

Jacksonville Tree Commission

Wednesday March 17, 2021 – 9:30 AM
Ed Ball Building, 10th Floor, Conference Room 5
and Zoom

Commissioners: Chris Flagg, Chair
Curtis Hart, Vice Chair
Ron Salem
John Pappas
Mike Robinson
Rhodes Robinson
Susan Fraser

Advisors: Susan Grandin
Richard Leon
Kathleen McGovern
Joel Provenza

Staff: Cindy Chism

AGENDA

Order of Agenda is Subject to Change

- 1. Call to Order - Chair**
- 2. Roll Call and Verification of Quorum – Cindy Chism**
- 3. Submittal of Speaker’s Cards – Chair**
 - a) A raised hand icon as well as waving at the screen will be acknowledged by Chair or Ms. Chism.
 - b) For those attending in person, paper speakers cards will be available.
- 4. Reports:**
 - a) Fund balance and encumbrance report for 15(F) (Ordinance Tree Fund), 15(N) (Charter Tree Fund) and BJP – Joel Provenza
 - b) Status of Pending Tree Projects – Kathleen McGovern
 - c) Fund Status of 630-CITY, Remove & Replace and Level 2 Programs– Richard Leon
- 5. Action Items:**
 - a) Approval of Minutes from February 25th, 2021 meeting – Chair
 - b) Proposed Level 2 Project(s) – Kathleen McGovern
 - i. Blue Cypress Park Restoration Tree Planting Project – Richard Leon
 1. Presentation
 2. Public Comment
 3. Vote

ii. Reddie Point Tree Planting Project – Todd Little

1. Presentation
2. Public Comment
3. Vote

6. Old Business

- a) Report to Commission on Level 3 Workshop – Ms. Grandin

7. New Business

- a) None

8. Public Comment

- 9. Adjournment** – the next meeting is Wednesday, April 21st and will be a Hybrid Zoom meeting in Ed Ball Building, 10th Floor, Public Works Office, conference room 5.

Jacksonville Tree Commission
Wednesday March 17, 2021 – 9:30 AM
Approved April 21, 2021
Via Zoom Platform & In Person

Commissioners Present:

Chris Flagg, Chair
Curtis Hart, Vice Chair
Ron Salem
John Pappas
Mike Robinson
Rhodes Robinson
Susan Fraser

Staff: Cindy Chism

Public: CW Joyce Morgan, City Council
Joe Anderson, JEA
Fred Pope, COJ
Anna Dooley, Greenscape
Mike Zaffroni, Liberty Landscape
Todd Little, COJ
John November, Public Trust
Todd Little, COJ
Nichole Evans, COJ
Chet Aikens, COJ
Colin Moore,

Advisors:

Susan Grandin, OGC
Richard Leon, Urban Forester Manager
Kathleen McGovern, City Arborist
Joel Provenza, Finance

1. **Call to Order** - Chair
2. **Roll Call and Verification of Quorum** – Cindy Chism
3. **Submittal of Speaker’s Cards** – Chair
 - a) A raised hand icon as well as waving at the screen will be acknowledged by Chair or Ms. Chism.
 - b) For those attending in person, paper speakers cards are available.
4. **Reports:**
 - a) Fund balance and encumbrance report for 15(F) (Ordinance Tree Fund), 15(N) (Charter Tree Fund) and BJP (Attachment A) – Joel Provenza
 - b) Status of Pending Tree Projects (Attachment B) – Kathleen McGovern
 - i. Mr. Flagg suggested taking before and after pictures of some of the Level 2 projects to show the Commission and City Council. Mr. Leon agreed and added that the pictures could also be posted on the Urban Forestry webpage.
 - c) Fund Status of 630-CITY, Remove & Replace and Level 2 Programs– Richard Leon
 - i. 3173 trees have been planted to date through the 630-CITY program. The amount of requests per day is 7 to 10. It is averaging about 3 months from receipt of the request to tree in the ground. There is \$705,110 left in the 630-CITY account. Remove and Replace has \$248,329 left in the Replace account. The Level 2 account has \$1.6 million including all the current obligations. Mr. Pappas asked if there was total of Removed and Replaced trees. Mr. Leon responded, 661 trees have been removed and then replaced. Mr. Joe Anderson added that JEA’s calls for vegetative outages has dropped over the last year due to the remove and replace program.

5. Action Items:

a) Approval of Minutes from February 25th, 2021 meeting – Chair

- i. Motion made by Mr. R. Robinson, seconded by Mr. Pappas, none opposed.

b) Proposed Level 2 Project(s) – Kathleen McGovern

i. Blue Cypress Park Restoration Tree Planting Project (Attachment C)– Richard Leon

1. Presentation – This is the old golf course which is undergoing renovation. There are 157 trees being planted. The tree selection was based on what was naturally growing there already. We have worked very closely with Parks Dept. to select the locations for these trees. In addition, to the 3 month warranty, we have an additional 20 supplemental waterings, using bags, which should be enough for the trees to establish themselves.
2. Public Comment –
 - i. CW Morgan wanted to be sure there were no plantings which would become sight obstructions lining University Club Dr. Mr. Leon said all of the trees being planted on this road are being planted inside of the fence of the park. The trees are mostly pines so will not be “bushy.” CW Morgan added that there is scheduled to be some infrastructure built by the playground. Mr. Leon said he would speak with the Parks Dept. to ensure there will be no conflicts.
 - ii. Mr. Flagg suggested before and after photos be taken especially with all the different conditions on this project. The collaboration with Park landscape architects will ensure success of this project.
3. Vote – Motion to approve the Blue Cypress Park Restoration Tree Planting Project made by Mr. M. Robinson, seconded by Mr. R. Robinson, none opposed. Motion passed.

i. Reddie Point Tree Planting Project (Attachment D)– Richard Leon

1. Presentation – This project has a 2 year warranty. There are 27 trees being planted throughout the park with the exception of the field near the retention pond by request of the residents. The tree selection was again decided by what is already growing there. We did add Winged Elms in the center of the parking lot; it’s a smaller tree and will work better for the space.
2. Public Comment – Mr. M. Robinson pointed out the Scope of Work says a 3 month warranty but in the presentation Mr. Leon said 2 year warranty. Mr. Leon said that would be corrected to read 2 year warranty.
3. Vote – Motion to approve the Reddie Point Tree Planting Project made by Mr. Pappas, seconded by Mr. R. Robinson, none opposed. Motion passed.

6. Old Business

a) Report to Commission on Level 3 Workshop – Susan Grandin & Fred Pope

- i. Ms. Grandin stated there are 3 documents for the Level 3 Project requests; the Application, the Instructions and the Grant Agreement. The Instructions and the Grant Agreement or Contract should be read together. There has been a problem in the past between what the Contract says and

- what the Instructions say. Currently the Contract doesn't reference the Instructions at all although if read as a whole it should.
- ii. One of the conclusions from the workshop was the Contract refers to Contractor, i.e., Greenscape or Public Trust, which is confusing with regard to responsibilities. Therefore it is suggested Contractor be changed to Applicant. The Commissioners agreed this was a logical. Ms. Grandin will make this change.
 - iii. Ms. Fraser pointed out that many times as documents are handed on to other parties, the documents referenced are "left in a drawer." Perhaps there could be a standard addendum or something attached so the person who actually gets handed the document and has to perform the work has a copy. It doesn't necessarily need to be in the contract but a copy should always be in the record. The Commission agreed.
 - iv. Ms. Grandin added that because there are a lot of exhibits with the contract it seems long but actually isn't. Perhaps a comparison could be made between the Instructions and the Contract document to make sure there are no redundancies and streamline the Instructions. Ms. Grandin and Mr. Pope will do the comparison.
 - v. Ms. Grandin said let's begin with the definitions which need to be the same for all the documents. The first one is Applicant; one of the questions which arose at the workshop was whether or not the Applicant had to be a non-profit or community organization or if it could be a for profit entity. The Ordinance Code and the Bills which have appropriated funds do not distinguish in any way.
 - vi. The next is Application, no change. Then Award; the definition currently states "a grant from the City..." this is not really a grant. Mr. Pappas agreed it is a design build contract. Ms. Grandin said she would make that change.
 - vii. Construction Bid Documents; the word bid has been added and who will prepare the documents has been changed.
 - viii. Design Consultant; currently the definition includes many different professionals with 5 years or more experience. Ms. Grandin continued, in the workshop it was suggested limiting the Design Consultant to a Florida Landscape Architect. This is a Level 3 project with a design build contract and a lot of money. FDOT requires Florida Landscape Architects to do the designs for their projects. Ms. Fraser agreed; we are relying on that professional both from an insurance standpoint and an inspection standpoint. otherwise it falls on the City and the Staff. Mr. Flagg added it also helps the Applicant with a professional safety net.
 - ix. Ms. Dooley asked if these requirements will be retroactive. Ms. Grandin replied using the first Checklist, which has the 3 phases, for Phases 1 and 2 a Landscape Architect isn't required because it is a conceptual design. Phase 3 requires a schematic drawing which should be completed by a Landscape Architect. Ms. Fraser suggested a transition period for requiring a Landscape Architect. Mr. Pope pointed out as there have been no new designs submitted, this is a good time to update this process. Mr. Flagg added that it needs to be clear to the Applicant when to engage a professional. Mr. November asked for flexibility in requiring the new process be followed. Also there should be very clear minimums for the drawing requirements, where possible. Perhaps a preliminary approval of staff before being required to hire a professional.

- x. Mr. Leon added that a Level 3 is essentially a contract between the City and the Applicant. Once approved, City Staff should not be responsible or required to do anything other than intermittent inspections of the progress of the project. It defeats the purpose of the Level 3 Project if City Staff is managing the project. Mr. Flagg added the Applicant has the ultimate responsibility for the project; Design Consultant, contractor etc., the Applicant is held responsible for the work that professional has provided. The Applicant is not necessarily going to have the type of professional on staff which will have the landscaping and construction experience necessary to supervise this level of projects.
- xi. Ms. Grandin pointed out that per State Law, to use City money, we must get 3 bids to these drawings and also to plant the trees. Perhaps the Tree Commission wants to approve the project at the Conceptual Phase. Then the Applicant would bid out the design and the construction. Mr. Pappas agreed that is a good point. Mr. Pappas said the contract with the City is with the Applicant, not with the contractor planting the trees. Ms. Fraser added, perhaps if there was a list of qualified people already vetted to work on City contracts. The Applicant could then use one of those already approved professionals. Mr. November added having to bid out for a Landscape Architect also really complicates the process further. Mr. Flagg added the fewer complications the better; clear criteria. Ms. Grandin will investigate what the limits or requirements on bidding projects are.
- xii. Mr. Flagg suggested the Commissioners review the red-lined Instructions (Attachment E) and discuss it at the next Tree Commission meeting. Ms. Grandin and Mr. Pope will continue to review and clarify the 3 documents.

7. New Business

- a) None

8. Public Comment –

- a) John November asked about watering the projects in the summer months or if there was a drought again. Mr. Leon said a water truck was purchased for these kinds of projects but we also look at time of year and try to time our plantings.

9. Adjournment – the next meeting is Wednesday April 21st and will be a Hybrid Zoom meeting in Ed Ball Building, 10th floor, Public Works Office, conference room 5,

CITY OF JACKSONVILLE LEVEL 2 TREE PLANTING PROJECTS

Visit <https://pg-cloud.com/JacksonvilleFL> for City of Jacksonville Tree Project Maps

Visit jaxtree.mitigation.coj.net - Tree Fund City Projects for links to legislation and planting details

Requesting Entity	Project Scope	Status	Appropriation Amount	Obligated	Contract/Warranty
Cobblestone Homeowners Association/residential requests/HOA	Installation of 105 trees in city right of ways and medians to provide additional tree canopy, sound buffer and screening.	Complete	\$191,322.00		Liberty 2/yr
Ed Austin Park Tree Planting/Resident request	115 Trees in right of ways around and within Willowbranch Park	Complete	\$214,822.00		Liberty 2/yr
Neptune Beach/Residential requests - City of Neptune	Trees within residential Right of Ways - 47 trees	Complete	\$55,490.00		Liberty 3/mos
Nathan Krestul Park - Friends of Krestul Park	Trees within Park - 34 trees	Complete	\$95,580.00		Liberty 2/yr
John Gorrie Dog Park/Friends of John Gorrie Dog Park	Trees along Park Right of Way - Buffer - 11 Trees	In Progress	\$23,166.00		Liberty 2/yr
Alexandria Oaks Park/SMPs and Bolles School request	Trees within Park - 15 trees	Complete	\$28,593.00		Liberty 2/yr
Huntington Forest Park/Resident request to CM	Trees along Park Right of Way - Buffer - 15 trees	Complete	\$28,026.00		Liberty 2/yr
Love Grove/Willowbranch	Trees in right of ways around and within Willowbranch Park - 51 Trees	Scheduling: pending construction	\$93,742.00		Liberty 2/yr
Greenland Park/residents adjacent to park	Trees within Park - 53 trees	Complete	\$95,580.00		Liberty 2/yr
Harlow Blvd./Resident request	Trees within median on Harlow Blvd. - 47 trees	Complete	\$102,804.00		Liberty 2/yr
Atlantic Beach/City of Atlantic Beach	Trees within Atlantic Beach residential Right of Ways and Parks - 96 trees	Complete	\$194,532.00		Liberty 2/yr
Lake Mandarin HOA Tree Planting/Resident request	Trees within 4 HOA's residential Right of Ways and Parks - 94 trees	In Progress	\$190,168.00		Liberty 2/yr
Tom Marshall Park/Sports Association	Trees within ballpark and right of ways - 39 trees	Complete	\$69,336.00		Liberty 2/yr
Boat Ramps/Waterfront Management	Trees within 7 boat ramps and parks - 62 trees	In Progress	\$111,132.00		Liberty 2/yr
Freedom Park/CM & Parks	Trees within newly established park (irrigated) - 38 trees	Scheduling	\$38,548.00		Liberty 3/mos
Blue Cypress Park Restoration	Trees within park - field restoration - 157 trees	Submitted	\$187,154.40		Liberty
Emerald Trail; Model Mille	Trees within medians and ROW's of new trail project - 128 trees	MBRC	\$531,954.78		Liberty 2/year
Reddle Point Park	Trees within park - field restoration - 27 trees	Submitted	\$53,055.00		Liberty 2/year



TREE MITIGATION

CITY OF JACKSONVILLE



TREE REMOVAL PERMIT INFORMATION

Click here to search detailed information on Saw Clearing and Tree Removal Permits in respect to tree removal information on a specific permit for 2 permits click on the Sprc 2 tab for 1 permits click on the Tree Mitigation tab



TREE FUND CITY PLANTING PROJECTS

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



AVAILABLE FOR APPROPRIATION

Enter Jacksonville Plan Tree Mitigation Project
TIC Expenditure: 112,957,367.50
TIC Contract: 56,803,124.12
Total: **\$22,341,917.67**



FILE AN ISSUE

Click here to report site clearing or tree removal without a permit or to request tree maintenance on public property in the CARE System select "Tree Removal or Landscape Violation" from the dropdown

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



If you experience difficulty viewing or accessing the documents provided on this site, or navigating the application, please contact the Disabled Services Division at 904-630-4040 or 904-630-4933 (TTY) to request an accommodation.

© 2021 - Official City of Jacksonville and Duval County Government Website, All Rights Reserved

Version 1.0.0.6

3/14/2021

Budget Balance of Appropriated Expenditures

		Remaining Budget	FY 21 Expenditures	Open Purchase Orders	Remaining Balance
Center					
Activity					
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00000189-5Th & Cleveland Ash Site Tree Planting	17,677	11,083	6,594	-
	00000275-Brown's Dump Ash Site Tree Planting	3,033	2,149	884	-
	00000378-County-Wide Tree Prog-Right Of Way	1,167,175	331,794	833,923	1,457
	00000429-Duval County School Board Property	92,244	-	-	92,244
	00000541-Hammond Blvd Project	43,379	132,382	(99,287)	10,283
	00000604-Intersec,Bridge,Misc 09-10 Landscaping	18,468	-	-	18,468
	00000651-King St Planting College To Park	8,725	-	8,725	-
	00000744-North Main Street Landscaping	9,156	-	-	9,156
	00000982-Tree Protection & Related Expenses	1,436,949	-	-	1,436,949
	00001035-Mandarin Road Tree Planting	82,667	-	8,066	74,601
	00001036-Springfield Preservation Tree Planting	206,140.99	0	-5075.68	211,217
	00001315-Level 2 Tree Planting Program	385,346.87	759,214.88	89,260.65	2,201,649
	00001316-Moncrief Rd Beautification Project	409,341	213,662	53,415	142,264
	00001317-Riverside Avondale Pres - Releaf	415,432	332,345	83,086	-
	00001345-District 8 Tree Planting	52,767	-	52,767	-
	00001606-Sulzbacher Village Level 3 Tree Planting	71,298	(10,388)	72,298	10,388
	00001607-Hugenot Park Level 3 Tree Planting	105,587	27,380	78,207	-
	00001623-Level 3 Tree Planting Program	1,000,000	-	241,599	758,401
	All Activity Values	8,994,506	1,799,623	2,227,808	4,967,075
151016-PWOD Forrest Street Ash Site Tree Planting - Conservation and Resource Mg	All Activity Values	5,995	-	5,995	-
151132-PWOD County-Wide Tree Prog-Active Parks - Conservation and Resource Manag	All Activity Values	532,545	-	-	532,545
151135-PWOD County-Wide Tree Prog-Preservation Parks - Conservation and Resource	All Activity Values	514,854	-	-	514,854
154006-PWML Tree Maintenance - Other Physical Environment	All Activity Values	355,677	111,611	211,056	33,010
154007-PWML 630-City Tree Planting Prog - Other Physical Environment	All Activity Values	2,855,319	973,387	881,931	1,000,000
154008-PWML Patton Rd And Beach Blvd Tree Planting - Conservation and Resource M	All Activity Values	9,428	-	9,428	-
154009-PWML Zoo Landscaping-Asian Exhibit - Conservation and Resource Management	All Activity Values	1,031,432	-	-	1,031,432
191015-JXSF Conservation and Resource Management	00000981-Tree Protection & Related Expenditures-Activity	2,266,376	-	-	2,266,376
		16,566,131	2,884,621	3,336,218	10,345,292
154008-PWML Patton Rd And Beach Blvd Tree Planting - Conservation and Resource M	All Activity Values	9,428	-	9,428	-
154009-PWML Zoo Landscaping-Asian Exhibit - Conservation and Resource Management	All Activity Values	1,031,432	-	-	1,031,432
191015-JXSF Conservation and Resource Management	00000981-Tree Protection & Related Expenditures-Activity	2,266,376	-	-	2,266,376
		23,180,604	2,884,621	3,355,075	16,940,909
Total Tree Protection & Related Expenditures (15F, 15304 Fund)					
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag		48,919	-	3,321	45,598
Total Tree Mitigation & Related Expense (15N, 15305 Fund)		48,919	-	3,321	45,598

Available Balance, Revenues, and Expenditures by month

	Mar-21	Feb-21	Jan-21	Dec-20	Nov-20	Oct-20	Sep-20	Aug-20	July 2020	June 2020	May 2020	April 2020
15304-Tree Protection & Related Expenditures												
Cash	23,948,276	24,145,634	24,309,030	24,842,486	25,085,636.76	25,284,441.72	25,355,319.37	25,881,689.30	25,655,850.85	25,931,838.17	25,569,241.82	25,869,616.93
Liabilities	-	(3,906)	-	(709,486)	(25,981)	(252,331)	(43,141.89)	(325,172.11)	-	(4,783.04)	-	(4,830.00)
Net Budgeted Expenditures	(9,990,908.49)	(10,213,664.45)	(10,613,677.01)	(8,899,493.81)	(8,127,378.85)	(6,389,832.55)	(3,535,721.42)	(6,440,416.01)	(10,223,879.62)	(11,012,591.40)	(10,242,913.02)	(10,779,682.13)
Available Balance Total	13,957,368	13,928,064	13,695,353	15,233,506	16,932,277	16,642,278	21,776,456	19,116,101	15,431,971	14,914,454	15,326,329	15,085,105
Revenues	29,304	232,710	461,847	301,590	289,638	223,252	482,412	619,617	517,518	588,125	241,224	320,160
Expenditures	222,756	400,013	285,817	1,227,885	267,454	475,268	730,147	718,950	788,712	230,322	536,769	204,579

	Mar-21	Feb-21	Jan-21	Dec-20	Nov-20	Oct-20	Sep-20	Aug-20	July 2020	June 2020	May 2020	April 2020
15305-Tree Mitigation & Related Expense												
Cash	6,715,543	6,695,299	6,603,508	6,629,554	6,570,739	6,466,222	6,392,248	5,713,900	5,627,999	5,529,537	5,472,360	5,438,277
Liabilities	-	-	-	-	-	-	-	-	-	(3,127)	-	-
Net Budgeted Expenditures	(48,919)	(48,919)	(48,919)	(48,919)	(48,919)	(48,919)	(45,598)	(48,919)	(48,919)	(48,919)	(52,046)	(52,046)
Available Balance Total	6,666,624	6,646,380	6,554,589	6,580,635	6,521,820	6,417,303	6,346,651	5,664,981	5,579,080	5,477,492	5,420,315	5,386,232
Revenues	20244	91791	26046	58815	104,517	73,974	678,348	85,901	39,255	119,510	34,083	29,525
Expenditures	-	-	-	-	-	-	-	-	-	3,127	-	-

CITY OF JACKSONVILLE LEVEL 2 TREE PLANTING PROJECTS

Visit <https://pg-cloud.com/JacksonvilleFL/> for City of Jacksonville Tree Project Maps
 Visit jxtreemitigation.coj.net - Tree Fund City Projects for links to legislation and planting details

Requesting Entity	Project Scope	Status	Appropriation Amount	Obligated	Contract/Warranty
Cobblestone Homeowners Association/residential requests/HOA	Installation of 105 trees in city right of ways and medians to provide additional tree canopy, sound buffer and screening.	Complete	\$191,322.00		Liberty 2/yr
Ed Austin Park Tree Planting/Resident request	115 Trees in right of ways around and within Willowbranch Park	Complete	\$214,822.00		Liberty 2/yr
Neptune Beach/Residential requests - City of Neptune	Trees within residential Right of Ways - 47 trees	Complete	\$55,490.00		Liberty 3/mos
Nathan Krestul Park - Friends of Krestul Park	Trees within Park - 34 trees	Complete	\$95,580.00		Liberty 2/yr
John Gorrie Dog Park/Friends of John Gorrie Dog Park	Trees along Park Right of Way - Buffer - 11 Trees	In Progress	\$23,166.00		Liberty 2/yr
Alexandria Oaks Park/SMPS and Boiles School request	Trees within Park - 15 trees	Complete	\$28,593.00		Liberty 2/yr
Huntington Forest Park/Resident request to CM	Trees along Park Right of Way - Buffer - 15 trees	Complete	\$28,026.00		Liberty 2/yr
Love Grove/Willowbranch	Trees in right of ways around and within Willowbranch Park - 51 Trees	Scheduling; pending construction	\$93,742.00		Liberty 2/yr
Greenland Park/residents adjacent to park	Trees within Park - 53 trees	Complete	\$95,580.00		Liberty 2/yr
Harlow Blvd./Resident request	Trees within median on Harlow Blvd. - 47 trees	Complete	\$102,804.00		Liberty 2/yr
Atlantic Beach/city of Atlantic Beach	Trees within Atlantic Beach residential Right of Ways and Parks - 96 trees	Complete	\$194,532.00		Liberty 2/yr
Lake Mandarin HOA Tree Planting/Resident request	Trees within 4 HOA's residential Right of Ways and Parks - 94 trees	In Progress	\$190,168.00		Liberty 2/yr
Tom Marshall Park/Sports Association	Trees within ballpark and right of ways - 39 trees	Complete	\$69,336.00		Liberty 2/yr
Boat Ramps/Waterfront Management	Trees within 7 boat ramps and parks - 62 trees	In Progress	\$111,132.00		Liberty 2/yr
Freedom Park/CM & Parks	Trees within newly established park (irrigated) - 38 trees	Scheduling	\$38,548.00		Liberty 3/mos
Blue Cypress Park Restoration	Trees within park - field restoration - 157 trees	Submitted	\$187,154.40		Liberty
Emerald Trail; Model Mile	Trees within medians and ROW's of new trail project - 128 trees	MBRC	\$531,954.78		Liberty 2/year
Reddie Point Park	Trees within park - field restoration - 27 trees	Submitted	\$53,055.00		Liberty 2/year



Blue Cypress Park Restoration

Description:

Jacksonville's Parks Department has requested a tree planting to help restore natural areas within Blue Cypress Park in City Council District 1. This planting focuses on the restoration of two cleared fields directly adjacent to the St. John's River, and surrounding two lakes within the park. By planting trees here that are well adapted to these habitats, the water bodies may be better protected at this location. These plantings will help to control soil erosion, reduce stormwater runoff into the river and minimize human impacts. In addition, this plan also calls for increasing canopy surrounding the park's playground, and a row of pine trees to help buffer the park from nearby University Boulevard. This project includes 157 total trees of 11 different species and at a variety of sizes, creating a high level of biodiversity and an uneven aged stand structure. Both of these factors help to ensure the resiliency of the restoration efforts. This plan does not include any tree removal. This planting will utilize the three month warranty planting contract. To see the complete plan, please see <https://pg-cloud.com/JacksonvilleFL/?scenario=BlueCypress>. All trees will be planted within the boundaries of Blue Cypress Park and are thus on public lands.

LEVEL 2 COMMUNITY ORGANIZATION TREE PLANTING PROGRAM

The form below provides individual citizens and organizations with the opportunity to suggest a location for a tree planting project within Duval County that proposes to use funds from the City of Jacksonville Tree Protection and Related Expenses Trust Fund. If a citizen or organization is interested in suggesting a planting location for the City to implement, then use this form.

Requirements to utilize this program:

1. The location of the proposed planting must be:
 - a. In Duval County; and
 - b. On public property, such as a road right-of-way; a local, state or national park; Duval County School Board property, etc.
2. The number of trees requested may not exceed 200.

Complete the following information below:

1. Name/title of project: Blue Cypress Park Restoration
2. Legal name of organization/citizen making suggestion:
Jacksonville Parks Department
3. Organization or citizen mailing address:
117 W Duval St, Jacksonville, FL 32202
4. Contact phone number: 904-255-7941
Contact e-mail: jenz@coj.net
5. Location/address of planting project:
Blue Cypress Park 4112 University Blvd N, Jacksonville, FL 32277
6. Has project information been shared with the Council Member of the district? Yes
7. Rationale for project (include information about the public benefit of the project):
To increase tree canopy in prominent areas of the park along with working to restore natural ecosystem functioning in close proximity to the St. John's River.
8. Description of project:
This project will plant 157 trees with the majority being planted in close proximity to the St. John's river to aid natural riparian area functioning. Other trees will be planted in open spaces to increase canopy and along University Blvd. to buffer road noise.

If a citizen/organization is interested in proposing a project that they want to administer and implement, a more comprehensive application (Level 3) can be found at the following link: <http://www.coj.net/departments/public-works/tree-commission>.

****To Be Completed By City of Jacksonville/Public Works Staff Only****

Level 2 - Community Organization Tree Planting Program Staff Checklist

Total number of trees to be installed 157 Project Title: Blue Cypress Park Restoration Project is to be planted on Public Land
 Total number of trees to be removed 0 Project is located in Duval County

Activity	Complete
1 The species of trees are appropriately located.	✓
2 The number and placement of trees is appropriate.	✓
3 Trees being planted are approved pursuant to the <u>Tree Commission Approved Tree Planting List</u> .	✓
4 Shade Trees are preferred, if non-shade trees are proposed, the use is appropriated/acceptable.	✓
5 Less than 25% of the total species of trees being planted are palms.	✓
6 The planting will not interfere with utilities or sight line requirements.	✓
7 The project does not include incidental landscaping. If so, the applicant must justify the reason for its inclusion.	✓
8 Construction required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, are costs reasonable?	✓
9 Irrigation installed? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, are costs reasonable?	✓
10 The cost of the species of trees selected do not outweigh the benefits of the trees.	✓
11 Low maintenance plants are utilized.	✓
12 Location of plant material and irrigation (if applicable) has minimum adverse impact over time on infrastructure such as walks and roads.	✓
13 Species of trees being planted are beneficial to the City's tree canopy.	✓
14 The project provides unique benefit to the neighborhood, Council District, or City.	✓
15 The project has been reviewed with and meets the needs of the requesting entity.	✓
16 The Councilmember has been notified of the project.	✓

COMMENTS:



March 12, 2021

Re: Blue Cypress Park.

In accordance with bid #CP-0100-19, Liberty Landscape Supply proposes the following to include all labor, materials, equipment, taxes, delivery, installation, **90-day** warranty, insurance, etc.:

ITEM	QUANTITY	PRICE/UNIT(NON-IRR)	TOTAL
Bald Cypress 3.5" Cal, 10' Ht, 65G, 5' Spd, 65G or 36" B&B	14	\$1204.80	16,867.20
Black Gum 3" Cal, 12' Ht, 6' Spd, 65G or 36" B&B	5	\$1461.60	7,308.00
Cabbage Palm 16' CT	9	\$834.00	7,506.00
Cabbage Palm 12' CT	9	\$834.00	7,506.00
Sweet bay Magnolia 2.5" Cal, 10-12' Ht.	9	\$871.20	7,840.80
Red Cedar 3" Cal, 10' Ht, 4' Spd, 65G or 36" B&B, Dense	14	\$933.60	13,070.40
Live Oak 3" Cal, 12' Ht, 6' Spd, 65G or 36" B&B	15	\$1461.60	21,924.00
Longleaf Pine 2" Cal, 8' Ht, 2-1/2' Spd, 25G or 24" B&B	14	\$537.60	7,526.40
Longleaf Pine 3" Cal, 10' Ht, 3' Spd, 65G or 32" B&B	30	\$802.80	24,084.00
Sand Live Oak 3" Cal, 10' Ht, 5' Spd, 65G or 36" B&B	10	\$1440.00	14,400.00
Sweetgum 3" Cal, 12' Ht, 6' Spd, 65G or 36" B&B	6	\$1087.20	6,523.20
Wax Myrtle 15 Gal., Min. 4 Tks @ 4-6' Ht.	5	\$319.20	1,596.00
Wax Myrtle Min 4 Tks @ 6' Ht, 4' Spd, 25G or 24" B&B, Full	10	\$643.20	6,432.00
Wax Myrtle Min 4 Tks @ 8' Ht, 6' Spd, 45G or 32" B&B, Full	5	\$859.20	4,296.00
Weeping Willow 3" Cal, 12' Ht, 5' Spd, 65G or 36" B&B	2	\$1297.20	2,594.40
Supplemental Tree Watering	20	\$1884.00	37,680.00
TOTAL			
	157		\$187,154.40

Respectfully

Mike Zaffaroni, Owner

Liberty Landscape Supply

13385 N Main St

Jacksonville, FL 32218

Blue Cypress

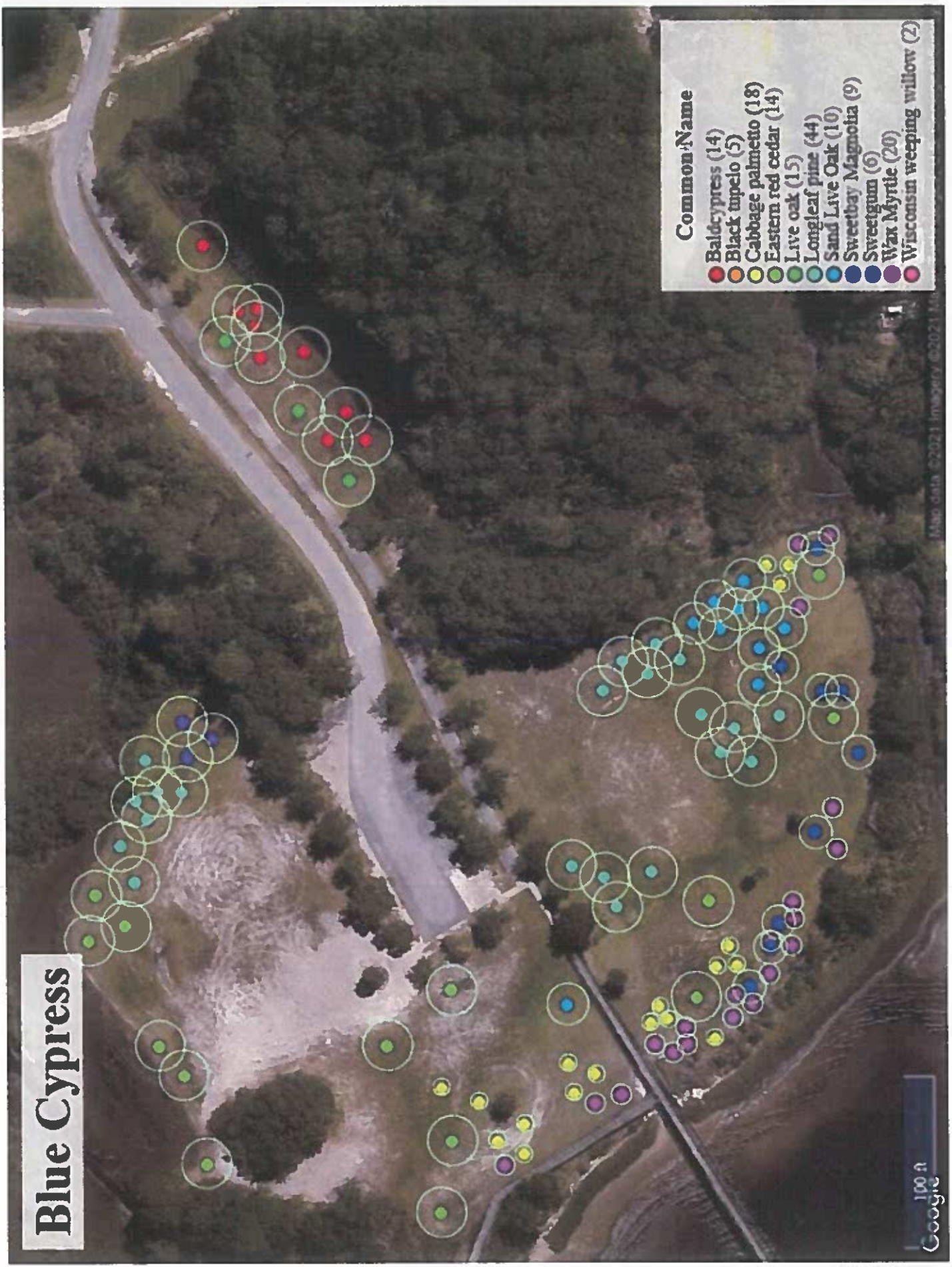
Common Name

- Baldcypress (14)
- Black tupelo (5)
- Cabbage palmetto (18)
- Eastern red cedar (14)
- Live oak (15)
- Longleaf pine (44)
- Sand Live Oak (10)
- Sweetbay Magnolia (9)
- Sweetgum (6)
- Wax Myrtle (20)
- Wisconsin weeping willow (2)



Blue Cypress

- Common Name**
- Baldcypress (14)
 - Black tupelo (5)
 - Cabbage palmetto (18)
 - Eastern red cedar (14)
 - Live oak (15)
 - Longleaf pine (44)
 - Sand Live Oak (10)
 - Sweetbay Magnolia (9)
 - Sweetgum (6)
 - Wax Myrtle (20)
 - Wisconsin weeping willow (2)





Reddie Point Preserve Restoration

Description:

The Jacksonville Parks Department has requested a tree planting within Reddie Point Preserve to restore trees to areas that lost trees during development of the park. This park is within the bounds of City Council District 1 and will provide a benefit to the many users of this park. This includes restoring trees adjacent to the lake, enhancing the main entry road, and shading the parking lot. By planting trees near the lake, they can help mitigate stormwater runoff flowing into this lake, and help control erosion of soils into the lake as well. This project calls for the planting of 27 trees with all of these being trees native to the region that are well adapted to the site conditions. There are no palms scheduled to be installed on this project, and no tree removals are required to complete this restoration. This plan also requires no construction and as all trees are being planted on park property, they will all be on public lands. This planting will utilize the three month warranty. In order to see a map of this planting plan, please visit <https://pg-cloud.com/JacksonvilleFL/?scenario=ReddiePoint>.

LEVEL 2 COMMUNITY ORGANIZATION TREE PLANTING PROGRAM

The form below provides individual citizens and organizations with the opportunity to suggest a location for a tree planting project within Duval County that proposes to use funds from the City of Jacksonville Tree Protection and Related Expenses Trust Fund. If a citizen or organization is interested in suggesting a planting location for the City to implement, then use this form.

Requirements to utilize this program:

1. The location of the proposed planting must be:
 - a. In Duval County; and
 - b. On public property, such as a road right-of-way; a local, state or national park; Duval County School Board property, etc.
2. The number of trees requested may not exceed 200.

Complete the following information below:

1. Name/title of project: Reddie Point Preserve Restoration
2. Legal name of organization/citizen making suggestion:
Jacksonville Parks Department
3. Organization or citizen mailing address:
117 W Duval St, Jacksonville, FL 32202
4. Contact phone number: 904-255-7935
Contact e-mail: bburket@coj.net
5. Location/address of planting project:
Reddie Point Preserve: 4499 Yachtsman Way, Jacksonville, FL 32277
6. Has project information been shared with the Council Member of the district? Yes
7. Rationale for project (include information about the public benefit of the project):
To increase tree canopy along the entryway to park and restore vegetation around the park's lake.
8. Description of project:
This project will plant 28 trees along the main entryway to the park and in the parking lot area to increase canopy cover and to restore native trees along the edges of wooded areas.

If a citizen/organization is interested in proposing a project that they want to administer and implement, a more comprehensive application (Level 3) can be found at the following link: <http://www.coj.net/departments/public-works/tree-commission>.

****To Be Completed By City of Jacksonville/Public Works Staff Only****

Level 2 - Community Organization Tree Planting Program Staff Checklist

Total number of trees to be installed 27 Project is to be planted on Public Land
 Total number of trees to be removed 0 Project is located in Duval County

Project Title:
Reddie Point Preserve Restoration

Activity	Complete
1 The species of trees are appropriately located	✓
2 The number and placement of trees is appropriate	✓
3 Trees being planted are approved pursuant to the <u>Tree Commission Approved Tree Planting List</u>	✓
4 Shade Trees are preferred, if non-shade trees are proposed, the use is appropriated/acceptable	✓
5 Less than 25% of the total species of trees being planted are palms	✓
6 The planting will not interfere with utilities or sight line requirements.	✓
7 The project does not include incidental landscaping if so, the applicant must justify the reason for its inclusion.	✓
8 Construction required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> if yes, are costs reasonable?	✓
9 Irrigation installed? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> if yes, are costs reasonable?	✓
10 The cost of the species of trees selected do not outweigh the benefits of the trees.	✓
11 Low maintenance plants are utilized	✓
12 Location of plant material and irrigation (if applicable) has minimum adverse impact over line on infrastructure such as walks and roads.	✓
13 Species of trees being planted are beneficial to the City's tree canopy	✓
14 The project provides unique benefit to the neighborhood, Council District, or City.	✓
15 The project has been reviewed with and meets the needs of the requesting entity	✓
16 The Councilmember has been notified of the project.	✓

COMMENTS:

LIBERTY

LANDSCAPE SUPPLY

February 26, 2021

Re: Reddie Point

In accordance with bid # CP-0165-19, Liberty Landscape Supply proposes the following to include all labor, materials, equipment, taxes, delivery, installation, 2-Year non-irrigated warranty, insurance, etc.:

ITEM	QUANTITY	PRICE/UNIT (NON IRR)	TOTAL
Eastern Red Cedar 3" Cal, 10' Ht, 4' Spd, 65G or 36" B&B, Dense	4	\$1,701.00	\$6,804.00
Live Oak 3" Cal, 12' Ht, 6' Spd, 65G or 36" B&B	6	\$2,106.00	\$12,636.00
Overcup Oak 3" Cal, 12' Ht, 6' Spd, 65G or 36" B&B	8	\$1,782.00	\$14,256.00
Red Maple 3" Cal, 12' Ht, 6' Spd, 65G or 36" B&B	5	\$2,025.00	\$10,125.00
Winged Elm 3" Cal, 12' Ht, 6' Spd, 65G or 36" B&B	4	\$2,308.50	\$9,234.00
Total	27		\$53,055.00

Respectfully,

Mike Zaffaroni, Owner

Liberty Landscape Supply

13385 N Main St

Jacksonville, FL 32218

Reddie Point

Reddie Point

Common Name

- Eastern red cedar (4)
- Live oak (6)
- Overcup Oak (8)
- Red maple (5)
- Winged elm (4)

Reddie Point

- Common Name**
- Eastern red cedar (4)
 - Live oak (6)
 - Overcup Oak (8)
 - Red maple (5)
 - Winged elm (4)



JACKSONVILLE TREE COMMISSION’S
Level 3
COMMUNITY ORGANIZATION TREE PLANTING PROGRAM
INSTRUCTIONS and PROCESS

I. Purpose.

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

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

The Tree Protection and Related Expenses Trust Fund, as authorized by Sec.111.760, *Ordinance Code*, and Sec. 25.04, *City Charter* (“Tree Funds”), is comprised of funds that are required to be expended on the provision and maintenance of trees on all public lands in Duval County. In an effort to improve the County’s tree canopy, the City

will collaborate with not-for-profit, and other community organizations to achieve this goal through tree planting projects.

II. Definitions.

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

Application: ~~means~~ the Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program Application.

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

City: ~~means~~ the City of Jacksonville.

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

Construction Bid Documents: ~~means~~ the set of bid documents ~~prepared by the Design Consultant after execution of the Grant Agreement.~~ Bid Documents ~~including, but are~~ not limited to, the ~~professionally prepared tree planting and removal plans, irrigation plan, specifications, and construction details, plant schedule and legends for the Project.~~ ~~will become part of the Grant Agreement.~~

County: ~~means~~ Duval County, Florida.

Department: ~~means~~ the City of Jacksonville Department of Public Works.

Design Consultant: ~~means~~ a ~~qualified professional, such as a~~ Florida Landscape Architect, ~~Urban Forester, Certified Arborist, landscape designer, or other professional~~ who has at least 5 years of experience in the design, ~~construction oversight, administration,~~ and inspection of public ~~and private~~ tree planting projects, including tree planting in road rights-of-way . Experience must include preparing design ~~drawings, documents, Construction drawings, Documents and bid documents, and technical specifications;~~ obtaining bids; providing contractor oversight; and inspecting ~~the contractor's work, and preparing inspection reports of the Contractors work.~~ The Design Consultant may be an employee of the Applicant.

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

Planting Plan: ~~means~~ The Construction Document prepared by the Design Consultant ~~that is and~~ derived from the Schematic Planting Plan approved as part of the Application for grant funds. Existing conditions such as overhead and underground utilities, existing vegetation to remain and to be removed, existing signage, existing hardscape such as roadways and sidewalks, and existing tree canopy adjacent to the Project site shall be shown on the drawing. ~~Provide~~ Drawings ~~shall be provided~~ in an electronic format.

Project: ~~means~~ a tree planting effort, ~~that which~~ may ~~also~~ include an automatic irrigation, provided by an entity not within the government of the City of Jacksonville, utilizing the Tree Fund as defined below, for the benefit of the citizens of Duval County by increasing the tree canopy.

Project Cost: ~~means~~ The total of all eligible costs associated with ~~the design, preparation of construction documents, project~~ coordination, procurement of materials, planting, irrigation, warranty and maintenance of the Project submitted by the Applicant in accordance with this Instructions document.

Project Design: ~~means the compilation of the Schematic Planting Plan drawings and the construction drawings and specifications for the irrigation and planting of the trees prepared by the Design Consultant.~~ The design prepared by the Design Consultant that clearly shows on a site plan, the project limits, site features impacting the design, and the layout of the proposed tree planting with each tree identified by genus and species, all drawn to scale.

Publicly Owned Property: ~~in Duval County means~~ Property located in Duval County owned by a local, state, ~~or~~ federal, ~~government~~ or other governmental entity, ~~which includes~~ Property including, but not limited to, lands a local, state and federal property, land within ~~the City or State~~ public rights-of-way; ~~local, state or federal~~ parks, ~~and~~ preserves, ~~and~~ Duval County School Board property, and other public facilities.

Recipient: ~~means~~ an applicant ~~that has been~~ approved for funding by the ~~City Council~~ City Tree Commission ~~and~~ who has executed a Grant Agreement with the City after award of a tree planting project. ~~for an Award.~~

Schematic Planting Plan: ~~means~~ A scaled drawing showing all significant components of the tree planting design by means of standard symbols, ~~and~~ which also includes basic information such as the site location map, the project limits ~~of the Project~~, property lines or right-of-way lines, plant legend, and master tree planting plan.

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

Tree Commission Staff: ~~means~~ The staff assigned by the Mowing and Landscape Maintenance Division of the Jacksonville Department of Public Works to assist the Tree Commission with the review of tree planting projects.

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

III. General Requirements and Eligibility Standards

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

- A. **Application Form.** The Application form for the Level 3 Program is entitled “Level 3 Community Organization Tree Planting Program” and is prescribed for use with these procedures. Applications for funding must be submitted on this form, and shall include the completed Exhibits included in ~~to~~ the Application. An applicant may only submit one Project per Application form.
- B. **Eligible Applicants.**
 1. **501(c) not-for-profit organizations:**
 - a) Attach a copy of the organization’s IRS determination letter.
 - b) Attach a status of good standing certificate issued by the Florida Division of Corporations evidencing that the Applicant is in good standing and has been in existence for one (1) year prior to applying for the Level 3 Program. The certificate must be dated within 60 days of filing a complete application and list the requesting agency as a

Florida non-profit corporation (requested from Florida Division of Corporations here:

<http://dos.myflorida.com/sunbiz>).

- c) In order to show that the applicant is currently operating in Duval County, attach a copy of the Florida Division of Corporations “Detail by Entity Name” webpage from <http://dos.myflorida.com/sunbiz>;

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

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

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

- a) For special districts or other unit of local government, attach a copy of the enacted ordinance establishing the district or local unit and provide documentation that the unit is currently in compliance with all state and local requirements.
- b) For Homeowners’ Associations, control of the Homeowners’ Association must have been obtained by members of the Association other than the developer.

IV. **Submission of Application and Application Materials.** **Submit** Applications **must be submitted** by mail or delivery to the Tree Commission, **in** care of the Mowing and Landscape Maintenance Division, Department of Public Works, 609 St. Johns Bluff Road North, Jacksonville, Florida 32225.

- A. **Transmit** Applications ~~must be transmitted~~ with an original signature cover letter on Applicant's letterhead, signed by the appropriate representative, official or administrator, binding the Applicant to fulfill the commitments made in the Application and identifying the person who ~~that~~ will be ~~act as~~ the key contact between the City and the Applicant.
- B. Applicants must submit two (2) complete and legible sets of Application materials. One set shall contain original text and non-text items, along with required signatures.
- C. **Submit** ~~A~~all Applications ~~must be submitted~~ on the Level 3 Community Organization Tree Planting Program Application form.
- D. **Exhibit List.** **Provide** ~~T~~the following Exhibits ~~shall be provided~~ with the Application:
- Exhibit 1: Proof of Eligibility as described in Section III.B);
 - Exhibit 2: Corporate Resolution Certification (if applicable);
 - Exhibit 3: Acknowledgement of Intent to Plant Trees
 - Exhibit 4A-1: Location Map;
 - Exhibit 4A-2: Schematic Planting Plan;
 - Exhibit 4B-1: Project Scope Narrative;
 - Exhibit 4B-2: Plant Schedule;
 - Exhibit 4C: Project Performance Schedule;
 - Exhibit 5: Cost Breakdown;
 - Exhibit 6: Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program Affidavit;
- E. **Explanation of Exhibits.**
1. **Exhibit 3: Acknowledgement of Intent to Plant Trees.** If information is needed regarding the property's ownership, contact the Real Estate Division at (904) 255-8700 for assistance:
 - a) If in the City Right-of-Way, ~~must~~ obtain a Right-of-Way Permit from the Development Services Division of the Planning and Development Department of the City of Jacksonville, along with the Acknowledgement of Intent to Plant Trees form;

- b) If in a City Park, ~~must~~ obtain authorization from the Parks & Recreation Department of the City of Jacksonville;
 - c) If on School Board property, ~~must~~ obtain authorization from the Assistant Superintendent of Facilities; and
 - d) If on property controlled by any other governmental entity not described above, ~~must~~ obtain the appropriate authorization from that agency.
2. **Exhibit 4A-1: Project Location Map.** ~~This map should show the entire Project boundary in context to the area of Jacksonville within which the Project will be located. Provide a map showing where the project is located within the context of a map of the City of Jacksonville. Submit the map~~ It must be submitted in an electronic high-resolution format ~~at a high resolution~~ for purposes of printing, as it will become a part of Exhibit A of the Grant Agreement if the Project is approved.
3. **Exhibit 4A-2: Schematic Planting Plan.** ~~Submit the Plan~~ must be submitted in an electronic high-resolution format, ~~at a high resolution~~ for purposes of printing. ~~and must~~ include the following information on the plan:
- a) North arrow and graphic scale (1" = 20', 30' or 50') shown on each sheet;
 - b) Project boundaries and surrounding context;
 - c) Location and identification of all existing and proposed plant material; and
 - d) Boundaries of irrigation, if ~~that is~~ included.
4. **Exhibit 4B-1: Project Scope Narrative/Scope of Work.**
- a) Background. Give an overall brief description of the Project and the purpose.
 - b) List the people and entities involved in the Project, including but not limited to the Applicant (which will become the "Contractor" as reflected in the Grant Agreement), the City, any volunteers, and the Design Consultant, ~~and the landscape contractor~~ [FWP1](the "Participants").

- c) Describe Roles, responsibilities and tasks for each Participant, such as who will:
- 1) engage the Design Consultant for preparation of the design, construction drawings and specifications;
 - 2) obtain final approval of the design from the City Landscape Architect;
 - 3) prepare the bid documents using the City's specifications as well as site specific specifications for the Project, and bid out the implementation the project to a minimum of three qualified bidders;
 - 4) coordinate with the City for approval to use the selected bidder (City may use the City Continuous Contractor at the City's discretion); and
 - 5) provide project management for the design, implementation, construction, maintenance, and warranty.

5. **Exhibit 4B-2: Plant Schedule.** Include the following information on the Plant Schedule: should include a listing of:

- a) The common ~~name, the~~ and botanical name (genus and species) of ~~the~~ each tree type ~~of tree~~,
- b) The size, including branch height, and spread, number of trunks, trunk caliper, ~~or~~ and clear trunk ("C.T."). ~~if a palm tree~~^[FWP2];
- c) Associated notes for each tree, such as balled and burlapped ("B&B"), container grown, etc.; and
- d) Plant quality (Florida Fancy or Florida #1).

6. **Exhibit 4C: Project Performance Schedule.** State the number of days, to achieve when each phase of work from will-beginning ~~and~~ to end. Include the following phases in the Performance Schedule: The phases should include: the design phase; which includes design and preparation of construction documents; ~~bidding out of final construction documents;~~ ~~selection of landscape contractor~~ the bid phase, which includes bid solicitation, bid opening, and selection of the qualified low bidder; and the

construction phase, which includes the installation and maintenance of planting ~~and maintenance of planting~~, and irrigation if any.

7. **Exhibit 5: Project Cost breakdown.**

a) Estimated administrative/contract management fees with a detailed scope of services provided by the Applicant showing the estimated hours and hourly rates for each task, including, but not limited to, ~~construction coordination~~, community outreach and/or programs, volunteer coordination, meetings, project coordination with the City and the Design Consultant, and billing;

b) Estimated Design Consultant Services Fee, with a detailed scope of services provided by the consultant showing the estimated number of hours and hourly rates for each phase of service;

c) Estimated construction cost based on the Schematic Design, including, but not limited to, site preparation, soil replacement, performance/payment bond, maintenance of traffic, purchase and, tree installation, construction of irrigation system, and maintenance of improvements during the selected warranty period of 3 months, 1 year or 2 years. ~~site preparation, maintenance of traffic, and guarantee of plant material. The cost to warranty the plant material shall be provided for each of the following: 3 months, 1 year, and 2 years;~~

~~d) The applicant may provide a cost for both irrigating the plantings and for non-irrigated planting Projects. If irrigation is planned, then provide the cost of the installation and for the three lengths of warranty and maintenance for the irrigation system; and~~

~~e) Cost of performance and payment bond, if required. [FWP3]~~

8. **Exhibit 6:** An executed Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program Affidavit. Include ~~T~~the Grant Agreement template shall be included as part of the Affidavit in order to insure that the Applicant understands the requirements of the Grant.

E. F. Applications must be complete, as determined by the Tree Commission staff. More specifically:

1. Applications are deemed complete if all requested and necessary information and documentary proof is provided, as outlined in this document and on the Application.
2. Prior to the final submission of an Application, and in order for the Application to be deemed complete, the Applicants ~~are~~ is required to discuss their conceptual and preliminary ideas for all phases of the Project, follow the Project Design Procedure and meet twice with the Tree Commission staff: the first meeting to discuss its ~~their~~ preliminary ideas for a project and the proposed project scope, conceptual; and, if the ideas for the project are approved, then a second meeting to review the conceptual design prepared by the Applicant. Staff recommendation can then be incorporated into the Schematic Design included with the Application submittal.
3. It is intended that the communications between the Applicant and the Tree Commission staff be an iterative process with the goal of determining the best solution for enhancing the City's tree canopy.

V. Application Submittal, Review and Process.

A. Application Submittal. The deadline for Application submittal to the Tree Commission staff is 35 days before the next scheduled Tree Commission meeting.

~~A.~~B. Staff Review. The Tree Commission staff will review the Project and prepare a report ~~and~~ with a recommendation ("Staff Report") for (1) approval, (2) approval with conditions, or (3) denial. The Staff Report will be sent to the Tree Commission, the District Council Member, and the Applicant at least fourteen (14)-calendar days prior to the Tree Commission meeting at which the Project will be presented for an opinion of the Commission. The Staff Report shall be based upon the Application and exhibits, and shall include an analysis of each of the Project Evaluation Criteria in Section VI, below.

B. **Application Presentation.** All Applications shall be presented at a scheduled public meeting held by the Tree Commission, for review, deliberation, and final recommendation. Special meetings may be held if needed at the discretion of the Tree Commission. Each Applicant ~~will shall~~ have 10 minutes to present ~~its their~~ Application to the Tree Commission at the scheduled public meeting.

C. **Tree Commission Review.** Each Application will be evaluated by the Tree Commission based on the Project Evaluation Criteria. When evaluating each Application, the Tree Commissioners shall utilize the information contained in the Application, including the Exhibits, Staff Report, and all information obtained during the Applicant's presentation. The Tree Commission will recommend either (1) Approval, (2) Approval with Conditions, or (3) Denial of the Project.

If the recommendation is Approval with Conditions and the Applicant agrees with the recommendation, the Applicant ~~is responsible for revising~~ **shall revise the supporting documents in the application necessary to convey the intent of the recommendations by the Tree Commission for inclusion in the Grant Agreement exhibits.** If the recommendation is Approval with Conditions and the Applicant does not agree with the recommendation, then the result will be a recommendation for Denial. The recommendation of the Tree Commission will be forwarded to the Mayor's Office for processing through the Mayor's Budget Review Committee ("MBRC") for award of Tree Funds for the respective Projects, with no action required by the City Council.

E. **MBRC Review.** At the earliest MBRC meeting following the evaluation of the proposed Project~~(s)~~ ^[FWP4] by the Tree Commission, the Tree Commission staff will submit the Project~~(s)~~ for review and approval of MBRC through the MBRC process. Like the Tree Commission, MBRC shall either Approve the Project, Approve the Project with Conditions, or Deny the Project. If MBRC approves the project any or all of the Projects as presented, or as modified, the Office of General Counsel will prepare the Grant Agreement~~(s)~~ as directed by MBRC. In the alternative, MBRC can decide to delay the funding of a proposed Project to a later date or decide not to fund the ~~a certain~~ Project. If the ~~a~~ proposed project is denied by MBRC, no further action ~~on it shall~~ will be taken by the Tree

Commission on the Project through the Level 3 Program. However, this does not limit the ability of a Council Member to file legislation to implement a Project utilizing the Tree Fund.

If the MBRC decision is Approval with Conditions and the Applicant agrees with the decision, the Applicant is responsible for revising all the documents necessary to convey the intent of the decision for inclusion in the Grant Agreement exhibits. If the decision is Approval with Conditions and the Applicant does not agree with the decision, then the result will be a Denial of the Project.

- F. **Contract Award.** Upon execution of the completed Grant Agreement by all parties, the Applicant will be eligible for payment of funds once monthly based upon the percentage of the each work item completed and approved as part of the Project Cost.

VI. Project Evaluation Criteria.

A. Design Review -

1. The species of trees are appropriately located.
2. The number and placement of trees are appropriately located.
3. Trees being planted are approved pursuant to the “Tree Commission Approved Tree Planting List,” and as ~~that document is~~ amended from time to time. The list is available on the Tree Commission webpage of the Public Works Department of the City of Jacksonville.
4. Shade trees are preferred. ~~If~~ The use of non-shade trees ~~are proposed~~ as a significant portion ~~part~~ of the trees planted ~~will only be acceptable if project, the Applicant can justify~~ the use of ~~those~~ non-shade trees ~~versus the use of shade trees~~ in terms of the overall Project.
5. Palms do not exceed 25% if total trees being planted, unless justified by the Applicant. ~~Less than 25% of the total species of trees being planted are palms.~~
6. The trees planting will not interfere with existing trees, buildings and other structures, utilities, or sight line requirements in road rights-of-way.

B. Cost Review -

1. Administrative costs are reasonable.
2. Design Consultant fees are reasonable.
3. Construction costs, ~~including an itemized amount for the payment and performance bond, if required,~~ [FWPS] are reasonable.
4. Irrigation costs are reasonable, if an automatic irrigation system is proposed.
5. The cost of the species of trees selected do not outweigh the benefits provided by such of the trees.

C. Maintenance and Impacts Review -

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

D. Public Benefit Review -

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

E. Plan-It Geo Objective Criteria Review - conducted by staff. Staff will utilize the Plan-It Geo Web Tool to evaluate the existing conditions of the proposed planting Project location. This tool is not based upon and does not include or require uploading the Schematic Design, but rather identifying the geographic boundaries of the Project.

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

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

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.” The ranking is as follows:

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

VII. Application Schedule. The Tree Commission will review and render an advisory recommendation for submission to the MBRC for Project funding at any time during the year, utilizing the Tree Protection and Related Expenses Trust Fund.

VIII. Certain Communications Prohibited.

- A. After the initial consultation with the Tree Commission staff regarding the Project, an Applicant shall be prohibited from communicating with Tree Commission members.^(FWP6)

Note: Revisions on March 26, 2020 pertain to cross references between the Application and Grant Agreement Exhibits, definitions, removal of scoring requirement, and change in process in that MBRC is the final approval for the Project.



TREE MITIGATION CITY OF JACKSONVILLE



TREE REMOVAL PERMIT INFORMATION

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



TREE FUND CITY PLANTING PROJECTS

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



AVAILABLE FOR APPROPRIATION

15F (Ordinance): \$13,957,367.55
15N (Charter): \$6,666,624.12
Better Jacksonville Plan - Tree Mitigation Project: \$1,717,826.00
Total: \$22,341,817.67



FILE AN ISSUE

Click here to report site clearing or tree removal without a permit, or to request tree maintenance on public property. In the CARE System, select "Tree Remove or Landscape Violation" from the dropdown.

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



If you experience difficulty viewing or accessing the documents provided on this site, or navigating this application's table features, using any assistive technology please contact the Disabled Services Division at 904-630-4940 or 904-630-4933 (TTY) to request an accommodation.

© 2021 - Official City of Jacksonville and Duval County Government Website, All Rights Reserved.

Version: 1.0.0.6

3/14/2021		Remaining	FY 21	Open	Remaining
Budget Balance of Appropriated Expenditures		Budget	Expenditures	Purchase Orders	Balance
Center	Activity				
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00000189-5Th & Cleveland Ash Site Tree Planting	17,677	11,083	6,594	-
	00000275-Brown's Dump Ash Site Tree Planting	3,033	2,149	884	-
	00000378-County-Wide Tree Prog-Right Of Way	1,167,175	331,794	833,923	1,457
	00000429-Duval County School Board Property	92,244	-	-	92,244
	00000541-Hammond Blvd Project	43,379	132,382	(99,287)	10,283
	00000604-Intersec,Bridge,Misc 09-10 Landscaping	18,468	-	-	18,468
	00000651-King St Planting College To Park	8,725	-	8,725	-
	00000744-North Main Street Landscaping	9,156	-	-	9,156
	00000982-Tree Protection & Related Expenses	1,436,949	-	-	1,436,949
	00001035-Mandarin Road Tree Planting	82,667	-	8,066	74,601
	00001036-Springfield Preservation Tree Planting	206140.99	0	-5075.68	211,217
	00001315-Level 2 Tree Planting Program	3853468.77	759214.88	892604.65	2,201,649
	00001316-Moncrief Rd Beautification Project	409,341	213,662	53,415	142,264
	00001317-Riverside Avondale Pres - Releaf	415,432	332,345	83,086	-
	00001345-District 8 Tree Planting	52,767	-	52,767	-
	00001606-Sulzbacher Village Level 3 Tree Planting	72,298	(10,388)	72,298	10,388
	00001607-Huguenot Park Level 3 Tree Planting	105,587	27,380	78,207	-
	00001623-Level 3 Tree Planting Program	1,000,000	-	241,599	758,401
	All Activity Values	8,994,506	1,799,623	2,227,808	4,967,075
151016-PWOD Forrest Street Ash Site Tree Planting - Conservation and Resource Mg	All Activity Values	5,995	-	5,995	-
151132-PWOD County-Wide Tree Prog-Active Parks - Conservation and Resource Manag	All Activity Values	532,545	-	-	532,545
151135-PWOD County-Wide Tree Prog-Preservation Parks - Conservation and Resource	All Activity Values	514,854	-	-	514,854
154006-PWML Tree Maintenance - Other Physical Environment	All Activity Values	355,677	111,611	211,056	33,010
154007-PWML 630-City Tree Planting Prog - Other Physical Environment	All Activity Values	2,855,319	973,387	881,931	1,000,000
154008-PWML Patton Rd And Beach Blvd Tree Planting - Conservation and Resource M	All Activity Values	9,428	-	9,428	-
154009-PWML Zoo Landscaping-Asian Exhibit - Conservation and Resource Management	All Activity Values	1,031,432	-	-	1,031,432
191015-JXSF Conservation and Resource Management	00000981-Tree Protection & Related Expenditures-Activity	2,266,376	-	-	2,266,376
		16,566,131	2,884,621	3,336,218	10,345,292
154008-PWML Patton Rd And Beach Blvd Tree Planting - Conservation and Resource M	All Activity Values	9,428	-	9,428	-
154009-PWML Zoo Landscaping-Asian Exhibit - Conservation and Resource Management	All Activity Values	1,031,432	-	-	1,031,432
191015-JXSF Conservation and Resource Management	00000981-Tree Protection & Related Expenditures-Activity	2,266,376	-	-	2,266,376
Total Tree Protection & Related Expenditures (15F, 15304 Fund)		23,180,604	2,884,621	3,355,075	16,940,909
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00001035-Mandarin Road Tree Planting	48,919	-	3,321	45,598
Total Tree Mitigation & Related Expense (15N, 15305 Fund)		48,919	-	3,321	45,598

Available Balance, Revenues, and Expenditures by month

	<u>Mar-21</u>	<u>Feb-21</u>	<u>Jan-21</u>	<u>Dec-20</u>	<u>Nov-20</u>	<u>Oct-20</u>	<u>Sep-20</u>	<u>Aug-20</u>	<u>July 2020</u>	<u>June 2020</u>	<u>May 2020</u>	<u>April 2020</u>
<u>15304-Tree Protection & Related Expenditures</u>												
Cash	23,948,276	24,145,634	24,309,030	24,842,486	25,085,636.76	25,284,441.72	25,355,319.37	25,881,689.30	25,655,850.85	25,931,828.17	25,569,241.82	25,869,616.93
Liabilities	-	(3,906)	-	(709,486)	(25,981)	(252,331)	(43,141.89)	(325,172.11)	-	(4,783.04)	-	(4,830.00)
Net Budgeted Expenditures	(9,990,908.49)	(10,213,664.45)	(10,613,677.01)	(8,899,493.81)	(8,127,378.85)	(8,389,832.55)	(3,535,721.42)	(6,440,416.01)	(10,223,879.62)	(11,012,591.40)	(10,242,913.02)	(10,779,682.13)
Available Balance Total	13,957,368	13,928,064	13,695,353	15,233,506	16,932,277	16,642,278	21,776,456	19,116,101	15,431,971	14,914,454	15,326,329	15,085,105
Revenues	29,304	232,710	461,847	301,590	289,638	223,252	482,412	619,617	517,518	588,125	241,224	320,160
Expenditures	222,756	400,013	285,817	1,227,885	262,454	475,268	730,147	718,950	788,712	230,322	536,769	204,579
<u>15305-Tree Mitigation & Related Expense</u>												
Cash	6,715,543	6,695,299	6,603,508	6,629,554	6,570,739	6,466,222	6,392,248	5,713,900	5,627,999	5,529,537	5,472,360	5,438,277
Liabilities	-	-	-	-	-	-	-	-	-	(3,127)	-	-
Net Budgeted Expenditures	(48,919)	(48,919)	(48,919)	(48,919)	(48,919)	(48,919)	(45,598)	(48,919)	(48,919)	(48,919)	(52,046)	(52,046)
Available Balance Total	6,666,624	6,646,380	6,554,589	6,580,635	6,521,820	6,417,303	6,346,651	5,664,981	5,579,080	5,477,492	5,420,315	5,386,232
Revenues	20244	91791	26046	58815	104,517	73,974	678,348	85,901	39,255	119,510	34,083	29,925
Expenditures	-	-	-	-	-	-	-	-	-	3,127	-	-

FY 2020 Expenditure Appropriations impacting available balance

<u>Fund</u>	<u>Budget Period</u>	<u>Total Budget</u>	<u>Description</u>
15304	10/19/20	2,000,000	Ord. 2019-745 Countywide program - public right of ways
15304	Jan-20	2,000,000	Ord. 2019-880 - Level 2 Tree Planting Program
15304	Feb-20	2,000,000	Ord. 2019-886 - 630-CITY Level 1 Tree Planting Program
15304	Apr-20	72,298	Ord. 2020-0114 -Level 3 Planting - project near Sulzbacher Village Apartments
15304	Apr-20	105,587	Ord. 2020-113 - Level 3 Tree Planting project at Huguenot Park
15304	Jun-20	1,000,000	Ord. 2020-213 - Level 3 Tree Planting Program
15304	Dec-20	2,000,000	2020-0616-E to "630-City Tree Planting Program" to Provide Tree Planting Administered by Public Works in the Public Rights-of-Way in Locations Where Adjacent Propty Owners Have Made Requests thru 630-City
15304	Jan-21	2,000,000	2020-0732-E ORD Approp \$2,000,000.00 from the Tree Protection & Related Expenses Trust Fund, 15304, for the Level 2 County-Wide Prog to Provide Tree Planting on Public Land in Duval County Suggested by Individuals or Groups

PO Balance by Fund

Purchase Order Number	Supplier Name	Natural Account Code	Concatenated Segments	Remaining PO Balance
-----------------------	---------------	----------------------	-----------------------	----------------------

* Source Purchasing Department



TREE MITIGATION

CITY OF JACKSONVILLE

TREE REMOVAL PERMIT INFORMATION

Click here to search detailed information on Site Clearing and Tree Removal Permits in reviewing tree removal information on a specific permit. For "B" permits click on the Spec 2 tab. For "L" permits click on the Tree Mitigation tab.



AVAILABLE FOR APPROPRIATION

15F (Ordinance) \$13,957,387.55
15N (Charter) \$8,686,624.12
Better Jacksonville Plan - Tree Mitigation Project \$1,717,826.00
Total: \$22,341,817.67



TREE FUND CITY PLANTING PROJECTS

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



FILE AN ISSUE

Click here to report site clearing or tree removal without a permit, or to request tree maintenance on public property. In the CARE System, select "Tree Remove or Landscaping Violation" from the dropdown



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



If you experience difficulty viewing or accessing the documents provided on this site, or navigating this application, please contact the Disabled Services Division at 904-630-4940 or 904-630-4933 (TTY) to request an accommodation.

Version 1.0.0.0

© 2021 - Official City of Jacksonville and Duval County Government Website. All Rights Reserved

Budget Balance of Appropriated Expenditures

		Remaining Budget	FY 21 Expenditures	Open Purchase Orders	Remaining Balance
Center		Activity			
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag					
	00000189-5th & Cleveland Ash Site Tree Planting	17,677	11,083	6,594	-
	00000275-Brown's Dump Ash Site Tree Planting	3,033	2,149	884	-
	00000378-County-Wide Tree Prog-Flight Of Way	1,167,175	331,794	833,923	1,457
	00000429-Duval County School Board Property	92,244	-	-	92,244
	00000541-Hammond Blvd Project	43,379	132,382	(99,287)	10,283
	00000604-Intersec. Bridge Misc 09-10 Landscaping	18,468	-	-	18,468
	00000651-King St Planting College To Park	8,725	-	8,725	-
	00000744-North Main Street Landscaping	9,156	-	-	9,156
	00000982-Tree Protection & Related Expenses	1,436,949	-	-	1,436,949
	00001035-Mandarin Road Tree Planting	82,667	-	8,066	74,601
	00001036-Springfield Preservation Tree Planting	206,140.99	0	-5075.68	211,217
	00001315-Level 2 Tree Planting Program	3853468.77	759214.88	892604.65	2,201,649
	00001316-Moncrief Rd Beautification Project	409,341	213,662	53,415	142,264
	00001317-Riverside Avondale Pres - Releaf	415,432	332,345	83,086	-
	00001345-District 8 Tree Planting	52,767	-	52,767	-
	00001606-Sulzbacher Village Level 3 Tree Planting	72,298	(10,388)	72,298	10,388
	00001607-Hugenot Park Level 3 Tree Planting	105,587	27,380	78,207	-
	00001623-Level 3 Tree Planting Program	1,000,000	-	241,599	758,401
	All Activity Values	8,994,506	1,799,623	2,227,808	4,967,075
151016-PWOD Forrest Street Ash Site Tree Planting - Conservation and Resource Mg	All Activity Values	5,995	-	5,995	-
151132-PWOD County-Wide Tree Prog-Active Parks - Conservation and Resource Manag	All Activity Values	532,545	-	-	532,545
151135-PWOD County-Wide Tree Prog-Preservation Parks - Conservation and Resource	All Activity Values	514,854	-	-	514,854
154006-PWML Tree Maintenance - Other Physical Environment	All Activity Values	355,677	111,611	211,056	33,010
154007-PWML 630-City Tree Planting Prog - Other Physical Environment	All Activity Values	2,855,319	973,387	881,931	1,000,000
154008-PWML Patton Rd And Beach Blvd Tree Planting - Conservation and Resource M	All Activity Values	9,428	-	9,428	-
154009-PWML Zoo Landscaping-Asian Exhibit - Conservation and Resource Management	All Activity Values	1,031,432	-	-	1,031,432
191015-JKSF Conservation and Resource Management	00000981-Tree Protection & Related Expenditures-Activity	2,266,376	-	-	2,266,376
		16,566,131	2,884,621	3,336,218	10,345,292
154008-PWML Patton Rd And Beach Blvd Tree Planting - Conservation and Resource M	All Activity Values	9,428	-	9,428	-
154009-PWML Zoo Landscaping-Asian Exhibit - Conservation and Resource Management	All Activity Values	1,031,432	-	-	1,031,432
191015-JKSF Conservation and Resource Management	00000981-Tree Protection & Related Expenditures-Activity	2,266,376	-	-	2,266,376
Total Tree Protection & Related Expenditures (15F, 15304 Fund)		23,180,604	2,884,621	3,355,075	16,940,909
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00001035-Mandarin Road Tree Planting	48,919	-	3,321	45,598
Total Tree Mitigation & Related Expense (15N, 15305 Fund)		48,919	-	3,321	45,598

