

Jacksonville Tree Commission

Wednesday, July 25th, 2018 – 1:00 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 July 12, 2018 meeting
4. Fund balance and encumbrance report for 15(F) and 15(N)
 - a. Better Jacksonville Plan funds
5. Status of Pending Tree Projects

B. New Business

1. Right Tree, Right Place – Joe Anderson, JEA
2. Right of Way Tree List and Parks Tree List – Kathleen McGovern
3. Final Project Evaluation and Tier II Application – Sondra Fetner
4. Shade Tree Subcommittee – Curtis Hart, Sondra Fetner

C. Public Comment

D. Adjournment

Jacksonville Tree Commission
Meeting Minutes July 25, 2018
Approved August 9, 2018

Commissioners Present:	John Crescimbeni, Chair Curtis Hart, Vice Chair Chris Flagg Aaron Glick John Pappas Rhodes Robinson	Staff:	Cindy Chism
Advisors:	Susan Grandin, OGC Richard Leon, Urban Forest Manager Kathleen McGovern, City Arborist Joel Provenza, Accounting	Public:	Tracey Arpen, Greenscape John November, Public Trust Anna Dooley, Greenscape Mike Robinson, Greenscape Lad Hawkins Joe Anderson, JEA Teresa Eichner, COJ Budget Office

A. Meeting was called to Order by Chair at 1:00 PM.

1. All present introduced themselves. Welcome Susan Grandin, new Tree Commission Attorney.
2. Submittal of Speaker's Cards.
3. Motion made by Mr. Flagg, seconded by Mr. Hart, to approve minutes from the meeting of July 12, 2018. None opposed.
4. Fund balance and encumbrance report for 15(F) and 15(N) (Attachment A)
 - a. Better Jacksonville Plan funds will be listed on the jaxtreemitigation.coj.net page as a separate line but included in the total.
5. Status of Pending Tree Projects (Attachment B). The Harts Road project has been deferred. CM Crescimbeni said he sits on the committee that deferred this project. The district Council Member was invited back to discuss why date palms were going to be planted despite the Tree Commission's resolution. Mr. Glick asked about the Main Street Project; the ordinance 2017- 0111 states that twelve Chinese elms and two cabbage palms will be planted and 34 trees will be removed. Does this mean that there will be several empty wells? **Mr. Leon will provide the Tree Commission with a current inventory of what's going into the ground on this project.**

B. New Business

1. Right Tree, Right Place – Joe Anderson, JEA
 - a. CM Crescimbeni had asked Ms. Fetner to check the City's Ordinance Code for any regulations for planting near power lines. **Ms. Grandin will research this and get back to the Tree Commission.**
 - b. Mr. Joe Anderson, Forester, JEA – The packet (Attachment C) has a few brochures that each mention Right Tree, Right Place. The concept has been around for nearly three decades and is

considered best practice in the utility industry. Right Tree, Right Place is supported by the Arbor Day Foundation, the State Association for Foresters, Florida Forest Service, and local tree advocacy groups such as Greenscape of Jacksonville, among others, and is not just about electricity, but also addresses infrastructure.

c. The higher the wire, the higher the voltage. Three-phase, main feeder lines are generally the highest wires on the pole. They are bare wire with no insulation other than distance. Below the main feeders are single phase lines (26,000 volts) which enter the community and require at least 10 feet of clearance. This is the wire that requires trimming the top canopy. The limbs that cause problems are usually about two fingers wide, not the larger limbs.

d. JEA trims every 2.5 years in an established path. There are over 7,000 miles of wire; 45% overhead and 55% underground. Any new community is built with underground utilities. Most of the trimming goes unnoticed but there are “C” cuts and “V” cuts which cause complaints. Nothing which grows over 8 feet can be planted under a transmission line or closer than 15 feet from the base.

e. Ms. Grandin asked how far up the three-phase and single phase wires are. Mr. Anderson replied 35-45 feet.

f. Mr. Arpen asked about perimeter landscaping in the City’s Ordinance Code. Currently, this language doesn’t distinguish between types of overhead power lines, but it should. Mr. Anderson said all wires are not created equal and there can be taller trees along secondary lines and not have a conflict. Mr. Arpen asked if there was a Right Tree, Right Place for planting in the vicinity of underground lines. Mr. Anderson said there should be; trees can cause outages underground due to root growth and weight of the tree.

g. CM Crescimbeni asked if JEA mitigated trees that are removed from the City’s right-of-way. Mr. Anderson said yes.

h. Mr. Arpen asked Mr. Anderson if JEA has any programs where they participate with homeowners to remove trees from private property to avoid a conflict with power lines. Mr. Anderson responded, yes, a notice will be left on the property owner’s door recommending the tree be removed. If removal can be done within a certain timeframe or during a routine cycle trim, JEA will cover the cost. Because the tree is on the property of an occupied residence, no mitigation is required. JEA focuses their entire mitigation tree planting through Greenscape.

2. Right of Way Tree List and Parks Tree List (Attachment D) – Kathleen McGovern

a. There are approximately eight additional trees added for parks at the end of the right-of-way list. They are still waiting for final approval from Parks, Recreation and Community Services Department. Ms. Grandin asked about adding a Japanese Blueberry tree to the parks portion. Ms. McGovern said she would look into it. **Ms. Grandin will forward an email to Ms. McGovern regarding this tree.** Mr. Arpen pointed out that there are only four prohibited trees listed but the City’s Ordinance Code shows more. CM Crescimbeni recommended removing the prohibited tree table on the right-of-way list. If the tree is not shown on the list, it cannot be submitted for planting.

Ms. McGovern will remove the prohibited tree table and add Laurel Oak and Shumard Oak to the approved trees. Ms. McGovern will get input from the School Board on what trees listed are approved by the School Board. CM Crescimbeni requested a column be added for parks, right-of-way, and school board locations, and contain a check mark if the tree is approved for that location.

3. Final Project Evaluation and Tier II Application (Attachment E) – Susan Grandin

a. Mr. Glick asked about the application evaluation period, during which the applicant is not allowed to contact any of the Tree Commission members or City staff involved with the tree planting project application process. CM Crescimbeni asked how the applicant is supposed to know who those staff members are. **Ms. Grandin will discuss with Ms. Fetner and rephrase as it relates to footnote 11 of the Approved Trees list.**

b. Ms. Dooley said the requirement of five bids for material is very onerous. Mr. Hawkins added that it would be difficult for a Homeowner's Association as well. **Ms. Grandin will add language which eliminates the requirement for obtaining five bids if the City's Countywide Contractor is used.** Mr. Arpen said he had suggested a third type of application geared towards volunteers planting smaller trees and not using the City's contractor. CM Crescimbeni replied we would have to grow into that. There are currently two tiers: the first is a suggestion for tree planting through the C.A.R.E. system and this is the second.

c. Ms. Dooley asked about the language that reads "the site preparation costs are reasonable in relation to the entire planting project." Is reasonable defined? CM Crescimbeni reminded Ms. Dooley that no consensus has yet been reached. This will initially be determined on a case-by-case basis.

d. **CM Crescimbeni asked Ms. Grandin to make all changes discussed and send him the updated documents.** A motion was made by Mr. Glick to approve the Overview, the Application and the Project Evaluation with the changes discussed. Seconded by Mr. Flagg. None opposed.

4. Shade Tree Subcommittee – Curtis Hart

a. Deferred. Requires additional meetings.

C. Information

1. Status of 2008 Public Works Appropriation of \$1.5 Million

a. CM Crescimbeni had asked the Council Auditor's Office to research the \$1.5 million awarded to the Public Works Department in 2008. They have completed researching the 2008 \$1.5 million appropriation which was placed in a countywide tree planting project account in 2008, via ordinance 2008-721. At that time, the Right-of-way Grounds Maintenance Division of Public Works was charged with oversight of this project. This ordinance appropriated \$2.2 million from the tree protection ordinance fund, 15(F) for various projects including \$1.5 million for countywide tree planting, not all of which was spent. The challenge in explaining the expenditure of the \$1.5 million is due to it being combined with \$3.1 million which had previously been appropriated for countywide

tree planting of which \$453,000 had been unspent at the time 2008-721 was approved. The spending of funds show more than \$1.5 million because remaining funds from prior appropriations were combined with the 2008-721 funds in a single purchase order in 2013. Using the first in, first out method, all funds spent from 2013 to current are from the \$1.5 million appropriation. Which means \$36,000 encumbered and \$30,000 unencumbered funds all relate back to the \$1.5 million appropriation from 2008-721.

b. The expenditures per year are: (A City of Jacksonville year is October 1 through September 30 of the following year.) 2009 - \$396,000; 2010 \$190,000; 2011 \$139,000; 2012 \$89,000; 2013 \$67,000; 2014 \$430,000; 2015 \$278,000; 2016 \$147,000; 2017 \$58,000; and in the current fiscal year \$4,000.

c. CM Crescimbeni asked the Council Auditor if there was a way to discover what projects these funds were used for, they responded, yes but it would take approximately 60 days or more. ; Mr. McDaniel said his office has a list of the projects the \$1.5 million was spent on and will contact Kim Taylor in the Council Auditor's office to assist in determining how the funds were spent.

2. Request to Appropriate Funds to Public Works for Tree Replacement -

a. CM Crescimbeni spoke with the Administration regarding an appropriation of funds. The request was looked upon favorably, but not in the amount Mr. November had been requesting. Also discussed with the Administration was Mr. November's suggestion of appropriating \$100,000 for each Council District. That was a firm no.

b. Does the Tree Commission want to suggest an appropriation of monies out of the fund to go to the Public Works Department specifically for planting trees which have been removed? CM Crescimbeni offered to introduce that legislation (with the Tree Commission's support) to the Council. Mr. Glick confirmed there are currently no funds set aside for replacement of trees other than the remainder of the \$1.5 million.

c. CM Crescimbeni asked how much could be spent in a year to replant trees that have been removed. Mr. McDaniel said the Mowing and Landscape Division could spend \$300,000 a fiscal year for Tier I's and tree replacement only; no Mayor's projects and no incidental landscape.

3. Stiffening Penalties for Improper Clearing or Removal without Permits - CM Crescimbeni visited a Speedway gas station (Attachment F) and asked the person at the counter what happened to their trees, to which he responded, the car wash next door had asked for permission to trim the trees for sign visibility. Currently, the fine is assessed using DBH (diameter at breast height). Perhaps what also should be taken into account is the width of the nubs left on the tree. There will be discussion at the next meeting about updating the criteria with which the penalty is assessed.

D. Action Items

Mr. Leon will provide the Tree Commission with a current inventory of what's going into the ground on this project.

Ms. Grandin will research the ordinance code regarding planting near powerlines and get back to the Commission.

Ms. McGovern will remove the prohibited tree table and add Laurel Oak and Shumard Oak to the approved trees. Ms. McGovern will get input from the School Board on what trees listed are approved by the School Board. CM Crescimbeni requested a column be added for parks, right-of-way, and school board locations, and contain a check mark if the tree is approved for that location.

Ms. Grandin will discuss the language in the Overview which says “during the Application Evaluation Period, the applicant is not allowed to contact any Commission member or City Staff” with Ms. Fetner and rephrase as it relates to footnote 11 of the Approved Trees list. Language will be added in the Tier II Application which eliminates the requirement for obtaining five bids if the City’s Countywide Contractor is used. Item V.H. in the redlined Overview will be removed as there is no longer a Prohibited Tree List. Ms. Grandin will make all changes and send the documents (the Overview, the Application and the Project Evaluation) to CM Crescimbeni for final review.

E. Public Comment

Anna Dooley – Declined

John November – Declined

F. Meeting adjourned at 2:40pm

INDEX CODE	Index Code Titles	BUDGET	Actual	Encumbrance	Unencumbered Budget Balance	Reserves	Unencumbered Balance net of Reserves
Subfund 15f Revenue							
PWOD15FTP	TREE PROTECTION & RELATED EXPENSES	29,420,122	40,983,358		11,563,235		11,563,235
JXSF15FPW	TREE PROTECTION & RELATED EXPENDITURES	7,535,414	8,584,921		1,049,507		1,049,507
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	36,955,929	49,916,087		12,960,158		12,960,158

INDEX CODE	Index Code Titles	BUDGET	Actual	Encumbrance	Unencumbered Budget Balance	Reserves	Unencumbered Balance net of Reserves
* Subfund 15f Expenditures							
PWOD15FFSAS	FORREST STREET ASH SITE TREE/PLANTING	587,850	581,856	5,995	-	-	-
PWOD15FNMS	NORTH MAIN STREET LANDSCAPING	62,057	40,000	22,057	-	-	-
PWOD15FBDS	BROWN'S DUMP ASH SITE TREE/PLANTING	364,730	342,361	22,370	-	-	-
PWOD15FFCAS	5TH & CLEVELAND ASH SITE TREE/PLANTING	494,215	376,792	117,423	-	-	-
PWOD15FDGS	DUVAL COUNTY SCHOOL BOARD PROPERTY	125,000	32,757	-	92,244	-	92,244
PWOD15FDTP	DOWNTOWN TREE PLANTING	38,822	26,314	12,508	-	-	-
PWOD15FZLAE	ZOO LANDSCAPING-ASIAN EXHIBIT	1,824,408	689,345	1,135,063	-	-	-
PWOD15FBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING	100,000	74,074	6,640	19,286	-	19,286
PWOD15FROW	COUNTY-WIDE TREE PROG-RIGHT OF WAY	4,679,980	4,613,147	36,078	30,756	-	30,756
PWML15F	TREE MAINTENANCE	1,761,795	1,602,445	149,412	9,938	-	9,938
PWOD15FATPP	AVONDALE TREE PLANTING PLAN	31,233	-	31,233	-	-	-
PWOD15FKSCP	KING ST. PLANTING COLLEGE TO PARK	85,366	-	85,366	-	-	-
PWOD15HHAMM	HAMMOND BLVD PROJECT	175,761	-	-	175,761	-	175,761
PWOD15FVPP	COUNTY-WIDE TREE PROG-PRESERVATION PARKS	1,000,000	485,146	-	514,854	-	514,854
PWOD15FVAP	COUNTY-WIDE TREE PROG-ACTIVE PARKS	1,151,965	619,420	-	532,545	-	532,545
PWOD15FOSABP	OLD ST.AUG AT BARTRAM PARK	18,364	-	18,364	-	-	-
PWOD15FLAVC	LENOX AVE.PLANTING VERNA TO CASSAT	26,436	-	26,436	-	-	-
PWOD15FTFP	TREE PROTECTION & RELATED EXPENSES	3,548,513	2,097,444	-	1,451,069	1,449,105	1,964
JXSF15FPW	TREE PROTECTION & RELATED EXPENDITURES	2,000,635	-	-	2,000,635	2,000,635	-
JXSF15F	TREE PROTECTION & RELATED EXPENDITURES	2,365,741	-	-	2,365,741	2,365,741	-
	Subfund 15f Expenditures	20,442,870	11,581,098	1,668,944	7,192,828	5,815,481	1,377,347

* Includes accounts with encumbrances and budget balances

Unencumbered Budget Balance	12,960,158
Revenues	7,192,828
Expenditures	(1,377,347)
Unencumbered Balance net of Reserves	18,775,639
Subfund 15f Available to Appropriate (Budget less Actual less Encumbrance less Unencumbered Budget balance)	

INDEX CODE	Index Code Titles	BUDGET	Actual	Encumbrance	Unencumbered Budget Balance	Reserves	Unencumbered Balance net of Reserves
PW0D15N1TM	Subfund 15N Revenue						
	FREE MITIGATION & RELATED EXPENSES	173,306	4,251,020	-	4,077,714	-	
	Total Subfund 15N Revenue	173,306	4,251,020	-	4,077,714	-	
	Total Subfund 15N Revenue	212,014	4,334,095	-	4,122,081	-	4,122,081
	*Subfund 15N Expenditures						
PW0D15NB0TP	BAKERSFIELD DRIVE-TREE PLANTING	8,306	7,475	831	-	-	
JXS15N	TREE MITIGATION & RELATED EXPENSE	1	-	-	1	1	
	Subfund 15N Expenditures	8,307	7,475	831	1	1	
	* Includes accounts with encumbrances and budget balances						
	Subfund 15N Available to Appropriate (Budget less Actual less Encumbrance less Unencumbered Budget balance)						4,077,715
PWC351MIT	Better Jacksonville Plan						
	TREE MITIGATION PROJECT	1,717,826	-	-	1,717,826	-	1,717,826
	Better Jacksonville Plan (for Tree Mitigation) Available to Appropriate (Budget less Actual less Encumbrance less Unencumbered Budget balance)						1,717,826
	Total 15F and 15N Funds						22,853,354
	Better Jacksonville Plan - TREE MITIGATION PROJECT						1,717,826
	Grand Total						24,571,180

Test Page including Better Jacksonville Plan Funds

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TREE MITIGATION CITY OF JACKSONVILLE

TREE REMOVAL PERMIT INFORMATION

Click here to search detailed information on Site Clearing and Tree Removal Permits in reviewing tree removal information on a specific permit for "B" permits click on the Spec 2 tab for "L" permits click on "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):	\$18,775,329.14
15N (Charter):	\$4,072,714.98
Better Jacksonville Plan - Tree Mitigation Project:	\$1,717,826.09
Total:	\$24,565,870.10

FILE AN ISSUE

Click here to report an issue clearing or tree removal without a permit or to request tree maintenance on public property. In the CARE system, select "Tree Damage 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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CITY OF JACKSONVILLE TREE PLANTING PROJECTS - ACTIVE

See jaxtreeintigation.coi.net - Tree Fund City Projects for links to legislation and planting details

CD	Project Title	Project Scope	Project or Ordinance Number	Division/Project Manager	Estimated Cost	Actual Cost	Anticipated Start Date	Actual Start Date	Anticipated Completion Date	Actual Completion Date	Status
7	Main Street	Tree removal and planting on N Main St. between 1st St. and 7th St.	2017-0111-E	Public Works - Mowing and Landscape Richard Leon/Fred Pope	\$22,057.00						Scheduling
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 Gaffrey. Appropriation from Tree Fund 15F.	2018-0007-E	Public Works - Mowing and Landscape Richard Leon/Kathleen McGovern	\$62,540.03	\$62,540.03	Phase 1 4/10/2018 Phase 2 4/25/18	Phase 1 3/23/2018 Phase 2 4/30/18	Phase 1 6/11/18 Phase 2 6/11/18	6/11/2018	Project and Inspection Complete 6/11/18
6	Old St. Augustine Rd Medians	Two median tree plantings on Old St. Augustine Rd. from Bartram Park Blvd to entrance of Palmetto Leaves Park South. (No removals) Introduced by CM Schellenberg. Appropriation from Tree Fund 15F.	2018-0043-E	Public Works - Mowing and Landscape Richard Leon/Kathleen McGovern	\$18,364.21		4/20/2018	6/1/2018			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			In Progress
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 (\$18,260.20)	2018-0190	Public Works - Mowing and Landscape Dave McDaniel/Kathleen McGovern	\$37,398.25						Deferred
14	Avondale Neighborhood - Tree Planting Plan	Tree Planting in City ROW on residential streets in Avondale replace dead/storm damaged trees. Introduced by CM Love. Appropriation requested from 15F.	2018-0273-E	Public Works - Mowing and Landscape Richard Leon/Kathleen McGovern	\$31,232.60		7/19/2018	7/19/2018			In Progress
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-E	Public Works - Mowing and Landscape Dave McDaniel/Kathleen McGovern	\$26,435.84						Scheduling
7	Harts Rd. Medians and Right of Way	Tree Planting in City ROW and medians. Introduced by CM Gaffrey	2018-0369	Public Works - Mowing and Landscape Dave McDaniel/Kathleen McGovern	\$31,265.81						Deferred

*Changes highlighted in green

The Power of Jacksonville Can Be Found in the Canopy of Trees JEA Tree Trimming Brief

JEA Foresters and Arborists oversee the routine tree trimming for line clearance for Jacksonville's electrical distribution system. All JEA Foresters and Arborists are certified arborists through the International Society of Arboriculture (ISA).

Best Practices: Trimming practices follow the industry standards of the American National Standards Institute (ANSI) trimming practices required by COJ's annual trimming permit, and the guidelines outlined for a *Tree-Line-USA* utility. The *Tree-Line-USA* program is sponsored by the National Arbor Day Foundation, and endorsed by the National Association of State Foresters. The *Tree-Line-USA* program exists to recognize best practices in utility arboriculture, demonstrating how trees and utilities can co-exist for the benefit of communities and citizens.

Objectives: The objective of the trimming is to remove immediate electrical hazards; to mitigate potential vegetative conflicts before electrical outages or interruptions occur; to increase the electrical system's resilience when weathering storms; and to preserve tree canopy by directing vegetative growth away from the energized lines and electrical infrastructure.

JEA's Electrical Circuits: JEA trims approximately 1,200 miles of overhead wire per year. JEA has approximately 235 circuits, 3,000 miles of overhead lines and 4,000 miles of underground lines. JEA's overhead electrical circuits are on a 2.5 year, preventative maintenance, trim cycle. Once trimmed, the trees will have 2.5 years to reclaim the open space with new growth. In 2.5 years the trimmers will return and follow the pre-existing path. Therefore, the majority of Jacksonville's utility trimming will be pruning sucker growth less than 2.5 years old.

Right-Tree-Right-Place: JEA joins the utility industry, the Arbor Day Foundation, State Association of State Foresters, The Florida Forest Service, the Florida Urban Forestry Council, the City of Jacksonville, Greenscape-of-Jacksonville, and other tree advocacy groups when promoting the responsible tree planting practice *Right-Tree-Right-Place* in order to minimize conflicts between trees and urban/suburban infrastructure.

Want to learn more about JEA Vegetative Management visit,
https://www.jea.com/about/electric_generation/reliability/vegetation_management/

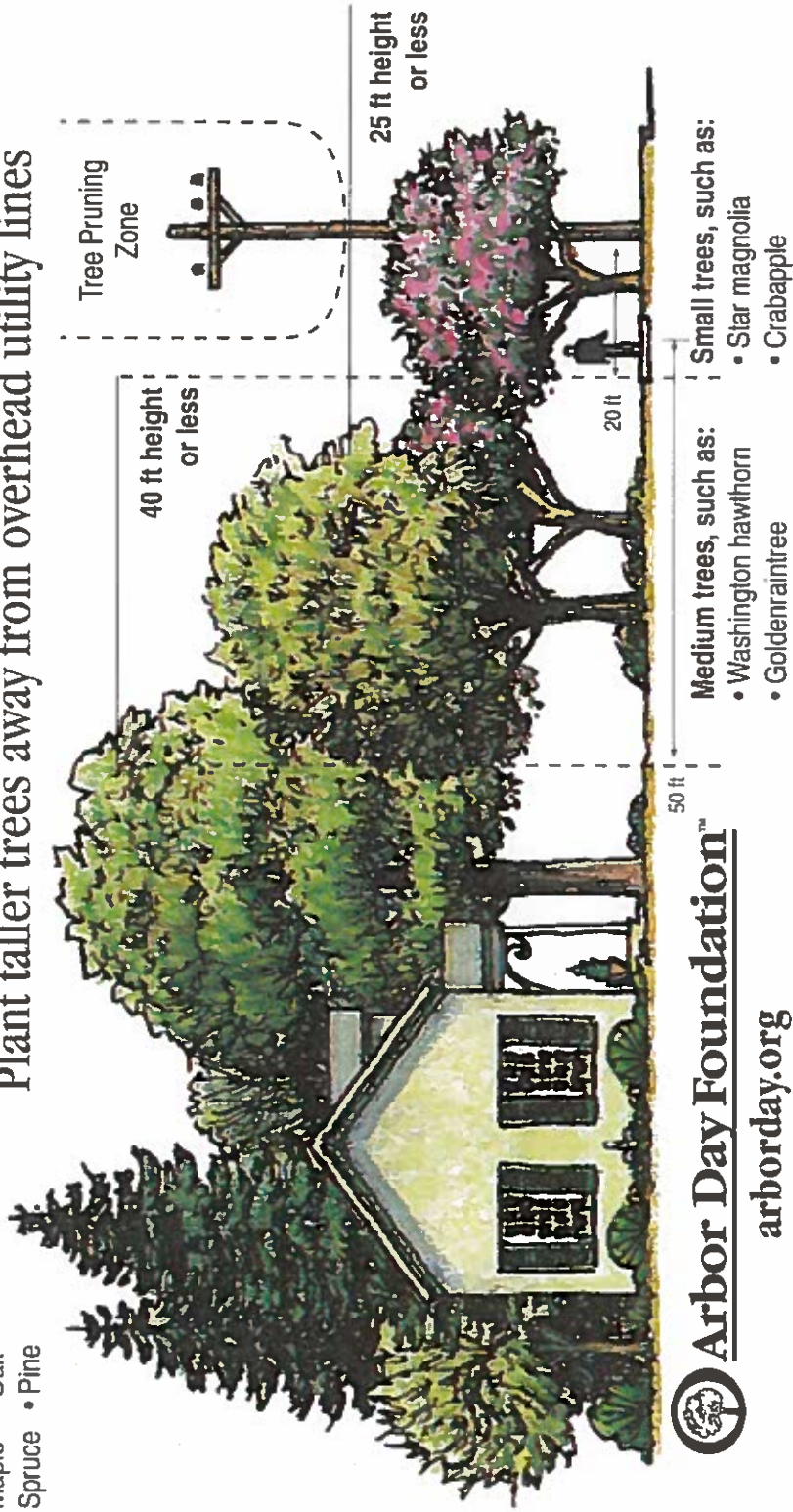
Want to learn more about the *Tree-Line-USA* program visit,
<https://www.arborday.org/programs/treeLineUSA/summary.cfm>

Want to learn more about utility trimming and industry standards visit,
<http://gotouaa.org/project/faq/>.

Plant the right tree in the right place

Plant taller trees away from overhead utility lines

- Tall trees, such as:
- Maple
 - Oak
 - Spruce
 - Pine



 **Arbor Day Foundation™**

arborday.org

Stewardship and service are important goals for JEA when we trim trees. We also strive to balance common community concerns for aesthetics, tree health, safety and electric reliability.

Tree Trimming Honors



JEA is a Tree Line USA utility, a designation awarded by the Arbor Day Foundation. Only a select few utilities have this prestigious designation in Florida.

- Quality tree care
- Annual worker training
- Tree-based energy conservation program
- Arbor Day Celebration
- Tree planting and public education.

JEA's Urban Forestry Team

JEA has degreed foresters and certified arborists supervising and inspecting the tree trimming work around its power lines. Our team has taken its experience in utility vegetation management and successfully positioned itself as a leader in the industry.



Trimming Today Maintains Power Tomorrow



Why Do We Trim Trees?

We trim trees to prevent power outages, especially during storms. We don't want hazardous branches to hit our electric lines and cause an outage. It's our job to establish a safe distance between the lines, trees and other objects. Trimming trees today maintains your power tomorrow.

We trim around electric lines to a clearance of 10 feet every 2.5 years. We also remove hazardous branches when necessary. We proudly follow strict national standards for tree care operations:

V-Cut Trimming: The center branches are removed to allow the power line to pass above and through.



Side Trimming: The tree growth is steered away from the power line by removing branches on just one side.



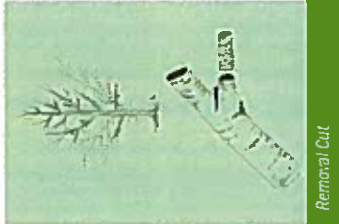
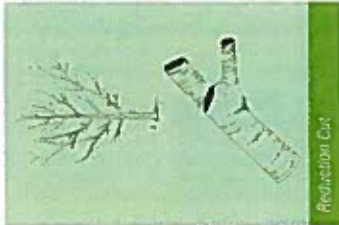
Crown Reduction: When neither of the first two methods above will work, trimming the tree from its top may be an option.



The Art of Tree Pruning

We also use directional pruning when possible. This "trains" trees to grow away from power lines by using:

- Reduction cuts to shorten the length of a stem by pruning back to a smaller limb.
- Removal cuts to prune a branch back to the trunk or parent branch.
- Prudent pruning practices may result in clearances that are not exactly 10 feet.



A Proud Partnership: Green Release

JEA contributes to the health of our urban forest by planting trees. Through a proud partnership called Green Release, JEA works with Greenscape of Jacksonville to provide free trees to schools, parks and neighborhood organizations to improve the urban forest. The trees must be planted on public property, which may also include utility easements and street medians.

Right Tree. Right Place.

By selecting the right tree for the right place, you'll provide trouble-free beauty for years to come. You'll also reduce fire hazards, limit the need for frequent pruning, increase your property value and help beautify the community. If we need to remove a tree that's planted too close to a power line, we'll work with you on a case-by-case basis to replace the tree with a species that follows the Right Tree, Right Place guidelines.

And while we're on the subject of Right Tree, Right Place near power lines, please plant the right shrubs around JEA transformers, too.

Woody plants, ornamental grasses, shrubs and trees must be kept at least 15 feet from the front of the pad and at least 3 feet from the sides and back of the pad. This allows our crews to inspect and maintain transformers. It also



PLANT THE RIGHT TREE IN THE RIGHT PLACE
Plant taller trees away from overhead



Arbor Day Foundation
arborday.org

➤ How are trees pruned in a remote or wooded area?

In remote/rural locations, utilities often utilize mechanical equipment to increase efficiency and worker safety. Large saws mounted on high-reaching booms can be used to prune the sides of right-of-way corridors. In some cases, saws are suspended from helicopters. When using this equipment it is understood that the quality of the cuts can be less than those made by hand. Nevertheless, efforts are made to avoid unnecessary damage to the tree.

Chemical application is another method of side pruning where herbicides are applied to the foliage of selected branches growing into the right-of-way corridor. The treated branches eventually die and are shed by the tree.

➤ Who will be performing the work on my trees?

Only qualified utility line clearance professionals arborists who meet OSHA qualifications are legally permitted to work within 10 feet of power lines or work on a tree that has branches within 10 feet of power lines. Line clearance arborists are trained to prune trees according to American National Standards Institute (ANSI) A-300 pruning standards and follow industry best practices, which helps preserve the health of trees.

● **Danger:** Homeowners should never hire a private tree contractor to work within 10 feet of power lines or attempt to do the work themselves. The utility should always be contacted for information first.

➤ What specific pruning guidelines are followed?

The ANSI A-300 Part 1: Tree, Shrub and Other Woody Plant Maintenance—Standard Practices, Pruning are the accepted guidelines and are endorsed by the International Society of Arboriculture (ISA). They promote directional pruning methods which minimize pruning stress and focus on tree health while obtaining necessary clearance from power lines.

➤ How often is utility tree pruning completed?

The time between maintenance activities varies from utility to utility and between different regions of the country. Sometimes the cycle is mandated by the state agency. The interval is based on:

- expected re-growth rates of the tree species
- amount of clearance obtained at the time of pruning
- available program funding

Some utilities conduct 'mid-cycle' pruning and/or inspections to mitigate the fastest growing trees and extend the cycle.

➤ The Right Tree in the Right Place

Planting the right tree in the right place can increase property value and energy efficiency of your home. It will also minimize property damage and power outages caused when trees come into contact with power lines. When planting a new tree, consider where you are placing it and what the tree will look like when it reaches its mature height and width. Look up from the proposed planting site and ensure there are no overhead wires in the vicinity. If there are, consult your utility before planting. Also, before planting, make sure you are aware of the location of any underground utilities. To be certain you do not accidentally dig into any lines and risk injury, always call your utility companies first.

➤ Additional Information

For additional information, contact:

- Utility Arborist Association; www.utilityarborist.org
- American National Standards Institute; www.ansi.org
- Tree Care Industry Association; www.tcia.org
- Trees are Good; www.treesaregood.org
- Tree Vitalize; www.treevitalize.com
- International Society of Arboriculture; www.isa-arbor.com
- Arbor Day Foundation; www.arborday.org/utility

UTILITY PRUNING OF TREES

Trees and Distribution Electric Service Q & A

- Any utility company's primary goal is to provide safe, reliable service. This brochure is intended to provide a generalized overview of how an electric utility may use tree maintenance techniques to achieve their goal.



Warning: Do not attempt to prune or remove trees in contact with or near electric lines unless OSHA line clearance certified. Contact your local electric utility before pruning or pruning a tree near overhead electric wires.

Electric Utility Pruning Q & A

➤ Why do electric utilities prune trees?

SAFETY—Utility vegetation maintenance reduces electric hazard risk to the public by:

- providing separation between wires and vegetation to eliminate potential electrical shock
- reducing potential wildfire hazards from tree/wire conflicts

RELIABILITY—Trees are among the most common causes of utility service interruptions. Trees that are too close to power lines can interfere with electric service; especially when weather brings lightning, wind, ice, or wet snow.

➤ How much will be cut from my tree?

Typically, a qualified utility forester or vegetation manager prescribes the amount and type of pruning necessary based on:

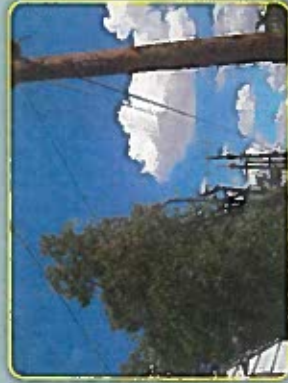
- tree growth rate and structure
- wind direction
- tree species: strong or weak wood
- tree health or vigor
- environmental factors
- water sources
- proximity of tree to wires and line configuration—higher voltage lines require greater clearance

➤ My trees are not even touching the wires, why do they have to be pruned now?

Utility companies are proactive and try to prune trees **BEFORE** they pose a risk to the power lines. Because trees are dynamic, factors such as sway-ing in the wind, sagging with ice/snow weight, and uprooting in storms are examples of how problems can develop without warning even if the trees are not in contact with wires at this moment.

➤ What is directional pruning?

Directional pruning removes branches growing toward the power lines while leaving those that are growing away. It is the most appropriate pruning method for utility line clearance.



➤ How will a tree look after it is directionally pruned?

Trees growing directly under power lines may appear U or V-shaped (crown reduction or through-pruning). Trees growing alongside power lines may appear L-shaped, or one side may be completely removed (side pruning). The tree may often appear misshapen but this pruning is being performed to provide for safety and service reliability, not for aesthetic purposes. In general, trees growing near the power lines will never have the potential to grow with a "natural" shape.

DO NOT TOP TREES!

Also called 'rounding-over,' this is not directional pruning and is not an acceptable pruning practice. It involves cutting branches to stubs or lateral points that are not large enough to grow successfully. It can severely weaken the tree and even kill some species.



● EXAMPLES OF PROPER THROUGH-PRUNING:



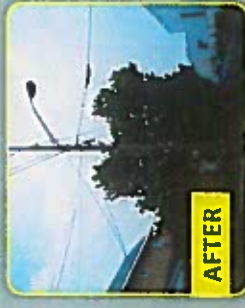
● EXAMPLES OF PROPER SIDE PRUNING:



● EXAMPLES OF PROPER SIDE PRUNING:



● EXAMPLE OF A PROPER CROWN REDUCTION:



➤ Why won't the utility put the lines underground?

Undergrounding of lines is very expensive and results in more difficult (and longer) repairs in the event of a power failure. Also, converting an overhead system to underground typically causes substantial damage to existing trees' root systems.

➤ Is my tree a candidate for removal?

Situations where tree removal may be preferable to line clearance pruning include:

- Tall or fast-growing species growing directly under the power lines that require frequent pruning and will never have a natural form
- Saplings (brush) with the potential to grow into or close to the lines
- Large, previously topped trees under the lines
- Trees with a high risk of failure (examples – leaning, in decline, severe dieback, cracked, split, hollow, etc)

RIGHT TREE / RIGHT PLACE

SELECTING & PLANTING

Trees for the North Florida

URBAN FOREST



Florida Urban Forestry Council

**APPROVED TREES FOR CITY RIGHT-OF-WAY LANDSCAPING AND PARKS
CITY OF JACKSONVILLE**

Tree	Ht/Spd	¹ Plan Canopy Diameter	² Foliage	³ Light Required	⁴ Soil Drainage	⁵ Drought Tolerance	⁶ Growth Rate	Soil Tolerance (pH)	¹⁰ IFAS FL Friendly
SMALL TREES									
American Hornbeam <i>Carpinus caroliniana</i>	30-35'/ 25/30'	20'	DECID	FS/PS	WD	HIGH	SLOW	(4.2-7.6)	Y
Eastern Redbud <i>Cercis canadensis</i>	15-30'/ 15-25'	20'	DECID	FS, PSH	WD	HIGH	RAPID	(4.2-7.6)	Y
Crape Myrtle <i>Lagerstroemia indica</i> var. <i>Natchez, Muskogee, or Tuskegee), Standard or Multi-trunk</i>	15-20'/ 15-25'	18'	DECID	FS	WD	HIGH	MOD	(5.0-7.5)	Y
Fringe Tree <i>Chionanthus virginicus</i>	12-20'/ 10-15'	10'	DECID	FS, PSH, SH	WD	MOD	SLOW	(6.0-6.5)	Y
Little Gem Magnolia <i>Magnolia grandiflora</i> 'Little Gem'	25-35'/ 8-10'	15'	E'GRN	FS, PSH, SH	AW, WD	MOD	SLOW	(4.5-5.0) tolerant to 7.5	Y
Yaupon Holly <i>Ilex vomitoria</i>	15-25'/ 15-20'	15'	E'GRN	FS, PSH, SH	AW, WD	HIGH	SLOW	(4.5- 8.2)	Y
Wax-Leaf Ligustrum <i>Ligustrum japonicum</i>	8-12'/ 15-25'	12'	E'GRN	FS, PSH	WD	MOD	MOD	(5.5-7.5)	Y
⁸ Wax Myrtle <i>Myrica cerifera</i>	15-25'/ 20-25'	20'	E'GRN	FS, PSH, SH	W, WD	HIGH	RAPID	(5.5 - 7.0) tolerant to 8.2	
Walters Viburnum <i>Viburnum obovatum</i>	8-25'/ 6-12'	10'	SEMI-E'GRN	FS, SH	W, OW	HIGH	MOD	(5.0-7.5)	Y
MEDIUM TREES									
Athena Elm <i>Ulmus parvifolia</i> 'Emer I'	45'/ 50'	30'	DECID	FS	OW, WD	MOD	MOD	(4.8-7.5)	
Bosque Elm <i>Ulmus parvifolia</i> 'Bosque'	45'/ 50'	30'	DECID	FS	OW, WD	MOD	MOD	(4.8-7.5)	
¹² Drake Elm <i>Ulmus parvifolia</i> 'Drake'	35-40'/ 35-50'	30'	DECID	FS, PSH	OW, WD	MOD	MOD	(4.8-7.5)	
Dahoon Holly <i>Ilex cassine</i>	20-30'/ 8-12'	15'	E/GRN	FS, PSH	W, OW	MOD	SLOW	(3.5-6.5)	Y
Eagleston Holly <i>Ilex attenuata</i> 'Eagleston'	30-45'/ 15-25'	20'	E'GRN	FS, PSH	WD	MOD	MOD	(4.0-6.0) tolerant to 7.5	
East Palatka Holly <i>Ilex attenuata</i> 'East Palatka'	30-45'/ 15-25'	20'	E'GRN	FS, PSH	WD	MOD	MOD	(4.0-6.0) tolerant to 7.5	Y
Sweetbay Magnolia <i>Magnolia virginiana</i>	40 - 50'	40'	DECID	FS,PSH	OW, WD	MOD	MOD	(4.8-7.5)	Y
Southern Red Cedar <i>Juniperus siloclois</i>	30-40'/ 20-30'	20'	E'GRN	FS, PSH	WD	HIGH	SLOW	(5.5-7.5) tolerant to 8.0	Y
American Hophornbeam <i>Ostrya virginiana</i>	30 - 40'	25 - 30'	DECID	FS, PSH, SH	WD	MOD	MOD	(3.5-6.5)	Y
⁸ River Birch <i>Betula nigra</i>	40-50'/ 25-35'	20'	DECID	FS, PSH	W, OW	LOW	RAPID	(4.0-6.5) tolerant to <4.0	Y
Winged Elm <i>Ulmus alata</i>	40-50'/ 30-40'	30'	DECID	FS, PSH	OW, WD	LOW	MOD	(5.0-7.0) tolerant to 8.0	Y
¹⁰ LARGE TREES									
Allee Elm <i>Ulmus parvitolia</i> 'Emer II'	75'/ 60'	30'	DECID	FS	OW, WD	MOD	MOD	(4.8-7.5)	
Bald Cypress <i>Taxodium distichum</i>	60-80'/ 25-30'	25'	DECID	FS, PSH	W, OW, WD	MOD	RAPID	(4.0 to 6.0), tolerant to 7.5	Y
Blackgum <i>Nyssa sylvatica</i>	75'/ 25-30'	30'	DECID	FS, PSH, SH	W, OW, WD	HIGH	SLOW	(6.0-7.0)	Y
⁷ Live Oak <i>Quercus virginiana</i>	60-80'/ 60-120'	50'	E'GRN	FS, PSH	OW, WD	HIGH	MOD	(4.5-6.5) tolerant to 8.0	Y
Overcup Oak <i>Quercus lyrata</i>	35-50'/ 30-50'	35'	DECID	FS, PSH	W, OW, WD	LOW	MOD	(4.5-6.0)	Y
Nuttall Oak <i>Quercus nuttallii</i>	60-80'/ 35-50'	35'	DECID	FS	OW, WD	LOW	MOD	(4.5-5.5)	Y

**APPROVED TREES FOR CITY RIGHT-OF-WAY LANDSCAPING AND PARKS
CITY OF JACKSONVILLE**

Tree	Ht/Spd	¹ Plan Canopy Diameter	² Foliage	³ Light Required	⁴ Soil Drainage	⁵ Drought Tolerance	⁶ Growth Rate	Soil Tolerance (pH)	¹³ IFAS FL Friendly
⁸ Red Maple <i>Acer rubrum</i>	60-75'/ 25-35'	30'	DECID	PSH	W, OW	LOW	MOD	(5.4-7.1)	Y
Slash Pine <i>Pinus elliottii</i>	60-80'/ 30-40'	20'	E'GRN	FS, PSH	OW, WD	HIGH	RAPID	(4.5-7.0)	Y
Long Leaf Pine <i>Pinus palustris</i>	60-80'/ 30-40'	20'	E'GRN	FS	WD	HIGH	MOD	(4.5-7.0)	Y
Southern Magnolia <i>Magnolia grandiflora</i>	30-100'/ 20-40'	30'	E'GRN	FS, PSH	OW, WD	MOD	MOD	(5.5-6.5) tolerant to 7.5	Y
Sweetgum <i>Liquidambar straciflua</i>	60-75'/ 35-50'	30'	DECID	FS, PSH	W, OW	LOW	MOD	(4.5-7.0) tolerant to 7.5	Y
Sycamore <i>Platanus occidentalis</i>	75-90'/ 50-70'	30'	DECID	FS	W, OW, WD	MOD	RAPID	(4.9-6.5), tolerant up to 8.0	Y
Tulip Poplar <i>Liriodendron tulipifera</i>	80-100'/ 30-50'	30'	DECID	FS, PSH	OW, WD	MOD	RAPID	(4.5-6.5) tolerant up to 7.5	Y
⁸ Weeping Willow <i>Salix babylonica</i> or <i>alba</i>	45-70'/4 5-70'	30'	DECID	FS, PSH	OW, WD	MOD	RAPID	(4.5-7.5)	

PALMS									
Washington Palm <i>Washingtonia robusta</i>	60-100'/ 10-15'	12'	E'GRN	FS, PSH	OW, WD	HIGH	RAPID	(5.5-7.5) tolerant up to 8.0	Y
Cabbage Palm <i>Sabal palmetto</i>	40-50'/ 10-12'	10'	E'GRN	FS	OW, WD	HIGH	MOD	(6.0-6.8) tolerant up to 8.0	Y
Ribbon Palm <i>Livistona decipiens</i>	30-50'/ 18-25'	15'	E'GRN	FS	WD	HIGH	MOD	(5.5-7.5)	

PARKS AND OPEN AREAS	Trees listed below should be limited to parks and open areas.
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Ashe Magnolia <i>Magnolia macrophylla ssp. ashei</i>	20'	20'	DECID	PSH, SH	OW	MOD	MOD	(4.8-7.5)	
Hawthorn <i>Crataegus spp.</i>	25'	25'	DECID	FS, PSH	WD	HIGH	MOD	(4.8-7.5)	Y
Loblolly Bay <i>Gordonia lasianthus</i>	70'	20'	E'GRN	FS, PSH	W, OW, WD	MOD	MOD	(4.8-7.5)	Y
Flatwoods Plum <i>Prunus umbellata</i>	12 - 20'	20'	DECID	FS, PSH	WD	MOD	MOD	(4.8-7.5)	Y
Loquat <i>Eriobotrya japonica</i>	20 - 30'	30'	DECID	FS, PSH	WD	MOD	SLOW	(4.8-7.5)	Y
Hickory <i>Carya sp.</i>	50 - 60'	35'	DECID	FS, PSH	WD	MOD	SLOW	(4.8-7.5)	Y
Persimmon <i>Diospyros virginiana</i>	30 - 60'	30'	DECID	FS, PSH	WD	MOD	SLOW	(3.5-6.5)	
Sand Pine <i>Pinus clausa</i>	25 - 40'	15 - 25'	E'GRN	FS, PSH	WD	HIGH	SLOW	(4.8-7.5)	Y

LEGEND

¹ Draw each tree symbol on the landscape plan to the diameter shown above to match the normal mature (20 year) canopy of each tree species. Do not overlap tree canopies of different species (ie, do not show the canopy circle of a sun loving crape myrtle overlapping the mature canopy circle of a live oak). However, tree canopy circles of the same species can overlap to create tree clusters or to create a solid, closely spaced row of trees. Also, new understory trees can be shown under existing shade trees if existing trees have high branching.

² Foliage: DECID = Deciduous, E'GRN = Evergreen

³ Light Requirement: FS = Full Sun, PSH = Partial Shade (2-5 hrs. of sun or filtered sun), SH = Full Shade (<2 hrs. sun)

⁴ Soil Drainage: W=Always Wet (soil saturated for more than several days during growing season), OW=occasionally Wet (Soil saturated for several days during several days of growing season), WD=Well Drained

⁵ Drought Tolerance: HIGH=High (no watering required once well established), MOD= Moderate (occasional watering required during dry periods in growing season), LOW= Low (frequent watering required during dry periods of growing season)

⁶ Growth Rate: SLOW=Slow (<1ft/ yr.), MOD=Moderate (1-2 ft/ yr.), FAST=Fast (>2ft/ yr.)

**APPROVED TREES FOR CITY RIGHT-OF-WAY LANDSCAPING AND PARKS
CITY OF JACKSONVILLE**

Tree	Ht/Spd	¹ Plan Canopy Diameter	² Foliage	³ Light Required	⁴ Soil Drainage	⁵ Drought Tolerance	⁶ Growth Rate	Soil Tolerance (pH)	¹³ FAS FL Friendly
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⁷ Use Live Oak cultivars (Q. v. 'SDLN' ('Cathedral' Live Oak) or Q. v. 'QVTIA' ('Highrise' Live Oak)) in medians when a single row of oaks with uniform spacing is desired. Use 'Highrise' Oak where oaks are near overhead power lines. Use common live oak for informal groupings.

⁸ Limit use of River Birch, Red Maple, and Weeping Willow to clusters around retention ponds and in areas of R.O.W. undisturbed by construction. Do not use in medians or within 20' of pavement. These trees don't do well in alkaline conditions generally found near pavement. Because River Birch and Willows have a short life span, use these tree sparingly. Generally, cluster with longer lived tree types.

⁹ Use Wax Myrtle only in mass planting for visual screening and transition into natural areas.

¹⁰ Provide 6'-8' minimum between Large Trees and pavement, curbs and other structures.

¹¹ Trees not on the above approved list may be considered for approval by the Mowing and Landscape Maintenance Division. Contact Fred Pope, PLA (pope@coj.net or 904.255.4305) to obtain written approval.

¹² Because of weeping nature of Drake Elm, limit use to medians 30' wide or greater, measured from the edge of travel lane (i.e. two 1.5' curb & gutter & 27" grassed median) and where the tree can be set back 15' from the travel lane, if planted on the side of the street.

¹³ The definition of Florida-Friendly Landscaping™ in Florida Statutes section 373.185 (adopted in 2009 in Senate Bill 2080) addresses "quality landscapes that conserve water, protect the environment, are adaptable to local conditions, and are drought tolerant. The principles of such landscaping include planting the right plant in the right place, efficient watering, appropriate fertilization, mulching, attraction of wildlife, responsible management of yard pests, recycling yard waste, reduction of stormwater runoff, and waterfront protection. Additional components include practices such as landscape planning and design, soil analysis, the appropriate use of solid waste compost, minimizing the use of irrigation, and proper maintenance."

PROHIBITED TREES

Common Name <i>Botanical Name</i>	Reasons
Bradford Pear <i>Pyrus calleryana 'Bradford'</i>	Poor branching, short life
Camphor Tree <i>Cinnamomum camphora</i>	Category I Invasive Plant by FLEPPC
Tallow Tree <i>Sapium sebiferum</i>	Category I Invasive Plant by FLEPPC
Cherry Laurel <i>Prunus caroliniana</i>	Short lived, messy litter, multiple seedlings

FLEPPC = Florida Exotic Pest Plant Council

NOT-FOR-PROFIT APPLICATION PROCESS FOR TREE FUND PROJECTS

OVERVIEW

I. Introduction

This document provides an extensive overview of the Not-for-Profit Application Process for Tree Fund Projects. The information contained in this document should be read by all Applicants prior to applying for Tree Fund Project awards -and

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II. Process Overview

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. If the Mayor's Office approves a proposed project on the Project Priority List, legislation appropriating Tree Fund moneys for the proposed project will be filed with the City Council, and the City Council shall

make the final decision whether or not to appropriate such funds, pursuant to Sec. 111.760, Ordinance Code.

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 to be presented to the Mayor’s Office through the Mayor’s Budget Review Committee (“MBRC”) process, and, if a proposed project is approved by MBRC, the Office of General Counsel will draft the necessary appropriation legislation and Agreement at the request of the Mayor’s Office and file same with City Council who will make the final decision regarding appropriation pursuant to Sec. 111.760, *Ordinance Code*. 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 ~~madetaken by the Mayor’s Office, 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.

H.III. Application Process

A. **Application Schedule.** 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. All deadlines end at 5:00 PM on the specified date below. If a date listed below falls on a weekend or a legal holiday, the effective date shall be next business day. Please note, if the Tree Commission no longer meets twice a month, then a special meeting shall be held on the 4th Thursday of the specified month in order to review the Project Applications.

Award Session	Courtesy Application Review Period	Application Deadline	Staff review due	Commission Meeting
1	<u>November 1 through 5</u>	January 2	January 31	2 nd meeting

	<u>business days prior to Application Deadline</u>			in February
2	March 1 through 5 business days prior to Application Deadline	May 1	May 31	2 nd meeting in June
3	July 1 through 5 business days prior to Application Deadline	September 1	September 30	2 nd meeting in October

B. Complete Application. Applications must be completed by the Application Deadline listed above. More specifically:

1. Applications are deemed complete if all requested and necessary information and documentary proof is provided, as outlined in the document and on the Application.
2. Applicants shall submit applications to the City, by submitting it either electronically or in person to the Mowing & Landscape Maintenance Division, c/o the Urban Forester.
3. A courtesy application review period will take place prior to each Application Deadline to allow applicants to submit applications to Tree Commission staff for review of completeness and to iron out any details missing in the Application. Also, feedback and input from Tree Commission staff may be provided, if time permits.

C. Staff Review. 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. Application Presentation and Public Hearing. All Applications will be presented for review, deliberation, and final recommendation by the Tree Commission at a public hearing during the above scheduled meetings. Special meetings may be held if needed at the discretion of the Tree Commission.

1. Applicants shall have 10 minutes to present their Application to the Tree

Commission at the above scheduled meetings and each Commissioner shall have up to 10 minutes per Application for questions.

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. **Project Priority List.** Following the Application Presentation(s) and Public Hearing on the Tree Planting Projects, 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. The Applications will then be ranked in order of highest average score to the lowest average score. This ranking will be included in the Tree Commission's Project Priority List to be presented to the Mayor's Office through the MBRC process.

F. **Mayor Review.** At the earliest MBRC meeting that the funding request can be filed, Tree Commission staff will submit and present the Project Priority List for review and 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. In the alternative, the Mayor's Office can decide to ~~delay-defer~~ 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 deferred by the Mayor's Office, it must be approved for funding before the awarding of projects for the next Award Session. For example, if funding for a project in Award Session #1 is deferred by the Mayor's Office, then it would need to be funded prior to the Tree Commission's first meeting in June, to be eligible for funding. If a proposed project is denied by the Mayor's Office or if it is deferred beyond the following Award Session, no further action on it shall be made, unless at the complete discretion of a Councilperson at the request of the Applicant.

G. **City Council Review.** The appropriation bill(s) and agreement(s) as directed by the Mayor's Office will be filed with City Council for final decision of approval or denial.

III. IV. Certain Communications Prohibited During Application Evaluation Period.

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

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

V. Requirements-Prerequisites to Apply- Qualifications and Proof:

IV. The requirements and qualifications outlined below must be met and supported with documentary proof in order to apply for a Tree Fund Project award. If you are unable to meet one or more of the qualifications or requirements below, please consider the Tree Planting Suggestion Form, which can be accessed here: (link)

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

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

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

1. Attach a status 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 a copy of Detail by Entity Name from Sunbiz.org
Go to this link: <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>
2. Provide evidence of current operation in Duval County by submitting at least one of the following:
 - A list of notable projects or work conducted in Duval County
 - A copy of media publicity identifying work conducted in Duval County (i.e. news article or blog post)

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. Contact the Real Estate Division (904)255-8700 to determine the owner or operator of the public property.
2. 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.

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.
2. Attach copies of all solicitations and proposals as listed below:
 - If Applicant hires a contractor to perform the substantially all of project, the Application must include the solicitation for bids from at least five (5) contractors along with the responses.
 - If Applicant is acting as a contractor but is hiring a subcontractor for watering, planting, fertilizing or other major task, the Application must include the solicitation for bids from at least five (5) of the applicable type with the responses.
 - 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 the solicitation for pricing quotes from at least five (5) suppliers with the responses.

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)
2. website)

H. The species of proposed trees to be planted shall not be on the Prohibited Tree List. Also, please identify which, if any, of the tree species are on the Preferred Tree List.

1. The Prohibited Tree List and the Preferred Tree List can be found here:
(include link to website)

I. The specimens of proposed trees to be planted are only Florida Fancy or Florida #1 Grade.

1. The Florida Department of Agriculture and Consumer Services' Guide to Florida Grades for nursery trees can be found here: <https://www.freshfromflorida.com/Divisions-Offices/Plant-Industry/Business-Services/Florida-Grades-and-Standards-for-Nursery-Plants-2015>

J. The Applicant or Contractor has experience related to planting trees

1. Please provide proof of experience to planting trees (i.e. letters of recommendation, website with portfolio, certifications, etc.)

VI. Application:

A. QualificationsPrerequisites- Applicant must meet all qualifications and requirements and submit the required documents identified in Paragraph A of the Application. including the submission of the required documents.

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

C. Project Design & 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.

Comment [1]: If an electronic application is used, this will not make sense
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VI.VII. Application Review- This is the portion of the Application that identifies how the Tree Commission will evaluate and score 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 13540 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 13540 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.

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A. Outlined below is the criteria that the Tree Commission will evaluate when reviewing your Application. These Criteria and associated points are included in the Project Evaluation document located here (link).

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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://fl.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 planting is started and completed outside of the period of May 15 and September 15

2. Cost Review

- a. Project costs are equal to or less than the City's Continuous Contract
 - 1) 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 requirement for irrigation does not extend beyond two years~~
 - d. The cost of the species of trees selected do not outweigh the benefit of the trees
 - ~~e. The site preparation costs are reasonable in relation to the entire planting project~~
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~~
5. **Plan-It Geo Objective Criteria Review (will be conducted by staff)**
- a. Staff will utilize the Plan-It Geo Web Tool to evaluate the location of the proposed planting project.
 - b. The location will be evaluated based on the Census Block ranking (1- 488) developed by Plan-It Geo for the five (5) categories listed below:
 - 1) Urban Tree Canopy Percentage
 - 2) Stormwater Benefits
 - 3) Urban Heat Island
 - 4) Socio-Economic Benefits
 - 5) Overall-equally weighted criteria

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

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

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DRAFT

NOT-FOR-PROFIT APPLICATION PROCESS FOR TREE FUND PROJECTS

INSTRUCTIONS AND FORMS

I. Introduction and Process Overview

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. If the Mayor's Office approves a proposed project on the Project Priority List, legislation appropriating Tree Fund moneys for the proposed project will be filed with the City Council, and the City Council shall make the final decision whether or not to appropriate such funds, pursuant to Sec. 111.760, *Ordinance Code*.

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 to be

presented to the Mayor's Office through the Mayor's Budget Review Committee ("MBRC") process, and, if a proposed project is approved by MBRC, the Office of General Counsel will draft the necessary appropriation legislation and Agreement at the request of the Mayor's Office and file same with City Council who will make the final decision regarding appropriation pursuant to Sec. 111.760, *Ordinance Code*. 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. **Application Schedule.** 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. All deadlines end at 5:00 PM on the specified date below. If a date listed below falls on a weekend or a legal holiday, the effective date shall be next business day.

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

- B. Complete Application.** Applications must be completed by the Application Deadline listed above. More specifically:
1. Applications are deemed complete if all requested and necessary information and documentary proof is provided, as outlined in the document and on the Application.
 2. Applicants shall submit applications to the City, by submitting it either electronically or in person to the Mowing & Landscape Maintenance Division, c/o the Urban Forester.
 3. A courtesy application review period will take place prior to each Application Deadline to allow applicants to submit applications to Tree Commission staff for review of completeness and to iron out any details missing in the Application. Also, feedback and input from Tree Commission staff may be provided, if time permits.
- C. Staff Review.** 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. Application Presentation and Public Hearing.** All Applications will be presented for review, deliberation, and final recommendation by the Tree Commission at a public hearing during the above scheduled meetings. Special meetings may be held if needed at the discretion of the Tree Commission.
1. Applicants shall have 10 minutes to present their Application to the Tree Commission at the above scheduled meetings and each Commissioner shall have up to 10 minutes per Application for questions.
 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. Project Priority List.** Following the Application Presentation(s) and Public Hearing on the Tree Planting Projects, 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. The Applications will then be ranked in order of highest average score to the lowest average score. This ranking will be included in the

Tree Commission's Project Priority List to be presented to the Mayor's Office through the MBRC process.

F. **Mayor Review.** At the earliest MBRC meeting that the funding request can be filed, Tree Commission staff will submit and present the Project Priority List for review and 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. 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.

G. **City Council Review.** The appropriation bill(s) and agreement(s) as directed by the Mayor's Office will be filed with City Council for final decision of approval or denial.

III. Certain Communications Prohibited During Application Evaluation Period.

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

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

Project Contract.

IV. 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 status 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-e-file/>) ; 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 a copy of Detail by Entity Name from Sunbiz.org
Go to this link: <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>
2. Provide evidence of current operation in Duval County by submitting at least one of the following:
 - A list of notable projects or work conducted in Duval County
 - A copy of media publicity identifying work conducted in Duval County (i.e. news article or blog post)

D. Have authority to act on behalf of the Applicant

1. Attach Corporate Resolution Certification (if applicable) (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. Contact the Real Estate Division (904)255-8700 to determine the owner or operator of the public property.
2. 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 of facilities.

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.
2. Attach copies of all solicitations and proposals as listed below:
 - If Applicant hires a contractor to perform the substantially all of project, the Application must include the solicitation for bids from at least five (5) contractors along with the responses.
 - If Applicant is acting as a contractor but is hiring a subcontractor for watering, planting, fertilizing or other major task, the Application must include the solicitation for bids from at least five (5) of the applicable type with the responses.
 - 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 the solicitation for pricing quotes from at least five (5) suppliers with the responses.

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)

V. Application:

A. Qualifications- Applicant must meet all qualifications and submit the required documents ~~in-as required in Paragraph A-V., "Prerequisites to Apply."~~ of-in 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 Design & 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.

VI. Application Review- This is the portion of the Application that identifies how the Tree Commission will evaluate and score 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~~135 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 ~~135~~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://fl.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
 - 1) 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\

5. Plan-It Geo Objective Criteria Review (will be conducted by staff)

- a. Staff will utilize the Plan-It Geo Web Tool to evaluate the location of the proposed planting project.
- b. The location will be evaluated based on the Census Block ranking (1- 488) developed by Plan-It Geo for the five (5) categories listed below:
 - 1) Urban Tree Canopy Percentage
 - 2) Stormwater Benefits
 - 3) Urban Heat Island
 - 4) Socio-Economic Benefits
 - 5) Overall-equally weighted criteria
- c. A maximum of 4 points per category is possible. If a project is on the border of two or more Census Blocks, than the average of the census blocks will be applied to determine a score (e.g. located on the 50th and 300th census blocks, then 175th census block will be applied so that it will receive 3 points). The ranking and corresponding points are as follows:
 - 1) 1st-25th percentile (1-122)- 4 points;
 - 2) 26th- 50th percentile (123-244)- 3 points;
 - 3) 51st-100th percentile (245-366) 2 points
 - 4) 76th-100th (367-488) percentile- 1 point

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 person is personally known OR produced identification.

Notary Public
(Seal)

CORPORATE RESOLUTION CERTIFICATION

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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 _____.

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RESOLVED THAT [insert name of signatory] _____, the [insert title of signatory] _____

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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.

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DATED: _____ 20 _____

CORPORATE SECRETARY

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. Be registered with the State of Florida and have been in existence for at least one (1) year**
 - a. Attach a good standing status 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

8. The species of proposed trees to be planted shall not be on the Prohibited Tree List. Also, please identify which, if any, of the tree species are on the Preferred Tree List.

a. Please indicate the species of each tree in your proposed planting design.

9. The specimens of proposed trees to be planted are only Florida Fancy or Florida #1 Grade.

a. Please indicate the grade of each tree in your proposed planting design.

10. The Applicant or Contractor has experience related to planting trees

a. Please provide proof of experience to planting trees (i.e. letters of recommendation, website with portfolio, certifications, etc.)

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:

For a complete outline of the criteria the Tree Commission evaluates, please refer to the Tree Commission Project Evaluation Spreadsheet. Please make sure, at a minimum, your Project Design and Narrative answers all of the criteria.

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.

a. A list of tree species considered "Florida Friendly" can be found at <https://ffl/ifas/ufl.edu/plants>

a-b. -The Preferred Tree Species List and Prohibited Tree Species List, both developed by the

City's Urban Forester and Arborist, can be found here: (insert link)

2. Rationale for Project :
 - a. Provide information about the Project's public benefit
3. Total Project Budget in Spreadsheet:
 - a. Provide all line item expenses for all aspects of project (administrative, trees, incidental landscaping, contractor costs, irrigation, site preparation, 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.

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. Be registered with the State of Florida and have been in existence for at least one (1) year**
 - a. Attach a good standing status 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

8. **The species of proposed trees to be planted shall not be on the Prohibited Tree List. Also, please identify which, if any, of the tree species are on the Preferred Tree List.**
 - a. Please indicate the species of each tree in your proposed planting design.
9. **The specimens of proposed trees to be planted are only Florida Fancy or Florida #1 Grade.**
 - a. Please indicate the grade of each tree in your proposed planting design.
10. **The Applicant or Contractor has experience related to planting trees**
 - a. Please provide proof of experience to planting trees (i.e. letters of recommendation, website with portfolio, certifications, etc.)

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:

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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 135 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 45 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) The overall use of non-shade trees is acceptable Comments/questions/justifications	

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

2. Cost Review (TOTAL OF 25 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 required irrigation will not exceed 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	
(2.e) The total site preparation costs are not unreasonable to the overall project costs 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 <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 25 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.						
(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 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</p> <p>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, then the average of the census blocks will be applied to determine a score (e.g. located on the 50th and 300th census blocks, then 175th census block will be applied so that it will receive 3 points).

Allocate 0-4 points based on the Census Block Percentile Score: out of 488 Census Blocks:	Census Block	Points
1st-25th percentile (1-122)- 4 points;		
26th - 50th percentile (123-244)- 3 points;		
51st-100th percentile (245-366) 2 points		
76th -100th (367-488) percentile- 1 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		

Attachment F

