

INDEX CODE	Index Code Titles	BUDGET	Actual	Encumbrance	Unencumbered Budget Balance	Reserves	Unencumbered Balance net of Reserves	
Subfund 15F Revenue								
PWOD15FTP	TREE PROTECTION & RELATED EXPENSES	29,476,043	42,219,326		12,743,283		12,743,283	
JXSF15FPW	TREE PROTECTION & RELATED EXPENDITURES	7,923,308	8,740,207		816,900		816,900	
JXSF15F	TREE PROTECTION & RELATED EXPENDITURES	-	8,580		8,580		8,580	
TRIN15FFR31R	TRF TO 15F TREE PROTECTION FR 31F CONVERSION AND NONCASH REVENUE ENTRIES	392	392		-		-	
	Total Subfund 15F Revenue	37,399,744	51,307,342	-	13,907,598		13,907,598	
* Subfund 15F Expenditures								
PWOD15FFSAS	FORREST STREET ASH SITE TREE/PLANTING	587,850	581,856	5,995	-	-	-	
PWOD15FNMS	NORTH MAIN STREET LANDSCAPING	62,057	50,321	11,736	(0)	-	(0)	
PWOD15FBDA	BROWN'S DUMP ASH SITE TREE/PLANTING	364,730	342,361	22,370	-	-	-	
PWOD15FFCAS	5TH & CLEVELAND ASH SITE TREE/PLANTING	494,215	376,792	117,423	-	-	-	
PWOD15FDCS	DUVAL COUNTY SCHOOL BOARD PROPERTY	125,000	32,757	-	92,244	-	92,244	
PWOD15FDTP	DOWNTOWN TREE PLANTING	38,822	26,314	12,508	-	-	-	
PWOD15FZLAE	ZOO LANDSCAPING-ASIAN EXHIBIT	1,824,408	689,345	1,135,063	-	-	-	
PWOD15FBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING	100,000	78,790	1,924	19,286	-	19,286	
PWOD15FROW	COUNTY-WIDE TREE PROG-RIGHT OF WAY	4,679,980	4,619,561	29,663	30,756	-	30,756	
PWML15F	TREE MAINTENANCE	2,149,689	1,862,282	234,341	53,066	-	53,066	
PWOD15FATPP	AVONDALE TREE PLANTING PLAN	31,233	-	31,233	-	-	-	
PWOD15FKSCP	KING ST. PLANTING COLLEGE TO PARK	85,366	59,051	26,315	0	-	0	
PWOD15FHAMM	HAMMOND BLVD PROJECT	175,761	-	-	175,761	-	175,761	
PWOD15FVPP	COUNTY-WIDE TREE PROG-PRESERVATION PARKS	1,000,000	485,146	-	514,854	-	514,854	
PWOD15FVAP	COUNTY-WIDE TREE PROG-ACTIVE PARKS	1,151,965	619,420	-	532,545	-	532,545	
PWOD15FOSABP	OLD ST.AUG AT BARTRAM PARK	18,364	14,691	3,673	(0)	-	(0)	
PWOD15FLAVC	LENOX AVE.PLANTING VERA TO CASSAT	26,436	-	26,436	-	-	-	
PWOD15FHR	HARTS ROAD TREE PLANTING	23,718	-	23,718	-	-	-	
PWOD15FPRBB	PATTON RD AND BEACH BLVD TREE PLANTING	32,203	-	32,203	(0)	-	(0)	
PWOD15FTP	TREE PROTECTION & RELATED EXPENSES	3,548,513	2,097,444	-	1,451,069	1,449,105	1,964	
JXSF15FPW	TREE PROTECTION & RELATED EXPENDITURES	2,000,635	-	-	2,000,635	2,000,635	-	
JXSF15F	TREE PROTECTION & RELATED EXPENDITURES	2,365,741	-	-	2,365,741	2,365,741	-	
	Subfund 15F Expenditures	20,886,685	11,936,129	1,714,600	7,235,956	5,815,481	1,420,475	
* Includes accounts with encumbrances and budget balances								
Unencumbered Budget Balance								
Revenues								13,907,598
Expenditures								7,235,957
Unencumbered Balance net of Reserves								(1,420,476)
Subfund 15F Available to Appropriate (Budget less Actual less Encumbrance less Unencumbered Budget balance)								19,723,079

INDEX CODE	Index Code Titles	BUDGET	Actual	Encumbrance	Unencumbered Budget Balance	Reserves	Unencumbered Balance net of Reserves
PWOD15NTM	Subfund 15N Revenue						
	TREE MITIGATION & RELATED EXPENSES	242,934	4,621,342	-	4,378,409	-	-
	Total Subfund 15N Revenue	242,934	4,621,342	-	4,378,409	-	-
*	Total Subfund 15N Revenue	242,934	4,665,709	-	4,422,776	-	4,422,776
PWOD15NBDTP	*Subfund 15N Expenditures						
PWOD15NHR	BAKERSFIELD DRIVE-TREE PLANTING	8,306	8,306	-	-	-	-
JXSF15N	HARTS ROAD TREE PLANTING	7,548	-	7,548	-	-	-
PWOD15FPRBB	TREE MITIGATION & RELATED EXPENSE	1	-	-	1	1	-
	PATTON RD AND BEACH BVLD TREE PLANTING	62,080	-	62,080	-	-	-
	Subfund 15N Expenditures	77,935	8,306	69,628	1	1	-
	* Includes accounts with encumbrances and budget balances						
	Subfund 15N Available to Appropriate (Budget less Actual less Encumbrance less Unencumbered Budget balance)						4,378,410
PWCP351MIT	Better Jacksonville Plan						
	TREE MITIGATION PROJECT	1,717,826	-	-	1,717,826	-	1,717,826
	Better Jacksonville Plan (for Tree Mitigation) Available to Appropriate (Budget less Actual less Encumbrance less Unencumbered Budget balance)						1,717,826
	Total 15F and 15N Funds						24,101,489
	Better Jacksonville Plan - TREE MITIGATION PROJECT						1,717,826
	Grand Total 12/10/2018						25,819,315
	Grand Total 11/05/18						24,676,015
	Difference						1,143,300

12/10/18

<u>FY 2018 Revenues by month</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>FY 2019 October</u>	<u>FY 2019 November</u>	<u>FY 2019 December</u>
34375 TREE MITIGATION FUNDS - ARTICLE 25	20,783	17,931	44,254	67,398	63,240	28,520	15,035	78,707	34,100	48,100	112,999	-
361101 INVESTMENT POOL EARNINGS	28,967	29,022	16,588	29,738	33,435	19,610	40,772	40,877	45,812	-	27,825	-
36602 CONTRIBUTIONS FROM PRIVATE SOURCES	34,255	461,900	115,320	221,340	184,915	198,555	31,240	52,700	(120,465)	215,352	794,660	8,880
(15F) TREE PROTECTION & RELATED EXPENDITURES	84,005	508,853	176,162	318,476	281,590	246,685	87,047	172,284	(40,553)	263,452	935,484	8,880
34375 TREE MITIGATION FUNDS - ARTICLE 25	40,190	26,115	29,635	158,550	42,000	125,245	15,620	103,331	23,325	52,875	152,212	2,700
361101 INVESTMENT POOL EARNINGS	4,979	5,137	2,928	5,203	5,982	3,539	7,409	7,695	8,828	-	5,404	-
(15N) TREE MITIGATION & RELATED EXPENSE	45,169	31,252	32,563	163,753	47,982	128,784	23,029	111,026	32,153	52,875	157,616	2,700
	129,175	540,106	208,725	482,229	329,572	375,468	110,076	283,310	(8,400)	316,327	1,093,100	11,580

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TREE MITIGATION
CITY OF JACKSONVILLE




TREE REMOVAL PERMIT INFORMATION

Click here to search detailed information on Site Cleaning 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):	\$10,723,070.24
15N (Charter):	\$4,378,400.71
Better Jacksonville Plan - Tree Mitigation Project:	\$1,717,826.00
Total:	\$25,819,314.95



FILE AN ISSUE

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

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



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12/10/18

FISCAL_YR	DOC_NO	C_SUF	UND	VENDOR_NO	IDOR_SU	VENDOR_NAME	Amount	INDEX_CODE	Index Code Title
2018	CTPW07000014	01	15F	591319010	01	JACKSONVILLE ZOOLOGICAL SOCIETY	1,135,063.14	PWOD15FZLAE	ZOO LANDSCAPING-ASIAN EXHIBIT
2018	PO3019740001	04	15F	340176110	07	THE DAVEY TREE EXPERT COMPANY	29,663.46	PWOD15FROW	COUNTY-WIDE TREE PROG-RIGHT OF WAY
2018	PO3019740003	02	15F	340176110	07	THE DAVEY TREE EXPERT COMPANY	5,994.50	PWOD15FFSAS	FORREST STREET ASH SITE TREE/PLANTING
2018	PO3019740004	02	15F	340176110	07	THE DAVEY TREE EXPERT COMPANY	22,369.50	PWOD15FB DAS	BROWN'S DUMP ASH SITE TREE/PLANTING
2018	PO3019740005	02	15F	340176110	07	THE DAVEY TREE EXPERT COMPANY	117,423.00	PWOD15FFCAS	5TH & CLEVELAND ASH SITE TREE/PLANTING
2018	PO7A02942006	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	11,735.94	PWOD15FNMS	NORTH MAIN STREET LANDSCAPING
2018	PO7A02942008	02	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	519.50	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942010	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	538.20	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942015	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	865.96	PWOD15FIBCL	INTERSEC,BRIDGE,MISC 09/10 LANDSCAPING
2018	PO7A02942017	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	12,508.02	PWOD15FDTP	DOWNTOWN TREE PLANTING
2018	PO7A02942018	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	3,672.84	PWOD15FOSABP	OLD ST.AUG AT BARTRAM PARK
2018	PO7A02942019	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	26,315.09	PWOD15FKSCP	KING ST. PLANTING COLLEGE TO PARK
2018	PO7A02942021	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	31,232.60	PWOD15FATPP	AVONDALE TREE PLANTING PLAN
2018	PO7A02942023	01	15F	340176110	06	THE DAVEY TREE EXPERT COMPANY	26,435.84	PWOD15FLAVC	LENOX AVE.PLANTING VERNA TO CASSAT
2018	PO7A02942025	01	15N	340176110	11	THE DAVEY TREE EXPERT COMPANY	7,547.54	PWOD15NHR	HARTS ROAD TREE PLANTING
2018	PO7A02942025	02	15F	340176110	11	THE DAVEY TREE EXPERT COMPANY	23,718.27	PWOD15FHR	HARTS ROAD TREE PLANTING
2018	PO7A02942026	01	15F	340176110	11	THE DAVEY TREE EXPERT COMPANY	32,202.87	PWOD15FPRBB	PATTON RD AND BEACH BLVD TREE PLANTING
2018	PO7A02942026	02	15N	340176110	11	THE DAVEY TREE EXPERT COMPANY	62,080.49	PWOD15NPRBB	PATTON RD AND BEACH BLVD TREE PLANTING
2019	PO8A01798017	01	15F	161004851	05	LEWIS TREE SERVICE, INC.	234,340.81	PWML15F	TREE MAINTENANCE

1,784,227.57

TIER II 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 this form should be used.¹

The following are the requirements to utilize this Program:

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

The following information must be provided:

1. Name/Title of Project: _____
2. Legal Name of Organization/Citizen Making Suggestion: _____
3. Organization or Citizen Mailing Address: _____
4. Contact Phone Number: _____
5. Contact Email Address: _____
6. Location/Address of Planting Project: _____
7. Has project information been shared with the Council Member of the district?

¹ If a citizen/organization is interested in proposing a project that they want to administer and implement, a more comprehensive application (Tier III) can be found at the following link: <http://www.coj.net/departments/public-works/tree-commission>.

8. Rationale for Project (include information about the public benefit of the project):

9. Description of project:

a. Species of proposed trees:

b. matching funding available: _____

c. volunteer support involved with the project: _____; and

d. partner organizations/businesses that are supporting the proposed planting, and how they are supporting: _____.

JACKSONVILLE TREE COMMISSION'S

Level 3

COMMUNITY ORGANIZATION TREE PLANTING PROGRAM

INSTRUCTIONS

I. Purpose.

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

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

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

II.

Definitions.

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

Application Evaluation Period means the period commencing at the time of the Level 3 Program Application Deadline listed In Section VII, and ending at the public meeting at which the Tree Commission submits its scores for calculation.

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

Award Session means the schedule reflected in Section VII of this document.

Department means the Public Works Department.

Design Consultant means a Landscape Architect, Urban Forester, Arborist, or landscape designer with at least 5 years of experience in the design and administration of tree planting projects on road rights-of-way. Experience must include preparing design documents and bid specifications, obtaining bids, providing contractor oversight, and inspecting the contractor's work. The Design Consultant may be an employee of the Applicant.

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

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

Project Cost means the total of all eligible costs associated with the design, coordination, procurement of materials, planting, irrigation, warranty and maintenance of the Project in accordance with this Instructions document.

Project Design means the compilation of the Schematic Planting Plan drawings and the construction drawings and specifications for the irrigation and planting of the trees and incidental landscaping prepared by the Design Consultant.

Project Priority List means the list created by the Tree Commission for submission to the Mayor's Budget Review Committee ("MBRC") for consideration and approval for legislation to approve the grant.

Publicly owned property in Duval County means property owned by a governmental

entity, including, but not limited to land within the City or State right-of-way; local, state or federal parks and preserves; and Duval County School Board property.

Recipient means an applicant that has been approved for funding by the City Council and who has executed a Grant Agreement with the City for an Award.

Schematic Planting Plan means a scaled drawing showing all significant components by means of standards symbols such as the site location map, the limits of the project, property lines or right-of-way lines, plant legend, and master tree planting plan.

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

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

III. General Requirements and Eligibility Standards.

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

A. Application Form. The application form for the Level 3 Program is entitled “Level 3 Tree Planting Program” and is prescribed for use with these procedures. Applications for funding must be submitted on this form, and shall include the completed Exhibits to the application. An applicant may only submit one project per application form.

B. Eligible Applicants.

1. For 501(c) not-for-profit organizations:

- a) Attach a copy of the organization’s IRS determination letter.
- b) Attach a status of good standing certificate issued by the Florida Division of Corporations evidencing that the Applicant is in good standing and has been in existence for one (1) year prior to the Level 3 Program application deadline. See Section VII of these Instructions for the Application Schedule. The certificate must be dated within 60 days of the application deadline and list the requesting agency as a Florida non-profit corporation (requested from Florida Division of Corporations here: <http://dos.myflorida.com/sunbiz/manage-business/certification/certificate-status-efile/>).

c) In order to show that the applicant is currently operating in Duval

County, attach a copy of the Florida Division of Corporations "Detail by Entity Name" webpage from www.sunbiz.org. Go to this link: <http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>;

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

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

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

- a) Attach a copy of the enacted ordinance establishing the district or local unit and provide documentation that the unit is currently in compliance with all state and local requirements.
- b) Control of the Homeowners' Association must have been obtained by members of the Association other than the developer.

IV.

Submission of Application and Application Materials. Applications must be submitted by mail or delivery to the Tree Commission, care of the Mowing and Landscape Maintenance Division, Department of Public Works, 609 St. Johns Bluff Road North, Jacksonville, Florida 32225. To be timely submitted, Applications must be received by 3:00 PM on or before the published Application deadline.

Applications received late will not be considered in that Award Session.

A. Applications must be transmitted with an original signature cover letter on Applicant's letterhead, signed by the appropriate representative, official or administrator, binding the Applicant to fulfill the commitments made in the Application and identifying the person that will act as the key contact between the City and the Applicant.

B. Applicants must submit four (4) complete and legible sets of Applications materials. One set shall contain original text and non-text items, along with required signatures.

C. All Applications must be submitted on the Level 3 Tree Planting Program application form.

D. The following Exhibits shall be provided with the application:

1. Proof of eligibility as described in Section III.B (Exhibit A);
2. Corporate Resolution Certification (if applicable) (Exhibit B);
3. Authorization to Plant Trees (Exhibit C). If information is needed regarding the property's ownership, contact the Real Estate Division at (904) 255-8700 for assistance.
 - a) If in the City Right-of-Way, must obtain a Right-of-Way Permit from the Development Services Division of the Planning and Development Department (website: <http://www.coj.net/departments/planning-and-development/development-services-division/right-of-way-permitting.aspx>) in addition to the form
 - b) If in a City Park, must obtain authorization from the Parks & Recreation Department
 - c) If on School Board property, must obtain authorization from the Assistant Superintendent of Facilities.
 - d) If on property controlled by any other governmental entity not described above, must obtain the appropriate authorization from that agency.
4. Schematic Planting Plan, including the following information (Exhibit D):
 - a) North arrow and graphic scale (1" = 20', 30' or 50') shown on each sheet;
 - b) Project boundaries;
 - c) Location of all plant material; and
 - d) Location map.
5. Plant Schedule listing (part of Exhibit D):
 - a) the species,
 - b) the size;
 - c) associated notes for each type of plant; and

- d) plant quality (Florida Fancy or Florida #1).
6. Cost breakdown (**Exhibit E**):
- a) Administrative/contract management fees including, but not limited to: construction coordination, community outreach and/or programs, volunteer coordination, meetings, project coordination, and billing.
 - b) Design Consultant Services Fee, with detailed scope of service; and
 - c) Construction cost, including, but not limited to purchase and installation of plant material and irrigation, site preparation, performance and payment bonds, maintenance of traffic, and guarantee of plant material and irrigation.
7. An executed Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program Affidavit. (**Exhibit F**).
- a) Grant Agreement template shall be included as part of **Exhibit F**.
- E. Applications must be completed by the Application Deadline. More specifically:
- 1. Applications are deemed complete if all requested and necessary information and documentary proof is provided, as outlined in this document and on the Application.
 - 2. Prior to the submission of an application, Applicants are strongly encouraged to discuss their conceptual and preliminary ideas with the Tree Commission staff.
 - 3. Applicants may submit their application to Tree Commission staff for review of completeness of the Application during a courtesy application review period prior to each Application Deadline. See Section VII of these Instructions for the applicable time frames.
 - 4. Feedback and input from Tree Commission staff may be provided regarding design if time permits.

V. Application Review and Process.

A. Staff Review. The Tree Commission staff will review and prepare a report and recommendation ("Staff Report") for approval, approval with conditions, or denial that will be sent to the Tree Commission, the District Council Member, and the Applicant. The Staff Report shall be based upon the application and exhibits, and shall include an analysis of each of the Project Evaluation Criteria. The Staff Report will not include a score for each application.

B. Application Presentation. All applications shall be presented at a scheduled public meeting held by the Tree Commission, for review, deliberation, and final recommendation. Special meetings may be held if needed at the discretion of the Tree Commission.

1. Each Applicant shall have 10 minutes to present their application to the Tree Commission at the scheduled public meeting.

2. Commissioners shall receive a copy of all applications and Staff Reports at least 14 days prior to Tree Commission meeting when the applications will be heard.

C. Tree Commission Review. Each application will be scored by the Tree Commission on a scale of **0 to 115 points**. Assuming multiple applications are received during each Award Session, the applications will be ranked in order of highest score and included on a recommended Project Priority List submitted to the Mayor's Office for processing through the Mayor's Budget Review Committee ("MBRC") for recommendation to the City Council for the award of Tree Funds for the respective projects. The evaluation of the application will be based on the criteria set forth below and will receive a score from 0 to **115 possible points**. When evaluating each application, the Tree Commissioners shall utilize the information contained in the application, including the exhibits, Staff Report and all information obtained during the Applicant's presentation for scoring. Each Commissioner will individually score each application.

D. Project Priority List. The Assistant General Counsel assigned to the Tree Commission will average the total score for each application from each Commissioner to arrive at a final score for each application. The applications will

then be ranked in order of highest average score to the lowest average score, with a total of the funding requested. This ranking will be included in the Tree Commission's Project Priority List to be presented to MBRC for review.

E. MBRC Review. At the earliest MBRC meeting following the ranking of the proposed projects by the Tree Commission, the Tree Commission staff will submit and present the Project Priority List for review and approval through the MBRC process. If the MBRC approves any or all of the projects as presented, or as modified, the Office of General Counsel will prepare the appropriate legislation and Grant Agreement(s) as directed by MBRC for consideration by the Council for funding. In the alternative, MBRC can decide to delay the funding of a proposed project to a later date or decide not to fund a certain project from the Project Priority List. If a proposed project is denied by MBRC, no further action on it shall be taken on the project through the Level 3 Program, however, this does not limit the ability of a Council Member to file legislation to implement a Project utilizing the Tree Fund.

F. City Council Review. The legislation containing the Project(s) and Grant Agreement(s) as directed by MBRC will be filed by the Office of General Counsel with the Legislative Services Division for final decision by the City Council of approval, modification, or denial of the project and Grant Agreement, and appropriation of the Tree Funds.

G. Contract Award. Upon execution of the completed Grant Agreement by all parties, the Applicant will be eligible for payment of funds approved as part of the Project Cost.

VI. Project Evaluation Criteria.

A. Design Review - 35 point total (5 points each)

1. The species of trees are appropriately located.
2. The number and placement of trees are appropriately located.
3. Trees being planted are approved pursuant to the "Tree Commission Approved Tree Planting List," attached hereto, and as that document is amended from time to time.

4. Shade trees are preferred. If non-shade trees are proposed, the use of those trees versus the use of shade trees in terms of the overall project must be acceptable. The overall use of non-shade trees is acceptable.
 5. Less than 25% of the total species of trees being planted are palms.
 6. The planting will not interfere with utilities or sight line requirements.
 7. The project ~~includes the appropriate amount of incidental landscaping~~ does not include incidental landscaping. But in the event it does include incidental landscaping, the applicant may justify the reasons for its inclusion.
- B. Cost Review - 25 point total (5 points each)**
1. Administrative costs are reasonable.
 2. Design Consultant fees are reasonable.
 3. Construction costs are reasonable.
 4. Irrigation costs are reasonable.
 5. The cost of the species of trees selected do not outweigh the benefit of the trees
- C. Maintenance and Impacts Review - 10 point total (5 points each)**
1. Low maintenance plants are utilized, that will require minimum maintenance after the first two (2) years of mandatory maintenance by the Applicant.
 2. The location of plant material and irrigation have a minimum adverse impact over time on infrastructure such as sidewalks and roadbeds.
- D. Public Benefit Review - 25 point total (5 points each)**
1. The species of trees being planted are beneficial to the City's tree canopy.
 2. The Project provides a unique benefit to the neighborhood, Council District, or City.
 3. The Project serves high visibility areas.
 4. The Project engages the Community through volunteers or education or other public engagement.
 5. The Project is aesthetically pleasing and/or combats blight in blighted areas.
- E. Plan-It Geo Objective Criteria Review - 20 point total (4 points each)**
- conducted by staff.** Staff will utilize the Plan-It Geo Web Tool to evaluate the existing conditions of the proposed planting project location. This does not

include or require uploading the Schematic Design, but rather identifying the geographic boundaries of the project.

1. The location will be evaluated based on the Census Block ranking (1 - 488) developed by Plan-It Geo for the five (5) categories listed below:

- a) Urban Tree Canopy Percentage
- b) Stormwater Benefits
- c) Urban Heat Island
- d) Socio-Economic Benefits
- e) Overall-equally weighted criteria, as stated below:

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

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

VII.

Application Schedule. The Tree Commission will review and create a recommended Project Priority List for submission to the MBRC for a recommendation to the City Council for project funding three (3) times per year, utilizing the Tree Protection and Related Expenses Trust Fund. The initial application deadline will be as soon as practicable after approval of this Level 3 Program by the Tree Commission. The Tree Commission's review of projects will follow, if possible, the below schedule. All deadlines are 3:00 PM on the specified date below. If a date listed below falls on a weekend or a legal holiday, the operative date shall be the next business day.

<u>Application Evaluation Period</u>				
Award Session	Courtesy Application Review Period	Application Deadline	Staff review Deadline	Commission Meeting/Scoring

1	November 1 through 5 business days prior to Application Deadline	January 2	January 31	2 nd meeting in February
2	March 1 through 5 business days prior to Application Deadline	May 1	May 31	2 nd meeting in June
3	July 1 through 5 business days prior to Application Deadline	September 1	September 30	2 nd meeting in October

VIII. Certain Communications Prohibited During Application Evaluation Period.

A. During the Application Evaluation Period, an Applicant shall be prohibited from communicating with Tree Commission members, Tree Commission staff, and other City employees involved with the Level 3 Program application process regarding an application submitted by such Applicant. This prohibition shall not apply to the following communications:

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

JACKSONVILLE TREE COMMISSION'S

Level 3

TREE PLANTING PROGRAM

APPLICATION FORM

[TO BE DEVELOPED BASED ON THESE INSTRUCTIONS]

To contain:

EXHIBIT A – Proof of Eligibility

EXHIBIT B – Corporate Resolution Certification

EXHIBIT C – Authorization to Plant Trees

EXHIBIT D – Schematic Planting Plan and Plant Schedule

EXHIBIT E – Cost Breakdown

EXHIBIT F - Level 3 Program Affidavit, including the Grant Agreement template.

PROOF OF APPLICANT ELIGIBILITY

Member of the _____ (Name of the applicant) is a resident of _____ (Address of the applicant) and is a citizen of _____ (Country of the applicant). The applicant is a resident of _____ (Address of the applicant) and is a citizen of _____ (Country of the applicant).

The applicant is a resident of _____ (Address of the applicant) and is a citizen of _____ (Country of the applicant). The applicant is a resident of _____ (Address of the applicant) and is a citizen of _____ (Country of the applicant).

The applicant is a resident of _____ (Address of the applicant) and is a citizen of _____ (Country of the applicant). The applicant is a resident of _____ (Address of the applicant) and is a citizen of _____ (Country of the applicant).

CHARTERED BY THE _____

EXHIBIT A

CORPORATE RESOLUTION CERTIFICATION

The undersigned, Secretary of _____ [insert agency name] _____, a Florida corporation ("*Corporation*"), does hereby certify that the following Resolutions were adopted by the Corporation at a meeting of the Board of Directors of the Corporation held on _____, 20__:

RESOLVED THAT [insert name of signatory] _____, the _____ [insert title of signatory] _____ of the Corporation ("*Authority*") is hereby authorized and empowered to execute on behalf of the Corporation any and all Agreements between the City of Jacksonville, Florida ("*City*") and the Corporation for the purpose of receiving funds from the City for a tree planting project related to the Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program ("*Project*"), and to execute any and all documents necessary in connection with the Project.

FURTHER RESOLVED THAT in addition to and without limiting the foregoing, that the Authority of the Corporation be, and hereby is, authorized to take, or cause to be taken, such further action, and to execute and deliver, or cause to be delivered, for and in the name and on behalf of the Corporation, all such instruments and documents as the Authority may deem appropriate in order to effectuate the Grant Agreement and any documents or instruments executed in the accomplishment of any action or actions authorized as stated herein shall be deemed to be conclusive approval thereof by this Corporation and the binding act and obligation of this Corporation.

DATED: _____ 20__
CORPORATE SECRETARY _____

EXHIBIT B

AUTHORIZATION TO PLANT TREES

On the ___ day of _____, 20___, the Applicant, _____, submitted an application for the Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program ("Application") to plant trees on the following property, located at: _____, RE #: _____ (attach an additional sheet if necessary) ("Property").

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

I, _____, as the (position) _____, in the (department and division) _____, have reviewed the Application and I have the authority to authorize the Project to be conducted on the Property in the event the Project is approved.

This Authorization is limited to the Application as submitted on the above referenced date. This authorization does not bind the City to award funds from the Tree Protection and Related Expenses Trust Fund and this Authorization is subject to revocation should the Application materially change from the date of submission.

Signature _____

Print Name _____ Agency, Department, Division _____

Phone: _____

Email: _____

EXHIBIT C

SCHEMATIC PLANTING PLAN

AND

PLANT SCHEDULE

Plant Name	Quantity	Plant Size	Planting Date	Planting Location
Plant A	10	12" x 12"	2024-08-01	Area 1
Plant B	5	18" x 18"	2024-08-01	Area 2
Plant C	20	6" x 6"	2024-08-01	Area 3
Plant D	15	12" x 12"	2024-08-01	Area 4
Plant E	8	12" x 12"	2024-08-01	Area 5
Plant F	12	12" x 12"	2024-08-01	Area 6
Plant G	10	12" x 12"	2024-08-01	Area 7
Plant H	5	18" x 18"	2024-08-01	Area 8
Plant I	15	12" x 12"	2024-08-01	Area 9
Plant J	10	12" x 12"	2024-08-01	Area 10

EXHIBIT D

COST BREAKDOWN

Administrative Fees

Design Consultant Fees

Construction

EXHIBIT E

**JACKSONVILLE TREE COMMISSION'S
LEVEL 3
COMMUNITY ORGANIZATION TREE PLANTING PROGRAM
AFFIDAVIT FORM**

BEFORE ME, the undersigned authority, personally appeared _____,
who was sworn and says:

1. My name is _____ and I am the [note: the individual
*executing this affidavit must be the executive director, chief executive or operating officer,
president, vice president or board chairman*] _____ of _____
_____ a _____ Florida
_____ ("Applicant") and I have personal knowledge of the matters
stated herein.
2. The Applicant is an Eligible Applicant, as defined in the Jacksonville Tree Commission's
Level 3 Community Organization Tree Planting Program Instructions document.
3. The Applicant is in compliance with the terms of all existing City agreements to which it is a
party.
4. The Applicant is in compliance and will comply with all federal, state, local laws, rules,
regulations and ordinances, as the same may exist from time to time, applicable to it.
5. If the application is approved for funding, the Applicant will execute a Grant Agreement
between the City of Jacksonville and the Applicant, in substantially the same form as the
Grant Agreement attached hereto as Exhibit 1.

Signature of Affiant _____
Print Name: _____

STATE OF FLORIDA
COUNTY OF DUVVAL
Sworn to and subscribed before me, this _____ day of _____, 20____, by. Said person
is person is personally known OR produced identification.

Notary Public _____
(Seal)

EXHIBIT F

JACKSONVILLE TREE COMMISSION'S

Level 3

COMMUNITY ORGANIZATION TREE PLANTING PROGRAM

GRANT AGREEMENT

[GENERAL CONCEPTS]

The Applicant/Recipient acknowledges the following:

1. That it will abide by the City of Jacksonville specifications for the planting of trees, incidental landscaping and design and installation of irrigation;
2. That the tree planting project ("Project") will be designed by a registered Florida Landscape Architect, Urban Forester, Arborist, landscape designer, or other professional who has at least 5 years of experience in designing and inspecting right-of-way tree planting projects;
3. That it will provide to the City a warranty for and maintain all trees for a period of two (2) years after planting;
4. That the Project shall be secured by a performance and payment bond as required by Sec. 255.05, Florida Statutes, in an amount not less than the total amount of the Project;
5. After the planting is completed, inspected and approved by the City, the Project shall be secured by a performance bond in an amount of 15% of the total cost of the job for two (2) years.
6. Insurance will be provided reasonably commensurate with the hazards and magnitude of the Project. All entities physically participating in the installation or maintenance of the Project shall be required to procure and maintain insurance. (If the Project is being installed and/or maintained exclusively by the City's Countywide Tree Planting and Miscellaneous Landscaping contractor, then no additional insurance will be required of the Applicant.)
7. The Applicant will indemnify and hold harmless the City and any involved independent agency in the performance of the Project.
8. Applicant/Recipient will be paid from the awarded funds on monthly basis according to invoices presented and the percentage complete of each task, such as design, construction, and contract administration.
9. Copies of at least 3 bids and responses from contractors, subcontractors, and major suppliers shall be provided.

10. The City has the right to compare the cost of the 3 bids to the cost proposed by the City's Continuous Tree Contractor, and determine, at its sole discretion, to utilize the City's Continuous Tree Contractor for construction of the project.
11. Trees shall be contained on the Tree Commission's Approved Tree Planting List.
12. Only Florida Fancy or Florida #1 grade specimens shall be planted
<https://www.freshfromflorida.com/Divisions-Offices/Plant-Industry/Business-Services/Florida-Grades-and-Standards-for-Nursery-Plants-2015>.
13. As part of the final task, the Applicant shall upload the as-built design in to the Plan-It GEO application/software which may be accessed by: <https://pg-cloud.com/JacksonvilleFL/>.
14. The City must approve the timing and schedule of the planting. Planting might be delayed due to weather conditions.
15. The specifications for the installation are attached as "Specifications for Jacksonville Tree Commission's Level 3 Community Organization Tree Planting Program" [The attached Specifications are the typical Specs and may be reduced per Mowing and Landscape Maintenance Division for this Level 3 Program]

EXHIBIT 1 TO EXHIBIT F

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Attachment E

