

Exhibit A



Town of Lake Park Tree Board

Agenda Request Form

Meeting Date: August 11, 2026

Originating Department: Public Works

Agenda Title: Town of Lake Park Townwide Public Tree Inventory and Condition Assessment

Approved by Town Manager: _____ **Date:** _____

Cost of Item: _____ **Funding Source:** _____

Account Number: _____ **Finance Signature:** _____

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: _____

Please initial one:

_____ Yes, I have notified everyone.

 X Not applicable in this case

Summary Explanation/Background:

Following discussion by the Tree Board regarding potential grant opportunities to support the Town's public tree management efforts, Public Works reviewed the Community Forestry Capacity Grant Program and prepared a grant-readiness package for a Townwide Public Tree Inventory and Condition Assessment.

The proposed initiative would inventory and assess trees the Town owns and/or for which it maintains responsibility. The project area would include public rights-of-way, Town-maintained easements, parks, medians, swales, facility grounds, parking areas, open spaces, and other Town-owned or Town-maintained public property.

The project would establish a GIS-based public tree asset inventory, document tree condition

and maintenance needs, identify infrastructure conflicts, screen for conditions requiring qualified arborist review, and produce a prioritized work program that can be used for maintenance planning, budget development, hurricane readiness, infrastructure coordination, public safety, and future grant applications.

The proposed approach begins with the Public Tree Inventory or Urban Tree Canopy Assessment category. The inventory results would then support a future Urban Forest Management Plan and future Public Tree Canopy Improvement projects. This phased approach allows the Town to begin with verified data, move into management planning, and then pursue targeted tree planting and canopy enhancement projects in priority public areas.

Proposed Project Language for Tree Board Review

Project Title

Town of Lake Park Townwide Public Tree Inventory and Condition Assessment

Project Purpose

The purpose of the project is to create a complete, current, and maintainable inventory of the Town's public tree assets and to establish objective information for maintenance planning, risk reduction, hurricane readiness, infrastructure coordination, replacement planning, budgeting, and future grant applications.

Project Scope

The project will include a GIS-based inventory and professional condition assessment of trees for which the Town owns or maintains responsibility throughout public rights-of-way, Town-maintained easements, parks, medians, swales, municipal facilities, parking areas, open spaces, and other Town-owned or Town-maintained public property.

Private-property trees, trees maintained solely by a utility, and trees under another governmental agency's exclusive responsibility will be excluded unless the Town confirms a legal or operational responsibility and authorizes their inclusion. Ownership or maintenance responsibility will be recorded as a required inventory field.

Data to be Collected

Field Group	Minimum Content
Asset Control	Asset ID, status, date inventoried, inventory crew, last update, and ownership or maintenance responsibility.
Location	Latitude and longitude, nearest address or intersection, corridor, facility, park, parcel, easement reference, and work zone.
Tree Identity	Common and scientific name when known; tree, palm, or multi-stem type; native, non-native, or invasive status when known.
Dimensions	Diameter at breast height or appropriate trunk measurement, approximate height, crown spread, and stem count when applicable.
Condition	Visible health, structure, vigor, defects, pest or disease indicators, recent damage, and site limitations.
Infrastructure Conflicts	Sidewalks, roadway, drainage, utility, building, lighting, sign, irrigation, pavement, parking, visibility, and access conflicts.
Management	No action, monitor, prune, root-zone protection, further assessment,

Field Group	Minimum Content
Action	removal consideration, replacement, or emergency action.
Priority and Timing	Emergency, urgent, planned, or routine/monitoring priority with recommended completion or reassessment timeframe.
Documentation	Photographs, field notes, context images, and assessment references linked to the permanent asset ID.

Expected Deliverables

- Project-area map showing the approved inventory area, streets, public property, facilities, rights-of-way, known Town-maintained easements, and exclusions.
- GIS-based public tree inventory with one feature per tree or palm and a unique permanent asset ID.
- Excel and CSV database matching the GIS data structure.
- Condition and priority register identifying immediate, urgent, planned, and routine/monitoring actions.
- Map series showing asset locations, condition, species distribution, maintenance priorities, infrastructure conflicts, and areas of ownership uncertainty.
- Final technical report, executive summary, leadership presentation, and staff training for future inventory maintenance.

Proposed Phased Strategy

Phase	Project Focus	Purpose
Phase 1	Public Tree Inventory and Condition Assessment	Establish the Town's baseline public tree asset data, condition information, priority needs, infrastructure conflicts, and GIS inventory.
Phase 2	Urban Forest Management Plan	Use the inventory data to develop goals, policies, maintenance priorities, species selection guidance, storm preparedness procedures, and implementation responsibilities.
Phase 3	Public Tree Canopy Improvement	Use the inventory and management plan to support future targeted tree planting and canopy enhancement projects in priority public areas.

6. Grant Readiness Position

The current planning position is to prepare the project for the next Community Forestry Capacity Grant cycle. The most recent cycle was advertised in early September, with applications due in late October. Public Works is preparing project language in advance so the Town may be positioned to submit if the next application window becomes available on a similar timeline.

The proposed project is planned as a \$100,000 initiative, consisting of a \$50,000 grant request and a \$50,000 local match, subject to the official funding notice, eligible cost rules, budget availability, Town Commission direction, and final grant requirements.

Substantially Ready

Project title, purpose, need statement, townwide project concept, data fields, deliverables, technical methodology,

	and draft application narratives.
Pending Before Submission	Current official funding notice, application forms, final inventory-area map, budgetary estimates, match certification, authorization language, portal access, and final internal approvals.
Tree Board Input Requested	Review proposed project language, validate the phased approach, and provide input on public tree management priorities before the grant cycle opens.

RECOMMENDATION:

Provide input and guidance on the grant application objective and proposed phased strategy.