Office of the City Forester
Licensed Tree Service Contractor Meeting

Oct 28th & 29th, 2022
8:30am
Central Park Rec Center
Dept of Parks & Recreation, Finance

- Register your company with Rocky Mountain e-purchasing system (BidNet)  
  www.rockymountainbidsystem.com  
  • View bid opportunities & submit bids  
  • Registration is free!

- Confirm your NIGP categories in BidNet

- Anticipated bid/contract opportunities 2023  
  • Wash Park tree pruning  
  • Forest planning, management, and fuels mitigation  
  • Tree planting and watering  
  • Tree maintenance in parks, public right-of-ways, and private property

- Additional information & resources:  
  • https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Parks-Recreation/Get-Involved-with-Denver-Parks-Recreation/Bidding-Opportunities  
  • Call 800-835-4603 for BidNet assistance
Dept of Parks & Recreation, Finance

- Denver Revised Municipal Code (DRMC) Chapter 20 – Finance, Article VII – Prompt Payment to Contractors, Vendors, Suppliers of Goods and Services to City and Lessors of City Requirements:
  - Contractors and subcontractors to pay prevailing wages for alteration, improvements, repairs, maintenance, and construction work
  - City to pay for completed and accepted work within 35 days of receipt of a responsive invoice
  - City to approve or reject invoice within 10 days of receipt
  - Primes to pay subs and suppliers within 7 days of receiving payment from the City
  - Interest penalties apply if payment is not made timely to prime from City, and to sub if not made timely by prime

https://www.denvergov.org/Business/Contract-Administration/Contractor-Resources#section-8
Dept of Parks & Recreation, Finance

Become a certified small, minority-owned, or women-owned business with the City today!

- Certification creates opportunity for your company to grow and thrive

- Small Business Enterprise (SBE) certification
  - been in business at least 6 months
  - eligibility determined by business size or annual gross revenues

- Minority/Women-Owned Business Enterprise (MWBE) certification
  - been in business at least 6 months
  - at least 51% of company ownership must be members of economically/socially disadvantaged groups (women, Hispanic, Asian, Black, Native American)

- Cost & time associated with certification

Office of the City Forester (OCF) Focus:

- Health and well-being of the Urban Forest
- Safety of the Public Right of Way (PRW)
  - Both Public and those performing tree work
- We do not perform private property health checks unless there is a potential safety issue that could impact the PRW or a communicable disease/infestation concern (i.e. visible cavities, hanging/detached limbs, Ips, MPB, etc)
- Property owners are encouraged to get bids and educated on how to hire licensed tree contractors
- Date tree work must be completed is on the City Forester’s Notice
  - Do not count on a property owner receiving an extension
  - If date cannot be met, owner instructed to find another company that can (safety vs aesthetics or general health)
- Please let us know if you contract with a property owner that has a tree on notice
Safety of Our Citizens and Contractors

• City Forester’s Notices/Administrative Citations will be issued for:
  – Not wearing PPE
    - If PPE is on the job site but not worn, CFN/AC issued to worker
    - If PPE is not provided by company, company is issued CFN/AV
  – Lack of traffic control/blocke ad sidewalks (OCF and/or DOTI)
  – Flop/drop in to PRW without closure
  – Vehicles without signage; All vehicles, including any towed equipment must be labelled with min 2” lettering on both sides (name of company and phone #)
  – Unpermitted work
  – Other as listed in Rules & Regs

• Citations; $150, $500, $999 (ongoing)
• Suspension/Revocation of license
Code/Rules & Regulations Updates

• City Forester authority to promulgate rules and regulations
  – Ordinance calls out specific topics; planting, spacing, replacing, diversity, tree protection, safe work practices, testing of licensed contractors, etc.
• Rules & Regs update, start Jan 2023
• How impacts your business;
  – If you plant trees; rules for diversity, approved species, prohibited/suspended species, spacing/location, planting standards
  – Tree Preservation and Protection requirements (business opportunities)
  – Mitigation/appraisal
  – Pruning and Safety Requirements per ANSI and Industry BMPs
  – Tree Service Licensing
Tree Service Licensing

- You must be licensed to do tree work in CCD
- Licenses are issued by the Dept of Excise & License, testing and approval by OCF
- Individual people are license holders – not the company
- Notify OCF and Ex & License if you leave your current company, change company names, and/or change contact info
- If subcontracting, the subcontractor must also be licensed
- Ornamental and Sawyer license holders may not leave the ground (exception for Ornamental: to sheer evergreens using a step ladder no more than 12’)
- You must have and maintain the required documentation
- You must keep all insurance current with Ex & Lic and OCF
  - Submit insurance documentation to OCF
  - List us as secondary certificate holders and we will receive a copy when sent to you
  - If we do not receive insurance documentation, your license is considered suspended
  - You will be dropped from the Licensed Tree Contractor List
  - Repeat offenders could have license revoked
Reciprocal Cities and Testing

- Denver, Aurora, and Lakewood will communicate applicant results.
- If your license is revoked, you will be required to retest.
- Denver licenses issued by the Dept of Excise & License, testing and approval by OCF.
- If you have ISA Cert Arborist, no written test. ISA Cert Tree Worker, no field test.
- Testing fees:
  - Written = $35 / each time administered
  - Field = $85 / each time administered
- Testing (need to start process with Ex & Lic):
  - You must schedule tests with OCF (email or call office).
  - Must have notarized waiver and insurance docs prior to testing.
  - Written testing any day of the week during business hours.
  - Must obtain a score of 70% to pass, valid for 6 months.
  - Must pass written before can take field test.
  - Field test; scheduled twice monthly, 2 hour time allocation.
  - Must pass Tree ID before proceeding with remaining field portion (update).
- Retests:
  - 30 day wait period between tests.
  - If passing score is not reached on 3 attempts, calendar year wait period to retest.
Licensed Tree Contractor List Changes

• Includes public information on how to hire and check credentials and licensure
• Licensed Tree Contractor List contains
  – Company name, License type, Phone number, Email address, Wood re-use
• Alphabetical listing
• Eliminates perceived favoritism
• Puts responsibility on property owners to obtain best price and research companies
• Will be updated monthly
• No current insurance, will be dropped from the list
• Check our site monthly, if you are not on the list and you are current on documentation, call or email us
Dept of Excise & License; Tree Service License

The business of cutting, trimming, pruning, or removing trees. If you have more questions, please see Forestry's Tree Service Contractors [webpage](#).

Sec. 57-71. - Required.

It shall be unlawful for any person to engage in the business of, or receive compensation for, cutting, trimming, pruning or removing trees, without first procuring a license therefor from the director of excise and licenses.

(Ord. No. §17-98, § 1, 7-6-98; Ord. No. 1017-17, § 3, 10-16-2017)
How to Apply for a NEW License

• **There are three ways to apply:**

  • **Online:**
    • To submit your application, please go to this [online application](#), fill it out, attach all required documents and submit online. After applying, you will receive an invoice to pay fees. You cannot pay fees until you have received an invoice. Visit the [online payment process page](#) or watch the "How to pay online" video for more information.

  • **Mail:**
    • Applicants can mail their application with fees to:
    • City and County of Denver
    Department of Excise and Licenses
    201 W. Colfax Ave., Dept. 206
    Denver, CO 80202

  • **In person:**
    • Department of Excise and Licenses
    201 W. Colfax Ave., Dept. 206
    Denver, CO 80202
Required Docs / Fees for New Applications

• **Tree service license application**(PDF, 1MB) (Only required if mailing in application or applying in person, not required for online form application process)

• **Valid state or federally issued ID**

• Certificate of automobile liability insurance - minimum of $150,000 of coverage.

• Commercial general liability insurance - minimum of $500,000 for large tree and $100,000 for ornamental/ground work.

• Certificate of worker's compensation insurance or **notarized worker's compensation waiver**(PDF, 135KB)

• **Application fee:**
  $25

• **License fee:**
  $25
How to RENEW an Existing License

• **There are three ways to apply:**

  • **Online:**
  • To submit your application, please go to this [online application](#), fill it out, attach all required documents and submit online. After applying, you will receive an invoice to pay fees. You cannot pay fees until you have received an invoice. Visit the [online payment process page](#) or watch the "How to pay online" video for more information.

  • **Mail:**
  • Applicants can mail their application with fees to:
  • City and County of Denver
    Department of Excise and Licenses
    201 W. Colfax Ave., Dept. 206
    Denver, CO 80202

  • **In person:**
  • Department of Excise and Licenses
    201 W. Colfax Ave., Dept. 206
    Denver, CO 80202
Required Docs / Fees for Renewal Applications

• Current certificate of automobile liability insurance - minimum of $150,000 of coverage.

• Current commercial general liability insurance - minimum of $500,000 for large tree and $100,000 for ornamental/groundwork.

• Current certificate of worker's compensation insurance or notarized worker's compensation waiver(PDF, 135KB).

• License fee: $25
Renewal Time Frame

• Licenses must be renewed on or before the expiration date to avoid penalty fees.

• There is a 90-day grace period from the expiration date when licenses can be renewed by paying the license and the penalty fees. If a license is not renewed before it expires, operations must cease until it is renewed.

• **First 30 days of grace period**: 20% penalty fee
• **Days 31 to 90**: 50% penalty fee
• **After 90 days**: Licensees must apply for a new license and OCF testing fees will apply
License Requirements

• **License must be displayed**
  - Excise and Licenses will email a professional license to all licensees. This license (or a clear picture of it) must always be displayed.

• **Requirement to keep contact information up to date**
  - Email licenses@denvergov.org to notify the Department of any contact information changes (place of business, onsite manager, etc.). These updates must be submitted within 72 hours of the change.

• **Requirement to renew annually**
  - Licenses expire annually. It is unlawful to operate with an expired license. A renewal application must be filed before the license expires.
Dept of Excise & License

• Questions?

• For general questions email licenses@denvergov.org or call 720-913-1311 (311)

• Operational Supervisor I:
  Noemi Venegas – Noemi.Venegas@denvergov.org

• To view all our license types please visit: Business Licensing Center
Permits: Dept of Transportation and Infrastructure

All things Right of Way Street Occupancy (permits, moratorium calendars, maps, etc):
https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Department-of-Transportation-and-Infrastructure/Programs-Services/Right-of-Way-Services

- Any tree business conducted in the PRW needs a permit
  - Must have DOTI approval for closures in the PRW
  - Anything protruding into the PRW is defined as occupying the PRW and would require a street occupancy permit; ie- outriggers, chippers, cones, etc
  - Keeps EMS and traffic moving and safe
- Since 2009, tree service contractors able to purchase an annual street occupancy permit for residential streets for $50.00 per each registered piece of equipment
  - Annual permits are printed through E Permits and are tied to that specific equipment
  - You will need license plate number or vehicle registration
  - New vehicles/equip can be added to annual permit during the year for $50
Permits – Residential/Local Streets

• Generally defined as neighborhood streets without striping
• Must keep a copy of the annual permit in/on each piece of equipment to avoid receiving ticket from Parking Enforcement
• Contractor must set up work zone per traffic control plan that meets the Manual on Uniformed Traffic Devices (MUTCD) requirements
  – There are plans you can obtain online (see previous link, street occupancy section)
  – Lack of compliance can result in a $500 penalty
Permits – Street Occupancy, Collectors/Arterials

• Beyond the Annual Permit, you must obtain a Street Occupancy Permit
  – Cost is $50.00 if you have your annual permit (normally $50 - $5000)
• Traffic control plan must be submitted by a qualified traffic control supervisor and is a separate issue/cost from the City’s Street Occupancy Permit
  – Must have email address on RSOP application form and include your annual license number in additional comments section
  – Must include plan on request for permit
  – All requests are date specific and pertain to the conditions related to the closure. Notify your district inspector if the date changes (previous link has map of district inspectors)
• Must allow 5 business days to process
• Arterial work time restrictions weekdays; 8:30am to 3:30pm

Holiday street restrictions: see previous link, Street Occupancy section

Link to City’s Street Classification Map

Emergency Situations
• Do the job that is required with traffic control per MUTCD.
• Must report issue to your district inspector within 1 hour for Permitting
• Call Office of the City Forester ASAP to inform of situation
Permits – Parking Meter

- Parking meter request can be requested online at https://prdwmq.etimspayments.com/pbw/include/denver/meterinput.jsp or the permit counter at Wastewater bldg. (2000 W 3rd Ave). Call ahead
- Cost is $25.00 per meter
- 48 hours prior notice

Emergency Situations
- Do the job that is required with traffic control per MUTCD
- Must report issue to your district inspector within 1 hour for Permitting
- Call Office of the City Forester ASAP to inform of situation
Posting For No Parking; No Meters

1. **No Parking Signs** must be posted 48 hours in advance. Signs must follow MUTCD format and be min 18” x 24”. Must state on the sign the following information:
   - No Parking Anytime
   - Tow Away Zone
   - Date
   - Contractor name
   - Phone number

2. **Take pictures** of completed setup with visible background showing location clearly. Have date and time stamp on photos
Posting For No Parking: No Meters

3. **Send Email** to michael.maestas@denvergov.org and ROWEProjects@denvergov.org and copy forestry@denvergov.org.

- Attach pictures and body of email must state:
  - This email is to inform you that [insert contact person’s name and phone number] have posted “No Parking, Tow Away Zone” signs at [insert full address here, description of location and length of posting here. For example; 123 Test St, east end of Test St PRW for the length of approximately 200 yards]. The signs were posted on [insert date and time include am or pm]. [Insert company name] will be completing tree work that impacts the parking area at this location and will need the area clear for safety reasons. This tree work has been ordered by the Office of the City Forester and is official City business.* Thank you.

*Only use the highlighted portion if a City contractor or tree is on notice from the Office of the City Forester.*
Posting For No Parking: No Meters

4. To have cars towed call: 720-913-1600

For emergency situations call: 720-913-2000

All Barricades, cones, signs must be in accordance with the latest edition of the Manual On Uniform Traffic Code Devices.
OCF Required Permits

• Required for the following for all public space trees, including Parkways
  • Removal/planting
  • All trunk injection treatments
  • Installation of any, and all attachments
  • Removal of setback trees in Residential Development

• Before performing any tree work on Parkway trees, contact the OCF for approval
OCF Required Permits

• Wait for permit to be approved and issued **before** doing any work

• If a PRW tree is removed without a permit – the City may charge the appraised value of the tree and issue a CFN/AC

• If a permit is denied and the tree is removed – the City will charge 3 times the appraised value of the tree and issue a CFN/AC, possible suspension/revocation of license
Permit Requests

- In process to put downloadable or fillable permit form on website
- Currently, to request a permit email this information:
  - Permit type and address of tree location (put in subject line)
  - Site ID number
  - Species of tree
  - Attach a photo
  - Contact info
- Email: forestry@denvergov.org
- If the tree is on notice – the permit will be issued within 2 business days
- If the requested tree work is not on notice, the Regulations staff will process the request in 3 - 5 days
- Do not contact the Inspector directly – this will slow down your permit
- If you do not receive your permit w/in the above time frame, call us
Public Right of Way (PRW)/Setback Guideline

Questions/Items to Consider:
1. Is the tree on a Parkway? If yes, Forestry Operations must be contacted 303-698-5510
2. Permits from the Office of the City Forester are always required for tree removal or planting in the PRW or on Parkways
3. Who is contacting you about the work?
   a) Property owner: tree may be on notice to remove or prune
   b) PRW removals also require stump grind to min 12” below grade
   c) Builder/developer: tree may be protected if in the setback
4. Trees in the setback of residential zoned areas where demolition or new builds are planned are protected unless the Office of the City Forester determines otherwise
   a) The setback is the area from PRW to build to line; it can generally be determined by looking at both properties on either side and looking at where the fronts of houses or fences/walls align
5. Fences/walls do not always indicate the property line or setback location, especially on parkways
6. Water meters can help delineate PRW, as they are supposed to be installed in the PRW

Always call Forestry when in doubt.
TreeKeeper

https://denverco.treekeepersoftware.com/
TreeKeeper

- Switch to Mobile app in top right
- Enter address in top left
TreeKeeper

• Zoom in to location and click on icon to get information

• Click on eyeball icon, new window opens with more info options
Insect & Disease; What’s Happening Now?

Update on Emerald Ash Borer (*Agrilus planipennis Fairmaire*)
- Confirmed in Larimer County, cities of Boulder, Gunbarrel, Longmont, Lafayette, Superior, Broomfield, Westminster, Erie, Arvada, Thornton
- Continuing Park and Pkwy ash treatments
  - Bark banding, injections, soil drench, replacement
- Continuing PRW ash treatments and PRW ash replacement
  - Trunk injection of ≥12” dia, fair or better condition
  - GAP program (replacing ≤ 12” dia, lower fair condition and under)
What’s Happening Now?

Japanese Beetle (*Popilla japonica*)
- Wide-spread throughout Denver
- Hosts; many including roses, Am Linden, crabapples, A Elm, N Maple
- Skeletonizes leaves, eats flower blossoms
- Larva are white grubs found in turf, feed on roots
  - Can control at this stage with pesticides
- Controlled by hand picking, pesticides (be Bee aware)
- Traps not effective control measure where established
- [https://extension.colostate.edu/topic-areas/insects/japanese-beetle-5-601/](https://extension.colostate.edu/topic-areas/insects/japanese-beetle-5-601/)
What’s Happening Now?

**Spruce Ips/Beetle** (*Ips Hunteri*)

- Metro area experiencing high threshold of pressure for 3rd year in row
- This insect requires a preventative application
  - Foliar spray timed prior to adult emergence/flight(s) is normally adequate
  - Can benefit from a preventive Trunk Injection applied in fall as well, if foliar isn't a viable option
- Always 2, sometimes 3 flights of adults per season
- Prefers to attack weak and overmature large trees, rarely if ever in trees less than 20' tall
- HASTY removal is warranted
  (CCD Notice is removed in 14 days)
- **CSU Extension; Ips Beetles**
What’s Happening Now?

**Tussock Moth** (*Orgyia pseudotsugata*)
- Eats Needles on the tops of trees or branches
- Late Spring: May- begins as developing insects migrate upwards in the tree
- Damage mimics Ips Engraver. If starting at the top of the tree, isn't necessarily fatal
- One Female can lay up to 300 eggs
- Most juveniles are wind dispersed, and only adult male moths can fly
- Sprays should target as juveniles migrate upward
- Hairs on Caterpillars are an irritant to skin/itchy/rash

Images from CSU Extension; Douglas-fir Tussock Moths
Linden Bark Borer (*Chrysoclista linneella*)

- Not much information available
- Introduced in NY in 1928, native to Europe
- Clear winged moth group
- Per Umass, adults fly in early June for couple of weeks
- Mines bark but not impact the health
- Round holes in bark, crevices, base of tree will have reddish sawdust
- Systemic (injection) Abamectin
Next Invasives to Watch For?

**Oak Wilt** (*Ceratocystis fagacearum*)
- Preventative Systemic fungicide (Alamo)
  - Is costly to treat, balance the options
- Effects all oaks;
  - Deadly to Red; die within 3 weeks
  - Slow death for White Oak family
- Plugs water conductors (Xylem)
- Spread:
  - Beetle: Nitidulid (Picnic Beetle)
  - Other bark beetles
  - Root Grafts
- Prevention key to controlling
  - Chemical treatments prior to infection
  - Proper sanitation of infected tree
  - Don’t prune between April - July
- USDA Northeastern Area; Oak Wilt

USDA Forest service
Oak Wilt Distribution

Spotted Lanternfly *(Lycorma delicatula)*

- Arrived in Pennsylvania in 2014
- Hosts; many prefer Ailanthus altissima (Tree of Heaven)
  - Maples, grapes, hops, apples, poplar, walnut, willow, stone fruits
- Prefers to feed on saplings, young shoots
- Moved primarily by humans; lays eggs on just about anything
- Insecticides applied May to Set/Oct
  - Systemic and contact
  - Sticky bands with guard (wire mesh)
- Mechanical Control
  - Smash adults
  - Scrape egg masses
- Potential Predators
  - Spiders
  - Birds
  - Praying mantis

Hoppermag.org/spotted-lanternfly
Spotted Lanternfly

Lifecycle
- **Nymph Stage**
  - 1<sup>st</sup> through 3<sup>rd</sup> Instar; black with white dots
  - 4<sup>th</sup> Instar; red added
- **Adults**
  - Moth
  - Mass feeding (increases with each life stage)
    - Secrete honeydew
    - Attracts bees/wasps
    - Sooty mold

PennStateExtension

Egg mass (fresh) can be found September–June
Egg mass (old) can be found September–June

Lindsay Scarola

Nysipm.cornell.edu
Thank you.
Please feel free to contact us with questions.

Office of the City Forester
Forestry@denvergov.org
720-913-0651
www.denvergov.org/forestry