submission of an application, Applicants are strongly encouraged to discuss their conceptual and preliminary ideas with the Tree Commission staff.

~~2.3.~~ Applicants may submit their application to Tree Commission staff for review of completeness of the Application during a courtesy application review period prior to each Application Deadline. ~~Also, feedback and~~

~~input from Tree Commission staff may be provided, if time permits. See Section VII of these Instructions for the applicable time frames.~~

- ~~4. Feedback and input from Tree Commission staff may be provided regarding design if time permits.~~

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V. Application Review and Process.

A. **Staff Review.** The Tree Commission staff will review and ~~make~~prepare a report and recommendation (“Staff Report”) for approval, approval with conditions, or denial that will be sent to the Tree Commission, the District ~~Councilperson~~Council Member, and the Applicant. The Staff Report shall be based upon the ~~Application~~application and exhibits, and shall include ~~a Maintenance and Impacts Analysis~~an analysis of ~~each of the Project-~~Evaluation Criteria. The Staff Report will not include a score for each ~~Application~~application.

B. Application Presentation. All applications shall be presented at a scheduled public meeting held by the Tree Commission, for review, deliberation, and final recommendation. Special meetings may be held if needed at the discretion of the Tree Commission.

1. Each Applicant shall have 10 minutes to present their application to the Tree Commission at the scheduled public meeting.
2. Commissioners shall receive a copy of all applications and Staff Reports at least 14 days prior to Tree Commission meeting when the applications will be heard.

B-C. Tree Commission Review. Each application will be scored by the Tree Commission on a scale of **0 to ~~135~~115 points**. Assuming multiple applications ~~will be~~are received during each Award Session, the applications will be ranked in order of highest score and included on a recommended Project Priority List submitted to the Mayor’s Office for processing through the Mayor’s Budget Review Committee (“MBRC”) for recommendation to the City Council for the award of Tree Funds for the respective projects. The evaluation of the ~~Application~~application will be based on the criteria set forth below and will receive a score ~~out of a total of 135~~from 0 to 115 possible points. When evaluating each ~~Application~~application, the ~~Tree Commission~~Commissioners shall utilize the information contained in the ~~Application~~application, including the exhibits, Staff Report and all information obtained during the Applicant’s presentation for scoring. Each Commissioner will individually score each ~~Application and the Assistant General Counsel assigned to the Tree Commission will average the total score from each Commissioner for each~~

- ~~Application to arrive at a final Score for each Applicationapplication.~~
- ~~C.A. **Application Presentation.** All Applications will be presented for review, deliberation, and final recommendation by the Tree Commission at a public meeting during the above scheduled meetings. Special meetings may be held if needed at the discretion of the Tree Commission.~~
- ~~1. Applicants shall have 10 minutes to present their Application to the Tree Commission at the above scheduled meetings.~~
 - ~~2. Commissioners shall receive a copy of all Applications and Staff Reports at least 14 days prior to Tree Commission meeting when the Applications will be heard.~~
- D. Project Priority List.** ~~Following the Application Presentation(s) and the public meeting on the Applications, each Commissioner will individually score each Application and the~~The Assistant General Counsel assigned to the Tree Commission will average the total score for each application from each Commissioner ~~for each Application~~ to arrive at a final Scorescore for each Applicationapplication. The Applicationsapplications will then be ranked in order of highest average score to the lowest average score, with a total of the funding requested. This ranking will be included in the Tree Commission's Project Priority List to be presented to ~~the Mayor's Office through the MBRC process.~~MBRC for review.
- E. MayorMBRC Review.** At the earliest MBRC meeting following the ranking of the proposed projects by the Tree Commission, the Tree Commission staff will submit and present the Project Priority List for review and approval through the MBRC process. If the ~~Mayor's Office~~MBRC approves any or all of the projects as presented, or as modified, the Office of General Counsel will prepare the appropriate legislation and Grant Agreement(s) as directed by MBRC for consideration by the Mayor's OfficeCouncil for funding. In the alternative, ~~the Mayor's Office~~MBRC can decide to delay the funding of a proposed project to a later date or decide not to fund a certain project from the Project Priority List. If a proposed project is denied by ~~the Mayor's Office~~MBRC, no further action on it shall be taken on the project through the ~~Tree Commission Community Organization~~Level 3 Program, however, this does not limit the ability of a Council Member ~~from filing to file~~ legislation to implement a

Project utilizing the Tree Fund.

F. **City Council Review.** The legislation containing the Project(s) and Grant Agreement(s) as directed by ~~the Mayor's Office, or a Council Member, as the case may be,~~ MBRC will be filed by the Office of General Counsel with the Legislative Services Division for final decision by the City Council of approval, modification, or denial of the project and Grant Agreement, and appropriation of the ~~grant funds~~ Tree Funds.

G. **Contract Award.** Upon execution of the completed Grant Agreement by all parties, the Applicant will be eligible for payment of funds approved as part of the Project Cost.

VI. Project Evaluation Criteria.

A. ~~-Design Review~~ (up to- 35 point total (5 points each))

1. The species of trees are appropriately located.
2. The number and placement of trees are appropriately located.
3. Trees ~~are~~ being planted are approved pursuant to the "Tree Commission Approved Tree Planting List," attached hereto, and as that document is amended from time to time.
4. The overall use of non-shade trees is acceptable.
5. Less than 25% of the total species of trees being planted are palms.
6. The planting will not interfere with utilities or sight line requirements.
 1. ~~Only "Florida Friendly" tree species are being planted~~ (see <https://ffl.ifas.ufl.edu/plants>)
 2. ~~Only Florida Fancy or Florida #1 grade specimens are being planted~~ <https://www.freshfromflorida.com/Divisions-Offices/Plant-Industry/Business-Services/Florida-Grades-and-Standards-for-Nursery-Plants-2015>
7. The project ~~does not include~~ includes the appropriate amount of incidental landscaping.

B. **Cost Review** (up to- 25 point total (5 points each))

1. Project Administrative costs are reasonable.

2. Design Consultant fees are reasonable.

3. Construction costs are reasonable.

~~1.4. Irrigation costs are equal to or less than the City's Continuous Contract reasonable.~~

~~a. Tree Commission staff will provide this information. If the contractor responsible for the City's Continuous Contract cannot do the Project, then this requirement is not applicable~~

~~2. The administrative costs for the Project accurately reflect the amount of administrative services necessary and being performed.~~

~~3. The irrigation costs are for up to 2 years~~

~~4.5. The cost of the species of trees selected do not outweigh the benefit of the trees~~

~~5. Site preparation costs are reasonable~~

C. Maintenance and Impacts Review (~~up to - 10 point total~~ (5 points each))

~~1. MinimumLow maintenance required after plants are utilized, that will require minimum maintenance after the first two (2) years of mandatory maintenance by the Applicant, considering the time and money required for fertilizing, pruning, and any other required maintenance.~~

~~2. MinimumThe location of plant material and irrigation have a minimum adverse impacts-impact over time on infrastructure such as sidewalks and roadbeds.~~

~~3. Positive Impacts to storm water and ground water~~

~~4. Positive impacts to City's Total Maximum Daily Load ("TMDL") to the waterways and based upon the Basin Management Action Plan ("BMAP") for the county's water quality restoration goals.~~

D. Public Benefit Review (~~up to - 25 point total~~ (5 points each))

- ~~1. The species of trees being planted are beneficial to the City's tree canopy.~~
- ~~2. The Project provides a unique benefit to the neighborhood, Council District, or City.~~
- ~~3. The Project serves high visibility areas.~~
- ~~4. The Project engages the Community through volunteers or education or other public engagement.~~

5. The Project is aesthetically pleasing and/or combats blight in blighted areas.

~~6. The Applicant or Contractor, has experience related to planting trees\~~

~~E. Plan-It Geo Objective Criteria Review (up to 5- 20 point total (4 points each,) conducted by staff)~~

~~F.E. . Staff will utilize the Plan-It Geo Web Tool to evaluate the ~~location~~existing conditions of the proposed planting project- ~~location~~. This does not include or require uploading the Schematic Design, but rather identifying the geographic boundaries of the project.~~

1. The location will be evaluated based on the Census Block ranking (1- 488) developed by Plan-It Geo for the five (5) categories listed below:

- a) Urban Tree Canopy Percentage
- b) Stormwater Benefits
- c) Urban Heat Island
- d) Socio-Economic Benefits
- e) Overall-equally weighted criteria, as stated below:

A maximum of 4 points per category is possible. If a project is on the border of two or more Census Blocks, then the average of the census blocks will be applied to determine a score (e.g. located on the 50th and 300th census blocks, then 175th census block will be applied so that it will receive 3 points). The ranking and corresponding points are as follows:

- (1) 1st-25th percentile (1-122)- 4 points;
- (2) 26th- 50th percentile (123-244)- 3 points;
- (3) 51st-100th percentile (245-366) 2 points
- (4) 76th-100th (367-488) percentile- 1 point

VII. Application Schedule. The Tree Commission will review and create a recommended Project Priority List for submission to the ~~Mayor's Office~~MBRC for a recommendation to the City Council for project funding three (3) times per year, ~~however, the~~utilizing the Tree Protection and Related Expenses Trust Fund. The initial application deadline will be as soon as practicable after approval of this ~~Not for Profit Tree Planting~~Level 3 Program by the Tree Commission. The Tree Commission's review of projects will

follow, if possible, the below schedule. All deadlines ~~end at 5~~are 3:00 PM on the specified date below. If a date listed below falls on a weekend or a legal holiday, the ~~effectiveoperative~~ date shall be the next business day.

		<u>Application Evaluation Period</u>		
Award Session	Courtesy Application Review Period	Application Deadline	Staff review Deadline	Commission Meeting/Scoring
1	November 1 through 5 business days prior to Application Deadline	January 2	January 31	2 nd meeting in February
2	March 1 through 5 business days prior to Application Deadline	May 1	May 31	2 nd meeting in June
3	July 1 through 5 business days prior to Application Deadline	September 1	September 30	2 nd meeting in October

VIII. Certain Communications Prohibited During Application Evaluation Period.

A. During the Application Evaluation Period, an Applicant shall be prohibited from communicating with Tree Commission ~~Commissioners~~members, Tree Commission staff, and other City employees involved with the ~~Tree Planting Project~~Level 3 Program application process regarding an application submitted by such Applicant. ~~For purposes of this Section, the "Application Evaluation Period" shall mean the period commencing on the day immediately following the Tree Planting Project application deadline listed above and ending on the day that the Tree Commission has submitted its scores at a Public Meeting of the Tree Commission.~~ This prohibition shall not apply to the following communications:

1. Communications to the Tree Commission staff regarding matters of process or procedure contained herein or in any related documents;
2. Communications during any publicly noticed meeting under Chapter 286, Florida Statutes, including, but not limited to, Tree Commission meetings and subcommittee meetings; and
3. Communications necessary and solely related to the ordinary course of business concerning an Applicant's existing ~~Tree Planting Project~~

[Contract Level 3 Program Grant Agreement.](#)

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JACKSONVILLE TREE COMMISSION'S

~~COMMUNITY ORGANIZATION TREE PLANTING PROGRAM AFFIDAVIT FORM~~

~~BEFORE ME, the undersigned authority, personally appeared _____, who was sworn and says:~~

- ~~1. My name is _____ and I am the [note: the individual executing this affidavit must be the executive director, chief executive or operating officer, president, vice president or board chairman] _____ of _____, a Florida _____ ("Applicant") and I have personal knowledge of the matters stated herein.~~
- ~~2. The Applicant is an eligible applicant, as defined in the Jacksonville Tree Commission's Community Organization Tree Planting Program Instructions and Forms document.~~
- ~~3.1. The Applicant is in compliance with the terms of all existing City agreements to which it is a party.~~
- ~~4.1. The Applicant is in compliance and will comply with all federal, state, local laws, rules, regulations and ordinances, as the same may exist from time to time, applicable to it.~~

Level 3

TREE PLANTING PROGRAM

APPLICATION FORM ~~If awarded a Tree Fund Project,~~

[TO BE DEVELOPED BASED ON THESE INSTRUCTIONS]

To contain:

EXHIBIT A – Proof of Eligibility

EXHIBIT B – Corporate Resolution Certification

EXHIBIT C – Authorization to Plant Trees

EXHIBIT D – Schematic Planting Plan and Plant Schedule

EXHIBIT E – Cost Breakdown

EXHIBIT F - Level 3 Program Affidavit, including the Applicant will execute a standard Grant Agreement between the City of Jacksonville and the Applicant.

Signature of Affiant
Print Name: _____

~~STATE OF FLORIDA
COUNTY OF DUVAL~~

~~Sworn to and subscribed before me, this _____ day of _____, 20____, by. Said person
is person is personally known OR produced identification.~~

Notary Public
(Seal)

[template.](#)

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PROOF OF APPLICANT ELIGIBILITY

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EXHIBIT A

CORPORATE RESOLUTION CERTIFICATION

The undersigned, Secretary of _____ [insert agency name] _____, a Florida nonprofit _____ corporation ("*Corporation*"), does hereby certify that the following Resolutions were adopted by the Corporation at a meeting of the Board of Directors of the Corporation held on _____, 20__:

RESOLVED THAT [insert name of signatory] _____, the [insert title of signatory] _____ of the Corporation ("*Authority*") is hereby authorized and empowered to execute on behalf of the Corporation any and all Agreements between the City of Jacksonville, Florida ("*City*") and the Corporation for the purpose of receiving funds from the City for a tree planting project related to the Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program ("*Project*"), and to execute any and all documents necessary in connection with the Project.

FURTHER RESOLVED THAT in addition to and without limiting the foregoing, that the Authority of the Corporation be, and hereby is, authorized to take, or cause to be taken, such further action, and to execute and deliver, or cause to be delivered, for and in the name and on behalf of the Corporation, all such instruments and documents as the Authority may deem appropriate in order to effectuate the City-Grant Agreement and any documents or instruments executed in the accomplishment of any action or actions authorized as stated herein shall be deemed to be conclusive approval thereof by this Corporation and the binding act and obligation of this Corporation.

DATED: _____ 20__ _____

CORPORATE SECRETARY

EXHIBIT B

AUTHORIZATION TO PLANT TREES

On the _____ day of _____, 20____, the Applicant, _____, submitted an application for the Jacksonville Tree Commission’s Level 3 Community Organization Tree Planting Program (“Application”) to plant trees on the following property, located at: _____, RE #: _____ (attach an additional sheet if necessary) (“Property”).

The Property is public land in Duval County and is owned or controlled by (e.g. City, State of Florida, United States, Independent Agency of the City of Jacksonville, or other public entity) _____ and is a (e.g. right of way, park, school, etc.) _____ managed by (e.g. Parks & Recreation, Public Works, Development Services Division, School Board, Superintendent, etc.) _____.

I, _____, as the (position) _____, in the (department and division) _____ have reviewed the Application and I have the authority to authorize the Project to be conducted on the Property in the event the Project is approved.

This Authorization is limited to the Application as submitted on the above referenced date. This authorization does not bind the City to award funds from the Tree Protection and Related Expenses Trust Fund and this Authorization is subject to revocation should the Application materially change from the date of submission.

Signature

Print Name

Agency, Department, Division

Phone:

Email:

EXHIBIT C

SCHEMATIC PLANTING PLAN

AND

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PLANT SCHEDULE

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EXHIBIT D

COST BREAKDOWN

Administrative Fees

Design Consultant Fees

Construction

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EXHIBIT E

**JACKSONVILLE TREE COMMISSION’S
LEVEL 3
COMMUNITY ORGANIZATION TREE PLANTING PROGRAM
AFFIDAVIT FORM**

BEFORE ME, the undersigned authority, personally appeared _____,
who was sworn and says:

1. My name is _____ and I am the [note: the individual executing this affidavit must be the executive director, chief executive or operating officer, president, vice president or board chairman] _____ of _____, a Florida _____ (“Applicant”) and I have personal knowledge of the matters stated herein.
2. The Applicant is an Eligible Applicant, as defined in the Jacksonville Tree Commission’s Level 3 Community Organization Tree Planting Program Instructions document.
3. The Applicant is in compliance with the terms of all existing City agreements to which it is a party.
4. The Applicant is in compliance and will comply with all federal, state, local laws, rules, regulations and ordinances, as the same may exist from time to time, applicable to it.
5. If the application is approved for funding, the Applicant will execute a Grant Agreement between the City of Jacksonville and the Applicant, in substantially the same form as the Grant Agreement attached hereto as **Exhibit 1**.

Signature of Affiant
Print Name:

STATE OF FLORIDA
COUNTY OF DUVAL

Sworn to and subscribed before me, this _____ day of _____, 20____, by. Said person is person is personally known OR produced identification.

Notary Public
(Seal)

EXHIBIT F

JACKSONVILLE TREE COMMISSION'SLevel 3

COMMUNITY ORGANIZATION TREE PLANTING PROGRAM

GRANT AGREEMENT

[GENERAL CONCEPTS]

The Applicant/Recipient acknowledges the following:

1. That it will abide by the City of Jacksonville specifications for the planting of trees, incidental landscaping and design and installation of irrigation;
~~A. That the plant material will be Florida Fancy, or if not available, Florida No. 1 grade;~~
2. That the tree planting project ("Project") will be designed by a registered Florida Landscape Architect, Urban Forester, Arborist, landscape designer, or other professional who has at least 5 years of experience in designing and inspecting right-of-way tree planting projects;
- ~~2.3.~~ That it will provide to the City a warranty for and maintain all trees for a period of two (2) years after planting;
- ~~3.4.~~ That the Project shall be secured by a performance and payment bond as required by Sec. 255.05, Florida Statutes, in an amount not less than the total amount of the Project;
- ~~4.5.~~ After the planting is completed, inspected and approved by the City, the Project shall be secured by a performance bond in an amount of 15% of the total cost of the job for two (2) years.
- ~~5.6.~~ Insurance will be provided reasonably commensurate with the hazards and magnitude of the Project. All entities physically participating in the installation or maintenance of the Project shall be required to procure and maintain insurance. (If the Project is being installed and/or maintained exclusively by the City's Countywide Tree Planting and Miscellaneous Landscaping contractor, then no additional insurance will be required of the Applicant.)
- ~~6.7.~~ The Applicant will indemnify and hold harmless the City and any involved independent agency in the performance of the projectProject.

8. Applicant/Recipient will be paid from the awarded funds on monthly basis according to invoices presented and the percentage complete of each task, such as design, construction, and contract administration.
9. Copies of at least 3 bids and responses from contractors, subcontractors, and major suppliers shall be provided.
10. The City has the right to compare the cost of the 3 bids to the cost proposed by the City's Continuous Tree Contractor, and determine, at its sole discretion, to utilize the City's Continuous Tree Contractor for construction of the project.
11. Trees shall be contained on the Tree Commission's Approved Tree Planting List.
12. Only Florida Fancy or Florida #1 grade specimens shall be planted
<https://www.freshfromflorida.com/Divisions-Offices/Plant-Industry/Business-Services/Florida-Grades-and-Standards-for-Nursery-Plants-2015>.
13. As part of the final task, the Applicant shall upload the as-built design in to the Plan-It GEO application/software which may be accessed by: <https://pg-cloud.com/JacksonvilleFL/>.
14. The City must approve the timing and schedule of the planting. Planting might be delayed due to weather conditions.
15. The specifications for the installation are attached as "Specifications for Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program" [The attached Specifications are the typical Specs and may be reduced per Mowing and Landscape Maintenance Division for this Level 3 Program]

EXHIBIT 1 TO EXHIBIT F

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~~JACKSONVILLE TREE COMMISSION'S COMMUNITY ORGANIZATION TREE
PLANTING PROGRAM~~

~~APPLICATION FORM TCCOP 11-18~~

[GC #1215355-v10-Application_Instructions_and_Forms.docx](#)

DRAFT

JACKSONVILLE TREE COMMISSION'S

Level 3

COMMUNITY ORGANIZATION TREE PLANTING PROGRAM

INSTRUCTIONS

I. Purpose.

This document sets forth the procedures and rules that must be followed for grant applications for the Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program ("Community Organization Tree Program" or "Level 3 Program") utilizing the Tree Protection and Related Expenses Trust Fund. The purpose of the Level 3 Program is to provide grants to local community and not-for-profit organizations for the design, management and implementation of tree planting projects on publically owned land within Duval County for the conservation and enhancement of the City of Jacksonville's ("City") tree canopy.

The Tree Commission is an advisory body that encourages and coordinates the efforts of the various public and private entities that are concerned with the conservation and enhancement of the City's tree canopy. The Tree Commission is the subject matter expert on the City's tree canopy and is tasked with making recommendations to the City Council, Mayor's Office, City Staff, and community stakeholders with respect to the planting of trees and the health of the City's tree canopy. Pursuant to Sec. 94.106, *Ordinance Code*, the Tree Commission was charged with coordination of tree planting projects between public and private entities and to review expenditure proposals and plans for such planting projects. To that end, this Level 3 Program sets a framework for how the City might collaborate with community organizations through the funding of eligible, prioritized projects.

The Tree Protection and Related Expenses Trust Fund, as authorized by Sec.111.760, *Ordinance Code*, and Sec. 25.04, *City Charter* ("Tree Funds"), is comprised of funds that are required to be expended on the provision and maintenance of trees and incidental landscaping to such trees on all public lands in Duval County. In an effort to improve the City's tree canopy, the City will collaborate with not-for-profit, and other community organizations to achieve this goal through tree planting projects.

II. Definitions.

Applicant means an eligible not-for-profit or community organization that submits an Application for Tree Protection and Related Expenses Trust Fund funds through the Tree Commission.

Application Evaluation Period means the period commencing at the time of the Level 3 Program Application Deadline listed In Section VII, and ending at the public meeting at which the Tree Commission submits its scores for calculation.

Award means a grant from the City pursuant to the procedures outlined in this document.

Award Session means the schedule reflected in Section VII of this document.

Department means the Public Works Department.

Design Consultant means a Landscape Architect, Urban Forester, Arborist, or landscape designer with at least 5 years of experience in the design and administration of tree planting projects on road rights-of-way. Experience must include preparing design documents and bid specifications, obtaining bids, providing contractor oversight, and inspecting the contractor’s work. The Design Consultant may be an employee of the Applicant.

City’s Continuous Contract means the annual contract awarded by the City to a landscape contractor to provide countywide tree planting and maintenance services.

Grant Agreement means the agreement between the Applicant and the City setting forth the requirements and responsibilities for the design, coordination, and implementation of a Project.

Project Cost means the total of all eligible costs associated with the design, coordination, procurement of materials, planting, irrigation, warranty and maintenance of the Project in accordance with this Instructions document.

Project Design means the compilation of the Schematic Planting Plan drawings and the construction drawings and specifications for the irrigation and planting of the trees and incidental landscaping prepared by the Design Consultant.

Project Priority List means the list created by the Tree Commission for submission to the Mayor’s Budget Review Committee (“MBRC”) for consideration and approval for legislation to approve the grant.

Publicly owned property in Duval County means property owned by a governmental

entity, including, but not limited to land within the City or State right-of-way; local, state or federal parks and preserves; and Duval County School Board property.

Recipient means an applicant that has been approved for funding by the City Council and who has executed a Grant Agreement with the City for an Award.

Schematic Planting Plan means a scaled drawing showing all significant components by means of standards symbols such as the site location map, the limits of the project, property lines or right-of-way lines, plant legend, and master tree planting plan.

Tree Commission means the advisory body created in Chapter 94, *Ordinance Code*.

Tree Fund means the monies within the Tree Protection and Related Expenses Trust Fund, pursuant to Sec. 111.760, *Ordinance Code*, and Sec. 25.04, *Jacksonville Charter*.

III. General Requirements and Eligibility Standards .

The following constitutes the general procedures for the Level 3 Program.

A. **Application Form.** The application form for the Level 3 Program is entitled “Level 3 Tree Planting Program” and is prescribed for use with these procedures. Applications for funding must be submitted on this form, and shall include the completed Exhibits to the application. An applicant may only submit one project per application form.

B. **Eligible Applicants.**

1. **For 501(c) not-for-profit organizations:**

- a) Attach a copy of the organization’s IRS determination letter.
- b) Attach a status of good standing certificate issued by the Florida Division of Corporations evidencing that the Applicant is in good standing and has been in existence for one (1) year prior to the Level 3 Program application deadline. See Section VII of these Instructions for the Application Schedule. The certificate must be dated within 60 days of the application deadline and list the requesting agency as a Florida non-profit corporation (requested from Florida Division of Corporations here: <http://dos.myflorida.com/sunbiz/manage-business/certification/certificate-status-efile/>).

c) In order to show that the applicant is currently operating in Duval

County, attach a copy of the Florida Division of Corporations “Detail by Entity Name” webpage from www.Sunbiz.org. Go to this link: <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>;

If proof of operation in Duval County cannot be determined by the “Detail by Entity Name”, attach evidence of current operations in Duval County by submitting at least one of the following:

- 1) A list of notable projects or work completed in Duval County completed by the Applicant; or
- 2) A copy of media publicity identifying work conducted in Duval County (i.e. news article or blog post)

2. For Community Organizations - Homeowners Association, Special District, or other unit of local government within Duval County:

- a) Attach a copy of the enacted ordinance establishing the district or local unit and provide documentation that the unit is currently in compliance with all state and local requirements.
- b) Control of the Homeowners’ Association must have been obtained by members of the Association other than the developer.

IV. Submission of Application and Application Materials. Applications must be submitted by mail or delivery to the Tree Commission, care of the Mowing and Landscape Maintenance Division, Department of Public Works, 609 St. Johns Bluff Road North, Jacksonville, Florida 32225. To be timely submitted, Applications must be received by 3:00 PM on or before the published Application deadline.

Applications received late will not be considered in that Award Session.

- A. Applications must be transmitted with an original signature cover letter on Applicant’s letterhead, signed by the appropriate representative, official or administrator, binding the Applicant to fulfill the commitments made in the Application and identifying the person that will act as the key contact between the City and the Applicant.
- B. Applicants must submit four (4) complete and legible sets of Applications materials. One set shall contain original text and non-text items, along with required signatures.

C. All Applications must be submitted on the Level 3 Tree Planting Program application form.

D. The following Exhibits shall be provided with the application:

1. Proof of eligibility as described in Section III.B (**Exhibit A**);
2. Corporate Resolution Certification (if applicable) (**Exhibit B**);
3. Authorization to Plant Trees (**Exhibit C**). If information is needed regarding the property's ownership, contact the Real Estate Division at (904) 255-8700 for assistance.
 - a) If in the City Right-of-Way, must obtain a Right-of-Way Permit from the Development Services Division of the Planning and Development Department (website: <http://www.coj.net/departments/planning-and-development/development-services-division/right-of-way-permitting.aspx>) in addition to the form
 - b) If in a City Park, must obtain authorization from the Parks & Recreation Department
 - c) If on School Board property, must obtain authorization from the Assistant Superintendent of Facilities.
 - d) If on property controlled by any other governmental entity not described above, must obtain the appropriate authorization from that agency.
4. Schematic Planting Plan, including the following information (**Exhibit D**):
 - a) North arrow and graphic scale (1" = 20', 30' or 50') shown on each sheet;
 - b) Project boundaries;
 - c) Location of all plant material; and
 - d) Location map.
5. Plant Schedule listing (**part of Exhibit D**):
 - a) the species,
 - b) the size;
 - c) associated notes for each type of plant; and

- d) plant quality (Florida Fancy or Florida #1).
- 6. Cost breakdown (**Exhibit E**):
 - a) Administrative/contract management fees including, but not limited to: construction coordination, community outreach and/or programs, volunteer coordination, meetings, project coordination, and billing.
 - b) Design Consultant Services Fee, with detailed scope of service; and
 - c) Construction cost, including, but not limited to purchase and installation of plant material and irrigation, site preparation, performance and payment bonds, maintenance of traffic, and guarantee of plant material and irrigation.
- 7. An executed Jacksonville Tree Commission’s Level 3 Community Organization Tree Planting Program Affidavit. (**Exhibit F**).
 - a) Grant Agreement template shall be included as part of **Exhibit F**.
- E. Applications must be completed by the Application Deadline. More specifically:
 - 1. Applications are deemed complete if all requested and necessary information and documentary proof is provided, as outlined in this document and on the Application.
 - 2. Prior to the submission of an application, Applicants are strongly encouraged to discuss their conceptual and preliminary ideas with the Tree Commission staff.
 - 3. Applicants may submit their application to Tree Commission staff for review of completeness of the Application during a courtesy application review period prior to each Application Deadline. See Section VII of these Instructions for the applicable time frames.
 - 4. Feedback and input from Tree Commission staff may be provided regarding design if time permits.

V. Application Review and Process.

- A. **Staff Review.** The Tree Commission staff will review and prepare a report and recommendation (“Staff Report”) for approval, approval with conditions, or denial that will be sent to the Tree Commission, the District Council Member, and the Applicant. The Staff Report shall be based upon the application and exhibits, and shall include an analysis of each of the Project Evaluation Criteria. The Staff Report will not include a score for each application.
- B. **Application Presentation.** All applications shall be presented at a scheduled public meeting held by the Tree Commission, for review, deliberation, and final recommendation. Special meetings may be held if needed at the discretion of the Tree Commission.
 - 1. Each Applicant shall have 10 minutes to present their application to the Tree Commission at the scheduled public meeting.
 - 2. Commissioners shall receive a copy of all applications and Staff Reports at least 14 days prior to Tree Commission meeting when the applications will be heard.
- C. **Tree Commission Review.** Each application will be scored by the Tree Commission on a scale of **0 to 115 points**. Assuming multiple applications are received during each Award Session, the applications will be ranked in order of highest score and included on a recommended Project Priority List submitted to the Mayor’s Office for processing through the Mayor’s Budget Review Committee (“MBRC”) for recommendation to the City Council for the award of Tree Funds for the respective projects. The evaluation of the application will be based on the criteria set forth below and will receive a score from 0 to **115 possible points**. When evaluating each application, the Tree Commissioners shall utilize the information contained in the application, including the exhibits, Staff Report and all information obtained during the Applicant’s presentation for scoring. Each Commissioner will individually score each application.
- D. **Project Priority List.** The Assistant General Counsel assigned to the Tree Commission will average the total score for each application from each Commissioner to arrive at a final score for each application. The applications will

then be ranked in order of highest average score to the lowest average score, with a total of the funding requested. This ranking will be included in the Tree Commission’s Project Priority List to be presented to MBRC for review.

- E. **MBRC Review.** At the earliest MBRC meeting following the ranking of the proposed projects by the Tree Commission, the Tree Commission staff will submit and present the Project Priority List for review and approval through the MBRC process. If the MBRC approves any or all of the projects as presented, or as modified, the Office of General Counsel will prepare the appropriate legislation and Grant Agreement(s) as directed by MBRC for consideration by the Council for funding. In the alternative, MBRC can decide to delay the funding of a proposed project to a later date or decide not to fund a certain project from the Project Priority List. If a proposed project is denied by MBRC, no further action on it shall be taken on the project through the Level 3 Program, however, this does not limit the ability of a Council Member to file legislation to implement a Project utilizing the Tree Fund.
- F. **City Council Review.** The legislation containing the Project(s) and Grant Agreement(s) as directed by MBRC will be filed by the Office of General Counsel with the Legislative Services Division for final decision by the City Council of approval, modification, or denial of the project and Grant Agreement, and appropriation of the Tree Funds.
- G. **Contract Award.** Upon execution of the completed Grant Agreement by all parties, the Applicant will be eligible for payment of funds approved as part of the Project Cost.

VI. Project Evaluation Criteria.

- A. **Design Review - 35 point total (5 points each)**
 - 1. The species of trees are appropriately located.
 - 2. The number and placement of trees are appropriately located.
 - 3. Trees being planted are approved pursuant to the “Tree Commission Approved Tree Planting List,” attached hereto, and as that document is amended from time to time.
 - 4. The overall use of non-shade trees is acceptable.

- 5. Less than 25% of the total species of trees being planted are palms.
- 6. The planting will not interfere with utilities or sight line requirements.
- 7. The project includes the appropriate amount of incidental landscaping.

B. Cost Review - 25 point total (5 points each)

- 1. Administrative costs are reasonable.
- 2. Design Consultant fees are reasonable.
- 3. Construction costs are reasonable.
- 4. Irrigation costs are reasonable.
- 5. The cost of the species of trees selected do not outweigh the benefit of the trees

C. Maintenance and Impacts Review - 10 point total (5 points each)

- 1. Low maintenance plants are utilized, that will require minimum maintenance after the first two (2) years of mandatory maintenance by the Applicant.
- 2. The location of plant material and irrigation have a minimum adverse impact over time on infrastructure such as sidewalks and roadbeds.

D. Public Benefit Review - 25 point total (5 points each)

- 1. The species of trees being planted are beneficial to the City’s tree canopy.
- 2. The Project provides a unique benefit to the neighborhood, Council District, or City.
- 3. The Project serves high visibility areas.
- 4. The Project engages the Community through volunteers or education or other public engagement.
- 5. The Project is aesthetically pleasing and/or combats blight in blighted areas.

E. Plan-It Geo Objective Criteria Review - 20 point total (4 points each) conducted by staff.

Staff will utilize the Plan-It Geo Web Tool to evaluate the existing conditions of the proposed planting project location. This does not include or require uploading the Schematic Design, but rather identifying the geographic boundaries of the project.

- 1. The location will be evaluated based on the Census Block ranking (1- 488) developed by Plan-It Geo for the five (5) categories listed below:
 - a) Urban Tree Canopy Percentage
 - b) Stormwater Benefits

- c) Urban Heat Island
- d) Socio-Economic Benefits
- e) Overall-equally weighted criteria, as stated below:

A maximum of 4 points per category is possible. If a project is on the border of two or more Census Blocks, then the average of the census blocks will be applied to determine a score (e.g. located on the 50th and 300th census blocks, then 175th census block will be applied so that it will receive 3 points). The ranking and corresponding points are as follows:

- (1) 1st-25th percentile (1-122)- 4 points;
- (2) 26th- 50th percentile (123-244)- 3 points;
- (3) 51st-100th percentile (245-366) 2 points
- (4) 76th-100th (367-488) percentile- 1 point

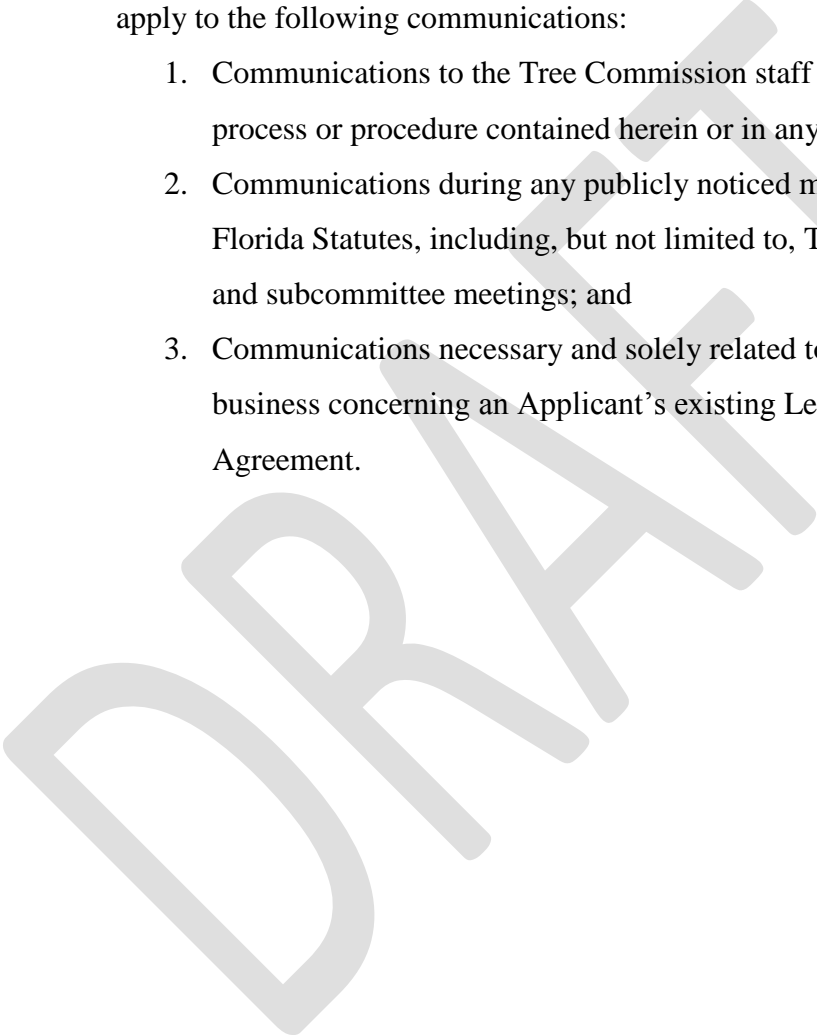
VII. Application Schedule. The Tree Commission will review and create a recommended Project Priority List for submission to the MBRC for a recommendation to the City Council for project funding three (3) times per year, utilizing the Tree Protection and Related Expenses Trust Fund. The initial application deadline will be as soon as practicable after approval of this Level 3 Program by the Tree Commission. The Tree Commission’s review of projects will follow, if possible, the below schedule. All deadlines are 3:00 PM on the specified date below. If a date listed below falls on a weekend or a legal holiday, the operative date shall be the next business day.

		<u>Application Evaluation Period</u>		
Award Session	Courtesy Application Review Period	Application Deadline	Staff review Deadline	Commission Meeting/Scoring
1	November 1 through 5 business days prior to Application Deadline	January 2	January 31	2 nd meeting in February
2	March 1 through 5 business days prior to Application Deadline	May 1	May 31	2 nd meeting in June
3	July 1 through 5 business days prior to Application Deadline	September 1	September 30	2 nd meeting in October

VIII. Certain Communications Prohibited During Application Evaluation Period.

A. During the Application Evaluation Period, an Applicant shall be prohibited from communicating with Tree Commission members, Tree Commission staff, and other City employees involved with the Level 3 Program application process regarding an application submitted by such Applicant. This prohibition shall not apply to the following communications:

1. Communications to the Tree Commission staff regarding matters of process or procedure contained herein or in any related documents;
2. Communications during any publicly noticed meeting under Chapter 286, Florida Statutes, including, but not limited to, Tree Commission meetings and subcommittee meetings; and
3. Communications necessary and solely related to the ordinary course of business concerning an Applicant’s existing Level 3 Program Grant Agreement.



JACKSONVILLE TREE COMMISSION'S

Level 3

TREE PLANTING PROGRAM

APPLICATION FORM

[TO BE DEVELOPED BASED ON THESE INSTRUCTIONS]

To contain:

EXHIBIT A – Proof of Eligibility

EXHIBIT B – Corporate Resolution Certification

EXHIBIT C – Authorization to Plant Trees

EXHIBIT D – Schematic Planting Plan and Plant Schedule

EXHIBIT E – Cost Breakdown

EXHIBIT F - Level 3 Program Affidavit, including the Grant Agreement template.

PROOF OF APPLICANT ELIGIBILITY

DRAFT

EXHIBIT A

CORPORATE RESOLUTION CERTIFICATION

The undersigned, Secretary of _____ [insert agency name] _____, a Florida _____ corporation ("*Corporation*"), does hereby certify that the following Resolutions were adopted by the Corporation at a meeting of the Board of Directors of the Corporation held on _____, 20__:

RESOLVED THAT [insert name of signatory] _____, the [insert title of signatory] _____ of the Corporation ("*Authority*") is hereby authorized and empowered to execute on behalf of the Corporation any and all Agreements between the City of Jacksonville, Florida ("*City*") and the Corporation for the purpose of receiving funds from the City for a tree planting project related to the Jacksonville Tree Commission’s Level 3 Community Organization Tree Planting Program ("*Project*"), and to execute any and all documents necessary in connection with the Project.

FURTHER RESOLVED THAT in addition to and without limiting the foregoing, that the Authority of the Corporation be, and hereby is, authorized to take, or cause to be taken, such further action, and to execute and deliver, or cause to be delivered, for and in the name and on behalf of the Corporation, all such instruments and documents as the Authority may deem appropriate in order to effectuate the Grant Agreement and any documents or instruments executed in the accomplishment of any action or actions authorized as stated herein shall be deemed to be conclusive approval thereof by this Corporation and the binding act and obligation of this Corporation.

DATED: _____ 20__ _____

CORPORATE SECRETARY

EXHIBIT B

AUTHORIZATION TO PLANT TREES

On the ____ day of _____, 20__, the Applicant, _____, submitted an application for the Jacksonville Tree Commission’s Level 3 Community Organization Tree Planting Program (“Application”) to plant trees on the following property, located at: _____, RE #: _____ (attach an additional sheet if necessary) (“Property”).

The Property is public land in Duval County and is owned or controlled by (e.g. City, State of Florida, United States, Independent Agency of the City of Jacksonville, or other public entity) _____ and is a (e.g. right of way, park, school, etc.) _____ managed by (e.g. Parks & Recreation, Public Works, Development Services Division, School Board, Superintendent, etc.) _____.

I, _____, as the (position) _____, in the (department and division) _____ have reviewed the Application and I have the authority to authorize the Project to be conducted on the Property in the event the Project is approved.

This Authorization is limited to the Application as submitted on the above referenced date. This authorization does not bind the City to award funds from the Tree Protection and Related Expenses Trust Fund and this Authorization is subject to revocation should the Application materially change from the date of submission.

Signature

Print Name

Agency, Department, Division

Phone:

Email:

EXHIBIT C

**SCHEMATIC PLANTING PLAN
AND
PLANT SCHEDULE**

DRAFT

EXHIBIT D

COST BREAKDOWN

Administrative Fees

Design Consultant Fees

Construction

DRAFT

EXHIBIT E

**JACKSONVILLE TREE COMMISSION’S
LEVEL 3
COMMUNITY ORGANIZATION TREE PLANTING PROGRAM
AFFIDAVIT FORM**

BEFORE ME, the undersigned authority, personally appeared _____, who was sworn and says:

1. My name is _____ and I am the [*note: the individual executing this affidavit must be the executive director, chief executive or operating officer, president, vice president or board chairman*]_____ of _____, a Florida _____ (“Applicant”) and I have personal knowledge of the matters stated herein.
2. The Applicant is an Eligible Applicant, as defined in the Jacksonville Tree Commission’s Level 3 Community Organization Tree Planting Program Instructions document.
3. The Applicant is in compliance with the terms of all existing City agreements to which it is a party.
4. The Applicant is in compliance and will comply with all federal, state, local laws, rules, regulations and ordinances, as the same may exist from time to time, applicable to it.
5. If the application is approved for funding, the Applicant will execute a Grant Agreement between the City of Jacksonville and the Applicant, in substantially the same form as the Grant Agreement attached hereto as **Exhibit 1**.

Signature of Affiant
Print Name:_____

STATE OF FLORIDA
COUNTY OF DUVAL

Sworn to and subscribed before me, this ____ day of _____, 20____, by. Said person is person is personally known OR produced identification.

Notary Public
(Seal)

EXHIBIT F

JACKSONVILLE TREE COMMISSION'S

Level 3

COMMUNITY ORGANIZATION TREE PLANTING PROGRAM

GRANT AGREEMENT

[GENERAL CONCEPTS]

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1. That it will abide by the City of Jacksonville specifications for the planting of trees, incidental landscaping and design and installation of irrigation;
2. That the tree planting project ("Project") will be designed by a registered Florida Landscape Architect, Urban Forester, Arborist, landscape designer, or other professional who has at least 5 years of experience in designing and inspecting right-of-way tree planting projects;
3. That it will provide to the City a warranty for and maintain all trees for a period of two (2) years after planting;
4. That the Project shall be secured by a performance and payment bond as required by Sec. 255.05, Florida Statutes, in an amount not less than the total amount of the Project;
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EXHIBIT 1 TO EXHIBIT F

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JACKSONVILLE TREE COMMISSION'S

Level 3

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Grant Agreement means the agreement between the Applicant and the City setting forth the requirements and responsibilities for the design, coordination, and implementation of a Project.

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Project Design means the compilation of the Schematic Planting Plan drawings and the construction drawings and specifications for the irrigation and planting of the trees and incidental landscaping prepared by the Design Consultant.

Project Priority List means the list created by the Tree Commission for submission to the Mayor's Budget Review Committee ("MBRC") for consideration and approval for legislation to approve the grant.

Publicly owned property in Duval County means property owned by a governmental

entity, including, but not limited to land within the City or State right-of-way; local, state or federal parks and preserves; and Duval County School Board property.

Recipient means an applicant that has been approved for funding by the City Council and who has executed a Grant Agreement with the City for an Award.

Schematic Planting Plan means a scaled drawing showing all significant components by means of standards symbols such as the site location map, the limits of the project, property lines or right-of-way lines, plant legend, and master tree planting plan.

Tree Commission means the advisory body created in Chapter 94, *Ordinance Code*.

Tree Fund means the monies within the Tree Protection and Related Expenses Trust Fund, pursuant to Sec. 111.760, *Ordinance Code*, and Sec. 25.04, *Jacksonville Charter*.

III. General Requirements and Eligibility Standards .

The following constitutes the general procedures for the Level 3 Program.

A. **Application Form.** The application form for the Level 3 Program is entitled “Level 3 Tree Planting Program” and is prescribed for use with these procedures. Applications for funding must be submitted on this form, and shall include the completed Exhibits to the application. An applicant may only submit one project per application form.

B. **Eligible Applicants.**

1. **For 501(c) not-for-profit organizations:**

- a) Attach a copy of the organization’s IRS determination letter.
- b) Attach a status of good standing certificate issued by the Florida Division of Corporations evidencing that the Applicant is in good standing and has been in existence for one (1) year prior to the Level 3 Program application deadline. See Section VII of these Instructions for the Application Schedule. The certificate must be dated within 60 days of the application deadline and list the requesting agency as a Florida non-profit corporation (requested from Florida Division of Corporations here: <http://dos.myflorida.com/sunbiz/manage-business/certification/certificate-status-efile/>).
- c) In order to show that the applicant is currently operating in Duval

County, attach a copy of the Florida Division of Corporations “Detail by Entity Name” webpage from www.Sunbiz.org. Go to this link: <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>;

If proof of operation in Duval County cannot be determined by the “Detail by Entity Name”, attach evidence of current operations in Duval County by submitting at least one of the following:

- 1) A list of notable projects or work completed in Duval County completed by the Applicant; or
- 2) A copy of media publicity identifying work conducted in Duval County (i.e. news article or blog post)

2. For Community Organizations - Homeowners Association, Special District, or other unit of local government within Duval County:

- a) Attach a copy of the enacted ordinance establishing the district or local unit and provide documentation that the unit is currently in compliance with all state and local requirements.
- b) Control of the Homeowners’ Association must have been obtained by members of the Association other than the developer.

IV. Submission of Application and Application Materials. Applications must be submitted by mail or delivery to the Tree Commission, care of the Mowing and Landscape Maintenance Division, Department of Public Works, 609 St. Johns Bluff Road North, Jacksonville, Florida 32225. To be timely submitted, Applications must be received by 3:00 PM on or before the published Application deadline.

Applications received late will not be considered in that Award Session.

- A. Applications must be transmitted with an original signature cover letter on Applicant’s letterhead, signed by the appropriate representative, official or administrator, binding the Applicant to fulfill the commitments made in the Application and identifying the person that will act as the key contact between the City and the Applicant.
- B. Applicants must submit four (4) complete and legible sets of Applications materials. One set shall contain original text and non-text items, along with required signatures.

- C. All Applications must be submitted on the Level 3 Tree Planting Program application form.
- D. The following Exhibits shall be provided with the application:
1. Proof of eligibility as described in Section III.B (**Exhibit A**);
 2. Corporate Resolution Certification (if applicable) (**Exhibit B**);
 3. Authorization to Plant Trees (**Exhibit C**). If information is needed regarding the property's ownership, contact the Real Estate Division at (904) 255-8700 for assistance.
 - a) If in the City Right-of-Way, must obtain a Right-of-Way Permit from the Development Services Division of the Planning and Development Department (website: <http://www.coj.net/departments/planning-and-development/development-services-division/right-of-way-permitting.aspx>) in addition to the form
 - b) If in a City Park, must obtain authorization from the Parks & Recreation Department
 - c) If on School Board property, must obtain authorization from the Assistant Superintendent of Facilities.
 - d) If on property controlled by any other governmental entity not described above, must obtain the appropriate authorization from that agency.
 4. Schematic Planting Plan, including the following information (**Exhibit D**):
 - a) North arrow and graphic scale (1" = 20', 30' or 50') shown on each sheet;
 - b) Project boundaries;
 - c) Location of all plant material; and
 - d) Location map.
 5. Plant Schedule listing (**part of Exhibit D**):
 - a) the species,
 - b) the size;
 - c) associated notes for each type of plant; and

- d) plant quality (Florida Fancy or Florida #1).
- 6. Cost breakdown (**Exhibit E**):
 - a) Administrative/contract management fees including, but not limited to: construction coordination, community outreach and/or programs, volunteer coordination, meetings, project coordination, and billing.
 - b) Design Consultant Services Fee, with detailed scope of service; and
 - c) Construction cost, including, but not limited to purchase and installation of plant material and irrigation, site preparation, performance and payment bonds, maintenance of traffic, and guarantee of plant material and irrigation.
- 7. An executed Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program Affidavit. (**Exhibit F**).
 - a) Grant Agreement template shall be included as part of **Exhibit F**.

E. Applications must be completed by the Application Deadline. More specifically:

- 1. Applications are deemed complete if all requested and necessary information and documentary proof is provided, as outlined in this document and on the Application.
- 2. Prior to the submission of an application, Applicants are strongly encouraged to discuss their conceptual and preliminary ideas with the Tree Commission staff.
- 3. Applicants may submit their application to Tree Commission staff for review of completeness of the Application during a courtesy application review period prior to each Application Deadline. See Section VII of these Instructions for the applicable time frames.
- 4. Feedback and input from Tree Commission staff may be provided regarding design if time permits.

V. **Application Review and Process.**

- A. **Staff Review.** The Tree Commission staff will review and prepare a report and recommendation (“Staff Report”) for approval, approval with conditions, or denial that will be sent to the Tree Commission, the District Council Member, and the Applicant. The Staff Report shall be based upon the application and exhibits, and shall include an analysis of each of the Project Evaluation Criteria. The Staff Report will not include a score for each application.
- B. **Application Presentation.** All applications shall be presented at a scheduled public meeting held by the Tree Commission, for review, deliberation, and final recommendation. Special meetings may be held if needed at the discretion of the Tree Commission.
1. Each Applicant shall have 10 minutes to present their application to the Tree Commission at the scheduled public meeting.
 2. Commissioners shall receive a copy of all applications and Staff Reports at least 14 days prior to Tree Commission meeting when the applications will be heard.
- C. **Tree Commission Review.** Each application will be scored by the Tree Commission on a scale of **0 to 115 points**. Assuming multiple applications are received during each Award Session, the applications will be ranked in order of highest score and included on a recommended Project Priority List submitted to the Mayor’s Office for processing through the Mayor’s Budget Review Committee (“MBRC”) for recommendation to the City Council for the award of Tree Funds for the respective projects. The evaluation of the application will be based on the criteria set forth below and will receive a score from 0 to **115 possible points**. When evaluating each application, the Tree Commissioners shall utilize the information contained in the application, including the exhibits, Staff Report and all information obtained during the Applicant’s presentation for scoring. Each Commissioner will individually score each application.
- D. **Project Priority List.** The Assistant General Counsel assigned to the Tree Commission will average the total score for each application from each Commissioner to arrive at a final score for each application. The applications will

then be ranked in order of highest average score to the lowest average score, with a total of the funding requested. This ranking will be included in the Tree Commission's Project Priority List to be presented to MBRC for review.

- E. **MBRC Review.** At the earliest MBRC meeting following the ranking of the proposed projects by the Tree Commission, the Tree Commission staff will submit and present the Project Priority List for review and approval through the MBRC process. If the MBRC approves any or all of the projects as presented, or as modified, the Office of General Counsel will prepare the appropriate legislation and Grant Agreement(s) as directed by MBRC for consideration by the Council for funding. In the alternative, MBRC can decide to delay the funding of a proposed project to a later date or decide not to fund a certain project from the Project Priority List. If a proposed project is denied by MBRC, no further action on it shall be taken on the project through the Level 3 Program, however, this does not limit the ability of a Council Member to file legislation to implement a Project utilizing the Tree Fund.
- F. **City Council Review.** The legislation containing the Project(s) and Grant Agreement(s) as directed by MBRC will be filed by the Office of General Counsel with the Legislative Services Division for final decision by the City Council of approval, modification, or denial of the project and Grant Agreement, and appropriation of the Tree Funds.
- G. **Contract Award.** Upon execution of the completed Grant Agreement by all parties, the Applicant will be eligible for payment of funds approved as part of the Project Cost.

VI. Project Evaluation Criteria.

A. Design Review - 35 point total (5 points each)

1. The species of trees are appropriately located.
2. The number and placement of trees are appropriately located.
3. Trees being planted are approved pursuant to the "Tree Commission Approved Tree Planting List," attached hereto, and as that document is amended from time to time.
4. The overall use of non-shade trees is acceptable.

5. Less than 25% of the total species of trees being planted are palms.
6. The planting will not interfere with utilities or sight line requirements.
7. The project includes the appropriate amount of incidental landscaping.

B. Cost Review - 25 point total (5 points each)

1. Administrative costs are reasonable.
2. Design Consultant fees are reasonable.
3. Construction costs are reasonable.
4. Irrigation costs are reasonable.
5. The cost of the species of trees selected do not outweigh the benefit of the trees

C. Maintenance and Impacts Review - 10 point total (5 points each)

1. Low maintenance plants are utilized, that will require minimum maintenance after the first two (2) years of mandatory maintenance by the Applicant.
2. The location of plant material and irrigation have a minimum adverse impact over time on infrastructure such as sidewalks and roadbeds.

D. Public Benefit Review - 25 point total (5 points each)

1. The species of trees being planted are beneficial to the City's tree canopy.
2. The Project provides a unique benefit to the neighborhood, Council District, or City.
3. The Project serves high visibility areas.
4. The Project engages the Community through volunteers or education or other public engagement.
5. The Project is aesthetically pleasing and/or combats blight in blighted areas.

E. Plan-It Geo Objective Criteria Review - 20 point total (4 points each)

conducted by staff. Staff will utilize the Plan-It Geo Web Tool to evaluate the existing conditions of the proposed planting project location. This does not include or require uploading the Schematic Design, but rather identifying the geographic boundaries of the project.

1. The location will be evaluated based on the Census Block ranking (1- 488) developed by Plan-It Geo for the five (5) categories listed below:
 - a) Urban Tree Canopy Percentage
 - b) Stormwater Benefits

- c) Urban Heat Island
- d) Socio-Economic Benefits
- e) Overall-equally weighted criteria, as stated below:

A maximum of 4 points per category is possible. If a project is on the border of two or more Census Blocks, then the average of the census blocks will be applied to determine a score (e.g. located on the 50th and 300th census blocks, then 175th census block will be applied so that it will receive 3 points). The ranking and corresponding points are as follows:

- (1) 1st-25th percentile (1-122)- 4 points;
- (2) 26th- 50th percentile (123-244)- 3 points;
- (3) 51st-100th percentile (245-366) 2 points
- (4) 76th-100th (367-488) percentile- 1 point

VII. Application Schedule. The Tree Commission will review and create a recommended Project Priority List for submission to the MBRC for a recommendation to the City Council for project funding three (3) times per year, utilizing the Tree Protection and Related Expenses Trust Fund. The initial application deadline will be as soon as practicable after approval of this Level 3 Program by the Tree Commission. The Tree Commission’s review of projects will follow, if possible, the below schedule. All deadlines are 3:00 PM on the specified date below. If a date listed below falls on a weekend or a legal holiday, the operative date shall be the next business day.

		<u>Application Evaluation Period</u>		
Award Session	Courtesy Application Review Period	Application Deadline	Staff review Deadline	Commission Meeting/Scoring
1	November 1 through 5 business days prior to Application Deadline	January 2	January 31	2 nd meeting in February
2	March 1 through 5 business days prior to Application Deadline	May 1	May 31	2 nd meeting in June
3	July 1 through 5 business days prior to Application Deadline	September 1	September 30	2 nd meeting in October

VIII. Certain Communications Prohibited During Application Evaluation Period.

A. During the Application Evaluation Period, an Applicant shall be prohibited from communicating with Tree Commission members, Tree Commission staff, and other City employees involved with the Level 3 Program application process regarding an application submitted by such Applicant. This prohibition shall not apply to the following communications:

1. Communications to the Tree Commission staff regarding matters of process or procedure contained herein or in any related documents;
2. Communications during any publicly noticed meeting under Chapter 286, Florida Statutes, including, but not limited to, Tree Commission meetings and subcommittee meetings; and
3. Communications necessary and solely related to the ordinary course of business concerning an Applicant's existing Level 3 Program Grant Agreement.

JACKSONVILLE TREE COMMISSION'S

Level 3

TREE PLANTING PROGRAM

APPLICATION FORM

[TO BE DEVELOPED BASED ON THESE INSTRUCTIONS]

To contain:

EXHIBIT A – Proof of Eligibility

EXHIBIT B – Corporate Resolution Certification

EXHIBIT C – Authorization to Plant Trees

EXHIBIT D – Schematic Planting Plan and Plant Schedule

EXHIBIT E – Cost Breakdown

EXHIBIT F - Level 3 Program Affidavit, including the Grant Agreement template.

PROOF OF APPLICANT ELIGIBILITY

DRAFT

EXHIBIT A

CORPORATE RESOLUTION CERTIFICATION

The undersigned, Secretary of _____ [insert agency name] _____, a Florida _____ corporation ("*Corporation*"), does hereby certify that the following Resolutions were adopted by the Corporation at a meeting of the Board of Directors of the Corporation held on _____, 20__:

RESOLVED THAT [insert name of signatory] _____
_____, the [insert title of signatory] _____
of the Corporation ("*Authority*") is hereby authorized and empowered to execute on behalf of the Corporation any and all Agreements between the City of Jacksonville, Florida ("*City*") and the Corporation for the purpose of receiving funds from the City for a tree planting project related to the Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program ("*Project*"), and to execute any and all documents necessary in connection with the Project.

FURTHER RESOLVED THAT in addition to and without limiting the foregoing, that the Authority of the Corporation be, and hereby is, authorized to take, or cause to be taken, such further action, and to execute and deliver, or cause to be delivered, for and in the name and on behalf of the Corporation, all such instruments and documents as the Authority may deem appropriate in order to effectuate the Grant Agreement and any documents or instruments executed in the accomplishment of any action or actions authorized as stated herein shall be deemed to be conclusive approval thereof by this Corporation and the binding act and obligation of this Corporation.

DATED: _____ 20__

CORPORATE SECRETARY

EXHIBIT B

AUTHORIZATION TO PLANT TREES

On the ___ day of _____, 20___, the Applicant, _____, submitted an application for the Jacksonville Tree Commission’s Level 3 Community Organization Tree Planting Program (“Application”) to plant trees on the following property, located at: _____, RE #: _____ (attach an additional sheet if necessary) (“Property”).

The Property is public land in Duval County and is owned or controlled by (e.g. City, State of Florida, United States, Independent Agency of the City of Jacksonville, or other public entity) _____ and is a (e.g. right of way, park, school, etc.) _____ managed by (e.g. Parks & Recreation, Public Works, Development Services Division, School Board, Superintendent, etc.) _____.

I, _____, as the (position) _____, in the (department and division) _____ have reviewed the Application and I have the authority to authorize the Project to be conducted on the Property in the event the Project is approved.

This Authorization is limited to the Application as submitted on the above referenced date. This authorization does not bind the City to award funds from the Tree Protection and Related Expenses Trust Fund and this Authorization is subject to revocation should the Application materially change from the date of submission.

Signature

Print Name

Agency, Department, Division

Phone:

Email:

EXHIBIT C

**SCHEMATIC PLANTING PLAN
AND
PLANT SCHEDULE**

DRAFT

EXHIBIT D

COST BREAKDOWN

Administrative Fees

Design Consultant Fees

Construction

DRAFT

EXHIBIT E

**JACKSONVILLE TREE COMMISSION'S
LEVEL 3
COMMUNITY ORGANIZATION TREE PLANTING PROGRAM
AFFIDAVIT FORM**

BEFORE ME, the undersigned authority, personally appeared _____,
who was sworn and says:

1. My name is _____ and I am the [*note: the individual executing this affidavit must be the executive director, chief executive or operating officer, president, vice president or board chairman*] _____ of _____, a Florida _____ (“Applicant”) and I have personal knowledge of the matters stated herein.
2. The Applicant is an Eligible Applicant, as defined in the Jacksonville Tree Commission’s Level 3 Community Organization Tree Planting Program Instructions document.
3. The Applicant is in compliance with the terms of all existing City agreements to which it is a party.
4. The Applicant is in compliance and will comply with all federal, state, local laws, rules, regulations and ordinances, as the same may exist from time to time, applicable to it.
5. If the application is approved for funding, the Applicant will execute a Grant Agreement between the City of Jacksonville and the Applicant, in substantially the same form as the Grant Agreement attached hereto as **Exhibit 1**.

Signature of Affiant

Print Name: _____

STATE OF FLORIDA
COUNTY OF DUVAL

Sworn to and subscribed before me, this ____ day of _____, 20____, by. Said person is person is personally known OR produced identification.

Notary Public
(Seal)

EXHIBIT F

JACKSONVILLE TREE COMMISSION'S

Level 3

COMMUNITY ORGANIZATION TREE PLANTING PROGRAM

GRANT AGREEMENT

[GENERAL CONCEPTS]

The Applicant/Recipient acknowledges the following:

1. That it will abide by the City of Jacksonville specifications for the planting of trees, incidental landscaping and design and installation of irrigation;
2. That the tree planting project ("Project") will be designed by a registered Florida Landscape Architect, Urban Forester, Arborist, landscape designer, or other professional who has at least 5 years of experience in designing and inspecting right-of-way tree planting projects;
3. That it will provide to the City a warranty for and maintain all trees for a period of two (2) years after planting;
4. That the Project shall be secured by a performance and payment bond as required by Sec. 255.05, Florida Statutes, in an amount not less than the total amount of the Project;
5. After the planting is completed, inspected and approved by the City, the Project shall be secured by a performance bond in an amount of 15% of the total cost of the job for two (2) years.
6. Insurance will be provided reasonably commensurate with the hazards and magnitude of the Project. All entities physically participating in the installation or maintenance of the Project shall be required to procure and maintain insurance. (If the Project is being installed and/or maintained exclusively by the City's Countywide Tree Planting and Miscellaneous Landscaping contractor, then no additional insurance will be required of the Applicant.)
7. The Applicant will indemnify and hold harmless the City and any involved independent agency in the performance of the Project.
8. Applicant/Recipient will be paid from the awarded funds on monthly basis according to invoices presented and the percentage complete of each task, such as design, construction, and contract administration.
9. Copies of at least 3 bids and responses from contractors, subcontractors, and major suppliers shall be provided.

10. The City has the right to compare the cost of the 3 bids to the cost proposed by the City's Continuous Tree Contractor, and determine, at its sole discretion, to utilize the City's Continuous Tree Contractor for construction of the project.
11. Trees shall be contained on the Tree Commission's Approved Tree Planting List.
12. Only Florida Fancy or Florida #1 grade specimens shall be planted
<https://www.freshfromflorida.com/Divisions-Offices/Plant-Industry/Business-Services/Florida-Grades-and-Standards-for-Nursery-Plants-2015>.
13. As part of the final task, the Applicant shall upload the as-built design in to the Plan-It GEO application/software which may be accessed by: <https://pg-cloud.com/JacksonvilleFL/>.
14. The City must approve the timing and schedule of the planting. Planting might be delayed due to weather conditions.
15. The specifications for the installation are attached as "Specifications for Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program" [The attached Specifications are the typical Specs and may be reduced per Mowing and Landscape Maintenance Division for this Level 3 Program]

EXHIBIT 1 TO EXHIBIT F

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JACKSONVILLE TREE COMMISSION'S

Level 3

COMMUNITY ORGANIZATION TREE PLANTING PROGRAM

INSTRUCTIONS ~~AND~~ FORMS

I. Purpose.

This document sets forth the procedures and rules that must be followed for grant applications for the Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program ("Community Organization Tree Program" or "Level 3 Program".) utilizing the Tree Protection and Related Expenses Trust Fund. The purpose of the Level 3 Program is to provide grants to local community and not-for-profit organizations for the design, management and implementation of tree planting projects on publically owned land within Duval County for the conservation and enhancement of the City of Jacksonville's ("City") tree canopy.

The Tree Commission is an advisory body that encourages and coordinates the efforts of the various public and private entities that are concerned with the conservation and enhancement of the City's tree canopy. The Tree Commission is the subject matter expert on the City's tree canopy and is tasked with making recommendations to the City Council, Mayor's Office, City Staff, and community stakeholders with respect to the planting of trees and the health of the City's tree canopy. Pursuant to Sec. 94.106, *Ordinance Code*, the Tree Commission was charged with coordination of tree planting projects between public and private entities and to review expenditure proposals and plans for such planting projects. To that end, this Level 3 Program sets a framework for how the City might collaborate with community organizations through the funding of eligible, prioritized projects.

The Tree Protection and Related Expenses Trust Fund, as authorized by Sec.111.760, *Ordinance Code*, and Sec. 25.04, *City Charter* ("Tree Funds"), is comprised of funds that are required to be expended on the provision and maintenance of trees and incidental landscaping to such trees on all public lands in Duval County. In an effort to improve the City's tree canopy, the City will collaborate with not-for-profit, and other community organizations to achieve this goal through tree planting projects.

II. Definitions.

Applicant means an eligible not-for-profit or community organization that submits an Application for Tree Protection and Related Expenses Trust Fund funds through the Tree Commission.

Application Evaluation Period means the period commencing at the time of the Level 3 Program Application Deadline listed In Section VII, and ending at the public meeting at which the Tree Commission submits its scores for calculation.

Award means a grant from the City pursuant to the procedures outlined in this document.

Award Session means the schedule reflected in Section ~~VII~~ **VII** of this document.

Department means the Public Works Department.

Design Consultant means a Landscape Architect, Urban Forester, Arborist, or landscape designer with at least 5 years of experience in the design and administration of tree planting projects on road rights-of-way. Experience must include preparing design documents and bid specifications, obtaining bids, providing contractor oversight, and inspecting the contractor's work. The Design Consultant may be an employee of the Applicant.

City's Continuous Contract means the annual contract awarded by the City to a landscape contractor to provide countywide tree planting and maintenance ~~and planting~~ services.

Grant Agreement means the agreement between the Applicant and the City setting forth the requirements and responsibilities for the design, coordination, and implementation of a Project.

~~*Maintenance and Impacts Analysis* means~~ **XXXXXX**

Project Cost means the total of all eligible costs associated with the design, coordination, procurement of materials, planting, irrigation, warranty and maintenance of the Project in accordance with this ~~Information and Forms~~ Instructions document.

Project Design means the compilation of the ~~conceptual~~ Schematic Planting Plan drawings and the construction drawings and specifications for the irrigation and planting of the trees and incidental landscaping prepared by the Design Consultant.

~~*Project Priority List* means~~

Project Priority List means the list created by the Tree Commission for submission to the Mayor's Budget Review Committee ("MBRC") for consideration and approval for

legislation to approve the grant.

Publicly owned property in Duval County means property owned by a governmental entity, including, but not limited to land within the City or State right-of-way; local, state or federal parks and preserves; and Duval County School Board property.

Recipient means an applicant that has been approved for funding by the City Council and who has executed a Grant Agreement with the City for an Award.

Schematic Planting Plan means a scaled drawing showing all significant components by means of standards symbols such as the site location map, the limits of the project, property lines or right-of-way lines, plant legend, and master tree planting plan.

Tree Commission means the advisory body created in Chapter 94, *Ordinance Code*.

Tree Fund means the ~~proceeds from monies within~~ the Tree Protection and Related Expenses Trust Fund, pursuant to ~~Section~~Sec. 111.760, *Ordinance Code*, and Sec. 25.04, Jacksonville Charter.

III. General Requirements and Eligibility Standards .

The following constitutes the general procedures for the ~~Jacksonville Tree Commission's Community Organization Tree~~Level 3 Program.

- A. **Application Form.** ~~Application Form Tree Commission Community Organization~~The application form for the Level 3 Program, ~~effective November, 2018, ("Form TCCOP 11-18") incorporated herein by reference, is entitled "Level 3 Tree Planting Program" and~~ is prescribed for use with these procedures.

Applications for funding must be submitted on this form. ~~Applicant, and shall include the completed Exhibits to the application. An applicant~~ may only submit one ~~Application Form per project site~~per application form.

B. **Eligible Applicants.**

1. **For 501(c) not-for-profit organizations:**

- a) Attach a copy of the organization's IRS determination letter.
- b) Attach a status of good standing certificate issued by the Florida Division of Corporations evidencing that the Applicant is in good standing and has been in existence for one (1) year prior to the ~~Not-for-Profit Tree Planting~~Level 3 Program application deadline. See

Section VII of these Instructions for the Application Schedule. The certificate must be dated within 60 days of the application deadline and list the requesting agency as a Florida non-profit corporation (requested from Florida Division of Corporations here:

<http://dos.myflorida.com/sunbiz/manage-business/certification/certificate-status-efile/>).

- c) In order to show that the applicant is currently operating in Duval County, attach a copy of the Florida Division of Corporations “Detail by Entity Name” webpage from www.Sunbiz.org. Go to this link: <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName;>

If proof of operation in Duval County cannot be determined by the “Detail by Entity Name”, attach evidence of current operations in Duval County by submitting at least one of the following:

- 1) A list of notable projects or work ~~conducted~~completed in Duval County completed by the Applicant; or
- 2) A copy of media publicity identifying work conducted in Duval County (i.e. news article or blog post)

2. For Community Organizations - Homeowners Association, Special District, or other unit of local government within Duval County:

- a) Attach a copy of the enacted ordinance establishing the district or local unit and provide documentation that the unit is currently in compliance with all state and local requirements.
- b) Control of the Homeowners’ Association must have been obtained by members of the Association other than the developer.

IV. Submission of Application and Application Materials. Applications must be submitted by mail or delivery to the Tree Commission, care of the Division of Mowing and Landscape Maintenance Division, Department of Public Works, Suite 10, XXX Hogan Street 609 St. Johns Bluff Road North, Jacksonville, Florida 322032225. To be timely submitted, Applications must be received by 3:00 PM on or before the published Application deadline. Applications received late will not be considered in that grant round Award Session.

- A. Applications must be transmitted with an original signature cover letter on Applicant's letterhead, signed by the appropriate representative, official or administrator, binding the Applicant to fulfill the commitments made in the Application and identifying the person that will act as the key contact between the City and the Applicant.
- B. Applicants must submit four (4) complete and legible sets of Applications materials. One set shall contain original text and non-text items. ~~The remaining tree sets shall contain legible copies of text and non-text items, unless otherwise specified in the Application form along with required signatures.~~
- C. All Applications must be submitted on ~~Application Form TCCOP 11-18~~ the Level 3 Tree Planting Program application form.
- D. The following ~~exhibits~~ Exhibits shall be provided with the application:
 - ~~1. Authority to act on behalf of the Applicant;~~
 1. Proof of eligibility as described in Section III.B (Exhibit A);
 2. Corporate Resolution Certification (if applicable) (~~form provided in this packet~~) Exhibit B);
 3. Authorization to Plant Trees (~~form provided in this packet~~) Exhibit C). If information is needed regarding the property's ownership, contact the Real Estate Division at (904) 255-8700 for assistance.
 - a) If in the City Right-of-Way, must obtain a Right-of-Way Permit from the Development Services Division of the Planning and Development Department (website: <http://www.coj.net/departments/planning-and-development/development-services-division/right-of-way-permitting.aspx>) in addition to the form
 - b) If in a City Park, must obtain authorization from the Parks & Recreation Department
 - c) If on School Board property, must obtain authorization from the Assistant Superintendent of ~~facilities~~ Facilities.
 - d) If on property controlled by any other governmental entity not described above, must obtain the appropriate authorization

from that agency.

- ~~4. Copies of at least 3 bids and responses from contractors, subcontractors, and major suppliers (if not utilizing the City's Continuous Contract for tree planting).~~
 - ~~a) ——— If Applicant hires a contractor to perform substantially all of the implementation of the project, the Application must include the solicitation for bids from at least three (3) contractors along with the responses.~~
 - ~~b) ——— If Applicant is acting as a contractor but is hiring a subcontractor for watering, planting, fertilizing or other major task, the Application must include the solicitation for bids from at least three (3) of the applicable type with the responses.~~
 - ~~c) ——— If trees or other materials and supplies are to be purchased by the Applicant directly from a supplier (i.e. nursery), the Application must include the solicitation for pricing quotes from at least three (3) suppliers with the responses.~~
- ~~5. List of all design professionals and associated design, coordination, and quality control fees.~~
- ~~6. Affirmance that Applicant is in compliance with the terms of all existing City agreements, to which it is a part and in compliance with all federal, state, local laws, rules, regulations and ordinances, as the same may exist from time to time, applicable to it.~~
- ~~4. Affirmance that Applicant is willing and capable of performing the requirements of the Schematic Planting Plan, including the following information (**Exhibit D**):~~
 - ~~a) _____ North arrow and graphic scale (1" = 20', 30' or 50') shown on each sheet;~~
 - ~~b) _____ Project boundaries;~~
 - ~~c) _____ Location of all plant material; and~~
 - ~~d) _____ Location map.~~
- ~~5. Plant Schedule listing (**part of Exhibit D**):~~

- a) the species,
- b) the size;
- c) associated notes for each type of plant; and
- d) plant quality (Florida Fancy or Florida #1).

6. Cost breakdown (Exhibit E):

- a) Administrative/contract management fees including, but not limited to: construction coordination, community outreach and/or programs, volunteer coordination, meetings, project coordination, and billing.
- b) Design Consultant Services Fee, with detailed scope of service; and
- c) Construction cost, including, but not limited to purchase and installation of plant material and irrigation, site preparation, performance and payment bonds, maintenance of traffic, and guarantee of plant material and irrigation.

7. An executed Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program Affidavit. (Exhibit F).

- a) Grant Agreement. (form provided in this packet) template shall be included as part of Exhibit F.

~~7. An executed Jacksonville Tree Commission's Tree Planting Program Affidavit (form provided in this packet)~~

E. Applications must be completed by the Application Deadline. More specifically:

- 1. Applications are deemed complete if all requested and necessary information and documentary proof is provided, as outlined in this document and on the Application.
- 2. Prior to the submission of an application, Applicants are strongly encouraged to discuss their conceptual and preliminary ideas with the Tree Commission staff.

2.3. Applicants may submit their application to Tree Commission staff for review of completeness of the Application during a courtesy application review period prior to each Application Deadline. ~~Also, feedback and~~

~~input from Tree Commission staff may be provided, if time permits. See Section VII of these Instructions for the applicable time frames.~~

- ~~4. Feedback and input from Tree Commission staff may be provided regarding design if time permits.~~

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V. **Application Review and Process.**

A. **Staff Review.** The Tree Commission staff will review and ~~make~~prepare a report and recommendation (“Staff Report”) for approval, approval with conditions, or denial that will be sent to the Tree Commission, the District ~~Councilperson~~Council Member, and the Applicant. The Staff Report shall be based upon the ~~Application~~application and exhibits, and shall include ~~a Maintenance and Impacts Analysis~~an analysis of ~~each of the Project-~~Evaluation Criteria. The Staff Report will not include a score for each ~~Application~~application.

B. Application Presentation. All applications shall be presented at a scheduled public meeting held by the Tree Commission, for review, deliberation, and final recommendation. Special meetings may be held if needed at the discretion of the Tree Commission.

1. Each Applicant shall have 10 minutes to present their application to the Tree Commission at the scheduled public meeting.

2. Commissioners shall receive a copy of all applications and Staff Reports at least 14 days prior to Tree Commission meeting when the applications will be heard.

B-C. Tree Commission Review. Each application will be scored by the Tree Commission on a scale of ~~0 to 135~~0 to 115 points. Assuming multiple applications ~~will be~~are received during each Award Session, the applications will be ranked in order of highest score and included on a recommended Project Priority List submitted to the Mayor’s Office for processing through the Mayor’s Budget Review Committee (“MBRC”) for recommendation to the City Council for the award of Tree Funds for the respective projects. The evaluation of the ~~Application~~application will be based on the criteria set forth below and will receive a score ~~out of a total of 135~~from 0 to 115 possible points. When evaluating each ~~Application~~application, the Tree ~~Commission~~Commissioners shall utilize the information contained in the ~~Application~~application, including the exhibits, Staff Report and all information obtained during the Applicant’s presentation for scoring. Each Commissioner will individually score each ~~Application and the Assistant General Counsel assigned to the Tree Commission will average the total score from each Commissioner for each~~

~~Application to arrive at a final Score for each Application application.~~

~~C.A. **Application Presentation.** All Applications will be presented for review, deliberation, and final recommendation by the Tree Commission at a public meeting during the above-scheduled meetings. Special meetings may be held if needed at the discretion of the Tree Commission.~~

~~1. Applicants shall have 10 minutes to present their Application to the Tree Commission at the above-scheduled meetings.~~

~~2. Commissioners shall receive a copy of all Applications and Staff Reports at least 14 days prior to Tree Commission meeting when the Applications will be heard.~~

~~D. **Project Priority List.** Following the Application Presentation(s) and the public meeting on the Applications, each Commissioner will individually score each Application and the The Assistant General Counsel assigned to the Tree Commission will average the total score for each application from each Commissioner ~~for each Application~~ to arrive at a final Score score for each Application application. The Applications applications will then be ranked in order of highest average score to the lowest average score, with a total of the funding requested. This ranking will be included in the Tree Commission's Project Priority List to be presented to ~~the Mayor's Office through the MBRC process.~~ MBRC for review.~~

~~E. **Mayor MBRC Review.** At the earliest MBRC meeting following the ranking of the proposed projects by the Tree Commission, the Tree Commission staff will submit and present the Project Priority List for review and approval through the MBRC process. If the ~~Mayor's Office~~ MBRC approves any or all of the projects as presented, or as modified, the Office of General Counsel will prepare the appropriate legislation and Grant Agreement(s) as directed by MBRC for consideration by the Mayor's Office. ~~Council for funding.~~ In the alternative, ~~the Mayor's Office~~ MBRC can decide to delay the funding of a proposed project to a later date or decide not to fund a certain project from the Project Priority List. If a proposed project is denied by ~~the Mayor's Office~~ MBRC, no further action on it shall be taken on the project through the ~~Tree Commission Community Organization~~ Level 3 Program, however, this does not limit the ability of a Council Member ~~from filing to file~~ legislation to implement a~~

Project utilizing the Tree Fund.

F. **City Council Review.** The legislation containing the Project(s) and Grant Agreement(s) as directed by ~~the Mayor's Office, or a Council Member, as the case may be,~~ MBRC will be filed by the Office of General Counsel with the Legislative Services Division for final decision by the City Council of approval, modification, or denial of the project and Grant Agreement, and appropriation of the ~~grant funds~~ Tree Funds.

G. Contract Award. Upon execution of the completed Grant Agreement by all parties, the Applicant will be eligible for payment of funds approved as part of the Project Cost.

VI. Project Evaluation Criteria.

A. ~~Design Review~~ (up to 35 point total (5 points each))

1. The species of trees are appropriately located.
2. The number and placement of trees are appropriately located.
3. Trees ~~are~~ being planted are approved pursuant to the "Tree Commission Approved Tree Planting List," attached hereto, and as that document is amended from time to time.
4. The overall use of non-shade trees is acceptable.
5. Less than 25% of the total species of trees being planted are palms.
6. The planting will not interfere with utilities or sight line requirements.
 1. ~~Only "Florida Friendly" tree species are being planted (see <https://ffl.ifas.ufl.edu/plants>)~~
 2. ~~Only Florida Fancy or Florida #1 grade specimens are being planted <https://www.freshfromflorida.com/Divisions-Offices/Plant-Industry/Business-Services/Florida-Grades-and-Standards-for-Nursery-Plants-2015>~~
7. The project ~~does not include~~ includes the appropriate amount of incidental landscaping.

B. Cost Review (up to 25 point total (5 points each))

1. Project Administrative costs are reasonable.

~~2. Design Consultant fees are reasonable.~~

~~3. Construction costs are reasonable.~~

~~4.4. Irrigation costs are equal to or less than the City's Continuous Contract reasonable.~~

~~a. Tree Commission staff will provide this information. If the contractor responsible for the City's Continuous Contract cannot do the Project, then this requirement is not applicable~~

~~2. The administrative costs for the Project accurately reflect the amount of administrative services necessary and being performed.~~

~~3. The irrigation costs are for up to 2 years~~

~~4.5. The cost of the species of trees selected do not outweigh the benefit of the trees~~

~~5. Site preparation costs are reasonable~~

C. Maintenance and Impacts Review (~~up to~~ 10 point total (5 points each))

~~1. MinimumLow maintenance required after plants are utilized, that will require minimum maintenance after the first two (2) years of mandatory maintenance by the Applicant, considering the time and money required for fertilizing, pruning, and any other required maintenance.~~

~~2. MinimumThe location of plant material and irrigation have a minimum adverse impacts impact over time on infrastructure such as sidewalks and roadbeds.~~

~~3. Positive Impacts to storm water and ground water~~

~~4. Positive impacts to City's Total Maximum Daily Load ("TMDL") to the waterways and based upon the Basin Management Action Plan ("BMAP") for the county's water quality restoration goals.~~

D. Public Benefit Review (~~up to~~ 25 point total (5 points each))

~~1. The species of trees being planted are beneficial to the City's tree canopy.~~

~~2. The Project provides a unique benefit to the neighborhood, Council District, or City.~~

~~3. The Project serves high visibility areas.~~

~~4. The Project engages the Community though volunteers or education or other public engagement.~~

5. The Project is aesthetically pleasing and/or combats blight in blighted areas.

~~6. The Applicant or Contractor, has experience related to planting trees\~~

~~E. Plan-It Geo Objective Criteria Review (up to 5- 20 point total (4 points each,) conducted by staff)~~

~~F.E. . Staff will utilize the Plan-It Geo Web Tool to evaluate the location existing conditions of the proposed planting project. location. This does not include or require uploading the Schematic Design, but rather identifying the geographic boundaries of the project.~~

1. The location will be evaluated based on the Census Block ranking (1- 488) developed by Plan-It Geo for the five (5) categories listed below:

- a) Urban Tree Canopy Percentage
- b) Stormwater Benefits
- c) Urban Heat Island
- d) Socio-Economic Benefits
- e) Overall-equally weighted criteria, as stated below:

A maximum of 4 points per category is possible. If a project is on the border of two or more Census Blocks, then the average of the census blocks will be applied to determine a score (e.g. located on the 50th and 300th census blocks, then 175th census block will be applied so that it will receive 3 points). The ranking and corresponding points are as follows:

- (1) 1st-25th percentile (1-122)- 4 points;
- (2) 26th- 50th percentile (123-244)- 3 points;
- (3) 51st-100th percentile (245-366) 2 points
- (4) 76th-100th (367-488) percentile- 1 point

VII. Application Schedule. The Tree Commission will review and create a recommended Project Priority List for submission to the ~~Mayor's Office~~ MBRC for a recommendation to the City Council for project funding three (3) times per year, ~~however, the~~ utilizing the Tree Protection and Related Expenses Trust Fund. The initial application deadline will be as soon as practicable after approval of this ~~Not for Profit Tree Planting~~ Level 3 Program by the Tree Commission. The Tree Commission's review of projects will

follow, if possible, the below schedule. All deadlines ~~end at 5are~~ 3:00 PM on the specified date below. If a date listed below falls on a weekend or a legal holiday, the effectiveoperative date shall be the next business day.

		<u>Application Evaluation Period</u>		
Award Session	Courtesy Application Review Period	Application Deadline	Staff review Deadline	Commission Meeting/Scoring
1	November 1 through 5 business days prior to Application Deadline	January 2	January 31	2 nd meeting in February
2	March 1 through 5 business days prior to Application Deadline	May 1	May 31	2 nd meeting in June
3	July 1 through 5 business days prior to Application Deadline	September 1	September 30	2 nd meeting in October

VIII. Certain Communications Prohibited During Application Evaluation Period.

- A. During the Application Evaluation Period, an Applicant shall be prohibited from communicating with Tree Commission ~~Commissioners~~members, Tree Commission staff, and other City employees involved with the ~~Tree Planting Project~~Level 3 Program application process regarding an application submitted by such Applicant. ~~For purposes of this Section, the "Application Evaluation Period" shall mean the period commencing on the day immediately following the Tree Planting Project application deadline listed above and ending on the day that the Tree Commission has submitted its scores at a Public Meeting of the Tree Commission.~~ This prohibition shall not apply to the following communications:
1. Communications to the Tree Commission staff regarding matters of process or procedure contained herein or in any related documents;
 2. Communications during any publicly noticed meeting under Chapter 286, Florida Statutes, including, but not limited to, Tree Commission meetings and subcommittee meetings; and
 3. Communications necessary and solely related to the ordinary course of business concerning an Applicant's existing ~~Tree Planting Project~~

~~Contract~~ Level 3 Program Grant Agreement.

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JACKSONVILLE TREE COMMISSION'S

COMMUNITY ORGANIZATION TREE PLANTING PROGRAM
AFFIDAVIT FORM

~~BEFORE ME, the undersigned authority, personally appeared _____, who was sworn and says:~~

- ~~1. My name is _____ and I am the [note: the individual executing this affidavit must be the executive director, chief executive or operating officer, president, vice president or board chairman] _____ of _____, a Florida _____ ("Applicant") and I have personal knowledge of the matters stated herein.~~
- ~~2. The Applicant is an eligible applicant, as defined in the Jacksonville Tree Commission's Community Organization Tree Planting Program Instructions and Forms document.~~
- ~~3.1. The Applicant is in compliance with the terms of all existing City agreements to which it is a party.~~
- ~~4.1. The Applicant is in compliance and will comply with all federal, state, local laws, rules, regulations and ordinances, as the same may exist from time to time, applicable to it.~~

Level 3

TREE PLANTING PROGRAM

APPLICATION FORM ~~If awarded a Tree Fund Project,~~

~~[TO BE DEVELOPED BASED ON THESE INSTRUCTIONS]~~

To contain:

EXHIBIT A – Proof of Eligibility

EXHIBIT B – Corporate Resolution Certification

EXHIBIT C – Authorization to Plant Trees

EXHIBIT D – Schematic Planting Plan and Plant Schedule

EXHIBIT E – Cost Breakdown

EXHIBIT F - Level 3 Program Affidavit, including the Applicant will execute a standard Grant Agreement between the City of Jacksonville and the Applicant.

Signature of Affiant
Print Name: _____

~~STATE OF FLORIDA
COUNTY OF DUVAL~~

~~Sworn to and subscribed before me, this _____ day of _____, 20____, by. Said person
is person is personally known OR produced identification.~~

~~_____
Notary Public
(Seal)~~

template.

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PROOF OF APPLICANT ELIGIBILITY

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EXHIBIT A

CORPORATE RESOLUTION CERTIFICATION

The undersigned, Secretary of _____ [insert agency name] _____, a Florida ~~nonprofit~~ _____ corporation ("*Corporation*"), does hereby certify that the following Resolutions were adopted by the Corporation at a meeting of the Board of Directors of the Corporation held on _____, 20__:

RESOLVED THAT [insert name of signatory] _____
_____, the [insert title of signatory] _____
of the Corporation ("*Authority*") is hereby authorized and empowered to execute on behalf of the Corporation any and all Agreements between the City of Jacksonville, Florida ("*City*") and the Corporation for the purpose of receiving funds from the City for a tree planting project related to the Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program ("*Project*"), and to execute any and all documents necessary in connection with the Project.

FURTHER RESOLVED THAT in addition to and without limiting the foregoing, that the Authority of the Corporation be, and hereby is, authorized to take, or cause to be taken, such further action, and to execute and deliver, or cause to be delivered, for and in the name and on behalf of the Corporation, all such instruments and documents as the Authority may deem appropriate in order to effectuate the ~~City-Grant~~ Agreement and any documents or instruments executed in the accomplishment of any action or actions authorized as stated herein shall be deemed to be conclusive approval thereof by this Corporation and the binding act and obligation of this Corporation.

DATED: _____ 20__

CORPORATE SECRETARY

EXHIBIT B

AUTHORIZATION TO PLANT TREES

On the _____ day of _____, 20____, the Applicant, _____, submitted an application for the Jacksonville Tree Commission’s Level 3 Community Organization Tree Planting Program (“Application”) to plant trees on the following property, located at: _____, RE #: _____ (attach an additional sheet if necessary) (“Property”).

The Property is public land in Duval County and is owned or controlled by (e.g. City, State of Florida, United States, Independent Agency of the City of Jacksonville, or other public entity) _____ and is a (e.g. right of way, park, school, etc.) _____ managed by (e.g. Parks & Recreation, Public Works, Development Services Division, School Board, Superintendent, etc.) _____.

I, _____, as the (position) _____, in the (department and division) _____ have reviewed the Application and I have the authority to authorize the Project to be conducted on the Property in the event the Project is approved.

This Authorization is limited to the Application as submitted on the above referenced date. This authorization does not bind the City to award funds from the Tree Protection and Related Expenses Trust Fund and this Authorization is subject to revocation should the Application materially change from the date of submission.

Signature

Print Name

Agency, Department, Division

Phone:

Email:

EXHIBIT C

SCHEMATIC PLANTING PLAN

AND

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PLANT SCHEDULE

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EXHIBIT D

COST BREAKDOWN

Administrative Fees

Design Consultant Fees

Construction

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EXHIBIT E

JACKSONVILLE TREE COMMISSION'S
LEVEL 3
COMMUNITY ORGANIZATION TREE PLANTING PROGRAM
AFFIDAVIT FORM

BEFORE ME, the undersigned authority, personally appeared _____,
who was sworn and says:

1. My name is _____ and I am the [note: the individual executing this affidavit must be the executive director, chief executive or operating officer, president, vice president or board chairman] _____ of _____, a Florida _____ (“Applicant”) and I have personal knowledge of the matters stated herein.
2. The Applicant is an Eligible Applicant, as defined in the Jacksonville Tree Commission’s Level 3 Community Organization Tree Planting Program Instructions document.
3. The Applicant is in compliance with the terms of all existing City agreements to which it is a party.
4. The Applicant is in compliance and will comply with all federal, state, local laws, rules, regulations and ordinances, as the same may exist from time to time, applicable to it.
5. If the application is approved for funding, the Applicant will execute a Grant Agreement between the City of Jacksonville and the Applicant, in substantially the same form as the Grant Agreement attached hereto as Exhibit 1.

Signature of Affiant

Print Name:

STATE OF FLORIDA
COUNTY OF DUVAL

Sworn to and subscribed before me, this _____ day of _____, 20____, by. Said person is person is personally known OR produced identification.

Notary Public

(Seal)

EXHIBIT F

JACKSONVILLE TREE COMMISSION'S

Level 3

COMMUNITY ORGANIZATION TREE PLANTING PROGRAM

GRANT AGREEMENT

[GENERAL CONCEPTS]

The Applicant/Recipient acknowledges the following:

1. That it will abide by the City of Jacksonville specifications for the planting of trees, incidental landscaping and design and installation of irrigation;
~~A.~~ That the plant material will be Florida Fancy, or if not available, Florida No. 1 grade;
- ~~2.~~ That the tree planting project ("Project") will be designed by a registered Florida Landscape Architect, Urban Forester, Arborist, landscape designer, or other professional who has at least 5 years of experience in designing and inspecting right-of-way tree planting projects;
- ~~2.3.~~ That it will provide to the City a warranty for and maintain all trees for a period of two (2) years after planting;
- ~~3.4.~~ That the Project shall be secured by a performance and payment bond as required by Sec. 255.05, Florida Statutes, in an amount not less than the total amount of the Project;
- ~~4.5.~~ After the planting is completed, inspected and approved by the City, the Project shall be secured by a performance bond in an amount of 15% of the total cost of the job for two (2) years.
- ~~5.6.~~ Insurance will be provided reasonably commensurate with the hazards and magnitude of the Project. All entities physically participating in the installation or maintenance of the Project shall be required to procure and maintain insurance. (If the Project is being installed and/or maintained exclusively by the City's Countywide Tree Planting and Miscellaneous Landscaping contractor, then no additional insurance will be required of the Applicant.)
- ~~6.7.~~ The Applicant will indemnify and hold harmless the City and any involved independent agency in the performance of the ~~project~~Project.

8. Applicant/Recipient will be paid from the awarded funds on monthly basis according to invoices presented and the percentage complete of each task, such as design, construction, and contract administration.
9. Copies of at least 3 bids and responses from contractors, subcontractors, and major suppliers shall be provided.
10. The City has the right to compare the cost of the 3 bids to the cost proposed by the City's Continuous Tree Contractor, and determine, at its sole discretion, to utilize the City's Continuous Tree Contractor for construction of the project.
11. Trees shall be contained on the Tree Commission's Approved Tree Planting List.
12. Only Florida Fancy or Florida #1 grade specimens shall be planted
<https://www.freshfromflorida.com/Divisions-Offices/Plant-Industry/Business-Services/Florida-Grades-and-Standards-for-Nursery-Plants-2015>.
13. As part of the final task, the Applicant shall upload the as-built design in to the Plan-It GEO application/software which may be accessed by: <https://pg-cloud.com/JacksonvilleFL/>.
14. The City must approve the timing and schedule of the planting. Planting might be delayed due to weather conditions.
15. The specifications for the installation are attached as "Specifications for Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program" [The attached Specifications are the typical Specs and may be reduced per Mowing and Landscape Maintenance Division for this Level 3 Program]

EXHIBIT 1 TO EXHIBIT F

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~~JACKSONVILLE TREE COMMISSION'S COMMUNITY ORGANIZATION TREE
PLANTING PROGRAM~~

~~APPLICATION FORM TCCOP 11-18~~

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