

Jacksonville Tree Commission

Thursday, April 12, 2018 – 12:00 PM

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: Sondra Fetner
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 March 22, 2018 meeting
4. Fund balance and encumbrance report for 15(F) and 15(N)
5. Status of Pending Tree Projects

B. New Business

1. Possible Changes to Countywide Planting Contract - John Pappas, Richard Leon, Kathleen McGovern
 - a. Extend the warranty past one year, if necessary
 - b. Addition of separate line item for irrigation
 - c. Re-bid contract due to anticipated increase in tree planting projects due to Tree Commission.
2. Application and Approval Criteria for Tier 2 Applicants - Chris Flagg and Sondra Fetner
3. Proposed legislation to empower the Commission to submit legislation authorizing and appropriating dollars for tree planting projects – Sondra Fetner
4. Shade Tree Subcommittee – Curtis Hart, Vice-Chair and Aaron Glick

C. Public Comment

D. Information

E. Adjournment

Jacksonville Tree Commission
Meeting Minutes April 12, 2018
Approved April 26, 2018

Commissioners Present:	Curtis Hart, Vice Chair Chris Flagg Aaron Glick John Pappas Rhodes Robinson	Staff:	Cindy Chism
Advisors:	Sondra Fetner, OGC Richard Leon, Urban Forest Manager Kathleen McGovern, City Arborist Joel Provenza, Accounting	Public:	Anna Dooley, Greenscape Jeff Lucovsky, COJ Tom Larson, Sierra Club/Public Trust Teresa Eichner, COJ Sean Jackson, Allstar Irrigation John November, Public Trust Conrad Marvel, Citizen Nikki Evans, ECA

- A.** Meeting was called to Order by Vice Chair at 12:02pm.
1. All present introduced themselves. There is a quorum.
 2. Submittal of Speaker's Cards
 3. Motion made by Mr. Flagg, seconded by Mr. Pappas to approve minutes from March 22, 2018 meeting. None opposed.
 4. Fund balance and encumbrance report for 15(F) and 15(N)
 - a. Teresa Eichner from the Budget Office presented a report which showed the revenue and expenditures for both of the tree mitigation funds (Attachment A).
 - b. This report now matches what is shown on the tree mitigation webpage for each fund and will be presented for each meeting.
 5. Status of Pending Tree Projects – Kathleen McGovern (Attachment B)
 - a. Changes or updates are listed in green.
 - b. There is a new project on Moncrief Road explained by Jeff Lucovsky from the Planning and Development Department: Phase one begins with tree plantings in the right-of-way (since there are no medians), plantings will be on the edges and the trees to be planted will be non-shade trees due to the utility wires overhead on both sides of the road. Phase two will include potential changes to the roadway, pedestrian upgrades, street lighting, and a road diet study which may change the road from four lanes to three lanes with a center turn lane that may afford the opportunity to add some medians. The current plan is for 149 trees for the corridor through White Harvest Farms which is a

type of outreach program with the Clara White Mission that teaches people how to farm and grow vegetables. There will be a farmers market and they are trying to introduce a very limited number of fruiting trees along the corridors. This is the result of an ad hoc program through the Mayor's office. More information should be available next month. This plan was initiated by Ms. Denise Lee (Director of Blight Initiatives). Anna Dooley and Greenscape were involved from the beginning. This plan is also a beautification plan to enhance the area now known as Moncrief Springs Historic District.

B. New Business

1. Possible Changes to Countywide Planting Contract - John Pappas, Richard Leon, Kathleen McGovern
 - a. Extend the warranty past one year, if necessary - Mr. Pappas said they are just beginning this evaluation to determine how much it would cost to extend the warranty to two years but have not yet completed the evaluation.
 - b. Addition of separate line item for irrigation – Mr. Leon said they were working on determining what would be the best way to list a line item for watering. This may be an hourly rate, a rate per fully loaded water truck, or a rate for an eight-hour day. Currently, the contract doesn't mandate watering; the plants have warranties but there is nothing specific requiring watering.
 - c. Re-bid contract due to anticipated increase in tree planting projects due to Tree Commission.
2. Application and Approval Criteria for Tier 2 Applicants - Chris Flagg and Sondra Fetner
 - a. Ms. Fetner addressed the Guidelines for Application for Applicant administered Appropriation from the Tree Protection and Related Expenses Trust Fund (Attachment C). Please skip the first page which requires a few more revisions and turn to the application process. The item numbers listed in italics correspond to item numbers on Attachment C.

5. After approval, COJ Office of General Counsel submits appropriate legislation – This is going to change. Right now this Commission cannot submit appropriation legislation. After speaking with Mr. Jason Teal (Office of General Counsel), who was involved with the settlement agreement resulting in the forming of this Commission, the intent was for this Commission to work with the Mayor's office. Any recommendation this Commission makes (whether it be ranking the projects presented or approving a project) will be submitted to the Mayor's office. It will then go through the Mayor's Budget Review Committee (MBRC) and afterwards the legislation will be drafted. The code for the tree fund does not need to be changed because it will be coming from the Mayor's office. Mr. Glick inquired about timing. Once the recommendation is given by the Commission, it would go the next scheduled MBRC which has the same monthly schedule as City Council meetings.

a) 1. *Be a not-for-profit organization, specifically a 501(c) or a City of Jacksonville government agency or body.* After discussing this further with Mr. Teal, “*City of Jacksonville government agency or body*” will be removed. Mr. Teal believes this gives the appearance that they are requiring the agency or body to come through the Tree Commission and that’s not the intent or the authority under the code. Mr. Teal’s recommendation is to keep it limited to not-for-profit. Mr. Robinson asked if there was a for-profit entity that had the internal wherewithal and was interested in doing a project and volunteering their time. Ms. Fetner responded that it would not include them; however, they could collaborate with a not-for-profit or the City to do their project using the Tier One approach. There have been no requests to date.

6. *Acknowledge and read the standard contract provisions related to indemnifications, release, bond and insurance.* The phrase “any other provisions that the City deems necessary” will be added. There are City provisions regarding anti-discrimination, etc.

b) 11. *Proposed Dates of Planting Project (planting should generally not take place between May 15th and September 15th).* Ms. Fetner elaborated that this was not a hard and fast restriction but within the purview of the Commission. Mr. Flagg remarked that they do not want to limit opportunities if the plant is container grown, planted properly, and watered adequately throughout the year – they could have plantings within those dates except it’s hard on the volunteers due to heat. Ms. Dooley agreed; Greenscape typically doesn’t have plantings during that timeframe specifically because of the temperature. Mr. Larson pointed out that the presumption is better survivability if the planting occurs between those dates but perhaps these prompts could be in place to get people to think about all of the considerations when they are proposing the project. Mr. Curtis suggested we amend the item to read “between May 15th and September 15th unless there is a watering plan.” Mr. Flagg added that there is going to be a watering plan with every project submitted. Mr. Leon said it isn’t only watering that needs to be considered during this timeframe but also heat, for instance, radiant heat from asphalt. Rather than forbidding planting during this time, discourage the same so the Commission can make a recommendation. Ms. Fetner will make the phrasing more encouraging.

c) 4. *Rationale for Selecting Winning Contractor.* Mr. Larson asked if the three-bid minimum was for solicitation only or required responses. Mr. Pappas stated that they would like to have three responses; they could work with two but would prefer three. It could be sent out for rebid if there are not enough responses. The applicant could also show who they had solicited bids from. Ms. Fetner said she would revise the item to solicit at least five bids with at least three bids submitted. Bids should also be solicited for the purchase of the trees being planted. Ms. Dooley pointed out that bid solicitations would also be required for the watering requirement.

c) 6. a. *Describe all adverse impacts on Safety to City or JEA infrastructures, etc.* Mr. November suggested that 6.a. and all of 7. (Positive Impacts Analysis) are items the City of Jacksonville are more suited to accomplish. The applicant is not capable of making these assessments. Additionally, the word "Positive" should be removed from the title number seven. Ms. Fetner will make this adjustment.

d) 1. c) *No greater than 25% of the total tree species being proposed for a particular project are palms.* This line will be removed. Ms. Fetner will include this limitation as a guideline for palm trees in another portion of the application as a preference for Shade Trees.

3. The scoring system was described; 80 points are awarded for the narrative and 20 more using the jaxdigstrees tool totaling 100 points.

3. Proposed legislation to empower the Commission to submit legislation authorizing and appropriating dollars for tree planting projects. Ms. Fetner said this was no longer required.

4. Shade Tree Subcommittee – Curtis Hart, Vice-Chair and Aaron Glick

a. This subcommittee will meet once more and then present the recommendations to the Commission at the next meeting, April 26, 2018.

C. Public Comment – One comment card was submitted by Mr. John November but he declined further comments.

D. Information

E. Adjournment at 1:20pm

INDEX CODE	Index Code Titles	BUDGET	Actual	Encumbrance	Unencumbered Budget Balance	Reserves	Unencumbered Balance net of Reserves	Scope	Status
* Subfund 15F Expenditures									
PWOD15FARATP	SANDALWOOD TREE REPLACEMENT PROJECT	13,796	12,416	1,380	-	-	-	Alden Rd. Sam Hardwick Blvd. John Prom Blvd Median Trees	Open - Pending invoices for establishment period maintenance
PWOD15FFSAS	FORREST STREET ASH SITE TREE/PLANTING	587,850	581,856	5,995	-	-	-	Forest Street Ash Site Tree Planting	Balance available for additional tree planting within Ash site boundaries.
PWOD15FNMWS	NORTH MAIN STREET LANDSCAPING	62,057	40,000	22,057	-	-	-	North Main St. 3rd St to 8th St Tree Replacement	Open - Project on hold pending roadwork scheduled by FDOT
PWOD15FBDAS	BROWN'S DUMP ASH SITE TREE/PLANTING	364,730	342,361	22,370	-	-	-	Browns Dump Ash Site Tree Planting	Balance available for additional tree planting within Ash site boundaries.
PWOD15FFCAS	5TH & CLEVELAND ASH SITE TREE/PLANTING	494,215	376,792	117,423	-	-	-	5th St & Cleveland St Ash Site Tree Planting	Ongoing - Includes pending invoices for maintenance with balance available for additional planting.
PWOD15FDCS	DUVAL COUNTY SCHOOL BOARD PROPERTY	125,000	784	124,216	-	-	-	One Tree Per School project with DCSB	Ongoing Maintenance during tree establishment; Period ends Spring 2018
PWOD15FHRDA	TREE PLANTING - HARTS RD. AT DUNN AVE	23,718	-	23,718	-	-	-	5 Date Palms to be planted on two medians on Harts Rd. at the cross street of Dunn Ave. 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) 13 Date Palms total. Includes removal of existing Date Palm stumps in city street planting boxes.	In Progress; Date Palms have been ordered for Phase 1 of planting at Harts Rd. and Dunn Ave.
PWOD15FDTP	DOWNTOWN TREE PLANTING	38,822	-	38,822	-	-	-	North Main St. 3rd St to 8th St Tree Replacement	Open - Pending invoices for establishment period maintenance
PWOD15FZLAE	ZOO LANDSCAPING-ASIAN EXHIBIT	1,824,408	689,345	1,135,063	-	-	-	Tree & Understory Planting	Ongoing
PWOD15FMMSW	MINDANAO FR ALOHA DR TO WITCHHAVEN ST	9,710	9,710	-	-	-	-	Sandhiwood Blvd and Mindanao Road Planting	Project has been closed
PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING	100,000	64,711	16,003	19,286	-	19,286	Southside Blvd, Beach Blvd and Atlantic Blvd tree replacement	Open - Pending invoices for establishment period maintenance
PWOD15FRWOW	COUNTY-WIDE TREE PROG-RIGHT OF WAY	4,679,980	4,612,697	36,528	30,756	-	30,756	County Wide Tree Planting	Open - Pending invoices for establishment period maintenance
PWM115F	TREE MAINTENANCE	1,761,795	1,376,256	358,344	27,194	-	27,194	Design, construction, plant establishment maintenance, and construction oversite of tree planting and incidental landscaping on Hammond Blvd. right-of-way from Mallory Rd. to Beaver St.	New project. Project scheduled to be completed by end of 2018.
PWOD15FHAMM	HAMMOND BLVD PROJECT	175,761	-	-	175,761	-	175,761	Various Sites throughout the City per Ordinance	Funding available for additional tree planting within limits of ordinance
PWOD15FPVP	COUNTY-WIDE TREE PROG-PRESERVATION PARKS	1,000,000	485,146	-	514,854	-	514,854	Various Sites throughout the City per Ordinance	Funding available for additional tree planting within limits of ordinance
PWOD15FVAP	COUNTY-WIDE TREE PROG-ACTIVE PARKS	1,151,965	619,420	-	532,545	-	532,545	Various Sites throughout the City per Ordinance	Funding available for additional tree planting within limits of ordinance
PWOD15FOSABP	OLD ST.AUG AT BARTRAM PARK	18,364	-	18,364	-	-	-	Various Sites throughout the City per Ordinance	Funding available for additional tree planting within limits of ordinance
PWOD15FSTP	TREE PROTECTION & RELATED EXPENSES	3,548,513	2,097,444	-	1,451,069	-	1,449,105	Various Sites throughout the City per Ordinance	Funding available for additional tree planting within limits of ordinance
JXSF15FPW	TREE PROTECTION & RELATED EXPENDITURES	2,000,635	-	-	2,000,635	-	2,000,635	Various Sites throughout the City per Ordinance	Funding available for additional tree planting within limits of ordinance
JXSF15F	TREE PROTECTION & RELATED EXPENDITURES	2,365,741	-	-	2,365,741	-	2,365,741	Various Sites throughout the City per Ordinance	Funding available for additional tree planting within limits of ordinance
Subfund 15F Expenditures		20,347,059	11,308,937	1,920,281	7,117,841	5,815,481	1,302,360		
Unencumbered Budget Balance									12,336,577
Revenues									7,117,841
Expenditures									(1,302,360)
Unencumbered Balance net of Reserves									18,152,058
Subfund 15F Available to Appropriate (Budget less Actual less Encumbrance less Unencumbered Budget balance)									18,152,058

Attachment A

INDEX CODE	Index Code Titles	BUDGET	Actual	Encumbrance	Unencumbered Budget Balance	Reserves	Unencumbered Balance net of Reserves	Scope	Status
PWOD15NNTM	Subfund 15N Revenue	173,306	4,032,226	-	3,858,920	-	3,858,920		
	TREE MITIGATION & RELATED EXPENSES								
	Total Subfund 15N Revenue	173,306	4,032,226	-	3,858,920	-	3,858,920		

INDEX CODE	Index Code Titles	BUDGET	Actual	Encumbrance	Unencumbered Budget Balance	Reserves	Unencumbered Balance net of Reserves	Scope	Status
PWOD15NARTS	AVONDALE/RIVERSIDE TREE SURVEY	40,000	39,999	-	1	-	1		Project is in the process of being closed
PWOD15NBDTP	BAKERSFIELD DRIVE-TREE PLANTING	8,306	6,645	1,661	-	-	-	Bakersfield Dr Tree Planting	Open - Pending invoices for establishment period maintenance
	Subfund 15N Expenditures	48,306	46,643	1,661	1	-	1		

*Subfund 15N Expenditures

*Total Subfund 15N

*Includes Subfund all-years history

	Total Subfund 15N	173,306	171,643	1,661	1	-	1		
	Subfund 15N Available to Appropriate (Budget less Actual less Encumbrance less Unencumbered Budget balance)						3,858,920		

4/10/18

Year	Encumbrance Number	Enc. Sfx	Sub - fund	Vendor Number	Vendor Suffix	Vendor Name	Encumbrance Balance	Index Code	Index Code Title
2018	CTPW07000014	01	15F	591319010	01	JACKSONVILLE ZOOLOGICAL SOCIETY	1,135,063.14	PWOD15FZLAE	ZOO LANDSCAPING-ASIAN EXHIBIT
2018	CTPW16000066	02	15F	592283261	03	GREENSCAPE OF JACKSONVILLE INC	124,215.60	PWOD15FDCS	DUVAL COUNTY SCHOOL BOARD PROPERTY
2018	PO3019740001	04	15F	340176110	07	THE DAVEY TREE EXPERT COMPANY	36,527.50	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	PO7A02942003	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	1,379.55	PWOD15FARATP	SANDALWOOD TREE REPLACEMENT PROJECT
2018	PO7A02942004	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	4,205.00	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942006	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	22,057.00	PWOD15FNMS	NORTH MAIN STREET LANDSCAPING
2018	PO7A02942007	01	15N	340176110	06	THE DAVEY TREE EXPERT COMPANY	1,661.15	PWOD15NBDTP	BAKERSFIELD DRIVE-TREE PLANTING
2018	PO7A02942008	02	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	1,039.00	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942010	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	1,076.40	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942012	03	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	1,022.64	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942015	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	8,659.61	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942017	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	38,821.76	PWOD15FDTP	DOWNTOWN TREE PLANTING
2018	PO7A02942017	02	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	23,718.27	PWOD15FHRDA	TREE PLANTING - HARTS RD. AT DUNN AVE
2018	PO7A02942018	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	18,364.21	PWOD15FOSABP	OLD ST.AUG AT BARTRAM PARK
2018	PO8A01798005	01	15F	161004851	05	LEWIS TREE SERVICE, INC.	358,344.00	PWML15F	TREE MAINTENANCE

1,921,941.83

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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) \$18,152,057.85
15N (Charter) \$3,858,919.92
Total: \$22,010,977.77



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 Removal or Landscape Violation" from the dropdown.

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



If you experience difficulty viewing or accessing the documents provided on this site, or navigating this application's table with any assistive technology please contact the Disabled Services Division at 904-630-4940 or 904-630-4933 (TDD) to request an accommodation.
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CITY OF JACKSONVILLE TREE PLANTING PROJECTS - ACTIVE

See jaxtreeemitigation.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	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		Phase 1 4/10/2018 Phase 2 4/25/18	Phase 1 3/23/2018 Phase 2 TBD	Phase 1 3/28/18 Phase 2 TBD	Phase 1 3/28/28	Phase 1 Complete
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. Introduced by CM Schellenberg. Appropriation from Tree Fund 15F.	2018-0043-E	Public Works - Mowing and Landscape Richard Leon/ Kathleen McGovern	\$18,364.21		4/20/2018				Active; Trees on Order
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	Public Works - Mowing and Landscape Richard Leon/ Kathleen McGovern	\$85,366.23						Introduced at Council Meeting 3/13/18
4	Patton Rd/Beach Blvd. Southside	Right of Way Plantings on two adjacent sites at the intersection of Patton Rd. and Beach Blvd., no tree removals. Introduced by CM Scott Wilson and through citizen request. Appropriation requested from 15F (\$19,138.05) and 15N (\$18,260.20)	2018-0190	Public Works - Mowing and Landscape Dave McDaniel/Kathleen McGovern	\$37,398.25						Introduced 3/27/2018; Deferred pending changes

*Changes highlighted in green

CITY OF JACKSONVILLE TREE PLANTING PROJECTS - PENDING

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

CD	Project Title	Project Scope	Division/Project Manager	Estimated Cost	Status
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 1SF.	Public Works - Mowing and Landscape Richard Leon/Kathleen McGovern	\$28,446.42	Submitted 3/7/2018
6	San Jose Blvd	From Julington Creek Bridge to I-295; 19 medians. Introduced by CM Schellenberg.	Public Works - Mowing and Landscape Richard Leon/Kathleen McGovern		Pending
8	North Shore	Assessment of current tree canopy and potential tree planting areas. Introduced by CM Katrina Brown.	Public Works - Mowing and Landscape Dave McDaniel/Kathleen McGovern		Pending
4	Brookview Park Neighborhood	Tree Planting in City ROW on residential streets and community park. Introduced by the Special Committee of Safe and Healthy Neighborhoods.	Public Works - Mowing and Landscape Dave McDaniel/Kathleen McGovern		Pending
8	Myrtle/Moncrief Neighborhood	Tree Planting in City ROW on residential streets. Introduced by the Special Committee of Safe and Healthy Neighborhoods.	Public Works - Mowing and Landscape Dave McDaniel/Kathleen McGovern		Pending
8	Moncrief Rd. Beautification Project	Moncrief Rd from 34th St. to 45th St. The project is a road beautification the includes tree plantings and landscape (Phase 1) with later phases to include street lights, traffic signals, pavement and public artwork. The project was introduced by E. Denise Lee, the Mayor's Office Director of Blight Initiatives, CM Newby and CM Katrina Brown.	Planning and Development Jeffrey D. Lucovsky		Pending

*Changes highlighted in green

City of Jacksonville Tree Commission
Guidelines For Application For Applicant Administered Appropriation From The
Tree Protection And Related Expenses Trust Fund

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 Commission studies and makes 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. A major purpose of the Tree Commission is to review expenditure proposals, including those from community organizations, for planting projects. Upon review of projects proposed by community organizations, the Tree Commission will help prioritize and make recommendations to the City Council and Mayor's Office, with the input of District Council members and City staff.

These recommendations will be based on the criteria described in the guidelines within this document. This process will include the formulation of a recommended priority project list. This project list will include an estimated implementation cost for each item, including tree planting and maintenance. The Office of General Counsel shall draft appropriation legislation following the application review meetings in accordance with the schedule listed below. The Tree commission will create an annual report to the Mayor's Office and City Council to review the tree plantings conducted by the City during the year.

If an applicant is merely interested in suggesting a planting location, is not proposing that the applicant administer the project, and is not proposing that the non-Continuous Contract be utilized then a streamlined application can be found at the following link:

The below document includes a description of the Application process, the project application, the rubric that the City will use to evaluate applications, and finally the draft Form Contract agreement that will be entered into between the City and the applicant if the Tree Commission recommends approval and appropriation from the Tree Protection and Related Expenses Trust Fund.

Application Process

1. Review and make awards three times per year, as follows:

Award Session	Applications Deadline	Staff review due	Meeting
1	1 st Tuesday of January	4 th Wednesday of January	2 nd meeting in February
2	1 st Tuesday of May	4 th Wednesday of May	2 nd meeting in June
3	1 st Tuesday of September	4 th Wednesday of September	2 nd meeting in October

2. Applicants must submit **complete applications** by the deadline to the Tree Commission Staff.
 - a. Applications may be submitted prior to deadline to allow staff to fully review and iron out any details missing in the Application
 - b. Applications must include the request for bids from three contractors along with the responses from 3 contractors.
3. When staff review is due, Tree Commission staff shall make recommendations for approval, approval with conditions, or denial in a Staff Report that will be sent to both the Tree Commission and the Applicant.
4. All Applications shall be presented for review, deliberation, and final recommendation by the Tree Commission at the above scheduled meetings. Special meetings may be held if needed at the discretion of the Tree Commission.
 - a. Applicants shall have 10 minutes to present their Application to the Tree Commission at the above scheduled meetings and there will be 10 minutes permitted for questions and answers per project.
 - b. 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.
5. After approval, COJ Office of General Counsel submits appropriation legislation.

PROJECT APPLICATIONS

a) To Apply, organizations must meet all the following qualifications:

1. Be a not-for-profit organization, specifically a 501(c) or a City of Jacksonville government agency or body;
2. Registered with the State of Florida;
3. Currently operating in Duval County;
4. Have been in existence for at least one (1) year; and
5. Have approval by the owner/operator of the public property in which the planting project is planned (written proof of authorization required)
6. Acknowledge and read the standard contract provisions related to indemnification, release, bond, and insurance

b) General Information:

1. Legal Name of Organization: _____

2. Organization Mailing Address: _____

3. Name & Title of Project Director/Administrator: _____

4. Contact Phone Number: _____

5. Contact Email Address: _____

6. Has the Applicant been a past recipient of funds appropriated from the Tree Protection and Related Expenses Trust? If yes, has the applicant submitted all the required documentation now due from the previously funded projects?

7. Project Partner Organizations & Businesses/Other Entities Collaborating: _____

8. Location/Address of Planting Project:

9. Have You Gained Approval From Public Property Owner/Administrator of Planting Site:

_____ (required) Please identify the entity who owns the property:

10. Have you shared information about the project with the planting project location's City Council representative by email? _____

11. Proposed Dates of Planting Project (planting should generally not take place between May 15th and September 15th):

12. Anticipated number of volunteers & staff participating in planting project:

13. Project Revenues (Matching): Please list known and anticipated sources of funding for the proposed project from all funding sources. Please include whether the funds are collected or committed:

14. Did you put the project out to bid to three contractors as required? If so, please list three contractors below (and attach bid proposal and contractor responses): _____

15. Checklist of Attachments:

- a. Proof of not-for profit status (i.e. IRS Determination Letter)
- b. Proof of authority to act on behalf of a non COJ Agency or Body
- c. Map, RE#, Property Appraiser Page of Location
- d. Written Authorization for Planting Location (i.e. Right-of-Way Permit, Parks & Recreation Director Approval)
- e. Proof of bid request and three responses from contractors

- f. Acknowledgment of Review and Acceptance of COJ Form Contract concerning indemnification, bond, insurance, etc.

c) Project Narrative:

1. Provide the number, species, and specific location of the design by uploading the proposed design to <https://pg-cloud.com/JacksonvilleFL/#home>) or through a similar visual design of the project :
2. Rationale for Project (include information about the public benefit of the project):
3. Total Project Budget in Spreadsheet:
 - a. Provide itemized costs of all aspects of project (administrative, trees, incidental landscaping, contractor costs, irrigation etc.)
 - b. Total amount of award requested
 - c. Any other sources of funding (collected or committed)
4. Rationale For Selecting Winning Contractor:
5. Maintenance Analysis:
 - a. Describe impacts from the species being planted on City infrastructure (roads, sidewalks, drainage system) and utility infrastructure (above and below surface), with special attention to proposed species bi-products that require enhanced maintenance (fruiting, roots)
 - b. Describe impacts from “high maintenance” trees that require extra maintenance to retain good appearance (blight from unmaintained trees)
6. Operations Analysis:
 - a. Describe all adverse impacts on Safety to City or JEA infrastructure such as site distance on roads, sidewalk encroachment, power line/pole impact and damage, impact street light performance or damage
 - b. Describe the requirements to keep planted trees healthy
 - c. Describe irrigation requirements, and if any is required beyond the first year
7. Positive Impacts Analysis:
 - a. Describe all potential Storm water benefits from specific project
 - b. Describe all potential Groundwater benefits

d) STAFF REVIEW RUBRIC

1. Staff determines the Application satisfies ALL of the following requirements before proceeding to evaluation of the Project Narrative:

- a) The design of the Project is approved by Staff
- b) Only “Florida Friendly” tree species are being planted
- c) No greater than 25% of the total tree species being proposed for a particular project are palms
- d) The planting will not interfere with utilities or sight line requirements
- e) Only Florida Fancy or Florida #1 are being planted
- f) Project costs are equal to or less than the City’s Continuous Contract (Tree Commission staff to evaluate this. If the contractor responsible for the City’s Continuous Contract cannot do the Project, then this requirement is not applicable)
- g) Solicited and received at least 3 bids for the project (not including City’s Continuous Contract)

2. Evaluation Criteria and review of Project Narrative: The evaluation of the Project Narrative shall be based on the criteria set forth below. Tree Commission staff will be responsible for evaluating applications and recommending point scores to the Commission. Tree Commission staff shall utilize the information contained in the Application, including the exhibits, and all information obtained during its review of the Application for scoring. Scoring shall be on a scale of 1-5, as follows, unless otherwise noted:

Points	0	1	2	3	4	5
Definition:	Incomplete	Strongly Disagree	Disagree	Indifferent	Agree	Strongly Agree

3. Narrative Review (TOTAL OF 80 POINTS)

- a. The Project provides a distinct and unique benefit to the neighborhood, Council District, or City (double the points so that 1=2, 2=4, 3=6, 4=8, 5=10)
- b. The species and number of trees are appropriately located

- c. The administrative costs for the Project accurately reflect the amount of administrative services being performed by the applicant
- d. The cost of irrigation is for only one to two years (yes=5, no=0)
- e. The incidental landscaping is appropriate (yes=5, no= 0)
- f. The Project serves high visibility areas
- g. The Project engages the Community (double the points so that 1=2, 2=4, 3=6, 4=8, 5=10)
- h. The Applicant or Contractor hired by the Applicant has sufficient experience related to planting trees
- i. Minimum maintenance required after first year
- j. Minimum adverse impacts on infrastructure
- k. Impacts to storm water and ground water (if adverse impacts outweigh positive issue a 0)
- l. Positive impacts to City's TMDL BMAP (River/Tributaries Nitrogen Reduction requirement) (if adverse impacts outweigh positive issue a 0)
- m. Reasonable annual cost of fertilization in subsequent years

1. **Plan-it Geo/Jax Digs Trees Webtool Objective Criteria Score**

2. **(TOTAL 20 POINTS- max 4 points per category for the below 5 categories)**

- a. Urban Tree Canopy Percentage
- b. Stormwater Benefits
- c. Urban Heat Islands
- d. Socio-Economic Benefits
- e. Overall- equally weighted criteria

Jax Digs Trees/Plan-It Geo Evaluation Criteria

Project Areas- Census Block Criteria

- 1. Low Urban Tree Canopy %: 1 to 4
- 2. Urban Heat Island with low UTC- 1 to 4
- 3. Stormwater Benefits with low UTC- 1 to 4
- 4. Socio-Economic Priority Areas with low UTC- 1 to 4
- 5. Total Plan-It Geo Score for All Criteria : 1 to 4

488 Census Block in Duval County (Ranked 1-488)

- Blocks Ranked in Top Quarter (1 to-122) – 4 points
- Blocks Ranked in 2nd Quarter (123-244)- 3 points
- Blocks Ranked in 3rd Quarter (245-366)- 2 points
- Blocks Ranked in 4th Quarter (367-488)- 1 point

Staff will repeat block ranking for each of 5 categories for a total of up to 20 points

Maximum 20 Points- 4 Points Per Category based for each of 5 categories

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INDEX CODE	Index Code Titles	BUDGET	Actual	Encumbrance	Unencumbered Budget Balance	Reserves	Unencumbered Balance net of Reserves	Scope	Status
Subfund 15F Revenue									
PWOD15FTP	TREE PROTECTION & RELATED EXPENSES	29,277,088	40,299,525		11,022,437		11,022,437		
JXSF15FPW	TREE PROTECTION & RELATED EXPENDITURES	7,535,414	8,502,138		966,724		966,724		
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		36,812,894	49,149,471	-	12,336,577		12,336,577		
* Subfund 15F Expenditures									
PWOD15FARATP	SANDALWOOD TREE REPLACEMENT PROJECT	13,796	12,416	1,380	-	-	-	Alden Rd; Sam Hardwick Blvd; John Prom Blvd Median Trees	Open - Pending invoices for establishment period maintenance
PWOD15FFSAS	FORREST STREET ASH SITE TREE/PLANTING	587,850	581,856	5,995	-	-	-	Forest Street Ash Site Tree Planting	Balance available for additional tree planting within Ash site boundaries.
PWOD15FNMS	NORTH MAIN STREET LANDSCAPING	62,057	40,000	22,057	-	-	-	North Main St, 3rd St to 8th St Tree Replacement	Open - Project on hold pending roadwork scheduled by FDOT
PWOD15FBDAS	BROWN'S DUMP ASH SITE TREE/PLANTING	364,730	342,361	22,370	-	-	-	Browns Dump Ash Site Tree Planting	Balance available for additional tree planting within Ash site boundaries.
PWOD15FFCAS	5TH & CLEVELAND ASH SITE TREE/PLANTING	494,215	376,792	117,423	-	-	-	5th St & Cleveland St Ash Site Tree Planting	Ongoing - Includes pending invoices for maintenance with balance available for additional planting.
PWOD15FDCS	DUVAL COUNTY SCHOOL BOARD PROPERTY	125,000	784	124,216	-	-	-	One Tree Per School project with DCSB	Ongoing Maintenance during tree establishment; Period ends Spring 2018
PWOD15FHRDA	TREE PLANTING - HARTS RD. AT DUNN AVE	23,718	-	23,718	-	-	-	5 Date Palms to be planted on two medians on Harts Rd. at the cross street of Dunn Ave. 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) 13 Date Palms total. Includes removal of existing Date Palm stumps in city street planting boxes.	In Progress; Phase 1 is complete and Phase 2 is in progress.
PWOD15FDTP	DOWNTOWN TREE PLANTING	38,822	-	38,822	-	-	-	North Main St, 3rd St to 8th St Tree Replacement	Open - Pending invoices for establishment period maintenance
PWOD15FZLAE	ZOO LANDSCAPING-ASIAN EXHIBIT	1,824,408	689,345	1,135,063	-	-	-	Tree & Understory Planting	Ongoing
PWOD15FMSW	MINDANAO FR ALOHA DR TO WITCHHAVEN ST	9,710	9,710	-	-	-	-	Sandalwood Blvd and Mindanao Road Planting	Project has been closed
PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING	100,000	64,711	16,003	19,286	-	19,286	Southside Blvd; Beach Blvd and Atlantic Blvd tree replacement	Open - Pending invoices for establishment period maintenance
								Tree planting - Various Sites	Open - Pending invoices for establishment period maintenance
								Mayport Road Medians	Open - Pending invoices for establishment period maintenance
								Rio Lindo Dr Tree Planting	Open - Pending invoices for establishment period maintenance
								Rogero Rd Plant Replacement	Open - Pending invoices for establishment period maintenance
								County Wide Tree Planting	Ongoing - includes pending invoices for maintenance with balance available for additional planting with Ash site boundaries.
PWOD15FROW	COUNTY-WIDE TREE PROG-RIGHT OF WAY	4,679,980	4,612,697	36,528	30,756	-	30,756	25% of FY17/18 budgeted for Hazardous tree removal & pruning paid by Tree Fund Design, construction, plant establishment maintenance, and construction oversite of tree planting and incidental landscaping on Hammond Blvd. right-of-way from Mallory Rd. to Beaver St.	FY18 PO Active through 10/26/2018
PWML15F	TREE MAINTENANCE	1,761,795	1,376,256	358,344	27,194	-	27,194		New project. Project scheduled to be completed by end of 2018.
PWOD15FHAMM	HAMMOND BLVD PROJECT	175,761	-	-	175,761	-	175,761	Various Sites throughout the City per Ordinance	Funding availabe for additional tree planting within limits of ordinance
PWOD15FVPP	COUNTY-WIDE TREE PROG-PRESERVATION PARKS	1,000,000	485,146	-	514,854	-	514,854	Various Sites throughout the City per Ordinance	Funding availabe for additional tree planting within limits of ordinance
PWOD15FVAP	COUNTY-WIDE TREE PROG-ACTIVE PARKS	1,151,965	619,420	-	532,545	-	532,545		
PWOD15FOSABP	OLD ST.AUG AT BARTRAM PARK	18,364	-	18,364	-	-	-	PWOD15FTP	
PWOD15FTP	TREE PROTECTION & RELATED EXPENSES	3,548,513	2,097,444	-	1,451,069	1,449,105	1,964	JXSF15FPW	
JXSF15FPW	TREE PROTECTION & RELATED EXPENDITURES	2,000,635	-	-	2,000,635	2,000,635	-	JXSF15F	
JXSF15F	TREE PROTECTION & RELATED EXPENDITURES	2,365,741	-	-	2,365,741	2,365,741	-		
Subfund 15F Expenditures		20,347,059	11,308,937	1,920,281	7,117,841	5,815,481	1,302,360		
Unencumbered Budget Balance									
Revenues								12,336,577	
Expenditures								7,117,841	
Unencumbered Balance net of Reserves								(1,302,360)	
Subfund 15F Available to Appropriate (Budget less Actual less Encumbrance less Unencumbered Budget balance)								18,152,058	

INDEX CODE	Index Code Titles	BUDGET	Actual	Encumbrance	Unencumbered Budget Balance	Reserves	Unencumbered Balance net of Reserves	Scope	Status
Subfund 15N Revenue									
PWOD15NTM	TREE MITIGATION & RELATED EXPENSES	173,306	4,032,226	-	3,858,920		3,858,920		
	Total Subfund 15N Revenue	173,306	4,032,226	-	3,858,920	-	3,858,920		
*Subfund 15N Expenditures									
PWOD15NARTS	AVONDALE/RIVERSIDE TREE SURVEY	40,000	39,999	-	1	-	1		Project is in the process of being closed
PWOD15NBDTP	BAKERSFIELD DRIVE-TREE PLANTING	8,306	6,645	1,661	-	-	-	Bakersfied Dr Tree Planting	Open - Pending invoices for establishment period maintenance
	Subfund 15N Expenditures	48,306	46,643	1,661	1	-	1		
* Includes accounts with encumbrances and budget balances									
*	*Total Subfund 15N	173,306	171,643	1,661	1	-	1		
* Includes Subfund all-years history									
Subfund 15N Available to Appropriate (Budget less Actual less Encumbrance less Unencumbered Budget balance)							3,858,920		

4/10/18

Year	Encumbrance Number	Enc. Sfx	Sub - fund	Vendor Number	Vendor Suffix	Vendor Name	Encumbrance Balance	Index Code	Index Code Title
2018	CTPW07000014	01	15F	591319010	01	JACKSONVILLE ZOOLOGICAL SOCIETY	1,135,063.14	PWOD15FZLAE	ZOO LANDSCAPING-ASIAN EXHIBIT
2018	CTPW16000066	02	15F	592283261	03	GREENSCAPE OF JACKSONVILLE INC	124,215.60	PWOD15FDCS	DUVAL COUNTY SCHOOL BOARD PROPERTY
2018	PO3019740001	04	15F	340176110	07	THE DAVEY TREE EXPERT COMPANY	36,527.50	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	PO7A02942003	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	1,379.55	PWOD15FARATP	SANDALWOOD TREE REPLACEMENT PROJECT
2018	PO7A02942004	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	4,205.00	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942006	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	22,057.00	PWOD15FNMS	NORTH MAIN STREET LANDSCAPING
2018	PO7A02942007	01	15N	340176110	06	THE DAVEY TREE EXPERT COMPANY	1,661.15	PWOD15NBDTP	BAKERSFIELD DRIVE-TREE PLANTING
2018	PO7A02942008	02	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	1,039.00	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942010	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	1,076.40	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942012	03	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	1,022.64	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942015	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	8,659.61	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942017	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	38,821.76	PWOD15FDTP	DOWNTOWN TREE PLANTING
2018	PO7A02942017	02	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	23,718.27	PWOD15FHRDA	TREE PLANTING - HARTS RD. AT DUNN AVE
2018	PO7A02942018	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	18,364.21	PWOD15FOSABP	OLD ST.AUG AT BARTRAM PARK
2018	PO8A01798005	01	15F	161004851	05	LEWIS TREE SERVICE, INC.	358,344.00	PWML15F	TREE MAINTENANCE

1,921,941.83



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): \$18,152,057.85
15N (Charter): \$3,858,919.92
Total: \$22,010,977.77



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.



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