

# Department Operational Plan Template

B

# Appendix B - Department Operational Plan Template

Annual Reporting Period is from April 1 - March 31

Reports are due to the Urban Forester or designated representative by June 1 of each year.

The Departmental Operational Plan Action Matrix is a tool for your department to use to help you manage your part of Austin's urban forest resource. Divided into seven categories, each action item comes with resources to help you track your department's impact on the urban forest and help support the urban forest's health.

Austin's Urban Forest Plan directs each department that is involved in the management or support of the urban forest to complete a Departmental Operational Plan for urban forest management. Implementation guidelines and policy elements can be found in Chapter 3 - Implementation of the Plan. Policy Element UF-5 directs departments to create Departmental Operation Plans.

## URBAN FOREST MANAGEMENT FRAMEWORK CATEGORY

### UF-5 Departmental Urban Forest Management Plan

Create a Departmental Operational Plan for departmental urban forest management, consisting of an analysis of existing conditions and regulatory framework, desired future conditions, and a work plan based on the Departmental Operational Plans Action Matrix. Update the Departmental Operational Plans to reflect changing policies and regulations, standards of care, best management practices, and accomplishments.

Community Prioritized Categories for this plan are as follows:

- PROTECTION AND PRESERVATION
- SUSTAINABLE URBAN FOREST
- PLANTING, CARE, AND MAINTENANCE
- URBAN FOREST MANAGEMENT FRAMEWORK
- PLANNING AND DESIGN

The DOP has three parts; 1: Department information 2: Individual program information and 3: The DOP Action Matrix

**Step 1.** Share your departmental information on the next page. Each Program that works on urban forest related issues must complete an information page. Departments will submit one Departmental Operation Plan containing all responses from their programs. Copy and paste a new program information worksheet for each program.

**Step 2.** With assistance from an Urban Forester representative each department's primary or secondary contact will collect information from each program and compile responses into one DOP action matrix tool.

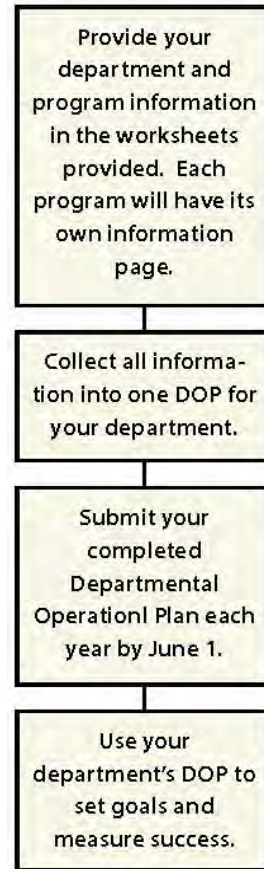
**Step 3.** Reporting instructions - Submit the completed report to the Urban Forester on June 1 of each year. Each reporting year is from April 1 - March 31.

**Step 4.** Review - The most important step is to use your DOP to set goals and measure success.

Questions or comments?

**Next Step: Department Information ►**

Email us at: [UrbanForestPlan@austintexas.gov](mailto:UrbanForestPlan@austintexas.gov)



# Appendix B - Department Operational Plan Template

## Department Information

You must complete all fields below.

Each Program that works on urban forest related issues must complete an information page. Departments will submit one DOP Action Matrix containing all responses from their programs.

<b>Department</b>	Type here
<b>Program</b>	Type here
<b>Address</b>	Type here
<b>Zip Code</b>	Type here
<b>Contact #1</b>	Type here
<b>Phone Number (Contact #1)</b>	Type here
<b>Email Address (Contact #1)</b>	Type here
<b>Contact #2</b>	Type here
<b>Phone Number (Contact #2)</b>	Type here
<b>Email Address (Contact #2)</b>	Type here
<b>Department Director</b>	Type here
<b>Dept/Program Years in Operation</b> If 6 months, put "0.5 years"	Type here
<b>Number of Full-Time Employees</b>	Type here
<b>Department Description/Mission</b>	Other:
<b>Number of Programs that interface with the urban forest</b>	

[◀ Previous Step: Instructions](#)

[Next Step: Program Information ▶](#)

# Appendix B - Department Operational Plan Template

## Program Information - 1

You must complete all fields below.

Each Program that works on urban forest related issues must complete an information page. Departments will submit one DOP Action Matrix containing all responses from their programs.

<b>Department</b>	Type here
<b>Program</b>	Type here
<b>Address</b>	Type here
<b>Contact #1</b>	Type here
<b>Phone Number (Contact #1)</b>	Type here
<b>Email Address (Contact #1)</b>	Type here
<b>Contact #2</b>	Type here
<b>Phone Number (Contact #2)</b>	Type here
<b>Email Address (Contact #2)</b>	Type here
<b>Program Years in Operation</b> If 6 months, put "0.5 years"	Type here
<b>Number of Full-Time Employees</b>	Type here
<b>Number of Part-Time Employees</b>	Type here
<b>Does this program have interns regularly? How many?</b>	Type here
<b>Area of Influence</b>	Type here
<b>Type of Program</b>	Type here
<b>Program Description</b>	Type here
<b>Additional Information</b>	Type here

[◀ Previous Step: Department Information](#)

[Next Step: Program Information 2 ▶](#)

# Appendix B - Department Operational Plan Template

## Program Information - 2

You must complete all fields below.

Each Program that works on urban forest related issues must complete an information page. Departments will submit one DOP Action Matrix containing all responses from their programs.

<b>Department</b>	Type here
<b>Program</b>	Type here
<b>Address</b>	Type here
<b>Contact #1</b>	Type here
<b>Phone Number (Contact #1)</b>	Type here
<b>Email Address (Contact #1)</b>	Type here
<b>Contact #2</b>	Type here
<b>Phone Number (Contact #2)</b>	Type here
<b>Email Address (Contact #2)</b>	Type here
<b>Program Years in Operation</b> <small>If 6 months, put "0.5 years"</small>	Type here
<b>Number of Full-Time Employees</b>	Type here
<b>Number of Part-Time Employees</b>	Type here
<b>Does this program have interns regularly? How many?</b>	Type here
<b>Area of Influence</b>	Type here
<b>Type of Program</b>	Type here
<b>Program Description</b>	Type here
<b>Additional Information</b>	Type here

[◀ Previous Step: Instructions](#)

[Next Step: Action Matrix ▶](#)

# Austin's Urban Forest Plan



## Departmental Operational Plan Action Matrix Tool

**TEMPLATE 3-05-13**

Each Department will submit one DOP with each of their Program's information included. Read and respond to all fields below. Any strategy you claim must be accompanied by a description of how you achieved the strategy. Through the public participation process the Policy categories have been prioritized by order of importance. This should be taken into consideration when developing your department's Operational Plan.

Point Total		0				
Deferred = 0 Points Started = 1 Point In Progress = 2 Points Completed = 3 Points						
Poor = 0 - 186 (0-70%) Fair = 187 - 212 (70-80%) Good = 213 - 239 (80-90%) Excellent = 240 - 267 (90-100%)						
Policy Element	Policy Element Description	Strategy	Please provide a short description of actions taken to achieve this strategy and any related documentation	Action Status <i>*Pulldown menu</i>	Action score	Did you perform this action as a result of AUFF?
<b>Section 1. PROTECTION AND PRESERVATION</b>						
<b>Policies related to preservation of the public urban forest resources through regulation and other approaches that enhance preservation.</b>						
PR-1 Comprehensive Regulatory Approaches	Examine existing regulations to ensure the most comprehensive protection and preservation of the natural diversity of the Urban Forest; if needed, develop and implement improved regulatory approaches. Require strict adherence to city tree and vegetation regulations such as the Heritage Tree Ordinance.	Department examines existing regulations to ensure the most comprehensive protection and preservation of the natural diversity of the Urban Forest.			0	
		Department develops and implements improved regulatory approaches.			0	
		Department requires strict adherence to city tree and vegetation regulations such as the Heritage Tree Ordinance.			0	
PR-2 Protection of Tree and Root Zones During and After Development	Evaluate and enhance current policies for public urban forest protection during and after development to promote the long-term health and survival of trees and vegetation retained during development. Evaluate and modify protection and mitigation practices for long-term tree survival.	Department evaluates and enhances current policies for public urban forest protection during and after development to promote the long-term health and survival of trees and vegetation retained during development.			0	
		Department evaluates and modifies protection and mitigation practices for long-term tree survival.			0	

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Policy Element	Policy Element Description	Strategy	Please provide a short description of actions taken to achieve this strategy and any related documentation	Action Status <i>*Pull down menu</i>	Action score	Did you perform this action as a result of AUPP?
<b>Section 1. PROTECTION AND PRESERVATION</b>						
<b>Policies related to preservation of the public urban forest resources through regulation and other approaches that enhance preservation.</b>						
PR-3 Protect Steep Slopes	Increase retention of existing trees and vegetation that help stabilize steep slope areas in order to increase public safety, maintain slope stability, decrease soil erosion, and retain environmental function and natural character.	Department retains existing trees and vegetation that help stabilize steep slope areas.			0	
PR-4 Partnerships	Partner with federal, state, regional, and local governmental jurisdictions, community nonprofit organizations, other City departments, the private sector and others to increase preservation and protection of the urban forest such as mulching, and watering mature trees during periods of insufficient rainfall.	Department partners with federal, state, regional, and local governmental jurisdictions, community nonprofit organizations, other City departments, the private sector and others to increase preservation and protection of the urban forest such as mulching, and watering mature trees during periods of insufficient rainfall.			0	
PR-5 View Obstructions	Establish incentives, regulations, and education efforts to reduce conflicts between public and private interests, and prioritize the urban forest in decisions regarding eliminating scenic or commercial view obstructions, except with regard to public safety or in established view corridors.	Department establishes incentives, regulations and education efforts to reduce conflicts between public and private interests, and prioritize the urban forest in decisions regarding eliminating scenic or commercial view obstructions, except with regard to public safety or in established view corridors.			0	
PR-6 Vegetation Valuation	Support and update tree valuation methods to closely reflect the complete functional value of vegetation for use when assessing fines, determining damages, or estimating loss.	Department supports and updates tree valuation methods to closely reflect the complete functional value of vegetation for use when assessing fines, determining damages or estimating loss.			0	

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Policy Element	Policy Element Description	Strategy	Please provide a short description of actions taken to achieve this strategy and any related documentation	Action Status <i>*Pull down menu</i>	Action score	Did you perform this action as a result of AUPP?
<b>Section 1. PROTECTION AND PRESERVATION</b>						
<b>Policies related to preservation of the public urban forest resources through regulation and other approaches that enhance preservation.</b>						
PR-7 Recovering Vegetation Value	When preservation of trees and vegetation is not feasible, require the complete replacement of the functional value of the removed resource, and mitigate as close in proximity to the loss and as soon as possible. Evaluate and modify protection and ineffective mitigation practices and policies as necessary.	When preservation of trees and vegetation is not feasible, the department requires the complete replacement of the functional value of the removed resource, and mitigates as close in proximity to the loss and as soon as possible.  Department evaluates and modifies protection and ineffective mitigation practices and policies as necessary.			0	
PR-8 Prominent Rare Urban Forest Elements	Provide additional protection for prominent, sensitive, native, and/or rare urban forest elements during and after development. Protect trees based on species types and habitats.	Department provides additional protection for prominent, sensitive, native, and/or rare urban forest elements during and after development. Department protects trees based on species types and habitats.			0	



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Policy Element	Policy Element Description	Strategy	Please provide a short description of actions taken to achieve this strategy and any related documentation	Action Status *Pull/Down menu	Action score	Did you perform this action as a result of AUPP?
<b>Section 2. SUSTAINABLE URBAN FOREST</b>						
<b>Sustainable Urban Forest Policies are related to sustainability of the urban forest resource itself and the resources related to its management, such as water (and city assets).</b>						
S-1 Species, Age, and Geographic Diversity	Increase species diversity, a regionally appropriate mix of vegetation, mixed-age populations and a varied distribution of species throughout the City to protect and improve the vigor and the resilience of our urban forests. Align urban forest composition with consideration of predicted climate patterns. Plant appropriate native species in appropriate habitats.	Department increases species diversity, a regionally appropriate mix of vegetation, mixed-age populations and a varied distribution of species throughout the City to protect and improve the vigor and the resilience of our urban forests.  Department aligns urban forest composition with consideration of predicted climate patterns.  Department plants appropriate native species in appropriate habitats.			0	
S-2 Urban Wood Utilization	Recycle green waste generated by urban forest maintenance and encourage the highest and best sustainable uses of removed trees and woody material, including reuse on site. Strive for 100% green waste recycling or reuse.	Department recycles green waste generated by urban forest maintenance and encourages the highest and best sustainable uses of removed trees and woody material, including reuse on site. Department strives for 100% green waste recycling or reuse.			0	
S-3 Integrated Pest Management	Incorporate Integrated Pest Management principles into land management practices.	Department incorporates Integrated Pest Management principles into land management practices.			0	
S-4 Urban Wildlife Habitat	Enhance urban wildlife habitat to the maximum extent based on site use through urban forestry policies, design, and management practices.	Department enhances urban wildlife habitat to the maximum extent based on site use through urban forestry policies, design, and management practices.			0	
S-5 Wildfire Risk	Achieve a balance between community desires for wildfire risk reduction and responsible vegetation management, especially within the Wildland Urban Interface .	Department successfully balances community desires for wildfire risk reduction with responsible vegetation management especially within the Wild land Urban Interface.			0	

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Policy Element	Policy Element Description	Strategy	Please provide a short description of actions taken to achieve this strategy and any related documentation	Action Status *Pulldown menu	Action score	Did you perform this action as a result of AUPP?
<b>Section 2. SUSTAINABLE URBAN FOREST</b>						
Sustainable Urban Forest Policies are related to sustainability of the urban forest resource itself and the resources related to its management, such as water (and city assets).						
S-6 Invasive Species Management	Identify and suppress non-native invasive species according to the Invasive Species Management Plan. Provide public education about the detriment of non-native invasive species to the urban forest, particularly when related to other management policies.	Department identifies and suppresses non-native invasive species according to the Invasive Species Management Plan.  Department provides public education about the detriment of non-native invasive species to the urban forest, particularly when related to other management policies of the urban forest.			0	
S-7 Water Conservation and Design and Maintenance Planning	Maximize the use of non-potable sources (e.g., storm water, reclaimed water) and adopt practices that conserve potable sources. During design and maintenance planning evaluate the need for supplemental irrigation of public trees and vegetation to reduce water waste. Minimize the use of potable water on turf.	Department maximizes the use of non-potable sources (e.g., storm water, reclaimed water) and adopt practices that conserve potable sources.  During design and maintenance planning, the department evaluates the need for supplemental irrigation of public trees and vegetation to reduce water waste.  Department minimizes the use of potable water on turf.			0	
S-8 Urban Forest Pests	Using the principles and practices of Integrated Pest Management, identify, plan for, and respond to critical urban forest pests to reduce their impact on the community's urban forest.	Department uses Integrated Pest Management to identify, plan for, and respond to critical urban forest pests to reduce their impact on the community's urban forest.			0	
S-9 Partnership	Partner with federal, state, regional, and local governmental jurisdictions, community nonprofit organizations, the private sector and others to accomplish the sustainability goals of Austin's urban forest ecosystem.	Department partners with federal, state, regional, and local governmental jurisdictions, community nonprofit organizations, the private sector and others to accomplish the sustainability goals of Austin's urban forest ecosystem.			0	

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Policy Element	Policy Element Description	Strategy	Please provide a short description of actions taken to achieve this strategy and any related documentation	Action Status *Pull down menu	Action score	Did you perform this action as a result of AUPP?
<p><b>Section 1. PLANTING, CARE, AND MAINTENANCE</b></p> <p>Planting, care, and maintenance policies are related to the consideration of existing public urban forest resources and proactive planning for sustainable future urban forest resources, while understanding inherent conflict between active site use and healthy forests.</p>						
PCM-1 Planting Priorities	Prioritize tree planting and landscaping on public property particularly in parks and along sidewalks and transit corridors, planting long lived native trees where possible to maximize environmental, social, and economic benefits and the longevity of the urban forest.	Department prioritizes tree planting and landscaping on public property particularly in parks and along sidewalks and transit corridors, planting long lived native trees where possible to maximize environmental, social, and economic benefits and the longevity of the urban forest.			0	
PCM-2 Species Selection	Encourage the selection of appropriate native species based on project, location, site conditions, and potential future changes in climate patterns.	Department encourages the selection of appropriate native species based on project, location, site conditions, and potential future changes in climate patterns.			0	
PCM-3 Urban Forest Planting and Maintenance Plan Program	Establish and maintain a strategic planting and maintenance program (including pruning, mulching, and watering of mature trees during insufficient rainfall) based on national standards and best management practices.	Department establishes and maintain a strategic planting and maintenance program (including pruning, mulching, and watering of mature trees during insufficient rainfall) based on national standards and best management practices.			0	
	Ensure the long-term survival of the urban forest by prioritizing proactive maintenance to reduce resources expended on reactive or emergency response. Maximize urban forest benefits, and reduce urban forest mortality.	Department ensures the long-term survival of the urban forest by prioritizing proactive maintenance to reduce resources expended on reactive or emergency response. Department maximizes urban forest benefits, and reduces urban forest mortality.			0	
PCM-4 Planting Stock	Utilize high-quality planting stock originating from Central Texas seed sources or grown in nurseries that simulate Central Texas growing conditions.	Department uses high-quality planting stock from Central Texas seed sources or grown by nurseries that simulate Central Texas growing conditions.			0	

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<b>Section 1. PLANTING, CARE, AND MAINTENANCE</b>						
<b>Planting, care, and maintenance policies are related to the consideration of existing public urban forest resources and proactive planning for sustainable future urban forest resources, while understanding inherent conflict between active site use and healthy forests.</b>						
PCM-5 Tree Canopy Cover	Identify canopy goals according to site and ecosystem capacity and develop a plan to achieve them.	Departments identify canopy goals according to site and ecosystem capacity.			0	
PCM-6 Landscape Maintenance Management Plans	Ensure that trees and vegetation are properly cared for and survive, both during the time the plant is becoming established and in perpetuity. Means for doing this include landscape management plans, maintenance agreements, Standards of Care, and/or monitoring, especially during periods of insufficient rainfall.	Departments develop plans to achieve canopy goals.  Department ensures that trees and vegetation are properly cared for and survive, both during the time the plant is becoming established and in perpetuity. Means for doing this include landscape management plans, maintenance agreements, Standards of Care, and/or monitoring, especially during periods of insufficient rainfall.			0	
PCM-7 Partnerships	Partner with federal, state, regional, and local governmental jurisdictions, community nonprofit organizations, City of Austin departments, the private sector and others to increase the replenishment, maintenance, and care of Austin's urban forest while complying with the City's planting priorities.	Department partners with federal, state, regional, and local governmental jurisdictions, community nonprofit organizations, City of Austin departments, the private sector and others to increase the replenishment, maintenance, and care of Austin's urban forest while complying with the City's planting priorities.			0	
PCM-8 Public Safety	Take reasonable measures to reduce risks of urban forest elements that impact public health and safety.	Department takes reasonable measures to reduce risks of urban forest elements that impact public health and safety.			0	
PCM-9 Prominent Trees	Due to the community value of prominent trees, additional watering, care and maintenance, and protection shall be provided according to the Standards of Care and Best Management Practices.	Due to the community value of prominent trees, the department provides additional watering, care and maintenance, and protection according to the Standards of Care and Best Management Practices.			0	

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<b>Section 4. URBAN FOREST MANAGEMENT FRAMEWORK</b>						
Policies related to City organizational structure and staffing levels, staff qualifications, involvement of City forestry staff in other City disciplines and functions, and funding for urban forest programs and efforts.						
UF-1 Management Priorities	Evaluate and document the ecosystem services and benefits of the urban forest. Consider the value of those services and benefits when seeking a balance between multiple and potentially competing needs of the environment, utilities and infrastructure, safety, the rights of property owners, budget priorities, and the desires of the public.	Department evaluates and documents the ecosystem services and benefits of the urban forest. Department considers the value of those services and benefits when seeking a balance between multiple and potentially competing needs of the environment, utilities, and infrastructure, safety, the rights of property owners, budget priorities, and the desires of the public.			0	
UF-2 Resource Needs	Ensure adequate resources are dedicated to the management of Austin's urban forest and its ecosystem functions to support the City's vision for its urban forest. Identify and quantify gaps in urban forest management funding compared with national benchmarks and incorporate those needs in the Departmental budgeting process.	Department ensures adequate resources are dedicated to the management of Austin's urban forest and its ecosystem functions to support the City's vision for its urban forest. Department identifies and quantifies gaps in urban forest management funding compared with national benchmarks and incorporates those needs in the Departmental budgeting process.			0	
UF-3 Urban Forestry Funding Allocation	Allocate an appropriate proportion of funding for urban forest management.	Department allocates funding for maintenance of the urban forest.			0	
		Department allocates funding for preservation of the urban forest.			0	
		Department allocates funding for the education/training related to the urban forest.			0	
UF-4 Funding Sources for Maintenance	Utilize existing funds or develop new funding sources such as assessment districts, user fees, fundraising, donations, grants, tax benefit financing, and/or an urban forest utility fee to fund urban forest management.	Department utilizes existing funding sources to fund urban forest management.			0	
		Department utilizes new funding sources such as assessment districts, user fees, fundraising, donations, grants for projects, or an urban forest utility fee to fund urban forest management.			0	

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Policy Element	Policy Element Description	Strategy	Please provide a short description of actions taken to achieve this strategy and any related documentation	Action Status *Pull-down menu	Action score	Did you perform this action as a result of AUPP?
<b>Section 4. URBAN FOREST MANAGEMENT FRAMEWORK</b>						
<b>Policies related to City organizational structure and staffing levels, staff qualifications, involvement of City forestry staff in other City disciplines and functions, and funding for urban forest programs and efforts.</b>						
UF-5 Departmental Urban Forest Management Plan	Create a Departmental Operational Plan (DOP) for departmental urban forest management, consisting of an analysis of existing conditions and regulatory framework, desired future conditions, and a work plan based on the DOP Action Matrix. Update the DOP to reflect changing policies and regulations, standards of care, best management practices, and accomplishments.	Department creates a DOP for departmental urban forest management, consisting of an analysis of existing conditions and regulatory framework, desired future conditions, and a work plan based on the DOP Action Matrix.			0	
		Department updates the DOP to reflect changing policies and regulations, standards of care, best management practices, and accomplishments.			0	
		Department incorporates City of Austin Standards of Care for Trees and Plants into Departmental Operational Plans.			0	
UF-6 Standards of Care for Trees and Plants	Incorporate City of Austin Standards of Care for Trees and Plants into Departmental Operational Plans. Regularly contribute recommendations to City of Austin's Standards of Care for Trees and Plants revisions, coordinated by the Urban Forester, according to the best available science and current best management practices, accepted standards, and guidelines to support the DOP.	Department regularly contributes recommendations to City of Austin's Standards of Care for Trees and Plants revisions, coordinated by the Urban Forester, according to the best available science and current best management practices, accepted standards and guidelines to support the DOP.			0	
UF-7 Coordination of Efforts and Partnerships	Develop partnerships with other City departments and coordinate with federal, state, regional and local governmental jurisdictions, local community nonprofits and the private sector, to preserve, restore, manage, and design our urban forest.	Department develops partnerships and coordinates with federal, state, regional and local governmental jurisdictions, local community nonprofits and the private sector, to preserve, restore, manage, and design Austin's urban forest.			0	

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<b>Section 4. URBAN FOREST MANAGEMENT FRAMEWORK</b>						
Policies related to City organizational structure and staffing levels, staff qualifications, involvement of City forestry staff in other City disciplines and functions, and funding for urban forest programs and efforts.						
UF-8 Staff Qualifications and Training	Employ qualified individuals for all staff engaged in urban forest management, care, and maintenance, and provide regular training to maintain qualifications up to and above recognized standards and best practices. Ensure that decisions are being made and maintenance is being performed according to City of Austin Standards of Care and industry best practices.	Department employs qualified individuals for all staff engaged in urban forest management, care, and maintenance, and provides regular training to maintain qualifications up to and above recognized standards and best practices.  Department ensures that decisions are being made and maintenance is being performed according to City of Austin Standards of Care and industry best practices.			0	
UF-9 Contracts	Retain contractors who have demonstrated qualifications to perform urban forest management according to City of Austin Standards of Care and industry best practices when outsourcing tree care and maintenance. Incorporate such standards and best practices into contract specifications.	When outsourcing urban forest management on public property, the department includes contract provisions requiring demonstrated experience and qualifications.  Department ensures that contracts include specifications that align with the City of Austin Standards of Care and urban forest best practices.			0	
UF-10 Urban Forester Support	Provide support to the Urban Forester and other departments to meet mandated directives assigned to the Urban Forester.	Department provides support to the Urban Forester and other departments to meet mandated directives assigned to the Urban Forester.			0	

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<b>Section 4. URBAN FOREST MANAGEMENT FRAMEWORK</b>						
Policies related to City organizational structure and staffing levels, staff qualifications, involvement of City forestry staff in other City disciplines and functions, and funding for urban forest programs and efforts.						
UF-11 Data Collection and Management	Collect data regarding Austin's urban forest to support the creation of Departmental Operational Plans (DOP) and inform urban forest management decisions. Data collection methods should follow nationally-recognized best management practices in acquiring vegetation information for purposes of maintenance, planning, canopy goal establishment, and other comprehensive urban forest management efforts. Data should be collected and stored in formats easily shared between departments and stakeholders. Collaborate with federal, state, regional, and local governmental jurisdictions, community nonprofits, and the private sector to collect and manage data.	Department collects data regarding Austin's urban forest to support the creation of Departmental Operational Plans (DOP) and inform urban forest management decisions.  Department follows data collection methods and nationally-recognized best management practices in acquiring vegetation information for purposes of maintenance, planning, canopy goal establishment, and other comprehensive urban forest management efforts.			0	
UF-12 Urban Forest Risk Management	Consider and incorporate urban forest risk into city functions related to emergency management planning.	Department collects and stores data in formats easily shared between departments and stakeholders. Department collaborates with federal, state, regional, and local governmental jurisdictions, community nonprofits, and the private sector to collect and manage data.			0	
UF-13 Land Classification	Develop and adopt a common land classification system for properties owned/managed by the City. The classification system will provide the framework for development of class-specific Standards of Care for Trees and Vegetation.	Department develops and adopts a common land classification system for properties owned/managed by the City. The department ensures the classification system will provide the framework for development of class-specific Standards of Care for Trees and Vegetation.			0	



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Section 4. URBAN FOREST MANAGEMENT FRAMEWORK						
Policies related to City organizational structure and staffing levels, staff qualifications, involvement of City forestry staff in other City disciplines and functions, and funding for urban forest programs and efforts.						
UF-14 Regulatory Review	Identify and modify City regulations that conflict with or otherwise hinder achievement of the vision for the urban forest. Where possible, work with intra- and inter-departmental partners and external stakeholders to better align the City regulations with the City's urban forest vision.	<p>Department identifies and modifies city regulations that conflict with or otherwise hinder achievement of the vision for the urban forest.</p> <p>Department works with intra- and inter-departmental partners and external stakeholders to better align the City regulations with the City's urban forest vision where possible.</p>			0	
					0	

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Policy Element	Policy Element Description	Strategy	Please provide a short description of actions taken to achieve this strategy and any related documentation	Action Status *Pulldown menu	Action score	Did you perform this action as a result of AUPP?
<b>Section 5. PLANNING AND DESIGN</b>						
Policies related to the consideration of existing public urban forest resources and planning for sustainable future urban forest resources on a site level scale.						
PD-1 City Design Coordination	Establish coordination among City departments and utility providers when planning and designing public projects that include landscaping, urban forest protection, planting, supplemental irrigation, maintenance, and urban forest impacts.	Department coordinates among City departments and utility providers when planning and designing public projects that include landscaping, urban forest protection, planting, supplemental irrigation, maintenance, and urban forest impacts.			0	
PD-2 Infrastructure Design	Design streets, sidewalks, utilities, and other infrastructure with a thorough consideration of existing and proposed vegetation, site use, and standards of care during the planning, design, and construction processes.	Department designs streets, sidewalks, utilities, and other infrastructure with a thorough consideration of existing and proposed vegetation, site use, and standards of care during the planning, design, and construction processes.			0	
PD-3 Soil Quality	Encourage retention and use of native soils for areas in new developments. Where native soils and growing conditions are not sufficient or optimal, encourage use of soils engineered to be supportive of long-term urban forest health that also provide a sustainable growing environment for the urban forest.	Department retains and uses native soils for areas in new developments.  Where native soils and growing conditions are not sufficient or optimal, the department uses soils engineered to be supportive of long-term urban forest health that also provide a sustainable growing environment for the urban forest.			0	
PD-4 Soil Volume	Increase the dedicated airspace and soil volume available for trees and vegetation to account for long-term desired growth and to assist with achieving the canopy coverage and maintenance goals.	Department increases the dedicated airspace and soil volume available for trees and vegetation to account for long-term desired growth and to assist with achieving the canopy coverage and maintenance goals.			0	
PD-5 Reduce Soil Compaction	Avoid the compaction of soils and protect soils during and after development to increase or maintain infiltration of storm water on-site and reduce run-off. Design for site uses that minimize soil compaction in critical areas.	Department avoids compacting soils and protects soils during and after development to increase or maintain infiltration of storm water on-site and reduce run-off.  Department designs for site uses that minimize soil compaction in critical areas.			0	

# Appendix B - Department Operational Plan Template

Policy Element	Policy Element Description	Strategy	Please provide a short description of actions taken to achieve this strategy and any related documentation	Action Status *Pull/Down menu	Action score	Did you perform this action as a result of AUPP?
<b>Section 5. PLANNING AND DESIGN</b>						
Policies related to the consideration of existing public urban forest resources and planning for sustainable future urban forest resources on a site level scale.						
PD-6 Landscaping and storm water Management	Align the City's landscape regulations and specifications with the integration of landscaping elements and low-impact development storm water management approaches. Incentivize use of techniques that can effectively achieve multiple urban forestry and storm water management objectives. Some examples include native vegetation preservation, native soil retention and soil amendment, storm water dispersion and bio-engineering.	The department aligns landscape regulations and specifications with the integration of landscaping elements and low impact development storm water management approaches.				
PD-7 Partnerships	Partner with federal, state, regional, and local governmental jurisdictions, community nonprofit organizations, the private sector and others to enhance the planning and design of public and private development and improvements in Austin.	The department develops incentives for using techniques that can achieve multiple urban forestry and storm water management objectives.				
PD-8 Planning Infrastructure Maintenance	Consider the needs and benefits of Austin's urban forest in conjunction with other infrastructure systems when planning for the long-term maintenance of infrastructure and utilities.	The department partners with other government entities, communities, nonprofit organizations, and/or private sector entities to enhance the planning and design of public and private development and improvements in Austin.			0	
PD-9 Tailored Incentives	Develop incentives, programs, and/or regulations that are tailored to the needs and characteristics of differing land uses.	Department includes the needs and benefits of Austin's urban forest in conjunction with other infrastructure systems when planning for the long-term maintenance of infrastructure and utilities.			0	
PD-10 Urban Forest and Transportation	Utilize urban forest elements in transportation designs to improve flow and traffic safety and encourage alternative transportation.	Department develops incentives, programs and/or regulations that are tailored to the needs and characteristics of differing land uses.  Department utilizes urban forest elements in transportation designs to improve flow and traffic safety and encourage alternative transportation.			0	

# Appendix B - Department Operational Plan Template

Policy Element	Policy Element Description	Strategy	Please provide a short description of actions taken to achieve this strategy and any related documentation	Action Status *Pull-down menu	Action score	Did you perform this action as a result of AUPP?
<b>Section 5. PLANNING AND DESIGN</b>						
<b>Policies related to the consideration of existing public urban forest resources and planning for sustainable future urban forest resources on a site level scale.</b>						
PD-11 Designing for Human Health	Establish or retain urban forest elements during planning and design to maximize physical and mental human health as well as social health benefits.	Department establishes or retains urban forest elements during planning and design to maximize physical and mental human health as well as social health benefits.			0	
PD-12 Design with Maintenance in Mind	Incorporate pre-planning site assessments and design vegetation plans with consideration for long-term maintenance and resource use.	Department incorporates pre-planning site assessments and design vegetation plans with consideration for long-term maintenance and resource use.			0	
	Design for minimal long-term maintenance and resource use while still meeting site use goals.	Department designs for minimal long-term maintenance and resource use while still meeting site use goals.			0	

# Appendix B - Department Operational Plan Template

Policy Element	Policy Element Description	Strategy	Please provide a short description of actions taken to achieve this strategy and any related documentation	Action Status *Pulldown menu	Action score	Did you perform this action as a result of AUPP?
<b>Section 6. EDUCATION AND OUTREACH</b>						
<b>Policies related to public education, outreach, stewardship, and training of citizens, private entities, and nonprofit organizations for urban forest promotion to achieve the vision for the urban forest.</b>						
EO-1 Education	Provide appropriate resources (e.g., staff, technical, and educational materials) to communicate with the public about the vision, goals, objectives, policies, incentives, standards, and regulations related to the management of Austin's urban forest. Increase awareness of urban forest ecosystem issues and support citywide urban forest education efforts.	Department provides appropriate resources (e.g., staff, technical, and educational materials) to communicate with the public about the vision, goals, objectives, policies, incentives, standards, and regulations related to the management of Austin's urban forest.			0	
EO-2 Promote Stewardship	Develop programming that utilizes the commitment of citizen volunteers to engage in stewardship of Austin's urban forest. Promote events for mulching and watering for young and mature trees.	Department develops programming that utilizes the commitment of citizen volunteers to engage in stewardship of Austin's urban forest. Department promotes events for mulching and watering for young and mature trees.			0	
EO-3 Incentives	Develop voluntary and incentive-based programs to build broader community support for the urban forest.	Department develops voluntary and incentive-based programs to build broader community support for the urban forest.			0	
EO-4 Partnerships	Partner with federal, state, regional, and local governmental jurisdictions, community nonprofit organizations, the private sector and others in education and outreach efforts to improve collaboration, leverage resources, and ensure consistent messaging.	Department partners with federal, state, regional, and local governmental jurisdictions, community nonprofit organizations, the private sector and others in education and outreach efforts to improve collaboration, leverage resources, and ensure consistent messaging.			0	
EO-5 Records and Information	Collect and make available urban forestry information to the public.	Department collects and makes available urban forestry information to the public.			0	

# Appendix B - Department Operational Plan Template

Policy Element	Policy Element Description	Strategy	Please provide a short description of actions taken to achieve this strategy and any related documentation	Action Status <i>*Pull/down menu</i>	Action score	Did you perform this action as a result of AUPP?
<b>Section 6. EDUCATION AND OUTREACH</b>						
<b>Policies related to public education, outreach, stewardship, and training of citizens, private entities, and nonprofit organizations for urban forest promotion to achieve the vision for the urban forest.</b>						
EO-6 Education of Urban Forest Service Providers	Ensure that private urban forest service providers, individuals who wish to provide professional urban forest maintenance services and others whose work may impact the urban forest are educated about Austin's policies, regulations, and Standards of Care.	Department ensures that private urban forest service providers, individuals who wish to provide professional urban forest maintenance services and others whose work may impact the urban forest are educated about Austin's policies, regulations, and Standards of Care.			0	
EO-7 Public Demonstration Projects	Develop and support publicly accessible demonstration projects of sound urban forest management; examples include innovative design, mulching, watering and pruning of young and mature trees. Document and promote effective strategies.	Department develops and supports publicly accessible demonstration projects of sound urban forest management; examples include innovative design, mulching, watering and pruning of young and mature trees. Department documents and promotes effective strategies.			0	

# Public Engagement Process

C

# 1,243

Survey Responses

# 917

Public Comments  
Received

Public engagement efforts produced over 2,160 total responses, from online sources and multiple physical events that occurred throughout Austin.

Public engagement was encouraged through the following mechanisms:

- Education Component
- Online Participation
- “Pop-Up” Events
- Public Meetings
- Media Outreach

### EDUCATION COMPONENT

The Urban Forestry Board working group and staff targeted their audience through news articles, stakeholder organizations, online social marketing, newsletters, bookmarks, flyers and the installation of “Tree Tags”. Flyers were distributed electronically to 49 stakeholders and to 22 libraries and 24 park facilities. Bookmarks made from 100% recycled content were passed out at pop-up events and at Plan presentations. Approximately two feet tall, and one-and-a-half feet wide, the tree tags contained the value of Austin’s urban forest in relation to energy use, carbon sequestration, watershed protection and air quality. The idea behind these tags was to demonstrate the value trees bring to the community beyond the traditional value of shade and beauty. The tags were hung from prominent public trees throughout the city.

### ONLINE PARTICIPATION

Online participation played a critical role in the ability to reach out to a large number of stakeholders. Several tools were created to allow people to participate remotely at any time during the two phases of the engagement process.



## Appendix C - Public Engagement Process

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### PHASE 1 - SPRING 2012

An online survey called the “Tree Be-Leafs: An Urban Forest Opinion Poll” was distributed to over forty internal and external stakeholders and generated over 876 responses. The survey was designed to address broad topics related to Austinites and their tree values. Additionally, four Spanish language surveys were taken capturing a small audience of a hard-to-reach population.

### PHASE 2 - SUMMER 2013

SpeakUpAustin.Org hosted a discussion board yielding over 100 individual comments. Three surveys (367 responders) were created to generate feedback concerning performance indicators, policy elements, and funding prioritization.

In addition to specific discussion and survey questioning, an email account was created that allowed people to submit comments that were broad in topic and specifics. Community members had access to the online tools twenty-four hours a day, seven days a week so that people who could not attend a public meeting had the opportunity to make their voices heard.



### What should be done for trees and vegetation in our public spaces?

#### “POP-UP EVENTS”

Community meetings have no problem attracting the people most passionate about the topic at hand. The challenge comes when trying to involve people who would not normally take the ten minutes required to engage in conversation or fill out a survey. The “Pop-Up” events were intended to capture a random sampling of those hard-to-reach people. Instead of them having to come to us or take time to go online and find the surveys, we went to them and asked them a basic question: What should be done for trees and vegetation in our public spaces? Community members were invited to answer this question on leaf-shaped sticky notes, and place those notes on a five-foot tall 3D tree model. These events yielded over five-hundred leaf-notes with individual comments.



## Appendix C - Public Engagement Process

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### **PUBLIC MEETINGS**

Two meetings were hosted for this process and both featured Urban Forestry Board members, Urban Forest Program staff, and staff members from other City of Austin departments. The first public meeting was hosted in April 2012 at the Emma S. Barrientos Mexican American Cultural Center. The public was invited to review and comment on Urban Forest Plan Vision Statement, Components, and Guiding Principles. Concurrently the Urban Forest Opinion Poll “Tree Beliefs Survey” was being conducted online with 900 responses generated

The second public meeting was hosted in August 2013 at the Daniel E. Ruiz Branch Library. The event consisted of a public workshop followed by an open house. The public workshop portion was organized around specific parts of the plan. Participants were asked to rank the plan’s policy categories using paper money to demonstrate which of the policy programs should receive the resource priority.

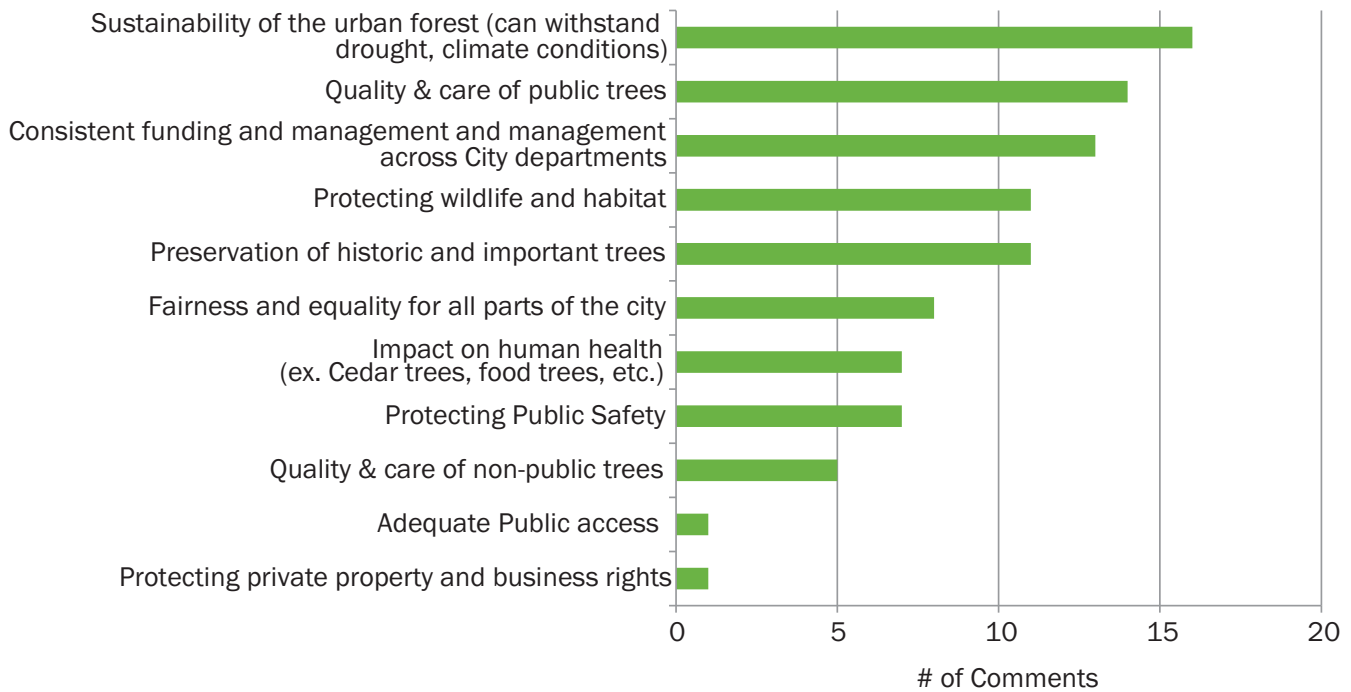
Additionally, attendees were able to plot where the City is now compared to where it should be in the future for urban forest care, and mark which of the plan’s policy sections are a priority for them. The prioritization process aligns with the online prioritization survey and helps clarify areas the community is most concerned about. Prioritization will help guide resource use when departments begin the process of implementing the plan and allocating resources. The open house portion of the meeting allowed for conversation between board members, staff, and community members.

### **MEDIA AND STAKEHOLDER OUTREACH**

In the initial 2012 outreach, KUT Radio Changing Austin segment and an Ahora Si article directed people to participate in the online survey. In summer 2013 KUT Radio interviewed Urban Forester, Angela Hanson and asked people for online participation or to attend the August community workshop.

## Appendix C - Public Engagement Process

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There were also stories in the Austin American Statesman’s Metro Section, the Austin Post, and several other small stories on televised news. News releases also promoted the public events and online tools. Online public engagement and the community workshop were promoted via social media tools such as the @austintexasgov Twitter (24,000 followers) and City Facebook account which reaches 6,000 people. The invitation to engage in the planning process also went out numerous times through the Urban Forestry Program’s Facebook page (625 people) and through the monthly newsletter. Forty-nine stakeholder groups and organizations were also specifically emailed an invitation to engage in the Plan’s development.

To ensure transparency a complete and detailed compilation of all the comments received have been made public on the Austin Urban Forest Plan webpage.

