

Jacksonville Tree Commission

Thursday, May 24th, 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 May 10, 2018 meeting
4. Fund balance and encumbrance report for 15(F) and 15(N)
5. Status of Pending Tree Projects

B. New Business

1. Recommendations from the Point System Subcommittee – Chairman Crescimbeni, Dave McDaniel, Kathleen McGovern, Richard Leon, John Pappas
2. North Main Street project status – Kathleen McGovern
3. Results of meeting with Davey Tree and the question of performance bond versus installment payments – CM Crescimbeni
4. Timeline ETM will share publicly owned lands information with Mr. November of the Public Trust – John Pappas
5. Draft legislation of recommendations from the Shade Tree Subcommittee (a, b, c, and h) for submission to the Mayor's Office – Sondra Fetner
6. Tree Fund Project Application Process – Sondra Fetner

C. Public Comment

D. Adjournment

Jacksonville Tree Commission
Meeting Minutes May 24, 2018
Approved June 14, 2018

Commissioners

Present: John Crescimbeni, Chair
Curtis Hart, Vice Chair
John Pappas
Aaron Glick

Staff: Cindy Chism

Public: John November, Public Trust
Dave, McDaniel, Public Works, COJ
Joe Anderson, JEA Vegetative Mgmt
John Nooney
Tracey Arpen, Greenscape
Tom Larson, Sierra Club, Public Trust

Advisors: Sondra Fetner, OGC
Richard Leon, Urban Forest Manager
Kathleen McGovern, City Arborist
Joel Provenza, Accounting

A. Meeting was called to Order by Chair at 12:22 PM.

1. All present introduced themselves
2. Submittal of Speaker's Cards
3. Motion made by Mr. Hart, seconded by Mr. Pappas, to approve minutes from the meeting of May 10, 2018. None opposed.
4. Fund balance and encumbrance report for 15(F) and 15(N) (Attachment A)
5. Status of Pending Tree Projects (Attachment B)

B. New Business

1. Recommendations from the Point System Subcommittee – Chairman Crescimbeni, Dave McDaniel, Kathleen McGovern, Richard Leon, John Pappas

This will be combined with item 6 below.

2. North Main Street project status – Kathleen McGovern

a. Thirty-four (34) trees are scheduled to be replaced. This was delayed due to a Florida Department of Transportation project which has now been rescheduled to 2023. Many of the trees are being replaced due to vandalism. **Mr. Leon will give the commission a more detailed report on this project (soil enhancement, how many trees were vandalized, how many failed due to stress, etc).**

b. Mr. Larson asked about irrigation. Mr. McDaniel responded there are bubblers on the wells but the backflows in place were being stolen so they were not replaced. When the new trees are planted the backflows will be replaced.

c. Mr. Larson suggested the Springfield Preservation and Revitalization Council may wish to visit with property owners in the vicinity of this project. This could serve as an opportunity for people to voice any concerns about tree species and signs or storefronts being obscured. Mr. Anderson said Greenscape's mission is education and promoting tree planting. Mr. Glick said that the Springfield Merchants and Business Association would coordinate an educational effort before the planting to get some feedback. **Mr. Glick will reach out to them.**

3. Results of meeting with Davey Tree and the question of performance bond versus installment payments – CM Crescimbeni

a. A request was made to Davey Tree to determine parameters by which they could involve volunteers in tree planting projects. Davey Tree will draft an outline of what types of projects would work with volunteers and include specific requirements and restrictions. **The outline will be shared with the Tree Commission once it's received from Davey Tree.**

b. Mr. McDaniel reported there is a performance bond in the current contract. With the extended two-year warranty, the payments would continue to be made as they are now. However, 18-month and 24-month inspections will be scheduled and if the trees are not thriving at either of those inspections, Davey Tree will be contacted for replacement. If there are any problems with replacement, activating the performance bond would be the next step.

4. Timeline for when England-Thims and Miller, Inc. will share publicly owned lands information with Mr. November of the Public Trust – John Pappas

a. A meeting is being scheduled with England-Thims and Miller, Inc. to discuss how the data for determining public lands is identified and how to make them available. We are also discussing how to extract data from Plan-It GEO and put it into the City's geographic information system. **Mr. Pappas will let the Tree Commission know the results of the meeting.**

5. POSTPONED - Draft legislation of recommendations from the Shade Tree Subcommittee (a, b, c, and h) for submission to the Mayor's Office – Sondra Fetner

6. Application and Approval Criteria for Tier II Applicants – Sondra Fetner (Attachment C)

a. The Tier II process has been updated. It is now titled 'Not-for-Profit Application Process'. The changes discussed last month as well as those discussed at the special meeting have all been made.

b. Tree Recommendation, formerly Tier I. CM Crescimbeni pointed out that there needs to be a careful distinction between the applicants. As both processes are for not-for-profit organizations, we don't want conflict because one group is required to submit many forms and the other is not. Mr. Leon said that his understanding of the Tier I application is to work through the City while the Tier II process' purpose was to recoup administration fees for the non-profit organization. Mr. Glick agreed; that was his understanding as well. Ms. Fetner also

agreed and said the Tier II Applicant would be entering into a contract with the City as administrators of the project.

c. CM Crescimbeni opined the Tier II cannot be further discussed until the Tier I Application is finalized. **Ms. Fetner said the only discussion item remaining is to determine when the Tree Commission would review these applications. She will forward the Tier I Application to the Commission again for further discussion.**

d. CM Crescimbeni pointed out the Introduction needed to be more specific regarding the Mayor's Budget Review Committee process and approval (paragraph 3 on page 1). In II.B.1., the deadline for the application needs to be more specific. Define the difference between II.B.2. and II.B.3. Mr. Pappas defined a subcontractor as employed by the contractor. The language should be changed; if an applicant is acting as his own contractor, then he must solicit five bids from any subcontractor they will be using. Mr. November asked for clarification regarding proof of solicitation of bids. **Ms. Fetner will contact the City's Procurement Division and see how they typically get proof of bid solicitation.**

e. Mr. Arpen pointed out that II.B.4. should be revised to only require proof of bid solicitation for five suppliers and any price quotes received.

f. Mr. Pappas asked about maintenance of the project upon completion. Ms. Fetner said there will be a contract that is entered into when the award is given. The Tree Fund Project Affidavit includes insurance, maintenance, and warranty. Upon award of the project, there is a more specific and binding contract that is signed.

g. Mr. Arpen requested another way be found to verify the not-for-profit is operating in Duval County instead of using the Sunbiz.org website. As there are many Assistant Superintendents at the School Board, perhaps this should also be more specific. Mr. McDaniel reminded the Commission that the Real Estate Division was going to be consulted to vet the ownership. CM Crescimbeni pointed out his concern regarding response time for the request. Mr. Pappas said the Real Estate Division would identify who the entity was and the applicant would take over from there.

h. Discussion on the remainder of the Not-For-Profit Application will continue at the next Commission meeting.

C. Public Comment

Mr. John Nooney – I am advocating for some of the money from the Tree Commission be used for Citrus Trees. Plant them at boat launches, kayak launches and schools, just like one school, one tree.

Mr. Tracey Arpen – My perception of the Tier I Application is that it is simply a suggestion form to be turned in with a proposed location to City Staff; no more than a one page form. It wouldn't even come before the Tree Commission unless staff had determined there was merit.

Mr. John November – Tier I does look like a suggestion form and is about a page and a half. As we continue to refine this application, it is important we move the ball along on making this electronic. We discussed using the Land Use and Zoning Committee Application, not recreating the wheel but using something that already exists. I followed up on the irrigation issue; Sunbelt will rent a 4000 gallon truck for \$1500 per day, which is less expensive than Davey Tree but after speaking with several irrigation experts around the City, their recommendation is the City purchase a 1600 gallon water trailer at \$8441 and tow it behind a work truck using reclaimed water. This will be more cost effective than paying \$2500 every time we use a watering truck. I've forwarded the quote for the trailer to Mr. Leon. Mr. McDaniel pointed out that if Davey does it, even though it costs more, he doesn't have to supply the staff, which is not in his budget.

D. Action Items

Mr. Leon will give the commission a more detailed report on this project (soil enhancement, how many trees were vandalized, how many failed due to stress, etc).

Mr. Glick will reach out to the Springfield Preservation and Revitalization Council and coordinate and educational effort before the North Main Street planting to get some feedback.

A meeting is being scheduled with England-Thims and Miller, Inc. to discuss how the data for determining public lands is identified and how to make them available. Mr. Pappas will let the Commission know the results of the meeting.

Davey Tree will provide an outline of what types of projects would work with volunteers including specific requirements and restrictions to CM Crescimbeni who will share the outline with the Tree Commission.

Ms. Fetner will forward the Tier I Application to the Tree Commission for further discussion.

Ms. Fetner will contact the City's Procurement Division and ask how they typically receive proof of bid solicitation.

E. Meeting Adjourned at 1:30

INDEX CODE	Index Code Titles	BUDGET	Actual	Encumbrance	Unencumbered Budget Balance	Reserves	Unencumbered Balance net of Reserves
Subfund 15F Revenue							
PW0015FTP	TREE PROTECTION & RELATED EXPENSES	29,367,454	40,617,713	11,255,258.61	11,255,258.61	-	11,255,259
J05F15FPW	TREE PROTECTION & RELATED EXPENDITURES	7,531,414	8,531,876	996,461.87	996,461.87	-	996,462
J05F15F	TREE PROTECTION & RELATED EXPENDITURES	-	8,580	8,580	8,580	-	8,580
TRM15FFR31R	TRE TO 15F TREE PROTECTION FR 31F	392	392	0	0	-	0
	CONVERSION AND HIGH CASH REVENUE ENTRIES	-	338,836	-	338,835.81	-	338,836
	Total Subfund 15F Revenue	36,898,260	49,497,397	11,599,136	11,599,136	-	11,599,136
* Subfund 15F Expenditures							
PW0015FARATP	SANDALWOOD TREE REPLACEMENT PROJECT	13,796	12,416	1,380	-	-	-
PW0015FSAS	FORREST STREET ASH SITE TREE/PLANTING	587,856	581,856	5,995	-	-	-
PW0015FRMS	NORTH MAIN STREET LANDSCAPING	62,057	40,000	22,057	-	-	-
PW0015FBDA	BROWN'S DUMP ASH SITE TREE/PLANTING	364,730	342,361	22,370	-	-	-
PW0015FCAS	5TH & CLEVELAND ASH SITE TREE/PLANTING	494,215	376,792	117,423	-	-	-
PW0015FDCS	DUAL COUNTY SCHOOL BOARD PROPERTY	125,000	784	124,216	-	-	-
* Subfund 15F Expenditures							
PW0015FHDA	TREE PLANTING - HARTS RD. AT DUNN AVE	23,718	18,975	4,744	-	-	-
PW0015FDIP	DOWNTOWN TREE PLANTING	38,822	38,822	38,822	-	-	-
PW0015FZAE	ZOO LANDSCAPING-ASIAN EXHIBIT	1,824,408	689,345	1,135,063	-	-	-
PW0015FM5W	MILDANAO FR ALOHA DR TO WITCHHAVEN ST	9,710	9,710	9,710	-	-	-
PW0015FBCL	INTERSEC. BRIDGE, MISC 09/10 LANDSCAPING	100,000	64,711	16,003	19,286	-	19,286
* Subfund 15F Expenditures							
PW0015FR0W	COUNTY-WIDE TREE PROG-RIGHT OF WAY	4,679,980	4,612,697	36,538	30,756	-	30,756
* Subfund 15F Expenditures							
PW0015F15F	TREE MAINTENANCE	1,761,795	1,416,338	323,342	22,115	-	22,115
PW0015FKSCP	KING ST PLANTING COLLEGE TO PARK	85,366	-	85,366	-	-	-
PW0015FHMM	HAMMOND BLVD PROJECT	175,761	-	-	175,761	-	175,761
PW0015FVPP	COUNTY-WIDE TREE PROG-PRESERVATION PARKS	1,000,000	485,146	-	514,854	-	514,854
PW0015FVAP	COUNTY-WIDE TREE PROG-ACTIVE PARKS	1,151,965	619,470	-	532,545	-	532,545
PW0015FOSABP	OLD ST AUG AT BARTRAM PARK	18,364	2,097,444	18,364	-	-	-
PW0015FTP	TREE PROTECTION & RELATED EXPENSES	3,548,513	-	-	1,451,069	-	1,451,069
J05F15FPW	TREE PROTECTION & RELATED EXPENDITURES	2,000,635	-	-	2,000,635	-	2,000,635
J05F15F	TREE PROTECTION & RELATED EXPENDITURES	2,365,741	-	-	2,365,741	-	2,365,741
	Total Subfund 15F Expenditures	20,432,425	11,367,994	1,951,670	7,112,762	5,815,481	1,297,281

* includes accounts with encumbrance and budget balances

Unencumbered Budget Balance

INDEX CODE	INDEX CODE TITLE	BUDGET	ACTUAL	ENCUMBRANCE	UNENCUMBERED BUDGET BALANCE	RESERVES	UNENCUMBERED BALANCE net of Reserves
	Revenues						12,599,136
	Expenditures						7,112,762
	Unencumbered Balance net of Reserves						(1,257,281)
	Subfund 15F Available to Appropriate (Budget less Actual less Encumbrance less Unencumbered Budget balance)						<u>38,414,817</u>

PW0015RTM	Subfund 15M Revenue	173,306	4,075,004		3,901,698		
	TREE MITIGATION & RELATED EXPENSES	173,306	4,075,004		3,901,698		
	Total Subfund 15M Revenue						


PW0015MARTS	*Subfund 15M Expenditures	39,999	39,999				
PW0015NBTDTP	AVONDALE/RIVERSIDE TREE SURVEY	8,306	6,645	1,661			
JISF15M	BAKERSFIELD DRIVE TREE PLANTING	1					
	TREE MITIGATION & RELATED EXPENSE						
	Subfund 15M Expenditures	48,306	46,643	1,661			

	* Includes accounts with encumbrances and budget balances						
	Subfund 15M Available to Appropriate (Budget less Actual less Encumbrance less Unencumbered Budget balance)						<u>3,901,699</u>



TREE REMOVAL PERMIT INFORMATION

Click here to search detailed information on Site Clearing and Tree Removal Permits. In reviewing this removal information on a specific permit, for a permit click on the Spec 2 tab for "T" permits on the Tree Mitigation tab.




AVAILABLE FOR APPROPRIATION

15F (Ordinance) \$18,414,617.36
 15N (Charter) \$3,901,699.24
Total: \$22,316,316.60



TREE FUND CITY PLANTING PROJECTS

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



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 system.



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, please contact the City's Information Technology Support Center at 904-630-4940 or 904-630-4933 (TTY: 904-630-4933).

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5/17/18

Year	Encumbrance Number	Enc. Sfk	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	PWOD15FDSCS	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	4,743.66	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	PO7A02942019	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	85,366.23	PWOD15FKSCP	KING ST. PLANTING COLLEGE TO PARK
2018	PO8A01798005	01	15F	161004851	05	LEWIS TREE SERVICE, INC.	323,341.76	PWML15F	TREE MAINTENANCE

CITY OF JACKSONVILLE TREE PLANTING PROJECTS - ACTIVE

See jactreemgmt.com - 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 3rd St and 7th St.	2017-0111-E	Public Works - Mowing and Landscape Richard Leon/Fred Pope	\$22,057.00						Delayed due to FDOT project scheduling in progress
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., 1 on Forsyth St., 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 4/30/18	Phase 1 3/28/18 Phase 2 TBD	Phase 1 3/28/18	Phase 2 Complete, initial inspection complete Phase 2 Existing Date Palm stumps removal complete; Phase 2 date palm planting in progress
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 Scheilberg. Appropriation from Tree Fund 15F.	2018-0043-E	Public Works - Mowing and Landscape Richard Leon/Kathleen McGovern	\$18,364.21		4/20/2018				Trees on Order; sod removal in progress
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		5/11/2018	5/11/2018			Trees on order, removal 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) Introduced by CM Scott Wilson and through citizen request. Appropriation requested from 15F (\$19,138.05) and 15N (\$18,265.20)	2018-0190	Public Works - Mowing and Landscape Dave McDaniel/Kathleen McGovern	\$37,398.25						Introduced 3/27/2018, Deferred pending changes
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	Public Works - Mowing and Landscape Richard Leon/Kathleen McGovern	\$31,231.60						Submitted 4/18/2018
4	Lenox Ave. Tree Planting	Tree Planting in City ROW tree planting (no removals) on Lenox Ave. from Shen Ave to Cassat Ave. Introduced by CM Dennis, Appropriation requested from 15F	2018-0307	Public Works - Mowing and Landscape Dave McDaniel/Kathleen McGovern	\$26,435.84						Submitted 5/2/2018
7	Harts Rd. Medians and Right of Way	Tree Planting in City ROW and medians; Introduced by CM Gaffney		Public Works - Mowing and Landscape Dave McDaniel/Kathleen McGovern	\$31,265.81						Submitted

*Changes highlighted in green

NOT-FOR-PROFIT APPLICATION PROCESS FOR TREE FUND PROJECTS

INSTRUCTIONS AND FORMS

I. Introduction

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 planting projects between public and private entities and to review expenditure proposals and plans for planting projects.

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

Following the review and evaluation of tree planting projects proposed by not-for-profit organizations, and with the input of the District Councilperson and City staff, the Tree Commission will create a Project Priority List of proposed tree planting projects based on the established criteria and guidelines herein. The Project Priority List will be submitted to the Mayor's Office for review and approval at least three times per year.

Regardless of the Tree Commission's recommendation for approval, approval with conditions, or denial, a proposed project will be included on the Project Priority List. This Project Priority List will be presented to the Mayor's Office through the MBRC process, and, if a proposed project is approved, the Office of General Counsel will draft the necessary appropriation legislation and Agreement at the request of the Mayor's Office. In the alternative, the Mayor's Office 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, no further action on it shall be made, unless at the complete discretion of a Councilperson at the request of the Applicant.

If a citizen or organization is interested in suggesting a planting project to be administered by the City, then a streamlined application can be found at the following link: XXXX. The proposed project will be evaluated by the Tree Commission and included in the Project Priority List submitted to the Mayor’s Office.

II. Application Process

A. The Tree Commission will review and create a recommended Project Priority List for the Mayor’s Office for project funding three times per year. The Tree Commission’s review of projects will follow, if possible, the below schedule. At the completion of each Award Session, Tree Commission Staff will prepare and present the Project Priority List to the Mayor’s Office for approval of appropriation.

Award Session	Applications Deadline	Staff review due	Commission 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

B. Applicants must submit **complete applications** by the deadline to the City, by submitting it to the Mowing & Landscape Maintenance Division, c/o the urban forester.

1. Applications may be submitted prior to deadline to allow staff to fully review and iron out any details missing in the Application.
2. If a contractor is going to be retained, the Application must include the solicitation for bids from at least five (5) contractors along with the responses.
3. If a subcontractor for watering, planting, fertilizing or other major task is

going to be retained, the Application must include the solicitation for bids from at least five (5) of the applicable type with the responses.

4. If trees or other materials and supplies are going to be purchased by the Applicant directly from a supplier (i.e. nursery), the Application must include pricing quotes from at least five (5) suppliers.
- C. The Tree Commission staff will review and make a recommendation for approval, approval with conditions, or denial in a Staff Report that will be sent to both the Tree Commission, the District Councilperson, and the Applicant.
- D. All Applications will 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.
1. 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.
 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.
- E. After recommendation, the Priority List is presented to the Mayor's Office through the MBRC process. If the Mayor's Office approves any or all of the projects, the Office of General Counsel will prepare the appropriation bill(s) and agreement(s) as directed by the Mayor's Office.

III. Requirements to Apply- Qualifications and Proof:

A. Be a 501(c) not-for-profit organization

1. Attach a copy of the organization's IRS determination letter

B. Registered with the State of Florida and have been in existence for at least one (1) year

1. Attach a 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 Tree Fund Project application deadline. 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/>) ; and

2. Attach proof of active registration with the Florida Department of Agriculture and Consumer Affairs evidencing that the Applicant is allowed to solicit contributions. (requested from the Department here: <https://www.freshfromflorida.com/Business-Services/Solicitation-of-Contributions>)

C. Currently operating in Duval County

1. Attach copy of Detail by Entity Name from Sunbiz.org

Go to this link: <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>

D. Have authority to act on behalf of the Applicant

1. Attach Corporate Resolution Certification (form provided in this packet)

E. Have authorization by the owner or operator of the public property in which the planting project is planned

1. Attach the Authorization to Plant Trees (form provided in this packet)
 - If 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
 - If City Park, must obtain authorization from the Parks & Recreation Department
 - If School Board property, must obtain authorization from the Assistant Superintendent.
 - Any other public properties, please call XXXX

F. Solicited at least 5 bids and responses from contractors, subcontractors, and major suppliers

1. please list all contractors, major subcontractors (watering, fertilizing, planting) and suppliers (nursery, farms) and their bid proposals/ price quotes below requirement to solicit at least five (5) of each contractor, subcontractor, and/or suppliers

2. Attach copies of all solicitations and proposals as listed above

G. 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.

1. Attach an executed Tree Fund Project Affidavit (form provided in this packet)

IV. Application:

A. Qualifications- Applicant must meet all qualifications and submit the required documents in Paragraph A of the Application.

B. General Information- Applicant must provide General Information in Paragraph B of the Application. Either answer in the spaces provided or use a separate sheet.

C. Project Narrative- This is the part of the Application where the Applicant describes the Project in Narrative Form. The list of items in Paragraph C of the Application are information that is required to be included in the Narrative. Please feel free to get creative in your Application and provide more information than requested.

V. Application Review- This is the portion of the Application that identifies how the Tree Commission will evaluate and scored the Application for the submittal of a recommended priority list to the Mayor's Office. Each application will be scored on a scale of **0 to 140 points**. Assuming multiple applications will be received during each Award Session, these applications will be ranked in order of highest score and included on a recommended Project Priority List to the Mayor's Office 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 out of a total of **140 possible points**.

The Tree Commission staff will review each Application and provide a report and recommendation for approval or disapproval based on the Application and exhibits. This report shall include a Maintenance and Impacts Analysis of the Project. The Staff Report will not include a score for each Application.

When evaluating each application, the Tree Commission 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 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.

A.

1. **Design Review**

- a. The species of trees are appropriately located
- b. The number and placement of trees are appropriately located
- c. Trees are from the list of acceptable trees are being planted
- d. The overall use of non-shade trees is acceptable
- e. Less than 25% of the total species of trees being planted are palms
- f. The planting will not interfere with utilities or sight line requirements
- g. Only “Florida Friendly” tree species are being planted (see <https://ffl.ifas.ufl.edu/plants>)
- h. 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>
- i. The project does not include incidental landscaping

2. **Cost Review**

- a. Project costs are equal to or less than the City’s Continuous Contract
 - 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
- b. The administrative costs for the Project accurately reflect the amount of administrative services necessary and being performed.
- c. The irrigation costs are only for 1 to 2 years
- d. The cost of the species of trees selected do not outweigh the benefit of the trees

3. **Maintenance and Impacts Review**

- a. Minimum maintenance required after first year, considering the time and money required for fertilizing, pruning, and any other required maintenance
- b. Minimum adverse impacts on infrastructure
- c. Positive Impacts to storm water and ground water

d. Positive impacts to City's TMDL BMAP

4. **Public Benefit Review**

- a. The species of trees being planted are beneficial to the City's tree canopy
- b. The Project provides a distinct and unique benefit to the neighborhood, Council District, or City
- c. The Project serves high visibility areas
- d. The Project engages the Community through volunteers or education or other public engagement
- e. The Project is aesthetically pleasing and/or combats blight in blighted areas
- f. The Applicant or Contractor, has experience related to planting trees

DRAFT

NOT-FOR-PROFIT APPLICATION PROCESS FOR TREE FUND PROJECTS

Project Evaluation

Evaluation Criteria and review of Project Narrative and Design: The evaluation of the Project shall be based on the criteria set forth below and will receive a score out of **140 points**. The Tree Commission staff will evaluate each Project, provide a report and recommendation for approval or disapproval of the Project. This report shall include an Impacts Analysis of the Project. When evaluating each Project, the Tree Commission 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 Project and the Assistant General Counsel assigned to the Tree Commission will average the total score from each Commissioner for each Project to arrive at a final Score.

1. Design Review (TOTAL OF 50 POSSIBLE POINTS)

This part of the Project Evaluation evaluates the design of the Project.

	POINTS
Factor: Allocate <u>5</u> points if the statement is <u>TRUE</u> and <u>0</u> points if the statement is <u>FALSE</u> .	
(1.a) The species of trees are appropriately located Comments/questions/justifications	
(1.b) The number and placement of trees are appropriately located Comments/questions/justifications	
(1.c) Trees are from the list of acceptable trees are being planted Comments/questions/justifications	

<p>(1.d) The overall use of non-shade trees is acceptable Comments/questions/justifications</p>	
<p>(1.e) Less than 25% of the total species of trees being planted are palms Comments/questions/justifications</p>	
<p>(1.f) The planting will not interfere with utilities or sight line requirements Comments/questions/justifications</p>	
<p>(1.g) Only "Florida Friendly" tree species are being planted Comments/questions/justifications</p>	
<p>(1.h) Only Florida Fancy or Florida #1 grade specimens are being planted Comments/questions/justifications</p>	
<p>(1.i) The project does not include incidental landscaping Comments/questions/justifications</p>	
<p>(1.j) The planting is started and completed outside of the period of May 15 and September 15. Comments/questions/justifications</p>	
	TOTAL POINTS

2. Cost Review (TOTAL OF 20 POINTS POSSIBLE)

This part of the Project Evaluation evaluates the present and future costs of the Project.

	POINTS
<p>Allocate <u>5</u> points if the statement is <u>TRUE</u> and <u>0</u> points if the statement is <u>FALSE</u></p>	
<p>(2.a) Project costs are equal to or less than the City's Continuous Contract Comments/questions/justifications</p>	
<p>(2.b) The administrative costs for the Project accurately reflect the amount of administrative services necessary and being performed Comments/questions/justifications</p>	
<p>(2.c) The irrigation costs are only for 1 to 2 years Comments/questions/justifications</p>	
<p>(2.d) The cost of the species of trees selected do not outweigh the benefit of the trees Comments/questions/justifications</p>	
TOTAL POINTS	

3. Maintenance and Impacts Review (TOTAL OF 20 POSSIBLE POINTS)

This part of the Project Evaluation evaluates the required maintenance and potential impacts of the Project.

Points	0	1	2	3	4	5
Means	Incomplete	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Points						
Allocate <u>0-5</u> points based on the scoring criteria, above.						
(3.a) Minimum maintenance required after first year, considering the time and money required for fertilizing, pruning, and any other required maintenance Comments/questions/justifications						
(3.b) Minimum adverse impacts on infrastructure Comments/questions/justifications						
(3.c) Positive Impacts to storm water and ground water Comments/questions/justifications						
(3.d) Positive impacts to City's TMDL BMAP Comments/questions/justifications						
TOTAL POINTS						

4. Public Benefit Review (TOTAL OF 30 POSSIBLE POINTS):

This part of the Project Evaluation evaluates the Public Benefit of the Project.

Points	0	1	2	3	4	5
Meaning	Incomplete	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

						POINTS
Allocate <u>0-5</u> points based on the scoring criteria, above.						
(4.a) The species of trees being planted are beneficial to the City's tree canopy	Comments/Questions/Justification					
(4.b) The Project provides a distinct and unique benefit to the neighborhood, Council District, or City	Comments/Questions/Justification					
(4.c) The Project serves high visibility areas	Comments/Questions/Justification					
(4.d) The Project engages the Community through volunteers or education or other public engagement	Comments/Questions/Justification					

	<p>(4.e) The Project is aesthetically pleasing and/or combats blight in blighted areas Comments/Questions/Justification</p>	<p>(4.f) The Applicant or Contractor, has experience related to planting trees Comments/Questions/Justification</p>	<p>TOTAL POINTS</p>

5. Plan-it Geo/Jax Digs Trees Webtool Review (TOTAL 20 POINTS POSSIBLE)

This part of the Project Evaluation objectively scores the Project solely based on the location of the Project in relation to the Plan-It Geo/Jax Digs Trees Webtool. Points will be allocated based on the Census Block Ranking for the factors listed in 5.a – 5.e , below. If a project is on the border of two or more census blocks, than the average of the two 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).

Allocate 0-4 points based on the Census Block Percentile Score: out of 488 Census Blocks:	Census Block	Points
1 st -25 th percentile (1-122)- <u>4</u> points;		
26 th - 50 th percentile (123-244)- <u>3</u> points;		
51 st -100 th percentile (245-366) <u>2</u> points		
76 th -100 th (367-488) percentile- <u>1</u> point		
(5.a) Low Urban Tree Canopy Percentage		
(5.b) Storm water Benefits with low Urban Tree Canopy		
(5.c) Urban Heat Islands with low Urban Tree Canopy		
(5.d) Socio-Economic Priority Area with low Urban Tree Canopy Percentage		
(5.e) Total Plan-It Geo Score for all Criteria		

TREE FUND PROJECT APPLICATION 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 not-for-profit Corporation ("Applicant") and I have personal knowledge of the matters stated herein.
2. If awarded a Tree Fund Project, the Project will benefit the public by enhancing the City's tree canopy on public property for public use and enjoyment.
3. The Applicant is a not-for-profit organization, currently operating in Duval County and has been in existence for at least one year.
4. The Applicant has received approval by the owner/operator of the public property, specifically: _____ on (date) _____.
5. The Applicant acknowledges that it will provide to the City a warranty for and maintain all trees for a period of two years after planting.
6. The Applicant acknowledges it will provide to the City a 100% performance bond and a 100% labor and material payment bond pursuant to Sec. 255.05, Florida Statutes, in an amount not less than the total amount of the Project.
7. The Applicant acknowledges it will need to provide insurance reasonably commensurate with the hazards and magnitude of the Project as well as require its contractors to procure and maintain insurance as well.
8. The Applicant acknowledges it will need to indemnify and hold harmless the City and any involved independent agency in the performance of the project.
9. The Applicant is in compliance with the terms of all existing City agreements to which it is a party.
10. 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.

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 personally known OR produced identification.

Notary Public
(Seal)

NOT-FOR-PROFIT APPLICATION PROCESS FOR TREE FUND PROJECTS

Application

A. Applicants must meet all the following qualifications and attach the required documents:

- 1. Be a 501(c) not-for-profit organization**
 - a. Attach a copy of the organization's IRS determination letter
- 2. Registered with the State of Florida and have been in existence for at least one (1) year**
 - a. Attach a 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 Tree Fund Project application deadline. The certificate must be dated within 60 days of the application deadline and list the requesting agency as a Florida non-profit corporation; and
 - b. Attach the Applicant's current Charitable Solicitation Permit issued by the State of Florida evidencing that the Applicant is current on state charitable permitting.
- 3. Currently operating in Duval County**
 - a. Attach copy of Detail by Entity Name from Sunbiz.org
<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>
- 4. Have authority to act on behalf of the Applicant**
 - a. Attach Corporate Resolution Certification
- 5. Have authorization by the owner or operator of the public property in which the planting project is planned**
 - a. Attach Authorization Form from appropriate department head or designee
- 6. Solicited at least 5 bids and responses from contractors, subcontractors, and major suppliers**
 - a. Attach copies of all solicitations and responses
- 7. 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.**
 - a. Attach an executed Tree Fund Project Affidavit

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 received an award or contract for a project from the City in the past? If yes, has the Applicant performed the projects awarded by the City?
7. 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?
8. Has the Applicant ever been on the Council Auditor's Non-Compliance List? If so, please explain:
9. Project Partner Organizations & Businesses/Other Entities Collaborating:
10. Location/Address of Planting Project:
11. Have You Gained Approval From Public Property Owner/Administrator of Planting Site:

Please identify the department or agency that operates the property:
12. Have you shared information about the project with the planting project location's City Council representative in writing?

Please provide copy of correspondence

13. Proposed Dates of Planting Project (planting is encouraged to take place outside of the summer months, unless there is a watering or irrigation plan):
14. Anticipated number of volunteers & staff participating in planting project and describe activities:
15. 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:
16. If applicable, please list all contractors, major subcontractors (watering, fertilizing, planting) and suppliers (nursery, farms) and their bid proposals/ price quotes below requirement to solicit at least five (5) of each contractor, subcontractor, and/or suppliers, if applicable:

C. Project Design and 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 all line item expenses for 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, Subcontractor and/or supplier:
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 if extra maintenance will be required to retain good appearance of trees based upon the location of such trees (i.e. if fruiting trees will be near pedestrian or vehicular traffic areas)
 - c. Describe the watering or irrigation plan for the Planting Project:
6. Operations Analysis:
- a. Describe the requirements to keep planted trees healthy
 - b. Describe irrigation requirements, and if any is required beyond the first year
7. Impacts Analysis (optional, but will be evaluated by Tree Commission staff):
- a. Describe all potential Storm water benefits from specific project
 - b. Describe all potential Groundwater benefits
 - c. 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
8. Identify the rationale for planting certain trees in certain place, i.e. “the right tree, right place” analysis
9. Any other information Applicant deems important to the Application.

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AUTHORIZATION TO PLANT TREES

On the ____ day of _____, 20__, the Applicant, _____, submitted an Application for Tree Fund Project (“Application”) to plant trees on the following property, located at: _____, RE #: _____ (“Property”).

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

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 the Project 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:

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 ("*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 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

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 ("*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 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

TREE FUND PROJECT APPLICATION 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 not-for-profit Corporation (“Applicant”) and I have personal knowledge of the matters stated herein.
2. If awarded a Tree Fund Project, the Project will benefit the public by enhancing the City’s tree canopy on public property for public use and enjoyment.
3. The Applicant is a not-for-profit organization, currently operating in Duval County and has been in existence for at least one year.
4. The Applicant has received approval by the owner/operator of the public property, specifically: _____ on (date) _____.
5. The Applicant acknowledges that it will provide to the City a warranty for and maintain all trees for a period of two years after planting.
6. The Applicant acknowledges it will provide to the City a 100% performance bond and a 100% labor and material payment bond pursuant to Sec. 255.05, Florida Statutes, in an amount not less than the total amount of the Project.
7. The Applicant acknowledges it will need to provide insurance reasonably commensurate with the hazards and magnitude of the Project as well as require its contractors to procure and maintain insurance as well.
8. The Applicant acknowledges it will need to indemnify and hold harmless the City and any involved independent agency in the performance of the project.
9. The Applicant is in compliance with the terms of all existing City agreements to which it is a party.
10. 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.

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 personally known OR produced identification.

Notary Public
(Seal)

AUTHORIZATION TO PLANT TREES

On the ____ day of _____, 20__, the Applicant, _____, submitted an Application for Tree Fund Project (“Application”) to plant trees on the following property, located at: _____, RE #: _____ (“Property”).

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

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 the Project 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:

NOT-FOR-PROFIT APPLICATION PROCESS FOR TREE FUND PROJECTS

INSTRUCTIONS AND FORMS

I. Introduction

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 planting projects between public and private entities and to review expenditure proposals and plans for planting projects.

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

Following the review and evaluation of tree planting projects proposed by not-for-profit organizations, and with the input of the District Councilperson and City staff, the Tree Commission will create a Project Priority List of proposed tree planting projects based on the established criteria and guidelines herein. The Project Priority List will be submitted to the Mayor's Office for review and approval at least three times per year.

Regardless of the Tree Commission's recommendation for approval, approval with conditions, or denial, a proposed project will be included on the Project Priority List. This Project Priority List will be presented to the Mayor's Office through the MBRC process, and, if a proposed project is approved, the Office of General Counsel will draft the necessary appropriation legislation and Agreement at the request of the Mayor's Office. In the alternative, the Mayor's Office 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, no further action on it shall be made, unless at the complete discretion of a Councilperson at the request of the Applicant.

If a citizen or organization is interested in suggesting a planting project to be administered by the City, then a streamlined application can be found at the following link: XXXX. The proposed project will be evaluated by the Tree Commission and included in the Project Priority List submitted to the Mayor’s Office.

II. Application Process

A. The Tree Commission will review and create a recommended Project Priority List for the Mayor’s Office for project funding three times per year. The Tree Commission’s review of projects will follow, if possible, the below schedule. At the completion of each Award Session, Tree Commission Staff will prepare and present the Project Priority List to the Mayor’s Office for approval of appropriation.

Award Session	Applications Deadline	Staff review due	Commission 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

B. Applicants must submit **complete applications** by the deadline to the City, by submitting it to the Mowing & Landscape Maintenance Division, c/o the urban forester.

1. Applications may be submitted prior to deadline to allow staff to fully review and iron out any details missing in the Application.
2. If a contractor is going to be retained, the Application must include the solicitation for bids from at least five (5) contractors along with the responses.
3. If a subcontractor for watering, planting, fertilizing or other major task is

going to be retained, the Application must include the solicitation for bids from at least five (5) of the applicable type with the responses.

4. If trees or other materials and supplies are going to be purchased by the Applicant directly from a supplier (i.e. nursery), the Application must include pricing quotes from at least five (5) suppliers.
- C. The Tree Commission staff will review and make a recommendation for approval, approval with conditions, or denial in a Staff Report that will be sent to both the Tree Commission, the District Councilperson, and the Applicant.
 - D. All Applications will 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.
 1. 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.
 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.
 - E. After recommendation, the Priority List is presented to the Mayor's Office through the MBRC process. If the Mayor's Office approves any or all of the projects, the Office of General Counsel will prepare the appropriation bill(s) and agreement(s) as directed by the Mayor's Office.

III. Requirements to Apply- Qualifications and Proof:

A. Be a 501(c) not-for-profit organization

1. Attach a copy of the organization's IRS determination letter

B. Registered with the State of Florida and have been in existence for at least one (1) year

1. Attach a 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 Tree Fund Project application deadline. 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/>) ; and

2. Attach proof of active registration with the Florida Department of Agriculture and Consumer Affairs evidencing that the Applicant is allowed to solicit contributions. (requested from the Department here: <https://www.freshfromflorida.com/Business-Services/Solicitation-of-Contributions>)

C. Currently operating in Duval County

1. Attach copy of Detail by Entity Name from Sunbiz.org
Go to this link: <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>

D. Have authority to act on behalf of the Applicant

1. Attach Corporate Resolution Certification (form provided in this packet)

E. Have authorization by the owner or operator of the public property in which the planting project is planned

1. Attach the Authorization to Plant Trees (form provided in this packet)
 - If 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
 - If City Park, must obtain authorization from the Parks & Recreation Department
 - If School Board property, must obtain authorization from the Assistant Superintendent.
 - Any other public properties, please call XXXX

F. Solicited at least 5 bids and responses from contractors, subcontractors, and major suppliers

1. please list all contractors, major subcontractors (watering, fertilizing, planting) and suppliers (nursery, farms) and their bid proposals/ price quotes below requirement to solicit at least five (5) of each contractor, subcontractor, and/or suppliers

2. Attach copies of all solicitations and proposals as listed above

G. 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.

1. Attach an executed Tree Fund Project Affidavit (form provided in this packet)

IV. Application:

A. **Qualifications-** Applicant must meet all qualifications and submit the required documents in Paragraph A of the Application.

B. **General Information-** Applicant must provide General Information in Paragraph B of the Application. Either answer in the spaces provided or use a separate sheet.

C. **Project Narrative-** This is the part of the Application where the Applicant describes the Project in Narrative Form. The list of items in Paragraph C of the Application are information that is required to be included in the Narrative. Please feel free to get creative in your Application and provide more information than requested.

V. Application Review- This is the portion of the Application that identifies how the Tree Commission will evaluate and scored the Application for the submittal of a recommended priority list to the Mayor's Office. Each application will be scored on a scale of **0 to 140 points**. Assuming multiple applications will be received during each Award Session, these applications will be ranked in order of highest score and included on a recommended Project Priority List to the Mayor's Office 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 out of a total of **140 possible points**.

The Tree Commission staff will review each Application and provide a report and recommendation for approval or disapproval based on the Application and exhibits. This report shall include a Maintenance and Impacts Analysis of the Project. The Staff Report will not include a score for each Application.

When evaluating each application, the Tree Commission 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 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.

A.

1. Design Review

- a. The species of trees are appropriately located
- b. The number and placement of trees are appropriately located
- c. Trees are from the list of acceptable trees are being planted
- d. The overall use of non-shade trees is acceptable
- e. Less than 25% of the total species of trees being planted are palms
- f. The planting will not interfere with utilities or sight line requirements
- g. Only “Florida Friendly” tree species are being planted (see <https://ffl.ifas.ufl.edu/plants>)
- h. 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>
- i. The project does not include incidental landscaping

2. Cost Review

- a. Project costs are equal to or less than the City’s Continuous Contract
 - 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
- b. The administrative costs for the Project accurately reflect the amount of administrative services necessary and being performed.
- c. The irrigation costs are only for 1 to 2 years
- d. The cost of the species of trees selected do not outweigh the benefit of the trees

3. Maintenance and Impacts Review

- a. Minimum maintenance required after first year, considering the time and money required for fertilizing, pruning, and any other required maintenance
- b. Minimum adverse impacts on infrastructure
- c. Positive Impacts to storm water and ground water

d. Positive impacts to City's TMDL BMAP

4. Public Benefit Review

- a. The species of trees being planted are beneficial to the City's tree canopy
- b. The Project provides a distinct and unique benefit to the neighborhood, Council District, or City
- c. The Project serves high visibility areas
- d. The Project engages the Community through volunteers or education or other public engagement
- e. The Project is aesthetically pleasing and/or combats blight in blighted areas
- f. The Applicant or Contractor, has experience related to planting trees

DRAFT

NOT-FOR-PROFIT APPLICATION PROCESS FOR TREE FUND PROJECTS

Application

A. Applicants must meet all the following qualifications and attach the required documents:

- 1. Be a 501(c) not-for-profit organization**
 - a. Attach a copy of the organization's IRS determination letter
- 2. Registered with the State of Florida and have been in existence for at least one (1) year**
 - a. Attach a 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 Tree Fund Project application deadline. The certificate must be dated within 60 days of the application deadline and list the requesting agency as a Florida non-profit corporation; and
 - b. Attach the Applicant's current Charitable Solicitation Permit issued by the State of Florida evidencing that the Applicant is current on state charitable permitting.
- 3. Currently operating in Duval County**
 - a. Attach copy of Detail by Entity Name from Sunbiz.org
<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>
- 4. Have authority to act on behalf of the Applicant**
 - a. Attach Corporate Resolution Certification
- 5. Have authorization by the owner or operator of the public property in which the planting project is planned**
 - a. Attach Authorization Form from appropriate department head or designee
- 6. Solicited at least 5 bids and responses from contractors, subcontractors, and major suppliers**
 - a. Attach copies of all solicitations and responses
- 7. 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.**
 - a. Attach an executed Tree Fund Project Affidavit

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 received an award or contract for a project from the City in the past? If yes, has the Applicant performed the projects awarded by the City?
7. 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?
8. Has the Applicant ever been on the Council Auditor's Non-Compliance List? If so, please explain:
9. Project Partner Organizations & Businesses/Other Entities Collaborating:
10. Location/Address of Planting Project:
11. Have You Gained Approval From Public Property Owner/Administrator of Planting Site:

Please identify the department or agency that operates the property:
12. Have you shared information about the project with the planting project location's City Council representative in writing?

Please provide copy of correspondence

13. Proposed Dates of Planting Project (planting is encouraged to take place outside of the summer months, unless there is a watering or irrigation plan):
14. Anticipated number of volunteers & staff participating in planting project and describe activities:
15. 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:
16. If applicable, please list all contractors, major subcontractors (watering, fertilizing, planting) and suppliers (nursery, farms) and their bid proposals/ price quotes below requirement to solicit at least five (5) of each contractor, subcontractor, and/or suppliers, if applicable:

C. Project Design and 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 all line item expenses for 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, Subcontractor and/or supplier:
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 if extra maintenance will be required to retain good appearance of trees based upon the location of such trees (i.e. if fruiting trees will be near pedestrian or vehicular traffic areas)
 - c. Describe the watering or irrigation plan for the Planting Project:
6. Operations Analysis:
 - a. Describe the requirements to keep planted trees healthy
 - b. Describe irrigation requirements, and if any is required beyond the first year
7. Impacts Analysis (optional, but will be evaluated by Tree Commission staff):
 - a. Describe all potential Storm water benefits from specific project
 - b. Describe all potential Groundwater benefits
 - c. 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
8. Identify the rationale for planting certain trees in certain place, i.e. “the right tree, right place” analysis
9. Any other information Applicant deems important to the Application.

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NOT-FOR-PROFIT APPLICATION PROCESS FOR TREE FUND PROJECTS

Project Evaluation

Evaluation Criteria and review of Project Narrative and Design: The evaluation of the Project shall be based on the criteria set forth below and will receive a score out of **140 points**. The Tree Commission staff will evaluate each Project, provide a report and recommendation for approval or disapproval of the Project. This report shall include an Impacts Analysis of the Project. When evaluating each Project, the Tree Commission 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 Project and the Assistant General Counsel assigned to the Tree Commission will average the total score from each Commissioner for each Project to arrive at a final Score.

1. Design Review (TOTAL OF 50 POSSIBLE POINTS)

This part of the Project Evaluation evaluates the design of the Project.

Factor: Allocate <u>5</u> points if the statement is <u>TRUE</u> and <u>0</u> points if the statement is <u>FALSE</u>.	POINTS
(1.a) The species of trees are appropriately located Comments/questions/justifications	
(1.b) The number and placement of trees are appropriately located Comments/questions/justifications	
(1.c) Trees are from the list of acceptable trees are being planted Comments/questions/justifications	

<p>(1.d) The overall use of non-shade trees is acceptable Comments/questions/justifications</p>	
<p>(1.e) Less than 25% of the total species of trees being planted are palms Comments/questions/justifications</p>	
<p>(1.f) The planting will not interfere with utilities or sight line requirements Comments/questions/justifications</p>	
<p>(1.g) Only “Florida Friendly” tree species are being planted Comments/questions/justifications</p>	
<p>(1.h) Only Florida Fancy or Florida #1 grade specimens are being planted Comments/questions/justifications</p>	
<p>(1.i) The project does not include incidental landscaping Comments/questions/justifications</p>	
<p>(1.j) The planting is started and completed outside of the period of May 15 and September 15. Comments/questions/justifications</p>	
TOTAL POINTS	

2. Cost Review (TOTAL OF 20 POINTS POSSIBLE)

This part of the Project Evaluation evaluates the present and future costs of the Project.

Allocate <u>5</u> points if the statement is <u>TRUE</u> and <u>0</u> points if the statement is <u>FALSE</u>	POINTS
(2.a) Project costs are equal to or less than the City’s Continuous Contract Comments/questions/justifications	
(2.b) The administrative costs for the Project accurately reflect the amount of administrative services necessary and being performed Comments/questions/justifications	
(2.c) The irrigation costs are only for 1 to 2 years Comments/questions/justifications	
(2.d) The cost of the species of trees selected do not outweigh the benefit of the trees Comments/questions/justifications	
TOTAL POINTS	

3. Maintenance and Impacts Review (TOTAL OF 20 POSSIBLE POINTS)

This part of the Project Evaluation evaluates the required maintenance and potential impacts of the Project.

Points	0	1	2	3	4	5
Means	Incomplete	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Allocate 0-5 points based on the scoring criteria, above.						Points
(3.a) Minimum maintenance required after first year, considering the time and money required for fertilizing, pruning, and any other required maintenance Comments/questions/justifications						
(3.b) Minimum adverse impacts on infrastructure Comments/questions/justifications						
(3.c) Positive Impacts to storm water and ground water Comments/questions/justifications						
(3.d) Positive impacts to City's TMDL BMAP Comments/questions/justifications						
TOTAL POINTS						

4. Public Benefit Review (TOTAL OF 30 POSSIBLE POINTS):

This part of the Project Evaluation evaluates the Public Benefit of the Project.

Points	0	1	2	3	4	5
Meaning	Incomplete	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

Allocate 0-5 points based on the scoring criteria, above.	POINTS
<p>(4.a) The species of trees being planted are beneficial to the City’s tree canopy Comments/Questions/Justification</p>	
<p>(4.b) The Project provides a distinct and unique benefit to the neighborhood, Council District, or City Comments/Questions/Justification</p>	
<p>(4.c) The Project serves high visibility areas Comments/Questions/Justification</p>	
<p>(4.d) The Project engages the Community through volunteers or education or other public engagement Comments/Questions/Justification</p>	

<p>(4.e) The Project is aesthetically pleasing and/or combats blight in blighted areas</p> <p>Comments/Questions/Justification</p>	
<p>(4.f) The Applicant or Contractor, has experience related to planting trees</p> <p>Comments/Questions/Justification</p>	
TOTAL POINTS	

5. Plan-it Geo/Jax Digs Trees Webtool Review (TOTAL 20 POINTS POSSIBLE)

This part of the Project Evaluation objectively scores the Project solely based on the location of the Project in relation to the Plan-It Geo/Jax Digs Trees Webtool. Points will be allocated based on the Census Block Ranking for the factors listed in 5.a – 5.e , below. If a project is on the border of two or more census blocks, than the average of the two 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).

Allocate 0-4 points based on the Census Block Percentile Score: out of 488 Census Blocks: 1st-25th percentile (1-122)- <u>4</u> points; 26th - 50th percentile (123-244)- <u>3</u> points; 51st-100th percentile (245-366) <u>2</u> points 76th-100th (367-488) percentile- <u>1</u> point	Census Block	Points
(5.a) Low Urban Tree Canopy Percentage		
(5.b) Storm water Benefits with low Urban Tree Canopy		
(5.c) Urban Heat Islands with low Urban Tree Canopy		
(5.d) Socio-Economic Priority Area with low Urban Tree Canopy Percentage		
(5.e) Total Plan-It Geo Score for all Criteria		