

**Urban Forestry Interoffice Policy and Procedures**  
**City of Crossville**  
**Public Works, Stormwater, Planning, Parks and Recreation**  
**and Engineering**

**Hazard Trees:**

Staff will utilize windshield surveys to locate and identify potential hazard trees through out the City Limits. Employees will be educated on the risk factors of hazard tree assessment, most importantly, TARGET AREAS. These are areas where there is potential for bodily injury and damage to property, i.e., sidewalks, walking trails and rights-of-way.

Identified hazard trees will be reported to the City Arborist on staff to initiate correct action plans and facilitate rapid removal of the tree.

This policy will be followed by the Public Works, Stormwater, Engineering and Parks and Recreation Departments to ensure the safety and well being of the citizens of Crossville and the City of Crossville Tree Board.

**Cyclic Pruning Program:**

The policy regarding the pruning program will include the Grounds Maintenance section of Public Works and the Engineering Department. The pruning will be supervised by the City Arborist, and will serve as training for Grounds Maintenance Employees.

Each employee will be instructed on the proper ways to prune trees as per ISA Standards. The Tree Inventory created by the Engineering Department will be updated accordingly.

Utilizing a cyclic pruning program, Department Managers and employees will have a standard to follow. This will increase productivity from the department and provide advanced scheduling for potential “slow” times during the year.

The inventory will be divided into sectors that will be managed on the 5 year cycle.

**Ensure cooperation of all City Departments:**

This is of the most important policies to be created. The City Arborist on staff will coordinate with each department within the city. Each department will set aside 1 hour of training annually to showcase and provide education on the City of Crossville’s Urban Forest. Each employee will sign a roster agreeing to actively improve the quality of the forest. Department heads will keep track of their

employees actions, and address accordingly. For Example, Praise will be given for hard work or reprimands will be given if trees are maliciously treated. This is intended to ensure high quality of maintenance is provided, especially with weedeaters.

New hires and part time summer workers will be trained within their first week on the job by the City Arborist.

Copies of training will be available to the Tree Board.

### **Promote Urban Forestry Planning in New Developments including protection of significant trees:**

This policy will be implemented through the Stormwater Department. Construction plans will be reviewed prior to issuance of Land Disturbance Permits. This will also included a detailed site visit and review of existing forest conditions. This policy will also serve to educate contractors and developers of the benefits of urban trees in regards to reduction of rain drop erosion and stormwater uptake by trees. This can be as much as 1000 gallons per year for a large deciduous tree.

Protection of large trees may potentially serve in part as detention requirements for the property and ensure protection of the water resources of the City of Crossville and the State of Tennessee.

Through review of the site will increase awareness of significant trees and will ensure that proper protection of trees is followed per the Ordinance (14-707). Also, potential hazard trees can be addressed at this point.

### **Planting Program, Tree Inventory:**

This Policy will greatly improve city department functionality. The Engineering Department and the Grounds Maintenance Department will use windshield surveys to monitor tree conditions and maintenance requirements. This will provide the Engineering Department with highly detailed information to enter into the ARCGIS Tree Inventory.

The inventory will provide City Staff, City Officials, and decision makers with information to ensure the future planting of trees. The inventory will identify maintenance required and maintenance performed, tree species, location, condition, date planted and potential locations for planting.

The usefulness of the inventory will also be utilized to monitor species and ensure a diverse tree community. The location of potential sites will mitigate tree-sidewalk conflicts as well as tree-sign conflicts before grant are applied for.

This improved inventory will be made available online, through ESRI online for immediate retrieval of information. This will showcase the great work performed by the City of Crossville Tree Board.

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City Manager

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Date