

Jacksonville Tree Commission

Wednesday September 22, 2021 – 9:30 AM

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

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

Advisors: Susan Grandin
Richard Leon
Kathleen McGovern
Joel Provenza

Staff: Cindy Chism

AGENDA Revised

Order of Agenda is Subject to Change

- 1. Call to Order - Chair**
- 2. Roll Call and Verification of Quorum – Cindy Chism**
- 3. Submittal of Speaker’s Cards – Chair**
 - a) A raised hand icon as well as waving at the screen will be acknowledged by Chair or Ms. Chism.
 - b) For those attending in person, paper speakers cards will be available.
- 4. Reports:**
 - a) Fund balance and encumbrance report for 15(F) (Ordinance Tree Fund), 15(N) (Charter Tree Fund) and BJP (Attachment A) – Joel Provenza
 - b) Status of Pending Level 2 Tree Projects (Attachment B) – Kathleen McGovern
 - c) Fund Status of 630-CITY, Remove & Replace and Level 2 Programs– Richard Leon
- 5. Action Items:**
 - a) Approval of Minutes from July 21st, 2021 meeting – Chair
 - b) Proposed Level 2 Project(s)
 - i. Jacksonville Beach Tree Planting Project (Attachment C)– Todd Little
 1. Presentation
 2. Public Comment
 3. Vote

- ii. Goldstar Family Memorial Parkway Tree Planting Project (Attachment D) – Dave McDaniel
 - 1. Presentation
 - 2. Public Comment
 - 3. Vote

6. Old Business

- a) Status of Level 3 Program Document Revisions – Susan Grandin
- b) Equestrian Center Completion – Lisa Grubba, Greenscape

7. New Business

- a) Status of City's RFQ for Landscape Architect – Fred Pope
- b) Discussion of reports required for City Council Presentation – Chris Flagg

8. Public Comment:

- 9. **Adjournment** – the next meeting is Wednesday, October 20th and will be a Hybrid/Zoom meeting in Ed Ball Building, 10th Floor, Public Works Office, conference room 5.



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) \$14,258,774.10
15N (Charter), 56,825,504.43
Better Jacksonville Plan - Tree Mitigation Project: \$1,717,826.00
Total: \$22,802,104.53



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: 1.0.0.5

9/10/2021		Center	Activity	Remaining Budget	FY 21 Expenditures	Open Purchase Orders	Remaining Balance
Budget Balance of Appropriated Expenditures							
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag							
			00000189-5Th & Cleveland Ash Site Tree Planting	17,677	11,083	6,594	-
			00000275-Brown's Dump Ash Site Tree Planting	3,033	2,149	884	-
			00000378-County-Wide Tree Prog-Right Of Way	3,167,175	881,560	993,233	1,292,382
			00000429-Duval County School Board Property	92,244	-	-	92,244
			00000541-Hammond Blvd Project	43,379	140,620	(107,525)	10,283
			00000604-intersec,Bridge,Misc 09-10 Landscaping	18,468	-	-	18,468
			00000651-King St Planting College To Park	8,725	-	8,725	-
			00000744-North Main Street Landscaping	9,156	-	-	9,156
			00000982-Tree Protection & Related Expenses	1,436,949	-	-	1,436,949
			00001035-Mandarin Road Tree Planting	82,667	8,066	-	74,601
			00001036-Springfield Preservation Tree Planting	206,141	-	(5,076)	211,217
			00001315-Level 2 Tree Planting Program	3,853,469	1,292,647	1,523,265	1,037,557
			00001316-Montcrief Rd Beautification Project	409,341	228,636	40,467	140,239
			00001317-Riverside Avondale Pres - Relief	415,432	415,432	-	(0)
			00001345-District 8 Tree Planting	52,767	-	52,767	-
			00001606-Sulzbacher Village Level 3 Tree Planting	72,298	51,546	10,365	10,388
			00001607-Hugenot Park Level 3 Tree Planting	105,587	33,380	72,207	-
			00001623-Level 3 Tree Planting Program	1,000,000	167,363	74,196	758,441
			All Activity Values	10,994,506	3,232,481	2,670,102	5,091,923
			151016-PWOD Forrest Street Ash Site Tree Planting - Conservation and Resource Mg	5,995	-	5,995	-
			All Activity Values	532,545	-	-	532,545
			151132-PWOD County-Wide Tree Prog-Active Parks - Conservation and Resource Manag				
			All Activity Values	514,854	-	-	514,854
			151135-PWOD County-Wide Tree Prog-Preservation Parks - Conservation and Resource				
			All Activity Values	355,677	263,168	93,512	(1,004)
			154007-PWML 630-City Tree Planting Prog - Other Physical Environment				
			All Activity Values	2,855,319	1,460,141	398,584	996,594
			154008-PWML Patton Rd And Beach Blvd Tree Planting - Conservation and Resource M				
			All Activity Values	9,428	-	9,428	-
			154009-PWML Zoo Landscaping-Asian Exhibit - Conservation and Resource Management				
			All Activity Values	1,031,432	-	-	1,031,432
			191015-JXSF Conservation and Resource Management				
			00000981-Tree Protection & Related Expenditures-Activity	2,266,376	-	-	2,266,376
			All Activity Values	18,566,131	4,955,790	3,177,620	10,432,721
			151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag				
			00001035-Mandarin Road Tree Planting	48,919	-	3,321	45,598
			Total Tree Mitigation & Related Expense (15N, 15305 Fund)	48,919	-	3,321	45,598

Available Balance, Revenues, and Expenditures by month
9/10/21

15304-Tree Protection & Related Expenditures

	Sept-21	Aug-21	July-21	June-21	May-21	Apr-21	Mar-21	Feb-21	Jan-21	Dec-20	Nov-20	Oct-20
Cash	24,163,141	24,273,314	24,206,120	24,233,628	24,296,712	24,338,457	24,580,027	24,217,101	24,380,497	24,913,953	25,069,341.05	25,336,840.03
Liabilities	(9,904,366.49)	(10,043,422.41)	(10,343,824.70)	(10,615,927.37)	(10,815,776.66)	(11,046,299.59)	(9,862,398.79)	(10,213,664.45)	(10,613,677.01)	(8,899,493.81)	(8,127,378.85)	(8,389,832.53)
Net Budgeted Expenditures	14,258,774	14,229,891	13,862,295	13,617,700	13,480,935	13,292,157	14,717,629	14,003,437	13,766,820	16,013,460	16,915,981	16,946,677
Available Balance Total	28,883	365,596	246,595	199,131	278,160	489,015	666,630	717,944	461,847	301,590	289,638	213,252
Revenues												
Expenditures	139,056	300,402	272,103	199,849	270,523	776,099	351,266	400,013	285,817	1,227,885	262,454	475,268
15305-Tree Mitigation & Related Expense												
Cash	6,871,102	6,838,495	6,724,585	6,682,138	6,664,975	6,590,547	6,751,737	6,710,976	6,619,185	6,645,231	6,586,416	6,481,899
Liabilities	(45,598)	(45,598)	(45,598)	(48,919)	(48,919)	(48,919)	(48,919)	(48,919)	(48,919)	(48,919)	(48,919)	(48,919)
Net Budgeted Expenditures	6,825,504	6,792,897	6,678,987	6,633,219	6,616,056	6,541,628	6,483,857	6,662,057	6,570,265	6,596,312	6,537,497	6,432,980
Available Balance Total	32,607	113,910	45,768	17,163	74,428	57,771	(178,200)	91,791	(26,046)	58,815	104,517	73,974
Revenues												
Expenditures												

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Recent Expenditure Appropriations impacting available balance

<u>Fund</u>	<u>Budget Period</u>	<u>Total Budget</u>	<u>Description</u>
15304	10/19/20	2,000,000	Ord. 2019-745 Countywide program - public right of ways
15304	Jan-20	2,000,000	Ord. 2019-880 - Level 2 Tree Planting Program
15304	Feb-20	2,000,000	Ord. 2019-886 - 630-CITY Level 1 Tree Planting Program
15304	Apr-20	72,298	Ord. 2020-0114 -Level 3 Planting - project near Sulzbacher Village Apartments
15304	Apr-20	105,587	Ord. 2020-113 - Level 3 Tree Planting project at Huguenot Park
15304	Jun-20	1,000,000	Ord. 2020-213 - Level 3 Tree Planting Program
			2020-0616-E to "630-City Tree Planting Program" to Provide Tree Planting Administered by
			Public Works in the Public Rights-of-Way in Locations Where Adjacent Property Owners Have
15304	Dec-20	2,000,000	Made Requests thru 630-City
			2020-0732-E ORD Approp \$2,000,000.00 from the Tree Protection & Related Expenses
			Trust Fund, 15304, for the Level 2 County-Wide Prog to Provide Tree Planting on Public
15304	Jan-21	2,000,000	Land in Duval County Suggested by Individuals or Groups
			2021-0144-E - ORD Approp \$2,000,000 from the Tree Protection & Related Expenses Trust
15304	April -21	2,000,000	Fund, Fund 15304, for the County-Wide "Remove and Replace" Prog;
			2021-0455-E - ORD Approp \$2,000,000.00 from the Tree Protection & Related Expenses
			Trust Fund, Fund 15304, for the Level 2 County-Wide Prog to Provide Tree Planting on
15304	Pending Entry	2,000,000	Public Land in Duval County

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	Status	Appropriation Amount	Obligated	Contract/Warranty
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.	Maintenance/Warranty Complete	\$124,202.62	\$124,202.62	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	Complete	\$120,371.14		Liberty 2/yr
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.	Maintenance/Warranty Complete	\$21,472.80	\$21,472.80	Liberty 3/mos
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	Maintenance/Warranty Complete	\$247,749.52	\$247,749.52	Davey -1/yr
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.	Installation Complete	\$20,414.48		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.	Maintenance/Warranty Complete	\$30,949.40	\$30,949.40	Liberty 3/mos
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.	Installation Complete	\$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.	Maintenance/Warranty 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.	Maintenance/Warranty Complete	\$147,562.80	\$147,562.80	Liberty 3/mos
Yates Building - Cultural Council of Greater Jacksonville	8 Trees to be installed around renovated fountain at building entrance	Installation Complete	\$38,312.00		Liberty 2/yr
City Cemetery - citizen request	18 Trees in right of ways on Ionia St. and Jessie St.	Installation Complete	\$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	Installation Complete	\$284,900.07		Davey -1/yr

CITY OF JACKSONVILLE LEVEL 2 TREE PLANTING PROJECTS

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Requesting Entity	Project Scope	Status	Appropriation Amount	Obligated	Contract/Warranty
Cobblestone Homeowners Association/residential requests/HOA	Installation of 105 trees in city right of ways and medians to provide additional tree canopy, sound buffer and screening.	Installation Complete	\$191,322.00		Liberty 2/yr
Ed Austin Park Tree Planting/Resident request	115 Trees in right of ways around and within Willowbranch Park	Installation Complete	\$214,822.00		Liberty 2/yr
Neptune Beach/Residential requests - City of Neptune	Trees within residential Right of Ways - 47 trees	Installation Complete	\$55,490.00		Liberty 3/mos
Nathan Krestul Park - Friends of Krestul Park	Trees within Park - 34 trees	Installation Complete	\$95,580.00		Liberty 2/yr
John Gorrie Dog Park/Friends of John Gorrie Dog Park	Trees along Park Right of Way - Buffer - 11 Trees	Installation Complete	\$23,166.00		Liberty 2/yr
Alexandria Oaks Park/SMPs and Bolles School request	Trees within Park - 15 trees	Installation Complete	\$28,593.00		Liberty 2/yr
Huntington Forest Park/Resident request to CM	Trees along Park Right of Way - Buffer - 15 trees	Installation Complete	\$28,026.00		Liberty 2/yr
Love Grove/Willowbranch	Trees in right of ways around and within Willowbranch Park - 51 Trees	Phase 1 Complete	\$93,742.00		Liberty 2/yr
Greenland Park/residents adjacent to park	Trees within Park - 53 trees	Installation Complete	\$95,580.00		Liberty 2/yr
Harlow Blvd./Resident request	Trees within median on Harlow Blvd. - 47 trees	Installation Complete	\$102,804.00		Liberty 2/yr
Atlantic Beach/City of Atlantic Beach	Trees within Atlantic Beach residential Right of Ways and Parks - 96 trees	Installation Complete	\$194,532.00		Liberty 2/yr
Lake Mandarin HOA Tree Planting/Resident request	Trees within 4 HOA's residential Right of Ways and Parks - 94 trees	Installation Complete	\$190,168.00		Liberty 2/yr
Tom Marshall Park/Sports Association	Trees within ballpark and right of ways - 39 trees	Installation Complete	\$69,336.00		Liberty 2/yr
Boat Ramps/Waterfront Management	Trees within 7 boat ramps and parks - 62 trees	Installation Complete	\$111,132.00		Liberty 2/yr

CITY OF JACKSONVILLE LEVEL 2 TREE PLANTING PROJECTS

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Requesting Entity	Project Scope	Status	Appropriation Amount	Obligated	Contract/Warranty
Freedom Park/CM & Parks	Trees within newly established park (irrigated) - 38 trees	Installation Complete	\$38,548.00		Liberty 3/mos
Blue Cypress Park Restoration/Parks	Trees within park - field restoration - 157 trees	Pending Inspection	\$187,154.40		Liberty 3/mos
Emerald Trail; Model Mile /Groundwork Jax	Trees and irrigation within medians and ROW's of new trail project - 128 trees	Scheduling	\$531,954.78		Liberty 2/yr
Reddell Point Park/CM and Parks	Trees within park - field restoration - 27 trees	Installation Complete	\$53,055.00		Liberty 2/yr
Twin Lakes Academy ES/School	Trees within school grounds and ROW - 66 trees	Scheduling	\$122,553.00		Liberty 2/yr
Atlantic Beach/City of Atlantic Beach Phase 2	Trees within Atlantic Beach residential Right of Ways and Parks - 133 trees	In Progress	\$164,404.80		Liberty 3/mos
Kernan Blvd./CM	Trees within medians and Row of Kernan Blvd. - 132 trees	Scheduling	\$276,722.50		Liberty 2/yr
Amelia View/residential	Trees within medians and ROW in Amelia View community - 73 trees	Pending Inspection	\$145,395.00		Liberty 2/yr
Whitehouse Park/Parks and residential	Trees within play area and recreational fields - 29 trees	Scheduling	\$54,594.00		Liberty 2/yr
Baker Point Park/Parks and residential	Trees within park undergoing improvements - 8 trees	Scheduling	\$17,091.00		Liberty 2/yr
Park St. Rd. Diet/DIA, Prosser	Trees and irrigation within right of way and median undergoing construction improvements - 104 trees	Scheduling	\$399,526.00		Liberty 2/yr
Fort Caroline Rd. Tree Planting	Trees within right of way along Fort Caroline Rd. 66 trees	MBRC	\$165,793.50		2-Year Warranty
Norfolk Soutel Tree Planting	Trees within medians and right of way along Norfolk Blvd. 36 trees	MBRC	\$85,000.00		2-Year Warranty
Jax Beach Park and ROW	Trees within parks and right of way. 150 trees	Tree Commission	\$277,789.50		2-Year Warranty
Gold Star Family Memorial Highway	Trees within retention pond and right of way. 200 trees	Tree Commission	\$466,296.00		2-Year Warranty

Jacksonville Equestrian Center Level 3 Tree Planting

Bald Cypress, Live Oak



Jacksonville Equestrian Center – Level 3 Tree Planting

- Sycamore



- Bald Cypress



- Sabal Palm



3

Jacksonville Equestrian Center – Level 3 Tree Planting

- Southern Redcedar



3

















CHANGES IN "GRANT" AGREEMENT 4/16/21 (COMMISSION DECISION IN BOLD, ALL CAPS)

1. Instructions and Application will be revised to correspond with the Agreement.
2. The Application, which will include the Instructions in it, will be one large Exhibit to the Agreement rather than separate Exhibits.
3. Application will be revised to more specifically ask for documents needed to judge the design.
 - a. Do we need to know if the Applicant
 - i. Has received City funds before?
 - ii. Is a past recipient of Tree Fund monies?
 - iii. Has submitted all the required documentation now due from the previously funded projects?
 - b. Do we need to know how many Volunteers and staff are participating?
 - c. If matching funds are being provided? **YES, STATE IF MATCHING FUNDS PROVIDED**
 - d. Greater emphasis on the design and budget breakdown will be provided.
4. It is not a "Grant" Agreement, but rather an "Agreement" or "Design-Build Agreement."
5. The applicant for the funds is the "Applicant" rather than "Contractor."
6. Remove "Community Organization" from name of Program to match accounting system – so it will be "Level 3 Tree Planting Program."
7. Question: who is eligible to be an Applicant? (policy question) **KEEP COMMUNITY ORGANIZATIONS AND NON-PROFITS**
8. Definitions:
 - a. All in one location and part of the Agreement
 - b. Adding new definitions –
 - i. Applicant's Project Manager,
 - ii. Construction Documents,
 - iii. Contractor,
 - iv. "Design Consultant" is now "Landscape Architect"
 - v. Interim Inspection,
 - vi. Final Inspection,
 - vii. Final Acceptance,
 - viii. Others?
9. Adding statutory and ordinance code requirements for procurement of design services and construction.
 - a. Design services (Sec. 287.017, F.S.)
 - i. Design services over \$35,000, or
 - ii. Construction cost of over \$325,000
 - b. Construction/maintenance cost (Sec. 255.0525, F.S.)
 - i. Contract over \$200,000, but
 - ii. City may reduce that to \$100,000
 - iii. City solicitation procedures for single source, informal and formal awards must also follow Ch. 126, Ordinance Code
10. Payment to Applicants will be on a "work performed and invoiced" basis, not "reimbursement."

**JACKSONVILLE TREE COMMISSION'S
LEVEL 3 TREE PLANTING PROGRAM
PRE-APPLICATION PROCEDURES**

1. PROJECT SCOPE REVIEW MEETING

- A. Eligible Applicant must meet with the Tree Commission Staff ("Staff") to review location and scope of proposed Project.
- B. At the meeting, Applicant must be prepared to identify the following:
 - 1. Project boundaries;
 - 2. Public agency that owns and manages the property;
 - 3. Site limitations;
 - 4. Type and number of trees;
 - 5. Proposed use of volunteers;
 - 6. Project visibility to the public and if an enhancement to a blighted area; and
 - 7. Public benefit of the Project.
- C. Staff submits written response to Applicant within 1 week of meeting, approving Project scope with conditions, if any, or recommending selection of another Project, if issues with the proposed Project are not easily resolved. If Project scope is approved, Applicant must prepare a Conceptual Project Plan for the next meeting.

2. CONCEPTUAL PROJECT PLAN REVIEW MEETING

- A. Applicant must meet with Staff, and the agency representative for the owner of the property where the Project will take place, to review the Applicant's Conceptual Project Plan.
- B. Applicant must provide:
 - 1. Conceptual Project Plan showing: location of proposed trees, identified by number, symbol or acronym; approximate quantity of trees; tree size; and tree type. This information is to be prepared on a base sheet, indicating existing structures and trees, and where new trees are to be provided. Base sheet may be a plan drawing or aerial photo and should be generally to scale, but this is not an absolute requirement.
 - 2. Description of Scope of Work including:
 - a. Plant Schedule;
 - b. Tree or other obstruction removal;
 - c. Soil replacement;
 - d. Irrigation;
 - e. Use of volunteers;
 - f. Services provided by owner or others;
 - g. Maintenance requirements; and
 - h. Any other information requested by Staff in the Project Scope Review Meeting or that the Applicant feels may be needed.

- C. Staff submits written review comments of conceptual design to Applicant within 1 week of the Conceptual Project Plan meeting for incorporation into Schematic Planting Plan that will be submitted with Level 3 Application.

3. SCHEMATIC PLAN REVIEW

- A. Applicant prepares Schematic Planting Plan to include in Level 3 Application, drawn to scale by a Florida registered Landscape Architect, along with the other Exhibits required by the Application, clearly showing the information required in the Conceptual Design Plan phase and incorporating staff review comments.

- 4. LEVEL 3 APPLICATION SUBMITTAL** – See the Level 3 Tree Planting Program Application Instructions and Process Guide for further information.

CITY OF JACKSONVILLE TREE COMMISSION
LEVEL 3 APPLICATION

COMMUNITY ORGANIZATION FEE/WORK HOURS CALCULATION

INSTRUCTIONS

COMMUNITY ORGANIZATION WORK HOURS SUMMARY

Part 1 - General

1. Insert Project name
2. Insert Community Organization name.
3. Insert Date of Proposal

Part 2 – Labor Hours

4. Insert labor hours for each task.
 - a. Show number of hours of each employee for each type of work utilized on each project. If one employee is working at two different jobs, say, both project management and clerical, then the project manager when performing clerical work would show clerical labor hours under the clerical hour column. Modify employee job title as needed. Show 0 hours if task not performed.
 - b. Add other work descriptions not listed.
 - c. Work sheet will calculate total hours for each job description.
 - d. Insert total number of hours for each job category on Community Organization Fee Summary form.

COMMUNITY ORGANIZATION PROJECT MANAGEMENT & CONSULTANT FEE SUMMARY

Part 1 - General

1. Insert Project name.
2. Insert Community Organization.
3. Insert Proposal Date.

Part 2 - Project Management

4. List employees involved in project management of proposed project.
 - a. List job title and employee name.
 - b. Show hourly rate of each employee (employee hourly salary plus benefits and overhead). If the one employee is working at two different jobs, say both project management and clerical, then the project manager would charge clerical work at the clerical hourly rate.
 - c. Enter total labor work hours listed on Work Hours Summary sheet for each employee.
 - d. Work sheet will calculate total cost of each employee and total the direct labor costs.
5. Work sheet will then calculate an Administrative Fee of 10%. The Community Group is acting as the prime design consultant to the City, and so the standard 10% markup of the total cost of a consultant's direct labor, benefits and overhead shall also apply to community group services.
6. Enter Miscellaneous Direct Costs
7. Enter Sub-Consultant Fees
8. Work sheet will calculate Total Fee amount.

**COMMUNITY ORGANIZATION WORK HOURS SUMMARY
LEVEL 3 APPLICATION**

**TREE COMMISSION
CITY OF JACKSONVILLE, FLORIDA**

PART ONE - GENERAL

1. PROJECT	3. COMMUNITY ORGANIZATION
Insert Project Name here	Insert Organization Name here
2. DATE OF PROPOSAL	
Insert Date here	

PART TWO - LABOR HOURS

Work Description	Director Hrs	Prj Manager Hrs	Clerical Hrs	Hrs	Hrs
DESIGN/CONSTRUCTION COORDINATION					
Site Visit	0	0	0	0	0
Coordination w/ Agency responsible for property	0	0	0	0	0
Coordination w/ City Contract Manager	0	0	0	0	0
Design Consultant Coordination	0	0	0	0	0
Bidding, Award, Contract Preparation	0	0	0	0	0
Construction Coordination	0	0	0	0	0
City Invoicing	0	0	0	0	0
Consultant/Contractor Billing Review & Payment	0	0	0	0	0
VOLUNTEER COORDINATION (If Volunteers used)					
Volunteer Recruitment/Coordination before Planting	0	0	0	0	0
Volunteer Coordination during Planting	0	0	0	0	0
LIST OTHER WORK ITEMS BELOW					
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
4. TOTAL HOURS	0	0	0	0	0

GC#1455376

5

CITY OF JACKSONVILLE TREE COMMISSION
LEVEL 3 APPLICATION

COMMUNITY ORGANIZATION DESIGN CONSULTANT'S
FEE/WORK HOURS CALCULATION

INSTRUCTIONS

Have each Consultant complete a Work Hours & Fee Form

DESIGN CONSULTANT WORK HOURS SUMMARY

Part 1 - General

1. Insert Consultant Name
2. Insert Project Name
3. Insert Date of Proposal
4. Insert Community Organization

Part 2 – Labor Hours

5. Insert labor hours for each task.
 - a. Show number of hours of each employee for each type of work utilized on each project. If one employee is working at two different jobs, say, both project management and landscape designer, then the project manager when performing design work would show landscape design labor hours under the landscape designer hour column. Modify employee job title as needed.
 - b. Add other work descriptions not listed.
 - c. Work sheet will calculate total hours for each job description.
 - d. Insert total number of hours for each job category on each Design Consultant Fee Summary form.

DESIGN CONSULTANT FEE SUMMARY

Part 1 - General

1. Insert Consultant.
2. Insert Project Name.
3. Insert Proposal Date.
4. Insert Community Organization

Part 2 - Project Management

5. List employees involved in design of proposed project.
 - a. List job title and employee name.
 - b. Show hourly rate of each employee (employee hourly salary plus benefits, overhead and profit). If the one employee is working at two different jobs, say, both project management and landscape designer, then the project manager when performing design work would charge landscape design at the customary landscape design hourly rate.
 - c. Enter total labor work hours listed on Work Hours Summary sheet for each employee.
 - d. Work sheet will calculate total cost of each employee, and total the direct labor costs.
6. Enter each estimated Miscellaneous Direct Cost. Work sheet will calculate total miscellaneous direct costs.
7. Enter Sub-Consultant Fees.
8. Work sheet will calculate Total Fee amount.

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**DESIGN CONSULTANT WORK HOURS SUMMARY
LEVEL 3 APPLICATION**

**TREE COMMISSION
CITY OF JACKSONVILLE, FLORIDA**

PART ONE - GENERAL

1. CONSULTANT	3. DATE OF PROPOSAL
Insert Consultant Name here	Insert Date here
2. PROJECT	4. COMMUNITY ORGANIZATION
Insert Project Name here	Insert Organization Name here

PART TWO - LABOR HOURS

Work Description	Prj. Manager Hrs	Landscape Architect (Registered) Hrs	Landscape Designer Hrs	Irrigation Designer Hrs	CAD Technician/ Drafter Hrs	Clerical Hrs
DESIGN/CONSTRUCTION COORDINATION						
Site Review	0	0	0	0	0	0
Base Map Preparation	0	0	0	0	0	0
User Coordination	0	0	0	0	0	0
Schematic Design	0	0	0	0	0	0
Final Design (Construction Drawings)	0	0	0	0	0	0
Community Organization Coordination & Invoicing	0	0	0	0	0	0
Bidding & Award	0	0	0	0	0	0
Construction Coordination w/Contractor	0	0	0	0	0	0
Initial Inspection/Punch List	0	0	0	0	0	0
3 Month Warranty: Inspection/Punch List & follow-up (if applicable)	0	0	0	0	0	0
6 month Warranty: 6 Month Inspection/Punch List & follow-up	0	0	0	0	0	0
12 Month Warranty: 6 & 12 Month Inspection/Punch List & follow-up	0	0	0	0	0	0
Review of Contractor Invoices & Payment Approval	0	0	0	0	0	0
VOLUNTEER COORDINATION (If Volunteers used)						
Volunteer Coordination during Planting	0	0	0	0	0	0
LIST OTHER WORK BELOW						
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
	0	0	0	0	0	0
5. TOTAL HOURS	0	0	0	0	0	0

GC# 1455379

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TREE MITIGATION CITY OF JACKSONVILLE



TREE REMOVAL PERMIT INFORMATION

Click here to search detailed information on Site Clearing and Tree Removal Permits. In reviewing tree removal information on a specific permit, for "B" permits click on the Spec 2 tab; for "L" permits click on 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):	\$14,258,774.10
15N (Charter):	\$6,825,504.43
Better Jacksonville Plan - Tree Mitigation Project:	\$1,717,826.00
Total:	\$22,802,104.53



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



9/10/2021		Remaining	FY 21	Open	Remaining
Budget Balance of Appropriated Expenditures		Budget	Expenditures	Purchase Orders	Balance
Center	Activity				
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00000189-5Th & Cleveland Ash Site Tree Planting	17,677	11,083	6,594	-
	00000275-Brown's Dump Ash Site Tree Planting	3,033	2,149	884	-
	00000378-County-Wide Tree Prog-Right Of Way	3,167,175	881,560	993,233	1,292,382
	00000429-Duval County School Board Property	92,244	-	-	92,244
	00000541-Hammond Blvd Project	43,379	140,620	(107,525)	10,283
	00000604-Intersec,Bridge,Misc 09-10 Landscaping	18,468	-	-	18,468
	00000651-King St Planting College To Park	8,725	-	8,725	-
	00000744-North Main Street Landscaping	9,156	-	-	9,156
	00000982-Tree Protection & Related Expenses	1,436,949	-	-	1,436,949
	00001035-Mandarin Road Tree Planting	82,667	8,066	-	74,601
	00001036-Springfield Preservation Tree Planting	206,141	-	(5,076)	211,217
	00001315-Level 2 Tree Planting Program	3,853,469	1,292,647	1,523,265	1,037,557
	00001316-Moncrief Rd Beautification Project	409,341	228,636	40,467	140,239
	00001317-Riverside Avondale Pres - Releaf	415,432	415,432	-	(0)
	00001345-District 8 Tree Planting	52,767	-	52,767	-
	00001606-Sulzbacher Village Level 3 Tree Planting	72,298	51,546	10,365	10,388
	00001607-Hugenot Park Level 3 Tree Planting	105,587	33,380	72,207	-
	00001623-Level 3 Tree Planting Program	1,000,000	167,363	74,196	758,441
	All Activity Values	10,994,506	3,232,481	2,670,102	5,091,923
151016-PWOD Forrest Street Ash Site Tree Planting - Conservation and Resource Mg	All Activity Values	5,995	-	5,995	-
151132-PWOD County-Wide Tree Prog-Active Parks - Conservation and Resource Manag	All Activity Values	532,545	-	-	532,545
151135-PWOD County-Wide Tree Prog-Preservation Parks - Conservation and Resource	All Activity Values	514,854	-	-	514,854
154006-PWML Tree Maintenance - Other Physical Environment	All Activity Values	355,677	263,168	93,512	(1,004)
154007-PWML 630-City Tree Planting Prog - Other Physical Environment	All Activity Values	2,855,319	1,460,141	398,584	996,594
154008-PWML Patton Rd And Beach Blvd Tree Planting - Conservation and Resource M	All Activity Values	9,428	-	9,428	-
154009-PWML Zoo Landscaping-Asian Exhibit - Conservation and Resource Management	All Activity Values	1,031,432	-	-	1,031,432
191015-JXSF Conservation and Resource Management	00000981-Tree Protection & Related Expenditures-Activity	2,266,376	-	-	2,266,376
		18,566,131	4,955,790	3,177,620	10,432,721
151004-PWOD Tree Mitigation & Related Expenses - Conservation and Resource Manag	00001035-Mandarin Road Tree Planting	48,919	-	3,321	45,598
Total Tree Mitigation & Related Expense (15N, 15305 Fund)		48,919	-	3,321	45,598

Recent Expenditure Appropriations impacting available balance

<u>Fund</u>	<u>Budget Period</u>	<u>Total Budget</u>	<u>Description</u>
15304	10/19/20	2,000,000	Ord. 2019-745 Countywide program - public right of ways
15304	Jan-20	2,000,000	Ord. 2019-880 - Level 2 Tree Planting Program
15304	Feb-20	2,000,000	Ord. 2019-886 - 630-CITY Level 1 Tree Planting Program
15304	Apr-20	72,298	Ord. 2020-0114 -Level 3 Planting - project near Sulzbacher Village Apartments
15304	Apr-20	105,587	Ord. 2020-113 - Level 3 Tree Planting project at Huguenot Park
15304	Jun-20	1,000,000	Ord. 2020-213 - Level 3 Tree Planting Program
15304	Dec-20	2,000,000	2020-0616-E to "630-City Tree Planting Program" to Provide Tree Planting Administered by Public Works in the Public Rights-of-Way in Locations Where Adjacent Property Owners Have Made Requests thru 630-City
15304	Jan-21	2,000,000	2020-0732-E ORD Approp \$2,000,000.00 from the Tree Protection & Related Expenses Trust Fund, 15304, for the Level 2 County-Wide Prog to Provide Tree Planting on Public Land in Duval County Suggested by Individuals or Groups
15304	April -21	2,000,000	2021-0144-E - ORD Approp \$2,000,000 from the Tree Protection & Related Expenses Trust Fund, Fund 15304, for the County-Wide "Remove and Replace" Prog; 2021-0455-E - ORD Approp \$2,000,000.00 from the Tree Protection & Related Expenses Trust Fund, Fund 15304, for the Level 2 County-Wide Prog to Provide Tree Planting on
15304	Pending Entry	2,000,000	Public Land in Duval County