



City of Pensacola

Environmental Advisory Board

Agenda

City of Pensacola
222 W. Main Street
Pensacola, FL 32502

November 7, 2024, 2:00 PM

Hagler-Mason, 2nd Floor

One or more members of City Council may be in attendance.

The meeting can be watched via live stream at cityofpensacola.com/video.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. 24-832 APPROVAL OF MINUTES: REGULAR MEETING DATED SEPTEMBER 5, 2024.

Recommendation: That the Environmental Advisory Board (EAB) approve the September 5, 2024 meeting minutes.

Sponsors: Katie Dineen - Chair

Attachments: EAB Minutes 09.05.2024

PRESENTATIONS

STAFF COMMUNICATIONS

ACTION ITEMS

2. 24-1041 TREE CANOPY RESTORATION PROJECT OF PENSACOLA TREE PLANTING GRANT APPLICATION

Recommendation: That the EAB review the Grant application submitted by Tree Canopy Restoration Project of Pensacola and further that the EAB make a recommendation to City Council regarding its funding.

Sponsors: Katie Dineen - Chair

Attachments: Tree Planting Trust Fund Grant Application 2024 Final (1)

3. 24-1042 TANYARD NEIGHBORHOOD ASSOCIATION - TANYARD TREE
CANOPY RESTORATION GRANT APPLICATION

Recommendation: That the EAB review the Grant application submitted by the Tanyard Neighborhood Association for the Tanyard Tree Canopy Restoration Project and further that the EAB make a recommendation to the City Council regarding its funding.

Sponsors: Katie Dineen - Chair

Attachments: *tree gant application signed 2024*

DISCUSSION ITEMS

4. 24-1040 DISCUSSION -- DRAFT AMENDMENTS TO THE EAB ENABLING
ORDINANCE

Recommendation: That the EAB have a discussion regarding the Draft amendments to the EAB enabling Ordinance

Sponsors: Katie Dineen - Chair

Attachments: *EAB Enabling Ordinance 38-13 - retype and amended (003)*
BOARDS HANDBOOK (004)

BOARD MEMBER COMMENTS

PUBLIC COMMENT

ADJOURNMENT

If any person decides to appeal any decision made with respect to any matter considered at such meeting, he will need a record of the proceedings, and that for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to City services, programs and activities. Please call 850-435-1606 (or TDD 850-435-1666) for further information. Request must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 24-832

Environmental Advisory Board

11/7/2024

LEGISLATIVE ACTION ITEM

SPONSOR: Katie Dineen - Chair

SUBJECT:

APPROVAL OF MINUTES: REGULAR MEETING DATED SEPTEMBER 5, 2024.

RECOMMENDATION:

That the Environmental Advisory Board (EAB) approve the September 5, 2024 meeting minutes.

HEARING REQUIRED: No Hearing Required

SUMMARY:

On September 5, 2024, the EAB held a meeting. This item seeks approval of the minutes from that meeting.

PRIOR ACTION:

September 5, 2024 -- EAB held a meeting

FUNDING:

N/A

FINANCIAL IMPACT:

N/A

LEGAL REVIEW ONLY BY CITY ATTORNEY: No

STAFF CONTACT:

Don Kraher, Council Executive
Katherine Kuhn, Environmental Coordinator

ATTACHMENTS:

1. EAB Minutes 09.05.2024

PRESENTATION: No



City of Pensacola

Environmental Advisory Board

MINUTES

City of Pensacola
222 W. Main Street
Pensacola, FL 32502

September 5, 2024, 2:00 PM

Hagler-Mason, 2nd Floor

Members Present: Katie Dineen, Chair, Neil Richards, Vice Chair, Kelly Hagen, Blase Butts, Katie Fox, Jay Massey, Rachel Mahone, Mark Gottschalk, Jordan Poole

Members Absent: None

Others Present: Don Kraher, Council Executive, Sonja Gaines, Council Assistant, Katherine Kuhn, Environmental Coordinator, Chase Crawford, Arborist, Caitlin Cerame, Transportation Planner, Chelsea Mahan, Christian Wagley

CALL TO ORDER:

The meeting was called to order by Chair Dineen.

ROLL CALL:

A quorum was established.

APPROVAL OF MINUTES:

1. 24-831 APPROVAL OF MINUTES: REGULAR MEETING DATED JULY 11, 2024.

Recommendation: That the Environmental Advisory Board (EAB) approve the meeting minutes from July 11, 2024.

Sponsors: Katie Dineen - Chair

Attachments: EAB Minutes 07.11.2024

Motion made by Member Massey, seconded by Member Mahone to approve the minutes of the July 11, 2024, meeting. The motion carried unanimously, 9 – 0.

PRESENTATIONS:

There were no presentations.

STAFF COMMUNICATIONS:

Katherine Kuhn introduced Transportation Planner Caitlin Cerame who gave the Board an update on the FDOT Bayfront Trail, from Tarragona Street to the roundabout trail at 17th

Avenue. FDOT completed 30% design plans for the trail that will replace the current sidewalk and create a trail that will transition from 8' to 12' moving further east. There will be a buffer between the trail and the traffic lanes that will require a reduction in the median. They are proposing to put two additional pedestrian crosswalks out there and the city did comment that they had requests for additional high emphasis crosswalks that meet new FDOT standards with striping and advanced signage, warnings and appropriate lighting. Also commented that they want to have shade in the buffer area. This all stems from the Sun Trail application the city applied for. There is a public meeting scheduled for the FDOT design project on January 28th at 5:30 pm.

Further discussion occurred on the possibility of a road diet on Bayfront Parkway, the city taking over Bayfront Parkway from FDOT and the process involved since it is a strategic intermodal systems connector road that connects the truck route from 9th Avenue to the Port. Bayfront Parkway also is vulnerable to storms and is the responsibility of FDOT. There are things that would have to be considered for the city to take over responsibility.

Questions asked whether they would look at the storm drains along bayfront and whether an arborist would be consulted to look at what type of trees would be planted to provide shade, rather than the palms.

Transportation Planner indicated that she would investigate that. The City's arborist would look at it on the City's end to be sure it is the right tree for the right place. FDOT usually has professionals look at the landscaping plan. The city does have some stormwater projects planned along bayfront. She will follow up with FDOT to get information from the Project Manager and find out if there is a specific site for this project on their website.

Chelsea Mahan provided an update on the tree canopy restoration projects. In December 2023, they planted 88 trees and all of them are still alive. It was all volunteer led and the funds came from the approved grant process from the Tree Planting Trust Fund. They are hopeful to do another project and are working on their application.

Also, as part of the process, there will be community education on the proper care and pruning needed scheduled later. All of the tree planting sites and trees were approved by the previous city arborist, with the intent to be in the right-of-way or 20 feet beyond, taking into consideration power lines, utility easements, underground utilities, and call before you dig.

They are going to push to get trees located in the northern area of the city. Last time they went through CNAP, working with neighborhood associations.

Member Hagen requested an update on the \$1 million tree planting grant the city received for the Westside.

ACTION ITEMS:

There were no action items.

DISCUSSION ITEMS:

2. 24-840 DISCUSSION -- EAB GOALS & BRAINSTORMING

Recommendation: That the Environmental Advisory Board have a discussion related to Goals and Brainstorming ideas.

Sponsors: Katie Dineen - Chair

Attachments: None

Environmental Coordinator opened discussion on the role of the EAB, reviewing the brainstorming document she prepared (copy on file) on the meaning and purpose of the EAB. She also provided a spreadsheet (copy on file) on other cities and counties in Florida that had environmental committees and boards for comparison. She reviewed the definition in general, the City's definition as outlined in the enabling Ordinance No. 38-13, pointing out the purpose and responsibilities of the EAB, with several questions posed about other environmental matters affecting the city that are initiated by the Board and approved by the City Council and/or Mayor, seeking comments from board members.

Some of the comments raised by the Board included difference in meeting schedules of the Board and City Council meetings. Ability to address Council regarding environmental issues, finding out what environmental issues are being addressed by the City Council or various City departments.

Council Executive indicated there needs to be a clear understanding. A lot of the items being talked about are not City Council driven items; they are staff items and understanding the differences between the City Council responsibilities and what they actually can do and what staff can do are two different things. City Council is not going to be the driver on a lot of the issues. Looking at the spreadsheet on other cities and counties, all of them, with the exception of Jacksonville have a Council/Manager form of government, not a Mayor/Council form. They function differently. Where and how the Boards are set up may be different. Are they a council appointed board, a sunshine board or are they set up as an advisory board to the Mayor. Need to ensure that it can do that here given that we are a different form of government. Words in the enabling ordinance mean something. The enabling ordinance needs to be redone. It was written in 2013 at a different time and purpose. By having this discussion, it will set the groundwork for bringing up ideas that will enable changes to the enabling ordinance to do some of the things and to be beneficial to staff, the Mayor and City Council. Once an enabling ordinance has been drafted, it might be beneficial to have a workshop with the board and City Council so that Council will have the ability to hear from the board in a workshop setting.

Other discussion included being consistent in the documents with the use of and/or when referring to the City Council and/or Mayor. Under Rules of Procedure, where the EAB shall provide Council with an annual list of accomplishments and a plan of action for the coming year...it would be very helpful to develop such a list. Requested members to forward any information to the Environmental Coordinator.

Under the Identify Needs/Problems, the Environmental Coordinator reviewed several ideas for Board consideration. A climate action plan could be beneficial when applying for various grants and could possibly be included in the Resiliency Plan section of the City's Strategic Plan. With regard to the Tree Trust Fund, the application process needs to be made accessible and streamlined to encourage more applications. City Arborist indicated that he had re-written the application and would follow up with getting it posted on the city website.

There is also a need to educate the people applying for the grant about the parameters involved in getting volunteers, planting at the best time, planting the right tree in the right place, etc. so that they know what they are getting into prior to applying for the grant.

Regarding greenhouse gas inventory and the 30% renewable energy by 2030, the Environmental Coordinator indicated that she is still working on gathering information and has had several meetings with ICLEI. She will have a better understanding of what information to work on and have a clearer path following upcoming meetings.

The Southeast Sustainability network shared some information with the Environmental Coordinator regarding the use of native plants and used the City of Fayetteville, Arkansas “Naturalistic Landscape” as an example. Many local individuals involved in environmental issues are passionate about the use of native plants. The City of Fayetteville changed their language in their ordinances to promote the use of native plants for homeowners to create a native plan for their yards. This might be something to consider that would encourage the use of native plants in landscaping.

Council Executive explained the process that would need to be used to bring this item before the City Council.

Environmental Coordinator requested Board Members to send her any thoughts they have on things that have previously worked or things that have not worked and any accomplishments made by the board.

Member Mahone suggested utilizing City parks to plant a small plot of native plants, indicating the types of plants used and what they attract so that people could get ideas for the types of plants to use in their landscaping.

Chair Dineen summarized the next steps for the board to follow up on and contacting the Environmental Coordinator with any suggestions for what they like from other city’s ordinances and any adjustments, like the and/or in the enabling ordinance.

BOARD MEMBER COMMENTS:

Chair Dineen announced on October 26th the Eco Kids Festival, like an earth day for kids at Cordova Square on 12th Avenue, focusing on children’s engagement, education and interactive activities and if anyone has any ideas of organizations to invite and be involved in that, to please let her know.

PUBLIC COMMENT:

There were no public comments.

ADJOURNMENT :

There being no further business, the meeting was adjourned at 3:55 p.m.



City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 24-1041

Environmental Advisory Board

11/7/2024

ACTION ITEM

SPONSOR: Katie Dineen - Chair

SUBJECT:

TREE CANOPY RESTORATION PROJECT OF PENSACOLA TREE PLANTING GRANT APPLICATION

RECOMMENDATION:

That the EAB review the Grant application submitted by Tree Canopy Restoration Project of Pensacola and further that the EAB make a recommendation to City Council regarding its funding.

HEARING REQUIRED: No Hearing Required

SUMMARY:

Section 12-6-10(c)(2) of the City Code provides for grant funding for certain tree planting projects with the funds coming from the Tree Planting Trust Fund.

Section 12-6-10 (c)(2)(c) requires that the "Grant requests must be submitted to the environmental advisory board for review prior to consideration by the city's designated arborist and city council;

Section 12-6-10(c)(2)(d) requires that the City Council must approve the request prior to funding. Each grant is limited to 50 percent of the cost of the proposed project up to \$5,500.00. The project cost for this request is \$5,414.80 making the eligible funding request of \$2,707.40.

If approved by the EAB, the request for funding of this request will be sent to the City Council for consideration at their December meeting.

PRIOR ACTION:

2023 - A similar project was undertaken in 2023, which received grant funding. That project yielded very positive results.

FUNDING:

\$2,207.40 -- from the tree planting trust fund.

FINANCIAL IMPACT:

A reduction in the tree planting trust fund by \$2,207.40.

LEGAL REVIEW ONLY BY CITY ATTORNEY: No

STAFF CONTACT:

Don Kraher, Council Executive
Katherine Kuhn, Environmental Coordinator
Chase Crawford, Arborist

ATTACHMENTS:

1. Tree Planting Trust Fund Grant Application 2024 Final (1)

PRESENTATION: No

Tree Trust Fund Grant Program Application

Instructions to Applicants:

Each application must include one original with support materials clearly labeled. See the checklist of items to be included. Applications may be emailed to CCrawford@cityofpensacola.com

Applications may also be mailed to:

Chase Crawford
2757 N Palafox Street
Pensacola FL, 32501

Or hand-delivered to:

City of Pensacola
Engineering Dept.
222 W Main Street
Pensacola FL, 32502

SECTION I - GENERAL INFORMATION

Neighborhood Organization Name: _____

Project Title: _____

Mailing Address: _____

Phone: _____ (Day) _____ (Evening) _____ (Other)

Incorporated: __Yes __No

If yes, enclose a copy of the State of Florida Incorporation Certificate.

Board Member Position	Name	Address

Project Manager Name and Contact Information:

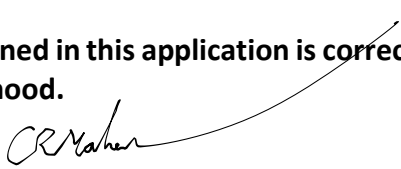
Name: _____

Phone: _____ Email: _____

Authorized Applicant Representative:

I hereby certify that the information contained in this application is correct and represents the consensus of the referenced neighborhood.

Print Name



Signature

Title

Date

SECTION II - PROJECT DESCRIPTION

1. PROPOSED PROJECT

(A) Describe your project.

The Tree Canopy Restoration Project of Pensacola seeks to plant 15-gallon native trees in or within 20 feet of right-of-ways in the City of Pensacola each year, led by volunteers. With the partnership of local gardening clubs, neighborhood associations and individuals, we recruit "tree recipients" who sign a Commitment to Care contract agreeing to adopt and water a tree or trees for the first year using our evidence-based watering guide. By relying on volunteer labor and watering, we save the City thousands of dollars in planting costs and upkeep while ensuring that each tree has a committed steward that will be responsible for its life. Average lifespans of urban trees is notably low, and our project aims to have a lasting impact by capitalizing on the labor and care of individual citizens in Pensacola to plant and care for long-lived trees that will positively impact our ecological environment for generations to come.

(B) What is the specific location of your project? Also, please provide a written description and attach a map.

In an effort to expand the scope of our project, we plan on prioritizing outreach to northern Pensacola City neighborhoods such as Scenic Heights and Broadview farms. As you can see from the attached map, these areas have been underrepresented in our last projects. The rest of the neighborhoods in the City will be invited to submit applications for a tree after two weeks of outreach to northern Pensacola neighborhoods.

(C) Complete the project timeline. Describe the major activities/tasks that make up the project and estimated completion date. Be specific.

Task	Estimated Completion Date
<i>Ex: Purchase plants</i>	<i>October 30, 2024</i>
Grant application	September 2024
EAB presentation	September 2024
City Council	October 2024
Recruitment of Participants--north	October and November 2024
Recruitment of Participants--all City	November /December 2024
Site Checks	November/December 2024
Tree Order	January 2025
Delivery/Pre Planting	January 2025
Day/Planting Day	

(D) Maintenance of the project once it has been completed is important. It is not the intent of this program to increase maintenance activities for City staff. As such, the applicant is required to provide any additional maintenance that may be necessary. Describe how the project will be maintained.

Each tree recipient will sign a Commitment to Care Contract (see attached for example) before trees are planted. This commits them to watering their tree in accordance with our watering guide (see attached) for one year. thus saving the City the need to hire watering crews and trucks. Our volunteers, the Canopy Council, continues to monitor drought conditions and sends out reminders to participants when extra care is needed during hot months. We also keep thorough records and a map of each of our trees so that we can do periodic inventories, which we're happy to share with City Staff. One of our volunteers, Beth Bolles from the Escambia County Extension Office, has agreed to help with pruning needs when it becomes necessary.

2. NEIGHBORHOOD IMPACT

What is the intended public benefit of the project? Why is it of importance to the neighborhood? (Use additional pages if necessary.)

As a hurricane-prone, coastal city, situated on numerous watersheds, and near superfund sites, Pensacola has a special need for stormwater runoff mitigation. The loss of canopy through the last few strong storms has damaged our natural "green infrastructure," as trees provide a huge ecological service regarding runoff. We prioritize canopy trees in our project, and thirty-seven of our eighty-eight trees in our 2023 project were live oaks, which live hundreds of years and are considered a super-tree when it comes to landscape stabilization and runoff mitigation. Additionally, canopy trees planted strategically can lower heating and cooling bills for residents and mitigate urban heat, which is especially important around so much asphalt in cities. Research also shows that trees raise property values, as they are beautiful and make our neighborhoods more walkable. Right-of-way trees have also been shown to slow traffic, making city streets safer. As temperatures rise, we hope that our project can compliment the efforts of the City to create a more resilient Pensacola.

3. CAPACITY

Describe the capacity of the organization to complete this project. List previous projects completed, or events held within the neighborhood.

Our group's methods were founded on the model used during the 2022 East Pensacola Heights Canopy Restoration Project. During the development of that project, it's volunteers connected to the City of Orlando about their adopt-a-tree program for advice on best practices and formation of a Commitment to Care and Watering Guide. The 2023 project expanded both reach and scope, and under the auspices of CNAPP (The Council of Neighborhood Association Presidents of Pensacola) expanded to all of the neighborhoods in the City. We've formed partnerships with City officials, neighborhood and community leaders, garden clubs and service organizations. We've cultivated a friendly partnership with Panhandle Growers, who supplied our last trees and sent out volunteers for Planting Day (and has agreed to do so again). Despite the rain, nearly 50 volunteers showed up to plant nearly 90 trees on Planting Day 2023. With our local connections and successful model we feel confident we can repeat this process in 2024.

4. PARTICIPATION/COLLABORATION

(A) Neighborhood resident support and participation is critical to the award of a grant.

Grant applications that demonstrate strong support will be given more consideration than those that do not. Describe how neighborhood support has been and will be obtained and who will participate. Include any collaboration with outside groups or use of other community resources. Provide letters from supporters and/or signatures with phone numbers.

We maintain an email and text communication list of our 52 households who participated in our last project, and of our nearly 50 volunteers as well. One East Hill Board member and tree recipient have become a vital part of our current board. Each project grows our community of like-minded and motivated volunteers. Many of our volunteers were from the Master Gardeners group, among them Beth Bolles, who helped lead the tree planting demos in 2022 and 2023. The Environmental Advisory Board has voted unanimously for our project twice, and City Council voted 6 to 1 in favor of our 2023 project. CNAPP and various neighborhoods partnered with us on our last project as well, and Kelly Hagen, our current VP, maintains many contacts through her 2 year tenure as CNAPP President.

SECTION IV - PROJECT BUDGET

The project budget is the most important part of the application. It details the project expenses and matching funds. Please complete the budget worksheet. This is a separate Excel file that can be found on the program's webpage.

Note: There is a second sheet within the file that is used to calculate volunteer time contributions. Please complete that sheet if using volunteer time as part of your match.

1. MATCHING FUNDS

Please list the sources of matching funds that the neighborhood plans to contribute to support the project, such as in-kind labor, materials, or cash. Requested funds must be matched 50%. These will be further outlined in the budget.

We plan on having mulch donated from a local arborist again for this project (our previous project had the assistance of Arborist Erin Hurd). All of our labor will be led by volunteers so we will be using this in the match.

Vibrant Neighborhoods Grant Program Attachment 1- Application Checklist

Each application package should include:

- ☐ One original signed application with support materials clearly labeled
- ☐ One completed Budget Form (both tabs if using volunteer time)
- ☐ If incorporated, a copy of the State of Florida Incorporation Certificate
- ☐ One design plan, if applicable
- ☐ Attachment 2: Detailed planting plan (for landscape projects)
- ☐ Signature of applicant's representative
- ☐ Map of project site (if applicable)
- ☐ Three cost quotes for each vendor service or purchase over \$3,000
(REQUIRED)
- ☐ Any additional letters of support you would like to include
- ☐ Documentation of Matching Funds:
 - Volunteer Sign-in sheet(s)- for pre-application time (Attachment 5)
 - Volunteer Pledge sheet(s)- for future volunteer time (Attachment 6)
 - Contribution Template(s)- for cash and in-kind donations (Attachment 3)
 - Documentation of the association's most current bank account balance if matching funds are to be drawn from that account.

Tree Trust Fund Grant Program

Attachment 2- Landscaping Materials and Plans

Planting Summary: List each species of plant to be included in your proposed project. Use either the common or Latin name. Provide the number of the species to be included. Provide the size of each plant at the time of planting (e.g. 3 gallon, 2" pot, 6' height, etc.) Plants must be perennials and no exotic or invasive species are allowed. Note: VNG funds can only be used to purchase perennial plants. The purchase of annual plants is not allowed. However, annual plants purchased with neighborhoods funds can count toward the matching funds contribution. If annuals are to be purchased with neighborhood funds as part of the project, they should be listed below.

[illegible]

A sketch of the planting plan must be included. Include spacing of plant material, locations of signs, above ground wires, pavement, driveways or other obstructions and existing plant material.

A sketch is required in the Commitment to Care document with applications. These can be provided for each site before final inspections. We complete an 811 Call Before You Dig request for every location, marking any utility wires before final inspections of tree locations.

Attachment 3

Matching Funds Contribution Template/Sample Letter

*Recommended template for documenting cash and in-kind contributions.

Date

Name(s) of donor

Address

City, State Zip

Phone number

Dear Grant Review Team members,

It is my/our understanding that _____ is applying for the City of Tallahassee's Vibrant Neighborhoods Matching Grant program. _____ is pleased to support this organization in their endeavor and (Your name or company/agency name) would like to make the following contribution(s):

☐ In-Kind Contribution:

Valued at: \$ _____

☐ Cash contribution \$ _____

Combined contribution total \$ _____

Sincerely,

Signature(s)

Attachment 5

Vibrant Neighborhoods Grant Program Volunteer Sign-In Sheet

(Actual volunteer hours completed - for pre-application documentation and post-award reporting)

[illegible]

Attachment 6
Tree Trust Fund Grant Program
Volunteer Pledge Sheet

Page _____ of _____

Volunteer Activity: _____

Approximate Date: _____

Name	Phone #	Email	# of hours pledged	Signature

Attachment 7

Tree Trust Fund Grant Program

Reimbursement Form

Neighborhood Organization: _____

Name of Project: _____

Vendor/Business	Date	Item	Cost
<i>Ex: Home Depot</i>	<i>12.15.2020</i>	<i>20 bags mulch</i>	<i>\$81.55</i>

TOTAL: _____

Please attach all receipts.



*Creating Fun,
Memorable
Experiences.*

113 Bay Bridge Drive
Gulf Breeze, FL 32561

innisfreehotels.com
P: 850.934.3409



The Hive Foundation
INNISFREE HOTELS

September 5, 2024

Dear Grant Review Team members,

I am writing on behalf of Innisfree Hotels in support of the Tree Canopy Restoration Project of Pensacola (Canopy Project) and their application for the Tree Trust Fund Grant program.

As a supporting member of the Canopy Project's volunteer committee for the 2023 planting project, I have experienced the unwavering commitment and dedication these community members have in their pursuit of a more resilient Pensacola. Each member is truly passionate about improving not only our neighborhoods but also the lives of our neighbors through tree planting projects.

The project leaders have the established community connections needed to sustain this type of grassroots effort in Pensacola. They also have access to and support of local tree experts, ensuring that the tree planting will be executed correctly. Their efforts have now resulted in two successful tree planting projects and demonstrated efficient and responsible management of City funds.

The Canopy Project has proven that their model works, and this model provides the City with a unique opportunity to save on tree planting costs, to expand tree planting onto private property, and to support the creation of stronger neighborhoods and communities. At Innisfree, we believe canopy restoration is not only important for neighborhoods and residents but that it is tied to the overall need to combat the effects of rising temperatures. These efforts will be crucial to ensure we can continue to host millions of visitors in our area every year.

Thank you for considering my support of the Canopy Project's application for Tree Planting 2025.

Sincerely,

Bethanne Edwards

Director of Sustainability

Innisfree Hotels

bedwards@innisfreehotels.com

Attachment 6 Tree Trust Fund Grant Program Volunteer Pledge Sheet

Page _____ of _____

Volunteer Activity: Planting Trees

Approximate Date: Dec 2024 / Jan 2025

Name	Phone #	Email	# of hours pledged	Signature
Katie Dineen	(850) 376-8800	katieamedineen@gmail.com	10	Katie Dineen
Kimberly Sims	950 380 1774	KCSIMS88@gmail.com	10	Kimberly Sims
Elizabeth Eubank	561 332 465	harcuca@yahoo.com	5	Elizabeth Eubank
Rob Eubank	561 385 9184	rob.eubank@gmail.com	5	Rob Eubank

Attachment 6
Tree Trust Fund Grant Program
Volunteer Pledge Sheet

Page _____ of _____

Volunteer Activity: Planting Trees

Approximate Date: December 2024 - January 2025

Name	Phone #	Email	# of hours pledged	Signature
Kelly Hagen	(850) 217-8787	Kellyohagen@gmail.com	10	Kelly Hagen
Chelsea Mahan	336 480-5742	chelseamahan@gmail.com	10	Chelsea Mahan
Jimmie Jarrett	850 918-3871	jjarrett@myescambia.com	4	Jimmie Jarrett
Ryan Kiley	950 501-3297	rkiley@myescambia.com	10	Ryan Kiley
Madison O'Toole	(850) 449-9739	mgotoole@myescambia.com	10	Madison O'Toole
Beth Gaillet	(850) 471-6325	bmgaillot@myescambia.com	4	Beth Gaillet
Maria Rosasco	(850) 516-2247	miaRosasco@gmail.com	10	Maria Rosasco
Anthony Franklin	(850) 420-4817	AJF8615@gmail.com	6	Anthony Franklin
Dixie Wilkinson	850 572 9547	709 S "I" St	10	Dixie Wilkinson
Mike Wilkinson	850 572.2173	" " " "	4	Mike Wilkinson
Rob McDavid	850-554-3989	1216 Bayou Blvd	4	Rob McDavid
Adam Cayton	919-619-7926	1691 Fulk Dr.	10	Adam Cayton

FROM THE DESK OF



EAST HILL
Neighborhood Association

August 2, 2024

Dear city of Pensacola and Tree Canopy Council,

We are writing to express our support for the grant proposal by the Tree Canopy Council for continued efforts to put more trees into the ground. The proposal aligns well with our Mission of nurturing connections for a fun and vibrant East Hill/Pensacola where everyone belongs, particularly in enhancing our community spaces and promoting environmental sustainability.

The project's focus on planting more trees to support air quality, water retention efforts, beautification, reduction of surface level heat and much more fully aligns with that of the community. We believe that this grant will play a crucial role in achieving these outcomes and furthering our shared vision for a better, greener city to further create a charming more accessible destination where everyone is engaged, safe, and happy.

Thank you for considering this important initiative. We are excited about the positive impact it will bring and support the grant application.

Sincerely,

Board of Directors

East Hill Neighborhood Association

East Hill Neighborhood Association

PO Box 6164, Pensacola, FL 32503
850.529.0699 | info@myeasthill.org
www.myeasthill.org



Canopy Restoration Tree Watering Guide



Congratulations! You are now part of a growing number of citizens helping to create a cooler and greener future for Pensacola. By following these instructions, you will be able to give your tree a long, healthy life!

Schedule	Size of Tree	Amount of Water	Frequency of Watering
1	Less than 2 inch diameter	4 gallons	Water daily: 2 weeks Water every other day: 2 months Water weekly: until established
2	2-4 inch diameter	5 gallons	Water daily: 1 month Water every other day: 3 months Water weekly: until established
3	Greater than 4 inch diameter	6-10 gallons	Water daily: 6 weeks Water every other day: 5 months Water weekly: until established

Important: Sprinkler irrigation is insufficient! Direct watering using a hose or bucket is required.

Is your tree showing signs of distress?
Call our City Arborist Kris Stultz at 850-490-4033

Have questions about the schedule or project?
Email us at canopyrestorationpensacola@gmail.com

Citizens' Canopy Restoration Project Care Contract

Commitment to Care Term is One Year

Congratulations!

You are now part of a growing number of neighbors helping to create a greener, cleaner, more naturally beautiful and resilient future for the city of Pensacola. The first year of care is the most critical. This document details best practices to follow the first year to ensure planting success and allow your new young tree to establish itself in its new location. These two most important best practices are:

Number 1: Sufficient watering for the size of the tree Number 2: Maintaining a mulch ring around the tree base/protection from mowers

Watering

Water your tree regularly and deeply for the first year as it gets established. Water daily according to this schedule depending on the size of your tree. Watering your tree is the most important success factor in the care of your tree. Using a sprinkler will not be sufficient. Each tree must be watered at the base of the tree using a hose or the bucket provided.

Irrigation Schedule				
Schedule Number	Size of Tree	Amount of Water	Best Results	Survival
1	Less than 2-inch diameter	4 gallons	Water daily: 2 weeks Water every other day: 2 months Water weekly: until established	Twice weekly for 2-3 months
2	2-4- inch diameter	5 gallons	Water daily: 1 month Water every other day: 3 months Water weekly: until established	Twice weekly for 3-4 months
3	Greater than 4- inch diameter	6 – 10 gallons	Water daily: 6 weeks Water every other day: 5 months Water weekly: until established	Twice weekly for 4-5 months

Mulching

Mulching around a tree makes lawns more attractive, controls weeds, and helps maintain soil moisture. Choosing a lite mulch like raked leaves or pine straw allows good oxygen flow to top roots. Avoid heavy wood chip mulch early in the tree's life. Mulch wide, not deep, and mulch more than just the root ball, ideally three to four feet out from the trunk. Keep all mulch away from the tree's trunk, allowing the root flare to show just above ground level. The goal is to promote root development away from the tree. Also, creating a tree- to four-foot mulched ring around a tree creates a physical cue for landscapers to avoid mowing or weed whacking close to the trunk. Nicks and cuts on the trunk can kill trees.

I HAVE READ THE ABOVE COMMITMENT TO CARE AND UNDERSTAND THE RESPONSIBILITIES I ASSUME IN HAVING A TREE PLANTED ON MY PROPERTY AS PART OF THE CITIZENS TREE CANOPY RESTORATION PROJECT..

- I AGREE TO WATER ACCORDING TO THE SCHEDULE (_____) AND MAINTAIN MULCH AROUND EVERY TREE PLANTED ON MY PROPERTY AS SUGGESTED BY THIS DOCUMENT FOR AT LEAST THE FIRST YEAR AFTER PLANTING.
- I AGREE TO PERIODIC TREE INSPECTIONS TO BE PERFORMED BY A MEMBER OF THIS PROJECT TO BE AGREED UPON BY TREE RECIPIENT AND NEIGHBORHOOD ASSOCIATION.

Property Owner Name

Property Owner Signature

Date

Address

Phone

Email

Citizens’ Canopy Restoration Project Care Contract

Tree Number, Species and Location _____

Tree Number, Species and Location _____

Tree Number, Species and Location _____

Create a diagram for tree placement on property.



Date: 29 August 2024

TO: Canopy Council, c/o Chelsea Mahan
313 East Intendencia Street
Pensacola, FL 32502

Chelsea: Please allow this letter to serve as our support of, and our commitment to, the Canopy Committee. Your efforts to restore the tree canopy of Pensacola is a great community endeavor that is appreciated by the Seville Square Historic District Neighborhood Association and its membership.

A handwritten signature in blue ink, appearing to read "RSH", followed by a horizontal line and a vertical stroke at the end.

R. Scott Holland, Board Member (SSHDNA)
(850) 393-2168
www.sevillesquare.org

Vibrant Neighborhoods Matching Grant Program Budget Template

Neighborhood Name:	Tree Canopy Restoration Project of Pensacola: Citywide Project
Project Name:	Pensacola Tree Project 2025

TOTAL PROJECT COST (grant funds requested + applicant paid costs, if any)

1. List ALL items/services required for project completion. If a vendor is to be paid list the vendor's name. If items are to be purchased, indicate where the items will be purchased. Indicate whether grant funds or matching funds will be used to purchase the item/service.

Vendors/suppliers to be paid:	Items/services to be funded:	Amount:	Quotes Provided	Grant funds	Matching funds
Panhandle Growers	80 trees, varying species	\$ 4,800.00			
Gotprint.com	10 yard signs for outreach	\$ 200.00			
amazon	80 plastic tree protectors	\$ 214.40			
Home Depot	40 watering buckets	\$ 200.00			
Total Project Cost		\$ 5,414.40			

CASH MATCH CONTRIBUTIONS (if applicable)

2. List any cash that will be contributed toward the project by your organization or others.

Orgs/Entities contributing cash:	Items/services to be paid (if specified):	Amount:	Documentation Provided
Total Cash Match		\$ -	

IN-KIND MATCH CONTRIBUTIONS (if applicable)

Org/Entities donating supplies or	Items/services to be donated:	Value:	Documentation
Total In-Kind Match		\$ -	

VOLUNTEER TIME CONTRIBUTIONS (if applicable) Complete the Volunteer Time Worksheet on Tab 2. Values will

Volunteer Time Match	\$ 6,888.00
----------------------	-------------

Total Grant Request	\$5,414.40
Minimum Match Required	
Total Match Provided	

Volunteer Time Worksheet

List volunteer events - One (1) event per row		Approximate date		Total # of volunteers	Total # of hours
Application prep			8/1/2024	5	10.00
Pre-planting Day 1		1/9/2025		12	48.00
Pre-planting Day 2		1/10/25		12	48.00
Planting Day		1/11/2025		50	150.00
		Total Volunteer Hours		246.00	
		Volunteer Hour \$ Value		6888.00	

*Summarize total volunteer events above using information from your Volunteer Pledge Sheets (future volunteering) and Sign-in sheets (pre-application volunteering).

*Pledge Sheets and Sign in Sheets must be turned in with grant application.

Letters from Tree Recipients

Tree Canopy Project

Inbox x

Ann D

to me

Fri, Aug 16, 11:18 AM

☆

😊

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⋮

Dear sirs,

I am the recipient of a Little Gem Magnolia tree through the 2024 Tree Canopy Project. While I would have loved a live oak, my property was not eligible for it. The Council did a fantastic job organizing the requests and planting. I was unable to assist with the planting due to my work schedule. My tree is thriving, even with the drought and I have talked about this program with so many of my neighbors. Thank you for this grant program and let's keep this going!

Sincerely

Ann Durso

C

Canopy Council <canopyrestorationpensacola@gmail.com>

to Ann

Mon, Aug 19, 1:27 PM

☆

😊

↶

⋮

Thank you so much, Ann!

↶ Reply

↷ Forward

😊

Canopy Tree Redipients

Inbox x

Dr Martha S Horton

to me

Fri, Aug 16, 10:21 AM

☆

😊

↶

⋮

Dear Canopy Council,

I received a magnificent small magnolia tree last year through this vital project. I live in North Hill at 1517 North Spring Street.

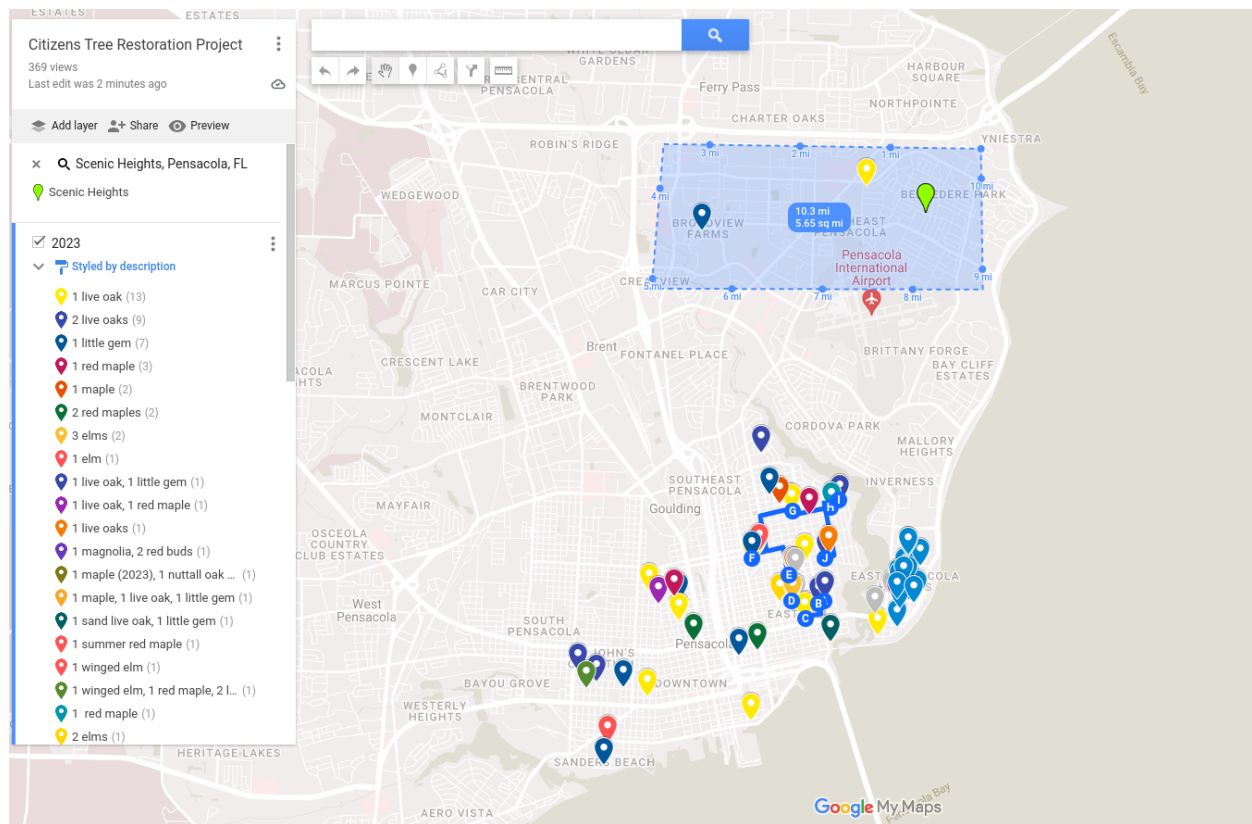
From the beginning the Canopy Tree project has been professional, extremely well organized, informative, and supportive. I have felt confident I can do the best for my tree because of the guidance provided by the group.

As a senior of 82 years, I could not have received and planted the tree on my own. On a very rainy day two volunteers brought, planted, and settled the tree. I was given a plastic coated directions sheet with very explicit directions for short and long term care of the tree. There have been followup messages as the temperature has changed to guide adapting to the needs for watering.

The entire experience provided by this group has been extraordinary. We are so fortunate to have it to combat climate change and enhance the beauty of our beloved Pensacola.

I'm thrilled I agreed to participate and love my little Magnolia. Thank you so much.

Yours very truly,
Dr. Martha S. Horton





City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 24-1042

Environmental Advisory Board

11/7/2024

ACTION ITEM

SPONSOR: Katie Dineen - Chair

SUBJECT:

TANYARD NEIGHBORHOOD ASSOCIATION - TANYARD TREE CANOPY RESTORATION GRANT APPLICATION

RECOMMENDATION:

That the EAB review the Grant application submitted by the Tanyard Neighborhood Association for the Tanyard Tree Canopy Restoration Project and further that the EAB make a recommendation to the City Council regarding its funding.

HEARING REQUIRED: No Hearing Required

SUMMARY:

Section 12-6-10(c)(2) of the City Code provides for grant funding for certain tree planting projects with the funds coming from the Tree Planting Trust Fund.

Section 12-6-10 (c)(2)(c) requires that the "Grant requests must be submitted to the environmental advisory board for review prior to consideration by the city's designated arborist and city council.

Section 12-6-10(c)(2)(d) requires that the City Council must approve the request prior to funding. Each grant is limited to 50 percent of the cost of the proposed project up to \$5,500.00. The project cost for this request is \$3,748.20 making the eligible funding request of \$1,874.10.

If approved by the EAB, the request for funding of this request will be sent to the City Council for consideration at their December meeting

PRIOR ACTION:

None

FUNDING:

\$1,874.10 -- Tree Planting Trust Fund

FINANCIAL IMPACT:

Reduction in the Tree Planting Trust Fund by \$1,874.10.

LEGAL REVIEW ONLY BY CITY ATTORNEY: No

STAFF CONTACT:

Don Kraher, Council Executive
Katherine Kuhn, Environmental Coordinator
Chase Crawford, Arborist

ATTACHMENTS:

1. tree gant application signed 2024

PRESENTATION: No

Tree Trust Fund Grant Program Application

TTF00
Administrative Use Only

Instructions to Applicants:

Each application must include one original with support materials clearly labeled. See the checklist of items to be included. Applications may be emailed to kstultz@cityofpensacola.com. Applications may also be mailed or hand-delivered to: City of Pensacola **222 W Main Street, Pensacola FL, 32502**

SECTION I - GENERAL INFORMATION

Neighborhood Organization Name: TANYARD NEIGHBORHOOD ASSOCIATION

Project Title: TANYARD TREE CANOPY RESTORATION

Mailing Address:

Phone: (Day) 850-748-4152 (Evening) (Other) Incorporated:

Yes No If yes, enclose a copy of the State of Florida Incorporation Certificate.

Board Member Position	Name	Address
MEMBER	TROY STEPHERSON	1909 W GARDEN ST., PENSACOLA, FL 32502

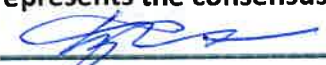
Project Manager Name and Contact Information:

Name: TROY STEPHERSON

Phone: 850-748-4152 Email: TROYCCIM@GMAIL.COM

Authorized Applicant Representative:

I hereby certify that the information contained in this application is correct and represents the consensus of the referenced neighborhood.

 TROY STEPHERSON Print

Name Signature 10/31/24 MANAGER Title

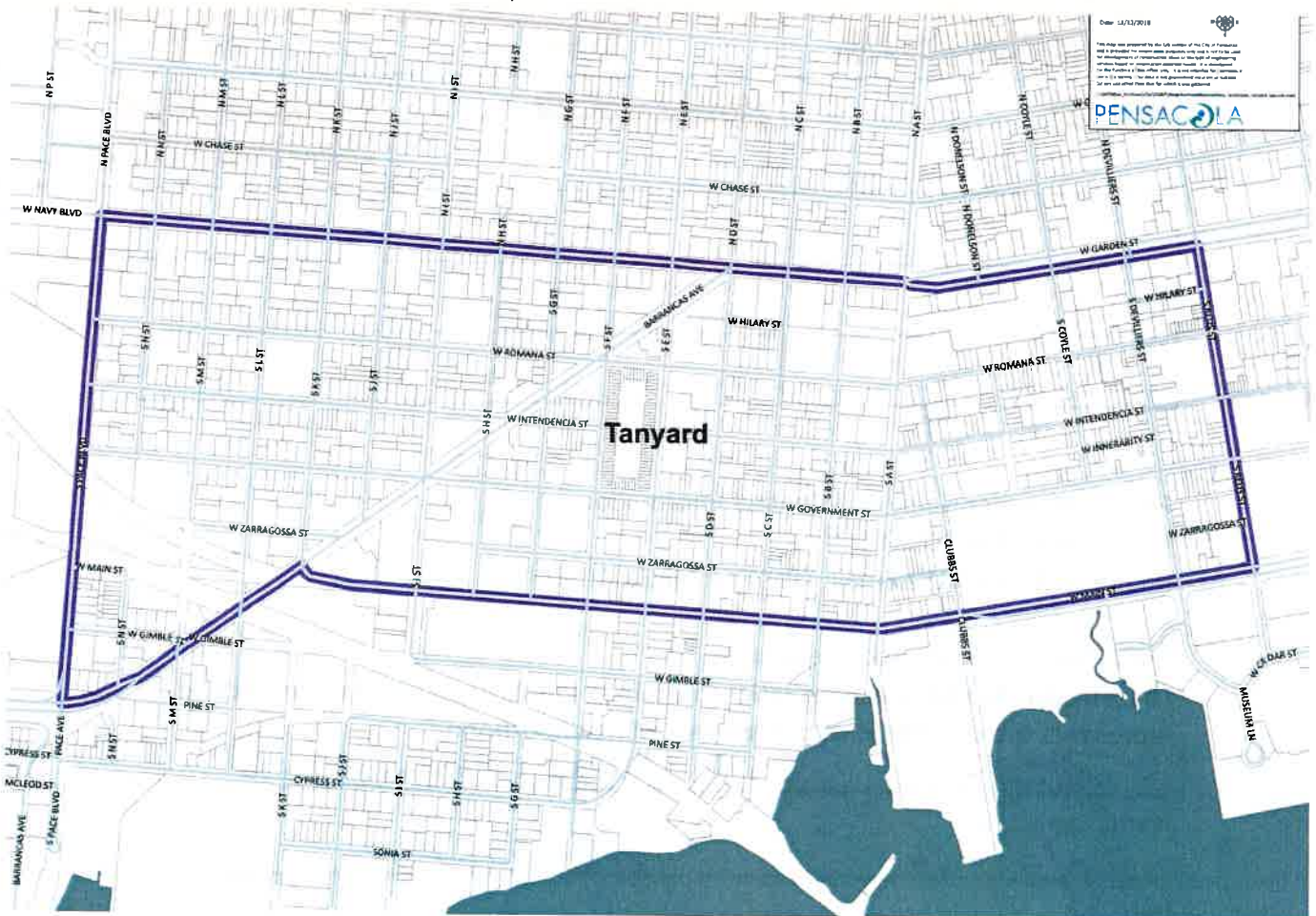
Date

SECTION II - PROJECT DESCRIPTION

1. PROPOSED PROJECT

(A) Describe your project. TO ASSIST CITY IN ACHIEVING CANOPY RESTORATION GOALS UTILIZING TREE TRUST FUND TO PLANT NEW TREES, ENHANCE PARTNERSHIP BETWEEN CITY AND NEIGHBORHOOD ASSOCIATION AND EDUCATE COMMUNITY STAKEHOLDERS ON TREE CANOPY MAINTENANCE AND RESTORATION.

(B) What is the specific location of your project? Also, please provide a written description and attach a map. TANYARD NEIGHBORHOOD, SEE ATTACHED MAP



(C) Complete the project timeline. Describe the major activities/tasks that make up the project and estimated completion date. Be specific.

Task	Estimated Completion Date
PURCHASE PLANTS	NOVEMBER 30, 2024
INSTALL PLANTS	DECEMBER 10, 2024
AUDIT PLANTS	JANUARY 1, 2025

(D) Maintenance of the project once it has been completed is important. It is not the intent of this program to increase maintenance activities for City staff. As such, the applicant is required to provide any additional maintenance that may be necessary. Describe how the project will be maintained. THIS PROJECT SHALL BE MAINTAINED BY CITIZENS WHO AGREE IN WRITING TO CARE FOR THE NEW TREES VIA "CARE CONTRACT" (see example in document appedixes).

2. NEIGHBORHOOD IMPACT

What is the intended public benefit of the project? Why is it of importance to the neighborhood? (Use additional pages if necessary.) THIS PROJECT SHALL

ENHANCE THE IMAGE OF THE NEIGHBORHOOD AND BRING TOGETHER COMMUNITY STAKEHOLDERS TO ACHIEVE THE CITY'S GOAL OF RESTORING THE TREE CANOPY.

3. CAPACITY

Describe the capacity of the organization to complete this project. List previous projects completed, or events held within the neighborhood. THE TANYARD CITIZENS ARE INVOLVED IN THE BEAUTIFICATION OF THE NEIGHBORHOOD AS EVIDENCED BY THE SUCCESS OF THE RECENT MURAL FESTIVAL. THE FESTIVAL ACTIVATED LOCAL ARTISTS TO CREATE LARGE-SCALE MURALS ON SEVERAL COMMERCIAL BUILDINGS ALONG BARRANCAS AVENUE WHICH FEATURED LOCALLY-INSPIRED THEMES.

4. PARTICIPATION/COLLABORATION

(A) Neighborhood resident support and participation is critical to the award of a grant. Grant applications that demonstrate strong support will be given more consideration than those that do not. Describe how neighborhood support has been and will be obtained and who will participate. Include any collaboration with outside groups or use of other community resources. Provide letters from supporters and/or signatures with phone numbers. ALL OF THE MEMBERS OF THE TANYARD NEIGHBORHOOD ASSOCIATION WHO ATTENDED THE FEBRUARY 2024 ASSOCIATION MEETING EXPRESSED INTEREST IN THE PROJECT. REPRESENTATIVES OF THIS PROJECT INTEND TO RECRUIT CITIZENS AND LOCAL STAKEHOLDERS TO PARTICIPATE ONCE THE FUNDS HAVE BEEN ALLOCATED. THIS EFFORT WAS MADE POSSIBLE

BY COLLABORATION WITH EAST HILL NEIGHBORHOOD ASSOCIATION AND THE COUNCIL OF NEIGHBORHOOD ASSOCIATION PRESIDENTS OF PENSACOLA.

SECTION IV - PROJECT BUDGET

The project budget is the most important part of the application. It details the project expenses and matching funds. Please complete the budget worksheet. This is a separate Excel file that can be found on the program's webpage.

Note: There is a second sheet within the file that is used to calculate volunteer time contributions. Please complete that sheet if using volunteer time as part of your match.

1. MATCHING FUNDS

Please list the sources of matching funds that the neighborhood plans to contribute to support the project, such as in-kind labor, materials, or cash. Requested funds must be matched 50%. These will be further outlined in the budget. MATCHING FUNDS SHALL BE CONTRIBUTED IN THE FORM OF LIKE-KIND LABOR AND PERSONAL MATERIALS.

Vibrant Neighborhoods Grant Program

Attachment 1- Application Checklist

Each application package should include:

- One original signed application with support materials clearly labeled □
- One completed Budget Form (both tabs if using volunteer time) □ If incorporated, a copy of the State of Florida Incorporation Certificate □ One design plan, if applicable
- Attachment 2: Detailed planting plan (for landscape projects)
- Signature of applicant's representative
- Map of project site (if applicable)
- Three cost quotes for each vendor service or purchase over \$3,000 (REQUIRED)
- Any additional letters of support you would like to include □

Documentation of Matching Funds:

- Volunteer Sign-in sheet(s)- for pre-application time (Attachment 5)
- Volunteer Pledge sheet(s)- for future volunteer time (Attachment 6)
- Contribution Template(s)- for cash and in-kind donations (Attachment 3)
- Documentation of the association's most current bank account balance if matching funds are to be drawn from that account.

Tree Trust Fund Grant Program
Attachment 2- Landscaping Materials and Plans

Planting Summary: List each species of plant to be included in your proposed project. Use either the common or Latin name. Provide the number of the species to be included. Provide the size of each plant at the time of planting (e.g. 3 gallon, 2" pot, 6' height, etc.) Plants must be perennials and no exotic or invasive species are allowed. Note: VNG funds can only be used to purchase perennial plants. The purchase of annual plants is not allowed. However, annual plants purchased with neighborhoods funds can count toward the matching funds contribution. If annuals are to be purchased with neighborhood funds as part of the project, they should be listed below.

[illegible]

A sketch of the planting plan must be included. Include spacing of plant material, locations of signs, above ground wires, pavement, driveways or other obstructions and existing plant material.

Attachment 3 Matching Funds Contribution

2/26/24

TROY STEPHERSON

1909 W GARDEN ST.

PENSACOLA, FL 32502

850-748-4152

Dear Grant Review Team members,

It is our understanding that is applying for the City of Tallahassee's Vibrant Neighborhoods Matching Grant program. is pleased to support this organization in their endeavor and TANYARD NEIGHBORHOOD ASSOCIATION would like to make the following contribution(s):

□ In-Kind Contribution: THIS PROJECT SHALL BE MAINTAINED BY CITIZENS WHO AGREE IN WRITING TO CARE FOR THE NEW TREES VIA "CARE CONTRACT," WHICH INCLUDES IDENTIFYING POTENTIAL TREE PLANTING SITES, PLANTING THE TREES AND MAINTAINING WITH ON-GOING CARE.

Valued at: \$ 5,000.00

Sincerely,

Signature(s)



(Actual volunteer hours completed - for pre-application documentation and post-award reporting)

Page 45 of 92

Attachment 6
Tree Trust Fund Grant Program
Volunteer Pledge Sheet

Volunteer Activity:

Approximate Date:

Page of

Name	Phone #	Email	# of hours pledged	Signature

Attachment 7
Tree Trust Fund Grant Program
Reimbursement Form

Neighborhood Organization:

Name of Project:

Vendor/Business	Date	Item	Cost
<i>Ex: Home Depot</i>	<i>12.15.2020</i>	<i>20 bags mulch</i>	<i>\$81.55</i>

TOTAL:

Please attach all receipts.

6/4/24, 12:36 PM

Detail by Entity Name

Division of Corporations



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Not For Profit Corporation

TANYARD NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

Filing Information

Document Number	N18000006157
FE/EIN Number	63-4196953
Date Filed	06/04/2018
Effective Date	06/04/2018
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	12/06/2021

Principal Address

320 W. GOVERNMENT STREET
PENSACOLA, FL 32502

Changed: 03/06/2023

Mailing Address

320 W. GOVERNMENT ST
PENSACOLA, FL 32502

Changed: 03/06/2023

Registered Agent Name & Address

LENNON, JOE
320 W. GOVERNMENT STREET
PENSACOLA, FL 32502

Name Changed: 03/06/2023

Address Changed: 03/06/2023

Officer/Director Detail

Name & Address

Title PRESIDENT

<https://search.sunbiz.org/Inquiry/CorporationSearch/SearchResultDetail?inquirytype=EntityName&directionType=Initial&searchNameOrder=TANYARDNEIGHBO...> 1/2

LENNON, JOE
320 W. GOVERNMENT STREET
PENSACOLA, FL 32502

Title Treasurer

Baynes, Jay
308 W. GOVERNMENT STREET
PENSACOLA, FL 32502

Annual Reports

Report Year	Filed Date
2022	04/10/2022
2023	03/06/2023
2024	03/01/2024

Document Images

03/01/2024 - ANNUAL REPORT	View image in PDF format
03/06/2023 - ANNUAL REPORT	View image in PDF format
04/10/2022 - ANNUAL REPORT	View image in PDF format
12/06/2021 - REINSTATEMENT	View image in PDF format
02/26/2020 - ANNUAL REPORT	View image in PDF format
04/17/2019 - ANNUAL REPORT	View image in PDF format
05/04/2018 - Domestic Non-Profit	View image in PDF format

Florida Department of State, Division of Corporations

EXAMPLE: CARE CONTRACT

Citizens' Canopy Restoration Project Care Contract

Commitment to Care Term is One Year

Congratulations!

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Number 1: Sufficient watering for the size of the tree Number 2: Maintaining a mulch ring around the tree base/protection from mowers

Watering

Water your tree regularly and deeply for the first year as it gets established. Water daily according to this schedule depending on the size of your tree. Watering your tree is the most important success factor in the care of your tree. Using a sprinkler will not be sufficient. Each tree must be watered at the base of the tree using a hose or the bucket provided.

Irrigation Schedule				
Schedule Number	Size of Tree	Amount of Water	Best Results	Survival
1	Less than 2-inch diameter	4 gallons	Water daily: 2 weeks Water every other day: 2 months Water weekly: until established	Twice weekly for 2-3 months
2	2-4-inch diameter	5 gallons	Water daily: 1 month Water every other day: 3 months Water weekly: until established	Twice weekly for 3-4 months
3	Greater than 6-inch diameter	6-10 gallons	Water daily: 6 weeks Water every other day: 5 months Water weekly: until established	Twice weekly for 4-5 months

Mulching

Mulching around a tree makes lawns more attractive, controls weeds, and helps maintain soil moisture. Choosing a fine mulch like raked leaves or pine straw allows good oxygen flow to top roots. Avoid heavy wood chip mulch early in the tree's life. Mulch wide, not deep, and mulch more than just the root ball, ideally three to four feet out from the trunk. Keep all mulch away from the tree's trunk, allowing the root flare to show just above ground level. The goal is to promote root development away from the tree. Also, creating a tree- to four-foot mulched ring around a tree creates a physical cue for landscapers to avoid mowing or weed whacking close to the trunk. Nicks and cuts on the trunk can kill trees.

I HAVE READ THE ABOVE COMMITMENT TO CARE AND UNDERSTAND THE RESPONSIBILITIES I ASSUME IN HAVING A TREE PLANTED ON MY PROPERTY AS PART OF THE CITIZENS TREE CANOPY RESTORATION PROJECT..

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Property Owner Name

Property Owner Signature

Date

Address

Phone

Email

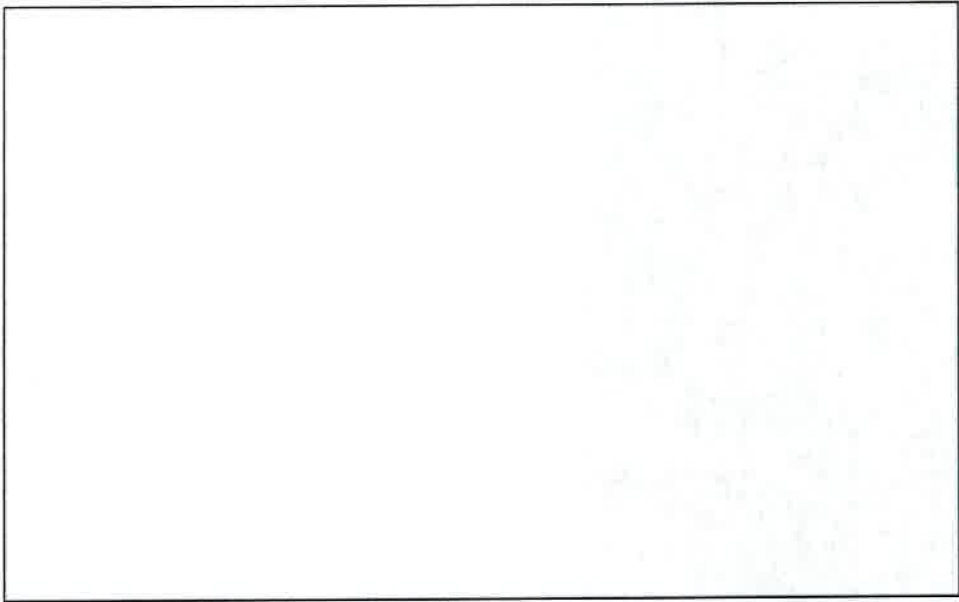
Citizens' Canopy Restoration Project Care Contract

Tree Number, Species and Location _____

Tree Number, Species and Location _____

Tree Number, Species and Location _____

Create a diagram for tree placement on property.



MAP OF TREE PLANTING SITES:

1.) 2 LIVE OAKS AT A STREET AND INTENDENCIA: - JOHN GRUSWITZ (OWNER)



2.) 3 ELMS ON ZARAGOSSA ST. - TOM ZETTLER

Citizens' Canopy Restoration Project Care Contract

Tree Number, Species and Location 3 Elms in ROW

Tree Number, Species and Location _____

Tree Number, Species and Location _____

Create a diagram for tree placement on property.

Diagram labels and measurements:

- Left boundary: S DE VILLIERS
- Right boundary: REUS
- Top boundary: 320 W Zaragoza
- House location: House
- Street: ZARRAGOSSA
- Sidewalk: sidewalk
- Tree placement: 3 trees
- Measurements: 84', 33', 25', 27'

Citizens' Canopy Restoration Project Care Contract

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I AGREE TO PERIODIC TREE INSPECTIONS TO BE PERFORMED BY A MEMBER OF THIS PROJECT TO BE AGREED UPON BY TREE RECIPIENT AND NEIGHBORHOOD ASSOCIATION.

Property Owner Name _____

Property Owner Signature _____

Date _____

Address 320 W Zaragoza

Phone Tom Zettler

Email tomzettler@yahoo.com

3.) 13 LIVE OAKS AT INTENDENCIA BETWEEN REUS AND DEVILLIERS - ELWIN WASS, JR. (OWNER)

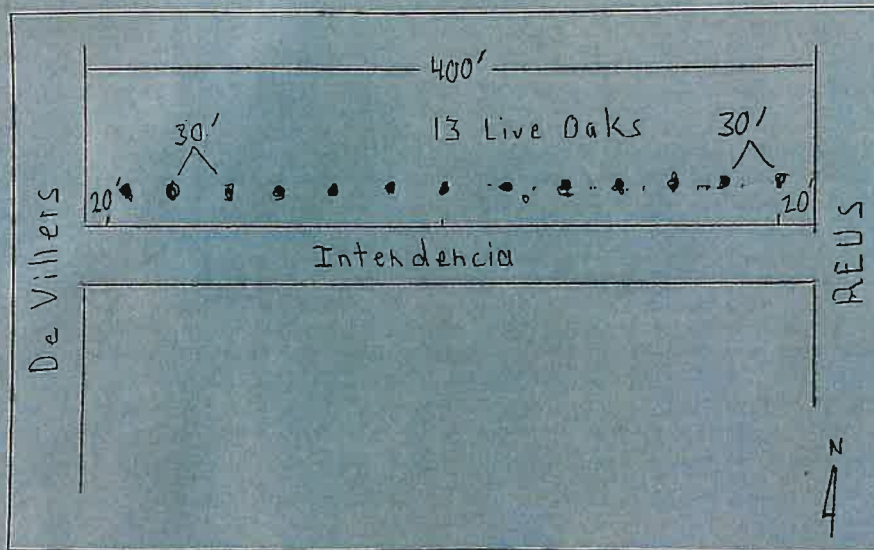
Citizens' Canopy Restoration Project Care Contract

Tree Number, Species and Location 13 Live Oaks North side of Intendencia between

Tree Number, Species and Location Reus + De Villiers 30' apart

Tree Number, Species and Location _____

Create a diagram for tree placement on property.



Citizens' Canopy Restoration Project Care Contract

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Schedule Number	Size of Tree	Amount of Water	Best Results	Survival
1	Less than 2-inch diameter	4 gallons	Water daily; 2 weeks Water every other day; 2 months Water weekly; until established	Twice weekly for 2-3 months
2	2-4-inch diameter	5 gallons	Water daily; 1 month Water every other day; 3 months Water weekly; until established	Twice weekly for 3-4 months
3	Greater than 4-inch diameter	6-10 gallons	Water daily; 6 weeks Water every other day; 5 months Water weekly; until established	Twice weekly for 4-5 months

Mulching

Mulching around a tree makes lawns more attractive, controls weeds, and helps maintain soil moisture. Choosing a life mulch like raked leaves or pine straw allows good oxygen flow to top roots. Avoid heavy wood chip mulch early in the tree's life. Mulch wide, not deep, and mulch more than just the root ball. Ideally three to four feet out from the trunk. Keep all mulch away from the tree's trunk, allowing the root flare to show just above ground level. The goal is to promote root development away from the tree. Also, creating a tree- to four-foot mulched ring around a tree creates a physical cue for landscapers to avoid mowing or weed whacking close to the trunk. Nicks and cuts on the trunk can kill trees.

I HAVE READ THE ABOVE COMMITMENT TO CARE AND UNDERSTAND THE RESPONSIBILITIES I ASSUME IN HAVING A TREE PLANTED ON MY PROPERTY AS PART OF THE CITIZENS TREE CANOPY RESTORATION PROJECT.

- I AGREE TO WATER ACCORDING TO THE SCHEDULE (_____) AND MAINTAIN MULCH AROUND EVERY TREE PLANTED ON MY PROPERTY AS SUGGESTED BY THIS DOCUMENT FOR AT LEAST THE FIRST YEAR AFTER PLANTING.
- I AGREE TO PERIODIC TREE INSPECTIONS TO BE PERFORMED BY A MEMBER OF THIS PROJECT TO BE AGREED UPON BY TREE RECIPIENT AND NEIGHBORHOOD ASSOCIATION.

Elwin Wass Jr
Property Owner Name

[Signature]
Property Owner Signature

10-22-21
Date

321 W. Interdenia St.
Address

850-516-3018
Phone

dwassard@gmail.com
Email

Timothy M. Lloyd 313 W Gov 251-447-7317 TimLloyd123@HSCN.CO

Jim Lloyd 313 W. GOV. 251-586-8942 jim188@hotmail

Camz Bird, 301 W. S. REUS ST, 850 694-2874

Theresa Bird 301 S Reus St 850 966 3077

Robert Bellanova

BELLAWASS 321 @ gmail. com

321 W. INTENDENCIA ST.

(850) 293-56

Pensacola, FL 32502

Robert Bellanova

Jay Bayne, 313 W. Intendencia St. 32

Ken Goots

308 W. Goot St

Pleah, FL 32502

4.) 1909 W GARDEN ST. - 2 LITTLE GEM MAGNOLIA - TROY STEPHERSON (OWNER/PROJECT DIRECTOR)





City of Pensacola

222 West Main Street
Pensacola, FL 32502

Memorandum

File #: 24-1040

Environmental Advisory Board

11/7/2024

DISCUSSION

SPONSOR: Katie Dineen - Chair

SUBJECT:

DISCUSSION -- DRAFT AMENDMENTS TO THE EAB ENABLING ORDINANCE

RECOMMENDATION:

That the EAB have a discussion regarding the Draft amendments to the EAB enabling Ordinance

HEARING REQUIRED: No Hearing Required

SUMMARY:

As part of the discussion between the City Council, staff and the EAB, a thought that the enabling ordinance needed to be amended.

This item will allow for a discussion regarding the DRAFT amendments to the enabling ordinance.

PRIOR ACTION:

None

FUNDING:

N/A

FINANCIAL IMPACT:

N/A

LEGAL REVIEW ONLY BY CITY ATTORNEY: No

STAFF CONTACT:

Don Kraher, Council Executive
Katherine Kuhn, Environmental Coordinator

ATTACHMENTS:

1. EAB Enabling Ordinance 38-13 - retype and amended (003)
2. BOARDS HANDBOOK (004)

PRESENTATION: No

PROPOSED
ORDINANCE NO. 38-13

ORDINANCE NO. 38-13

~~AN ORDINANCE AMENDING ORDINANCE 28-01 ESTABLISHING THE CITY OF PENSACOLA ENVIRONMENTAL ADVISORY BOARD; PROVIDING ITS PURPOSE, RESPONSIBILITIES, MEMBERSHIP, COMPOSITION, OFFICERS AND TECHNICAL ASSISTANCE, AND MEETING PROCEDURES; PROVIDING SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.~~

~~— BE IT ORDAINED BY THE CITY OF PENSACOLA, FLORIDA;~~

~~SECTION 1. Creation of the Cit of Pensacola, Florida Environmental Advisory Board.~~

~~— The City of Pensacola Environmental Advisory Board (the Board) is hereby created and shall have the purpose, responsibilities, membership composition and meeting procedures as herein provided.~~

~~SECTION 2. Purpose~~

~~— The Board shall provide advice and recommendations on environmental matters to the City Council and the Mayor.~~

~~SECTION 3. Responsibilities~~

~~— The Board may review and make recommendations to the City Council and Mayor on environmental policy issues as follows:~~

- ~~(1) Proposed ordinances and codes of an environmental nature~~
- ~~(2) Proposed changes to existing environmental ordinances and codes.~~
- ~~(3) Other environmental matters affecting the City referred to the Board by the City Council and Mayor.~~
- ~~(4) Other environmental matters affecting the City that are initiated by the Board and approved by the City Council and/or Mayor.~~

~~SECTION 4. Membership~~

~~A. The Board shall be composed of the following Nine (9) members appointed by the City Council:~~

- ~~(1) Five (5) members who are employed or retired environmental professionals, or members of local environmental organizations or businesses with an~~

~~interest in City environmental issues. To the extent practicable, members will be residents or property owners of the City.~~

~~(2) Foru (4) at-large members who are residents or property owners of the City.~~

~~B. No member shall be a paid or elected official or employee of the City~~

~~C. Board members shall serve two (2) year terms, and may be reappointed at the discretion of the City Council.~~

~~D. In the event that a vacancy occurs during the unexpired term of a member, the City Council shall appoint a new member for the remainder of the term.~~

~~E. Each board member serves at the pleasure of the City Council and may be removed at any time with reasonable cause or by recommendation by the Environmental Advisory Board. Any board member missing three (3) consecutive board meetings or five (5) board meetings over the course of a calendar year shall forfeit their membership on the board. Absences may be excused by the chair.~~

~~It is the expressed intent of this City to recognize the importance of balance in the appointment of minority and nonminority persons to membership on the Environmental Advisory Board and to promote that balance through the provisions of this section.~~

~~—For purposes of this Code Section, “minority person” means:~~

~~(a) An African American; that is, a person having origins in any of the racial groups of the African Diaspora.~~

~~(b) A Hispanic American; that is, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.~~

~~(c) An Asian American; that is, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.~~

~~(d) A Native American; that is, a person who has origins in any of the Indian Tribes of North America prior to 1835.~~

~~(e) An American woman~~

~~; —In addition, the City recognizes the importance of including persons with physical disabilities on the board. Furthermore, it is recognized that the Environmental Advisory~~

~~Board plays a vital role in shaping public policy for the City, and the selection of the best-qualified candidates is the paramount obligation.~~

~~— In appointing members to the Environmental Advisory Board, the Council should select from among the best-qualified persons, that persons whose appointment would ensure that the membership of the board accurately reflects the proportion that minority persons represent in the population of the City as a whole, unless the law regulating such appointment requires otherwise, or minority persons cannot be recruited. If the size of the board precludes an accurate representation of minority persons, appointments should be made which conform to the requirements of this section insofar as possible.~~

~~SECTION 5. Officers and technical assistance~~

~~— The Board shall elect a Chairman and Vice Chairman from among its members. The terms of office will be for one (1) year, with eligibility for reelection.~~

~~SECTION 6. Meetings, Rules of Procedure~~

~~(A) The Board shall hold regular meetings at intervals determined by the board, but no less than four (4) times a year. Special meetings may be held as determined by the Board or at the call of the Chairman. All regular and special meeting of the Board shall be open to the public.~~

~~(B) The Board shall adopt rules of procedure for the transaction of its business.~~

~~(C) The records of the Board including meeting minutes, reports, special studies, and correspondence shall be maintained in the office of Planning Services.~~

~~SECTION 7. Severability.~~

~~— If any word, phrase, clause, paragraph, section or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such findings shall not affect the other provisions or applications of the ordinance which can be given effect without the invalid or unconstitutional provisions or application, and to this end the provisions of this ordinance are declared severable.~~

~~SECTION 8. Repealing Clause~~

~~— All ordinances or parts or ordinances in conflict herewith are hereby repealed to the extent of such conflict.~~

~~SECTION 9. Effective Date~~

~~—This ordinance shall become effective on the fifth business day after adoption, unless otherwise provided pursuant to Section 4.03(d) of the City Charter of the City of Pensacola.~~

Adopted: _____

Approved: _____

President of City Council

Attest:

City Clerk

PROPOSED
ORDINANCE NO. _____

ORDINANCE NO. _____

AN ORDINANCE
TO BE ENTITLED:

AN ORDINANCE REPEALING AND REPLACING, IN ITS ENTIRETY,
ORDINANCE 38-13, ENVIRONMENTAL ADVISORY BOARD, OF THE CITY
OF PENSACOLA, FLORIDA; PROVIDING FOR SEVERABILITY, REPEALING
CLAUSE, AND PROVIDING AN EFFECTIVE DATE.

**NOW, THEREFORE BE IT ORDAINED BY THE CITY OF PENSACOLA,
FLORIDA:**

SECTION 1. Ordinance 38-13, of the City of Pensacola, Florida is hereby repealed and replaced in its entirety, to read as follows:

SECTION 2. Enabling Ordinance of the City of Pensacola, Environmental Advisory Board.

The City of Pensacola Environmental Advisory Board ("EAB") is reestablished with a revised purpose, responsibilities, membership composition, and meeting procedures.

SECTION 3. Definitions

- (1) Environmental Issues – Definition needed: Challenges, disruptions, and/or problems that impact the function of Earth's natural systems. Environmental issues are complex and interconnected but some examples include, though not limited to, relationship between the natural or built environment, invasive fauna and flora, climate change, toxins and pollutants, energy use, ecosystem biodiversity loss, sustainability, waste management, and water quality.
- (2) Information – Information regarding pending environmental issues may be provided to City Council and/or the Mayor through either the EAB staffing member or Council Staff.
- (3) Advice – Advice regarding pending environmental issues may be provided to City Council and/or the Mayor through either Council Staff or the EAB staffing member.

- (4) Recommendations – Recommendations to the City Council and/or Mayor shall be made at the request of the City Council and/or Mayor.

SECTION 4. Purpose.

The EAB may provide information, advice or make recommendations to the City Council and/or Mayor on environmental issues. This information, advice or recommendation should be routed through the staffing member for the EAB. Information, advice or recommendations may be made on issues as follows:

- (1) Proposed ordinances or codes involving environmental issues.
- (2) Proposed changes to existing ordinances or codes involving environmental issues.
- (3) Environmental issues affecting the City that the EAB feels needs to be brought to the attention of the City Council and/or Mayor through information or advice.
- (4) Any item referred to the EAB by the City Council and/or Mayor wherein a recommendation is sought. Or any item where city code requires EAB input.

SECTION 5. Membership

Member selection, terms, reappointments, vacancies, attendance, removals, voting/quorum and balanced appointments will be guided by the Boards, Commissions and Authorities Handbook approved by the City Council as may be amended from time to time.

- A. The EAB shall be composed of the following Nine (9) members appointed by the City Council through the nomination process established by the City.
 - (1) Five (5) members who are employed or retired environmental professionals, or members of local environmental organizations or businesses with an interest in City environmental issues.
 - (2) Four (4) at-large members who have an interest in environmental issues.

- B. No member shall be a paid or elected official or employee of the City.

SECTION 6. Officers and technical assistance

The EAB shall elect a Chairperson and Vice Chairperson from among its membership. The term of office shall be one (1) year, with eligibility for reelection.

SECTION 7. Meetings, Rules of Procedure

- A. The EAB shall hold regular meetings at intervals determined by the EAB and approved by the City Council, but no less than four (4) times a year. Special meetings may be held as determined by the EAB via a majority vote, or at the call of the Chairperson. All regular and special meetings shall be open to the public.
- B. The EAB shall follow the rules and procedures as outlined within the Boards, Commissions and Authorities handbook.
- C. The EAB shall follow all rules and regulations as they pertain to Sunshine, open meetings, and records laws as established by the State of Florida.
- D. Public Participation – the EAB shall allow for full and ample opportunities to receive public input at board meetings. The public shall be afforded a reasonable opportunity to provide input on any agenda item or action item prior to a vote or action being taken. In addition, there shall be an Open Forum opportunity for members of the public to provide input on items not on the agenda, in a reasonable and orderly manner.

SECTION 8. Severability.

If any word, phrase, clause, paragraph, section or provision of this ordinance or application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provision or applications of the ordinance which can be given effect without the invalid or unconstitutional provisions or application, and to this end the provisions of this ordinance are declared severable.

SECTION 9. Repealing Clause.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 10. Effective Date.

This ordinance shall take effect on the fifth business day after adoption, unless otherwise provided, pursuant to Section 4.03(d) of the City Charter of the City of Pensacola.

Adopted: _____

Approved: _____
President of City Council

Attest:

City Clerk

DRAFT

Handbook for Appointed Boards, Commissions & Authorities

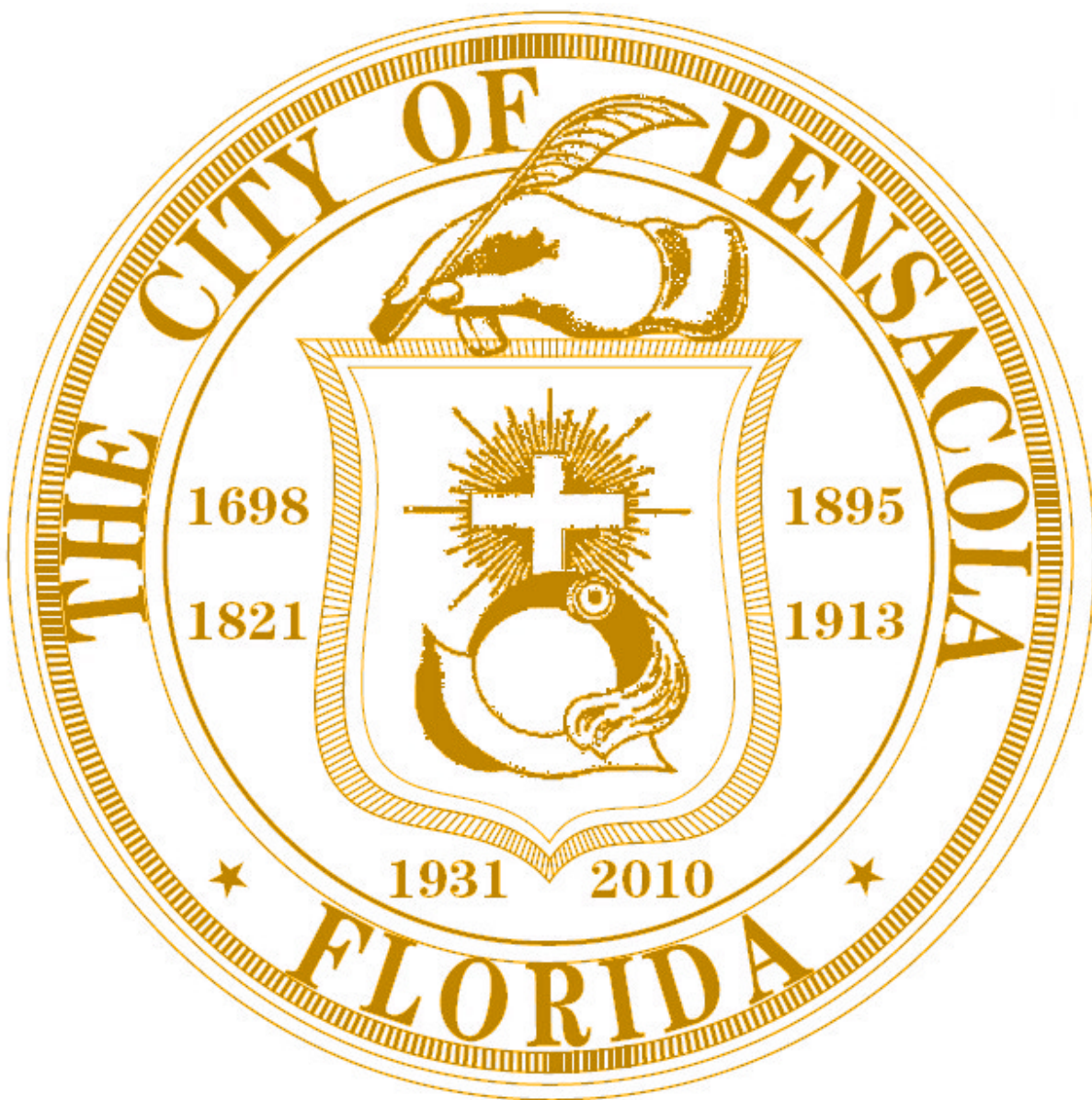


Table of Contents

INTRODUCTION	2
DEFINITIONS	
Boards	
Commissions	
Authorities	
Task Force	
BOARD AND COMMISSION APPOINTMENT INFORMATION	
Application	
BOARDS AND COMMISSION LISTING & FUNCTION	
Architectural Review Board	
Code Enforcement Authority	
Construction Board of Adjustment & Appeals	
Eastside Redevelopment Board	
Environmental Advisory Board	
Fire Pension Board of Trustees	
Fire Prevention Board of Appeals	
General Pension Board of Trustees	
Parks & Recreation Board	
Planning Board	
Police Pension Board of Trustees	
Urban Core Redevelopment Board	
Westside Redevelopment Board	
Zoning Board of Adjustment	
GENERAL OPERATING PROCEDURES	
Selection of Chairperson	
Powers of Chairperson	
Attendance	
Quorum	
Voting	
Records	
Removal of Board Member	
PUBLIC INPUT AND PARTICIPATION	
PENSACOLA IN THE SUNSHINE	
CONFLICT OF INTEREST	

Definitions
STEPS TO RESOLVE A CONFLICT OF INTEREST
Who Must File Form 8B
EXPECTATIONS FOR MEMBERS
EXPECTATIONS FOR CHAIRPERSONS
OTHER MEETING GUIDELINES WHEN DISCUSSING ISSUES
Meeting Procedure
HELPFUL LINKS

INTRODUCTION

The City Council appoints members to the City's Boards, Commission and Authorities. These bodies have functions from being advisory in nature to quasi-judicial in form. Each has its own function, role and responsibility that must be maintained for efficient and effective operations. Remaining focused on the roles, responsibilities and reporting tract helps to ensure that each Board, Commission or Authority is functioning in accordance with Council directives, City code and the City Charter.

All City of Pensacola Boards, Commissions, Authorities and Task Forces (hereinafter referred to a "Board") serve at the pleasure of the City Council. Each of these entities was created for a different reason and has defined relationships and responsibilities. Each appointed body has a specific scope of authority as provided by City Ordinance, State Statute or Council action. These bodies do not set policy, but rather serve as Council representatives for their specific discipline, serving as a citizen sounding board where appropriate.

DEFINITIONS

Quasi-Judicial – When a governmental body (such as the Planning Board or Architectural Review Board) applies law to a particular set of facts or circumstances to reach a decision, the decision is "quasi-judicial" because the governmental body is taking an action similar to that taken by a judge. "Quasi" means nearly, almost, or like. Traditionally, "court like" procedures of government have come to be known as "quasi-judicial" because they are like those procedures used by courts.

Quadi-Judicial proceedings -- Among other things, Boards functioning is a quasi-judicial capacity are responsible for taking action to approve or deny certain types of site plans or other requests as required by City Code, as well as making recommendations to the City Council on Zoning map amendments. These actions involve the application of law to a certain set of circumstances.

The Florida Supreme Court recognized that decision of local government that apply law to specific circumstances such as zoning changes are judicial in nature. The Supreme Court decided these "quasi-judicial" decision should be made in proceedings conducted with most of the same protections available to those persons who are presenting a case in court. These protections include the right to have all witnesses testify under oath, the right of opposing sides to ask questions of each other's witnesses, and the right of each side to hear everything said to the decision maker.

Boards – Boards serve in an advisory and/or investigatory capacity to the City Council. They can also function in a quasi-judicial capacity. Boards are usually standing bodies, involved with ongoing subject areas.

Commissions -- Commission may have administrative, quasi-judicial or advisory powers based on the enabling ordinance or council action. Commissions are standing ,more permanent bodies, involved with ongoing subject areas.

Committees – Committees are usually temporary bodies organized according to specific goal's accomplishment. Committees usually act in an advisory and/or investigatory capacity.

Task Force -- Task Forces are specific bodies designed to aid in accomplishing a specific goal, policy, or project. Task Forces are not usually standing bodies, unless the nature of the subject area dictates otherwise.

BOARD, COMMISSION AND AUTHORITY APPOINTMENT INFORMATION

Important information a citizen would need to know regarding appointment to a Board, Commission, Authority or Task Force:

- (a) All appointments require formal action of the City Council.
- (b) Terms of office for individual Boards will be set forth in the enabling legislation or council action.
- (c) The City Clerk's Office will send out notices for openings for Boards. Incumbent members will be required to file an application of interest with the City Clerk, prospective new members will need to file an application of interest and will be required to be nominated by a member of City Council or the Mayor..

** Please note – a request by an incumbent to remain on a board is not a guarantee of reappointment, that determination is solely at the discretion of the City Council

- (d) The size of any Board will be set forth within the enabling legislation or council action.
- (e) City Boards will reflect, to the greatest extent possible, diversity in makeup.

- (f) Where the City Code or Council action is silent to residency, individuals appointed to Boards must reside within the city limits of Pensacola; excepting those specialty positions set forth in the enabling legislation or council action.

APPLICATION

The City Clerk's office maintains a file of all interested citizens for boards. An interested citizen should complete an application of interest and submit it to the City Clerk. As vacancies arise, notice will be provided to the City Council and general public. An applicant meeting all the qualifications and who, where required, have been nominated by a member of the City Council, will be presented to the City Council for consideration. To be appointed an applicant must receive a majority vote of the existing membership of City Council. Applications can be accessed via the City of Pensacola website at www.cityofpensacola.com, under the City Government – Boards & Commission tab. Or by contacting the City Clerk's Office:

City Clerk's Office
222 W. Main St.
Pensacola, FL 32502
(850) 435-1606

BOARDS, COMMISSIONS, AND AUTHORITY'S LISTING

Architectural Review Board

Description The Architectural Review Board approves or disapproves plans for buildings to be erected, renovated, or razed which are located, or to be located, within the historic districts, preservation districts, and the Governmental Center District.

Membership Seven members, appointed by the City Council. Two (2) members are nominated by West Florida Historic Preservation, Inc., each of whom shall be a resident of the City of Pensacola; one (1) member shall be either a member of the City Planning Board, or a resident property owner of the Pensacola Historic District, North Hill Preservation District or Old East Hill Preservation District; two (2) members shall be registered architects, each of whom shall be a City resident; one (1) member who is a resident property owner of the Pensacola Historic District, North Hill Preservation District or Old East Hill Preservation District; and one (1) member who is a property or business owner in the Palafox Historic Business District or the Governmental Center District.

Term of Office Two years

Code Enforcement Authority

Description A Special Magistrate shall function as the Judge for the City of Pensacola's Code Enforcement Authority, Parking Enforcement, and Electronic Enforcement. Special Magistrates shall be approved by the City Council.

Construction Board of Adjustment & Appeals

Description The Construction Board of Adjustment and Appeals reviews and grants or denies applications for variances and waivers of all technical codes, including the building code, the plumbing code, the gas code, the mechanical code, the electrical code, the minimum housing code, the unsafe building abatement code, and the swimming pool code; however, not the life safety and fire prevention codes. Serves as the regulation and discipline board for holders of City plumbing and gas certificates of competency. Reviews the appeals of the interpretation of the Building Official in regards to technical codes.

Membership Seven members and two alternates, appointed by the City Council. The board shall be comprised as follows: one (1) registered architect, one (1) registered professional engineer, one (1) general or building contractor, one (1) electrical contractor, one (1) plumbing and gas contractor, one (1) mechanical contractor and one

(1) member at large from the public. Alternates shall be one (1) member at large from the construction industry and one (1) member at large from the public. Board members are not required to be City residents

Term of Office Three years (alternates serve two-year terms)

Eastside Redevelopment Board

Description The Eastside Redevelopment Board was established pursuant to the requirements of Florida Statute 163.2517 (2)(a)(b) regarding a community participation process that provides for the ongoing involvement of stakeholder groups in urban infill and redevelopment areas. (Ord. #09-13 adopted 3/14/13)

Membership The Eastside Redevelopment Board shall consist of five (5) members: Two (2) homeowners and one (1) owner of a business located within the Eastside Neighborhood TIF District area appointed by the City Council; one (1) representative of the Eastside Neighborhood Improvement Association designated by the association; and one (1) member of City Council.

Term of Office Three years

Environmental Advisory Board

Description The Environmental Advisory Board may review and make recommendations to the City Council and Mayor on environmental policy issues as follows:

- (1) Proposed ordinances and codes of an environmental nature.
- (2) Proposed changes to existing environmental ordinances and codes.
- (3) Other environmental matters affecting the city referred to the Board by the City Council and Mayor.
- (4) Other environmental matters affecting the City that are initiated by the Board and approved by the City Council and/or Mayor.

Membership The Board shall be composed of nine (9) members appointed by the City Council: Five (5) members who are employed or retired environmental professionals, or members of local environmental organizations or businesses with an interest in City environmental issues. To the extent practicable, members will be residents or property owners of the City. Four (4) at-large members who are residents or property owners of the City.

Term of Office Two years

Fire Pension Board of Trustees

Description The Board of Trustees for the Firemen's Relief and Pension Fund oversees the administration of the Firemen's Pension Plan and investment of Pension Funds.

Membership Five members; two (2) appointed by the City Council; two (2) elected by firefighters; and one (1) appointed by other four members.

Term of Office Two years

Fire Prevention Board of Appeals

Description The Fire Prevention Board of Appeals was established by Council ordinance as a Board of Appeals to review grievance regarding the decisions of the Fire Marshal.

Membership Five members and two alternates, appointed by the City Council. Members shall have expertise in building construction and fire safety standards. No more than one member or alternate shall be engaged in the same business profession, or line of endeavor.

Term of Office Three years

General Pension Board of Trustees

Description The General Pension Board of Trustees oversees administration of the General Pension Plan and investment of Pension Funds.

Membership Six members; three (3) are appointed by City Council and one (1) by the Council President. The remaining two (2) members are elected by employees participating in the general pension plan.

Term of Office Six years (Council appointees); Six years (Employee representatives); The Council President's appointee serves at the Council President's pleasure.

Parks & Recreation Board

Description Members of the parks and recreation board shall engage with the citizens of Pensacola and be liaisons to the public, participate in city events, attend

neighborhood meetings, and encourage recreational activities across our park system. The parks and recreation board shall review developing plans and budgets and advise and make recommendations to the city council with timely reports, and shall advise the mayor on matters concerning the establishment, maintenance and operation of parks and recreational activities within the city. The board, based on informed review, shall also provide input to staff, council and mayor on master plan updates and improvements, and policy development for the use of recreational facilities.

Membership Nine members, appointed by the City Council.

Term of Office Three years

Planning Board

Description The Board advises the City Council concerning the preparation, adoption, and amendment of the Comprehensive Plan; reviews and recommends to Council ordinances designed to promote orderly development as set forth in the Comprehensive Plan; hears applications and submits recommendations to Council on the following land use matters: proposed zoning changes, proposed amendments to zoning ordinance, proposed subdivision plats and proposed street/alley vacations. Board initiates studies on the location, condition, and adequacy of specific facilities of the area, i.e., housing, parks, public buildings. Board schedules and conducts public meetings and hearings pertaining to land development and hears variance requests within the Gateway Redevelopment District and the Waterfront Redevelopment District.

Membership Seven members, appointed by the City Council.

Term of Office Two years

Police Pension Board of Trustees

Description The Board of Trustees of the Police Officer's Retirement Fund oversees the administration of the Police Pension Plan and investment of Pension Funds.

Membership Five members; two (2) appointed by City Council; two (2) elected by police officers; one (1) appointed by other four members.

Term of Office Two years -

Urban Core Redevelopment Board

Description The Urban Core Redevelopment Board was established pursuant to the requirements of Florida Statute 163.2517 (2)(a)(b) regarding a community participation process that provides for the ongoing involvement of stakeholder groups in urban infill and redevelopment areas.

Membership The Urban Core Redevelopment Board shall consist of members appointed by the City Council. One member shall be a member of City Council. The following areas shall each have a member representing it on the Board: Belmont DeVilliers Area (one seat); Central Business Area (one seat); East Hill Area (one seat); Gateway Area (one seat); Historic District – Aragon Area (one seat); Long Hollow Area (one seat); North Hill Area (one seat); Old East Hill Area (one seat); Tanyard Area (one seat); Waterfront Area (one seat). Members appointed to these seats shall be residents or owners or operators of businesses located within the Urban Core CRA neighborhood in which they represent. No member shall be a paid employee of the City. No Area may be represented by more than one member at a time; should no eligible person be identified to serve for a particular Area, then that seat shall remain empty until such time as an eligible person is appointed to serve.

Term of Office Three years

Westside Redevelopment Board

Description The Westside Redevelopment Board was established pursuant to the requirements of Florida Statute 163.2517 (2)(a)(b) regarding a community participation process that provides for the ongoing involvement of stakeholder groups in urban infill and redevelopment areas. (Ord. #33-14 adopted 9/11/14)

Membership The Westside Redevelopment Board consists of seven (7) members: Six (6) members who are redevelopment area residents, members of area neighborhood associations, or owners or operators of businesses located in the redevelopment area; and one (1) member of City Council.

Term of Office Three years

Zoning Board of Adjustment

Description The Zoning Board of Adjustments reviews and grants or denies applications for variances, waivers, and special exceptions to the Land Development Code. The Board hears and decides on appeals when it is alleged that there is error in

any order, requirement, decision, or determination made by an administrative officer in the enforcement of the Land Development Code.

Membership Nine members, appointed by the City Council. Members must be residents or freeholders of the City.

Term of Office Three years

GENERAL OPERATING PROCEDURES

Selection of Chairperson

The Chairperson (Chair) of any board is crucial to an efficiently run meeting. The board shall elect a chairperson and vice-chairperson from among its members on an annual basis. A nomination of a board member will be made, if accepted, an affirmative vote of a majority of the existing membership is necessary for approval.

Powers of the Chairperson

The chair is responsible for conducting the meeting and acting as liaison between staff and the board. The chair also has the power to limit discussion during the meeting to the main issue under consideration and to end debate when it ceases to be productive. The presiding officer has the right to make second motions, participate in debate and vote on all matters before the board. Robert's Rules of Order will be used as a guide for parliamentary procedures by all boards.

Attendance

At the beginning of each meeting, roll call shall be taken and absences noted. In order to be an effective board, regular attendance by the members is expected. The following governs attendance at meetings:

- (a) Regardless of the meeting frequency of the board, no member shall miss in excess of 25% of the board's meetings within a twelve (12) month period, or more than three consecutive meetings. Attendance information shall be communicated to the Council Executive by the Board Chair or city staffing member of that board. The Council Executive will contact the board member to ensure their status and desire to remain on the board has not changed and to ascertain the reasons for the absences. This information will be relayed to City Council who may, at their discretion, treat such absences as the member's resignation.
- (b) Resignations shall be submitted, in writing, to the City Clerk and/or Council Executive. Resignations shall be effective when submitted or on the date requested by the board member to become effective. Upon notice of vacancy, the City Clerk will follow the normal process for filling a vacancy.

Voting and Quorum

A majority of the existing membership as designated by Ordinance or Council Action shall constitute a quorum for the transaction of business. For each board meeting, the determination of a quorum should follow immediately after the roll call. If there is not a quorum present, the Chair can call the meeting to order, announce the absence of a quorum and share information without formal action, pending the establishment of a quorum or adjourn the meeting.

For an item to pass, it must obtain the affirmative vote of the majority of the existing membership of the board. In accordance with guidance from the Attorney General's Office, if a board member is present (within the building) and no conflict of interest exists, the board member must cast a vote on items coming before them.

Vote results should be announced and recorded in a way that reflects the vote of those present. For example, if 5 board members are present on a 7-member board, the results should reflect that the item passes 5-0 with two members absent. It should not be reflected as the item passes unanimously, as not all members were present. If all members are present and an item passes 7-0, then a unanimous result is appropriate.

PUBLIC INPUT AND PARTICIPATION

All meetings of Boards must be open to the public. All boards shall allow for full and ample opportunities to receive public input at board meetings. The public shall be afforded a reasonable opportunity to provide input on any agenda item or action item prior to a vote or action being taken. In addition, there shall be an Open Forum opportunity for members of the public to provide input on items not on the agenda, in a reasonable and orderly manner.

RULES AND PROCEDURES

Each board will have a set of rules and procedures which have been approved by the City Council, these rules and procedures will supersede any existing rules, guidelines, or bylaws. Any proposed amendments to the rules and procedures must be approved by the City Council before becoming effective. When an issue arises that the board's rules and procedures are silent, the City Council rules and procedures shall take precedence.

CODE OF ETHICS

All board members shall be subject to the Code of Ethics established and incorporated by Chapter 2-6 of the Code of Ordinances of the City, as amended from time to time, and as authorized by the Charter of the City and contemplated by Sec. 2-6-3 of the

Code of Ordinances. Further, board members shall be provided with annual ethics and Sunshine Law training by a member of Council staff or the City Attorney's Office.

REMOVAL OF BOARD MEMBERS

Removal of board members shall be in accordance with Florida Statute Sec. 112.501 and/or the policy and procedures set forth by the City Council.

PENSACOLA IN THE SUNSHINE

Florida's Government in the Sunshine Law provides a right of access to governmental proceedings at both the state and local levels. The law is equally applicable to elected and appointed Boards and has been applied to any gathering of two (2) or more members of the same Board to discuss some matter which could foreseeably come before that Board for action. There are three basic requirements of §286.011, Florida Statutes:

1. Meetings of public Boards and Commissions must be open to the public;
2. Reasonable notice of such meetings must be given; and
3. Minutes of the meeting must be taken.

The law applies to elected and appointed Boards of any government agency in the state of Florida. It equally binds advisory boards whose powers are limited to making recommendations to a public agency and which possess no authority to bind that agency.

Even though an Advisory Board must submit their recommendations for review by an elected body it does not exempt them from the provisions of this law.

Meetings are defined as any gathering whether formal or casual of two (2) or more members of the same Board to discuss some matter on which foreseeable action will be taken by the public board. This rule extends to telephone conversations and e-mail communication, and even instant messaging conversations, whether in person or on public or private devices. This can extend further to a casual lunch between two (2) members of a Board – if they discuss some issue that the appointed body to which they belong, that lunch becomes a public meeting and is subject to all the provisions of the Sunshine Law.

While this may seem very restrictive, it is not the case. Appointed members of Boards must remain aware of with whom they are communicating and what is being discussed.

The safest course of action is to avoid discussion about matters that will come before the advisory body, with other members of the body, except when attending a meeting of that body. Should questions arise about this law, contact staff with your concern.

CONFLICT OF INTEREST

Generally, a conflict of interest exists when a board member influences a decision of the board that will (or has the potential to) materially affect the individual's financial interest. Questions involving conflicts of interest are each unique unto themselves, and each potential conflict must be considered individually in order for proper legal guidance to be given. Any Board member who has a question concerning a possible conflict of interest may contact the City Attorney's Office or a private attorney, and should do so immediately.

DEFINITIONS

Breach of public trust –

A violation of a provision of the State Constitution or Florida Statutes which establishes a standard of ethical conduct, a disclosure requirement, or a prohibition applicable to public officers or employees in order to avoid conflicts between public duties and private interests.

Business Associate –

Any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venture, co-owner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

Conflict or conflict of interest –

A situation in which regard for a private interest tends to lead to disregard of a public duty or interest.

Material interest—

A direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of this act, indirect ownership does not include ownership by a spouse or minor child.

Public Officer –

Any person elected or appointed to hold office in any agency, including an advisory body.

Relative –

An individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, or wife.

Section 112.3143(3)(a), Florida Statute, prohibits a county, municipal or other local public officer from voting on any measure which inures to his or her special private gain or loss; which the officer knows would inure to the special private gain or loss of any principal or parent organization or subsidiary of a corporate principal, other than a public agency, by who he or she is retained; or which the officer knows would inure to the special private gain or loss of a relative or business associate of the officer. An exception exists for a commissioner of a community redevelopment agency created or designated pursuant to Sec. 163.356 F.F. or Sec 163.357 F. S. or an officer of an independent special tax district elected on a one-acre, one-vote basis. Section 112.3143(3) (b), F.S.

Florida law requires that all persons appointed to boards disclose any financial interests they have by filing disclosure forms and must abstain from participating in any matters before their board that may have an impact on their financial interest. In effect, if a board member does business with a person or business coming before the board, it is essential for that member to not participate in the proceedings, or the individual will be in violation of the law. In addition, members of boards are required to abstain from voting when a conflict of interest is involved. This means that they may not vote on any matter which may have an impact on themselves, a family member, or someone who retains their services.

When an individual abstains from voting, a voting conflict form 8B provided by the City, must be completed and returned within 14 days after the vote occurs. This form must be attached to the official minutes of the meeting.

If you believe you have a possible conflict of interest in any matter before your advisory body, contact the City Attorney's officer or City Clerk's office before taking any official action on the matter where the conflict may exist.

STEPS TO RESOLVE A CONFLICT OF INTEREST

Notwithstanding the provision of Sec. 112.3143, Florida Statutes, or subsequent superseding legislation, a board member required to abstain from a vote by Florida law shall make his or her disclosure at the commencement of the discussion of the conflicted item and shall not participate in the discussion. The board member must complete a FORM 8B and submit it to the City Clerk's Office within 15 days of the abstention. The requirement for board members to vote, minus a required abstention, shall be consistent with Attorney General's opinions regarding this matter.

Who Must File Form 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, committee or task force. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

1. You must complete and file Form 8B (before making any attempt to influence the decision) with the person responsible for recording the minutes or the meeting, who will incorporate the form in the minutes.
2. A copy of the form must be provided immediately to the other members.
3. The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.

- You must complete Form 8B and file it within 14 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

EXPECTATIONS FOR BOARD MEMBERS

Citizen input on City programs and services are vital to ensuring their relevance, efficiency and effectiveness to the community. Using citizen Boards on various issues is an important way for the City Council and City of Pensacola administration to receive and consider citizen input.

Serving on a City of Pensacola Board can be challenging and rewarding. The information given below should help board members understand some of the expectations the City of Pensacola has for them in their respective roles.

1. Every member has a valuable contribution to make and each member should respect and consider each other's input in a particular subject. Boards are expected and encouraged to respect the diversity of opinions of each member.
2. Members are expected to seek out and consider input from citizens interested in an issue or parties impacted by actions of the body prior to making a final determination on an issue.
3. Boards represent the City of Pensacola and the Pensacola City Council, in their appointed roles. All members are expected to conduct themselves in a manner that demonstrates **respect, integrity, teamwork, and competence**.
4. Members should periodically take the time to set realistic and achievable goals and allow enough time to do a good job on each issue.
5. Board members are asked to regularly attend all meetings. Members should notify staff prior to the meeting about potential absences.
6. All persons involved in Boards should treat each other with fairness and respect. Interactions between Board members and City staff not meeting this standard should be brought to the attention of the Council Executive.
7. Board members are expected to stay within the guidelines and roles set forth for their particular board.

EXPECTATIONS FOR BOARD CHAIRPERSONS

Chairpersons of Boards have several important responsibilities, which are essential to the effectiveness of the respective group. These responsibilities include:

1. Conduct meetings in an efficient manner, focusing on the issues relevant to the functions and mission.
2. Regulate and facilitate discussion among board members to ensure that all viewpoints are represented. Give each member the opportunity to express ideas and/or concerns on issues that are being considered by the Board.
3. Provide an opportunity for the public to be heard both during the open forum portion of the meeting and prior to a vote being taken on any given item.
4. Ensure compliance with the “Government in the Sunshine” laws.
5. Ensure compliance with appropriate rules and procedures.
6. Assist in orienting new board members about the function, role and mission of the board.
7. Assist in mediating conflicts or disputes between members during meetings.
8. Serve as primary contact with staff.

OTHER MEETING GUIDELINES WHEN DISCUSSING ISSUES

1. When an item or topic is first introduced or a main motion is made, allow all question for information purposes to be asked before opening to debate.
2. Discourage the repetition of arguments. Attempt to call on people what have not yet spoken before those who have already spoken. Discourage dialogues that start up between two individuals in debate. Members are not recognized to speak but through the Chairperson.
3. If debate carries on too long, impose time limits on speakers.

MEETING PROCEDURE

It is important that all organizations have underlying organizational structure and procedures. Robert's Rules of Order will be a guide for all boards. The guidelines below provide guidance for members and the general public. Some City boards currently use a similar format that is given below. This list has been created to provide a framework for board procedures:

The following three (3) points are always in order:

1. **Point of Order:** a question about process, or objection and suggestion of alternative process. May include a request for the facilitator to rule on process. Can only be called by a Board member.
2. **Point of Information:** a request for information on a specific question, either about process or about the content of a motion. This is not a way to get the floor to say something you think people should know.
3. **Point of Personal Privilege:** a comment addressing a person need – a direct response to a comment defaming one's character, a plea to open the windows, etc.

MOTIONS

All motions must be seconded and are adopted by a majority vote of the existing membership of the board. All motions may be debated unless otherwise noted. Motions are in order of precedence: motions may be made only if no motion of equal or higher precedence is on the floor (i.e. don't do a number 5 (move to end debate) when the body is discussing a number 4 (move to suspend rules)).

1. **Motion to Adjourn:** not debatable; goes to immediate majority vote. If all business has concluded, the Chairperson may adjourn the meeting without a motion.
2. **Motion to Recess:** not debatable. May be for a specific time.
3. **Motion to Appeal the Facilitator's Decision:** Not debatable; goes to immediate vote and allows the body to overrule a decision made by the chair.
4. **Motion to Suspend the Rules:** suspends formal process for dealing with a specific question. Debatable; requires simple majority vote.
5. **Motion to End Debate and Vote or Call the Question:** applies only to the motion on the floor. Not debatable; requires simple majority vote.
6. **Motion to Extend Debate:** can be general, or for a specific time or number of speakers. Not debatable.
7. **Motion to Amend:** must be voted for by a majority to be considered and by a simple majority to be passes: If amendment is accepted as "friendly" by the proposer of the amendment then many bodies will allow it to be accepted without formal vote; this is a way of including a consensus-building process into procedure without endless debate over amendments to amendments. Strictly speaking, however, once the main motion is made it is the property of the body to amend.
8. **Main Motion:** what it is you're debating and amending.
9. **Voice Vote:** The form of voting on a motion by which the Chairperson asks those in favor to respond to the motion in question by saying "aye" and then asks those opposed to the motion to say "no." If the "ayes" have the majority, the Chairperson will state that the motion has passed. If the prevailing side is negative, the Chairperson will state that the motion has failed. The vote should be announced and recorded according to the number of members present. (I.e. If 5 members of a 7-member board are present and a motion passes 5-0, the vote should be recorded as passing 5-0 with two (2) absent).
10. **Roll Call Vote:** The form of voting on a motion by which the Chairperson request staff to conduct a vote by calling the roll. Each member answers as their name is called and staff records their vote. An entry must b e made in the minutes of each member and how they voted. This method of voting is very time consuming and is not normally used.

HELPFUL LINKS

City of Pensacola website, calendar, forms, information:

www.Cityofpensacola.com

Code of Ordinances and Land Development Code:

www.municode.com

State of Florida Ethics

www.ethics.state.fl.us