

Jacksonville Tree Commission

Wednesday September 18, 2024, 9:30 AM

**Ed Ball Building, 10th Floor, Conference Room 5
and Zoom Webinar**

Commissioners: Curtis Hart, Chair
Susan Fraser
Chris Miller
Nina Sickler
John Moscarillo
William Burke
Patrick Howell

Advisors: Jonathan Colburn
Shannon MacGillis
Jose Regueiro

Staff: Charles Hayes

AGENDA

Order of Agenda is Subject to Change

- 1. Call to Order - Chair**
- 2. Roll Call and Verification of Quorum – Chair**
- 3. Submittal of Speaker’s Cards – Chair**
 - a) A raised hand icon will be acknowledged by the Chair.
 - b) For those attending in person, paper speakers’ cards will be available.
- 4. Public Comment:**
- 5. Action Items:**
 - a) Approval of Minutes June 28, 2024 – Chair
 - b) Approval of Minutes July 17, 2024 - Chair
 - c) Level 3 Project Proposal
 - d) Level 2 Project Proposal
 - i. State Street – Jonathan Colburn
- 6. Reports:**
 - a) Financial Report for Ordinance Tree Fund (15304), Charter Tree Fund (15305) and BJP (Attachment D) – Jose Regueiro
 - b) Fund Status of 630-CITY, Remove & Replace and Level 2 Programs (Attachment E) – Jonathan Colburn
 - c) Status of Level 2 Tree Projects (Attachment F) – Jonathan Colburn
 - d) Parks Department Project Update – Kathleen McGovern/Jill Enz

7. New Business:

- a) Emerald Trail-Hogan Street Project – Nina Sickler
- b) Annual Report Preparation – Susan Fraser

8. Old Business:

- a) UFMP Update

9. Adjournment – Next meeting October 16, 2024, 9:30am-11:30am as a Hybrid/Webinar meeting in Ed Ball Building, 10th Floor, Public Works Office, conference room 5.

Jacksonville Tree Commission

Amended Minutes

Friday June 28, 2024, - 9:00 AM

Via Zoom Platform & In Person

[Recording of Meeting can be obtained by sending request to
Charles Hayes kennethh@coj.net]

For approval July 17, 2024

Commissioners:

Nina Sickler, Director of Public Works
Curtis L. Hart, Chair (Council Appointee; 2012-0033-A)
Susan Fraser (Council Appointee; 2022-0063-A)
John Moscarillo (Mayor Appointee; 2023-0696-A)
William Burke (Mayor Appointee; 2023-0695-A)
Alden Howell (Council Appointee; 2021-2027-A)
Chris Miller Council Liaison

Advisors:

Jonathan Colburn - Urban Forestry Manager
Justin Gearhart - City Arborist
Carla Lopera - Office of General Counsel
Jose Regueiro - Accounting

Staff: Charles Hayes

1. Call to Order

Conducted by Chair

2. Roll Call and Verification of Quorum

Conducted by Chair

Commissioners present:

Curtis Hart, Chair
Susan Fraser
Nina Sickler
John Moscarillo
William Burke
Chris Miller
Alden Holden

Quorum present (4, in person): yes

3. Call for Public Speakers (online & card):

Aldan Pepke City of Jacksonville Office of Mayor intern
representing Angela TenBroeck COJ Urban Ag, Agriculture,
Agro-Ecology and Land Use Policy turned in speaking card.

Action Items:

1. Prior Meeting Minutes.

Issue: The minutes for May 15, 2024, pending approval

Motion: Approved May 15, 2024, minutes

Moved by: Nina Sickler

Second: William Burke

Vote: Approved, unanimous.

2. Financial Report: Jose Regueiro Briefed Financial Highlights as of May 31. (Highlights can be found (Jacksonville.gov - [Tree Commission](#))) Stated Combined revenues were \$4m, combined expenses \$4m, combined revenue for May 24 \$586k and combined expense \$427k which created a net private sector terminology of \$158k, unappropriated and unallocated including BJP were \$24m and funds was approved to be moved and should show on June statement, Ordinance fund YTD has favorable net of \$7K.

3. Fund Status of 630-City, Remove & Replace, and Level 2

Programs: Justin Gearhart Briefed as of June 1, 2024, remove & replace was \$220,000 will go up by 2.6m once money is moved, 630-CITY \$2.3m, Level 2 \$3.3m, Level 3 \$1.5m. This was prior to the bill passing and numbers will change but may not be reflected until July, however it will be reflected in Jose Regueiro's accounting statements.

4. Level 2 Updates:

Gearhart Briefed Kernan Blvd, Ft. Caroline Rd, Norfolk Soutel, and Whitehouse Park are off warranty. Stated Aldin Rd. did get through MBRC and is getting scheduled. Briefed completed project list that the Commission requested in the May meeting.

5. Parks Department Project Update:

Jill Enz Briefed Lift Ev'ry and Sing Park were complete, Northbank Riverwalk and Southern S-line is 80% complete but holding off on planting due to the dry weather and rain.

6. New Business:

Late Bloomers Presentation: Deborah Early Read prepared remarks (see Attachment A). **Natalie Rosenberg** suggested adopting a

policy of 10% cap of palm trees rather than 25% when using tree mitigation funding.

Motion: NONE (general discussion on recording)

Request for action/follow-up: **Hart** asked **Gearhart** to get the number of palm trees planted in the last 2-3 large projects and why they were used.

7. Old Business

Jonathan Colburn - Urban Forestry Manager read BRINGING ORDER TO THE TECHNICAL DYSFUNCTION WITHIN THE URBAN FOREST by James Urban article. (see Attachment 2) He went through the UF IFAS Tree Planting Site Evaluation Tool and Check list <https://floridatrees.ifas.ufl.edu/FloridaTrees/site-analysis.html>. Explained that the minimum design specifications for the city occurs at a couple of levels, the professional level and the level the Tree Commission wants. Asked how to facilitate getting the two levels needs met.

Motion: NONE (general discussion on recording)

8. Public Comment

Aldan Pepke City of Jacksonville Office of Mayor intern representing Angela TenBroeck COJ Urban Ag, Agriculture, Agro-Ecology and Land Use Policy stated a request to add Florida King peach and pecan trees to the approved species list. Stated they are a characteristic of this area and support the community and bring a variety of fruit and nut trees.

Motion: NONE (general discussion on recording)

Request for action/follow-up: **Fraser** asked that the Parks Department bring a presentation of how they will manage the fruit tree groves to include the maintenance and how this will affect their ongoing operation.

9. Prior to Adjournment

Request for action/follow-up: **Fraser** stated need to get ball rolling on the Task Force or Sub-Committee.

END OF MEETING 11:07AM

DRAFT

ATTACHMENT 1

Tree Commission Remarks June 28, 2024

We are here today as members of the civic and conservation committees of Late Bloomers Garden Club.

We've all been reading about the heat dome and sweltering temperatures over much of the country this summer and more importantly, we are FEELING it every day here in Jacksonville. This summer has reinforced for us the critical need for shade and the importance of the work done by this commission. Thank you for all you do for the city.

As you know, *planting trees* is the quickest, most effective antidote to heat and other climate related challenges...but *all trees are not created equal* in that regard. Palm trees vs oaks and other similar species? There is no comparison. Larry Figart, UF urban forester wrote an article wondering if palm trees are really trees at all?

After reading Mr. Figart's article and speaking with him on the phone, although it seems that you can argue both ways as to whether palm trees are more of a tree or a grass, here are some important *things to know about palm trees that are not debatable*:

1. Palm trees are more susceptible to **lethal bronzing disease** which can spread
2. Palm trees have **higher maintenance costs** than shade trees because frequent pruning and fertilization is required (and it is our understanding that we do not have the resources in Jacksonville to maintain palms as recommended)
3. Palm trees do not provide the **environmental benefits** of other trees including:
 - a. **Providing Shade**
 - b. **Sequestering significant amounts of Carbon;** and
 - c. **Providing a habitat for wildlife.**

Oak trees, for one example, are *better at sequestering carbon* than palm trees because oaks have more wood and leaf surface area. Trees that have a more extensive root system, larger trunk and branches and a broad canopy have more biomass to store carbon. In fact, over a 25-year period, a live oak could sequester almost **14,000** pounds of carbon whereas a cabbage palm would only sequester about **461** pounds over that same time period. Oaks and other shade trees also provide *habitat and food for countless species*, from birds and insects to mammals. Trees with large canopies offer nesting sites for birds and shelter for animals, while their leaves, flowers, and fruits serve as food sources throughout the year.

We wanted to make you aware of *major palm tree-related changes being made in south Florida*. Both West Palm Beach and Miami Beach, Florida (communities that are far more associated with palm trees than Jacksonville) have *recognized the many shortcomings of palm trees*. They are being more *intentional* in their approach to tree planting and they are taking the initiative to plant other trees that are *more adept at handling changing climate conditions*.

West Palm Beach for example no longer uses their tree mitigation funds to plant ANY palm trees

Miami Beach is also joining the initiative to shift their planting priority to a variety of trees -- just not palms. Miami Beach has an urban forestry master plan which details the environmental benefits of planting shade trees, including species such as oak, ash, elm and sycamore, rather than palms.

In addition to the need to be smart about which trees to plant, these communities are also *recognizing the need to put more focus on saving the older trees* they already have. Older trees are exponentially better for stormwater runoff, cleaning the air, shade and biodiversity.

The Asks:

Some specific changes that we think you can make NOW are to:

Adopt a 10% cap on palm trees-We urge you to change the policy allowing for up to 25% palm trees to be incorporated into planting projects paid for with tree mitigation funds. We believe that 10% is a better number for palm trees paid for with public funds since these trees are more work, more susceptible to disease, and unable to provide shade or meaningful environmental benefits. We believe that *public funds would be better spent on other trees* and palms are simply not a viable tree replacement since replacing a mature oak tree with a palm tree is not a one for one swap by any measure.

- Since West Palm Beach has decided to spend \$0 on palm trees, we believe that asking to limit our planting projects to 10% palms is a good compromise.
- Setting this standard would encourage developers and designers to *limit use of palm trees in the plans before they ever get to this commission* for approval thus eliminating the need to quibble over how many palm trees are included and to *encourage them to design their projects to allow for larger planting areas* or to incorporate innovations like silva cells or structural soil innovations that allow for the planting of larger trees in smaller areas.

Adopt guidelines for planting palm trees-We also request that you revisit how applicants are planting palm trees and adopt some helpful guidelines.

- We believe that palms should be treated as an accent tree only
- Rows of palms planted close together can be very *aesthetically off-putting* but also, if *disease strikes* one of the trees, they may all go. We request that more of an emphasis be placed on planting a *variety of species* to mitigate against disease problems and that you discourage closely planted rows of palms in most every case.
- With regard to applicants who desire to plant a *clump of palm trees*, we ask that those applicants be required to *demonstrate* why it makes sense to pay for *multiple palm trees* when *one shade tree* in the same spot may be a better alternative from a cost perspective and for our long-term shade canopy and climate mitigation efforts. Although clumps of palms can

provide more shade than a single palm, the fact is that the amount of shade provided by the palm clump will never increase whereas a well-placed *shade tree keeps expanding its cover* over time.

Policies to protect Mature Shade Trees-Finally, we request that you strengthen our policies *to protect mature shade trees*. The research is very clear that mature trees are superior to new ones and we must do a better job of protecting our mature trees where possible. Not only do mature trees offer more shade but mature trees have been shown capable of adapting and increasing their rates of photosynthesis in response to higher levels of CO2.

The bottom line is that shade trees simply provide *more bang for the buck*. In our time here today, we could not cover everything but when shade trees are planted in the right spot and well-maintained, they provide many *economic and social benefits* in addition to the environmental ones that we have spoken about today. We hope that this commission will adopt our proposed policies to start getting *more bang for our tree mitigation fund bucks*.

Thank you so much for your time, for all that you do and for allowing us to speak to you today. We will follow up in the next few days and get you our recommendations in writing as well as the information about West Palm Beach and Miami Beach.

BRINGING ORDER TO THE TECHNICAL DYSFUNCTION WITHIN THE URBAN FOREST¹

by James Urban

In order to increase the success rate of trees planted in the urban environment, there must be a significant change in the way trees are planted. The wide diversity in soil conditions found within urban areas suggests that there should be modifications to planting details from one site to another. The profession of urban forestry and landscape architecture, however, continue to use the same planting details regardless of the quality of the existing soil. Further, no protocol exists to guide the decision making process to determine when to use different methodologies.

This paper will present the framework for such a methodology and a series of possible changes to the way trees should be planted. The methodology is based on quantifiable levels of urbanization and soil quality, and proposes a logical approach to the design of planting details.

A major impasse to the development of a healthy urban forest is the technical dysfunction within the professions of urban forestry and landscape architecture with respect to the details of planting trees. The average professional knows little about how a tree actually grows. They are not skilled in the mechanics and dynamics of soil, roots and water and they are not aware of the impact these dynamics have on performance. Current planting practices are designed for the most benign sites; where soil is generally suitable to support root growth, is well drained, and is available in large quantities. Unfortunately, the urban forest is a continuum of soil conditions which range from these good sites to sites that have little or no drainage and where the soil is of such inferior quality and structure that it will not allow root penetration or function.

Urban forestry practices have largely relied on tree selection or "the right tree in the right place" as the primary method to overcome more difficult

sites. Current research suggests that many urban sites are so severe that no species will reliably work. Modification of the site soil and drainage capability is often the only solution to successful growing of trees. On better sites, modification of the planting area could be used to broaden the number of species that will be predictably successful.

Predictability and success are the key words. When a professional forester or landscape architect is relied upon to specify a tree planting, the person investing in the cost of the tree should have some reasonable assurance that the tree will grow to meet some predetermined level of success. It is one of our profession's obligations to either ensure that the site is made suitable for the trees' growth potential or to define for our clients how much growth they should expect out of a given tree in a given site.

Site modification, however, is expensive and requires specific solutions for each problem. Currently, there are few guidelines or standards to assist in the designing of site modification procedures. Practitioners who attempt to propose new planting details are often viewed as extravagant and individual designers often come up with widely varying solutions to similar problems. The following protocol is proposed to begin to set standards for site modification and the design of planting sites. It is designed as a guide to help predetermine how much site modification is necessary to successfully grow large trees. The protocol is based on the principle that soil is the primary factor influencing tree growth in urban areas. It is necessary for a tree to have access to sufficient rooting space in order to grow properly. Since both soil quality and soil quantity are critical to the equation, a methodology is proposed to accommodate each factor.

1. Presented at the annual conference of the International Society of Arboriculture in Philadelphia in August 1991.

Jacksonville Tree Commission

Minutes

Friday July 17, 2024, - 9:30 AM

Via Zoom Platform & In Person

[Recording of Meeting can be obtained by sending request to
Charles Hayes kennethh@coj.net]

For approval August 21, 2024

Commissioners:

Nina Sickler, Director of Public Works
Curtis L. Hart, Chair (Council Appointee; 2012-0033-A)
Susan Fraser (Council Appointee; 2022-0063-A)
John Moscarillo (Mayor Appointee; 2023-0696-A)
William Burke (Mayor Appointee; 2023-0695-A)
Alden Howell (Council Appointee; 2024-0388-A)
Chris Miller Council Liaison

Advisors:

Jonathan Colburn - Urban Forestry Manager
Justin Gearhart - City Arborist
Shannon MacGillis - Office of General Counsel
Jose Regueiro - Accounting

Staff: Charles Hayes

1. Call to Order

Conducted by Chair

2. Roll Call and Verification of Quorum

Conducted by Chair

Commissioners present:

Curtis Hart, Chair
Susan Fraser
Nina Sickler
John Moscarillo
William Burke
Chris Miller
Alden Holden

Quorum present (4, in person): yes

3. Call for Public Speakers (online & card):

Action Items:

1. Prior Meeting Minutes.

Issue: The minutes for June 28, 2024, pending approval

Motion: With Comment

Moved by: Susan Fraser

Second: Nina Sickler

Discussion:

Fraser: Stated that June's minutes didn't reflect the request for Public Works to meet and discuss to bring back to the committee in reference to the "Minimum Design Requirements for Urban Tree Planting" presented by **Coburn**. **Hart:** stated that is a member request then it should be memorialized in the minutes. **MacGillis** briefed the committee on what was required in Minutes. **Hart:** asked MacGillis to investigate the AI program ReadAssist to see if it can be used to record meetings. **Hart:** stated to correct minutes and it will be looked at in the next meeting.

Vote: No Vote; Motion deferred to next meeting.

2. Level 2 Project Proposal Gate Parkway

Issue: A tree planting project has been requested for planting in the median and Right of Way of Gate Parkway between Belfort Road and Southside Blvd, and Gate Parkway between Burnt Mill Road and I-295. This project will take place in City Council District 4 and 11 and includes the planting of shade trees that will serve as an aesthetic improvement and a heat reduction purpose. In addition, these plantings will help to filter and slow down stormwater runoff before reaching the city's stormwater management infrastructure. All trees selected were shade trees to enhance the city's canopy. This project includes the planting of 49 total trees, with no tree removals necessary. To see a map of the planting plan, please see: <https://pgcloud.com/JacksonvilleFL/?scenario=Gate-Parkway-Level-2>. All trees will be planted on public right of way areas within Duval County.

Justin Gearhart: briefed proposal requested \$123,681.46 and it includes a 2-year Non-irrigated warranty.

Motion: To approve the request as presented at \$123,681.46 and it includes a 2-year Non-irrigated warranty.

Moved by: Susan Fraser
Second: William Burke

Discussion: None

Vote: approved, unanimous.

3. Level 2 Proposal JTA Bus Stop Tree Planting

Issue: A tree planting project has been requested for planting for various bus stops throughout the city. This project will take place in City Council District 1,3,9,10,11 and includes the planting of a variety of shade trees will serve as an aesthetic improvement and a heat reduction purpose. In addition, these plantings will help to filter and slow down stormwater runoff before reaching the city's stormwater management infrastructure. All trees selected were shade trees to enhance the city's canopy. This project includes the planting of 11 total trees, with no tree removal necessary. To see a map of the planting plan, please see:

<https://pgcloud.com/JacksonvilleFL/?scenario=JTA-Bus-Stop-Phase->
All trees will be planted on public right of way areas within Duval County.

Grace Filmont Resiliency Office: Briefed presentation on "Modeling Suitable Locations for Bus Stop Tree Planting in Inequitable Areas of Duval County" (Attachment 1)

Gearhart: Briefed proposal **Hart:** asked if Justin was going to investigate each individual area for planting **Gearhart:** stated that this was a pilot program and only doing 11 plantings to show some of the issues that could arise. The 11 plantings meet all criteria, and this will show what can be done.

General Discussion: **Hart:** Asked **Gearhart** if we pay for MOT and **Gearhart** stated we do pay and has been in every quote since he has been with the city. **Fraser:** stated to look at possibly planting smaller trees where MOT would not be needed. **Mike Zaffaroni Liberty Landscape:** stated that it does not matter in some areas the size of tree, it is the area the tree is going to, and it is site specific. **Fraser:** stated this is a pilot project and this is a good time to figure these type issues out. **Sickler:** discussed issues that public and commercial owners may have with city or contractors parking in their areas and the MOT prevents any issues from happening. **Fraser:** asked for a comparison of cost using smaller tree if there is any. Also stated if this could be like a 630-City project. **Dave McDaniels Chief of Mowing and Landscaping:** stated that bus stops would

have a lot of foot traffic in the area. **Gearhart:** stated as the program expands and more planting is done at the bus stops, there will be opportunities not to pay for MOT due to the location.

Gearhart: proposal request of \$34,533.68

Motion: To approve the request as presented, \$34,533.68.

Moved by: Nina Sickler

Seconded: Susan Fraser

Discussion: Miller: asked **Gearhart** to walk through each photo so he could understand exactly where the stop is and wanted to ensure the shade covers the area. **Gearhart:** briefed Commission on each individual project. **Fraser:** Asked Gearhart to take JTA data based on bus stop usage and make priorities for the planting. Also stated it would be good to get with JTA and find out where bus stops were going up and get them tree to plant.

Request for action/follow-up- Hart: Request for **Jeff Lulovsky COJ Development Service** to research to see if JTA had a permit for the site that had cut down the 2 large, older oaks for bus stops.

Vote: Approved, unanimous.

Hart: Requested before and after photographs

4. Level 2 and 3 Guideline Amended

Issue: MacGillis: stated because of the new ordinance 2024-438-E added another lever to Level 2 and 3 and guidelines need to be updated and she had already talked to Gearhart about this.

Request for action/follow-up- Hart: stated that once it is updated bring it back to the Committee.

5. Financial Report: Jose Regueiro (Out of Order) Jose Regueiro Briefed Financial Highlights as of June 3, 2024. (Highlights can be found (Jacksonville.gov - Tree Commission) (See Attachment 2)

6. Task Force Implementation

Issue: MacGillis: Asked for clarification because she will be drafting a Charge memo and asked Chair if the following is what the intent for task force.

1. Review current code provisions and related procedures and policy, including but not limited to Chapter 656, part 12

sub part C which is landscaping requirements in the ordinance code.

2. In the land development procedures Manual to identify key areas for improvement in the requirements affecting the planting of trees in urban environments and to make recommendations.

General Discussion - Committee members had discussion on purpose of task force as well as defining "urban."

MacGillis: restated that so for the purposes of this task, force urban planting means planting in an environment that is within a constrained. Medium including but not limited to, hardscapes, asphalt, concrete etc..., also stated that once language of Charge is complete it would be presented to Chair to issue. She asked the attention of the task force is that it is limited to reviewing the Cities ordinance, code, land development procedures, manual for limited to urban planting, consider the findings of the related to urban tree planting made by the subdivision standards and Policy Advisory Committee, review and provide recommendations on initiatives and strategies to bolster the planting of trees on urban, urban public land in the city, including recommendations on practices, policy and procedure within the City of Jacksonville, Public Works regarding the planting and design of tree plantings, how to incorporate Tree Commission in the planning and design process to promote the planting of urban trees and appropriately applied. Refund dollars to enhance and promote a healthy, sustainable tree canopy in the city, and should you also review the processes and policies of JTA in placing the planting of urban trees in the city? **Hart:** selected **Susan Fraser** as the Chair and **Jonathan Colburn** as advisor. Greenscape **Shanell Bryant** and ScenicJax **Nancy Powell** volunteered to be part of the Task Force. **McGillis:** stated should separate members from advisors, stated that she would get all information together and to the Chair.

7. Fund Status of 630-City, Remove & Replace, and Level 2 Programs: **Justin Gearhart** Briefed as of June 30, 2024, with movement of funds they are 7 funding sources now to look at.

8. Level 2 Updates:

Gearhart: Briefed Whitehouse Park off warranty. Gold Star, Lift Ev'ry Park, Northbank River Walk are completed.

9. Climate Central Heat Island Study

Burke: Briefed study and it was good data points on things the Commission has talked about and can help prioritize.

10. Palm Tree Planting

Gearhart: Briefed last three projects and how many had palm trees planted in line.

Hart: Asked if **Gearhart** felt the palm trees planted was the only alternative. **Gearhart:** based on areas and the approval, yes

10. Speaker's Request

Aidan Papke City of Jacksonville Office of the Mayor

(Agriculture): Asked to consider adding fruit trees to the approved planting list.

Request for action/follow-up-Sickler: stated to get with **Gearhart** and write up a plan and bring it to the Commission.

Nancy Powell SceinicJax: Follow up with Palm Tree Discussion from last meeting. Asked if there was a palm tree planting policy and could she see the 5% palm tree planting data.

Hart: explained it is 5% of volume not 5% of dollars and all information is open to the public on GEOMAPs.

END OF MEETING 11:15AM

ATTACHMENT 1



Suitable locations
Bus Stops.pdf

ATTACHMENT 2

City of Jacksonville

Tree Commission

Financial Highlights

June 30, 2024

1. Combined Revenues YTD are \$4.35 million compared to \$4.26 million on June 23. An increase of \$91.62 thousand year-on-year.
2. Combined Expenses YTD are \$4.83 million compared to \$2.43 million on June 23. An increase of \$1.98 million year-on-year.
3. Combined Revenues for June 24 were \$339.1 thousand compared to \$612.9 thousand for June 23, a decrease of \$273.3 thousand. Meanwhile, expenses were \$821.3 thousand and \$233.8 thousand on June 24 and June 23, respectively.
4. Total unallocated funds were \$22.59 million for June 24.
5. The reduction in Unappropriated/Unallocated funds is due to the passing of Ordinance 2024-438, which appropriated funds to Activities 378, \$1.0 million, and 1315, \$1.5 million.
6. Better Jacksonville funds were also appropriated to activity 378 but are in another fund. The details are listed on page 10 at the bottom of the page.
7. The website number for "Available For Appropriation" was significantly reduced with the movement of the BJP funds to activity 378. This is a technical issue that we will work with IT to resolve. The funds have been moved [in](#) the accounting system, and the software needs to be updated.

DRAFT



State Street Level II Tree Planting Design Services

Scope of Work

Description:

A tree planting design services project has been requested for renovation of approximately 75 trees and associated tree planting beds along State Street. This project will take place in City Council District 7 and includes design services for the planting of a variety of trees that will serve as an aesthetic improvement, reduce the urban heat island, and help to filter and slow down stormwater runoff before reaching the city's stormwater management infrastructure. The design will include associated tree removals as necessary. Below is a map of the area along State Street that is included in the project scope:

Approximate location of planting project within Duval County.



COJ PUBLIC WORKS - MOWING & LANDSCAPE MAINTENANCE

DOWNTOWN LANDSCAPE FOR TREE PLANTINGS ALONG STATE ST. - PROJECT LIMITS

REV. 8/12/2024

August 12, 2024

Mr. Dave McDaniel
Chief, Mowing & Landscape Maintenance Division
609 St Johns Bluff Road
Jacksonville 32225

RE: Proposal for Professional Design Services to Develop Landscape Tree Plantings Along State St.
Duval County, Florida
COJ Contract #: P-32-20 – Landscape Architectural & Support Professional Services

Dear Dave:

Thank you very much for this opportunity to submit a proposal for professional design services to provide landscape architectural services to Develop Landscape Tree Plantings along State Street. This project includes developing street tree planting plans for approximately 1.2 miles on State Street, starting near the I-95 ramps heading east to the west side of Liberty Street, see attached Exhibit 'A'.

The scope of services described in this proposal entails the development of preliminary design level overall plans, which after your approval, we will then proceed with preparing final construction / bid documents. This scope is limited to a total of 75 modified and/or new tree planting locations. Below is the scope of services, based on our recent site visit and additional discussions.

Project Scope

In coordination with the City's Arborist, develop guidelines for tree plantings within City rights of ways. To include recommendations and details for:

- Review of regulatory design controls to include FDOT Multimodal Access Management Guidebook, FDOT Design Manual, ADA and PROWAG guidelines
- Tree selection and tree design recommendations
- Modular sub-grade pavement systems (Silva Cells), potentially utilizing structural soils.
- Tree planter locations and sizing
- Tree support and staking
- Utility coordination both overhead and below ground
- Permitting

Develop Tree Planting and Hardscape Plans along the shoulders of State Street, per attached Exhibit 'A', to include:

- Demolition plans, details & notes
- Modifications to existing street tree planting areas to remain
- Modifications to existing hardscape areas for new planting areas
- Layout plans for plantings areas
- Tree planting plans and details
- MOT Plans and Details
- Limited City technical specifications

Task #1 - Survey, Base File Preparation & Tree Planting Preliminary Plans

Prosser|PrimeAE will begin by obtaining a professional survey from our subconsultant, Smith Surveying, see attached proposals. The survey areas are limited to the roadway shoulders as identified in Exhibit 'A', attached. The survey will identify the right of way (R/W), curb openings, existing tree planter areas, visual utilities and hardscape elements, excluding areas within the travel lanes. Included will be subsurface utility engineering (SUE) for up to 75 locations with a 20' radius at each location. The SUE will be Quality level "B" investigation, to include sub-surface geophysical methods such as ground penetrating radar. Test holes to visually verify utilities are excluded. The survey and SUE locations will serve as the base plan for the tree planting design plans.

Prosser|PrimeAE will coordinate with the utility owners to obtain mark-ups of their utility facilities within the project limits. The utility locations will be input into the AutoCAD utility coordination file. Site reviews will be performed to ground truth the survey and obtain the necessary information to develop the project base file. Prosser|PrimeAE reviews will be limited to visual means, sub-grade and destructive utility verifications are excluded.

Based on information provided from the survey and geotechnical testing, Prosser|PrimeAE will develop a preliminary level tree planting design for the project limits, per Exhibit 'A'. We understand the landscape design is envisioned to be limited to trees only, with potentially shrubs and groundcover beds within tree planter areas, with all plantings occurring along the roadway shoulders. Tree planting designs may include modifications to existing tree planters to promote long term tree success. New planter areas will be developed along the roadway shoulders, where appropriate. Conflicts with both overhead electric lines and underground utilities will be critical to coordinate for tree plantings. It is envisioned that some of the existing trees will be removed due to poor health of the trees, with planting areas expanded to provide the appropriate area for sustainable tree growth.

The design plans will be in plan view only, describing the various tree and hardscape modifications to include soil modifications. The preliminary plans will include a plant schedule with specifications for the proposed plantings, as well as illustrating the

existing conditions. A Conceptual Opinion of Probable Construction Cost will be developed.

The preliminary plans will be prepared in black and white only, and then submitted to the City for review. Prosser|PrimeAE will receive comments from the City, incorporating them into the final preliminary design plans. A total of one revision to the preliminary plans is included. The final preliminary plans and cost opinion will be used to submit to the Tree Commission, per Task #3 below.

The following will be provided in final form:

- a. Professional Survey
- b. Preliminary Landscape Plan
- c. Landscape Construction Details
- d. Conceptual Opinion of Probable Construction Cost

Task #2 - Jacksonville Tree Commission, DDRB, FDOT and COJ Permit Plans

We will coordinate with the City for submission of plans and materials to the Tree Commission. Attendance by a Prosser|PrimeAE Landscape Architect to a Tree Commission meeting is included.

The project limits are within the Downtown Overlay Zoning Code which requires application and presentation to the Downtown Development Review Board (DDRB).

Prosser will develop a project plans package to be submitted to FDOT to obtain an Access/Driveway Permit, as well as to the COJ for 10-set approval. A pre-application meeting will be held with FDOT to review the project and the City's goals & objectives. Revisions to the permit plans and resubmittals to the permitting agencies are included as needed to obtain permits. Application fees for permitting are not included.

The following will be provided in final form:

- a. Landscape Permit Plans
- b. Landscape Permit Details
- c. DDRB Attendance & Presentation
- d. FDOT Access Permit Application and Submittal(s)
- e. COJ 10-Set Application and Submittal(s)

Task #3 - Construction / Bid Documents

Upon approval by the Tree Commission and the City, Prosser|PrimeAE will incorporate any comments and then prepare construction level planting plans to include tree planting locations, plant schedule, notes as well as special planting details.

The construction documents will be submitted to the City at 90% completion for review and comments. We will incorporate all comments from this review to complete 100% plans set. Maintenance of Traffic (MOT) design plans and details are included in this scope. The Opinion of Probable Construction Cost will be updated at each of the submittals.

The following will be provided in final form:

- a. Demolition Plans, Details & Notes
- b. Landscape/Hardscape Construction Plans
- c. Landscape/Hardscape Construction Details
- d. MOT Design Plans and Details
- e. Updated Opinion of Probable Construction Cost

Task #4 – Limited City Technical Bid Specifications

Prosser|PrimeAE will assist the City with the preparation of a bid specification book. The focus for Prosser|PrimeAE’s efforts will be for project specific specifications limited to sections #30 Scope of Work, #31 Special Conditions, #144 Landscaping and Irrigation specifications. The specification sections will be submitted for review by the City, with comments incorporated into the final submittal. The City shall supply Prosser|PrimeAE with the applicable City standard sections, as well as coordination with Procurement as required to obtain approval. All submittals will be electronic, with the final submittal in electronic format only.

The following will be provided in final form:

- a. Limited Technical Specification sections as listed above

Task #5 – Meetings & Project Coordination

During the execution of these services, Prosser|PrimeAE will discuss the project as needed with various City staff. This subtask includes meetings, correspondence, project coordination with the City, and associated relevant entities regarding the project. This task does not include meetings or coordination with those included with each task. We have allocated twenty-five (25) project coordination meetings with City staff.

Fee Amount:

See attached Fee Summary for additional information:

Tasks# 1 thru #5	Total Fee:	\$165,641.23
Reimbursable Expenses	Lump Sum:	\$751.25
Prosser Fee	Sub-Total:	\$166,392.48
Surveyor – Smith Surveying Group	Lump Sum:	\$132,376.88
	Total	\$298,769.36

ADDITIONAL SERVICES:

Any services requested outside of the scope of work above will be charged hourly according to the rate schedule attached. Prosser|PrimeAE will obtain proposals for other subconsultant services as necessary to complete the proposed work, then submit to you for review & approval. We will assist with coordinating the work of all subconsultants by providing them with site information and data, as and when requested.

Our scope of work for this project does not include the following:



- Civil Engineering design plans, details and permitting, excluding MOT design plans noted above
- Urban Planting Design Report
- Construction Administration Services
- Geotechnical Investigation and Report
- FDOT Design Reports, Engineering Design Exception or Design Variance
- Structural, Utility and Electrical Engineering
- Hardscape plans to include elements other than described above
- Environmental assessments, Contaminated Soil Testing or Permitting
- Utility or transportation improvements, stormwater, modeling, or design
- Presentation color renderings

OUT-OF-POCKET EXPENSES:

All job-related travel, reprographic, printing and plotting costs and supplies, mail and courier delivery services will be billed per the amounts in the executed continuous services contract.

It is our pleasure to provide this professional services proposal to you. If you wish to authorize us to proceed, we ask that you sign and return one copy of the signed proposal to our office. If you have any questions regarding our proposal, we remain available to discuss it with you at your convenience.

Sincerely,

<p>Prosser PrimeAE</p>  <p>Shawn Bliss, RLA, LEED AP Principal</p>	 <p>Paul S. Moss, Jr., RLA Senior Landscape Architect</p>
--	---

Mr. Dave McDaniel
Professional Design Services for Tree Plantings Along State St.
August 12, 2024
Page 6 of 6

Accepted by:

Signature

Typed Name & Title

Date

Note: All requirements of the executed contract between the City of Jacksonville and Prosser|PrimeAE, d/b/a Prosser, Inc. (P-32-20) shall be applicable to the above referenced scope of services.

CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION
CITY OF JACKSONVILLE, FLORIDA

PART ONE - GENERAL

1. PROJECT Tree Plantings in Urban Areas Along State St.	2. PROPOSAL NUMBER P-32-20
3. CONSULTANT Prosser PrimeAE	4. DATE OF PROPOSAL 8/13/2024

PART TWO - LABOR RELATED COSTS

5. DIRECT LABOR	HOURLY RATE	ESTIMATED HOURS	ESTIMATED COST	TOTAL COST
Principal	\$ 83.27	46	\$ 3,830.42	
Project Manager (Reg. Prof.)	\$ 81.73	108	\$ 8,826.84	
Senior Engineer (Reg.)	\$ 60.25	148	\$ 8,917.00	
Senior Landscape Architect	\$ 58.50	212	\$ 12,402.00	
Design Landscape Architect (Reg.)	\$ 49.70	266	\$ 13,220.20	
Designer	\$ 39.00	181	\$ 7,059.00	
CADD Operator / Drafter	\$ 29.95	140	\$ 4,193.00	
Clerical	\$ 30.29	8	\$ 242.32	
TOTAL DIRECT LABOR				\$ 58,690.78
6. OVERHEAD (COMBINE FRINGE BENEFIT AND ADMINISTRATIVE) OVERHEAD RATE - 156.57% X TOTAL DIRECT LABOR				\$ 91,892.15
7. SUBTOTAL - LABOR + OVERHEAD (ITEMS 5 & 6)				\$ 150,582.93
8. PROFIT - LABOR RELATED COSTS (ITEM 7) X 10%				\$ 15,058.29

PART THREE - OTHER COSTS

9. MISCELLANEOUS DIRECT COSTS				
24" x 36" Black/White plans (.15/sf x 6 = \$0.90ea)		\$135.00		
11 X 17 Copies Black/White Copy		\$145.00		
11 X 17 Copies Full Color Copy		\$189.75		
8.5" x 11" Copies Black/White Copy		\$72.50		
8.5" x 11" Copies Black/White Copy		\$158.75		
Travel - Mileage		\$50.25		
Courier - Same Day		\$0.00		\$751.25
10. SUBCONTRACTS - LUMP SUM				
Survey - Smith Engineering				\$ 132,376.88
SUB-CONTRACT SUBTOTAL				\$ 132,376.88
TOTAL LUMP SUM AMOUNT (ITEMS 5,6,8,9 & 10)				\$ 298,769.36

11. REIMBURSABLE COSTS (LIMITING AMOUNT)				
OTHER (SPECIFY)				
SUBTOTAL REIMBURSABLE				\$ -

PART FOUR - SUMMARY

TOTAL AMOUNT OF CONTRACT (LUMP SUM PLUS REIMBURSABLE) ITEMS 5,6,8,9,10,&11				\$ 298,769.36
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Prosser

DATE: 13-Aug-24
 CLIENT: City of Jacksonville
 PROJECT: Tree Plantings in Urban Areas along State St.

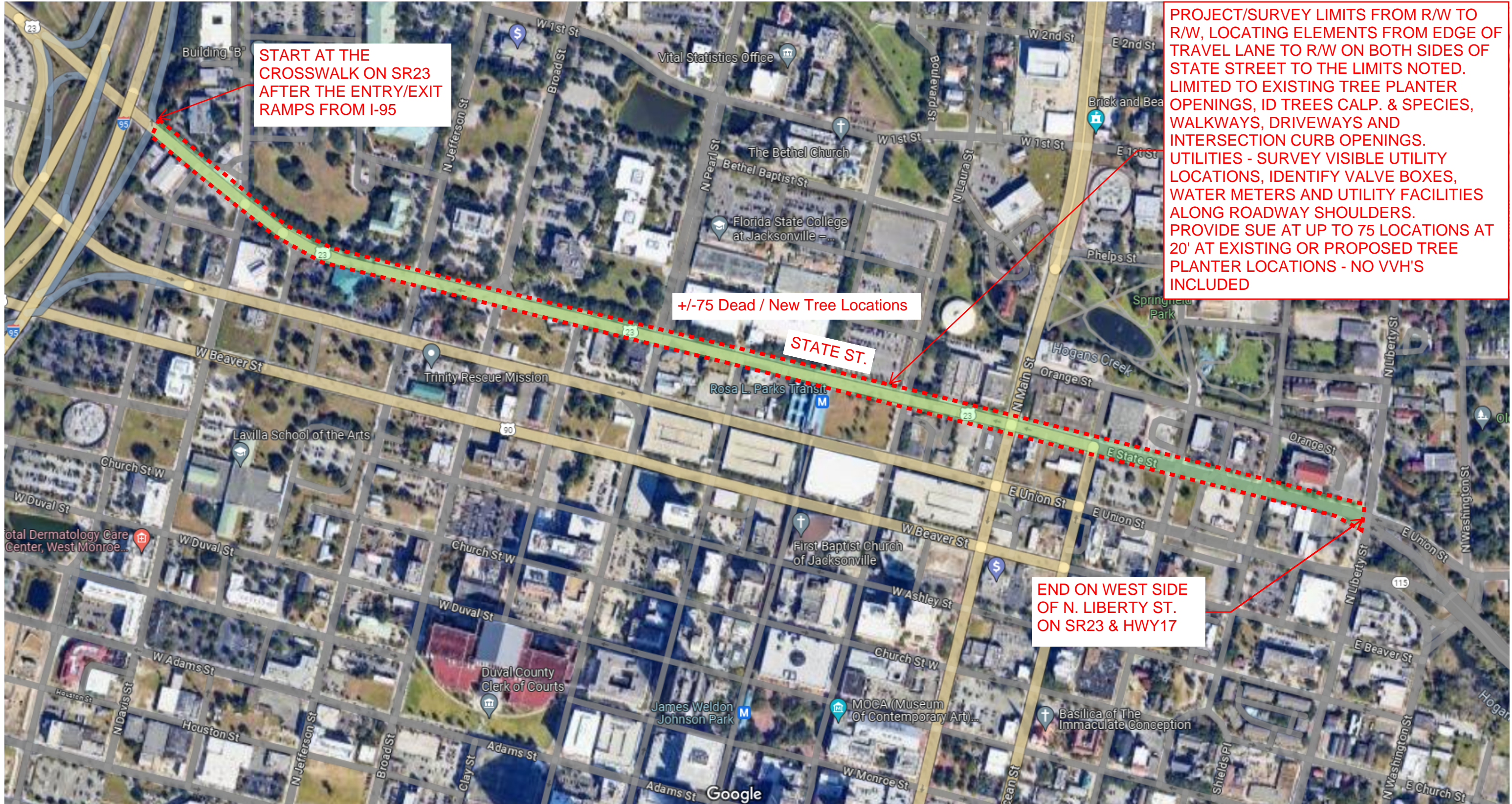
	Principal HRS	Project Manager HRS	Senior Engineer HRS	Senior Land. Arch. HRS	Design Land. Arch. HRS	Designer HRS	CADD Operator / Drafter HRS	Clerical HRS	TOTAL HRS
Task 1 Survey, Base File Preparation & Tree Planting Preliminary Plans									
Develop Preliminary Tree Planting Plans 10th scale (+/-12 sheets)	6	12	8	16	20	15	30	0	107
Develop Preliminary Hardscape Construction Details (+/-3 sheets)	0	0	0	16	24	0	0	0	40
Utility owners coordination and utility file development	0	0	8	0	0	20	0	0	28
Opinion of Cost	2	2	4	4	0	8	0	0	20
Task 2 Subtotal Hours	8	14	20	36	44	43	30	0	195
Task 2 Jacksonville Tree Commission, DDRB, FDOT and COJ Permitting									
Tree Commission Mtg preparation & attendance	0	4	0	4	0	0	0	0	8
Presentation Preparation & Attendance	0	4	0	6	6	0	0	0	16
Develop Permit Hardscape Plans & Details (+/-15 sheets)	0	8	0	20	30	20	30	0	108
Develop Permit Landscape Plans & Details (+/-14 sheets)	0	12	0	30	40	30	30	0	142
Develop MOT Plans & Details (+/-15 sheets)	4	0	16	0	0	16	20	0	56
FDOT Application & Permit Plans Submittal / Coordination	2	0	12	8	8	0	0	0	30
COJ 10-Set Application & Permit Plans Submittal / Coordination	2	4	6	8	0	18	0	0	38
Update Opinion of Cost	0	0	4	4	6	8	0	0	22
Perform QA/QC review and address comments at each submittal	4	4	6	8	8	0	0	0	30
Task 3 Subtotal Hours	12	36	44	88	98	92	80	0	450
Task 3 Construction / Bid Documents									
Finalize Demolition Plans & Notes (+/-15 sheets)	4	8	16	24	40	0	0	0	92
Finalize Landscape Plans & Details (+/-15 sheets)	0	16	0	40	60	0	0	0	116
Finalize MOT Plans & Details (+/-15 sheets)	8	0	32	0	0	30	30	0	100
Update Opinion of Cost	2	2	4	4	8	16	0	0	36
Perform QA/QC Review at each Submittal	4	8	8	12	16	0	0	0	48
Task 4 Subtotal Hours	18	34	60	80	124	46	30	0	392
Task 4 City Technical Specifications									
Develop project specific technical specifications	0	8	8	8	0	0	0	8	32
Task 5 Subtotal Hours	0	8	8	8	0	0	0	8	32
Task 6 Meetings and Project Coordination									
Provide project coordination and meetings	4	16	12	0	0	0	0	0	32
Task 6 Subtotal Hours	8	16	16	0	0	0	0	0	32
Sub-Total Hours	46	108	148	212	266	181	140	8	1109
Hourly Rate (Loaded)	\$235.01	\$230.66	\$170.04	\$165.10	\$140.27	\$110.07	\$84.53	\$85.49	
Tasks #1 - #6 Total Labor Dollars	\$10,810.48	\$24,911.73	\$25,166.18	\$35,001.79	\$37,310.97	\$19,922.40	\$11,833.78	\$683.89	\$165,641.23

f. Other Costs

	Unit	\$/Unit	\$/Unit	Quantity	Cost
24" x 36" Black/White plans (.15/sf x 6 = \$0.90ea)	ea.	\$0.90	\$0.90	150	\$135.00
11 X 17 Copies Black/White Copy	ea.	\$0.58	\$0.58	250	\$145.00
11 X 17 Copies Full Color Copy	ea.	\$2.53	\$2.53	75	\$189.75
8.5" x 11" Copies Black/White Copy	ea.	\$0.29	\$0.29	250	\$72.50
8.5" x 11" Copies Full Color Copy	ea.	\$1.27	\$1.27	125	\$158.75
Travel - Mileage	mi.	\$0.67	\$0.67	75	\$50.25
Courier - Same Day	ea.	\$27.60	\$27.60	0	\$0.00
					\$751.25

Total Prosser Amount

\$166,392.48



START AT THE CROSSWALK ON SR23 AFTER THE ENTRY/EXIT RAMP FROM I-95

+/-75 Dead / New Tree Locations

STATE ST.

END ON WEST SIDE OF N. LIBERTY ST. ON SR23 & HWY17

PROJECT/SURVEY LIMITS FROM R/W TO R/W, LOCATING ELEMENTS FROM EDGE OF TRAVEL LANE TO R/W ON BOTH SIDES OF STATE STREET TO THE LIMITS NOTED. LIMITED TO EXISTING TREE PLANTER OPENINGS, ID TREES CALP. & SPECIES, WALKWAYS, DRIVEWAYS AND INTERSECTION CURB OPENINGS. UTILITIES - SURVEY VISIBLE UTILITY LOCATIONS, IDENTIFY VALVE BOXES, WATER METERS AND UTILITY FACILITIES ALONG ROADWAY SHOULDERS. PROVIDE SUE AT UP TO 75 LOCATIONS AT 20' AT EXISTING OR PROPOSED TREE PLANTER LOCATIONS - NO VVH'S INCLUDED

COJ PUBLIC WORKS - MOWING & LANDSCAPE MAINTENANCE

DOWNTOWN LANDSCAPE FOR TREE PLANTINGS ALONG STATE ST. - PROJECT LIMITS

REV. 8/12/2024



SMITH SURVEYING GROUP

August 12, 2024

Paul S Moss, Jr. Sr. Landscape Architect
Prosser
13901 Sutton Park Drive South, Suite 200
Jacksonville, Florida 32224

Re: COJ Tree Plantings Urban Areas State Street from Liberty Street. to I-95 Ramp Route, Tree, and SUE Surveying Proposal

Dear Paul:

Pursuant to your request and on behalf of the firm, we are pleased to submit our proposal for our services on the above referenced project. We are confident that our survey product will be an asset to your design activities. Based on our telephone conversation, a review of our records and a personal walk over of the site, we are pleased to offer the following scope of work and fee proposal for your review and approval:

SCOPE OF WORK:

TASK 1. Prepare a Route Survey (lidar will be utilized for a portion) of the proposed design route along the public rights-of-way (see attachment A) for a project centerline length of approximately 6400 feet, plus 25 feet along the 34 side intersection streets, for a total project survey length of approximately 7250 linear feet. Width of the survey effort will be from Right of Way to Right of Way. Locate elements from edge of the travel lane to the Right of Way on both sides of the roadway, location of walkways, driveways, intersection curbing to the returns on side streets. Our survey effort will include Topographic features Route, Tree, SUE R/W monumentation and tree survey of all trees 4 inches and larger. All hardscape including driveways, sidewalks, hedges, signs, mailboxes, and landscape planters will be located. Sanitary and Storm drainage structures along with sizes and type. Survey visible utility locations, identify valve boxes, water meters, and utility facilities along the roadway shoulders. All above ground visible evidence of utilities will be located. The route survey shall be utilized for the purposes of a civil engineering design for the proposed Urban Tree Planting. Smith Surveying Group will establish a limited right of way survey to retrace and reestablish the existing right of way lines and any parcel lines will be mapped per record plats and deed when available. No baselines, or replacement of missing property corners will be established for this project. See attached survey/sue estimates. Additional assistance will be required from JEA Water/ Wastewater and COJ Streets and Drainage for access into the Storm and Sanitary system in all of the required intersections and streets.

TASK 2. Provide SUE efforts to meet ASCE 38-02 Quality Level B. SUE will be provided at up to 75 locations of existing and proposed tree planting location with a 20 radius for Level B markings. (see attached proposal from McKim & Creed).

Deliverables will be a Topographic and Route Survey, AutoCad Civil 3D 2023 format. Final signed and sealed survey maps will be in pdf format. Horizontal datum shall be referenced to State Plane Coordinates (NAD 83/2011) for the State of Florida and vertical datum shall be referenced to NAVD 1988 from a published governmental Bench Mark.

Tree identifications performed in conjunction with a request for tree locations will be identified as to species to the best of our knowledge and belief; however, Smith Surveying Group, LLC will assume no liability, expressed or implied, for the correctness of said species identification. Tree locations will be provided within the existing R/W for all trees 4" DBH and larger.

We anticipate delivery of the preliminary product within **150-180** days from receipt of written Notice To Proceed, weather and site conditions permitting. Final deliverables shall be two (2) signed and sealed blue-line prints, and an electronic drawing file, if requested. Additional sealed copies may be furnished at a nominal charge, if requested. We are ready to begin our services immediately upon receipt of Notification to Proceed. Our fees for the above services will be as noted on the attached man hour estimate; estimated fees will not be exceeded without prior written authorization from the CLIENT. We shall invoice you on a monthly progressive billing cycle for the to-date percent complete and we will expect full payment for each monthly invoice within 10 days from the date of the respective invoice.

This scope of work is for a "one time" performance of the services as outlined herein; any survey points that are destroyed or lost due to construction activities, vandalism, acts of God, etc. that require replacement shall be replaced at CLIENT's expense and upon your authorization. Should the scope of work be changed by CLIENT either in writing or verbally, CLIENT agrees to pay Smith Surveying Group, LLC for any additional work involved in said changes at our Standard Billing Rates, unless a supplemental contract is agreed to and executed by both parties prior to the commencement of the changes. In the event all or a portion of the work prepared or partially prepared by our firm be suspended, abandoned, or terminated by CLIENT or others, CLIENT shall pay Smith Surveying Group, LLC for all fees, charges and services provided for the project, not exceeding any contractual limits specified herein.

Smith Surveying Group, LLC will not be liable for damages resulting from the actions or inactions of any regulatory or governmental agencies, and shall only act as an advisor on behalf of CLIENT in all governmental relations. All original papers, documents and all work product and copies thereof, produced as a result of or incidental to this contract shall remain the property of Smith Surveying Group, LLC CLIENT agrees to grant us the right to assign without notice this agreement or any part thereof as we shall deem necessary for the completion of this project. We agree not to unreasonably damage the subject property, but CLIENT agrees to grant Smith Surveying Group, LLC the right to cut bushes and trees and to remove other objects interfering with our work as necessary in the performance of our work.

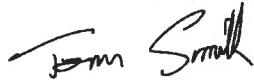
CLIENT further agrees that the standard of care for Smith Surveying Group, LLC's performance under this contract shall be the ordinary and reasonable duty and care associated with this type of work in the community of Jacksonville, Florida and that the proper venue for litigation of any cause of action hereto shall be that court of jurisdiction in Jacksonville, Florida. Should litigation be necessary to enforce any term of this agreement or any cause of action related thereto, then all litigation and collection expenses, witness fees, court costs and reasonable attorney's fees for Smith Surveying Group, LLC shall be paid by

the addressee. It is further understood and agreed that this contract is between Smith Surveying Group, LLC and the addressee only, and payment to Smith Surveying Group, LLC shall not be contingent on payment(s) from a third party.

This agreement supersedes any prior agreement, either expressed or implied, between the parties and that the terms and conditions stated herein constitute the full and complete agreement between the parties and no change or amendment thereof shall be effective except as agreed to in writing by both parties. If the above conditions are acceptable to CLIENT, please indicate your acknowledgment and agreement by executing this proposal in the space provided below.

Once again, we appreciate this opportunity to submit this proposal to you and we look forward to hearing from you in the near future. If you have any questions, please do not hesitate to call me personally.

Smith Surveying Group, LLC



Tom Smith, PSM
President

Accepted By: _____
Printed Name: _____
Date: _____

State Street Route, Tree and SUE Proposal

SURVEY ESTIMATE

Task 1

Field Crew:	330 hours @ \$180.02hr.	\$ 59,406.60
CADD Technician:	200 hours @ \$130.00hr.	\$ 26,000.00
Principal	4 hours @ \$ 180.02hr.	\$ 720.08
PSM:	20 hours @ \$ 175.01hr.	\$ 3,500.20
MOT Flagging Workzone		\$ 10,000.00
SUE estimate		\$ 28,000.00
SSG admin. of SUE		\$ 3,750.00
Total Estimated Fee		\$ 132,376.88



AUGUST 12, 2024

Tom Smith, P.S.M.
President
Smith Surveying Group
9770 Baymeadows Rd., Suite 121
Jacksonville, FL 32256

RE: SUE SERVICES FOR CITY OF JACKSONVILLE'S TREE PLANTING IN URBAN AREAS – STATE STREET, JACKSONVILLE, FLORIDA

TOM,

McKim & Creed is pleased to submit this proposal for subsurface utility designation Quality Level "B" (QLB) services for the above referenced project.

OVERVIEW

Locating underground utilities is requested for the above referenced route in Jacksonville, Florida. We will provide ASCE 38.02 Quality level "B" SUE investigation to designate utilities, (see Exhibit A).

SCOPE

1. SUE Route includes the following:
 - a. From edge of travel way to back of ROW along State Street, between I-95 Exit Ramp and Liberty Street. Both sides of the street.
2. We will submit an 811 dig ticket in order to proceed with our scope.
3. We will provide QLB designating to locate utilities along the project route. This Proposal includes up to 75 designating locations. A 20 foot radius, centered on the staked location, will be scanned with geophysical equipment to identify potential conflicting underground utilities.
 - a. The Client will supply McKim and Creed with a coordinate file for the staked locations. McKim and Creed will be responsible for staking out the locations.
4. We will submit permits to the City of Jacksonville and FDOT to perform work within their Right of Way, if necessary.
5. We will submit photos, an overall sketch of utility locations in a SUE report upon completion of fieldwork.
6. Lane closures may be necessary to safely scan around staked locations. In the event lane closures are needed a certified MOT company will be contracted to set up signage, and will be billed to the Client at cost.

OUR PROCESS

- The Client will provide utility records or other supporting documents to us, if available.
- We will investigate the requested areas using electromagnetic (EM) and ground penetrating radar (GPR) equipment to locate utilities and will mark our findings with paint and flags.
- We will create detailed field notes of our findings including site sketch and photos.

OUR FEE

Our **Lump Sum** estimate for this project is **\$25,000.00**. It is inclusive of all fieldwork, reporting, and administrative costs.

A **Not-To-Exceed** cost for MOT/Lane closures for this project is **\$3,000.00**. Any lane closure costs will be billed to the Client at cost under this budget.

SCHEDULE

We anticipate the utility designation taking one to two weeks to complete once notice to proceed has been given. Final field notes will be delivered promptly upon completion of fieldwork.

DELIVERABLES

The deliverables for this project fieldnotes, photos, site sketch depicting field observations.

GENERAL CONDITIONS

The following attachments will be deemed as part of this proposal and agreement:

- Exhibit "A" – Site Map
- General Conditions

If acceptable, please return one signed copy of this document for our files. Our receipt of the executed copy of this proposal will serve as our Notice to Proceed. This proposal is valid for 30 days from the date of the proposal. If the proposal is not accepted within 30 days, we reserve the right to revise or withdraw the proposal entirely at our discretion.

We appreciate the opportunity to provide this proposal to you and look forward to working on the project with you.

Sincerely,

Jonathan Welker
Senior SUE Project Manager
McKim & Creed, Inc.

I hereby authorize McKim & Creed, Inc. to proceed with the work described above.

CLIENT

BY: _____ DATE: _____

TITLE: _____

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.

Complete the following information below:

1. Name/title of project:
2. Legal name of organization/citizen making suggestion:
3. Organization or citizen mailing address:
4. Contact phone number:
Contact e-mail:
5. Location/address of planting project:
6. Has project information been shared with the Council Member of the district?
7. Rationale for project (include information about the public benefit of the project):
8. Description of project:

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 0 Project Title: State Street Level 2 Tree Planting Design Services 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.	TBD *
2 The number and placement of trees is appropriate.	TBD
3 Trees being planted are approved pursuant to the 'Tree Commission Approved Tree Planting List.'	TBD
4 Shade Trees are preferred; if non-shade trees are proposed, the use is appropriated/acceptable.	TBD
5 Less than 25% of the total species of trees being planted are palms.	TBD
6 The planting will not interfere with utilities or sight line requirements.	TBD
7 The project does not include incidental landscaping. If so, the applicant must justify the reason for its inclusion.	TBD
8 Construction required? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> If yes, are costs reasonable?	TBD
9 Irrigation installed? Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> If yes, are costs reasonable?	TBD
10 The cost of the species of trees selected do not outweigh the benefits of the trees.	TBD
11 Low maintenance plants are utilized.	TBD
12 Location of plant material and irrigation (if applicable) has minimum adverse impact over time on infrastructure such as walks and roads.	TBD
13 Species of trees being planted are beneficial to the City's tree canopy.	TBD
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: *TBD - To Be Determined upon review of plans

City of Jacksonville

Tree Commission

Financial Highlights

July 31, 2024

1. Combined Revenues YTD are \$5.03 million compared to \$8.49 million on July 23. A decrease of \$3.46 million year-on-year.
2. Combined Expenses YTD are \$5.16 million compared to \$3.69 million on July 23. An increase of \$1.47 million year-on-year.
3. Combined Revenues for July 24 were \$678.9 thousand compared to \$990 thousand for July 23, a decrease of \$311.1 thousand. Meanwhile, expenses were \$333.7 thousand and \$848.6 thousand on July 24 and July 23, respectively.
4. Total unallocated funds were \$21.6 million for July 24.

**City of Jacksonville
Tree Commission
Financials Combined
Balance Sheet
July 31, 2024**

Cash	35,153,006.42	
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Accounts Payable	40,657.39	
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Fund Balance		
Beginning Fund Balance	35,242,058.16	
YTD Gain\Loss	(129,709.13)	
Adjusted Fund Balance	35,112,349.03	

Available Balance Calculation

Cash	35,153,006.42	Bank Funds
Less:		
AP	40,657.39	Accounts Payable
Funds Available	11,231,073.92	Appropriated Funds by City Council
Encumbrances (Open POs)	3,990,201.12	Appropriated and Allocated
Sub-Total Adjustments	15,261,932.43	
Unappropriated/Unallocated	19,891,073.99	
Appropriated/Unallocated *	1,717,826.00	Better Jacksonville Plan * Moved to County-Wide Tree Prog
Total Unallocated Funds	21,608,899.99	

* Better Jacksonville funds were appropriated to Activity 378 - County Wide Tree Prog Right of Way Not in Ordinance Fund.

City of Jacksonville
Tree Commission
Financials Combined
Statement of Activity
July 31, 2024

	Actuals		Budget
	31-Jul	YTD	
Revenues			
Ordinance appropriation			530,506.00
Tree Mitigation Funds - Article 25	142,187.00	1,144,905.00	
Investment Pool Earnings	137,114.10	1,172,995.04	
Contributions From Private Sources	399,600.00	2,687,862.00	
Misc Sales and Charges	-	2,200.20	
Contribution-Loss Deductible	-	24,736.24	
Transfer from fund balance	-	-	
Total	678,901.10	5,032,698.48	530,506.00
Expenses			
Summarized expenses	333,659.43	5,162,407.61 *	18,721,906.88
Net	345,241.67	(129,709.13)	(18,191,400.88)

* Budget is comprised of current year budget and prior year carry forward.

City of Jacksonville
Tree Commission
Ordinance - 15304 - Tree Protection & Related Expenditures
Balance Sheet
July 31, 2024

<u>Equity in Pooled Cash</u>	25,285,313.18
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<u>Accounts Payable</u>	40,657.39
--------------------------------	-----------

<u>Fund Balance</u>	
Beginning Fund Balance	26,175,218.96
YTD Gain\Loss	<u>(930,563.17)</u>
Adjusted Fund Balance	<u>25,244,655.79</u>

<u>Available Balance Calculation</u>	
Cash	25,244,655.79
Less:	
AP	40,657.39
Funds Available(Budget)	11,231,073.92
Encumbrances (Open POs)	<u>3,990,201.12</u>
Sub-Total Adjustments	<u>15,261,932.43</u>

<u>Unappropriated/Unallocated</u>	<u><u>9,982,723.36</u></u>
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City of Jacksonville
Tree Commission
Ordinance - 15304 - Tree Protection & Related Expenditures
Statement of Activity
July 31, 2024

	<u>31-Jul</u>	<u>YTD</u>	<u>Budget</u>
Revenues			
Ordinance appropriation			530,506.00
Tree Mitigation Funds - Article 25	56,520.00	655,749.00	
Investment Pool Earnings	99,471.91	861,297.00	
Contributions From Private Sources	399,600.00	2,687,862.00	
Misc Sales and Charges	-	2,200.20	
Contribution-Loss Deductible	-	24,736.24	
Total Revenue	<u>555,591.91</u>	<u>4,231,844.44</u>	<u>530,506.00</u>
Expenses			
Expenses *	333,659.43	5,162,407.61	18,721,906.88
Net	<u>221,932.48</u>	<u>(930,563.17)</u>	<u>(18,191,400.88)</u>

* Budget is comprised of current year budget and prior year carry forward.

City of Jacksonville
Tree Commission
Charter - 15305- Tree Mitigation & Related Expenditures
Balance Sheet
July 31, 2024

<u>Equity in Pooled Cash</u>	9,867,693.24
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<u>Accounts Payable</u>	-
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<u>Fund Balance</u>	
Beginning Fund Balance 10/1/22	9,066,839.20
YTD Gain\Loss	800,854.04
Adjusted Fund Balance	<u>9,867,693.24</u>

Available Balance Calculation	
Cash	9,867,693.24
Less:	
AP	
Funds Available	
Encumbrances (Open POs)	<u>-</u>
Sub-total	<u>-</u>

<u>Unappropriated/Unallocated</u>	<u><u>9,867,693.24</u></u>
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City of Jacksonville
Tree Commission
Charter - 15305- Tree Mitigation & Related Expenditures
Statement of Activity
July 31, 2024

	<u>Actuals</u>		<u>Budget</u>
	<u>31-Jul</u>	<u>YTD</u>	
Revenues			-
Tree Mitigation Funds - Article 25	85,667.00	489,156.00	
Investment Pool Earnings	37,642.19	311,698.04	
	<u>123,309.19</u>	<u>800,854.04</u>	
Expenses			-
	-	-	
Net	<u>123,309.19</u>	<u>800,854.04</u>	<u>-</u>

Month of: As of 7/31/2024

Ledger COJ PL - Modified Accrual

Fund 15304 Tree Protection & Related

Account	Description	Beginning Balance (USD)	Debits (USD)	Credits (USD)	Ending Balance (USD)
104001	Equity in Pooled Cash Account	27,171,052.86	1,135,498.80	341,666.54	27,964,885.12
104201	Cash - JP Accounts Payable	-109,104.00	0.00	14,364.00	-123,468.00
104206	Cash - JP General Deposit	113,365.12	4,405,839.35	6,365,422.01	-1,846,217.54
104299	Bank Clearing	-129,194.29	6,494,569.83	6,656,300.83	-290,925.29
104998	Zero Invoice Clearing	-2,077.50	0.00	0.00	-2,077.50
104999	Cash Clearing	-416,883.61	0.00	0.00	-416,883.61
201101	Vouchers Payable Account	-450,212.43	7,302,928.04	6,893,373.00	-40,657.39
216101	Accrued Payroll Payable	-1,727.19	1,727.19	0.00	0.00
284101	Fund Balance - Unassigned Account	-26,175,218.96	0.00	0.00	-26,175,218.96
					930,563.17
					-25,244,655.79
343750	Tree Mitigation Funds - Article 25	0.00	0.00	655,749.00	-655,749.00
361101	Investment Pool Earnings	0.00	87,959.85	949,256.85	-861,297.00
366020	Contributions From Private Sources	0.00	37,674.00	2,725,536.00	-2,687,862.00
369050	Miscellaneous Sales and Charges	0.00	0.00	2,200.20	-2,200.20
369400	Contribution-Loss Deductible	0.00	0.00	24,736.24	-24,736.24
512010	Permanent and Probationary Salaries	0.00	56,755.13	1,523.85	55,231.28
521020	Medicare Tax	0.00	768.34	20.48	747.86
522070	Disability Trust Fund-ER	0.00	170.20	4.57	165.63
522130	GEPP Defined Contribution DC-ER	0.00	6,640.41	178.29	6,462.12
523010	Group Dental Plan	0.00	150.00	0.00	150.00
523030	Group Life Insurance	0.00	85.20	0.00	85.20
523040	Group Hospitalization Insurance	0.00	8,766.20	0.00	8,766.20
524001	City Employees Worker's Compensation	0.00	2,930.00	0.00	2,930.00
545020	General Liability Insurance	0.00	272.50	0.00	272.50
549006	Trust Fund Authorized Expenditures	0.00	6,130,189.93	1,042,733.11	5,087,456.82
549032	Clothing, Clean, Shoe Transfer Allow	0.00	140.00	0.00	140.00
Total for Fund 15304		0.00	25,673,064.97	25,673,064.97	930,563.17

Trial Balance Report

Report Date

8/13/2024

Month of: As of 7/31/24

Ledger

Fund 15305 Tree Mitigation & Related Expense

Account	Description	Beginning Balance (USD)	Debits (USD)	Credits (USD)	Ending Balance (USD)
104001	Equity in Pooled Cash Account	8,030,365.20	421,529.45	60,701.41	8,391,193.24
104201	Cash - JP Accounts Payable	-1,785.00	0.00	0.00	-1,785.00
104206	Cash - JP General Deposit	1,038,259.00	511,919.00	71,383.00	1,478,795.00
104299	Bank Clearing	0.00	0.00	510.00	-510.00
220902	Building Permit - Deposits	0.00	7,310.00	7,310.00	0.00
284101	Fund Balance - Unassigned Account	-9,066,839.20	0.00	0.00	-9,066,839.20
					-800,854.04
					-9,867,693.24
343750	Tree Mitigation	0.00	60,826.00	549,982.00	-489,156.00
361101	Investment Pool	0.00	26,378.41	338,076.45	-311,698.04
Total for		0.00	1,027,962.86	1,027,962.86	-800,854.04

9,867,693.24

End of Report

As of 7/31/2024

Budgetary Control Balances

Done

Budget COJ Detail Budget

Saved Search

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Balances

Transfer Budget

id	Center	Account	Project	Activity	Interfund	Future	Year to Date Period	Initial Budget	Budget Adjustments	Total Budget	Commitments	Obligations	Expenditures	Funds Available Amount
04	154006	514010	000000	00000000	00000	0000000	Jul-24	0.00	-3,655.79	-3,655.79	0.00	0.00	0.00	-3,655.79
04	154006	521020	000000	00000000	00000	0000000	Jul-24	1,023.00	-54.04	968.96	0.00	0.00	747.86	221.10
04	154006	522070	000000	00000000	00000	0000000	Jul-24	211.00	-6.56	204.44	0.00	0.00	165.63	38.81
04	154006	522130	000000	00000000	00000	0000000	Jul-24	8,227.00	-248.21	7,978.79	0.00	0.00	6,462.12	1,516.67
04	154006	523010	000000	00000000	00000	0000000	Jul-24	180.00	-330.00	-150.00	0.00	0.00	150.00	-300.00
04	154006	523030	000000	00000000	00000	0000000	Jul-24	124.00	123.00	247.00	0.00	0.00	85.20	161.80
04	154006	523040	000000	00000000	00000	0000000	Jul-24	10,519.00	-6,408.38	4,110.62	0.00	0.00	8,766.20	-4,655.58
04	154006	524001	000000	00000000	00000	0000000	Jul-24	3,516.00	-0.04	3,515.96	0.00	0.00	2,930.00	585.96
04	154006	545020	000000	00000000	00000	0000000	Jul-24	327.00	26.63	353.63	0.00	0.00	272.50	81.13
04	154006	549006	000000	00000000	00000	0000000	Jul-24	435,924.00	75,282.17	511,206.17	0.00	249,336.24	261,587.76	282.17
04	154006	549032	000000	00000000	00000	0000000	Jul-24	140.00	-240.00	-100.00	0.00	0.00	140.00	-240.00
04	154007	549006	000000	00000000	00000	0000000	Jul-24	0.00	2,812,553.02	2,812,553.02	0.00	226,422.72	340,425.48	2,245,704.82
al								530,506.00	18,191,400.88	18,721,906.88	0.00	3,990,201.12	5,218,457.61	9,513,248.15

	<u>7/31/2024</u>	<u>6/30/2024</u>	<u>MoM Variance</u>
Total Budget	18,721,906.88	18,721,906.88	-
Encumbrance	3,990,201.12	4,221,597.19	(231,396.07)
Available Funds	9,513,248.15	9,671,561.51	(158,313.36)

City of Jacksonville
Tree Commission
Activity/Project Status as of 7/31/2024

		Budget	Obligation	Expenditures	Funds Available
		7/31/2024	7/31/2024	7/31/2024	7/31/2024
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00000378-County-Wide Tree Prog-Remove - Replace	3,593,411.85	1,289,278.86	2,083,792.30	220,340.69
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00000541-Hammond Blvd Project	10,283.00	-	-	10,283.00
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00000982-Tree Protection & Related Expenses	2,294.73	-	-	2,294.73
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00001315-Level 2 Tree Planting Program	7,892,611.58	2,119,435.35	2,457,701.28	3,315,474.95
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00001316-Moncrief Rd Beautification Project	140,238.62	-	-	140,238.62
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00001623-Level 3 Tree Planting Program	3,677,648.60	105,728.15	-	3,571,920.45
		15,316,488.38	3,514,442.36	4,541,493.58	7,260,552.44
154006-PWML Tree Maintenance - Other Physical Environment	00000000-No Activity	592,865.48	249,336.24	336,538.55	6,990.69
	All Activity Values	592,865.48	249,336.24	336,538.55	6,990.69
154007-PWML 630-City Tree Planting Prog - Other Physical Environment	00000000-No Activity	2,812,553.02	226,422.75	340,425.48	2,245,704.79
	All Activity Values	2,812,553.02	226,422.75	340,425.48	2,245,704.79
		3,405,418.50			
		18,721,906.88	3,990,201.35	5,218,457.61	9,513,247.92
City - JTA Transprotation Project					
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00000378-County-Wide Tree Prog-Remove - Replace	1,717,826.00	-	-	1,717,826.00
	Adjusted Totals	20,439,732.88	3,990,201.35	5,218,457.61	11,231,073.92



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 Tree Fund Planting Projects.



AVAILABLE FOR APPROPRIATION

15F (Ordinance):	\$11,822,707.48
15N (Charter):	\$7,501,244.24
Better Jacksonville Plan - Tree Mitigation Project:	\$0.00
Total:	\$19,323,951.72



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 "Remove or Landscape Violation" from the dropdown menu.

Disclaimer: The AVAILABLE FOR APPROPRIATION information shown on this page is updated nightly from the City's financial records, but does not include 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.

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Version: 1.0.0.6

City of Jacksonville

Tree Commission

Financial Highlights

August 31, 2024

1. Combined Revenues YTD are \$5.54 million compared to \$9.5 million on Aug-23. A decrease of \$3.96 million year-on-year.
2. Combined Expenses YTD are \$5.26 million compared to \$4.0 million on Aug-23. An increase of \$1.26 million year-on-year.
3. Combined Revenues for Aug-24 were \$510.3 thousand compared to \$1.0 million for August 23, a decrease of \$491 thousand. Meanwhile, expenses were \$95.4 thousand and \$351.3 thousand on Aug-24 and Aug-23, respectively.
4. Total unallocated funds were \$22.0 million for Aug- 24.

**City of Jacksonville
Tree Commission
Financials Combined
Balance Sheet
August 31, 2024**

Cash	35,540,749.57	
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Accounts Payable	13,429.24	
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Fund Balance		
Beginning Fund Balance	35,242,058.16	
YTD Gain\Loss	285,262.17	
Adjusted Fund Balance	35,527,320.33	

Available Balance Calculation

Cash	35,540,749.57	Bank Funds
Less:		
AP	13,429.24	Accounts Payable
Funds Available	11,223,723.06	Appropriated Funds by City Council
Encumbrances (Open POs)	3,958,233.14	Appropriated and Allocated
Sub-Total Adjustments	15,195,385.44	
Unappropriated/Unallocated	20,345,364.13	
Appropriated/Unallocated *	1,717,826.00	Better Jacksonville Plan * Moved to County-Wide Tree Prog
Total Unallocated Funds	22,063,190.13	

* Better Jacksonville funds were appropriated to Activity 378 - County Wide Tree Prog Right of Way Not in Ordinance Fund.

City of Jacksonville
Tree Commission
Financials Combined
Statement of Activity
August 31, 2024

	Actuals		Budget
	31-Aug	YTD	
Revenues			
Ordinance appropriation			530,506.00
Tree Mitigation Funds - Article 25	181,319.40	1,326,224.40	
Investment Pool Earnings	49,111.31	1,222,106.35	
Contributions From Private Sources	266,931.00	2,954,793.00	
Misc Sales and Charges	-	2,200.20	
Contribution-Loss Deductible	12,978.63	37,714.87	
Transfer from fund balance	-	-	
Total	510,340.34	5,543,038.82	530,506.00
Expenses			
Summarized expenses	95,369.04	5,257,776.65 *	18,721,906.88
Net	414,971.30	285,262.17	(18,191,400.88)

* Budget is comprised of current year budget and prior year carry forward.

City of Jacksonville
Tree Commission
Ordinance - 15304 - Tree Protection & Related Expenditures
Balance Sheet
August 31, 2024

<u>Equity in Pooled Cash</u>	25,506,062.11
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<u>Accounts Payable</u>	13,429.24
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<u>Fund Balance</u>	
Beginning Fund Balance	26,175,218.96
YTD Gain\Loss	<u>(682,586.09)</u>
Adjusted Fund Balance	<u>25,492,632.87</u>

<u>Available Balance Calculation</u>	
Cash	25,492,632.87
Less:	
AP	13,429.24
Funds Available(Budget)	11,223,723.06
Encumbrances (Open POs)	<u>3,958,233.14</u>
Sub-Total Adjustments	<u>15,195,385.44</u>

<u>Unappropriated/Unallocated</u>	<u><u>10,297,247.43</u></u>
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City of Jacksonville
Tree Commission
Ordinance - 15304 - Tree Protection & Related Expenditures
Statement of Activity
August 31, 2024

	<u>31-Aug</u>	<u>YTD</u>	<u>Budget</u>
Revenues			
Ordinance appropriation			530,506.00
Tree Mitigation Funds - Article 25	27,878.40	683,627.40	
Investment Pool Earnings	35,558.09	896,855.09	
Contributions From Private Sources	266,931.00	2,954,793.00	
Misc Sales and Charges	-	2,200.20	
Contribution-Loss Deductible	12,978.63	37,714.87	
Total Revenue	<u>343,346.12</u>	<u>4,575,190.56</u>	<u>530,506.00</u>
Expenses			
Expenses *	95,369.04	5,257,776.65	18,721,906.88
Net	<u>247,977.08</u>	<u>(682,586.09)</u>	<u>(18,191,400.88)</u>

* Budget is comprised of current year budget and prior year carry forward.

City of Jacksonville
Tree Commission
Charter - 15305- Tree Mitigation & Related Expenditures
Balance Sheet
August 31, 2024

<u>Equity in Pooled Cash</u>	10,034,687.46
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<u>Accounts Payable</u>	-
--------------------------------	---

<u>Fund Balance</u>	
Beginning Fund Balance 10/1/22	9,066,839.20
YTD Gain\Loss	967,848.26
Adjusted Fund Balance	<u>10,034,687.46</u>

Available Balance Calculation	
Cash	10,034,687.46
Less:	
AP	
Funds Available	
Encumbrances (Open POs)	<u>-</u>
Sub-total	<u>-</u>

<u>Unappropriated/Unallocated</u>	<u><u>10,034,687.46</u></u>
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City of Jacksonville
Tree Commission
Charter - 15305- Tree Mitigation & Related Expenditures
Statement of Activity
August 31, 2024

	Actuals		Budget
	31-Aug	YTD	
Revenues			-
Tree Mitigation Funds - Article 25	153,441.00	642,597.00	
Investment Pool Earnings	13,553.22	325,251.26	
	166,994.22	967,848.26	
Expenses			-
	-	-	
Net	166,994.22	967,848.26	-

Month of: As of 7/31/2024

Ledger COJ PL - Modified Accrual

Fund 15304 Tree Protection & Related

Account	Description	Beginning Balance (USD)	Debits (USD)	Credits (USD)	Ending Balance (USD)
104001	Equity in Pooled Cash Account	27,171,052.86	1,258,724.52	349,017.60	28,080,759.78
104201	Cash - JP Accounts Payable	-109,104.00	0.00	24,309.00	-133,413.00
104206	Cash - JP General Deposit	113,365.12	4,700,648.75	6,502,511.11	-1,688,497.24
104299	Bank Clearing	-129,194.29	6,622,964.93	6,827,596.96	-333,826.32
104998	Zero Invoice Clearing	-2,077.50	0.00	0.00	-2,077.50
104999	Cash Clearing	-416,883.61	0.00	0.00	-416,883.61
201101	Vouchers Payable Account	-450,212.43	7,686,917.74	7,250,134.55	-13,429.24
216101	Accrued Payroll Payable	-1,727.19	1,727.19	0.00	0.00
284101	Fund Balance - Unassigned Account	-26,175,218.96	0.00	0.00	-26,175,218.96
					682,586.09
					-25,492,632.87
343750	Tree Mitigation Funds - Article 25	0.00	0.00	683,627.40	-683,627.40
361101	Investment Pool Earnings	0.00	87,959.85	984,814.94	-896,855.09
366020	Contributions From Private Sources	0.00	37,674.00	2,992,467.00	-2,954,793.00
369050	Miscellaneous Sales and Charges	0.00	0.00	2,200.20	-2,200.20
369400	Contribution-Loss Deductible	0.00	0.00	37,714.87	-37,714.87
512010	Permanent and Probationary Salaries	0.00	62,163.97	1,523.85	60,640.12
521020	Medicare Tax	0.00	841.11	20.48	820.63
522070	Disability Trust Fund-ER	0.00	186.42	4.57	181.85
522130	GEPP Defined Contribution DC-ER	0.00	7,273.25	178.29	7,094.96
523010	Group Dental Plan	0.00	165.00	0.00	165.00
523030	Group Life Insurance	0.00	93.72	0.00	93.72
523040	Group Hospitalization Insurance	0.00	9,642.82	0.00	9,642.82
524001	City Employees Worker's Compensation	0.00	3,223.00	0.00	3,223.00
545020	General Liability Insurance	0.00	299.75	0.00	299.75
549006	Trust Fund Authorized Expenditures	0.00	6,381,850.05	1,206,375.25	5,175,474.80
549032	Clothing, Clean, Shoe Transfer Allow	0.00	140.00	0.00	140.00
Total for Fund 15304		0.00	26,862,496.07	26,862,496.07	682,586.09

Trial Balance Report

Report Date

7/1/2024

Month of: As of 6/30/24

Ledger

Fund 15305 Tree Mitigation & Related Expense

Account	Description	Beginning Balance (USD)	Debits (USD)	Credits (USD)	Ending Balance (USD)
104001	Equity in Pooled Cash Account	8,030,365.20	440,947.67	60,701.41	8,410,611.46
104201	Cash - JP Accounts Payable	-1,785.00	0.00	510.00	-2,295.00
104206	Cash - JP General Deposit	1,038,259.00	665,360.00	77,248.00	1,626,371.00
104299	Bank Clearing	0.00	510.00	510.00	0.00
220902	Building Permit - Deposits	0.00	7,310.00	7,310.00	0.00
284101	Fund Balance - Unassigned Account	-9,066,839.20	0.00	0.00	-9,066,839.20
					-967,848.26
					-10,034,687.46
343750	Tree Mitigation	0.00	60,826.00	703,423.00	-642,597.00
361101	Investment Pool	0.00	26,378.41	351,629.67	-325,251.26
Total for		0.00	1,201,332.08	1,201,332.08	-967,848.26

10,034,687.46

End of Report

Review Budgetary Control Balances

Done

* Control Budget ▼

Saved Search

► Search

Budget Balances

View 0

Fund	Center	Account	Project	Activity	Interfund	Future	Year to Date Period	Initial Budget	Budget Adjustments	Total Budget	Commitments	Obligations	Expenditures	Funds Available Amount
15304	154006	514010	000000	00000000	00000	0000000	Aug-24	0.00	-3,655.79	-3,655.79	0.00	0.00	0.00	-3,655.79
15304	154006	521020	000000	00000000	00000	0000000	Aug-24	1,023.00	-54.04	968.96	0.00	0.00	820.63	148.33
15304	154006	522070	000000	00000000	00000	0000000	Aug-24	211.00	-6.56	204.44	0.00	0.00	181.85	22.59
15304	154006	522130	000000	00000000	00000	0000000	Aug-24	8,227.00	-248.21	7,978.79	0.00	0.00	7,094.96	883.83
15304	154006	523010	000000	00000000	00000	0000000	Aug-24	180.00	-330.00	-150.00	0.00	0.00	165.00	-315.00
15304	154006	523030	000000	00000000	00000	0000000	Aug-24	124.00	123.00	247.00	0.00	0.00	93.72	153.28
15304	154006	523040	000000	00000000	00000	0000000	Aug-24	10,519.00	-6,408.38	4,110.62	0.00	0.00	9,642.82	-5,532.20
15304	154006	524001	000000	00000000	00000	0000000	Aug-24	3,516.00	-0.04	3,515.96	0.00	0.00	3,223.00	292.96
15304	154006	545020	000000	00000000	00000	0000000	Aug-24	327.00	26.63	353.63	0.00	0.00	299.75	53.88
15304	154006	549006	000000	00000000	00000	0000000	Aug-24	435,924.00	75,282.17	511,206.17	0.00	232,770.24	278,153.76	282.17
15304	154006	549032	000000	00000000	00000	0000000	Aug-24	140.00	-240.00	-100.00	0.00	0.00	140.00	-240.00
15304	154007	549006	000000	00000000	00000	0000000	Aug-24	0.00	2,812,553.02	2,812,553.02	0.00	226,422.72	340,425.48	2,245,704.82
Total								530,506.00	18,191,400.88	18,721,906.88	0.00	3,958,233.14	5,257,776.65	9,505,897.09

	<u>8/31/2024</u>	<u>7/31/2024</u>	<u>MoM Variance</u>
Total Budget	18,721,906.88	18,721,906.88	-
Encumbrance	3,958,233.14	3,990,201.12	(31,967.98)
Available Funds	9,505,897.09	9,513,248.15	(7,351.06)

City of Jacksonville
Tree Commission
Activity/Project Status as of 8/31/2024

		Budget	Obligation	Expenditures	Funds Available
		8/31/2024	8/31/2024	8/31/2024	8/31/2024
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00000378-County-Wide Tree Prog-Remove - Replace	3,593,411.85	1,239,062.87	2,134,008.09	220,340.89
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00000541-Hammond Blvd Project	10,283.00	-	-	10,283.00
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00000982-Tree Protection & Related Expenses	2,294.73	-	-	2,294.73
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00001315-Level 2 Tree Planting Program	7,892,611.58	2,154,249.16	2,422,887.47	3,315,474.95
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00001316-Moncrief Rd Beautification Project	140,238.62	-	-	140,238.62
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00001623-Level 3 Tree Planting Program	3,677,648.60	105,728.15	-	3,571,920.45
		15,316,488.38	3,499,040.18	4,556,895.56	7,260,552.64
154006-PWML Tree Maintenance - Other Physical Environment	00000000-No Activity	592,865.48	232,770.24	360,455.61	(360.37)
	All Activity Values	592,865.48	232,770.24	360,455.61	(360.37)
154007-PWML 630-City Tree Planting Prog - Other Physical Environment	00000000-No Activity	2,812,553.02	226,422.75	340,425.48	2,245,704.79
	All Activity Values	2,812,553.02	226,422.75	340,425.48	2,245,704.79
		3,405,418.50			
		18,721,906.88	3,958,233.17	5,257,776.65	9,505,897.06
City - JTA Transprotation Project					
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00000378-County-Wide Tree Prog-Remove - Replace	1,717,826.00	-	-	1,717,826.00
	Adjusted Totals	20,439,732.88	3,958,233.17	5,257,776.65	11,223,723.06



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):	\$12,028,502.64
15N (Charter):	\$7,534,687.46
Better Jacksonville Plan - Tree Mitigation Project:	\$0.00
Total:	\$19,563,190.10



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.

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Version: 1.0.0.6

Jacksonville Tree Commission

Available Funds Summary (as of August, 2024)

	Jul-24	Aug-24
15F Ordinance Funds Available for Council Appropriation (a)	\$11,030,828.12	\$11,554,391.61
Allocated for Remove and Replace to Public Works (b)	\$2,938,166.89	\$2,938,166.89
Allocated for 630-City to Public Works (c)	\$2,245,704.82	\$2,245,704.82
Available for Level 2 Allocation by Tree Commission (d)	\$4,883,184.28	\$4,883,184.28
Available for Level 3 Allocation by Tree Commission (e)	\$3,571,920.45	\$3,571,920.45
Total Allocated to PW for 630-City and Remove & Replace (b) + (c)	\$5,183,871.71	\$5,183,871.71
Total Available for Allocation by Tree Commission (d) + (e)	\$8,455,104.73	\$8,455,104.73
15N Charter Funds Available for Council Appropriation (f)	\$7,200,347.69	\$7,329,711.05
BJP Tree Mitigation Dollars available for Council Appropriation (g)	\$0.00	\$0.00
Total Avail for Appropriation by Council (a) + (f) + (g)	\$18,231,175.81	\$18,884,102.66
Total Avail for Allocation by Tree Commission (d) + (e)	\$8,455,104.73	\$8,455,104.73
Total Funds Not Obligated	\$26,686,280.54	\$27,339,207.39

Encumbered Funds Summary (as of August 2024)

	Jul-24	Aug-24
<i>Obligated Level 2 Proj Funds</i>	\$2,209,460.88	\$2,164,907.94
<i>Obligated Level 3 Proj Funds</i>	\$105,728.15	\$105,728.15
Total Funds Obligated	\$2,315,189.03	\$2,270,636.09

Since 2017

15F Remove and Replace

15304 Ordinance Funds Available for Appropriation: As of 08/01/2024 there is \$11,554,391.61

Appropriated	Date	Project	Purchase Order Amount	Date	Remainder	Status
\$300,000.00	Nov-18					
\$2,000,000.00	Nov-19					
\$2,000,000.00	Apr-21					
\$4,000,000.00	Dec-22					
		Remove and Replace	\$1,250,000.00	11/18/2020	\$20,768.56	Open
		8th Street	\$37,078.00	7/8/2022	\$1,854.00	Open
		Atlantic Blvd	\$26,483.50	8/31/2022	\$2,628.10	Open
		Round 13	\$14,300.00	1/17/2023	\$1,430.00	Open
		Parks Replacement (FY23)	\$336,365.00	4/24/2023	\$105,176.00	Open
		Round 16	\$34,070.55	5/11/2023	\$6,814.11	Open
		Old River Road	\$1,141.60	8/17/2023	\$292.32	Open
		Round 18	\$49,650.00	9/15/2023	\$11,254.00	Open
		Parks R&R Removals	\$700,000.00	11/3/2023	\$269,388.31	Open
		PWML R&R Removals	\$1,000,000.00	11/3/2023	\$248,434.13	Open
		Parks Replacement (FY24)	\$500,000.00	11/27/2023	\$282,005.00	Open
		Round 19	\$52,900.00	11/15/2023	\$10,580.00	Open
		Baymeadows R&R	\$169,819.05	12/21/2023	\$33,963.81	Open
		Round 20	\$63,000.00	1/19/2024	\$12,600.00	Open
		Round 21	\$1,547.20	1/18/2024	\$309.44	Open
		Old Saint Augustine R&R	\$55,877.46	2/14/2024	\$11,175.49	Open
		Round 22	\$25,425.81	3/6/2024	\$25,425.81	Open
		Fort Caroline R&R	\$185,252.23	3/28/2024	\$37,050.45	Open

15F Remove and Replace

15304 Ordinance Funds Available for Appropriation: As of 08/01/2024 there is \$11,554,391.61

Appropriated	Date	Project	Purchase Order Amount	Date	Remainder	Status
		8028 Concord Blvd W	\$871.20	5/1/2024	\$174.24	Open
		2024-03	\$90,400.00	5/2/2024	\$90,400.00	Open
		Greenland Road R&R	\$101,044.45	5/8/2024	\$20,208.89	Open
		2024-04	\$108,600.00	5/14/2024	\$108,600.00	Open
		Total	\$8,673,123.36	Total	\$1,300,532.66	
		Total			\$220,340.89	

Definitions of Terms

Available for Appropriation- Requires City Council Approval

Allocated- Already been approved by City Council/Tree Commission and MBRC approved funds

Obligation- Funds have been assigned to a project and a purchase order has been issued

Green fill indicates amount available in pool of money

Orange Fill indicated total money for column

Since 2017

BJP Remove and Replace

Better Jacksonville Plan- Tree Mitigation Dollars available for Appropriation: As of 08/01/2024 there is \$0

Appropriated	Date	Project	Purchase Order Amount	Date	Remainder	Status
\$1,717,826.00	Jun-24					
\$1,717,826.00	Total	Total	\$0.00	Total		
					Available for BJP Remove and Replace Allocation	\$1,717,826.00

Definitions of Terms

Available for Appropriation - Requires City Council Approval

Allocated - Already been approved by City Council/Tree Commission and MBRC approved funds

Obligation - Funds have been assigned to a project and a purchase order has been issued

Green fill indicates amount available in pool of money

Orange Fill indicated total money for column

Since 2017

630-City

15304 Ordinance Funds Available for Appropriation: As of 08/01/2024 there is \$11,554,391.61

Appropriated	Date	Project	Purchase Order Amount	Date	Remainder	Status
\$200,000.00	Nov-18					
\$1,600,000.00	Aug-19					
\$2,000,000.00	Nov-21					
\$2,000,000.00	Dec-22					
		630-City Round 20	\$129,681.60	12/4/2023	\$25,936.32	Open
		630-City Round 21	\$74,140.80	2/2/2024	\$74,140.80	Open
		630-City Round 22	\$126,345.60	6/28/2024	\$126,345.60	Open
\$5,800,000.00	Total	Total	\$4,608,809.22	Total	\$226,422.72	
				Available for 630-City Allocation	\$2,245,704.82	

Definitions of Terms

- Available for Appropriation**- Requires City Council Approval
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- Obligation**- Funds have been assigned to a project and a purchase order has been issued
- Green fill** indicates amount available in pool of money
- Orange Fill** indicated total money for column

Since 2017

15F Level 2

13304 Ordinance Funds Available for Appropriation: As of 08/01/2024 there is \$11,554,391.61

Appropriated	Date	Project	Allocation	Date	Purchase Order Amount	Date	Remainder	Status
\$1,000,000.00	Feb-19							
\$2,000,000.00	Jan-20							
\$2,000,000.00	Jan-21							
\$2,000,000.00	Aug-21							
\$8,000,000.00	Jun-22							
		Park Street Rd Diet	\$399,526.00	6/16/2021	\$399,526.00	8/24/2021	\$399,526.00	On Hold
		Jax Beach Level 2	\$277,789.50	9/22/2021	\$277,789.50	1/12/2022	\$13,889.46	Open
		Columbia Parkway Retention Pond	\$51,840.00	12/15/2021	\$51,840.00	1/21/2022	\$2,592.00	Open
		Jarboe Park	\$145,918.00	12/15/2021	\$145,918.00	1/24/2022	\$7,295.90	Open
		Northbank	\$138,801.00	12/15/2021	\$116,125.00	5/17/2022	\$11,612.50	Open
		Riverwalk	\$40,014.00	3/23/2022	\$40,014.00	6/23/2022	\$4,001.40	Open
		Fishweir Park	\$86,319.00	5/18/2022	\$86,319.00	6/30/2022	\$4,315.95	Open
		Deerwood Park Blvd	\$268,584.80	6/13/2022	\$268,584.80	8/15/2022	\$26,858.48	Open
		Hanna Park	\$388,238.50	7/20/2022	\$388,238.50	8/29/2022	\$38,823.84	Open
		Saint Johns Bluff Rd	\$338,265.00	9/21/2022	\$338,265.00	11/23/2022	\$33,826.50	Open
		Collins Road	\$13,019.00	11/16/2022	\$13,019.00	12/21/2022	\$1,301.90	Open
		College Street	\$153,643.00	11/16/2022	\$153,643.00	12/29/2022	\$23,046.45	Open
		Parking Medians	\$2,300,000.00	12/21/2022	\$1,141,500.00	7/14/2023	\$228,300.00	Open
		Airport Center Drive East	\$121,345.16	12/24/2022	\$121,345.16	7/11/2022	\$8,573.23	Open
		GoldStar Phase 2	\$61,479.00	2/15/2023	\$61,479.00	3/21/2023	\$9,221.85	Open
		Fort Caroline Rd Pond	\$591,059.00	2/15/2023	\$591,059.00	3/23/2023	\$88,658.85	Open
		Kernan Blvd N	\$27,216.00	4/19/2023	\$27,216.00	5/11/2023	\$4,082.40	Open
		Price Park	\$62,370.00	4/19/2023	\$62,370.00	5/11/2023	\$12,474.00	Open
		Amelia View Phase 2	\$321,440.00	4/19/2023	\$321,440.00	6/6/2023	\$64,288.00	Open
		Parks Northwest Districts						

15F Level 2

13304 Ordinance Funds Available for Appropriation: As of 08/01/2024 there is \$11,554,391.61

Appropriated	Date	Project	Allocation	Date	Purchase Order Amount	Date	Remainder	Status
		Fletcher and Hollywood Park	\$33,100.00	5/17/2023	\$33,100.00	6/27/2023	\$6,400.00	Open
		Gator Bowl	\$41,185.00	7/19/2023	\$41,185.00	8/10/2023	\$6,177.75	Open
		Westside Parks	\$402,600.00	7/19/2023	\$402,600.00	10/4/2023	\$161,040.00	Open
		7th Street E	\$88,355.00	8/16/2023	\$88,355.00	9/14/2023	\$13,253.75	Open
		District 7 and 10 Corridors	\$75,451.50	9/20/2023	\$75,451.50	11/1/2023	\$15,090.30	Open
		Hodges Blvd	\$137,667.34	10/18/2023	\$137,667.34	12/14/2023	\$27,533.47	Open
		Sheffield Park	\$126,500.00	10/18/2023	\$126,500.00	1/10/2024	\$50,600.00	Open
		Lift Ev'ry Voice and Sing Park	\$223,335.00	11/15/2023	\$223,335.00	1/10/2024	\$89,334.00	Open
		Northbank Riverwalk Phase 2	\$76,642.50	1/17/2024	\$76,642.50	4/2/2024	\$30,657.00	Open
		Parks Senior and Community Centers	\$172,450.00	1/17/2024	\$172,450.00	4/2/2024	\$172,450.00	Open
		Southern S-Line Enhancement	\$131,600.00	1/17/2024	\$131,600.00	4/2/2024	\$131,600.00	Open
		McGirts Creek Preserve Restoration	\$265,000.00	1/17/2024	\$265,000.00	4/2/2024	\$265,000.00	Open
		Various Parks	\$136,800.00	4/17/2024	\$136,800.00	5/29/2024	\$136,800.00	Open
		Alden Road	\$76,282.56	6/28/2024	\$76,282.56	7/11/2024	\$76,282.56	Open
		Total	\$13,440,986.67	Total	\$11,141,845.36	Total	\$2,164,907.94	
						Available for 15F Level 2 Allocation	\$3,383,184.28	

Definitions of Terms

- Available for Appropriation** - Requires City Council Approval
- Allocated** - Already been approved by City Council/Tree Commission and MBRC approved funds
- Encumbered** - Funds have been assigned to a project and a purchase order has been issued
- Green fill** indicates amount available in pool of money
- Orange Fill** indicated total money for column

Since 2017

15N Level 2

15305 Charter Funds Available for Appropriation: As of 08/01/2024 there is \$7,329,711.05

Appropriated	Date	Project	Allocation	Date	Purchase Order Amount	Date	Remainder	Status
\$1,500,000.00	Jun-24							
\$1,500,000.00	Total	Total	\$0.00	Total	\$0.00	Total	Available for 15N Level 2 Allocation	\$1,500,000.00

Definitions of Terms

- Available for Appropriation-** Requires City Council Approval
- Allocated-** Already been approved by City Council/Tree Commission and MBRC approved funds
- Encumbered-** Funds have been assigned to a project and a purchase order has been issued
- Green fill indicates amount available in pool of money
- Orange fill indicated total money for column

Since 2017

Level 3

15304 Ordinance Funds Available for Appropriation- As of 08/01/2024 there is \$11,554,391.61

Appropriated Date	Project	Allocation	Date	Purchase Order Amount	Date	Remainder	Status
\$1,000,000.00			May-20				
\$1,000,000.00			Dec-22				
\$2,000,000.00	Jax Zoo	\$209,190.35	3/4/2021	\$209,190.35	10/27/2021	\$105,728.15	Open
\$4,000,000.00	Total	\$450,789.35	Total	\$450,749.35	Total	\$105,728.15	
						Available for Level 3 Allocation	\$3,571,920.45

Definitions of Terms

Available for Appropriation- Requires City Council Approval

Allocated- Already been approved by City Council/Tree Commission and MBRC approved funds

Obligation- Funds have been assigned to a project and a purchase order has been issued

Green fill indicates amount available in pool of money

Orange Fill indicated total money for column

ACTIVE CITY OF JACKSONVILLE LEVEL 2 TREE PLANTING PROJECTS

ATTACHMENT F

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

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

Requesting Entity	Project Scope	Tree Commission Approval Date	Status	Allocated Amount	Contract/Warranty
Jax Beach Park and ROW	Trees within parks and right of way. 150 trees	Sep-21	Installation Complete	\$277,789.50	Liberty 2/yr
Northbank Riverwalk	Trees along trail and riverside of Northbank Riverwalk/Geffen Park area. 68 trees	Dec-21	Installation Complete	\$116,125.00	Liberty 2/yr
Jarboe Park	Trees along play areas and trails of Jarboe Park. 76 trees	Dec-21	Installation Complete	\$145,918.00	Liberty 2/yr
Columbia Pkwy Retention Pond	Trees along play areas and trails of Jarboe Park. 29 trees	Dec-21	Installation Complete	\$51,840.00	Liberty 2/yr
Fishweir Park	Trees along nature trail. 21 trees	Mar-22	Installation Complete	\$40,014.00	Liberty 2/yr
District 7 Parks	55 trees.	Mar-22	Installation Complete	\$106,000.00	Greenway/1yr
District 5 Parks	195 Trees	Mar-22	Installation Complete	\$452,600.00	Greenway/1yr
Deerwood	Trees along median. 43 trees	May-22	Installation complete	\$86,319.00	Liberty 2/yr
Hanna Park	106 trees	Jun-22	Installation Complete	\$264,584.80	Liberty 2/yr
Saint Johns Bluff Road	Trees along Median. 189 trees	Jul-22	Installation Complete	\$388,238.50	Liberty 2/yr
Collins Road	Trees along median. 183 trees	Sep-22	Installation Complete	\$338,265.00	Liberty 2/yr
Airport Center Drive E	Trees along median. 76 trees	Nov-22	Installation Complete	\$153,643.00	Liberty 2/yr
College Street Parking Islands	Trees in Parking Islands, 4 trees.	Nov-22	Installation Complete	\$13,019.00	Liberty 2/yr
Gold Star Family Memorial Highway Phase 2	Trees within retention ponds and right of way. 1218 trees	Dec-22	Installation Complete	\$2,300,000.00	To Bid 2/yr
Fort Caroline Road Pond	Trees within retention pond. 34 trees	Feb-23	Installation Complete	\$61,479.00	Liberty 2/yr
Kernan Blvd N	Trees within Right of way and Median- 276 trees	Feb-23	Installation Complete	\$591,059.00	Liberty 2/yr
Price Park	Trees within Right of way. 13 trees	Apr-23	Installation Complete	\$27,216.00	Liberty 2/yr
Amelia View Phase 2	Trees within Right of Way. 34 trees	Apr-23	Installation Complete	\$62,370.00	Liberty 2/yr
Northwest Parks	Trees in parks. 202 trees	Apr-23	Installation Complete	\$321,440.00	Greenway/1yr
Fletcher and Hollywood Park	Trees in park. 21 trees	May-23	Installation Complete	\$33,100.00	Greenway/1yr
GatorBowl	Trees in Median. 8 trees	Jul-23	Installation Complete	\$41,185.00	Liberty/2yr

ACTIVE CITY OF JACKSONVILLE LEVEL 2 TREE PLANTING PROJECTS

ATTACHMENT F

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

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

Requesting Entity	Project Scope	Tree Commission Approval Date	Status	Allocated Amount	Contract/Warranty
Westside Parks Level 2	Trees in Parks (242 trees)	Aug-23	Installation Complete	\$402,600.00	Greenway/1yr
7th Street East	Trees in right of way (42 trees)	Aug-23	Installation Complete	\$41,185.00	Liberty/2yr
District 7 and 10 Corridors	Trees in right of way (39 trees)	Sep-23	Installation Complete	\$75,451.50	Liberty/2yr
Hodges Blvd Level 2	Trees in Median (59 trees)	Oct-23	Installation Complete	\$137,667.34	Liberty/2yr
Sheffield Park Level 2	In park (86 trees)	Oct-23	Installation Complete	\$126,500.00	Greenway/1yr
McGirts Creek Restoration Level 2	In Preserve (12,000 saplings)	Jan-24	Scheduling	\$182,750.00	Greenway/no warranty
Lift Ev'ry Voice and Sing Park Level 2	In Park (90 trees)	Nov-24	Installation Complete	\$233,335.00	Greenway/1yr
Northbank Riverwalk Phase 2	36 trees	Jan-24	Installation Complete	\$76,642.50	Greenway/1yr
Parks Senior and Community Centers	81 trees	Jan-24	Installing	\$172,450.00	Greenway/1yr
Southern S-Line Enhancement	140 trees along S-line	Jan-24	Installing	\$131,600.00	Greenway/1yr
Alden Road	41 Trees along ROW	May-24	Scheduling	\$76,282.56	Liberty 2/yr
Gate Parkway	49 Trees in median and ROW	Jul-24	MBRC	\$123,681.46	Liberty 2/yr
JTA Bus Stops Phase 1	11 trees in ROW	Jul-24	MBRC	\$34,533.86	Liberty 2/yr

Completed CITY OF JACKSONVILLE LEVEL 2 TREE PLANTING PROJECTS

ATTACHMENT B

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

Requesting Entity	Project Scope	Tree Commission Approval Date	Status	Approp.	Obligated	Contract/Warranty
Executive Director, Tree Hill Nature Center	22 trees requested in Tree Hill amphitheater parking area; site plan complete; no removals required; ready for review pending cost estimate per new countywide tree planting contract.	May-19	Complete	\$21,472.80	\$21,472.80	Liberty 3/mos
Sheffield Elementary School PTA President	10 Trees requested to provide shade for existing play area/field at Sheffield Elementary School; site visit complete - pending design and review.	May-19	Complete	\$20,414.48	\$20,414.48	Davey -1/yr
San Marco Preservation Society and Greenscape, San Marco Tree Planting	102 Trees requested in city right of ways within District 5, includes removal of damaged/diseased trees; site evaluation scheduled	Jun-19	Complete	\$247,749.52	\$247,749.52	Davey -1/yr
Kensington Association HOA Director	54 trees requested within Kensington Lakes city right of ways along Kensington Gardens Blvd. and Kensington Lakes Dr to replace trees lost due to storm damage/disease; may include removals. Planting Plan pending.	Aug-19	Complete	\$124,202.62	\$124,202.62	Davey -1/yr
S-Line Biodiversity Corridor Tree Planting	Installation of 25 trees throughout the S-Line Trail Biodiversity Corridor. This will offer additional tree canopy and shade to the trail.	Aug-19	Complete	\$30,949.40	\$30,949.40	Liberty 3/mos
City Cemetery - citizen request	18 Trees in right of ways on Ionia St. and Jessie St.	Dec-19	Complete	\$41,350.50	\$41,350.50	Liberty 2/yr
Baymeadows East Association Tree Planting	119 Trees in right of ways and medians on Baymeadows East and Fort Family Regional Park	Dec-19	Complete	\$284,900.07	\$284,900.07	Davey -1/yr
Cathedral District Tree Planting	50+ trees requested as Cathedral District (CD7) tree planting, may include removal of damaged/diseased trees. City right of way tree plantings within general proximity but not limited to State St to Catherine St. to Main St. to Adams St.; site evaluation scheduled	Jan-20	Complete	\$120,371.14	\$120,371.14	Liberty 2/yr
Yates Building - Cultural Council of Greater Jacksonville	8 Trees to be installed around renovated fountain at building entrance	Jan-20	Complete	\$38,312.00	\$38,312.00	Liberty 2/yr
Ed Austin Park Tree Planting/Resident request	115 Trees in right of ways around and within Willowbranch Park	Jun-20	Complete	\$214,822.00	\$214,822.00	Liberty 2/yr
Neptune Beach/Residential requests - City of Neptune	Trees within residential Right of Ways - 47 trees	Jul-20	Complete	\$55,490.00	\$55,490.00	Liberty 3/mos
Nathan Krestul Park - Friends of Krestul Park	Trees within Park - 34 trees	Jul-20	Complete	\$63,423.00	\$63,423.00	Liberty 2/yr

Completed CITY OF JACKSONVILLE LEVEL 2 TREE PLANTING PROJECTS

ATTACHMENT B

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

Requesting Entity	Project Scope	Tree Commission Approval Date	Status	Approp.	Obligated	Contract/Warranty
Alexandria Oaks Park/SMPS and Bolles School request	Trees within Park - 15 trees	Jul-20	Complete	\$28,593.00	\$28,593.00	Liberty 2/yr
Huntington Forest Park/Resident request to CM	Trees along Park Right of Way - Buffer - 15 trees	Jul-20	Complete	\$28,026.00	\$28,026.00	Liberty 2/yr
Canopy Place Tree Planting/resident request	Installation of 40 trees in city right of ways and medians to provide additional tree canopy, sound buffer and screening.	Oct-20	Complete	\$117,483.97	\$117,483.97	Davey -1/yr
Sunrise Ridge/resident request	Installation of 40 tree in city right of ways to increase tree canopy as well screening and buffer from adjacent highway.	Oct-20	Complete	\$107,316.52	\$107,316.52	Davey -1/yr
Jacksonville Beach Golf Park/Jax Beach	Installation of 156 trees in city golf course park to increase tree canopy, create screening, and attract wildlife.	Nov-20	Complete	\$147,562.80	\$147,562.80	Liberty 3/mos
Freedom Park/CM & Parks	Trees within newly established park (irrigated) - 38 trees	Dec-20	Complete	\$38,548.00	\$38,548.00	Liberty 3/mos
Blue Cypress Park Restoration/Parks	Trees within park - field restoration - 157 trees	Mar-21	Complete	\$187,154.40	\$187,154.40	Liberty 1/yr
Atlantic Beach/City of Atlantic Beach Phase 2	Trees within Atlantic Beach residential Right of Ways and Parks - 133 trees	May-21	Complete	\$164,404.80	\$164,404.80	Liberty 3/mos
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.	Jun-20	Complete	\$192,922.00	\$192,922.00	Liberty 2/yr

Jacksonville Tree Commission

Amended Minutes

Wednesday September 18, 2024, - 9:30 AM

Via Zoom Platform & In Person

[Recording of Meeting can be obtained by sending request to
Charles Hayes kennethh@coj.net]

For approval October 16, 2024

Commissioners:

Nina Sickler, Director of Public Works
Curtis L. Hart, Chair (Council Appointee; 2021-0033-A)
Susan Fraser (Council Appointee; 2022-0063-A)
William Burke (Mayor Appointee; 2023-0695-A)
Alden Howell (Council Appointee; 2024-0388-A)
Chris Miller Council Liaison

Advisors:

Jonathan Colburn - Urban Forestry Manager
Shannon MacGillis - Office of General Counsel
Jose Regueiro - Accounting

Staff: Charles Hayes

1. Call to Order

Conducted by Chair

2. Roll Call and Verification of Quorum

Conducted by Chair

Commissioners present:

Curtis Hart, Chair
Susan Fraser
Nina Sickler
William Burke
Chris Miller
Alden Holden

Quorum present (4, in person): yes

3. Call for Public Speakers (online & card): Chair

Chair explained to remain in compliance with Sunshine Laws the public can speak prior to action items discussed.

Action Items:

1. Prior Meeting Minutes.

Issue: The minutes for June 28, 2024, pending approval

Motion: Approve June 28, 2024, minutes

Moved by: William Burke

Second: Alden Holden

Vote: Approved, unanimous

Issue: The minutes for July 17, 2024, pending approval

Moved by: William Burke

Second: Nina Sickler

Vote: Approved, unanimous

2. Level 2 Project State Street

Issue: Tree planting design services project has been requested for renovation of approximately 75 trees and associated tree planting beds along State Street. City Council District 7. (See Attachment 1)

Jonathan Colburn: briefed on proposal. Tree planting design services project for renovation of approximately 75 trees and associated tree planting beds along State Street. Includes design services for planting of a variety of trees that will serve as an aesthetic improvement, reduce the urban heat island, and help to filter and slow down stormwater runoff before reaching the city's stormwater management infrastructure. The design would include associated tree removals as necessary. The current request is for services by PROSSER, who is retained by the city to provide design services. Stated requested amount is just short of \$300,000 and explained that no trees would be planted but it is intended that the design would be submitted in the future to Tree Commission for the future planting of trees.

Nina Sickler: (background on proposal) explained that State Street is a DOT Road. DOT is allowed to authorize the planting of tree in the public right of way by state or local entities. DOT they had reached out to Public Works and said we need you to take out all the trees and all the tree wells because they are not in good shape, as tripping and ADA hazard. Rather than filling areas with concrete Mowing and Landscaping proposed to

use the opportunity to achieve the administration's goals for a thriving urban tree corridor. The design portion is part of the process to develop what is needed for 75 trees to thrive in an urban environment, State Street. Ultimately, the intent is to also look at Union Street. These are opportunities to not just leave major urban corridors lined with sidewalks, but instead thriving urban trees.

William Burke: (point of information) stated that while the fee appeared high, upon looking at it more, looking at scope of work, there is a lot more to it; it looks like an opportunity.

Tree Commission paused by Chair due to Mayor Deegan visit. Mayor's comments are contained as Item 3, below.

Chair resumed State Street discussion.

Burke: (point of information) stated that while the fee appeared high, upon looking at it more, looking at scope of work, including that it is a project with DOT, the quote covers a host of aspects for a complex planting project, which includes potential for structural soils/ Silva Cells.

Susan Fraser: stated concern about the design fee being the entire right of way corridor.

Sickler: stated that project started at over \$700,000 but has been working with DOT to narrow it down.

General discussion on different cost associated with a survey and cost of the trees and DOT's ability to plant trees.

Fraser: Explained it is an economic investment for the city and she would like to see 1000 trees be planted for the cost of 75.

Hart: Pointed out that State Street is a main road to the sports venue area; questions who has control over trees once planted; DOT can come anytime and cut them down and would like a commitment from them [suggested 20 years].

Audience/participant Dave McDaniel: advised on the history of the trees that currently survive on State Street, including that those were City planted. Any agreement would likely state that since City planted the trees City would have to remove the

trees. Compared to the project to the previous project on Main Street.

Sickler: MOAs with DOT were currently getting worked on and specific agreements can be worked on.

Hart: Explained that this is phase 1 that must be done in order to even try to plant trees on that important corridor. He would like to see a matching grant.

Colburn: pointed out that the current cut outs for trees are too small. He pointed out that Tree Commission has been successful planting for years, but most of the easy places to plant are fewer to find. State Street is a harder place to plant but is good project.

Fraser: if City is to become the designer on DOT projects, there should be a more formal agreement with DOT.

Audience/participant Dave McDaniel offered that City can plant faster than DOT.

Motion: As is the Level 2 planting project State Street design with condition future construction and planting the Tree Commission or City sit down with DOT and make agreements about who is planting, maintaining the planting, and agreement about the duration of maintenance.

Moved by: William Burke
Second by: Alden Holden

Discussion:

CM Chris Miller: asked if DOT says it is all on the city and decide not to move on to planting phase what would happen.

Sickler: explained that the planning is providing urban tree details that can be applied to future urban projects.

Audience/participant Tracy Arpen: explained legal ramifications with spending money on planning and would look for soil amendments (structured soils/ Silva Cells) should be funded by Public Works.

Hart: stated he would like to see this project started but acknowledged that there is long way to go prior to a tree being planted. Hart cautioned about the previous use of mitigation

funds. Hart believes this is not like the problematic previous use of mitigation funds.

Burke: explained that this project and the planning of this project is emblematic of the good use of tree mitigation funds because planting a tree and replacing it because it is not in good medium, over and over is not a good use of fund, but that learning a new way of thinking going forward so trees last is the best use of tree mitigation funds for the long term.

Colburn: stated that planting on State Street impacts current heat islands, offers resiliency, improve long term canopy, State Street is fallow, most of the planted trees are not well and are limited in size. Better survival requires adequate soil and cut outs. Larger trees have an important role in the overall canopy. This project can show how to balance grey infrastructure with green infrastructure, and the overall impact on all infrastructure.

Fraser: asked if the quote can be divided into separate tasks; asked if 75 trees is the max or is there possibility to plant more giving flexibility to make this investment the best investment.

Sickler: stated the designer will make a preliminary location map and cand come back to the Commission to show where they are anticipating, and members can go out to see if there are other locations to plant and add supplemental agreement to add.

Amendment to motion: Add condition that the designer come with a preliminary location map and during the work that the consultant come back to the commission to allow for commission to propose additional planting prior to finalizing their design.

Amendment offered by: Sickler

Second by: Burke

Vote on amendment: Approved, unanimous

Call on Motion as Amended: William Burke

Vote on Motion as Amended: Approved, unanimous

3. Mayor Deegan remarks (summarized; in substance)

Mayor thanked committee for the dedicated work keeping the city green and vibrant. Mayor explained that trees are infrastructure and spoke about how the tree canopy is personally important to her administration. Mayor announced that it was critical to move

faster on approving more tree planting projects especially in the urban core and that tree funds stand around \$23M; that in the past year only a small portion of this has been spent. Mayor wants Tree Commission to move faster for approving projects. Mayor is making sure the commission is getting the support that is needed from the administration. Mayor mentioned that there is committed funding from the Office of Resilience to develop an urban forestry management plan to support the work of the Commission. The Mayor announced that the Office of General Counsel issued legal interpretation that clarifies the allowable uses of the Tree Mitigation fund as the ordinance currently stands. Explained it was essential that funding all elements that allow for successful tree planting: planning, planting and maintenance, and supporting technologies that will allow for safe placement of trees in constrained right of ways. Explained that trees are essential to the city's health, environment, and overall quality of life. Mayor urged Tree Commission to approve the projects that are now before the Commission. Mayor requested to work on the process to expedite the projects. Mayor stated that throughout the City Mayor wants things to move faster. Mayor referenced bureaucracy, and spending taxpayers' dollars in a responsible way. Mayor welcomed Tree Commission feedback on how to expedite projects. Mayor stated that it may be confusing work and there have been discussions about what is and what is not appropriate [use of Tree Mitigation funding] and that is what the OGC Memo handout is about. Mayor offered to take questions and offered Anne Coglianese or Nina Sickler (Commission member) to answer questions.

Anne Coglianese announced that she possessed the OGC handout and that she "wanted to make sure [Tree Commission] had clarity on what allowable uses [presumably, of the Tree Mitigation funds] could be and we really want to see as many trees on the ground as possible".

[OGC Memo, J. Teal, September 17, 2024, distributed: attached]

[There were no questions asked; Mayor left meeting]

[Discussion of Item 2 continued, as memorialized above: Item 2]

Hart: referencing the Mayor's comments, reminded the Commission that while the Commission does due diligence reviewing each

planting project brought to Commission, the Tree Commission has not turned down any project. Hart encouraged members of Public Works to bring projects to Tree Commission. Hart acknowledged that funds are available. Hart reminded the Commission that the Commission is spending faster than the funds are coming in. Hart reiterated that if the administration wants Tree Commission to use Tree Mitigation funds on the administration's tree planting goals, the administration needs to bring projects to Tree Commission.

Fraser: stated that the lack of projects approved by Tree Commission is directly tied to the administration's staffing levels which are wholly inadequate compared to the amount of Tree Mitigation funds. Fraser contemplated that if there were more Arborists and Urban Forestry managers at City, then City could plan planting projects to bring to Tree Commission. Fraser stated that Tree Commission is here to serve but is limited to voting on what is on the agenda.

4. Financial Report: Jose Regueiro: Briefed finances year to date, combined revenues were \$5.5M, decrease of \$4M year on year and expenses year to date are \$5.26M compared to \$4M, combined revenues for August were \$510K compared to \$1M for August 23, expenses were \$95K and \$351K, total unallocated funds were 22M. (See Attachment 2)

Request for action/follow-up- Hart: Request breakdown of money income: if from commercial versus residential; perhaps planning department may be able to find that number. Hart suggested that perhaps there may be a movement towards using more grass in lieu of asphalt in large parking.

5. Fund Status of 630-City, Remove & Replace, and Level 2 Programs. Jonathan Colburn: Briefed allocated from replace is at \$2.9M, 630-CITY \$2.2M, Level 2 \$4.9M, and Level 3 \$3.6M.

6. Level 2 Updates:

Jonathan Colburn: Briefed JTA bus stop Phase 1 has been approved for planting.

7. Parks Department Project Update. Jill Enz: Briefed Senior Center Community Center planting 12 locations completed, Scenic

Drive complete, plans for 10 different park projects coming next month.

8. New Business:

Emerald Trail-Hogan Street Project (introduction):

Sickler: Briefed first phase that would be presented to commission within a few months. Putting in cycle track, widening sidewalks, number of bio planters, provide more pedestrian and bicycle activity with green infrastructure. Will be constructed in phases with Water Street to Bay Street will be first request for funding with canopy trees.
(See Attachment 3)

9. Annual Report:

Fraser: Inquired about the format and content of intended presentation compared to previous years of going from committee to committee of Council; Explained there more data is probably best to inform about what direction tree funds.

Hart: suggested that meeting individually with each Council person in a packet on an appointment basis; tailored to the involvement level desired by each Council person.

Miller: advised that because Council has not had a major turnover, more of an update with data to help inform decisions is what is most beneficial for the report.

10. Update on UFMP: [intermittently audible] discussion of project scope and contractor.

11. Old Business: Fraser asked of the status on the Urban Planting Task Force. Hart stated that he will issue the Charge Memo promptly.

12. Miller asked if City (JFRD) is or can be exempted from tree mitigation fines; Hart asked if it is in the Charter.
Request for action/follow-up- Hart to MacGillis: is it law (State Statutes; Charter, etc.) or policy.

MEETING ENDED 1055

ATTACHMENT 1

Approved



State Street Level II Tree Planting Design Services

Scope of Work

Description:

A tree planting design services project has been requested for renovation of approximately 75 trees and associated tree planting beds along State Street. This project will take place in City Council District 7 and includes design services for the planting of a variety of trees that will serve as an aesthetic improvement, reduce the urban heat island, and help to filter and slow down stormwater runoff before reaching the city's stormwater management infrastructure. The design will include associated tree removals as necessary. Below is a map of the area along State Street that is included in the project scope:

Approximate location of planting project within Duval County.





August 12, 2024

Mr. Dave McDaniel
Chief, Mowing & Landscape Maintenance Division
609 St Johns Bluff Road
Jacksonville 32225

RE: Proposal for Professional Design Services to Develop Landscape Tree Plantings
Along State St.
Duval County, Florida
COJ Contract #: P-32-20 – Landscape Architectural & Support Professional
Services

Dear Dave:

Thank you very much for this opportunity to submit a proposal for professional design services to provide landscape architectural services to Develop Landscape Tree Plantings along State Street. This project includes developing street tree planting plans for approximately 1.2 miles on State Street, starting near the I-95 ramps heading east to the west side of Liberty Street, see attached Exhibit 'A'.

The scope of services described in this proposal entails the development of preliminary design level overall plans, which after your approval, we will then proceed with preparing final construction / bid documents. This scope is limited to a total of 75 modified and/or new tree planting locations. Below is the scope of services, based on our recent site visit and additional discussions.

Project Scope

In coordination with the City's Arborist, develop guidelines for tree plantings within City rights of ways. To include recommendations and details for:

- Review of regulatory design controls to include FDOT Multimodal Access Management Guidebook, FDOT Design Manual, ADA and PROWAG guidelines
- Tree selection and tree design recommendations
- Modular sub-grade pavement systems (Silva Cells), potentially utilizing structural soils.
- Tree planter locations and sizing
- Tree support and staking
- Utility coordination both overhead and below ground
- Permitting

Mr. Dave McDaniel
Professional Design Services for Tree Plantings Along State St.
August 12, 2024
Page 2 of 6

Develop Tree Planting and Hardscape Plans along the shoulders of State Street, per attached Exhibit 'A', to include:

- Demolition plans, details & notes
- Modifications to existing street tree planting areas to remain
- Modifications to existing hardscape areas for new planting areas
- Layout plans for plantings areas
- Tree planting plans and details
- MOT Plans and Details
- Limited City technical specifications

Task #1 - Survey, Base File Preparation & Tree Planting Preliminary Plans

Prosser|PrimeAE will begin by obtaining a professional survey from our subconsultant, Smith Surveying, see attached proposals. The survey areas are limited to the roadway shoulders as identified in Exhibit 'A', attached. The survey will identify the right of way (R/W), curb openings, existing tree planter areas, visual utilities and hardscape elements, excluding areas within the travel lanes. Included will be subsurface utility engineering (SUE) for up to 75 locations with a 20' radius at each location. The SUE will be Quality level "B" investigation, to include sub-surface geophysical methods such as ground penetrating radar. Test holes to visually verify utilities are excluded. The survey and SUE locations will serve as the base plan for the tree planting design plans.

Prosser|PrimeAE will coordinate with the utility owners to obtain mark-ups of their utility facilities within the project limits. The utility locations will be input into the AutoCAD utility coordination file. Site reviews will be performed to ground truth the survey and obtain the necessary information to develop the project base file. Prosser|PrimeAE reviews will be limited to visual means, sub-grade and destructive utility verifications are excluded.

Based on information provided from the survey and geotechnical testing, Prosser|PrimeAE will develop a preliminary level tree planting design for the project limits, per Exhibit 'A'. We understand the landscape design is envisioned to be limited to trees only, with potentially shrubs and groundcover beds within tree planter areas, with all plantings occurring along the roadway shoulders. Tree planting designs may include modifications to existing tree planters to promote long term tree success. New planter areas will be developed along the roadway shoulders, where appropriate. Conflicts with both overhead electric lines and underground utilities will be critical to coordinate for tree plantings. It is envisioned that some of the existing trees will be removed due to poor health of the trees, with planting areas expanded to provide the appropriate area for sustainable tree growth.

The design plans will be in plan view only, describing the various tree and hardscape modifications to include soil modifications. The preliminary plans will include a plant schedule with specifications for the proposed plantings, as well as illustrating the

Mr. Dave McDaniel
Professional Design Services for Tree Plantings Along State St.
August 12, 2024
Page 3 of 6

existing conditions. A Conceptual Opinion of Probable Construction Cost will be developed.

The preliminary plans will be prepared in black and white only, and then submitted to the City for review. Prosser|PrimeAE will receive comments from the City, incorporating them into the final preliminary design plans. A total of one revision to the preliminary plans is included. The final preliminary plans and cost opinion will be used to submit to the Tree Commission, per Task #3 below.

The following will be provided in final form:

- a. Professional Survey
- b. Preliminary Landscape Plan
- c. Landscape Construction Details
- d. Conceptual Opinion of Probable Construction Cost

Task #2 - Jacksonville Tree Commission, DDRB, FDOT and COJ Permit Plans

We will coordinate with the City for submission of plans and materials to the Tree Commission. Attendance by a Prosser|PrimeAE Landscape Architect to a Tree Commission meeting is included.

The project limits are within the Downtown Overlay Zoning Code which requires application and presentation to the Downtown Development Review Board (DDRB).

Prosser will develop a project plans package to be submitted to FDOT to obtain an Access/Driveway Permit, as well as to the COJ for 10-set approval. A pre-application meeting will be held with FDOT to review the project and the City's goals & objectives. Revisions to the permit plans and resubmittals to the permitting agencies are included as needed to obtain permits. Application fees for permitting are not included.

The following will be provided in final form:

- a. Landscape Permit Plans
- b. Landscape Permit Details
- c. DDRB Attendance & Presentation
- d. FDOT Access Permit Application and Submittal(s)
- e. COJ 10-Set Application and Submittal(s)

Task #3 - Construction / Bid Documents

Upon approval by the Tree Commission and the City, Prosser|PrimeAE will incorporate any comments and then prepare construction level planting plans to include tree planting locations, plant schedule, notes as well as special planting details.

The construction documents will be submitted to the City at 90% completion for review and comments. We will incorporate all comments from this review to complete 100% plans set. Maintenance of Traffic (MOT) design plans and details are included in this scope. The Opinion of Probable Construction Cost will be updated at each of the submittals.

The following will be provided in final form:



Mr. Dave McDaniel
 Professional Design Services for Tree Plantings Along State St.
 August 12, 2024
 Page 4 of 6

- a. Demolition Plans, Details & Notes
- b. Landscape/Hardscape Construction Plans
- c. Landscape/Hardscape Construction Details
- d. MOT Design Plans and Details
- e. Updated Opinion of Probable Construction Cost

Task #4 – Limited City Technical Bid Specifications

Prosser|PrimeAE will assist the City with the preparation of a bid specification book. The focus for Prosser|PrimeAE’s efforts will be for project specific specifications limited to sections #30 Scope of Work, #31 Special Conditions, #144 Landscaping and Irrigation specifications. The specification sections will be submitted for review by the City, with comments incorporated into the final submittal. The City shall supply Prosser|PrimeAE with the applicable City standard sections, as well as coordination with Procurement as required to obtain approval. All submittals will be electronic, with the final submittal in electronic format only.

The following will be provided in final form:

- a. Limited Technical Specification sections as listed above

Task #5 – Meetings & Project Coordination

During the execution of these services, Prosser|PrimeAE will discuss the project as needed with various City staff. This subtask includes meetings, correspondence, project coordination with the City, and associated relevant entities regarding the project. This task does not include meetings or coordination with those included with each task. We have allocated twenty-five (25) project coordination meetings with City staff.

Fee Amount:

See attached Fee Summary for additional information:

Tasks# 1 thru #5	Total Fee:	\$165,641.23
Reimbursable Expenses	Lump Sum:	\$751.25
Prosser Fee	Sub-Total:	\$166,392.48
Surveyor – Smith Surveying Group	Lump Sum:	\$132,376.88
	Total	\$298,769.36

ADDITIONAL SERVICES:

Any services requested outside of the scope of work above will be charged hourly according to the rate schedule attached. Prosser|PrimeAE will obtain proposals for other subconsultant services as necessary to complete the proposed work, then submit to you for review & approval. We will assist with coordinating the work of all subconsultants by providing them with site information and data, as and when requested.



Mr. Dave McDaniel
Professional Design Services for Tree Plantings Along State St.
August 12, 2024
Page 5 of 6

Our scope of work for this project does not include the following:



- Civil Engineering design plans, details and permitting, excluding MOT design plans noted above
- Urban Planting Design Report
- Construction Administration Services
- Geotechnical Investigation and Report
- FDOT Design Reports, Engineering Design Exception or Design Variance
- Structural, Utility and Electrical Engineering
- Hardscape plans to include elements other than described above
- Environmental assessments, Contaminated Soil Testing or Permitting
- Utility or transportation improvements, stormwater, modeling, or design
- Presentation color renderings

OUT-OF-POCKET EXPENSES:

All job-related travel, reprographic, printing and plotting costs and supplies, mail and courier delivery services will be billed per the amounts in the executed continuous services contract.

It is our pleasure to provide this professional services proposal to you. If you wish to authorize us to proceed, we ask that you sign and return one copy of the signed proposal to our office. If you have any questions regarding our proposal, we remain available to discuss it with you at your convenience.

Sincerely,

<p>Prosser PrimeAE</p>  <p>Shawn Bliss, RLA, LEED AP Principal</p>	 <p>Paul S. Moss, Jr., RLA Senior Landscape Architect</p>
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CONTRACT FEE SUMMARY FOR ENGINEERING DIVISION				
CITY OF JACKSONVILLE, FLORIDA				
PART ONE - GENERAL				
1. PROJECT Tree Plantings in Urban Areas Along State St.		2. PROPOSAL NUMBER P-32-20		
3. CONSULTANT Prosser PrimeAE		4. DATE OF PROPOSAL 8/13/2024		
PART TWO - LABOR RELATED COSTS				
5. DIRECT LABOR	HOURLY RATE	ESTIMATED HOURS	ESTIMATED COST	TOTAL
Principal	\$ 83.27	46	\$ 3,830.42	
Project Manager (Reg. Prof.)	\$ 81.73	108	\$ 8,826.84	
Senior Engineer (Reg.)	\$ 60.25	148	\$ 8,917.00	
Senior Landscape Architect	\$ 58.50	212	\$ 12,402.00	
Design Landscape Architect (Reg.)	\$ 49.70	266	\$ 13,220.20	
Designer	\$ 39.00	181	\$ 7,059.00	
CADD Operator / Drafter	\$ 29.95	140	\$ 4,193.00	
Clerical	\$ 30.29	8	\$ 242.32	
TOTAL DIRECT LABOR				\$ 58,690.78
6. OVERHEAD (COMBINE FRINGE BENEFIT AND ADMINISTRATIVE) OVERHEAD RATE - 156.57% X TOTAL DIRECT LABOR				\$ 91,892.15
7. SUBTOTAL - LABOR + OVERHEAD (ITEMS 5 & 6)				\$ 150,582.93
8. PROFIT - LABOR RELATED COSTS (ITEM 7) X 10%				\$ 15,058.29
PART THREE - OTHER COSTS				
9. MISCELLANEOUS DIRECT COSTS				
24" x 36" Black/White plans (.15/sf x 6 = \$0.90ea)			\$135.00	
11 X 17 Copies Black/White Copy			\$145.00	
11 X 17 Copies Full Color Copy			\$189.75	
8.5" x 11" Copies Black/White Copy			\$72.50	
8.5" x 11" Copies Black/White Copy			\$158.75	
Travel - Mileage			\$50.25	
Courier - Same Day			\$0.00	
				\$751.25
10. SUBCONTRACTS - LUMP SUM				
Survey - Smith Engineering				\$ 132,376.88
SUB-CONTRACT SUBTOTAL				\$ 132,376.88
TOTAL LUMP SUM AMOUNT (ITEMS 5,6,8,9 &10)				\$ 298,769.36
11. REIMBURSABLE COSTS (LIMITING AMOUNT)				
OTHER (SPECIFY)				
SUBTOTAL REIMBURSABLE				\$ -
PART FOUR - SUMMARY				
TOTAL AMOUNT OF CONTRACT (LUMP SUM PLUS REIMBURSABLE) ITEMS 5,6,8,9,10,&11				\$ 298,769.36

L:\121\121056.01 COJ.Landscape_Arch\Admin\Contract\Project Proposals\State & Union St. Tree Planting\2024-08-12_COJ_Downtown-Tree-Planting_Fee Summary.xls

City of Jacksonville
Tree Commission
Financial Highlights
August 31, 2024

1. Combined Revenues YTD are \$5.54 million compared to \$9.5 million on Aug-23. A decrease of \$3.96 million year-on-year.
2. Combined Expenses YTD are \$5.26 million compared to \$4.0 million on Aug-23. An increase of \$1.26 million year-on-year.
3. Combined Revenues for Aug-24 were \$510.3 thousand compared to \$1.0 million for August 23, a decrease of \$491 thousand. Meanwhile, expenses were \$95.4 thousand and \$351.3 thousand on Aug-24 and Aug-23, respectively.
4. Total unallocated funds were \$22.0 million for Aug- 24.

BID NO. CDB-0058-23

Design-Build Services

For Downtown Complete Streets & Urban Trails Projects

INTRODUCTION PRESENTATION:

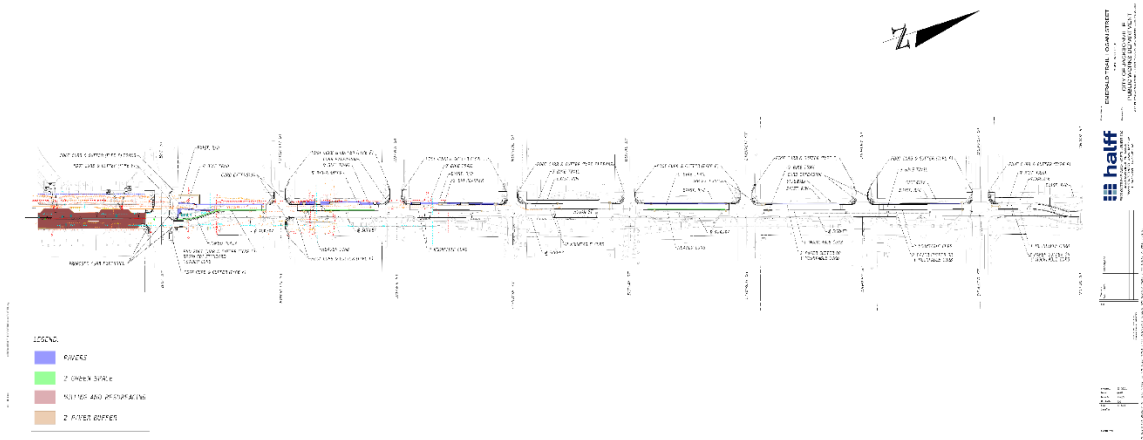
Emerald Trail and Hogan Street Corridor (Water Street to Bay Street)

BAKER
Design Build

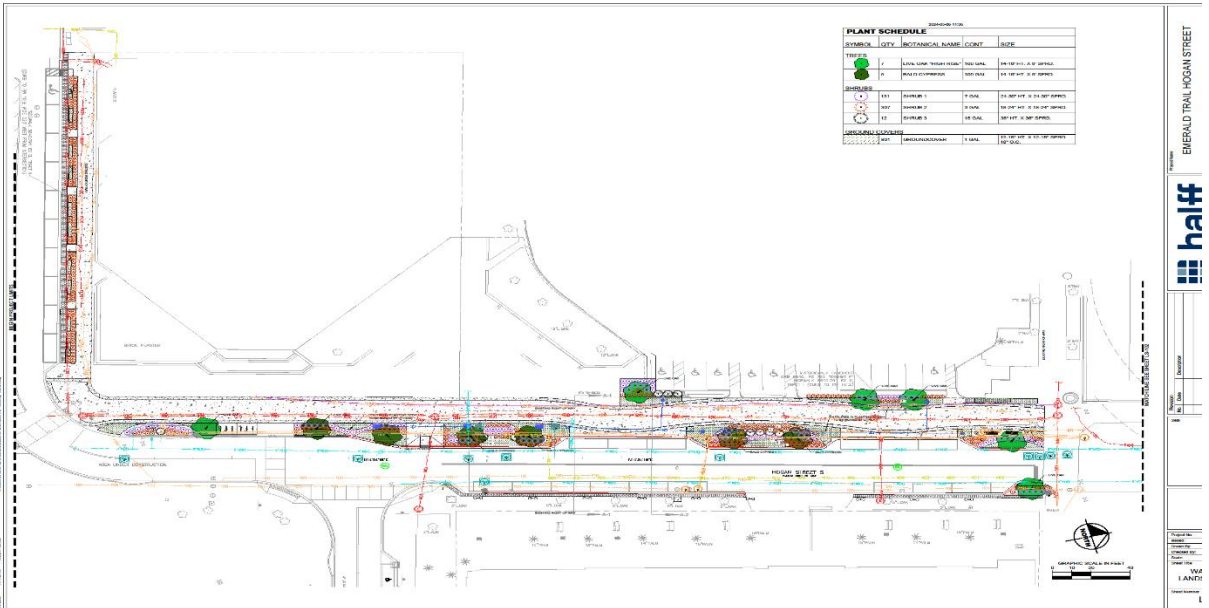
Presentation AGENDA

- 1 Project Introduction
- 2 Plan Views, Cross Sections, Landscaping
- 3 **PRELIMINARY** Schedule
- 4 Trees, Landscaping, Irrigation Needs

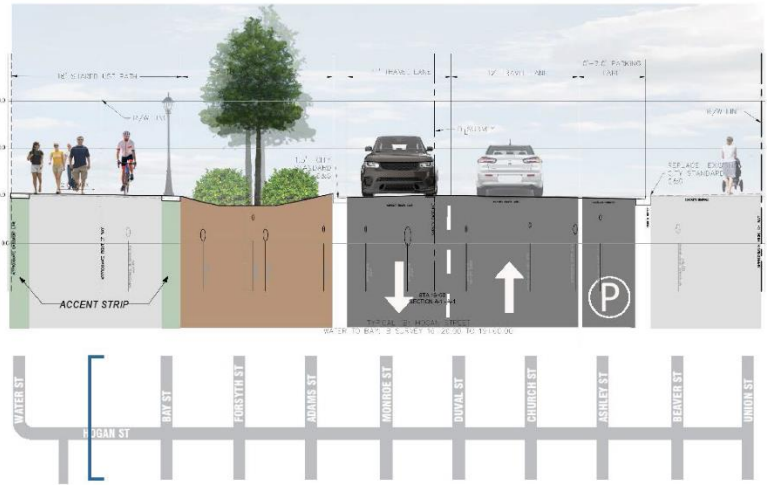
Overall Project: Water Street to Union Street



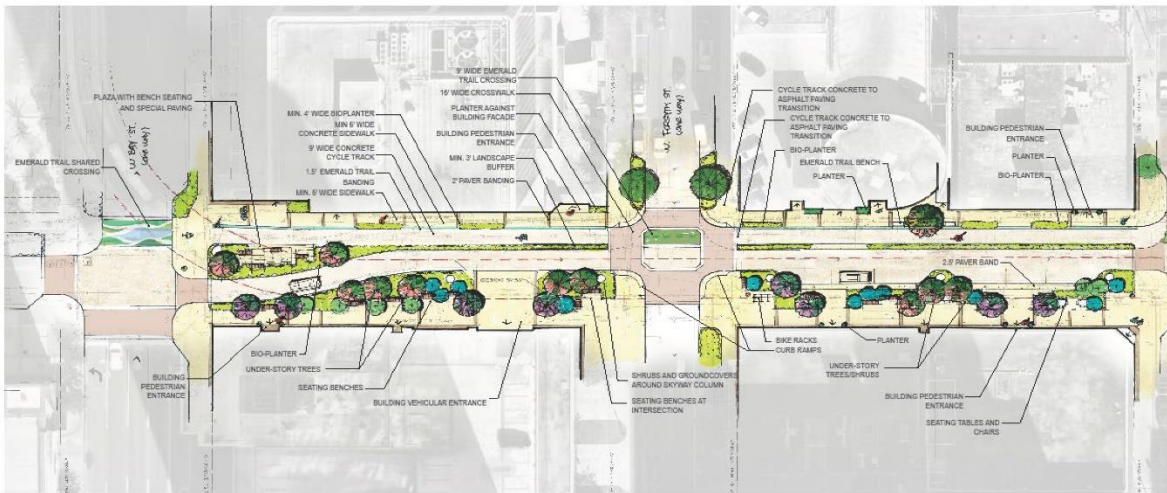
Plan View – Water St to Bay St



SITE SECTIONS | WATER TO BAY



Concept Plan



 EXISTING TREES TO REMAIN

Plant Materials



Materials

PLANTING

TREES



SHRUBS AND GROUNDCOVERS

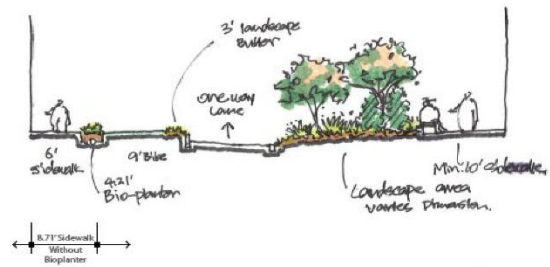
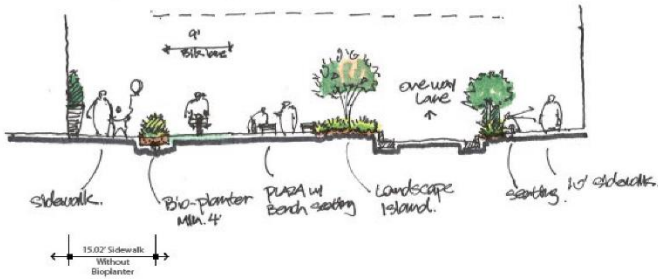


Bay Street to Adams Street – Typical Sections



SECTION 1-1 (STA. 20+12.00)

SECTION 2-2 (STA. 21 + 50.00)



Reference Images



Character Images



Hogan Street Redevelopment

W Bay St. to Adams St., Jacksonville, FL

halff
08.22.2024

Project Requests



- *Silva Cell**
- *Structural Soil**
- *Irrigation**
- *Trees, Shrubs, Sod, etc.**
- *Tree Mitigation**

**Request Range:
Up to \$750K to \$1.5M**


Level 2 or Level 3 Project

OFFICE OF GENERAL COUNSEL
CITY OF JACKSONVILLE
117 WEST DUVAL STREET
SUITE 480
JACKSONVILLE, FL 32202
PHONE: (904) 255-5059



MEMORANDUM

TO: Anne Coglianese, Chief Resilience Officer

FROM: Jason R. Teal, Deputy, Land Use and Regulatory Department 

RE: Request for Interpretation of Tree Protection and Related Expenses Trust Fund

DATE: September 17, 2024

Tree mitigation funds are generated from two sources, Section 25.03 of the City's Charter and Section 656.1208 of the City's Ordinance Code. Each of those provisions requires the payment of mitigation funds or penalties for unlawfully removing protected trees into the Tree Protection and Related Expenses Trust Fund, which was established in Section 111.760, Ordinance Code. Monies from the Tree Protection and Related Expenses Trust Fund are eligible to be spent by the City to plant or replant trees, either in mitigation or anew, and to maintain trees.

Section 25.04, Charter, indicates that the funds contributed to the Tree Protection and Related Expenses Trust Fund, as mitigation for tree removals caused by the clearing of lands for development purposes, must be spent

exclusively for the planting or replanting of mitigation trees, and for their maintenance, along the public rights-of-way and on public lands within Duval County, Florida, so as to mitigate for the loss or destruction of protected trees during development.

Section 111.760, Ordinance Code, indicates that the funds contributed to the Tree Protection and Related Expenses Trust Fund in the form of civil penalties recovered through enforcement actions initiated by the City for the unauthorized removal of protected trees pursuant to Section 656.1208, Ordinance Code, must be spent

for providing trees, and maintaining trees, within City rights-of-way and on other lands owned by the City, its agencies or authorities, or upon which other ownership control may be exerted by the City, its agencies or authorities, including parks, public areas and easements, and also along all other public rights-of-way and on all other public lands in Duval County.

Therefore, generally Tree Protection and Related Expenses Trust Fund monies must be spent exclusively on planting and maintaining trees on public property with the goal of preserving the existing tree canopy and to plant new trees to mitigate for the loss of trees caused by development or property owner actions occurring on private and public properties. However, nowhere in the Charter or Ordinance Code are the terms “planting”, “maintenance” or “maintaining” defined. As such, the City’s policy in ascertaining whether Trust Fund monies can be spent for a specific project is determined on a case-by-case basis.

In light of this, you ask for an interpretation on the following proposed uses. Additionally, you have provided context and a justification for why you feel each proposed use is appropriate for funding from the Trust Fund. I have evaluated each request and provide this interpretation as follows:

Question I. Can [Tree Protection and Related Expenses Trust Fund] funds be used to fund (either in whole or in part) the salaries for additional arborist, urban forester, or tree planning positions? The Office of Resilience believes additional positions are vital to the success of the tree planting program and should be an eligible use of this funding. Perhaps there needs to be a clarification on how much funding can be spent on personnel? With federal or state grants, there is a percentage amount of total grant dollars that can be spent on administrative capacity. Typically, in the 2-5% range. A similar threshold would allow for the city to effectively staff and manage tree planning, planting, and maintenance in proportion with the total tree mitigation funds accrued.

Response: Section 111.760, Ordinance Code currently authorizes use of Trust Fund monies for one City arborist position, so long as the arborist is “exclusively focused on the planting of trees and other activities directly supporting planting projects in the City.” The code would support use of Trust Fund monies on an additional arborist, an urban forester and tree planning personnel, so long as it can be demonstrated that those additional positions would further the intent of the tree mitigation funds and there is a demonstrated need for additional personnel. The limitation placed on the existing arborist position would also apply to these new positions. In order to authorize the additional positions, Section 111.760, Ordinance Code, would have to be amended to create the new positions. It would be a policy decision whether there needs to be caps on how much funding can be spent on personnel; however, I would caution to keep in mind that the primary purpose of the Trust Fund is to plant and maintain trees. Costs for administering the Tree Fund projects should be kept to the minimum amount necessary.

Question II. Can [Tree Protection and Related Expenses Trust Fund] funds be spent on education and outreach for the tree planting program? Can this be an eligible use of staff time for individuals paid for out of the tree fund? Effective education and outreach are vital to the success of any tree planting project, and the city has already experienced occurrences where residents are not pleased when a tree planting happens in their neighborhood and trees have been sabotaged. To ensure that all trees the city plants have the best chance for success and healthy maturing, it is vital to have community-wide education as well as focused outreach in the community prior to all tree planting projects. Some residents associate trees with negative outcomes like crime and downed utility lines. Combating these misconceptions is vital to the tree planting program’s success.

Response: As discussed above, the Trust Fund is intended to be used to mitigate for trees lost as a result of development or unauthorized removal and to preserve existing trees on public property. You state that there is a need for public education and outreach because, based on your experience administering Tree Fund projects, trees on the public rights-of-way and other public properties are damaged or killed by individuals in the neighborhoods adjacent to the tree planting locations. You also state that it is your belief that community education and outreach will dispel some of the concerns leading to the trees' damage or destruction and will, ultimately, result in a higher survivability rate for the planted trees. Based on the description you have provided for the education and outreach campaigns, this proposed use would fall within the allowance for "maintenance" of mitigation trees and would be an appropriate use of Tree Fund dollars. However, the sole purpose of these campaigns must be related to protection of planted or existing trees. They cannot be "dual purpose" to educate about trees as well as other public or community interest matters unrelated to tree preservation.

Question III. Can technologies that allow for trees to be successful when planted in constrained environments qualify as an eligible use of [Tree Protection and Related Expenses Trust Fund] funds? Given the constrained rights-of-way in most parts of Jacksonville – particularly urban areas with excessive heat burden – the only option to plant a tree in many areas would require accompanying technology, in addition to the tree. These technologies, like silva cells or structural soils, can make the difference between a tree being planted or not. These technologies are essential to the effective planting of a tree and would dramatically expand the areas of Jacksonville that staff are able to consider for a new tree planting.

Response: One of the stated purposes of the City's tree protection and mitigation program is to use Trust Fund monies to plant trees within the public rights-of-way. Additionally, the City's rights-of-way are frequently used for various utility, transportation and other infrastructure, making the planting of trees in those areas challenging. Furthermore, as trees in the rights-of-way mature, tree root systems frequently damage road and sidewalk surfaces, as well as underground infrastructure. Damage to sidewalks caused by street trees frequently causes personal injuries to pedestrians. Based on your description in this Question, there are technologies which may be used to focus the growth of tree roots away from sensitive infrastructure and allow the planting of trees in areas where no tree planting could otherwise occur. Because use of these technologies is instrumental to support tree planting in eligible areas, Tree Fund monies can be used to fund the cost. However, it must be able to be demonstrated, on a case-by-case basis, that such technologies are necessary for planting the tree in that location.

Question IV. Can [Tree Protection and Related Expenses Trust Fund] funds be used for pruning or other associated maintenance to ensure the tree matures in a healthy way? The success of a tree maturing to have a robust tree canopy can hinge on effective pruning throughout the tree's lifespan. The Office of Resilience believes that Public Works and Parks Department staff should be able to propose pruning projects to the tree commission for funding from the mitigation fund.

Response: Because the Tree Fund authorizes monies to be used for maintenance of mitigation trees, if the City has competent evidence that pruning and other associated maintenance actions

are necessary to maintain the health of existing trees, then such actions are appropriately funded using Tree Fund monies. However, tree pruning for protection of power lines, City buildings or property, or generally for the protection of the public safety cannot be funded using Tree Fund dollars. Requests for pruning and maintenance projects from the Trust Fund must be carefully evaluated to ensure the project is being undertaken for the purpose of maintaining the health of the tree.

Please do not hesitate to contact me if you have additional questions.

