TREE BOARD MEETING AGENDA

April 16, 2025 at 5:30 PM

COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838

Phone: 863-438-8330 | www.TownofDundee.com

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR

(Each speaker shall be limited to three (3) minutes)

APPROVAL OF MINUTES

1. **A. MINUTES:**
   1. December 18, 2024

NEW BUSINESS

2. **DISCUSSION & ACTION: FY 2024-2025 BUDGET & GOALS**
3. **DISCUSSION & ACTION: 2025 ARBOR DAY**
4. **DISCUSSION & ACTION: BEAUTIFICATION AWARD PROGRAM**
5. **DISCUSSION: TREE TRIMING AND REMOVAL UPDATE**

REPORTS FROM OFFICERS

Public Works Department Comments
Town Administration Comments
Board Member Comments
Chairperson Comments

ADJOURNMENT

PUBLIC NOTICE: *Please be advised that if you desire to appeal from any decisions made as a result of the above hearing or meeting, you will need a record of the proceedings and in some cases, a verbatim record is required. You must make your own arrangements to produce this record. (Florida statute 286.0105)*

If you are a person with disability who needs any accommodations in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the town clerk's office at 202 east main street, Dundee, Florida 33838 or phone (863) 438-8330 within 2 working days of your receipt of this meeting notification; if you are hearing or voice impaired, call 1-800-955-8771.

TREE BOARD MEETING MINUTES

December 18, 2024, at 5:30 PM

COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838

Phone: 863-438-8330 | www.TownofDundee.com

CALL TO ORDER at 5:45PM by Chair Aguilar

PLEDGE OF ALLEGIANCE led by Chair Aguilar

ROLL CALL given by Administrative Assistant Glogowski

PRESENT

Shiela Aguilar
Patricia Joubert
Michelle Smith

Clerk Glogowski informed the board that she had heard from board member Jessica Farler, which is item #1 on the agenda.

DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR
(Each speaker shall be limited to three (3) minutes)

Chair Aguilar opened the floor for delegation. No one was present in delegation, so the floor was closed.

APPROVAL OF MINUTES

APPROVAL OF TREE BOARD MINUTES:

- October 16, 2024

MOTION TO APPROVE *the minutes from December 18, 2024, made by Smith, Seconded by Joubert. Passed unanimously.*
Voting Yea: Aguilar, Joubert, Smith

NEW BUSINESS

1. **DISCUSSION & ACTION – BOARD RESIGNATION**

Board member Jessica Farler submitted her resignation via email on December 10, 2024.

DRAFT

MOTION TO ACCEPT *the resignation of Jessica Farler, made by Aguilar, Seconded by Smith. Passed unanimously.*
Voting Yea: Aguilar, Joubert, Smith

2. DISCUSSION – FY 2024-2025 TREE BOARD BUDGET

Tree Board members discussed the updated budget amount.

MOTION TO APPROVE $500.00 to be used for Dundee Elementary Academy S.T.R.E.A.M. Night to be held on March 13th, 2025 by consensus.
Voting Yea: Aguilar, Joubert, Smith

3. DISCUSSION – FY 2024-2025 TREE BOARD GOALS

Tree Board members discussed the upcoming STEM Night and possible options for planning tomatoes or vegetables, John will check into pricing. Discussed planting a tree at Dundee Ridge Middle in remembrance of former teacher Cathy Montero. Melissa volunteered to reach out to the school to see if this is something they would be interested in and if they had a tree that they would like. Possible landscaping at Merrill Ave. Park, and town wide cleanup.

Tree Board discussed other options for FY 2024-2025 funds to be used.

MOTION TO APPROVE $500.00 to be used for Dundee Elementary Academy S.T.R.E.A.M. Night to be held on March 13th, 2025 by consensus.
Voting Yea: Aguilar, Joubert, Smith

MOTION TO TABLE *goals until February meeting made by Smith, Seconded by Joubert. Passed unanimously.*
Voting Yea: Aguilar, Joubert, Smith

REPORTS FROM OFFICERS

Public Works – Nothing to report
Town Administration – Heard good things about Tree Lighting, Merry Christmas Happy New Year, Thank you for providing refreshments for the Tree Lighting.

Michelle – Thanks for not having whipped cream, please don't have it next year, no chocolate spoons. They do need Big spoons to make the hot chocolate, potholders.

Sheila – Merry Christmas

ADJOURNMENT at 6:19PM

Respectfully Submitted,

Melissa Glogowski
Melissa Glogowski
Administrative Assistant

APPROVAL DATE: _____

AYES: _____ NAYS: _____

DRAFT

TREE BOARD MEETING

April 16, 2025 at 5:30 PM

AGENDA ITEM TITLE: **DISCUSSION & ACTION: FY 2024-2025 BUDGET & GOALS**

SUBJECT: The Dundee Tree Board will discuss the FY 2024–2025 budget and outline their goals for the year.

STAFF ANALYSIS: The Tree Board will review the FY 2024–2025 budget and discuss goals for the upcoming year. The total budget is $15,000, with $3,750 already allocated during the October 18, 2024, and December 18, 2024, meetings. This leaves a remaining balance of $11,250 to be used by the end of the fiscal year on September 30, 2025.

Allocated Funds to Date:

- $2,750 – ArborPro Annual Maintenance
- $500 – Tree Lighting Ceremony Supplies
- $500 – STEM Night

The Board will also consider how to best utilize the ArborPro software purchased last year as part of their planning. Discussion will include potential initiatives such as:

- Arbor Day 2025
- Dundee Middle Academy Tree Project
- Tree Board Banners
- Signage
- Additional beautification efforts

The Board will identify specific steps needed to accomplish these goals within the fiscal year.

FISCAL IMPACT: At the will of the board

STAFF RECOMMENDATION: None

ATTACHMENTS: Chilton Signs Quote
Extreme Graphics Quote
Arbor Day Foundation Quotes

TREE CITY USA®
An Arbor Day Foundation Program

QUALIFIED EXPENSES

The following expenses for public tree care (street, park, cemetery, public buildings) may be counted in meeting the $2 per capita requirement for Standard 3:

THINGS YOU DID YOURSELVES

- Tree worker salaries & benefits (use a % if tree care is only one part of their job)
- Time spent on tree care (watering, removing stakes, insect control, mulching)
- Time spent pruning or removing trees
- Leaf and brush pick-up
- Biomass recycling
- Equipment maintenance
- Administrative time
- Insurance

THINGS YOU BOUGHT

- Trees!
- Supplies (staking, mulch, watering bags, tools, gloves)
- Prizes for Arbor Day contests
- Computer inventory software
- Durable equipment (chainsaws, bucket truck, etc.)
- Other (tell us!)

EDUCATIONAL EXPENSES

- Tree care conferences and workshops attended by city workers
- Memberships in and donations to tree organizations
- Public education materials — brochures, newsletters, etc.

THINGS YOU CONTRACTED OUT

- Tree pruning or removal
- Tree inventory work
- Equipment rental
- Consultants to write a plan or give advice
- Insurance

THINGS OTHER PEOPLE DID

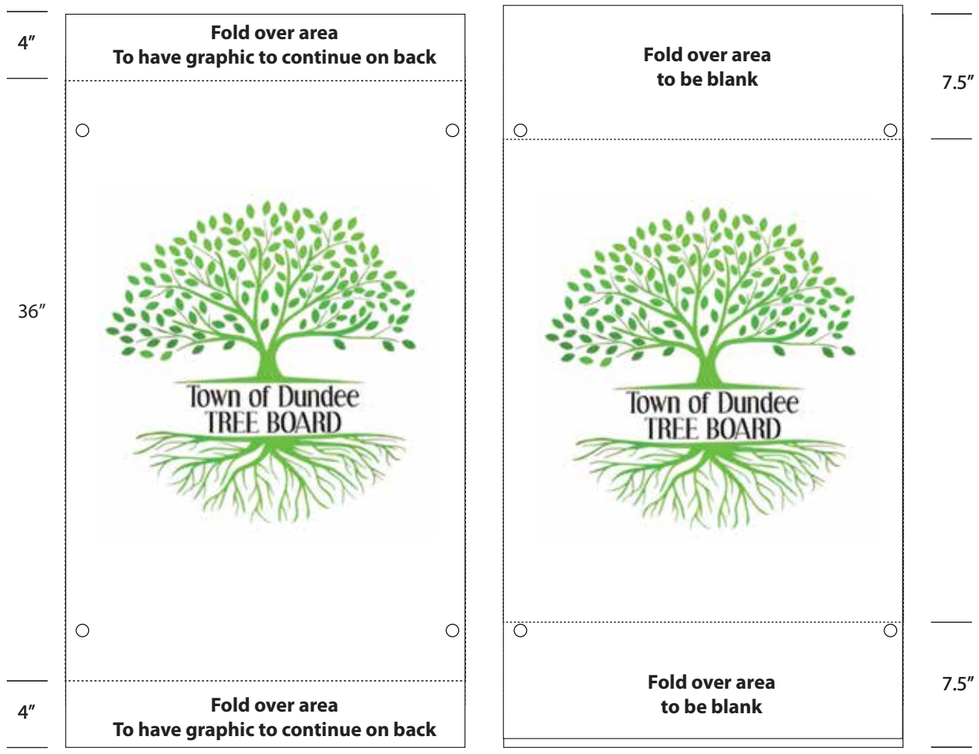
- Volunteer time (use National Volunteer rate) for:
  - Tree board meetings
  - Tree planters
  - Arbor Day preparations
- Items donated by others:
  - Trees, or tree planting services
  - Discounts by local vendors

TOWN OF DUNDEE

TREE BOARD STREET POLE BANNERS
24”W X 36”H
FULL COLOR PRINT 15OZ BANNER, 2-SIDED WITH 3” POLE POCKETS
QTY: 20

FRONT
24″

BACK
24″



EXTREME GRAPHICS

29996 Hwy. 27
Lake Hamilton, FL 33851

Ph: (863) 438-8612

www.extremegx.com

Created Exclusively for:

DUNDEE
DOORWAY TO THE RIDGE
1924

Sales Representative:

Customer Approval: Date:

Landlord’s Approval: Date:

Filename:
TOD STREET POLE BANNERS

Scale: Sheet No.
1

Date: Rev. Date:
02/07/2025

Designer:
NW

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Free Shipping on all orders over $99

Tree City Road Sign

$74.95

Show everyone who enters your community that you are a Tree City USA or Growth Award recipient by posting additional Tree City USA road signs.

These heavy-duty aluminum signs (24 in. x 30 in.) bear the official Tree City USA logo. Personalize the signs with stickers denoting the number of Tree City certification. Custom stickers are free with purchase. To arrange the stickers to ship to you, please contact us.

− 1 +

ADD TO CART

CUSTOMERS WHO BOUGHT THIS ITEM ALSO BOUGHT

Live Chat

Tree City USA Decal

Show your community pride with our Tree City USA decal, designed to resemble the iconic road sign. Perfect for vehicles, windows, and more, these decals feature a crisp white background with bold green lettering, making a striking statement...

$1.00

Tree City Plaque Emblems

Celebrate your achievements with our 2" x 2" annual recognition emblems, crafted with a silver background and featuring the iconic green Arbor Day Foundation tree icon along with the year of your recognition. Designed to be displayed on our plaque...

Free Item

Tree City USA Flag

Fly the official Tree City USA flag in your community. This flag bears the logo in green on a field of crisp white weather-resistant nylon. Choose from: 3' x 5' or 4' x 6'.

$49.95

Tree City USA Sign Stickers

Personalize your Tree City USA road signs with stickers denoting the number of Tree City certifications.

Free Item

211 N. 12th Street
Lincoln, NE 68508

888-448-7337

SHOP

Tree Nursery

Tree Dedication

Apparel

Greeting Cards

Coffee

Gifts

ABOUT US

Arborday.org

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Our Approach

Careers

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Contact Us

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Account

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Donate

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By subscribing, you will receive stories illustrating the power of trees, the latest news and updates, and how we can make a positive impact together.

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The Arbor Day Foundation is a 501(c)(3) nonprofit pursuing a future where all life flourishes through the power of trees.

Free Shipping on all orders over $99

Tree City USA Flag

$49.95

Fly the official Tree City USA flag in your community. This flag bears the logo in green on a field of crisp white weather-resistant nylon. Choose from: 3' x 5' or 4' x 6'.

Flag Size

3 x 5 ft flag | 4 x 6 ft flag

1

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Live Chat

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$1.00

What Tree Is That

Written and Illustrated by Arbor Day Foundation.

164 page guidebook....

From $7.48

Tree City USA Cap

Show your pride by wearing a Tree City USA cap.This forest green cap features an embroidered Tree City USA logo. 100% heavy brushed cotton, buckram backing, and a one size fits all adjustment strap. Arbor Day Foundation logo is embroidered on the side

$16.99

Arbor Day Foundation™

211 N. 12th Street
Lincoln, NE 68508

888-448-7337

Get the Latest News and Info

By subscribing, you will receive stories illustrating the power of trees, the latest news and updates, and how we can make a positive impact together.

SUBSCRIBE

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Free Shipping on all orders over $99

Tree City USA Flag

$63.95

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Flag Size

3 x 5 ft flag | 4 x 6 ft flag

1

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ESTIMATE
EST-1474

Extreme Graphics
29996 U.S. 27
Lake Hamilton, FL 33851

(863) 438-8612
https://www.extremegx.com

Estimate Date: 02/07/25

Follow Up Date : 02/11/25

Payment Terms: 50% Down, 50% on Completion

Description: Tree Board Street Pole Banners

Bill To: Town Of Dundee

Delivery : Johnathon Vice

Ordered By: Johnathon Vice
jvice@townofdundee.com
514-6636

Salesperson:

Entered By: Nick Winikus

ITEMS		QTY	UNIT PRICE	LINE TOTAL
1	Street Pole Banners	20	$92.07	$1,841.49

Produce 20 street pole banners 24w x 36h. 2-sided full print to 15oz banner material with pole pockets top/bottom. Banners to have hemmed pole pockets and grommets by hem to secure banner to poles.

Subtotal	$1,841.49
Pre-Tax Total	$1,841.49
Tax	$128.90
Total	$1,970.39

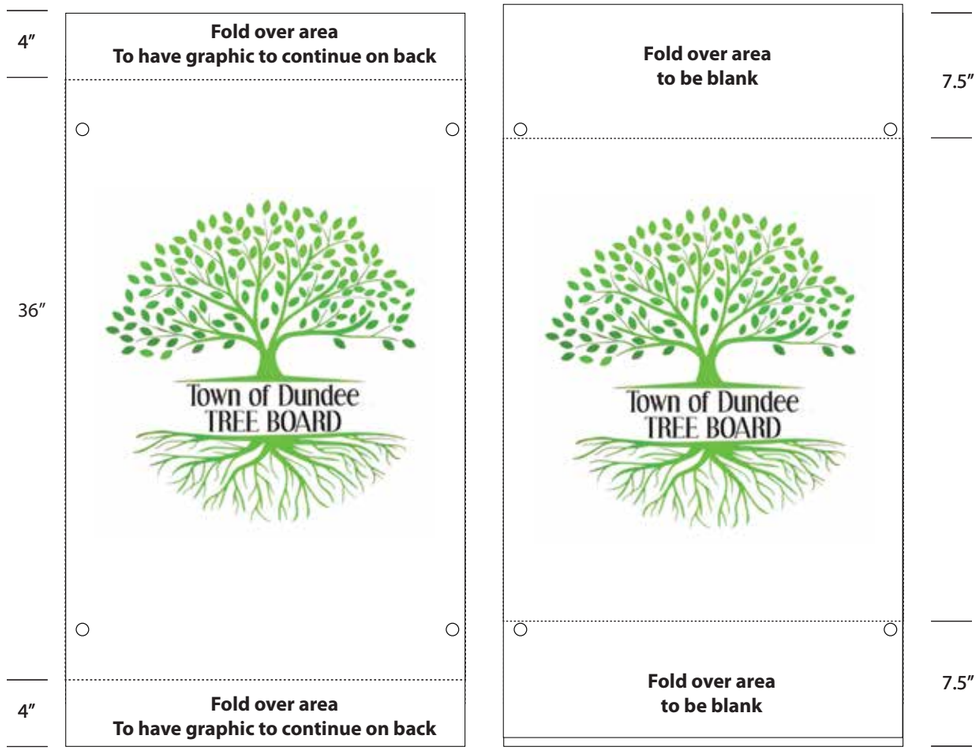
Terms & Conditions: Any alteration or deviation from the above specifications involving extra cost will be executed only upon written approval and will become an additional charge over and above the estimate. Once the job go-ahead has been given, no refunds apply. This quote is valid thirty (30) days from the above date. Any account, bill, or invoice not paid within 30 days of the billing date will be charged 1 1/2% on the unpaid monthly balance (18% annual percentage rate).

TOWN OF DUNDEE

TREE BOARD STREET POLE BANNERS
24”W X 36”H
FULL COLOR PRINT 15OZ BANNER, 2-SIDED WITH 3” POLE POCKETS
QTY: 20

FRONT
24″

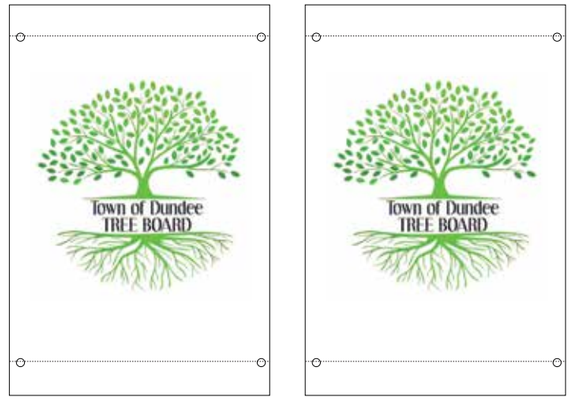
BACK
24″



Finish Example

FRONT

BACK



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Designer:
NW

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Melissa Glogowski

From: Johnathon Vice
Sent: Monday, February 10, 2025 12:06 PM
To: Melissa Glogowski
Subject: FW: TREE BOARD BANNERS

Melissa

Below is the price for the banners from Chilton LED signs

Here is you updated quote:

Qnty (20) Standard 2' x 3' Double-Sided Pole Banners $95/ea ($1,900 Total)

Subtotal - $1,900

Tax - $133 (7%)

Total - $2,033 / $1,016.50 (50%)

We request a $1,016.50 deposit before work begins. You can pay via check, or credit card (+3%) over the phone at 863-353-8688. Once we receive your payment the order can take 3-5 business days after approvals. We will call you when your order is ready.

Please call 863-353-8688 if you have questions.

Johnathon Vice
Public works director

863-514-6636
jvice@townofdundee.com
Town Of Dundee

From: Errol Chung <errol@chiltonled.com>
Sent: Monday, February 10, 2025 10:46 AM
To: Johnathon Vice <jvice@Townofdundee.com>
Subject: Re: TREE BOARD BANNERS

Hi Johnathon,

Here is you updated quote:

Qnty (20) Standard 2' x 3' Double-Sided Pole Banners $95/ea ($1,900 Total)

Subtotal - $1,900

Tax - $133 (7%)

Total - $2,033 / $1,016.50 (50%)

We request a $1,016.50 deposit before work begins. You can pay via check, or credit card (+3%) over the phone at 863-353-8688. Once we receive your payment the order can take 3-5 business days after approvals. We will call you when your order is ready.

Please call 863-353-8688 if you have questions.

Thank You,

Errol Chung

Graphic Designer and Customer Service

CHILTON LED
SIGNS • INSTALLATION • SERVICE

Office: 863-353-8688

Cell: 863-738-0789

Email: Errol@ChiltonLED.com

Website: www.chiltonled.com

Business Location

Chilton LED

28597 HWY 27

Dundee, FL 33838

Make Checks Payable to:

Chilton LED

7102 Summit Drive

Winter Haven, FL 33884

Hours: Monday - Friday (9am – 5pm)

From: Johnathon Vice <jvice@Townofdundee.com>
Sent: Monday, February 10, 2025 10:33 AM
To: Errol Chung <errol@chiltonled.com>
Subject: Re: TREE BOARD BANNERS

No im good on the hardware

Get Outlook for iOS

From: Errol Chung <errol@chiltonled.com>
Sent: Monday, February 10, 2025 9:36:44 AM
To: Johnathon Vice <jvice@Townofdundee.com>
Subject: Re: TREE BOARD BANNERS

Hi Johnathan,

Attached is the quote you requested. Please let me know if I'm on the right track.

Here is your quote:

Qnty (20) Standard 2' x 3' Double-Sided Pole Banners $95/ea ($1,900 Total)
Qnty (20) Hardware 2' x 6' Hardware Kits $195/ea ($3,800 Total)

Subtotal - $5,700

Tax - $399 (7%)

Total - $6,099 / $3,049.50 (50%)

We request a $3,049.50 deposit before work begins. You can pay via check, or credit card (+3%) over the phone at 863-353-8688. Once we receive your payment the order can take 3-5 business days after approvals. We will call you when your order is ready.

Please call 863-353-8688 if you have questions.

Thank You,

Errol Chung

Graphic Designer and Customer Service

CHILTON LED
SIGNS • INSTALLATION • SERVICE

Office: 863-353-8688

Cell: 863-738-0789

Email: Errol@ChiltonLED.com

Website: www.chiltonled.com

Business Location

Chilton LED

28597 HWY 27

Dundee, FL 33838

Make Checks Payable to:

Chilton LED

7102 Summit Drive

Winter Haven, FL 33884

Hours: Monday - Friday (9am – 5pm)

From: Johnathon Vice <jvice@Townofdundee.com>
Sent: Friday, February 7, 2025 11:02 AM
To: Christopher Chilton <chris@chiltonled.com>; Niki Corriveau <niki@chiltonled.com>
Subject: TREE BOARD BANNERS

Good morning

The Town of Dundee is looking for a quote for 20 2x3 pole banner flags to hang in our downtown district using this logo I have included a picture of the logo and the example of the pole banners we wanting to put this logo on a solid white banner and it be double sided

Town of Dundee
TREE BOARD

Johnathon Vice
Public works director

863-514-6636
jvice@townofdundee.com
Town Of Dundee

Tree City USA – Growth Award

Growing your community's capacity

Get started

Tree City USA Growth Award

The Tree City USA Growth Award is presented annually by the Arbor Day Foundation to participating Tree City USA communities that demonstrate a high level of tree care and community engagement during the calendar year. All Tree City USA communities applying for recertification are eligible to apply for a Growth Award during the online renewal process.

The Growth Award recognizes major milestones and annual activities in five categories that combine to build sustainable community forestry programs over the long term. Each activity is worth between 1 and 10 points. Communities must document activities that total at least 10 points from any category or combination of categories to receive a Growth Award.

A Path to Growth

A good foundation is the key to growing sustainable future communities.

Tree City USA

Arbor Day Foundation

A foundational program
Tree City USA
arborday.org

UCFS URBAN & COMMUNITY FORESTRY SOCIETY

International UCF program
Accreditation
ucfsociety.org

The Tree City USA is a foundational program with the Growth Award providing guidance on how to increase the value and investment in communities. As communities continue to grow and invest, they can look to additional programs to help further the development of their urban forest resources.

Online Application

Tree City USA

Arbor Day Foundation

Continued Investment
Growth Award
arborday.org

SUSTAINABLE FORESTRY INITIATIVE

Standards for communities
Urban & Community Forest Sustainability Standard
forests.org

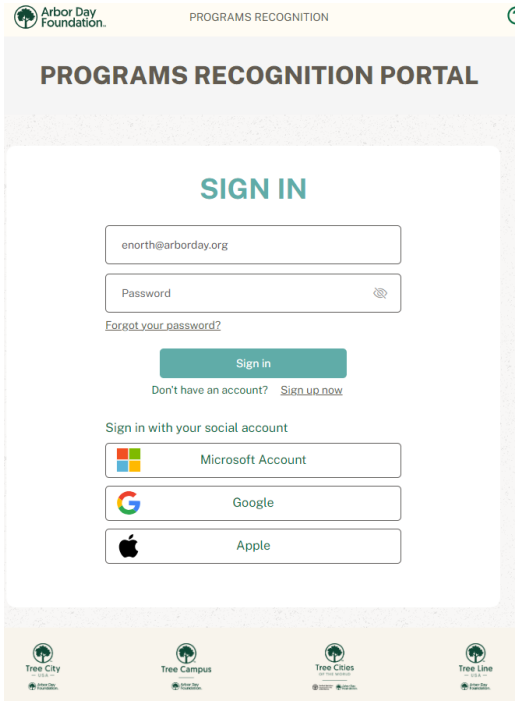
Eligibility Requirements

Tree City USA

Arbor Day Foundation

+

+



Recognized as a Tree City USA for one or more years.

Earn 10-points or more by completing qualifying activities from any of five categories.

Compete annual online application for recognition.

Online Application

Growth Award Categories & Activities

A. Building the Team: Includes budgets, staff, and training with 24 qualifying activities and 89 available points.

B. Measuring Trees & Forests: Includes tree canopy, tree inventory, and urban forests with 11 qualifying activities and 71 available points.

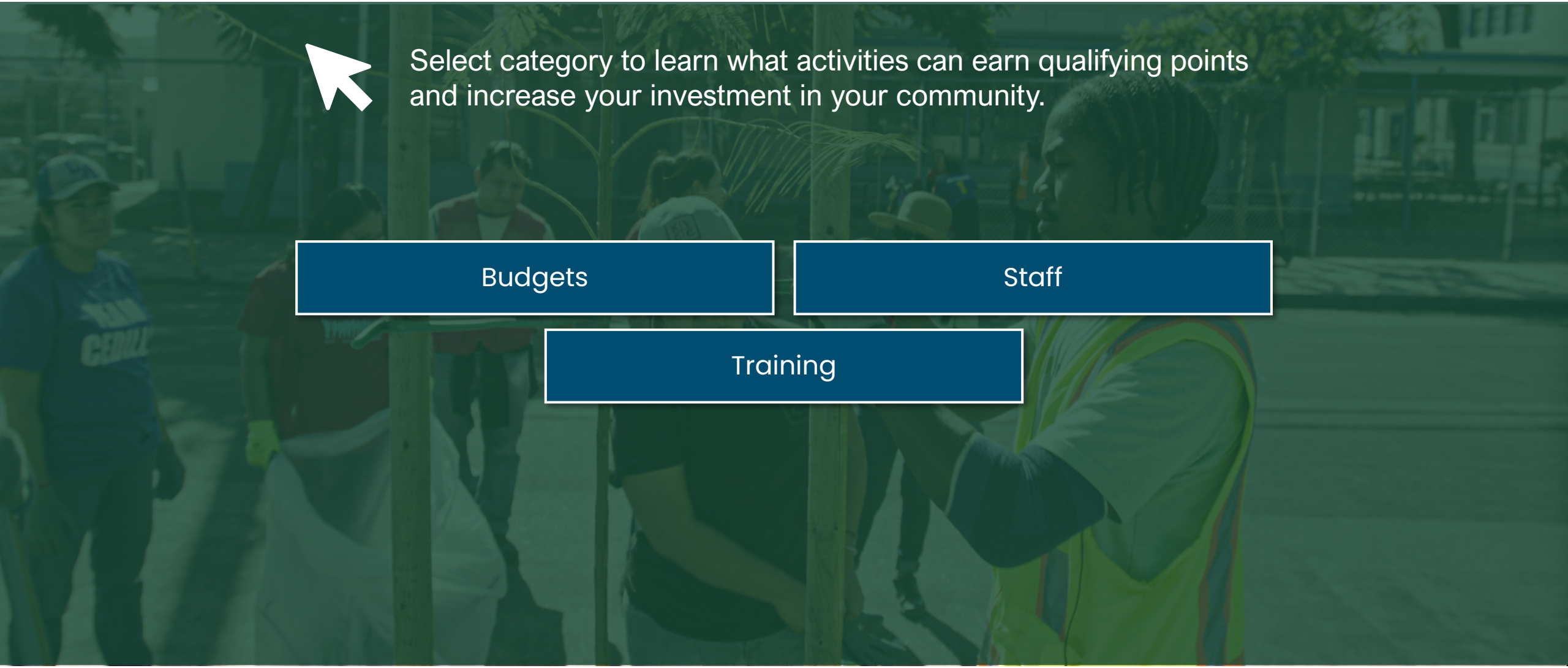
C. Planning the Work: Includes policies and plans with 12 qualifying activities and 81 available points.

D. Performing the Work: Includes planting trees, maintaining trees, tree risk management, recycling & reuse, protecting trees, and natural areas with 25 qualifying activities and 96 available points.

E. The Community Framework: Includes collaboration, volunteers, outreach, awareness, and education with 24 qualifying activities and 89 available points.

Select a Category to learn more and to begin exploring activities to grow and invest in your urban forest.

A. Building the Team



Select category to learn what activities can earn qualifying points and increase your investment in your community.

Budgets

Staff

Training

A. Building the Team: Budgets

Select an activity to learn what you need to grow your investment and earn qualifying points.

A1. Budget Increase
4 points

A2. Donation Account Created
4 points

A3. Grant Applications
3 points

A4. New Funding Source
5 points

A5. Emergency Appropriation
2 points

A1. Budget Increase

At the start of the upcoming fiscal year, the municipal forestry budget has been approved for an increase over the trailing three-year average, as reported on the Tree City USA applications. For mid-year increases you should use **A5 Emergency Appropriation**.

Required documentation:

- ❑ On the application you must provide budget amounts from prior Tree City USA application compared to the upcoming year.

Upload:

- ❑ Optional

Resources:

- ✓ **Tree City USA Bulletin #34 How to Fund Community Forestry**

Value:
4 points

Eligibility:
Each year

Connection to other programs:

- ❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**
  - ✓ Objective 11: Capacity-Building (11.1.1)
- ❑ **Urban & Community Forestry Society – Accreditation**

A2. Donation Account Created

A new special account was established during the year to accept public donations for tree planting and care, arboretum improvements, memorial tree groves, or other community forestry activities, to augment General Fund expenditures. This is **NOT** eligible with the **A4. New Funding Source** activity.

Required documentation:

- ❑ On the application you must provide date and description of ordinance or other official document authorizing the new permanent account for monetary donations toward tree planting and/or care.

Upload:

- ❑ Optional

Resources:

- ✓ Tree City USA Bulletin #34 How to Fund Community Forestry

Value:
4 points

Eligibility:
One time only

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  - ✓ Objective 11: Capacity-Building (11.1.1)
- ❑ Urban & Community Forestry Society – Accreditation

A3. Grant Applications

Two or more applications for grant funding were submitted (not necessarily awarded) during the year to accomplish specific community forestry projects or programs.

Required documentation:

- ❑ On the application you must list and describe purpose for the two or more grant applications submitted

Upload:

- ❑ Optional

Resources:

- ✓ Tree City USA Bulletin #34 How to Fund Community Forestry

Value:
3 points

Eligibility:
Each year

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  - ✓ Objective 11: Capacity-Building (11.1.1)
- ❑ Urban & Community Forestry Society – Accreditation

A4. New Funding Source

A new, permanent source of municipal or private funding was enacted or awarded during the year (such as tree mitigation funds generated by commercial development), resulting in a 5% or greater increase in the current municipal forestry program budget. Eligible once per funding source but multiple entries for the year are allowed.

Required documentation:

- ❑ On the application you must describe the source of funding that supports tree planting and/or care, or the forestry department.

Upload:

- ❑ Required – PDF of authorizing document(s)

Resources:

- ✓ Tree City USA Bulletin #34 How to Fund Community Forestry

Value:
5 points

Eligibility:
One Time per Funding Source

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  - ✓ Objective 11: Capacity-Building (11.1.1)
- ❑ Urban & Community Forestry Society – Accreditation

A5. Emergency Appropriation

A supplemental budget process was used during the year to prioritize forestry activities during insect/disease outbreaks, storms, drought, wildfire, or other city emergencies. Use **A1. Budget Increases** if the funding increase was provided as part of the normal budget cycle.

Required documentation:

- ❑ On the application you must describe emergency and the process for receiving additional funds to address it.

Upload:

- ❑ Optional

Resources:

- ✓ **Tree City USA Bulletin #34 How to Fund Community Forestry**

Value:
2 points

Eligibility:
Each year

Connection to other programs:

- ❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**
  - ✓ Objective 11: Capacity-Building (11.1.1)
- ❑ **Urban & Community Forestry Society – Accreditation**

A. Building the Team: Staff

Select an activity to learn what you need to grow your investment and earn qualifying points.

A6. City Forester
10 points

A7. Supervising Arborist
10 points

A8. Allied Professionals
5 points

A9. Additional Credentials
5 points

A10. Green Jobs
4 points

A6. City Forester

For the first time and during the year, the city hired a professional urban forester with the education (degree in forestry, urban forestry, or closely related field) and expertise (such as ISA credentials, or state certification) to provide leadership for the community forestry program. Eligible for rehiring vacant position, ONLY with documentation the position was eliminated, then reinstated.

Required documentation:

- ❑ On the application you must describe new position, primary duties, and qualifications of person hired.

Upload:

- ❑ Required – PDF of job posting with position description. Additional PDF documentation of the reinstated position if this is rehiring a vacant position.

Resources:

- ✓ Tree City USA Bulletin #12 What City Foresters Do

Value:
10 points

Eligibility:
One Time Only

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  - ✓ Objective 9: Management and Care of Urban and Community Forests and Trees (9.1.1)
- ❑ Urban & Community Forestry Society – Accreditation

A7. Supervising Arborist

For the first time and during the year, the city employed a staff position for an ISA or state-certified arborist or added this credential to an existing job description. The position is responsible for overseeing safety and performance standards for all tree workers in the department. Eligible for rehiring vacant position, ONLY with documentation the position was eliminated, then reinstated.

Required documentation:

- ❑ On the application you must describe new position, primary duties, and qualifications of person hired.

Upload:

- ❑ Required – PDF of job posting with position description. Additional PDF documentation of the reinstated position if this is rehiring a vacant position.

Resources:

- ✓ Tree City USA Bulletin #6 How to Hire an Arborist
- ✓ Tree City USA Bulletin #79 Credentials are Important

Value:
10 points

Eligibility:
One Time Only

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  - ✓ Objective 11: Capacity-Building (11.4.1)
- ❑ Urban & Community Forestry Society – Accreditation

A8. Allied Professionals

One or more individuals with urban forestry or allied professional credentials (e.g. Landscape Architect, Urban Planning, Horticulture) were added to the community forestry team during the year (could be municipal staff or consultant). Eligible one per position, there are no points for rehiring a vacant position.

Required documentation:

- ❑ On the application you must describe new position(s), primary duties, and qualifications of person hired.

Upload:

- ❑ Optional

Resources:

- ✓ **Tree City USA Bulletin #72 Working with Contracts and Contractors**
- ✓ **Tree City USA Bulletin #79 Credentials are Important**

Value:
5 points

Eligibility:
One Time Only

Connection to other programs:

- ❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**
  - ✓ Objective 11: Capacity-Building (11.4.1)
- ❑ **Urban & Community Forestry Society – Accreditation**

A9. Additional Credentials

Additional Certified Arborists or Certified Tree Workers were credentialed or added to the community forestry team during the year. Includes additional state board, TCIA, or ISA credentials (Municipal Specialist, Utility Specialist, Board Certified Master Arborist, Certified Treecare Safety Professional, Tree Risk Assessment Qualification, etc.) for existing staff members. Only 5 points total are eligible for the year and only one-time credit, per credential, per individual.

Required documentation:

- ❑ On the application you must describe added credentials, certifications, or qualifications.

Upload:

- ❑ Optional

Resources:

- ✓ **Tree City USA Bulletin #79 Credentials are Important**

Value:
5 points

Eligibility:
One Time Only

Connection to other programs:

- ❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**
  - ✓ Objective 11: Capacity-Building (11.4.1)
- ❑ **Urban & Community Forestry Society – Accreditation**

A10. Green Jobs

One or more individuals without formal experience in urban forestry — particularly youth, women, minorities, or other underserved segments of society — were provided internships, apprenticeships, job corps, or other training and work opportunities within the urban forestry program. Includes programs run by the community nonprofit partner. Work status includes temporary, part-time, and full-time positions. Eligible for different individuals each year.

Required documentation:

❑ On the application you must describe training or work program and roster.

Upload:

❑ Optional

Resources:

✓ **Tree City USA Bulletin #67 On-the-Job Training**

Value:
4 points

Eligibility:
Each year

Connection to other programs:

❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**

- ✓ Objective 11: Capacity-Building (11.1.1)

❑ **Urban & Community Forestry Society – Accreditation**

A. Building the Team: Training

Select an activity to learn what you need to grow your investment and earn qualifying points.

A11. Tree Worker Safety Program
4 points

A12. Continuing Education
3 points

A13. Arborist Exchange
3 points

A14. Department Accreditation
10 points

A15. Leadership Training
5 points

A11. Tree Worker Safety Program

A safety program for city tree workers was conducted during the year, with documented meetings, topics, and training agendas. Program must conform to ANSI Z133 Safety Standard. (such as the Tree Care Industry Association's Tailgate Safety Program).

Required documentation:

❑ On the application you must describe training program, agenda topics covered, and dates.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin #34 How to Fund Community Forestry

✓ Reference ANSI Z-133 Safety Standard or TCIA Tailgate Safety Program for more info

Value:
4 points

Eligibility:
Each year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

- ✓ Objective 11: Capacity-Building (11.4.2) & Objective 14: Research, Science, and Technology (14.1.1 & 14.4.1)

❑ Urban & Community Forestry Society – Accreditation

A12. Continuing Education

During the year, the city supported, sponsored, or sent tree workers, professional staff, tree board members, or nonprofit partner employees to state-, ISA-, or TCIA-sanctioned educational opportunities, with at least 10 hours of continuing education credits documented. A minimum of 10 hours of CEUs combined for all individuals.

Required documentation:

- ❑ On the application you must provide summary or list of sanctioned meetings attended, individuals, and CEUs earned.

Upload:

- ❑ Optional

Resources:

- ✓ International Society of Arboriculture
- ✓ Tree Care Industry Association

Value:
3 points

Eligibility:
Each year

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  - ✓ Objective 11: Capacity-Building (11.4.2) & Objective 14: Research, Science, and Technology (14.1.1 & 14.4.1)
- ❑ Urban & Community Forestry Society – Accreditation

A13. Arborist Exchange

During the year, a member of the city forestry team or the community nonprofit group participated in an exchange program sponsored by either the Urban and Community Forestry Society or the Alliance for Community Trees. Both 'sending' and 'receiving' communities are eligible for this activity.

Required documentation:

❑ On the application you must provide summary of report or link to article from participant.

Upload:

❑ Optional

Resources:

✓ Urban & Community Forestry Society

✓ Alliance for Community Trees

Value:
3 points

Eligibility:
Each year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

- ✓ Objective 11: Capacity-Building (11.1.1)

❑ Urban & Community Forestry Society – Accreditation

A14. Department Accreditation

During the year and for the first time, the forestry department received official accreditation from the Urban and Community Forestry Society.

Required documentation:

❑ On the application you must describe accreditation process.

Upload:

❑ Required – A PDF of official accreditation letter from the urban and community forestry society.

Resources:

✓ **Tree City USA Bulletin #79 Credentials are Important**

✓ **Urban & Community Forestry Society**

Value:
10 points

Eligibility:
One Time Only

Connection to other programs:

❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**

- ✓ Objective 9: Management and Care of Urban and Community Forests and Trees (9.1)

❑ **Urban & Community Forestry Society – Accreditation**

A15. Leadership Training

During the year, a community forestry team member (city or nonprofit partner) graduated from the Urban and Community Forestry Society's Municipal Forestry Institute program or the ISA Leadership Academy. Eligible for different individuals each year.

Required documentation:

❑ On the application you must identify and summarize training course, name(s) of individual(s).

Upload:

❑ Optional

Resources:

✓ Urban & Community Forestry Society - Municipal Forestry Institute

✓ Green Communities Leadership Institute

Value:
5 points

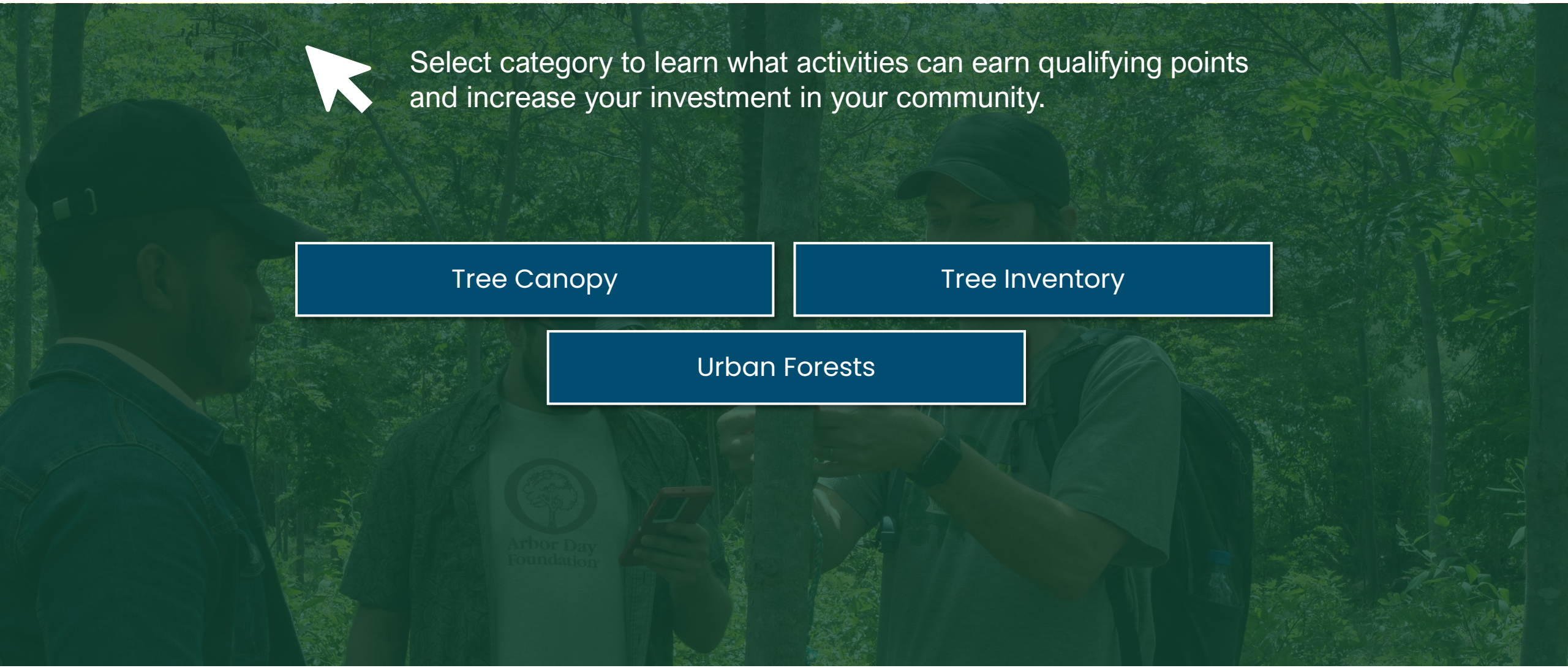
Eligibility:
Each year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

B. Measuring Trees & Forests



Select category to learn what activities can earn qualifying points and increase your investment in your community.

Tree Canopy

Tree Inventory

Urban Forests

B. Measuring Trees & Forests: Tree Canopy

Select an activity to learn what you need to grow your investment and earn qualifying points.

B1. Urban Tree Canopy Assessment
10 points

B2. Canopy Sampling Estimate
5 points

B3. Land Cover Analysis
5 points

B1. Urban Tree Canopy Assessment

During the year, the city conducted a high-resolution assessment of tree canopy (1-meter resolution, or better) across the entire community (public and private lands) using professional imaging software, LIDAR, multi-spectral and/or other specialized imagery. Includes updates to an earlier assessment to calculate canopy change.

Required documentation:

- ❑ On the application you must describe process and products of the assessment, including link to online report.

Upload:

- ❑ Required – A PDF of UTC report and map

Resources:

- ✓ Tree City USA Bulletin #84 – Understanding Tree Canopy Assessments
- ✓ i-Tree Tools

Value:
10 points

Eligibility:
Every 5-years

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
- ❑ Urban & Community Forestry Society – Accreditation

B2. Canopy Sampling Estimate

During the year, the city conducted a 'snapshot' assessment of citywide tree canopy using sampling technique or online tools (i-Tree Canopy: minimum 1,000 sample points). The summary report delivers the area of ‘tree canopy’ and ‘plantable space,’ used to calculate 'potential canopy.'

Required documentation:

❑ On the application you must describe process and outputs of the assessment.

Upload:

❑ Required – A PDF of i-Tree canopy summary report.

Resources:

✓ **Tree City USA Bulletin**

Value:
5 points

Eligibility:
Every 5 years

Connection to other programs:

❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**

- ✓ Objective 8: Urban and Community Forest Planning (8.1.1)

❑ **Urban & Community Forestry Society – Accreditation**

B3. Land Cover Analysis

During the year, the city performed an analysis of tree canopy, land use and/or Census data to prioritize tree planting and canopy retention programs. Analysis consistent with i-Tree Landscape assessments using NLCD datasets (30-meter resolution). This is useful for developing priority areas for tree planting, protection, and outreach.

Required documentation:

❑ On the application you must describe process and outputs of the assessment.

Upload:

❑ Required – A PDF of i-Tree landscape report.

Resources:

✓ National Land Cover Database
✓ i-Tree Tools
✓ i-Tree Landscape

Value:
5 points

Eligibility:
Each year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
❑ Urban & Community Forestry Society – Accreditation

B. Measuring Trees & Forests: Tree Inventory

Select an activity to learn what you need to grow your investment and earn qualifying points.

B4. Management Inventory
10 points

B5. Management Inventory System
7 points

B6. Tree Inventory Portion
3 points

B7. Street Tree Survey
6 points

B4. Management Inventory

During the year, the city completed a detailed, spatial inventory (with GPS locations) of street trees (or managed park trees, or both), including planting spaces, to inform urban forestry planning, operations, and decision-making.

Required documentation:

- ❑ On the application you must describe major findings and summary statistics, include link to online report if one exists.

Upload:

- ❑ Required – A PDF of summary report.

Resources:

- ✓ Tree City USA Bulletin #23 How to Conduct a Street Tree Inventory

Value:
10 points

Eligibility:
Every 5 years

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  - ✓ Objective 8: Urban and Community Forest Planning (8.1.1)
- ❑ Urban & Community Forestry Society – Accreditation

B5. Management Inventory System

During the year, the city (or partner group) purchased and installed a computerized system for tracking the municipal tree inventory and management activities for public trees. It must accommodate planting spaces, location date (i.e., GIS), and allow for maintenance updates following treatments.

Required documentation:

❑ On the application you must provide a summary of system capabilities, link to vendor website.

Upload:

❑ Required – A PDF of invoice.

Resources:

✓ Tree City USA Bulletin #23 How to Conduct a Street Tree Inventory
✓ Tree City USA Bulletin #66 Not Your Father's Arboriculture
✓ Tree City USA Bulletin #72 Working with Contracts and Contractors

Value:
7 points

Eligibility:
One Time Only

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  ✓ Objective 8: Urban and Community Forest Planning (8.1.1)
❑ Urban & Community Forestry Society – Accreditation

B6. Tree Inventory Portion

During the year, a portion of the public tree-by-tree inventory was completed or updated and entered in the management system.

Required documentation:

- ❑ On the application you must describe area surveyed, tree numbers, percent of total trees.

Upload:

- ❑ Required – A PDF of summary data report.

Resources:

- ✓ Tree City USA Bulletin #23 How to Conduct a Street Tree Inventory

Value:
3 points

Eligibility:
Each year

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  - ✓ Objective 8: Urban and Community Forest Planning (8.1.1)
- ❑ Urban & Community Forestry Society – Accreditation

B7. Street Tree Survey

During the year, the city completed a sample-based survey of street trees to guide planning efforts for public right-of-way property. Collected data must include DBH and species for each tree (conforming to i-Tree protocols) and include potential planting sites.

Required documentation:

❑ On the application you must describe survey methods and results, with relevant statistics.

Upload:

❑ Required – A PDF of i-Tree streets summary or comparable report.

Resources:

✓ Tree City USA Bulletin #23 How to Conduct a Street Tree Inventory

✓ i-Tree Tools

Value:
6 points

Eligibility:
Every 5-years

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

- ✓ Objective 8: Urban and Community Forest Planning (8.1.1)

❑ Urban & Community Forestry Society – Accreditation

B. Measuring Trees & Forests: Urban Forests

Select an activity to learn what you need to grow your investment and earn qualifying points.

B8. Natural Areas Sampling
5 points

B9. Ecosystem Services Assessment
10 points

B10. Periodic Updates
5 points

B11. Forest Health Threat Assessment
5 points

B8. Natural Areas Sampling

During the year, all the natural areas within the city (or a significant portion) were sampled, including evaluations of ecological value or condition. Sampling minimum is 1-plot per acre.

Required documentation:

❑ On the application you must describe areas surveyed, sampling methods, and results.

Upload:

❑ Required – A PDF of map and summary report.

Resources:

✓ Forests in Cities Resource Library
✓ Tree City USA Bulletin #27 How to Manage Community Natural Areas
✓ Tree City USA Bulletin Saving Natural Areas in Cities

Value:
5 points

Eligibility:
Every 5-years

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  ✓ Objective 8: Urban and Community Forest Planning (8.1.1)
❑ Urban & Community Forestry Society – Accreditation

B9. Ecosystem Services Assessment

During the year, the city (or partner groups) completed a sample-based survey of trees on private and public property that conforms to i-Tree Eco protocols. Projects include 'intensified' Urban Forest Inventory & Analysis (UFIA) sampling by state forestry personnel and must include a report on the structure, function, and value of the urban forest. Minimum of 200 sample points.

Required documentation:

❑ On the application you must describe assessment methods, report key findings, provide link to online report.

Upload:

❑ Required – A PDF of full report.

Resources:

✓ Tree City USA Bulletin #84 Understanding Tree Canopy Assessment

✓ i-Tree Tools

Value:
10 points

Eligibility:
Every 10-years

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

- ✓ Objective 8: Urban and Community Forest Planning (8.1.1)

❑ Urban & Community Forestry Society – Accreditation

B10. Periodic Updates

During the year, staff, volunteers, or state agency personnel updated plot-based data for an ecosystem services assessment on a portion of sample plots and issued a report for the community. Eligible only after **B9. Ecosystem Services Assessment**.

Required documentation:

❑ On the application you must describe update process, plots remeasured, key findings, link to report.

Upload:

❑ Required – A PDF of update report.

Resources:

✓ **Tree City USA Bulletin #84 Understanding Tree Canopy Assessment**

Value:
5 points

Eligibility:
Every 3-years

Connection to other programs:

❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**

- ✓ Objective 8: Urban and Community Forest Planning (8.1.1)

❑ **Urban & Community Forestry Society – Accreditation**

B11. Forest Health Threat Assessment

During the year, staff, volunteers, and/or state agency personnel conducted a tree health threat assessment in preparation for an insect or disease outbreak for a significant segment of the urban forest (managed trees or natural areas) and issued a report to the community. Eligible for each new forest pest.

Required documentation:

❑ On the application you must describe update process, plots remeasured, key findings, link to report.

Upload:

❑ Required – A PDF of update report.

Resources:

✓ Tree City USA Bulletin #84 Understanding Tree Canopy Assessment

✓ i-Tree Tools

Value:
5 points

Eligibility:
Every 5-years

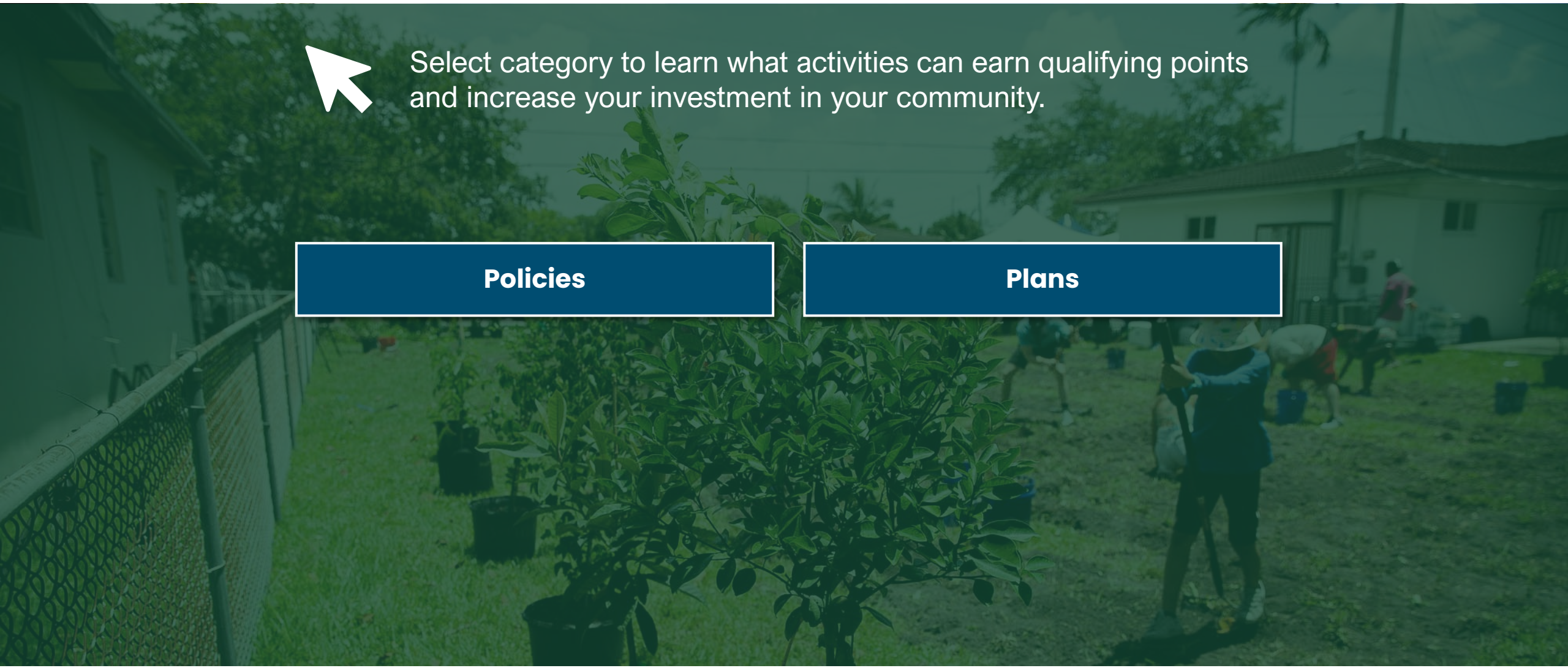
Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

- ✓ Objective 8: Urban and Community Forest Planning (8.1.1)

❑ Urban & Community Forestry Society – Accreditation

C. Planning the Work



Select category to learn what activities can earn qualifying points and increase your investment in your community.

Policies

Plans

C. Planning the Work: Policies

Select an activity to learn what you need to grow your investment and earn qualifying points.

C1. Ordinance Clauses
5 points

C2. Species List
3 points

C3. Risk Management Policy
8 points

C4. Private Tree Protection Ordinance
9 points

C5. Canopy Cover Goal
8 points

C6. Policy of Plan Update
5 points

C1. Ordinance Clauses

During the year, one or more of the following clauses were added to the public tree care ordinance (eligible for different clauses each year):

a) care of street trees by adjacent owners
b) duties of tree board
c) nuisance trees on private property
d) protection of public trees
e) arborist licensing or registration
f) interference with city officers/tree board
g) utility practices and notification
h) permits required to plant/remove trees
i) prohibition against tree topping
j) establishing tree care standards.

Required documentation:

❑ On the application you must describe or quote new ordinance clause(s), provide online link.

Upload:

❑ Required – A PDF of revised ordinance.

Resources:

✓ Tree City USA Bulletin #9 How to Write a Municipal Tree Ordinance
✓ 21st Century Ordinance Builder to Tree Preservation in Land Development

Value:
5 points

Eligibility:
Each year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  ✓ Objective 8: Urban and Community Forest Planning
❑ Urban & Community Forestry Society – Accreditation

C2. Species List

During the year, the city established as policy a list of tree species that are eligible (recommended) or ineligible (prohibited) for planting on public property. List should be published as a stand-alone document, appended to the tree management plan, or included in the standards and care manual – see **E11. Public Tree Care Guide**.

Required documentation:

❑ On the application you must describe update to list, species added or subtracted.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin #75 How to Make Trees Storm Resistant

✓ Tree City USA Bulletin #10 Plant Trees for America

Value:
3 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

- ✓ Objective 8: Urban and Community Forest Planning

❑ Urban & Community Forestry Society – Accreditation

C3. Risk Management Policy

During the year and for the first time, the city adopted a written tree risk management policy for inspecting and mitigating reported tree problems, including a timetable for mitigating potential hazards. Eligible with **C8-f Single-Issue Plans: tree risk management**

Required documentation:

❑ On the application you must summarize policy, provide link to online version.

Upload:

❑ Required – PDF of policy document.

Resources:

✓ Tree City USA Bulletin #15 Tree Risk Assessment – Recognizing & Preventing Hazard Trees
✓ Tree City USA Bulletin #49 Trees and the Law
✓ Tree City USA Bulletin #51 Trees & Safety

Value:
8 points

Eligibility:
One Time Only

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  ✓ Objective 8: Urban and Community Forest Planning
❑ Urban & Community Forestry Society – Accreditation

C4. Private Tree Protection Ordinance

During the year and for the first time, the city adopted a new ordinance section within city development code that details requirements for tree protection, mitigation, and noncompliance penalties for trees on private property during the land development process. Includes standards for tree protection, trenching/boring in critical root zones (CRZs), preconstruction mulching, root or limb pruning, and watering.

Required documentation:

❑ On the application you must summarize ordinance provisions related to trees, provide link to online version.

Upload:

❑ Required – PDF of new ordinance.

Resources:

✓ Tree City USA Bulletin #31 Tree Protection Ordinances
✓ Tree City USA Bulletin #49 Trees and the Law
✓ Tree City USA Bulletin #9 How to Write a Municipal Tree Ordinance
✓ 21st Century Ordinance Builder to Tree Preservation in Land Development

Value:
9 points

Eligibility:
One Time Only

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  ✓ Objective 8: Urban and Community Forest Planning
❑ Urban & Community Forestry Society – Accreditation

C5. Canopy Cover Goal

During the year and for the first time, the city adopted a citywide canopy goal as official policy. Goal is based on an analysis of current and potential canopy and should be scaled to the neighborhood, land use, or district level to direct tree planting or retention programs toward areas with the lowest tree cover.

Required documentation:

❑ On the application you must describe policy and goal, link to online version.

Upload:

❑ Required – PDF of canopy goal policy.

Resources:

✓ Tree City USA Bulletin #84 Understanding Tree Canopy Assessments

✓ iTree Tools

Value:
8 points

Eligibility:
One Time Only

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

- ✓ Objective 8: Urban and Community Forest Planning

❑ Urban & Community Forestry Society – Accreditation

C6. Policy of Plan Update

Any of the city's policies or plans for community trees were updated during the year to reflect goals and objectives for the upcoming five- to 10-year period. Eligible every 5-years per plan or policy title.

Required documentation:

- ❑ On the application you must describe policy or plan update, with summary of changes.

Upload:

- ❑ Required – PDF of revised plan or policy.

Resources:

- ✓ **Tree City USA Bulletins**

Value:
5 points

Eligibility:
Every 5-years

Connection to other programs:

- ❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**
  - ✓ Objective 8: Urban and Community Forest Planning
- ❑ **Urban & Community Forestry Society – Accreditation**

C. Planning the Work: Plans

Select an activity to learn what you need to grow your investment and earn qualifying points.

C7. Annual Work Plan
3 points

C8. Single-Issue Plans
5 points

C9. Management Plan
10 points

C10. Section Plan
5 points

C11. Urban Forest Master Plan
10 points

C12. Green Infrastructure Plan
10 points

C7. Annual Work Plan

City staff and/or tree board assigned appropriate targets and budget for tree planting, maintenance, and removals on public property for the upcoming fiscal year. Targets can be reported from current Management Plan (C9) if one exists.

Required documentation:

- ❑ On the application you must summarize annual targets for trees and budget.

Upload:

- ❑ Required – PDF of plan or meeting minutes.

Resources:

- ✓ **Tree City USA Bulletins**

Value:
3 points

Eligibility:
Each year

Connection to other programs:

- ❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**
  - ✓ Objective 8: Urban and Community Forest Planning
- ❑ **Urban & Community Forestry Society – Accreditation**

C8. Single-Issue Plans

Eligible once per plan title. During the year, the city adopted a written plan to address one or more tree care issues, such as:

a) tree planting
b) emergency/storm response
c) insect/disease response
d) natural areas management
e) wildfire preparedness
f) tree risk management
g) species adaptability to climate change

Required documentation:
❑ On the application you must describe new plan(s), provide online link.

Upload:
❑ Required – A PDF of the plan.

Resources:
✓ **Tree City USA Bulletins #2 #4, #13, #26, #27, #29, #41, #45, #56, #63, #68, #75, #76, #91, #92, #94**

Value:
5 points

Eligibility:
One Time Only

Connection to other programs:

❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**
  ✓ Objectives 4, 5, 6, 7, 8, 9, 10, 14 (4.2.2; 4.3.1; 5.2.1; 5.4.1; 6.1.1; 7.1.2; 7.2.1; 8.3.2; 9.2.1; 10.1.1; 10.3.2; 14.3.1)

❑ **Urban & Community Forestry Society – Accreditation**

C9. Management Plan

During the year and for the first time, the city completed a detailed, multi-year (5-10 years) scope of work for the planting, care, and removal of trees on public property (parks, streets, public buildings, etc.). Plan includes budget targets and must be based on data from an existing public tree inventory that meets requirements of **B4. Management Inventory**.

Required documentation:

- ❑ On the application you must summarize plan priorities and objectives, provide online link.

Upload:

- ❑ Required – PDF of plan.

Resources:

- ✓ Tree City USA Bulletins #29, #45, #88, #94

Value:
10 points

Eligibility:
One Time Only

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  - ✓ Objective 7, 8, 9, 14 (7.1.2; 8.3.2; 9.2.1; 14.3.1)
- ❑ Urban & Community Forestry Society – Accreditation

C10. Section Plan

During the year, a management plan (see **C9. Management Plan**) was established for a significant subset of public trees: a neighborhood (such as downtown), a major park, all streets, etc. Eligible once per section.

Required documentation:

❑ On the application you must describe area covered by plan, summarize objectives, provide online link.

Upload:

❑ Required – PDF of maps and plan.

Resources:

✓ Tree City USA Bulletins

Value:
5 points

Eligibility:
One Time Only

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

C11. Urban Forest Master Plan

During the year and for the first time, a general assessment and policy summary for the community's entire urban forest was adopted, with guidance from external partners and from city departments that impact urban trees. The Master Plan provides consistency between policies and plans of different city departments and partner groups.

Required documentation:

- ❑ On the application you must describe long-term goals, partners, stakeholders, and provide link to online version.

Upload:

- ❑ Required – PDF of plan.

Resources:

- ✓ **Tree City USA Bulletin #29, #84**

Value:
10 points

Eligibility:
One Time Only

Connection to other programs:

- ❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**
  - ✓ Objective 8: Urban and Community Forest Planning (8.3.1, 8.3.2)
- ❑ **Urban & Community Forestry Society – Accreditation**

C12. Green Infrastructure Plan

A community, county, or regional plan for connected openspace corridors and existing natural areas was completed during the year. Plan must include description of ecological features and functions along with some level of parcel prioritization and a discussion of funding mechanisms for protection.

Required documentation:

- ❑ On the application you must describe region, long-term goals, partners, stakeholders, and provide link to online version.

Upload:

- ❑ Required – PDF of map and plan.

Resources:

- ✓ Tree City USA Bulletin #29 – How to Plan for Management
- ✓ Tree City USA Bulletin #84 – Understanding Tree Canopy Assessments

Value:
10 points

Eligibility:
One Time Only

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  - ✓ Objective 8: Urban and Community Forest Planning (8.3.1, 8.3.2)
- ❑ Urban & Community Forestry Society – Accreditation

D. Performing the Work

Select category to learn what activities can earn qualifying points and increase your investment in your community.

- Planting Trees
- Maintaining Trees
- Tree Risk Management
- Recycling & Reuse
- Protecting Trees
- Natural Areas

D. Performing the Work: Planting Trees

Select an activity to learn what you need to grow your investment and earn qualifying points.

D1. Tree Planting Program
8 points

D2. Tree Planting Projects
2 points

D3. Survival Monitoring
4 points

D4. Community Tree Nursery
5 points

D5. Planting Site Evaluation
3 points

D6. Planting-to-Removals Ratio
3 points

D1. Tree Planting Program

During the year, a new program (with funding source) was established for installing trees on public or private property (such as 'Utility-Friendly Trees,' 'Trees For Anytown,' 'NeighborWoods', etc.). Program should integrate with the community tree planting plan (C8), but may be organized, funded, and managed by a community nonprofit or utility partner. Eligible one time per named program.

Required documentation:

❑ On the application you must describe program, name, and link to information.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletins

Value:
8 points

Eligibility:
One Time Only

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

D2. Tree Planting Projects

During the year, the city, local utility, or nonprofit partner continued to install new trees as part of an existing program (see **D1. Tree Planting Program**) to plant trees on public or private property.

Required documentation:

❑ On the application you must describe annual results, link to report, if one exists.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletins

✓ Tree Owner's Manual

Value:
2 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

D3. Survival Monitoring

During the year, sponsors of community tree planting programs (see **D1. Tree Planting Program**) conducted field inspections and reported survival data on trees planted within the past five years.

Required documentation:

❑ On the application you must summarize results of survival and growth for the year.

Upload:

❑ Optional

Resources:

✓ **Tree City USA Bulletins**

✓ **Urban Tree Monitoring: A Field Guide**

Value:
4 points

Eligibility:
Each Year

Connection to other programs:

❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**

❑ **Urban & Community Forestry Society – Accreditation**

D4. Community Tree Nursery

During the year and for the first time, the city or partner organization established a tree nursery to supply appropriate trees for local tree planting programs (see **D1. Tree Planting Program**). Facility is not required to be within city limits to qualify. Eligible once per organization.

Required documentation:

❑ On the application you must describe nursery facility, capacity, target output.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletins

✓ National Seed Laboratory

Value:
5 points

Eligibility:
One Time Only

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

D5. Planting Site Evaluation

During the year, sponsors of community tree planting programs evaluated all proposed planting sites and either: 1) matched tree species to planting sites based on those parameters (such as the Urban Site Index protocol), or; 2) mitigated space or soil conditions (removed concrete, added organic matter, etc.).

Required documentation:

❑ On the application you must describe methods used, number of planting sites, mitigation efforts.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletins

✓ A rapid urban site index for assessing the quality of street tree planting sites

Value:
3 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

D6. Planting-to-Removals Ratio

During the year, the number of trees planted on public property by the city or partner organizations was greater than the number of public trees removed, for all reasons, as reported on the Tree City USA application. There are no exceptions for storm events.

Required documentation:

- ❑ On the application you must report numbers from Tree City USA application, or a summary report to council on annual accomplishments.

Upload:

- ❑ Optional

Resources:

- ✓ Tree City USA Bulletins

Value:
3 points

Eligibility:
Each Year

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
- ❑ Urban & Community Forestry Society – Accreditation

D. Performing the Work: Maintaining Trees

Select an activity to learn what you need to grow your investment and earn qualifying points.

D7. Tree Reporting Process
5 points

D8. Young Tree Training
4 Points

D9. Systematic Maintenance
5 points

D10. Utility Tree Care
1 Point

D7. Tree Reporting Process

During the year, a new program (with funding source) was established for installing trees on public or private property (such as 'Utility-Friendly Trees,' 'Trees For Anytown,' 'NeighborWoods', etc.). Program should integrate with the community tree planting plan (C8), but may be organized, funded, and managed by a community nonprofit or utility partner. Eligible one time per named program.

Required documentation:

❑ On the application you must describe program, name, and link to information.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletins

Value:
5 points

Eligibility:
One Time Only

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

D8. Young Tree Training

A program of care for newly planted (<5 years old) trees was performed during the year. As needed, each tree was pruned to improve structure and eliminate root defects, mulched, watered, and/or treated for pests/disease. Not eligible with **D9. Systematic Maintenance**.

Required documentation:

- ❑ On the application you must describe program of work, include number of trees <5 years old maintained.

Upload:

- ❑ Optional

Resources:

- ✓ Tree City USA Bulletins

Value:
4 points

Eligibility:
Each Year

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
- ❑ Urban & Community Forestry Society – Accreditation

D9. Systematic Maintenance

During the year, city forestry staff performed systematic preventive and restorative maintenance (as necessary) on 10% or more of public trees. Work includes insect and disease control that follows Integrated Pest Management (IPM) principles but does not include tree risk evaluations or mitigation (see **D11. Annual Risk Survey**, **D12. Tree Risk Mitigation**). Not eligible with **D8. Young Tree Training**.

Required documentation:

- ❑ On the application you must describe general program of work, include number of trees maintained and total inventory to calculate percentage.

Upload:

- ❑ Optional

Resources:

- ✓ **Tree City USA Bulletins**

Value:
5 points

Eligibility:
Each Year

Connection to other programs:

- ❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**
- ❑ **Urban & Community Forestry Society – Accreditation**

D10. Utility Tree Care

The utility responsible for maintaining trees within utility ROWs was a Tree Line USA company for the year, or the utility contractor performing work in the community qualified as a TCIA Accredited Utility Contractor.

Required documentation:

❑ On the application you must describe program and recognition given.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletins

Value:
1 point

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

D. Performing the Work: Tree Risk Management

Select an activity to learn what you need to grow your investment and earn qualifying points.

D11. Annual Risk Survey
4 points

D12. Tree Risk Mitigation
5 points

D13. Mock Exercise
4 points

D14. Urban Forest Strike Team
5 points

D11. Annual Risk Survey

During the year, city staff performed a 'limited visual' survey of public trees in (at least) high-priority zones, as mapped in Tree Risk Management plan (see **C8f. Single-Issue Plans**), in order to identify potential hazards (follows ANSI A300 Part 9 & ISA BMP for Tree Risk Assessment).

Required documentation:

- ❑ On the application you must summarize survey methods, areas surveyed, tree problems documented.

Upload:

- ❑ Optional

Resources:

- ✓ **Tree City USA Bulletin #2, #15, #75, #88**

Value:
4 points

Eligibility:
Each Year

Connection to other programs:

- ❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**
  - ✓ Objective 9 (9.4.3)
- ❑ **Urban & Community Forestry Society – Accreditation**

D12. Tree Risk Mitigation

During the year, city staff prioritized and performed or directed mitigation work for 100% of tree problems identified by staff (see **D11. Annual Risk Survey**) or reported by the public (see **D7. Tree Reporting Process**). Requires 100% of reported problems to be mitigated.

Required documentation:

- ❑ On the application you must summarize tree numbers and mitigation efforts.

Upload:

- ❑ Optional

Resources:

- ✓ **Tree City USA Bulletin #2, #15, #75, #88**

Value:
5 points

Eligibility:
Each Year

Connection to other programs:

- ❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**
  - ✓ Objective 9 (9.4.3)
- ❑ **Urban & Community Forestry Society – Accreditation**

D13. Mock Exercise

During the year, city staff performed a mock emergency drill for all departments to simulate response to natural or manmade disasters. Scenario must include potential impacts by trees on transportation and power systems.

Required documentation:

❑ On the application you must describe disaster scenario and participants.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin

Value:
4 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

- ✓ Objective 9 (9.4.3)

❑ Urban & Community Forestry Society – Accreditation

D14. Urban Forest Strike Team

During the year, the city received assistance from — or sent qualified staff to — a state or national Urban Forest Strike Team to assist with public tree evaluations following a natural disaster or forest pest infestation. Both sending and receiving cities are eligible in the same year.

Required documentation:

❑ On the application you must describe process and summarize report findings.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin

Value:
5 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

D. Performing the Work: Recycling & Reuse

Select an activity to learn what you need to grow your investment and earn qualifying points.

D15. Tree Debris Recycling
4 points

D16. Public Installations
2 points

D17. Urban Wood Utilization
4 points

D18. Processing Facility
5 points

D15. Tree Debris Recycling

During the year, 100% of the leaf and woody debris generated by municipal tree care activities (incl. contractors) was delivered to recycling or wood processing facilities and not sent to municipal or regional landfills.

Required documentation:

- ❑ On the application you must describe recycling program for woody debris, link to annual report.

Upload:

- ❑ Optional

Resources:

- ✓ Tree City USA Bulletin #16 How to Recycle Shade Tree Materials
- ✓ Upcycle Urban Wood: Putting Urban Tree Waster to Work

Value:
4 points

Eligibility:
Each Year

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  - ✓ Objective 7 (7.2.1)
- ❑ Urban & Community Forestry Society – Accreditation

D16. Public Installations

Recycled wood products from municipal operations (e.g., logs, mulch, or compost) were used in landscape settings during the year. Also include using solid wood for benches, supports, or other rudimentary structures as well as public art installations.

Required documentation:

❑ On the application you must describe or summarize how wood products are used on city property.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin

Value:
2 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

D17. Urban Wood Utilization

A portion of the woody material generated from tree care operations during the year was converted to high-quality end products (e.g., furniture, cabinets, flooring, lumber, etc.) or another higher-value product (e.g., fuel pellets, pallets, or pulpwood), through city contract, public auction, or donation.

Required documentation:

❑ On the application you must provide types and quantities of wood products generated.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin

Value:
4 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

D18. Processing Facility

During the year, the city or a business partner began operating a processing plant that utilizes municipal wood residue (such as biofuel, wood pellets, lumber, etc.). Eligible once per facility.

Required documentation:

❑ On the application you must describe partnership agreement and facility capacity.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin

Value:
5 points

Eligibility:
One Time Only

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

D. Performing the Work: Protecting Trees

Select an activity to learn what you need to grow your investment and earn qualifying points.

D19. Tree Protection
4 points

D20. Enforcement Proceedings
3 points

D21. Tree Rescue
2 points

D19. Tree Protection

During the year, trees on public property and/or private commercial development sites were protected from construction damage and monitored by qualified staff. Required tree protection measures during the construction period conform to ANSI A300 standards and ISA BMPs, as prescribed in city code (see **C1. Ordinance Clauses** or **C4. Private Tree Protection Ordinance**).

Required documentation:

❑ On the application you must summarize tree protection and inspection program.

Upload:

❑ Optional

Resources:

✓ **Tree City USA Bulletin #7, #8, #20, #31, #35, #88, #93**

Value:
4 points

Eligibility:
Each Year

Connection to other programs:

❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**

- ✓ Objective 5 & 9 (5.4.2, 9.3.3, 9.5.1)

❑ **Urban & Community Forestry Society – Accreditation**

D20. Enforcement Proceedings

During the year, violations of the tree protection code were enforced through administrative action (such as stop work orders, citations, withholding of occupancy permit, performance bond, etc.) or criminal penalties. Eligible once per development project.

Required documentation:

- ❑ On the application you must describe violation(s), required mitigation, and action taken by city.

Upload:

- ❑ Optional

Resources:

- ✓ **Tree City USA Bulletin**

Value:
3 points

Eligibility:
One Time Only

Connection to other programs:

- ❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**
- ❑ **Urban & Community Forestry Society – Accreditation**

D21. Tree Rescue

One or more trees from public or private construction sites were relocated during the year to suitable sites on public property, either as part of capital improvement or commercial development project through special agreement. Eligible for 2 points per year, regardless of number of trees moved.

Required documentation:

❑ On the application you must describe number, species, sizes, and methods for moving trees.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin

Value:
2 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

D: Performing the Work: Natural Areas

Select an activity to learn what you need to grow your investment and earn qualifying points.

D22. Land Stewardship
2 points

D23. Restoration Work
3 points

D24. Forest Health Management
4 points

D25. Openspace Acquisition
5 points

D22. Land Stewardship

One or more city-owned natural areas were inspected and maintained to facilitate recreation, other public uses, ecological health, watershed value, or carbon sequestration. Public safety measures such as waste removal, hazard tree abatement, and trail maintenance are considered primary actions for the year.

Required documentation:

- ❑ On the application you must describe activities performed, areas included.

Upload:

- ❑ Optional

Resources:

- ✓ Tree City USA Bulletin #27 How to Manage Community Natural Areas

Value:
2 points

Eligibility:
Each Year

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
  - ✓ Objective 6 (6.3.1)
- ❑ Urban & Community Forestry Society – Accreditation

D23. Restoration Work

During the year, city staff or nonprofit partners and volunteers conducted restoration practices (such as prescribed fire, invasive species removal, native species planting/seeding, etc.) on city-owned natural areas to improve the ecological value of the land, as prescribed in the city's natural areas plan (see **C8. Young Tree Training**).

Required documentation:

❑ On the application you must describe treatments, areas included, objectives.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin

Value:
3 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

D24. Forest Health Management

During the year, city staff or contractors performed forest stand manipulations (such as thinning, timber stand improvement, overstory removal, regeneration harvest, wildlife fencing, etc.) on city-owned natural areas to facilitate natural forest succession processes or to improve forest health, as prescribed in the city's natural areas plan (see C8). Include practices to address forest insect/disease outbreaks that follow Integrated Pest Management principles (trunk injection, pheromone inhibitors, buffer cuts, etc.).

Required documentation:

❑ On the application you must describe area, prescription, and treatments.

Upload:

❑ Optional

Resources:

✓ **Tree City USA Bulletin**

Value:
4 points

Eligibility:
Each Year

Connection to other programs:

❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**

❑ **Urban & Community Forestry Society – Accreditation**

D25. Openspace Acquisition

Openspace land (such as forest, woodland, prairie, riparian corridors, etc.) was acquired during the year, either through purchase, donation, or long-term agreement (such as a conservation easement) and will be made available for public use.

Required documentation:

❑ On the application you must describe tract(s) acquired, ecological significance.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin

Value:
5 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E. The Community Framework

Select category to learn what activities can earn qualifying points and increase your investment in your community.

- Collaboration
- Volunteers
- Outreach
- Awareness
- Education

E. The Community Framework: Collaboration

Select an activity to learn what you need to grow your investment and earn qualifying points.

E1. Citizen Tree Board
10 points

E2. Departmental Communication
3 points

E3. Non-Profit Tree Group
10 points

E4. Cooperative Partnership
4 points

E5. Alliance for Community Trees Membership
1 point

E1. Citizen Tree Board

During the year, the city established by ordinance (see **C1-b. Ordinance Clauses**) an active citizen tree board, with clear duties to provide input into the city's tree management program and to contribute to policy, planning, and celebration efforts.

Required documentation:

❑ On the application you must describe structure of board, provide link to ordinance section.

Upload:

❑ Required – PDF of ordinance section.

Resources:

✓ **Tree City USA Bulletin #54, #60, #70, #78**

Value:
10 points

Eligibility:
One Time Only

Connection to other programs:

❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**

- ✓ Objective 1 (1.1.2)

❑ **Urban & Community Forestry Society – Accreditation**

E2. Departmental Communication

During the year, the city held one or more meetings among city departments (such as city manager, engineering, planning, forestry, parks, public works, water, streets, transportation, etc.) to coordinate urban forestry policy or project activities such as planting, moving, or protecting trees on public or private property.

Required documentation:

❑ On the application you must summarize meetings, topics covered, and departments included.

Upload:

❑ Optional

Resources:

✓ **Tree City USA Bulletin #8, #63, #90**

Value:
3 points

Eligibility:
Each Year

Connection to other programs:

❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**

- ✓ Objective 11 & 13 (11.2.1, 11.3.2, 13.1.2)

❑ **Urban & Community Forestry Society – Accreditation**

E3. Nonprofit Tree Group

During the year, an independent nonprofit organization dedicated to trees was chartered in the community and began delivering programs in the community, including tree planting, tree care, and education. Efforts may be focused on public or private property. Eligible once per organization.

Required documentation:

❑ On the application you must describe organization, leadership, programs offered, provide link to website.

Upload:

❑ Required – PDF of charter or articles of incorporation.

Resources:

✓ Tree City USA Bulletin

Value:
10 points

Eligibility:
One Time Only

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E4. Cooperative Partnership

During the year, a new cooperative agreement or contract was established between two or more entities*, resulting in any of the following:

1) additional tree planting/establishment

2) improved tree care practices (cycle pruning, tree monitoring, consulting services, wood residue recycling, etc.)

3) shared staff position

4) enhanced tree procurement (grow-out contracts)

*Possible entities:

a) city government

b) electric service utility

c) neighboring municipality

d) nonprofit tree group

e) private nursery, wood processor, or arboriculture firm

Required documentation:

❑ On the application you must describe partnership and expected outcomes.

Upload:

❑ Required – A PDF of agreement.

Resources:

✓ **Tree City USA Bulletin**

Value:
4 points

Eligibility:
Each Year

Connection to other programs:

❑ **Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard**

✓ Objective 8: Urban and Community Forest Planning

❑ **Urban & Community Forestry Society – Accreditation**

E5. Alliance for Community Trees Membership

During the year, the city or the community nonprofit group delivering urban forestry services in the community was a member of the Alliance for Community Trees (ACT).

Required documentation:

❑ On the application you must provide quote from official membership letter.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin

✓ Alliance for Community Trees

Value:
1 point

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E. The Community Framework: Volunteers

Select an activity to learn what you need to grow your investment and earn qualifying points.

E6. New Tree Board Member

2 points

E7. Service Organizations

2 points

E8. Volunteer Tree Care

4 points

E9. Volunteer Coordinator

5 points

E10. Citizen Science

3 points

E6. New Tree Board Member

During the year, the Tree Board added one or more new members due to expansion, retirement, or term limits.

Required documentation:

❑ On the application you must list new member(s) added, with roles or qualifications, if required.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin How to Grow a Great Tree Board

✓ Tree City USA Bulletin Embracing Diversity

Value:
2 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E7. Service Organizations

During the year, community service organizations conducted one or more community forestry projects such as tree planting, pruning, mulching, or education. Include projects led by organized neighborhood associations and Tree Campus K–12, Tree Campus Higher Education, or Tree Campus Healthcare campuses. Not eligible with **E8. Volunteer Tree Care** for same projects.

Required documentation:

- ❑ On the application you must describe project(s) and the organization sponsoring/leading the event(s).

Upload:

- ❑ Optional

Resources:

- ✓ Alliance for Community Trees

Value:
2 points

Eligibility:
Each Year

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
- ❑ Urban & Community Forestry Society – Accreditation

E8. Volunteer Tree Care

During the year, a program (e.g., TreeKeepers, Citizen Foresters, etc.) was in place to deliver training and to utilize citizen volunteers for basic tree planting and care activities such as mulching, pruning, and watering. Program is managed by either city staff or nonprofit partner organization (see **E3. Nonprofit Tree Group**), and volunteer opportunities are regular and ongoing. Not eligible with **E7. Service Organizations** for same projects.

Required documentation:

❑ On the application you must describe program, volunteers, training, and annual accomplishments.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin How to Work with Volunteer Effectively

Value:
4 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E9. Volunteer Coordinator

During the year, the city or its nonprofit partner organization hired a volunteer coordinator (min. 50% of job duties) to develop and coordinate volunteer resources for tree planting and care projects on city property. Eligible once per organization.

Required documentation:

❑ On the application you must list title, job description, individual hired, and duties.

Upload:

❑ Required – PDF of the job description.

Resources:

✓ Tree City USA Bulletin How to Work with Volunteer Effectively

Value:
5 points

Eligibility:
One Time Only

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E10. Citizen Science

During the year, the city or its nonprofit partner organized a 'citizen science' project for the community to collect data that supports an urban forestry initiative. Projects include tree inventory, phenology, species monitoring, etc., and include a data report. Not eligible with **D3. Survival Monitoring**.

Required documentation:

❑ On the application you must describe initiative, what data was collected, summarize findings.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin
✓ Civic Science in Urban Forestry: An Introduction
✓ Citizen Science – US Forest Service

Value:
3 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
❑ Urban & Community Forestry Society – Accreditation

E. The Community Framework: Outreach

Select an activity to learn what you need to grow your investment and earn qualifying points.

E11. Public Tree Care Guide
6 points

E12. Community Forestry Report
3 points

E13. Publications
3 points

E14. Publicity Campaign
5 points

E15. Environmental Equity
4 points

E11. Public Tree Care Guide

During the year and for the first time, the city published (online or print) a guide for staff and the public on city laws, policies, and best practices for tree planting and care, as a companion to the tree care ordinance. The guide recommends practices that conform to ANSI Standards for arboricultural practices (A300), safety (Z133), and nursery stock (Z60.1) as well as applicable ISA BMPs. Revisions are eligible under **E13. Publications**.

Required documentation:

❑ On the application you must describe guide, provide link to online version.

Upload:

❑ Required – PDF of publication.

Resources:

✓ Tree City USA Bulletin

✓ Tree Owner's Manual

Value:
6 points

Eligibility:
One Time Only

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E12. Community Forestry Report

During the year, tree board, tree commission, and/or city staff members delivered to council and the public an accomplishment report for community forestry activities during the most recently completed fiscal year. Include "State of the Urban Forest" reports that describe the current status of the community forest resource.

Required documentation:

- ❑ On the application you must summarize report findings, describe presentation.

Upload:

- ❑ Required – PDF of report.

Resources:

- ✓ Tree City USA Bulletin

Value:
3 points

Eligibility:
Each Year

Connection to other programs:

- ❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
- ❑ Urban & Community Forestry Society – Accreditation

E13. Publications

During the year, the city or nonprofit partner published and distributed new or updated materials for the public about tree planting and care (such as the list of recommended street trees, pruning instructions, etc.). Eligible for new publications or revisions.

Required documentation:

❑ On the application you must describe publication content.

Upload:

❑ Required – PDF of report.

Resources:

✓ Tree City USA Bulletin

Value:
3 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E14. Publicity Campaign

During the year, the city or nonprofit partner launched a media campaign to inform citizens about the importance of community forestry, tree planting, tree care, or other important tree issues in the community. Eligible once per campaign.

Required documentation:

❑ On the application you must describe the issue and the campaign.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin Creative Marketing Campaigns

Value:
5 points

Eligibility:
One Time Only

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E15. Environmental Equity

During the year, the city or nonprofit partner conducted a series of community outreach efforts (such as surveys, meetings, social media, trainings, etc.) for residents and other community service groups in targeted areas to address environmental equity. Outreach should address tree planting, care, or removal; improved access to natural resources; or social factors in the neighborhood that lead to increasing canopy. Suitable for persistent outreach efforts that build trust.

Required documentation:

❑ On the application you must describe outreach efforts and results.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin
✓ Fair Forests Consulting
✓ American Forests – Tree Equity Score

Value:
4 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard
❑ Urban & Community Forestry Society – Accreditation

E. The Community Framework: Awareness

Select an activity to learn what you need to grow your investment and earn qualifying points.

E16. Tree Festival
4 points

E17. Interpretive Program
2 points

E18. Awards Program
2 points

E19. External Recognition
2 points

E20. Arbor Day Events
2 points

E16. Tree Festival

During the year, the city or nonprofit partner held a tree-themed, communitywide event or festival (such as Arborfest, Dogwood Festival, Oak Festival, etc.) to build public awareness of trees.

Required documentation:

❑ On the application you must describe festival and how trees were a central theme.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin How to Spruce Up Your Arbor Day

Value:
4 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E17. Interpretive Program

During the year, the city or nonprofit partner delivered one or more ongoing, interpretive programs for the public focused on trees, woodlands, or forests such as tours of outstanding trees, an arboretum, nature center, heritage trees (largest, historic), forest bathing, etc.

Required documentation:

❑ On the application you must describe program(s), attendance, and frequency.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin How to Interpret Trees

✓ Tree City USA Bulletin Be A Citizen Naturalist

Value:
2 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E18. Awards Program

During the year, community awards or other formal recognition were issued to individuals and supporting organizations for tree planting and care projects.

Required documentation:

❑ On the application you must summarize awards ceremony or proceedings.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin

Value:
2 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E19. External Recognition

During the year, the community received an award from a regional, state, or national organization (such as an ISA Chapter, state urban forestry council, America In Bloom, Arbor Day Foundation, etc.) for its community forestry program or projects.

Required documentation:

❑ On the application you must describe award and project or program recognized.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin Community Engagement

Value:
2 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E20. Arbor Day Events

During the year, the city or nonprofit partner conducted additional Arbor Day events — beyond the official city observance — at local primary or secondary schools. Do not count the official community Arbor Day event or ceremony.

Required documentation:

❑ On the application you must describe award and project or program recognized.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin How to Spruce Up Your Arbor Day

✓ Tree City USA Bulletin Community Engagement

Value:
2 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E. The Community Framework: Education

Select an activity to learn what you need to grow your investment and earn qualifying points.

E21. Tree Care Workshops
3 points

E22. Education Facility
5 points

E23. Youth Education
2 points

E24. Outdoor Classroom
2 points

E21. Tree Care Workshops

During the year, the city or nonprofit partner delivered a series of workshops (two or more) on various aspects of tree care for homeowners, businesses, members of the public, commercial arborists, or the green industry. Two or more education events required to be eligible.

Required documentation:

❑ On the application you must describe workshops, intended audience, content, attendance.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin Learning Opportunities in Urban Forestry
✓ Tree City USA Bulletin How to Interpret Trees
✓ Tree City USA Bulletin Be A Citizen Naturalist

Value:
3 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E22. Education Facility

During the year, the city or nonprofit partner opened a new education facility to the public (such as a nature center). Educational programming at the facility must include the ecological features of trees, forests, or woodland ecosystems in that location. Eligible once per facility.

Required documentation:

❑ On the application you must describe facility and the educational focus on trees, woodlands, or forests.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin Learning Opportunities in Urban Forestry
✓ Tree City USA Bulletin How to Interpret Trees
✓ Tree City USA Bulletin Be A Citizen Naturalist

Value:
5 points

Eligibility:
One Time Only

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E23. Youth Education

During the year, the city or nonprofit partner delivered formal youth education programming about trees and forests (such as 4-H, Project Learning Tree, Tree Campus K–12, etc.) to help create the next generation of environmental stewards.

Required documentation:

❑ On the application you must describe education program, lessons delivered, attendance.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin Learning Opportunities in Urban Forestry
✓ Tree City USA Bulletin How to Interpret Trees
✓ Tree City USA Bulletin Be A Citizen Naturalist

Value:
2 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

E24. Outdoor Classroom

During the year, the city or nonprofit partner supported the installation of one or more new outdoor classrooms at a school, library, park, daycare, or other facility dedicated to the care and education of children.

Required documentation:

❑ On the application you must describe outdoor classroom(s) installed.

Upload:

❑ Optional

Resources:

✓ Tree City USA Bulletin Learning Opportunities in Urban Forestry

Value:
2 points

Eligibility:
Each Year

Connection to other programs:

❑ Sustainable Forestry Initiative – Urban and Community Forestry Sustainability Standard

❑ Urban & Community Forestry Society – Accreditation

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TREE BOARD MEETING

April 16, 2025 at 5:30 PM

AGENDA ITEM TITLE: DISCUSSION & ACTION: 2025 ARBOR DAY

SUBJECT: The Tree Board will discuss and plan the Town's April 2025 Arbor Day celebration.

STAFF ANALYSIS: Arbor Day is on April 25, 2025, this year, a proclamation will be done at the April 22, 2025, Commission Meeting.

The Tree Board will determine the 2025 Arbor Day Celebration for the Town of Dundee and what they would like to do to celebrate.

FISCAL IMPACT: At the will of the board

STAFF RECOMMENDATION: None

ATTACHMENTS: None

TREE BOARD MEETING

April 16, 2025, at 5:30 PM

AGENDA ITEM TITLE:	DISCUSSION: RESIDENTIAL & COMMERIAL BEAUTIFICATION AWARD
SUBJECT:	The Tree Board will discuss the residential and commercial beautification award.
STAFF ANALYSIS:	The board will discuss ways to promote the beautification award to the public increasing awareness.
FISCAL IMPACT:	At the will of the board.
STAFF RECOMMENDATION:	None
ATTACHMENTS:	None

TREE BOARD MEETING

April 16, 2025, at 5:30 PM

AGENDA ITEM TITLE: DISCUSSION: TREE TRIMING AND REMOVAL UPDATE

SUBJECT: The Tree Board will review the updated tree removal/trimming/planting log and consider approval of any necessary tree removal/trimming/planting.

STAFF ANALYSIS: The Public Works Department provided an updated log of all trees that have been trimmed/removed/planted since the last meeting.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Approval

ATTACHMENTS: Tree Trimming Log

TREE TRIMMING LOG FOR PUBLIC WORKS DEPARTMENT

DATE:	TYPE OF TREE	TRIMMED/REMOVED	LOCATION:
JANUARY	LIVE OAK	TRIMMED	CITRUS AVE
JANUARY	LIVE OAK	TRIMMED	MAGNOLIA AVE
JANUARY	LIVE OAK	TRIMMED	LEMON AVE
JANUARY	LIVE OAK	TRIMMED	ALLEN AVE
JANUARY	LIVE OAK	TRIMMED	7TH STREET
JANUARY	LIVE OAK	TRIMMED	VALENTINA AVE
JANUARY	LIVE OAK	TRIMMED	FLORIDA AVE (MLK AREA)
JANUARY	LIVE OAK	TRIMMED	LIME AVE
JANUARY	LIVE OAK	TRIMMED	MLK STREET
JANUARY	LIVE OAK	TRIMMED	MERRILL AVE PARK
JANUARY	LIVE OAK	TRIMMED	HENDERSON PARK
JANUARY	LIVE OAK	TRIMMED	LAKE MAIRE PARK
JANUARY	LIVE OAK	TRIMMED	COMMUNITY CENTER
JANUARY	LIVE OAK	TRIMMED	5TH STREET AND EDMUND AVE
JANUARY	LIVE OAK	TRIMMED	6TH STREET
JANUARY	LIVE OAK	TRIMMED	LAKE MENZIE (NEAR RESTROOMS)
FEBRUARY	LIVE OAK	TRIMMED	MAIN STREET (ALL SMALL LIVE OAKS)
FEBRUARY	MAGNOLIA	TRIMMED	FIRE DEPARTMENT
FEBRUARY	PALM	TRIMMED	SHERIFFS DEPARTMENT
FEBRUARY	PALM	TRIMMED	TRAIN DEPOT
FEBRUARY	PALM	REMOVED	DEVELOPMENT SERVICE BUILDING
FEBRUARY	MAGNOLIA	TRIMMED	TOWN HALL
FEBRUARY	CHINA BERRY	TRIMMED	WATER TOWER
FEBRUARY	LIVE OAK	TRIMMED	LEWIS COURT BALLFEILD
FEBRUARY	LIVE OAK	TRIMMED	6TH STREET NORTH
FEBRUARY	BRAZILLIAN	REMOVED	WATER TOWER (SHEPARD AVE)