

December 11, 2006

Charlie Marcus
Division of Forestry
Forest Management Bureau
3125 Conner Blvd. C-25
Tallahassee, FL 32399-1650

Subject: Tree City USA Application for Recertification – City of Leesburg

Dear Mr. Marcus:

Enclosed please find a Tree City USA Application for Recertification for 2006 and appropriate documentation for the City of Leesburg. We are forwarding this information to you as instructed on the application.

Should you have any questions regarding the information provided, please free to contact me at (352) 728-9885.

Sincerely,



Bruce Ericson, Director
City of Leesburg Parks & Recreation Department

BE:jb
Enclosures



218 South Second Street
Leesburg, Florida 34740
Phone: 352-728-9885
Fax #: 352-728-9889
Post Office Box 490630 • Leesburg, Florida 34749-0630
352/728-9700 • Fax 352/728-9734 • TDD 352/728-4138

- AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER -

TREE CITY USA

Application for Recertification

Mail completed application with requested attachments to your state forester no later than December 31.
 The TREE CITY USA award is made in recognition of work completed by the city during the calendar year.
 Please provide information for the year ending.

(Some states require information in addition to that requested on this application. Check with your state forester.)

As City Manager of the city of Leesburg, Florida
(Title — Mayor or other city official)

I herewith make application for this community to be officially recertified as a Tree City USA for 2006, having achieved the standards set forth by The National Arbor Day Foundation as noted below.
(year)

Standard 1: A Tree Board or Department

List board members, and meeting dates for the past year; or name of city department and manager.

Our Tree Board consists of members of our Planning and Zoning Commission, which meets twice a month. See attached members list and schedule of 2006 meetings.

Standard 2: A Community Tree Ordinance

Check one: Our ordinance as last submitted is unchanged and still in effect.
 Our ordinance has been changed. The new version is attached.

Standard 3: A Community Forestry Program with an Annual Budget of at Least \$2 Per Capita

Total community forestry expenditures \$ 1,410,208
 Community population 18,841 (as of April 2006)

Attach annual work plan outlining the work carried out during the past year. Attach breakdown of community forestry expenditures.

Standard 4: An Arbor Day Observance and Proclamation

Date observance was held April 22, 2006

Attach program of activities and/or news coverage. Attach Arbor Day proclamation.

Signature Title Date

Please type or print the following:

Mayor or equivalent

Name: Ron Stock
 Title: City Manager
 Address: P.O. Box 490630
 City, State, Zip: Leesburg Fl. 34749-0630
 Phone #: 352-728-9704

City Forestry Contact

Name: Howard A. Jeffries
 Title: Parks Mgr., Urban Forester
 Address: 318 S. Second Street
 City, State, Zip: Leesburg Fl. 34748
 Phone #: 352-728-9885

NOTE: Application will not be processed without Standard 3 and 4 attachments.

Certification
 (To Be Completed By The State Forester)

(Community)

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be recertified as a Tree City USA, for the _____ calendar year, having in my opinion met the four standards of achievement in urban forestry.

Signed _____
State Forester Date

Person in State Forester's Office who should receive recognition material:

Name: _____ UPS Address: _____
 Title: _____ City, State, Zip: _____
 Agency: _____ Phone #: _____

Attach Document

A10) Continuing ed. for Forestry Mgr. – City Arborist Contract Monitor for Elec. Dept attended Fl. Trees 2006 Conf.

C4) Tree Inventory & Analysis – Davey Tree conducted citywide tree survey of street Right of Ways & trees in parks & other public areas. Also prepared 5year management plan & worked with City staff in establishing a computerized tree management system

C5) Computerized Tree Management System – Same as C4

C6) Management Plan – Same as C4

B1) New Project – City started tree nursery to provide trees for Arbor Day activities Right of Ways replacements etc.

PLANNING & ZONING COMMISSION MEMBERS
2006-2007

Chairman – Marc Micham

709 Lincoln
Leesburg, Fl 34748
408-8452 (cell)
728-8001 (home)

Clell Coleman, Vice Chairman

323 Lakeshore Drive
Leesburg, Fl 34748
787-3622 (work) ex. 215
787-3928 (home)

Agnes Berry
900 McCormick Street
Leesburg, Florida 34748
787-2896

Larry Taylor
103 N. Lee Street
P.O. Box 490208
Leesburg, Fl 34749-0208
787-1440

Chryle Lowery
404 June Drive
Leesburg, Fl 34748
638-2165

Roland Stults
9800 U.S. Hwy 441
Leesburg, Fl 34748
728-2224

Jo Ann Heim
207 N. Perkins Street
Leesburg, Florida 34748
787-2426

Alternate Member

Edward Schlein
708 Newell Hill Road
Leesburg, Florida 34748
326-5929

City Attorney
Fred Morrison, Esquire
Priscilla (Secretary)
P.O. Drawer 491357
Leesburg, Florida 34748
787-1241 (office)
326-2608 (fax)

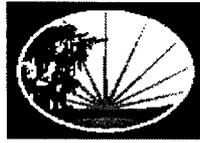


LEESBURG

MEETING DATE SCHEDULE AND P&Z MEETING DEADLINES - 2006

PLANNING & ZONING MEETING DEADLINE 4:30 p.m.	PLANNING & ZONING 3:30 p.m.	CITY COMMISSION 5:30 p.m.
DECEMBER 2, 2005 DECEMBER 27, 2005	JANUARY 5..... JANUARY 19.....	FEBRUARY 13 FEBRUARY 27
JANUARY 6, 2006 JANUARY 20, 2006	FEBRUARY 9..... FEBRUARY 23.....	MARCH 13 MARCH 27
FEBRUARY 3 FEBRUARY 17	MARCH 9..... MARCH 23.....	APRIL 10 APRIL 24
MARCH 3 MARCH 17	APRIL 6 APRIL 20.....	MAY 8 MAY 22
APRIL 7 APRIL 21	MAY 4 MAY 18	JUNE 12 JUNE 26
MAY 5 MAY 19	JUNE 8..... JUNE 22.....	JULY 10 JULY 24
JUNE 9 JUNE 23	JULY 6 JULY 20	AUGUST 14 AUGUST 28
JULY 7 JULY 21	AUGUST 10 AUGUST 24.....	SEPTEMBER 11 SEPTEMBER 25
AUGUST 4 AUGUST 18	SEPTEMBER 7..... SEPTEMBER 21.....	OCTOBER 9 OCTOBER 23
SEPTEMBER 8 SEPTEMBER 22	OCTOBER 5..... OCTOBER 19.....	NOVEMBER 13 NOVEMBER 27
OCTOBER 6 OCTOBER 20	NOVEMBER 9.....	DECEMBER 11 DECEMBER (TBA)
NOVEMBER 10	DECEMBER 7.....	JANUARY 8, 2007 JANUARY 22, 2007

*** For annexations or cases requiring conditions such as conditional uses, overlays and planned development cases add 30 days to Planning Commission and City Commission date.**



LEESBURG

The Lakefront City

MEETING DATE SCHEDULE AND P&Z MEETING DEADLINES - 2007

APPLICATION DEADLINE @ 4:30 p.m.	PLANNING COMMISSION MTG. 3:30 p.m.	CITY COMMISSION MTG. 5:30 p.m.
DECEMBER 8, 2006	JANUARY 4.....	FEBRUARY 12
DECEMBER 22, 2006	JANUARY 18.....	FEBRUARY 26
JANUARY 5, 2007	FEBRUARY 8.....	MARCH 12
JANUARY 19, 2007	FEBRUARY 22.....	MARCH 27
FEBRUARY 8	MARCH 8.....	APRIL 9
FEBRUARY 23	MARCH 22.....	APRIL 23
MARCH 9	APRIL 5.....	MAY 14
MARCH 23	APRIL 19.....	MAY (TBA)
APRIL 6	MAY 3.....	JUNE 11
APRIL 20	MAY 17.....	JUNE 25
MAY 4	JUNE 7.....	JULY 9
MAY 18	JUNE 21.....	JULY 23
JUNE 8	JULY 5.....	AUGUST 13
JUNE 22	JULY 19.....	AUGUST 24
JULY 6	AUGUST 9.....	SEPTEMBER 10
JULY 20	AUGUST 23.....	SEPTEMBER 24
AUGUST 10	SEPTEMBER 6.....	OCTOBER 8
AUGUST 24	SEPTEMBER 20.....	OCTOBER 22
SEPTEMBER 7	OCTOBER 4.....	NOVEMBER (TBA)
SEPTEMBER 21	OCTOBER 18.....	NOVEMBER 26
OCTOBER 5	NOVEMBER 8.....	DECEMBER 10
OCTOBER 19	DECEMBER 6.....	DECEMBER (TBA)
NOVEMBER 9		JANUARY 7, 2008
		JANUARY 21, 2008

*** For annexations or cases requiring conditions such as conditional uses, overlays and planned development cases add 30 days to Planning Commission and City Commission date.**

Annual Work Plan Parks Division

- ◆ **Continue irrigation installation/upgrades/repairs in City parks.**
- ◆ **Continue to prune trees in City parks and street rights-of-ways with assistance from Lewis Tree Service.**
- ◆ **Perform standard routine maintenance in City parks, street rights-of-ways including mowing, edging, mulching, etc.**
- ◆ **Tree planting – CITY WIDE**
- ◆ **Tree and stump removal – City wide. Obtain stump grinder via FDOF grant.**
- ◆ **Plant and maintain sod in City parks including re-sodding, Towne Square.**
- ◆ **Shrub planting and maintenance-trimming, fertilizing, etc.**
- ◆ **Plant and maintain annual flowerbeds-mulching, removal and replanting flowers. Minimum three times per year.**
- ◆ **Shoreline weeds maintenance, via aquatic vegetation contractor in City parks.**
- ◆ **Continue training staff members to become Florida Certified Pest Applicators.**
- ◆ **Construction and landscaping of Venetian Trail along Canal Street.**
- ◆ **City wide Arbor Survey of Street Rights-of-Way and City properties. Work to be done via FDOF Grant.**

Recreation Department

Parks Division

Values & Goals

Values & Goals

Value: Excellence in all we do

Goals:

- ◆ Raise the level of landscape maintenance of our parks and other public areas
- ◆ Maintain quality attractive parks and facilities, including safe playgrounds, for the enjoyment and use of our citizens
- ◆ Ensure maintenance of rights-of-way and code enforcement properties in a timely manner
- ◆ Provide timely and quality maintenance of all Park and Recreation facilities and structures
- ◆ Convert fixed riser irrigation system in Venetian Gardens to an underground automated system

Value: A spirit of professionalism

Goals:

- ◆ Apply for grants to upgrade parks and trails
- ◆ Upgrade two playgrounds
- ◆ Expand and promote the Trails Program
- ◆ Plant trees, shrubs, groundcovers, and flowering plants to improve aesthetics and enhance the image of Leesburg and its parks
- ◆ Initiate a preventive maintenance program
- ◆ Provide additional training to staff and continue professional development for staff

Major Accomplishments:

- Upgraded and expanded 4 additional irrigation systems
- Upgraded landscaping along downtown Main Street, the Armory, Berry Park, Venetian Gardens and Veteran's Memorial
- Completed and opened the ¾ mile Magnolia Trail
- Began design work on the Highway 441 Beautification Project
- Installed fitness apparatus along Magnolia Trail and in Berry Park
- Completed 3 phases of Sleepy Hollow Recreation Complex consisting of:
 - Phase 1 – site preparation, 10 athletic fields, parking lot, scoreboards, and extensive landscaping.
 - Phase 2 – press box/concession stand, restroom facility and maintenance building
 - Phase 3 – official's locker room building, playground equipment and picnic shelter
- Installed flag pole lights, scoreboard, and upgraded fence at Pat Thomas Stadium
- Re-lamped Pat Thomas Stadium

Performance Measures:

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>
Areas maintained (acres per employee)	20	29.2	22.3
Linear Feet of R. O. W. Maintained	40,751	42,271	72,779
Trees planted	100	75	100
Trees removed	42	703*	75
Weddings in parks	16	23*	33
Rogers Park – rent	95	85*	115
Areas maintained per sq ft	2,133,890	4,365,552	5,748,392
Feet of City right-of-way mowed	39,954	49,000	72,028

*Due to hurricanes The City of Leesburg removed many damaged and fallen trees throughout the City and cancelled many events and reservations.

Personnel Schedule

Classification	Current	New	Total	Amount
Parks & Athletic Fields Manager	0.50	0.00	0.50	26,451
Crew Leader II	3.00	0.00	3.00	120,381
Trades Technician	2.00	1.00	3.00	88,423
Maintenance Worker II	4.00	1.00	5.00	127,318
Maintenance Worker I	6.00	2.00	8.00	163,049
Mobile Equipment Operator I	3.00	-1.00	2.00	56,838
Standby				3,100
Total	18.50	3.00	21.50	585,560

**Recreation
Department**

**Parks
Division**

**Personnel &
Capital Outlay
Schedules**

Capital Outlay Schedule

Description	Replacement	Improvement	Amount
Pavilion (3)	45,000		45,000
Gazebo – MLK Island	26,000		26,000
Fountain at MLK Island	20,000		20,000
Greenhouse office and storage	22,000		22,000
Equipment and plants for greenhouse		3,500	3,500
Picnic Shelters	15,000		15,000
Venetian Gardens irrigation		5,000	5,000
Aeration of Venetian Gardens canals		18,000	18,000
Barricades and signs	2,000		2,000
Storage bins	2,500		2,500
Total	132,500	26,500	159,000

Recreation
Department

Parks
Division

Appropriations
Detail

Appropriations Detail

Account # 001-8124-572

	ACTUAL 2002-03	ACTUAL 2003-04	ACTUAL 10/04-05/05	ADOPTED 2004-05	ADOPTED 2005-06
PERSONAL SERVICES					
12xx Regular Salaries & Wages	519,300	501,809	312,391	514,668	585,560
1310 Temporary Labor	10,686	2,561	3641	15,000	19,000
1410 Overtime	5,381	52,057	17,954	33,000	34,320
1530 Bonuses	2,354	2,313	1,997	2,563	2,438
2110 FICA	37,644	40,297	24,206	42,961	42,862
2210 Retirement	27,758	41,322	29,236	51,309	69,895
23xx Insurance	123,606	110,512	62,497	130,190	122,561
2410 Workers' Compensation	17,907	28,939	22,305	23,318	26,065
262x Other Payroll Benefits	863	801	437	822	666
TOTAL PERSONAL SERVICES	745,499	780,611	474,664	813,831	903,367
OPERATING EXPENSES					
31xx Professional Services	14,003	6,235	936	3,500	1,000
3410 Contract Services	6,474	8,007	5,526	8,000	8,200
4010 Travel	481	841	144	1,000	1,100
41xx Communication	146	150	41	100	200
4210 Postage	89	0	0	100	0
4310 Utilities	46,648	55,620	35,933	53,000	54,000
4410 Rentals	5,611	6,169	7,660	10,000	16,000
4415 Internal Fleet Lease	0	0	0	0	65,020
4510 Insurance	11,144	12,515	8,727	16,771	13,746
461x Repairs & Maintenance- Vehicles	40,578	44,868	33,490	51,560	55,900
4620 Repairs & Maintenance- Building	11,536	4,798	4,448	7,000	13,000
4625 Repairs & Maintenance- Non-Build	529,895	58,307	30,905	80,000	55,000
463x Repairs & Maintenance- Equipment	335	1,059	112	1,500	1,500
4810 Promotional Activities	0	150	0	0	0
4911 Advertising-Other Ads	0	380	0	500	0
4920 Other Current Charges	1,884	2,010	621	2,500	2,500
4980 Taxes	0	906	906	1,000	1,000
5110 Office Supplies	80	0	0	100	0
5180 Minor Furniture/Equipment	10,744	12,582	10,342	12,300	15,000
5210 Operating Supplies	19,156	42,945	35,436	30,000	50,000
5215 Uniforms	4,532	4,580	3,296	3,500	5,000
52xx Fuel Purchases	11,406	15,369	8,635	14,500	16,200
5410 Publications & Memberships	0	408	235	200	200
5440 Education	75	0	0	1,000	1,000
5450 Training	854	1,531	1,546	1,500	1,600
TOTAL OPERATING EXPENSES	715,671	279,430	188,939	299,631	377,166
CAPITAL OUTLAY					
6210 Buildings	0	0	5,000	0	108,000
6310 Improvements Other Than Bldgs	0	3,138	0	28,000	46,500
6410 Machinery & Equipment	16,421	68,744	27,000	3,600	4,500
TOTAL CAPITAL OUTLAY	16,421	71,882	32,000	31,600	159,000
TOTAL APPROPRIATIONS	1,477,591	1,131,923	695,603	1,145,062	1,439,533

Community Forestry Expenses

◆ Costs to start up City Nursery:	\$ 25,500
◆ Contract costs for tree trimming/removals:	\$377,007
◆ Costs for Landscaping/Irrigation for Streets/ Rights-of-way and Public Properties.	\$536,166
◆ Cost for maintaining City Parks and other Public Properties:	\$414,587
◆ City wide Arbor Survey (FDOF Grant):	\$ 30,000
◆ Purchase of Stump Grinder (FDOF Grant):	\$ 26,948
◆ Irrigation repair on Hwy 441	<u>\$ 36,788</u>
<u>Total Expense:</u>	<u>\$1,446,996.00</u>

ATTACHMENT F

2005 EMERGENCY HURRICANE SUPPLEMENTAL
URBAN AND COMMUNITY FORESTRY GRANT PROGRAM

RESOLUTION NO. 7394

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN URBAN AND COMMUNITY FORESTRY GRANT MEMORANDUM OF AGREEMENT WITH THE STATE OF FLORIDA, DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, DIVISION OF FORESTRY; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

WHEREAS, trees are an important part of our community; and

WHEREAS, the City of Leesburg desires to apply for an Urban and Community Forestry Grant which would provide monies in which to help fund the citizen forester program; and

WHEREAS, the City of Leesburg wishes to enter into an Urban and Community Forestry Grant Memorandum of Agreement between the City of Leesburg and the Florida Department of Agriculture and Consumer Services;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of Leesburg, Florida:

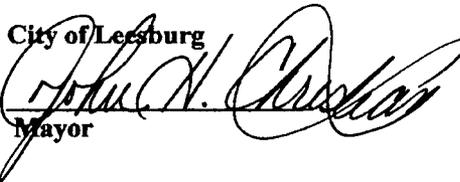
Section 1. The City Commission supports the development of a citizen forester program to allow continuation of the City's tree planting program.

Section 2. The City Commission hereby authorizes the City Manager to enter into an Urban and Community Forestry Grant Memorandum of Agreement between the City of Leesburg, Florida and Florida Department of Agriculture and Consumer Services.

THAT THIS RESOLUTION shall take effect immediately upon its adoption.

PASSED AND RESOLVED this 11th day of July, 2005, by the City Commission of the City of Leesburg, Florida.

City of Leesburg


Mayor

ATTEST:


City Clerk

**City of Leesburg
Proposal Request
2005 Emergency Hurricane Supplemental
Urban and Community Forestry Grant Program**

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Budget Attachment E

Emergency Supplemental Urban and Community Forestry Attachment F
Grant Resolution

July 11, 2005

FL Dept. of Agriculture & Consumer Services
407 S. Calhoun Street
Mayo Bldg., Room SB-8
Tallahassee, FL 32399-0800

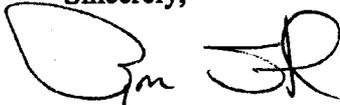
Dear RFP Administrators:

The City of Leesburg is pleased to submit the attached proposal for the 2005 Emergency Hurricane Supplemental Urban and Community Forestry Grant Program in response to RFP/DF-04/05-99.

We are seeking funding to conduct an inventory and assessment of our street rights-of-way and parks trees. This will help us determine the degree of urban forest canopy lost from Hurricanes Frances and Jeanne. We will also be able to identify individual trees needing removal or corrective treatments, to identify the physical makeup of our tree canopy including areas needing reforestation or new plantings, and to provide information to aid us in developing a comprehensive urban forestry recovery and management plan.

Thank you for your consideration.

Sincerely,



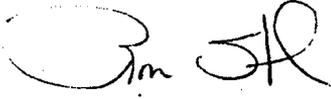
Ron, Stock
City Manager



Post Office Box 490630 • Leesburg, Florida 34749-0630
352/728-9700 • Fax 352/728-9734 • TDD 352/728-4188

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER -

 CHARLES H. BRONSON COMMISSIONER	Submit Bids to: Florida Department of Agriculture and Consumer Services 407 South Calhoun Street - Mayo Building, Room SB-8 Tallahassee, FL 32399-0800
	Telephone: (850) 487-3727
Page 1 of ____ Pages	BIDS NO. RFP/DF-04/05-99
AGENCY MAILING DATE: May 4, 2005	WILL BE OPENED JUNE 30, 2005 @ 2:00 P.M. and may not be withdrawn within 90 days after such date and time NOTICE OF INTENDED AWARD POSTING WILL BE ON OR ABOUT 8/1/2005
BID TITLE: 2005 EMERGENCY HURRICANE SUPPLEMENTAL URBAN AND COMMUNITY FORESTRY GRANT PROGRAM	

VENDOR NAME City Of Leesburg	AUTHORIZED SIGNATURE (MANUAL) 
VENDOR MAILING ADDRESS PO Box 490630	AUTHORIZED SIGNATURE (TYPED) TITLE Ron Stock City Manager
CITY - STATE - ZIP Leesburg, Fl 34749-0630	
TELEPHONE: (352) 728-9885	

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer and that the Proposer is in compliance with all requirements of the Request for Proposal including but not limited to, certification requirements. In submitting a Proposal to an agency for the State of Florida, the Proposer offers and agrees that if the Proposal is accepted, the Proposer will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the State of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the Proposer.

GENERAL INSTRUCTIONS TO RESPONDENTS

- Definitions.** The definitions found in s. 60A-1.001, F.A.C. shall apply to this agreement. The following additional terms are also defined:
 - "Buyer" means the entity that has released the solicitation.
 - "Procurement Officer" means the Buyer's contracting personnel, as identified in the Introductory Materials.
 - "Respondent" means the entity that submits materials to the Buyer in accordance with these Instructions.
 - "Response" means the material submitted by the respondent in answering the solicitation.
 - "Timeline" means the list of critical dates and actions included in the Introductory Materials.
- General Instructions.** Potential respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare responses accordingly.
- Electronic Submission of Responses.** Respondents are required to submit responses electronically. For this purpose, all references herein to signatures, signing requirements, or other required acknowledgments hereby include electronic signature by means of clicking the "Submit Response" button (or other similar symbol or process) attached to or logically associated with the response created by the respondent within MyFloridaMarketPlace. The respondent agrees that the action of electronically submitting its response constitutes:
 - an electronic signature on the response, generally,
 - an electronic signature on any form or section specifically calling for a signature, and
 - an affirmative agreement to any statement contained in the solicitation that requires a definite confirmation or acknowledgement.
- Terms and Conditions.** All responses are subject to the terms of the following sections of this solicitation, which, in case of conflict, shall have the order of precedence listed:
 - Technical Specifications,
 - Special Conditions,
 - Instructions to Respondents (PUR 1001),
 - General Conditions (PUR 1000), and
 - Introductory Materials.

The Buyer objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response.
- Questions.** Respondents shall address all questions regarding this solicitation to the Procurement Officer. Questions must be submitted via the Q&A Board within MyFloridaMarketPlace and must be RECEIVED NO LATER THAN the time and date reflected on the Timeline. Questions shall be answered in accordance with the Timeline. All questions submitted shall be published and answered in a manner that all respondents will be able to view. Respondents shall not contact any other employee of the Buyer or the State for information with respect to this solicitation. Each respondent is responsible for monitoring the MyFloridaMarketPlace site for new or changing information. The Buyer shall not be bound by any verbal information or by any written information that is not contained within the solicitation documents or formally noticed and issued by the Buyer's contracting personnel. Questions to the Procurement Officer

ATTACHMENT B

STATE OF FLORIDA

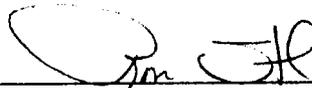
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

CONFLICT OF INTEREST STATEMENT

I, Ron Stock, as authorized representative of City Of Leesburg

certify that no member of this firm nor any person having interest in this firm has been awarded a contract by the Department of Agriculture and Consumer Services on a non-competitive basis to:

- (1) develop this Invitation to Bid (ITB) or Request for Proposal (RFP);
- (2) perform a feasibility study concerning the scope of work contained in this ITB/RFP;
- (3) develop a program similar to what is contained in this ITB/RFP.



Authorized Representative

July 11, 2005

Date

RFP/DF-04/05-99

Proposal Number

ATTACHMENT C

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT City Of Leesburg	PR/AWARD NUMBER AND / OR PROJECT NAME RFD/DF-04/05-99
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE Ron Stock, City Manager	
July 11, 2005	
SIGNATURE 	DATE

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

BID NUMBER: RFP/DF-04/05-99

OPENING DATE: JUNE 30, 2005 @ 2:00 P.M.

**ATTACHMENT D
2005 EMERGENCY HURRICANE SUPPLEMENTAL
URBAN AND COMMUNITY FORESTRY GRANT PROPOSAL FORM**

GENERAL INSTRUCTIONS: Please complete all items pertaining to the Category Grant for which you are applying. The proposal packet must not exceed thirty (30) one sided pages, including attachments. All attachments must be 8 1/2" X 11", except any attached sketches, plans and maps which must be no larger than 2' X 3' and folded into 8 1/2" X 11". **Six (6) copies (one copy with original signatures and (5) five copies) of the proposal packet including the proposal form, the project description and all attachments must be received no later than 2:00 p.m., June 30, 2005 at:**

Department of Agriculture and Consumer Services
Purchasing Office - U&CF - 2005 HURRICANE SUPPLEMENTAL PROPOSAL
Mayo Building - Room SB-8
Tallahassee, FL 32399-0800
Telephone (850) 488-7552

If you have any questions, please see **ATTACHMENT J**, "Division of Forestry District/Center Contacts"

PROPOSER INFORMATION (Please Print or Type)

Project Title: Arbor Survey & Assessment

Proposer Name: City of Leesburg

Name and Title of Contact Person: Howard Jeffries, Parks Manager

Address: 318 S. 2nd St., Leesburg, FL

Zip: 34748 Phone: (352) 728-9885

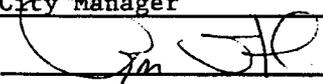
Is your organization a Nonprofit corporation pursuant to Chapter 617, Florida Statutes?
Yes _____ No X

FEID Number 596 000 362

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

Authorized Executive Officer: Ron Stock

Title: City Manager

Signature:  Date: July 11, 2005

2005 Emergency Hurricane Supplemental Urban and Community Forestry Grant Program

The City of Leesburg is requesting a \$30,000 grant from the Urban and Community Forestry Grant Program. Grant and City funds will be used to conduct an arbor survey and assessment of our street rights-of-way and park trees as a follow-up to the damage our tree canopy incurred during Hurricanes Frances and Jeanne last September.

Leesburg is located in Central Florida and has a growing population of 17,000 residents. Although Leesburg may be small compared to other cities, we realize the importance of our urban forest canopy. Since becoming a Tree City USA in 2001, (see attached resolution) we have made considerable progress in upgrading our efforts to properly maintain and expand our tree canopy. Our accomplishments have included:

- Increasing our ongoing tree planting program significantly by planting more and larger trees that are best suited to our area.
- Upgrading our arbor ordinance by increasing the minimum amount of space required for tree planting thus eliminating the planting of canopy trees beneath overhead power lines, and educating our citizens on the importance of planting the right tree in the right place.
- Hiring an ISA Certified Arborist, (our Parks Manager) to oversee and direct our tree program.
- We will begin establishing our own tree nursery in October.

There is more that needs to be done, especially since Hurricanes Frances and Jeanne destroyed more than 700 trees on our street rights-of-way, and approximately 200 more within our twenty-two (22) parks. The attached photos show some of the damage that our trees incurred.

In light of the hurricane damage and subsequent cleanup from last year's storms, we realize that we need to conduct a survey and assessment of trees city-wide. Unfortunately, because of limited resources, staffing and other commitments, this task will have to be conducted by an approved outside vendor. Staff has already received quotes from three ISA Certified Companies who are capable of doing this work. Our City Arborist will work closely with them and provide whatever assistance they may need and insure that the survey is complete. From this survey and assessment we hope to accomplish the following:

- Determine the degree of tree canopy loss from the storms.
- Identify individual trees still needing to be removed or requiring corrective treatments.
- Identify the physical makeup of our tree canopy, and where the trees are located via GPS mapping, as well as identify areas needing replanting or new trees.
- Provide technical data to help us develop a comprehensive Urban Forestry Recovery and Management Plan.

We believe that upon completion of this survey and assessment, we can better see what our Urban Forest is composed of, the condition and needs of individual trees, and begin upgrading our management program by providing better tree care, in addition to increasing our urban tree canopy.

Cost Effectiveness - Although the City of Leesburg values the urban forest and has had an ongoing tree planting program, it hasn't been doing all that it should partly because of budget constraints and possibly because of a false belief that our tree canopy was in good shape. The damage resulting from the recent hurricanes show otherwise. A complete survey and assessment of our trees is urgently needed, and once completed, we will see our needs and address them. The Emergency Hurricane Supplemental grant will help us accomplish our goal.

Community Support - Attached is a resolution from our City Commission and letters of endorsement from some of our local organizations supporting our efforts to obtain this grant.

RESOLUTION NO. 5999

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA, AUTHORIZING AND DIRECTING THE CITY MANAGER TO SUBMIT A TREE CITY USA APPLICATION TO THE NATIONAL ARBOR DAY FOUNDATION FOR THE PURPOSE OF HAVING THE CITY OF LEESBURG DESIGNATED AS A TREE CITY USA; AND PROVIDING AN EFFECTIVE DATE.

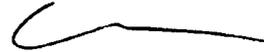
BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the City Manager is hereby authorized and directed to submit a Tree City USA application to the National Arbor Day Foundation for the purpose of having the City of Leesburg designated as a Tree City USA.

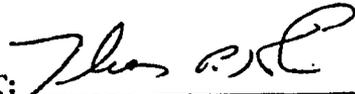
THIS RESOLUTION shall take effect immediately upon its passage and adoption according to law.

PASSED AND ADOPTED at the regular meeting of the City Commission of the City of Leesburg, Florida, held on the 28th day of August, 2000.

THE CITY OF LEESBURG, FLORIDA

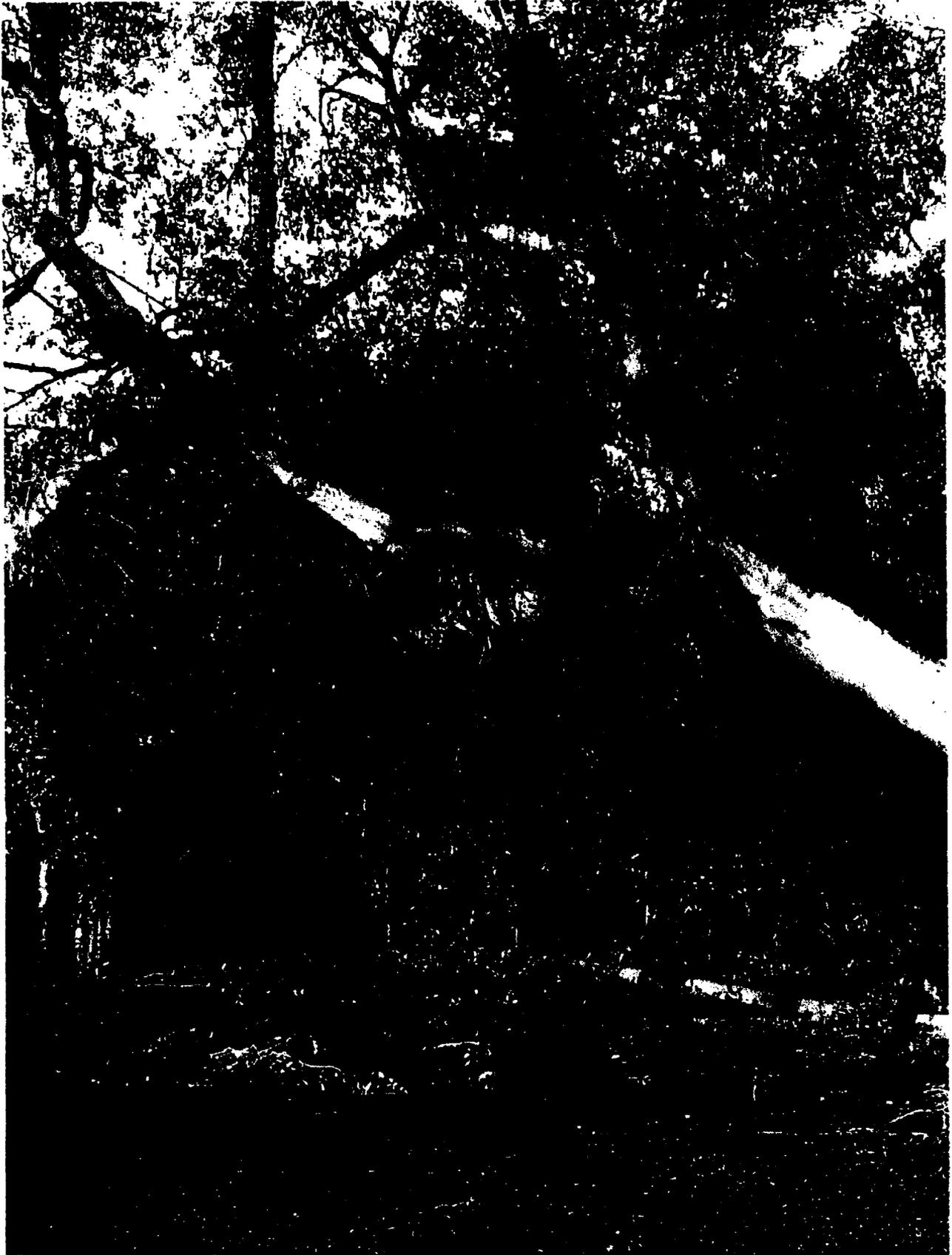
BY: 

Mayor/Commissioner
Chet Blackmon

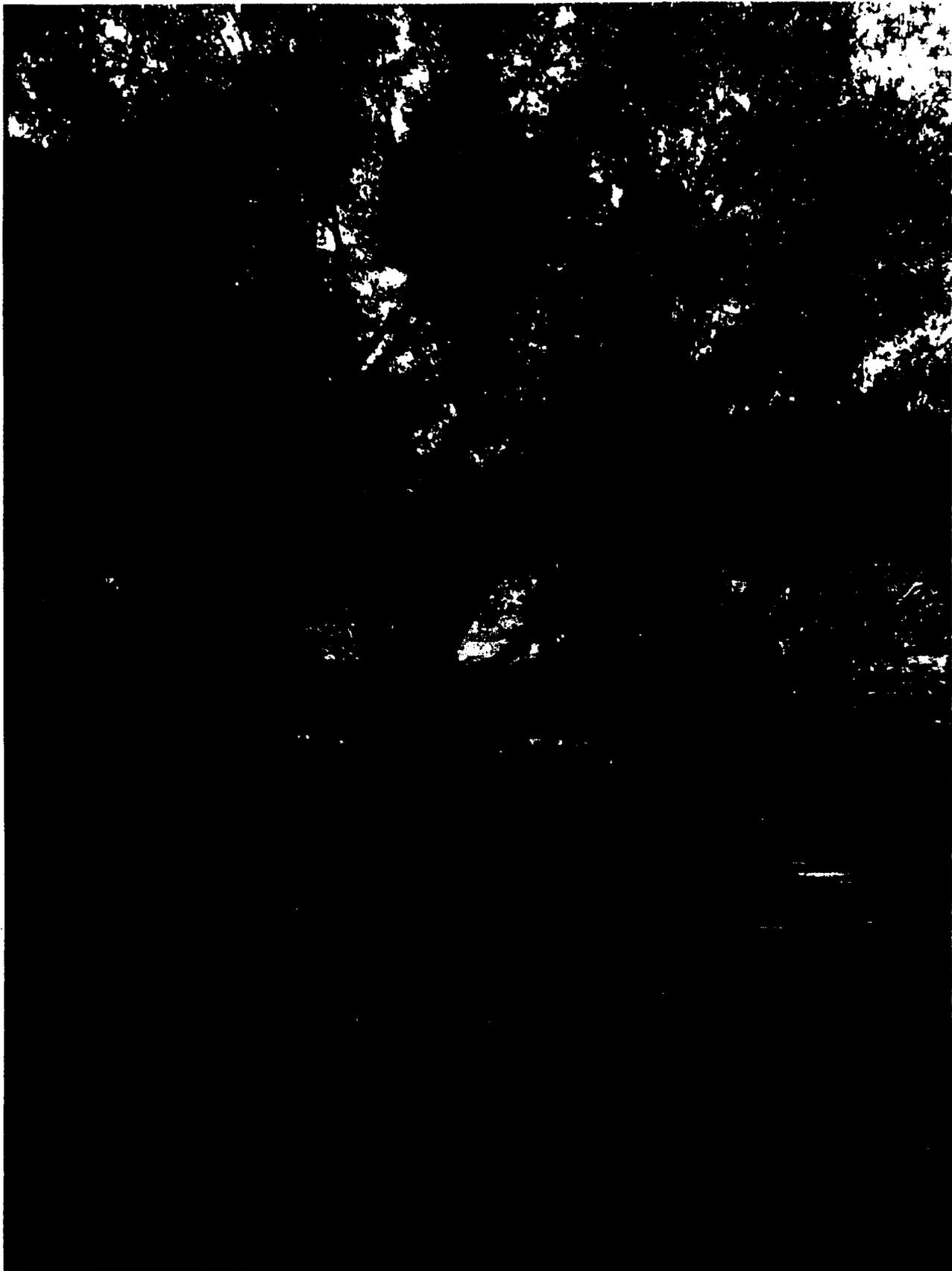
ATTEST: 

City Clerk
Thomas P. Klinker

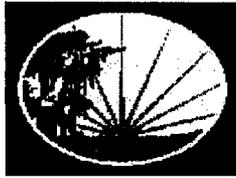












LEESBURG

The Lakefront City

Consent
B-6

AGENDA MEMORANDUM

MEETING DATE: July 11, 2005

FROM: Troy Houtman, Assistant Director of Recreation & Parks 

SUBJECT: Resolution Authorizing Grant Funding from 2005 Emergency Hurricane Supplemental Urban & Community Forestry Grant Program.

Staff Recommendation:

Staff requests approval to seek a 2005 Emergency Hurricane Supplemental Urban & Community Forestry Grant.

Analysis:

Once completed, we will be able to:

- Determine the degree of tree canopy lost during last year's hurricanes
- Identify individual trees that still need to be removed or receive corrective treatment
- Identify the types and locations of our trees and areas needing reforestation or new tree plantings.
- Develop a comprehensive urban forestry recovery and management plan.
- Develop data information and history of trees.

If awarded, Leesburg will receive up to \$30,000 to have a survey and assessment made of all street rights-of-way and park trees. The cost to conduct this survey and assessment is \$40,000. Seventy-five percent (\$30,000) is funded by the grant and 25 percent (\$10,000) is funded by the City. City funds would come from Recreation & Parks and Electric Department budgets.

Options:

1. Approve application submission and acceptance, if awarded \$30,000 in grant funds to assist in conducting a city-wide tree survey and assessment.
2. Such alternate actions as the Commission may deem appropriate.

Fiscal Impact:

The City's share will be provided by in-kind services (\$3,000) and the remainder from Parks & Recreation and Electric Departments budgets (\$3,500 each).

Submission Date and Time: 7/6/05 9:40 AM

<p>Department: _____ Prepared by: _____ Attachments: Yes _____ No _____ Advertised: _____ Not Required _____ Dates: _____ Newspapers: _____ _____ Revised 6/10/04</p>	<p>Reviewed by: Dept. Head _____ Finance Dept. _____ <i>DR</i> Deputy C.M. _____ <i>AMB</i> Submitted by: _____ <i>IS</i> City Manager _____</p>	<p>Account Numbers: Electric Dept.: 041-1021-531-3110 Rec. & Parks Dept: 001-8124-572-3110 Project No. __Electric - 419230__ WF No. _____ Budget __\$3,500 Parks & Rec__ __\$3,500 Electric Available \$7,000</p>
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Trees Florida

7853 S. Leewynn Ct.
Sarasota, FL 34240

Sales Receipt

Date	Sale No.
5/5/2006	316

Sold To
Howard A. Jeffries City of Leesburg 318 S. Second Street Leesburg, FL 34748

Description	Qty	Rate	Amount	Check No.	Payment Method	Project
					VISA	
Registration in Trees Florida 2006, Full Conference registration, Member rate, for Howard A. Jeffries	1	220.00	220.00			
Thank you for your registration				Total		\$220.00

Office of the Mayor
Leesburg, Florida

Proclamation

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, This holiday, called Arbor Day, was first observed with the planting of more than a million tree in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperatures, clean the air, produce oxygen, and provide habitat for wildlife; and

WHEREAS, Trees are a renewable resource, giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, Trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, Trees, wherever they are planted, are a source of joy and spiritual renewal.

THEREFORE: I, Bob Lovell, Mayor of the City of Leesburg, Florida, do hereby proclaim April 22, 2006, as

ARBOR DAY

In the City of Leesburg, Florida and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands. I further urge all citizens to plant trees to gladden the heart and to promote the well being of this and future generations.

In witness whereof, I have hereunto set my hand and caused this seal to be affixed, this 10th day of April, 2006.



Susan Henderson, Mayor pro tem
Mayor/Commissioner

Betty M Richardson
Attest

City Commission

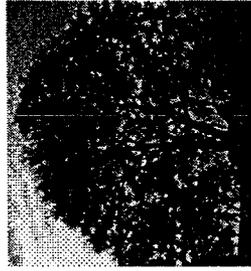
Mayor Bob Lovell
Mayor Pro Tem Sanna Henderson
City Commissioner Lewis Puckett
City Commissioner David Knowles
City Commissioner John Christian

City Departments
City Manager's Office
Environmental Services
Information Technologies
Community Development
Recreation & Parks
Human Resources
Economic Development
Gas & Electric
Public Works
Library
Finance
Police
Fire

City of Leesburg
Arbor Day, Earth Day, and
Step up to Health
An event for
Healthy Plants & Healthy People

Fountain Lake Park
501 W. Meadow Street

April 22, 2006
8:30 am – 3:30 pm



Arbor Day Ceremony

8:30 am – 9:00 am

Welcome

Howard Jeffries, Parks Mgr

Pledge of Allegiance

Comments on Leesburg's Urban Forest

Arbor Day Proclamation

Mayor Bob Lovell

Closing Remarks

Howard Jeffries, Parks Mgr

Sharon Jacoby, Athletic Supervisor

Planting of 'Flame' Red Maple

Step up to Health

As we all know how hectic and technology filled life can get, it is important to take a step back to ensure that each aspect of life is sufficiently fulfilled. Like myself, many people in our community work, take care of our families and homes, and/or are earning educational degrees. At times it might be hard for people to balance their time between life's callings and enjoying leisure activities. This is where the City of Leesburg would like to step in and help.

The City of Leesburg, Parks & Recreation Department, has adopted the National Recreation and Parks Association's program Step up to Health, where our main goals are to enjoy recreational experiences that are out doors, technology free, showing participants new opportunities to find the balance between work and leisure time, eating healthy and spending time with family and friends.

Special Programs

Tree Care

Juanita Popenoe & Howard Jeffries

11 am – 11:30 am

Ponds of Reflection Scott Sater

11:30 am – 12 pm

General Fitness & Health

Heather Wyman, BS

12 pm – 12:30 pm

Florida Yards and Neighborhoods

Teresa Watkins

1:30 pm – 2 pm

Preparing for the Hurricane Season

Chris Otremba

2 pm – 2:30 pm

Door Prize Giveaways

3:00 pm – 3:30 pm

Thank you for your participation

Arbor Day Picture I.D.

Picture Number 1: Welcome and introductions by Howard Jeffries.

Picture Number 2: Reading of Arbor Day Proclamation by Mayor Bob Lovell.

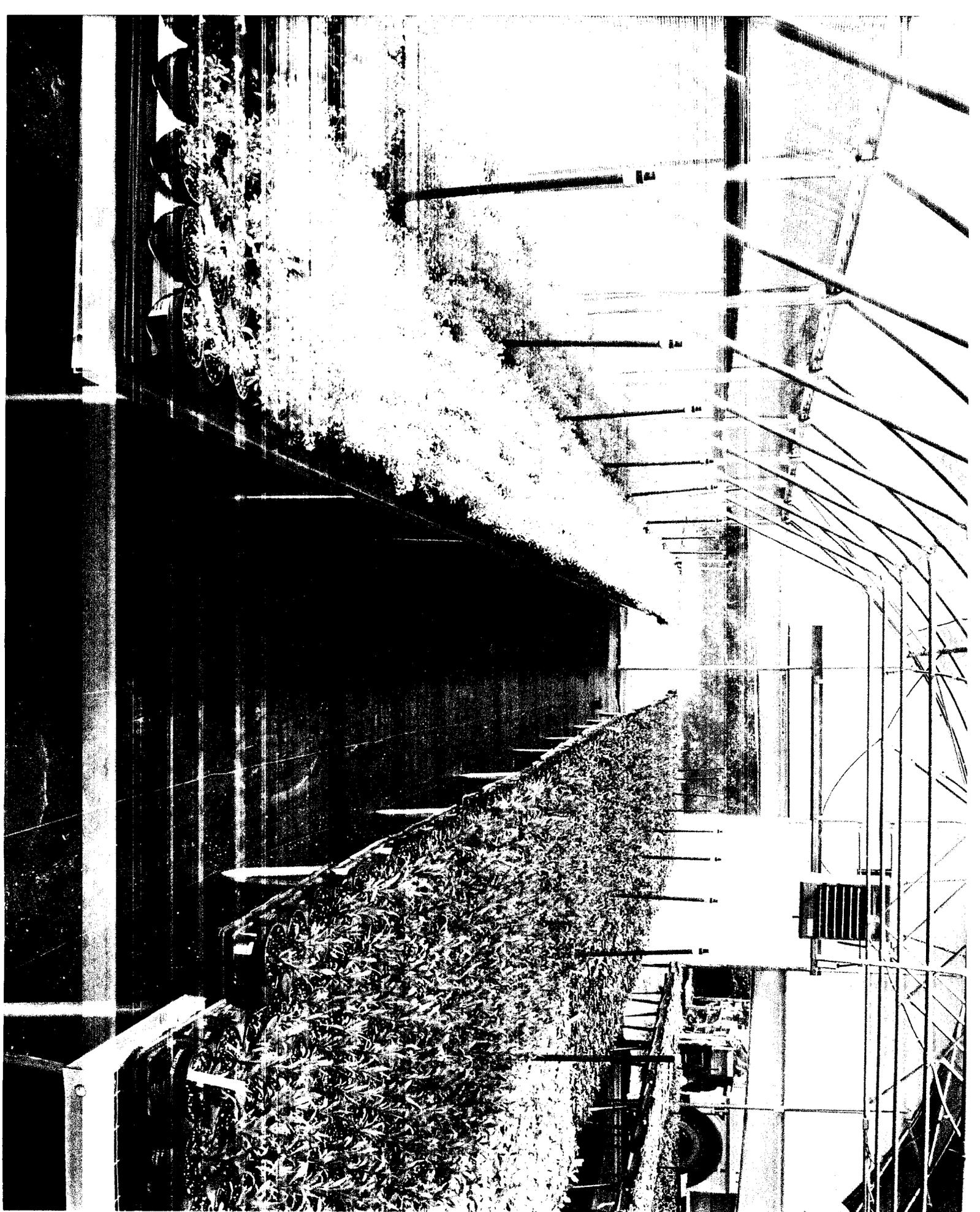
Picture Number 3: Planting of 200 gallon "Flame" Red Maple.

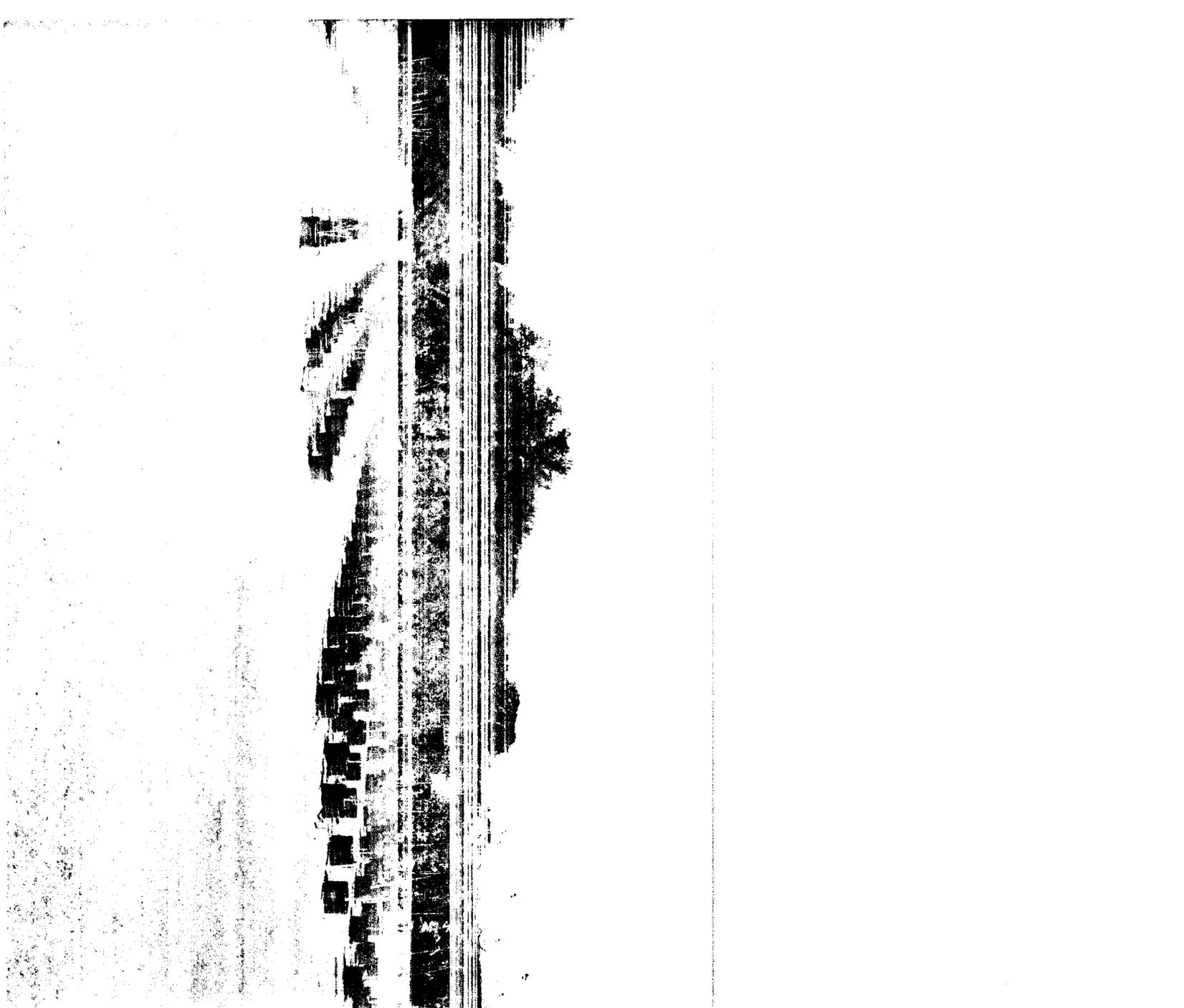


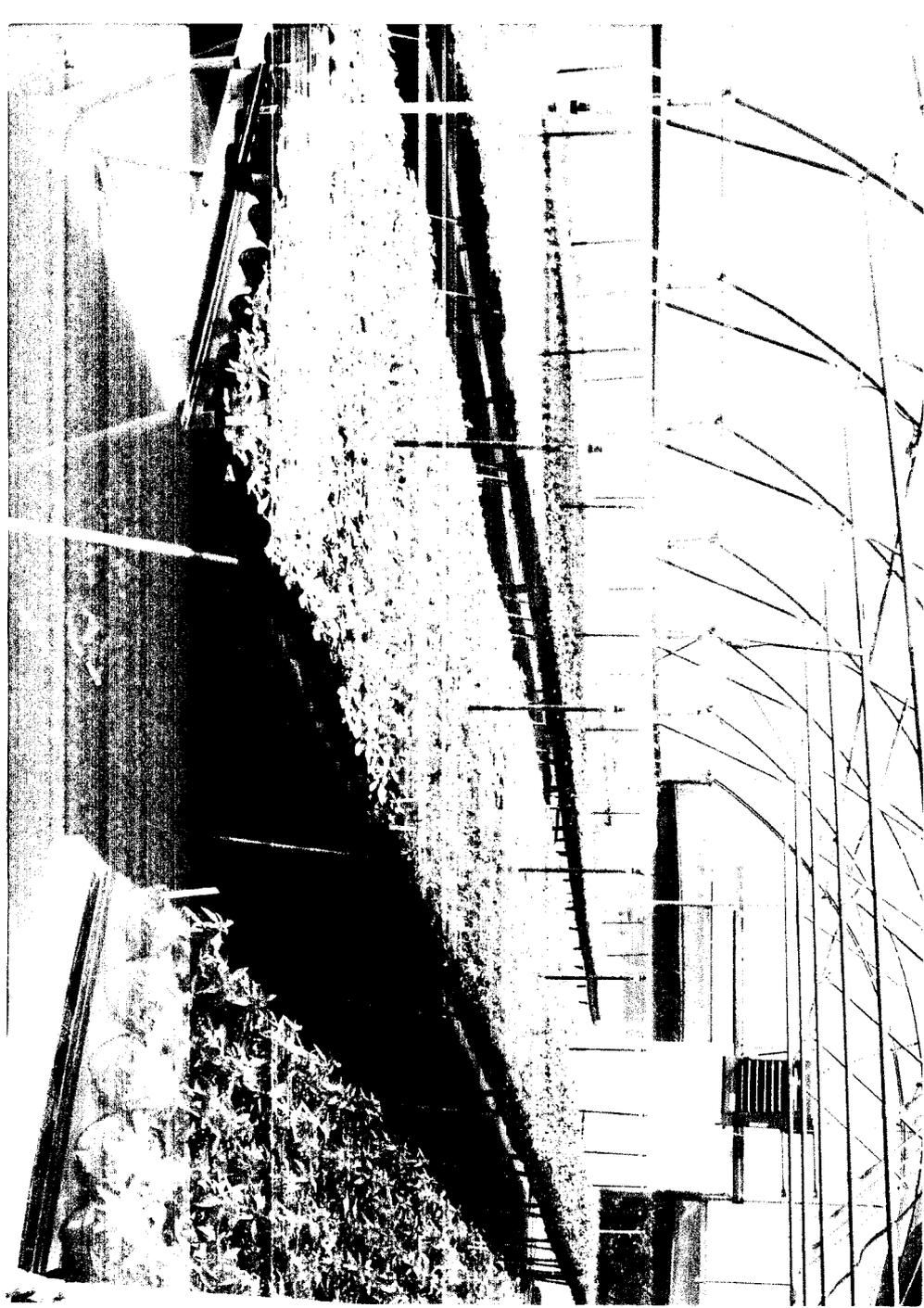




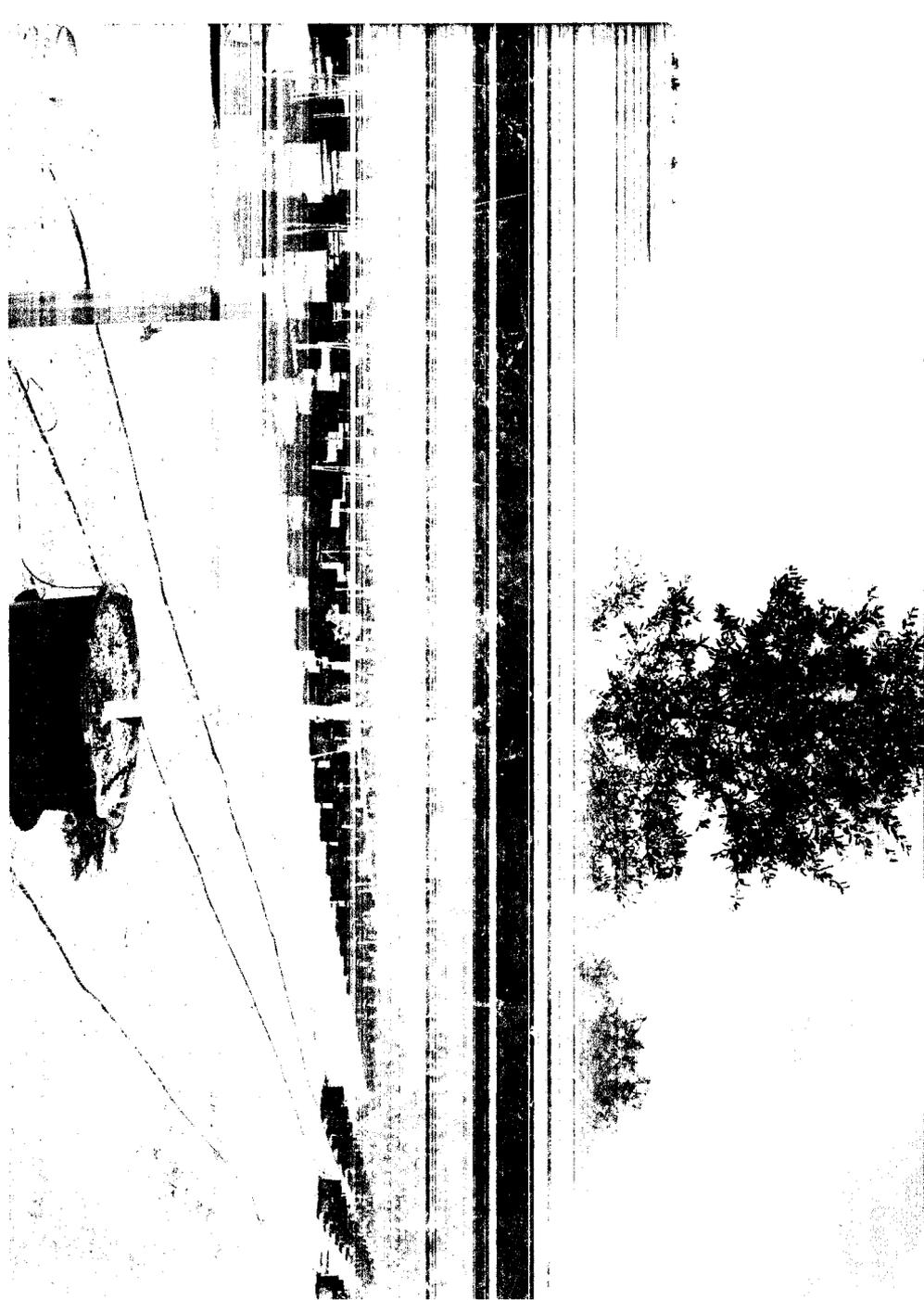
Pictures of Greenhouse











SUGGESTED TREES FOR CENTRAL FLORIDA
(Recommended by Florida Urban Forestry Council)

Canopy Trees

<u>Common Name</u>	<u>Scientific Name</u>
River Birch	Betula nigra
Red Cedar	Juniperus silicicola
Sweet Gum	Liquidambar styraciflua
Southern Magnolia	Magnolia grandiflora
Sweet Bay Magnolia	Magnolia virginiana
Sycamore	Platanus occidentalis
Shumard Oak	Quercus shumardii
Live Oak	Quercus virginiana
Swamp Chestnut Oak	Quercus michauxii
Bald Cypress	Taxodium distichum
Drake Elm	Ulmus parvifolia

Understory Trees

<u>Common Name</u>	<u>Scientific Name</u>
Redbud	Cercis canadensis
East Palatka Holly	Ilex attenuate "East Palatka"
Dahoon Holly	Ilex cassine
Crape Myrtle	Lagerstroemia indica
Ligustrum	Ligustrum japonicum
Lil' Gem	Magnolia grandiflora
Chickasaw Plum	Prunus angustifolia
Winged Elm	Ulmus alata

Palms

<u>Common Name</u>	<u>Scientific Name</u>
Chinese Fan Palm	Livistonia chinensis
Sabal Palm	Sabal palmetto
Washingtonia Palm	Washingtonia robusta

Handout given to Arbor Day attendees

COMMON NAME	SCIENTIFIC NAME	GROWTH RATE	MATURE SIZE	FLOWER COLOR & SEASON	FRUIT COLOR & SEASON	LIGHT NEEDS	USES
Dogwood	Cornus florida	Medium	50x50	White, Spring	Red, Fall	Best growth and flowering in full sun, very tolerant of shade	Accent or wildlife tree
Winged Elm	Ulmus alata	Fast	70x30	Yellow Winter	Green-brown, winter	Full sun, partial shade	Shade and specimen tree
Sour Gum	Nyssa sylvatica	Fast	70x25	Small, white, Spring	Green then purple then black, Summer	Full sun,	Unique accent specimen, or wildlife tree. Stunning Fall foliage.
Chapman's Oak	Quercus chapmani	Fast	70x30	Brown, yellow	Acom, brown, Fall	Full sun, tolerates partial shade	Shade or specimen tree on coarse sands
Sand Live Oak	Quercus geminata	Medium	60x100	Brown, yellow Spring	Acom, black-brown, Fall	Full sun tolerates partial shade	Shade, accent or wildlife tree on medium to coarse sands
RedBud	Caesalpinia canadensis	Medium-fast	30x25	Red-pink, Winter	Brown, Fall	Full sun, tolerates shade	Specimen and accent tree
Southern Magnolia	Magnolia grandiflora	Medium	60x25	Large, white, Spring-summer, copper backed leaves	Brown with red, Fall	Full sun to shade	Shade and accent tree
Sweetbay Magnolia	Magnolia virginiana	Medium-fast	70x30	Medium-sized, white Spring	Brown, some with red seed, Summer	Full sun to partial shade	Accent and specimen tree
Pignut Hickory	Carya glabra	Medium	70x40	Silver-backed leaves small, white-brown, Spring	Large nut, green then brown, Fall	Full sun to shade	Shade or specimen tree
Darlington Holly	Ilex cassine	Medium-fast	50x20	Numerous, small white Spring	Small, red berry, Winter	Full sun to shade	Accent or specimen tree

Planting Instructions: If you do not plant your tree seedling immediately, be sure to water it every day. Keep it in a sunny spot until planted. Select a spot for it based upon its characteristics listed above. Be sure it has ample room to grow without interfering with utilities, structures, or traffic safety. Dig a hole approximately twice the diameter and depth of the container. Remove the plant from its container and "gently" loosen roots located on the outer surface of the root ball. This will make the tree grow new roots out away from the existing root ball which enhances its survival. Place the root ball's existing surface of the ground and backfill the planting hole with the excavated soil. Lightly press the soil into place to ensure that all surfaces of the root ball contact soil. Form a ring of soil around the seedling that will hold a reservoir of water. Fill the ring with water a couple of times on planting day so that any soil voids are washed in. You will need to water your seedling once a day for at least a couple of weeks. After the first few weeks, you can begin to cut back on watering to every other day, then every third day, and so on until it is fully established.

Even when your tree is fully established, be aware of droughts and keep in mind that supplemental water will make your tree grow faster.

After planting, make sure that you keep grass and weeds at least one foot away from the base of the seedling. This will cut back on competition for water and nutrients (it will also help keep you from rubbing the mower against the tree or whacking it with the string trimmer). You should mulch with clippings or leaves but keep the mulch away from the stem of the seedling to prevent rot. A light fertilization with a liquid fertilizer will hasten establishment and growth. Do not use weed and feed products on lawns in which you are growing trees. Many herbicides are harmful to trees and shrubs when taken up by their roots.

Now, stand back and watch your seedling grow.