

**CITY OF[™]
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**City of Mount Dora Public Works
Urban Forestry Plan**

2019-2020

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INTRODUCTION

The City of Mount Dora enjoys a significant tree canopy, comprised of multiple species of trees. The most common varieties are Laurel Oak (*quercus laurifolia*) and Live Oak (*quercus virginiana*) with the Laurel Oak being the more prominent of the two. Laurel Oaks typically have a life span of 50-70 years and many of the trees in Mount Dora are 50+ years old. The following document is intended to establish standard operating procedures for the planting, maintenance, trimming, management, and removal of over 9,000 trees located on City property and right-of-ways and provide for the permitting and replanting of trees on private property. The environmental and health benefits of trees are widely accepted, and they are a vital part of what makes Mount Dora a great place to live, work, and relax. Mount Dora is designated a Tree City USA and will continue to maintain that designation.

DIVISION I – GOALS & OBJECTIVES

1. Objectives

- A. To establish a maintenance crew and plan to maintain the urban forest within the City of Mount Dora.
- B. To proactively inspect and identify trees and areas of concern within the City and take appropriate actions.
- C. Establish standard practices for tree planting, trimming, sign clearance, utility clearance, right-of-way clearance, removals, and parks tree maintenance.
- D. Effectively maintain and improve the City's urban forest and tree canopy to promote recreation, health, environmental sustainability, and the character of Mount Dora.

2. Mission

The mission of the Public Works Urban Forestry Division is to effectively maintain a sustainable, diverse urban forest in Mount Dora through adherence to best management practices and proper resource management.

3. Goals

- A. Plant and maintain the right trees in the right places to succeed with other improvements and utilities within the City's right-of-ways.
- B. Trim and maintain existing public trees to preserve the existing tree canopy.
- C. Trim or remove hazardous public trees located on City property or within City right-of-ways to promote safety and reduce risk to life and property.
- D. Promote diversity of the species contained within the urban forest and promote varied ages and lifespans of trees within close proximity.
- E. Conduct community outreach and promote private tree planting and sustainable construction to allow space for trees and maximize their benefits.
- F. Work with other City departments, particularly Leisure Services and Planning and Zoning, to provide for care, planting, and establishment of public and private trees.
- G. Work with private and non-profit partners to accept tree donations and promote public and private tree establishment.
- H. Expand the urban forest in Mount Dora.

DIVISION II – Reporting and Inspections

4. Complaints and Maintenance Requests

- A. Concerns regarding concerns about public trees are reported through multiple channels. These include:
 - Call or email from citizen or external customer (i.e. Waste Management).
 - Call or e-mail from City staff or internal customer.
 - Work order requested by Public Works staff.
 - Report a Concern (City website).
 - Work order generated by Public Works tree inspections.
 - Contact from Risk Management.
- B. All requests are directed to Public Works administrative staff and a work order is generated.
- C. Staff inspects the area, determines the required action, secures a safety perimeter if needed, and schedules the resolution (trim, removal, etc.).

5. Inspections and Marking

- A. Proactive inspections are carried out in sections not less than on block long and on both sides of the roadway where public trees are present. Typical inspections will run the length of the right of way or stop at 5th Ave., Donnelly St., Limit St., or SR500.
- B. All complaints shall be inspected and marked within 5 business days of the initial report, however not all trees are marked prior to action by staff. Trees are only marked as a result of an inspection or complaint, regular maintenance and removals will be conducted without prior marking.
- C. Marks shall be a ribbon tied around the trunk or a dot/circle 3" or less in diameter within 2' of the ground facing the roadway and consist of the following:
 - Orange – Trim tree in decline for weight/tension reduction (major)
 - Green – Trim tree - health and or clearance (as minimal as possible)
 - Red dot – Remove tree

6. Work Orders

- A. Any work requests for Public Works staff must be submitted via email to the Administrative Secretary, Public Works Supervisor, and Public Works Manager for the Public Works Department.
- B. The request should detail times, location, staff required, materials required and any other applicable details in the email.
- C. The administrative secretary will submit the work request into BS&A and contact a supervisor to assign the order.
- D. Once the request is completed, finished paperwork will be returned for documentation. All tree removals require a permit except in an emergency as required by the City of Mount Dora Code of Ordinances.

DIVISION III – MAINTENANCE and PLANTING STANDARDS

The Mount Dora Public Works Department adheres to ANSI A300 Standards, ISA Best Management Practices, and industry standards whenever possible. At the request of the City Manager, Public Works staff developed the maintenance standards.

7. Maintenance Responsibilities

- A. Due to the importance of the City's trees, **ALL** employees are required to assist in reporting concerns.
- B. The primary responsibility for performing inspection, planting, maintenance, and removal of City trees is the duty of the Public Works Tree Crew.
- C. The City will trim all portions of City owned trees for health and safety. City staff does not trim City owned trees for clearance around privately owned property and improvements. Trimming for that or similar purposes is the responsibility of the affected property owner.

8. Standards and Specifications

Successful maintenance and preservation of the urban forest requires strict attention to inspections and maintenance. All employees are required to assist in reporting concerns.

- A. All right of ways should have a minimum overhead clearance of 13'6" to provide clearance for garbage trucks, fire trucks, delivery vehicles, recreational vehicles, boats, and other large profile traffic.
- B. Triangular line of sight should be provided at all intersections to allow for visibility on intersecting roadways.
- C. Sign clearance is required in any location where any portion of a tree is obstructing the view of a City, County, or State sign, traffic signal, or traffic control device.
- D. All sidewalks should have a minimum overhead clearance of 8'.
- E. All trimming and pruning should be conducted in accordance with ANSI A300 Standards, ISA Best Management Practices, and industry standards whenever possible.
- F. Trees determined to be hazardous, diseased, in danger of falling, endangering utilities, restricting economic use, impeding existing or proposed improvements, or otherwise presenting a danger/hazard by tree crew staff, the Public Works Manager, the Public Works Supervisor, the City's arborist, or designee shall be removed or pruned as soon as practical.

- G. Dead wood trimming/removal should be conducted during any clearance trimming operations.
- H. Small and/or juvenile trees should undergo maintenance pruning to promote and establish good structure and healthy growth. Consideration should be given to other right-of-way improvements when pruning to reduce the need for major trimming as the tree matures.
- I. All matters related to electrical infrastructure or clearance pruning shall be directed to the City of Mount Dora Electrical Department, Duke Energy, SECO, or other utility as appropriate.
- J. "Vista Trimming" or trimming to enhance a private property's view is not performed or permitted by the City, unless permission is granted by the Public Works Director or designee. This process is discouraged by the City and only extreme cases should be considered.

9. Planting and Replacement

- A. The City will replace trees removed with a diverse variety of tree species in accordance with best management practices.
- B. Trees will be planted in accordance with ISA Best Practices and industry standards.
- C. The City will replant shady/canopy trees when possible after a tree of the same category is removed. The City may also, at its discretion replace smaller trees with larger canopy trees if the location is suitable. If a conflict exists, to include, power/telecommunications lines, sidewalks, roadways, or any other such improvement the City will consider planting a smaller tree, observing "Right Tree, Right Place."
- D. Canopy trees will only be planted in areas with a suitable space of 8' or more unless otherwise approved by the Public Works Director or designee.
- E. The City will work with public and private partners to accept donated trees to be established on City property.
- F. The City will review and appropriate funds to purchase trees to plant on City property and right-of-ways based on needs and the availability of funding.
- G. The City will work to replant at least one tree for every public tree removed, however the location and type may not be the same as the removed tree, "Right Tree, Right Place."
- H. In areas where a right-of-way tree is removed and there is not sufficient space to replant, the City may, at its discretion offer to replant a tree of similar type on adjacent private property and turn the care of the tree over to the property owner. The property owner must give consent and right of entry to plant the tree to the City in writing on the appropriate form.
- K. Replanted canopy trees will be not less than 35 gallon (containers) or have a minimum caliber of 2" at the time of plants unless otherwise approved by the Public Works Manager or designee.
- L. Replanted trees on City property shall be watered, maintained, and protected in accordance with best management practices.

DIVISION IV - EQUIPMENT USAGE AND UPKEEP PROCEDURES

These procedures are to be used to keep Public Works vehicles, tools and equipment in working order and well maintained. This policy will also describe actions and events that trigger disciplinary actions. The overall purpose of this policy is to provide all necessary equipment to staff to perform their duties. Equipment damaged while being used for official city duty in the correct manner will be replaced as soon as possible with no repercussions. Public Works regularly uses a large variety of items to complete their tasks. In order to complete assigned tasks, a series of procedures have been documented. The procedures are to be applied to all appropriate staff and provide a standard to adhere to as well as prior warning if needed. These procedures are not designed to be comprehensive. Unusual circumstances may occur which require management to exercise judgment in order to complete unusual tasks. Mechanical failure, acts of God or circumstances beyond the control of staff may also require management to exercise judgment in the application of this policy. In the event of damage to any equipment alternate duties may be assigned to staff until repairs made. The Public Works Manager, Supervisor, or designee reserves the right to assign duties or equipment based on demonstrated operator skill or training.

10. Vehicles

Vehicle standards exist to keep vehicles functional and in a ready to operate condition. Failure to follow these standards may cause damage to vehicles, render vehicles unusable, or in unsafe condition. These standards apply to all trucks, cars or other motorized equipment.

- A. Vehicles are to be assigned by management.
- B. City of Mount Dora Vehicles are to be used for city business only.
- C. Management approval is to be given prior to taking any city vehicle out of the county or state.
- D. Vehicles and keys are to be assigned to and operated by City of Mount Dora staff only.
- E. Any staff operating a vehicle should be properly trained to use the vehicle and that training should be on record.
- F. Upon assignment to a vehicle an initial check should be done to verify proper operation of the vehicle.
- G. Once the check is completed assigned staff will assume responsibility for that vehicle.
- H. Vehicle should be refueled once the tank falls below half full.
- I. All personal effects are to be taken from the vehicle at the end of the workday.
- J. All bagged or loose trash should be removed from the vehicle at the end of the workday. This includes cab, trunk, truck bed or any other vehicle storage area.
- K. No passengers can be carried that are not city employees or directly involved in city business.
- L. Any damage or malfunctions should be reported immediately to management

Due to the expense and limited vehicle resources disciplinary actions will be taken when the following events occur. Disciplinary action may be triggered by other events not listed below. All discipline will be in accordance with the City of Mount Dora progressive discipline policy.

- M. Failure to follow any of the above vehicle standards.
- N. Moving violations ticketed or charged to employees in a city vehicle, including seat belt violations.
- O. Parking violations ticketed or charged to employees in a city vehicle.
- P. Collisions with non-moving objects.
- Q. Damage to vehicles due to lack of attention.
- R. Loss, damage or theft of any vehicle, fuel or portion of a vehicle.
- S. Accidents or collisions with other any vehicles or objects, which are the fault of the employee operating the vehicle.

11. Equipment

Equipment standards exist to keep equipment functional and in a ready to operate condition. Failure to follow the below standards may cause damage to equipment, render equipment unusable or in unsafe conditions. Large equipment standards apply to all equipment operated and assigned to Public Works staff. Large equipment may be powered or motorized but usually do not require an operator's license. Examples include but are not limited to mowers, trailers, powered saws, concrete mixers, backhoes, loaders, skid steers, excavators, generators, grinders, backpack blowers, string trimmers, chainsaws, ATV vehicles, welding equipment or any other rented or owned equipment utilized in the performance of duties.

- A. Large equipment is to be assigned by management. These assignments may be temporary or long term. Management will record assignments.
- B. City of Mount Dora equipment is to be used for city business only.
- C. Upon assignment an initial check should be done to verify proper operation of the vehicle.
- D. Trailers should be hooked up and lights checked prior to use.
- E. Following use, trailer should be parked in an appropriate space, wheels chocked and prior to the proper disconnection of electrical connections.
- F. Once the check is completed assigned staff will assume responsibility for that equipment.
- G. Equipment should be fueled upon assignment; proper fuel or fuel mixes should be used as well as any necessary lubrication.
- H. Large equipment should be cleaned at the end of the workday or after the final use.
- I. The staff assigned and train on that equipment should only use large equipment.
- J. Any damage or malfunctions should be reported immediately to management.
- K. Large equipment should be stored properly at the end of the day or after the final use.
- L. All equipment should be protected from the elements, secured from theft and not be left in hazardous locations at all times.
- M. Any large equipment with an assigned storage location should be stored in the location when not in use.

Due to the expense and limited resources, disciplinary actions will be taken when the following events occur. Disciplinary action may be triggered by other events not listed below. All discipline will be in accordance with the City of Mount Dora progressive discipline policy.

- N. Failure to follow any of the above large equipment standards.
- O. Collisions with non-moving objects.
- P. Damage to equipment due to lack of attention.
- Q. Loss, damage or theft of any large equipment, fuel or portion of any large equipment.
- R. Accidents or collisions with other any vehicles or objects, which are the fault of the employee operating the large equipment.
- S. Damage to any large equipment due to improper use.
- T. Damage of unassigned large equipment.

12. Tools

Tools are smaller items that are used in the performance of duties. Tool use and upkeep standards exist to keep equipment functional and in a ready to operate condition. Tools generally do not require any special training or license to use. Failure to follow the below standards may cause damage to equipment, render equipment unusable or in unsafe conditions. Tools include hand tools, wood working tools, power tools of less than \$500, paint or other items used to complete assigned tasks. Some items may have a reasonable value but be used during their proper operation. Examples include, but are not limited to weed eater string, 2-cycle fuel mix or paint.

- A. Tools will be available upon request. In some cases, management may keep records of requests and assignments. Examples of recorded assignments include power tools or sets of hand tools.
- B. Tools are to be used for city business only.
- C. Assigned staff will assume responsibility for that equipment.
- D. All tools should be cleaned at the end of the workday or after the final use.
- E. Any damage, loss, theft or the depletion of tools should be reported immediately to management.
- F. Tools should be stored properly at the end of the day or after the final use.
- G. All tools should be protected from the elements, secured from theft and not be left in hazardous locations at all times.
- H. Any tool with an assigned storage location should be stored in the location when not in use.
- I. Tools should be returned to their storage location at the end of the day or after being used for the final time during the workday.

Due to the expense and limited resources disciplinary actions will be taken when the following events occur. Disciplinary action may be triggered by other events not listed below. All discipline will be in accordance with the City of Mount Dora progressive discipline policy. In the event of damage to assigned large equipment alternate duties may be assigned to staff until repairs made.

- J. Failure to follow any of the above standards.
- K. Damage to equipment due to lack of attention.
- L. Loss, damage or theft of any substantial tool.
- M. Accidents, which are the fault of the employee.
- N. Damage to any tool due to improper use of any substantial tool.

13. Safety and Weather Gear

Due to the personal nature of safety and winter gear these items will be handled differently than other parks equipment.

- A. Safety and weather gear required by union contract will be provided as listed.
- B. Procedures for steel toe boots are documented.
- C. Management will provide purchase vouchers for gear after approval and damaged gear is returned to

management. Weather gear includes coveralls, leather insulated work gloves, rain suits and winter jackets.

- D. Safety gear will be provided upon request monthly or upon management approval and the return of damaged gear.
- E. Safety equipment includes but is not limited to safety glasses, work gloves or earmuffs.
- F. Some safety equipment will be provided as needed or upon return of the damaged equipment and management approval.
- G. These items include litter pick up sticks and safety vests.
- H. Earplugs and other disposable items will be made available as needed.

DIVISION V - TRAINING

These procedures are to be used to ensure staff conducting inspections and repairs are adequately trained. Materials and procedures should not be limited to the language in this section. Training materials shall adhere to best practices, industry standards, and high standards of workmanship and safety.

14. Inspection Training

- A. Trained Public Works staff will perform inspections.
- B. Federal, state, and local standards in addition to publications and data from private entities engaged in the forestry industry are considered, including ANSI A300 and ISA Best Management Practices.
- C. The manager, supervisor or a member of engineering staff will train staff performing inspections.

15. Planting, Removal, and Maintenance Training

- A. Staff required to conduct repairs or replacements will be trained to meet City Standard in all workmanship.
- B. A manager, supervisor, or existing member of the Tree Crew will train all staff in means and methods.
- C. Workmanship will be monitored and constructive advice provided to ensure staff is properly trained and informed.
- D. Staff will receive job specific safety training to ensure their safety, the safety of co-workers, and the safety of the general public in the vicinity. Safety training will include, but not be limited to:
 - PPE
 - Proper operation of tools and equipment
 - Work zone and proper designation and security of the work area
 - Maintenance of Transportation
 - First Aid
 - Situational Awareness
 - Housekeeping

DIVISION VI – PRIVATE TREES AND INTERESTS

Private tree requirements exist to ensure a health canopy of privately owned trees. The removal of a tree on private residential or public property requires a permit issued by the Public Works Manager or designee. The permit may require the property owner to replant from the City's approved tree list.

16. Permitting

- A. A private property owner who needs to remove a tree shall apply for a permit from the Public Works Department.
- B. The application will be reviewed to determine if the removal complies with Chapter 90, Part II (Tree Ordinance) of the Mount Dora Code of Ordinances. If the tree meets the removal criteria, a permit will be issued, if it does not the application will be denied.
- C. The application can be appealed with the City Clerk's office in accordance with the City's Tree Ordinance.
- D. A condition of the permit may require replanting a canopy or understory tree depending on other trees on the property. At a minimum a property will be required to have two hardwood or canopy trees present.
- E. Commercial and multifamily residential properties are required to obtain a permit from the Planning and Zoning Department to trim or remove trees on their property.

17. Private Interests and Maintenance

- A. The City will work with an HOA, ARB, or neighborhood group which desires to have trees maintained above the City standard, including aesthetic maintenance at their cost.
- B. The group is required to obtain the City's permission in writing to maintain trees in a clearly defined area.
- C. Any agreement in place will not inhibit in any way the City's ability to trim or remove City owned trees

within the zone.

- D. Any trimming or pruning will require City permission, and pruning to enhance views (vista trimming) is not permitted on City owned trees.
- E. All trimming must be conducted according to ANSI A300 Standards and ISA Best Management practices and promote proper structure of the tree.
- F. Trimming to provide clearance around a privately owned improvement does not require permission over private property, but must be conducted according to ANSI A300 Standards and ISA Best Management Practices.
- G. The private group accepts all liability for work performed and is not exempt from any standard or Ordinance in place.
- H. Any adjacent property owner who desires to plant a tree in the public right-of-way or on any City owned property will require a right-of-way permit or written permission from the Public Works Manager or designee.

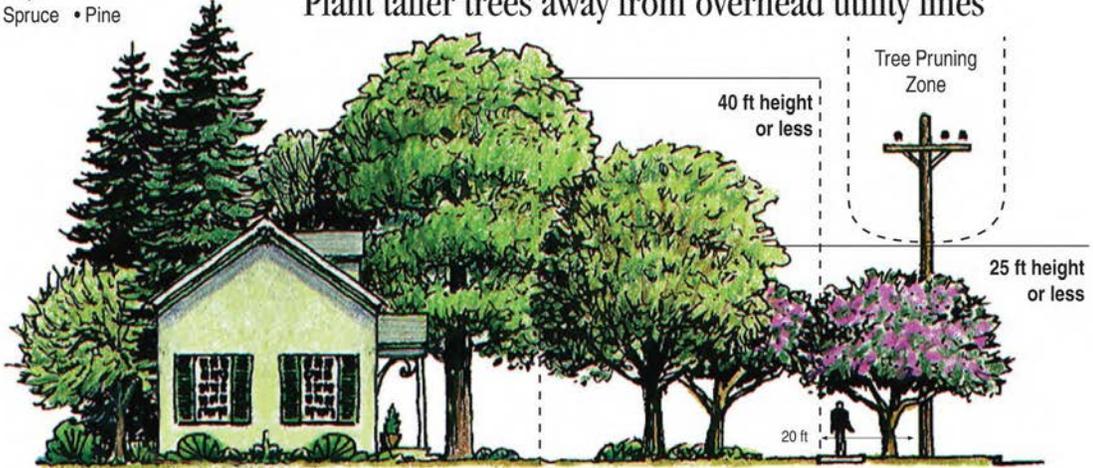
CONCLUSION

The City of Mount Dora places a high value on the City's urban forest and tree canopy. The City is committed to devoting the resources required to maintain and improve this valuable resource both now and into the future. Public trees are considered infrastructure by the City and managed as a vital part of the City as a whole. The program will be evaluated annually to assess funding and manpower requirements and obtain the best possible results in the most cost effective manner. The Public Works Department will strive to maintain the highest level of service possible with the staff and budget available. Mount Dora's tree canopy will continue to play an important part in providing environmental benefits, high quality of life, health benefits, wildlife habitat, and recreational opportunities now and into the future. Investments in our trees now, will benefit the City and its residents for years to come.

- Tall trees, such as:
- Maple
 - Oak
 - Spruce
 - Pine

Plant the right tree in the right place

Plant taller trees away from overhead utility lines



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- Medium trees, such as:
- Washington hawthorn
 - Goldenrain tree

- Small trees, such as:
- Star magnolia
 - Crabapple