



## Village of Biscayne Park Commission Agenda Report

**Village Commission Meeting Date:** March 1, 2016

**Subject:** 2016 National Urban and Community  
Forestry Grant Program

**Prepared By:** Heidi Siegel, Village Manager

**Sponsored By:** Staff

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### Background

The Village Staff wishes to apply for a National Urban and Community Forestry grant to enhance and maintain the Village's tree canopy.

The grant will allow the Village to:

- Maintain the existing tree canopy.
- Rental of a lift machine to prune trees and remove coconuts.
- Utilize a professional certified arborist for staff certification, guidance and training to increase staff certification levels.
- Achieve TREE CITY USA status
- Educate the community through committees and workshops to improve the tree canopy on private properties.

### Fiscal/Budget Impact

Staff is requesting \$5,000 in matching grant funds for the 2016 National Urban and Community Forestry Grant Program. The Village's required match will be request during the Fiscal Year 2016/2017 budget process. The total amount of the grant is \$10,000 (\$5,000 matching grant).

### Staff Recommendation

Approval of Resolution 2016-07

### Attachments

- Resolution 2016-07
- 2016 National Urban and Community Forestry Grant Scope of Work and Budget

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3 **RESOLUTION NO. 2016-07**  
4

5 **A RESOLUTION OF THE VILLAGE**  
6 **COMMISSION OF THE VILLAGE OF**  
7 **BISCAYNE PARK, FLORIDA, AUTHORIZING**  
8 **THE VILLAGE MANAGER TO APPLY FOR**  
9 **THE 2016 FLORIDA URBAN AND**  
10 **COMMUNITY FORESTRY GRANT PROPOSAL**  
11 **THROUGH THE DEPARTMENT OF**  
12 **AGRICULTURE AND CONSUMER SERVICES;**  
13 **PROVIDING FOR AN EFFECTIVE DATE**

14  
15 WHEREAS, trees and the diverse tree canopy are an important part of the Village; and

16 WHEREAS, the Village of Biscayne Park desires to apply for the 2016 Florida Urban  
17 and Community Forestry Grant which would provide funding for the continued maintenance  
18 and care of our tree canopy; and

19 WHEREAS, once funding is approved from the grant, the Village of Biscayne Park will  
20 execute a Maintenance Memorandum of Agreement between the Village of Biscayne Park and  
21 the Florida Department of Agriculture and Consumer Services.

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23 **NOW THEREFORE BE IT RESOLVED BY THE VILLAGE COMMISSION OF**  
24 **THE VILLAGE OF BISCAYNE PARK, FLORIDA:**

25 **Section 1.** The foregoing "Whereas" clauses are hereby ratified and confirmed as  
26 being true and correct and hereby made a specific part of this Resolution upon adoption hereof.

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28 **Section 2.** The Village Commission authorizes the Village Manager to apply for the  
29 2016 Florida Urban and Community Forestry Grant which would provide funding for the  
30 continued maintenance and care of our tree canopy. The grant application, in substantial form,  
31 is attached and incorporated by reference into this resolution as exhibit 1.

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33 **Section 3.** This Resolution shall become effective upon adoption.

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PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016.

**The foregoing resolution upon being put to a vote, the vote was as follows:**

\_\_\_\_\_  
David Coviello, Mayor

Attest:

\_\_\_\_\_  
Maria C. Camara, Village Clerk

Approved as to form:

\_\_\_\_\_  
John J. Hearn, Village Attorney

Mayor Coviello: \_\_\_\_  
Vice Mayor Watts: \_\_\_\_  
Commissioner Anderson: \_\_\_\_  
Commissioner Jonas: \_\_\_\_  
Commissioner Ross: \_\_\_\_

ATTACHMENT A  
2016 FLORIDA URBAN AND COMMUNITY FORESTRY GRANT

SCOPE OF WORK

**GENERAL INSTRUCTIONS:** Please complete all items pertaining to the Category Grant for which you are applying. The proposal packet must not exceed thirty (30) one sided pages, including attachments. All attachments must be 8 1/2" X 11". Six (6) copies, (one copy with original signatures and five copies) of the proposal must be received no later than 2:00 p.m., March 31, 2016, at:

Florida Department of Agriculture and Consumer Services  
Purchasing Office - U&CF - 2016 PROPOSAL  
407 South Calhoun Street  
Mayo Building - Room SB-8  
Tallahassee, FL 32399-0800  
Telephone (850) 617-7181

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If you have any questions, please see ATTACHMENT M, District/Center Contacts.

PROPOSER INFORMATION (Please Print or Type)

Project Title: Biscayne Park Tree Canopy Care Project  
Proposer Name: Village of Biscayne Park  
Name and Title of Contact Person: Heidi Siegel, Village Manager  
Address: 640 NE 114 Street Biscayne Park, FL  
Zip: 33161 Phone: 305-899-8000 US Congressional District Number: 24  
FEID Number: 59-6000277 DUNS Number: \_\_\_\_\_  
Email address: villagemanager@biscaynepark-fl.gov  
Is your organization a Non-profit corporation pursuant to Chapter 617, Florida Statutes? Yes \_\_\_\_\_ No X

If the applicant is a city or county government, does your urban forestry program have the following:

Professional Staff, in-house or contracted. List qualifications such as ISA certification, forestry degree, etc:

on-call certified Arborist, V. ...

Citizen Tree Advisory Board or Tree Advocacy Group. Describe: Parks & Parkways and Ecology Boards

Urban Tree Inventory or Management Plan, how current? 2005

Tree Ordinance covering either public or private lands, describe: Miami Dade County

As the duly authorized representative of the Proposer named above, I hereby certify that all parts of the proposal and required grant information have been read and understood and that all information submitted herein is true and correct.

Authorized Executive Officer: Heidi Siegel

Title: Village Manager

Signature: [Handwritten Signature]

Date: 2/26/2016

(SCOPE OF WORK CONTINUED)

Describe the local community and current urban forestry program and role of applicant in that program, if a non-profit group:

Previous U&CF Grants received by the applicant. When were they implemented, and what did they accomplish?

Describe the goals and objectives of this project:

Describe how this project will help to develop and improve this program in the long-term:

Describe why these funds are needed to complete this project:

For a tree planting, describe what species are being planted and why. How will they be installed and maintained (be brief and concise, but complete)?

What environmental or educational value will the community derive from this project?

What steps have been taken to carry out this project in a cost effectiveness manner?

How will this project increase citizen involvement and support for the Community's Urban Forestry program in the long term? What evidence of community support for this project can be produced?

How will this project be publicized in the local community?

Tree City or Tree Campus USA certification and growth award, last year current?

Will a Certified Arborist(s) or a graduate forester from an accredited four year Bachelor of Science in Forestry program oversee this project? If not, who will provide oversight and what are their credentials?

What new partnerships will the project create or encourage?

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ATTACHMENT B

BUDGET

Activity: Local Government Program Development and Improvement

Specific Description: Professional Tree Trimming / Pruning Services and Training

SUMMARY OF COSTS

(A 50/50 match on behalf of the Proposer is required)

	REQUESTED GRANT \$	LOCAL MATCH \$
Personnel	_____	_____
Fringe Benefits	_____	_____
Equipment (if authorized)	<u>\$500.00</u>	<u>\$500.00</u>
Supplies	_____	_____
Contractual (if authorized)	<u>\$4,500.00</u>	<u>\$4,500.00</u>
Trees	_____	_____
Overhead (5% for match)	_____	_____
Total Requested Grant (I)	<u>\$5,000.00</u>	_____
Total Matching Costs (II)	_____	<u>\$5,000.00</u>
Total Program Costs (III)	<u>\$10,000.00</u>	

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Add columns I and II for total III (100%)

50 % Grant request

50 % Local match

**A BUDGET, DETAILING ALL COSTS IDENTIFIED ABOVE MUST BE ATTACHED.**

PROJECT LOCATION INFORMATION (Please print or type - complete where applicable)

County: Miami-Dade

Describe the Specific Location of the Project: Village of Biscayne Park

Who has responsibility for overseeing Project implementation (name and title)? \_\_\_\_\_

Heidi Siegel, Village Manager

Who has maintenance responsibility for the Project after completion? \_\_\_\_\_

Public Services Department

Is the Land Ownership Public or Private? Public

Name of Landowner: Village of Biscayne Park

Project Title: Biscayne Park Tree Canopy Project

Applicant Name: Village of Biscayne Park

(BUDGET CONTINUED)

**Please note:** All proposals must include a detailed itemized budget summary which lists all anticipated expenditures and explains all project costs. Proposals for site specific demonstration tree planting projects must list the quantity, species and approximate size (container size, or caliper and height) of trees to be planted.

**IMPORTANT: THIS FORM MUST BE USED. PROPOSERS NOT USING THIS FORM WILL BE RULED INELIGIBLE**

COST ITEMS	QUANTITY	RATE OR PRICE	GRANT COST	MATCH COST
<u>Personnel</u> (List titles or positions)				
<u>Fringe Benefits</u>				
<u>Equipment</u> (List items)  Boom Lift Rental (to trim trees)	1	\$1,000	\$500	\$500

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COST ITEMS	QUANTITY	RATE OR PRICE	GRANT COST	MATCH COST
<u>Supplies</u> (List items)				- DRAFT -
<u>Contractual</u> (List)				
Tree Pruning Comp.	1	\$8,000	\$4,000	\$4000
Certified Arborist	1	\$1,000	\$500	\$500

COST ITEMS	QUANTITY	RATE OR PRICE	GRANT COST	MATCH COST
<u>Trees</u> (List species and size)				
Overhead (5% of grant for match)				
Total			\$5,000	\$5,000

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\* Grant dollars may not be used to purchase food as supplies.