



# *Indiana Tree City USA Annual Work Packet*

Mail 2 complete application sets and related materials  
to:

**State Urban Forestry Coordinator  
(call for address)  
317-915-9390**

**For more information:  
[urbanforestry@dnr.IN.gov](mailto:urbanforestry@dnr.IN.gov)**

**Deadline for application into the Tree City USA program is**

**December 31**

## Indiana Tree City USA

### Four things a community must do to become or recertify as a Tree City USA

#### The four standards explained

1. **Community must have a legally designated Tree Board or municipal department or individual who is responsible for the tree care program.**
  - If community has a tree board—include date board was established, names of tree board members; date of meetings and minutes must be included.
  - If community does not have a tree board—must submit a description of person in department who is responsible for the tree care program and the qualifications of that person.
2. **Community must have a specific Tree Ordinance in effect.**
  - Whoever is responsible for the tree care program must be specified in the ordinance.
3. **Community must have annual urban forestry expenditures that equal or exceed \$2 per capita.**
  - Must include narrative or work plans of goals and objectives. Were they met? Also include the plan for the coming year.
  - A good way to figure tree budget costs is to include anything done in your community that is for the good of the trees. Be sure to figure out what tree costs other city departments may have incurred and include that.
  - Utility line trimming costs are eligible **ONLY** if that utility is a partner in the tree program and is **NOT TOPPING**.
4. **Community must have an Arbor Day proclamation and celebration each year.** This is where most communities fall short in promoting the urban forest in their tree city. Be sure to include citizens...a good way to do that is to invite a civic group to sponsor and plan Arbor Day each year.
  - *Please include news clippings, photos or other media flyers with the Tree City application or RECERTIFICATION application. High quality, creative digital photos are sent onto the USDA Forest Service, Northeastern Area and the National Arbor Day Foundation for inclusion in national publications.*

## Indiana Tree City USA

### Budget information How to get that \$2.00 per capita

#### ELIGIBLE EXPENDITURES

- Contract work
- Tree Board time (volunteer, use \$10/hr)
- Leaf and brush pick up-in conjunction with a mulching/composting program
- Biomass recycling
- Computer inventory software
- Arbor Day Program (including supplies, prizes, rentals, etc.)
- Tree Care conferences and workshops attended by municipal workers
- Membership and donations to tree organizations
- Equipment maintenance
- Equipment rental (chippers, stump grinders, bucket trucks, etc.)
- Large equipment purchases (new vehicles, chippers, stump grinders, bucket trucks - depreciate over life of vehicle)
- Public education materials
- Administrative time (% based on job description)
- Insurance
- Volunteer labor (use \$10/hr)
- Grant funds/donations (note purpose of funds)
- City forester salary
- Urban forestry internships



# Indiana TREE CITY USA Program



Standard 3 Worksheet-\* *Transfer these two numbers to Standard 3 on the application and attach this sheet to the application.*

COMMUNITY: \_\_\_\_\_

YEAR: \_\_\_\_\_

Number of trees planted: \_\_\_\_\_

Do not know  Do not record data

Number of trees pruned: \_\_\_\_\_

Do not know  Do not record data

Number of trees removed: \_\_\_\_\_

Do not know  Do not record data

Inventory/management plan \_\_\_\_\_

Yes  No  In process

Urban forestry storm response plan \_\_\_\_\_

Yes  No  In process

## MUNICIPAL COMMUNITY FORESTRY EXPENDITURES

### Tree Planting and Initial Care

Include cost of tree purchases, labor and equipment for planting, planting materials, stakes, water, mulch

\_\_\_\_\_

### Tree Maintenance

Include pruning, insect and disease control, storm response, fertilization, watering, etc.

\_\_\_\_\_

### Tree removals

Include cost of stump removal, equipment, supplies, labor, etc.

\_\_\_\_\_

### Management

Include salaries (or % based on job description), public education professional training, memberships, survey and inventory expenses, utility line clearance, etc.

\_\_\_\_\_

### Other

Include any other expenses not already noted above. Briefly describe.

\_\_\_\_\_

**\*TOTAL MUNICIPAL EXPENDITURES\***

\$ \_\_\_\_\_

**\*COMMUNITY POPULATION\***

\_\_\_\_\_

SAMPLE

SAMPLE

### Arbor Day Proclamation

*Whereas,* In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

*Whereas,* the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

*Whereas,* trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, and produce oxygen  
provide habitat for wildlife, and

*Whereas,* trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

*Whereas,* trees in our city increase property values, enhance the economic vitality of business areas, and the beautify our community, and

*Whereas,* trees, wherever they are a source of joy and spiritual renewal,

NOW, THEREFORE, I \_\_\_\_\_ Mayor of the City of

\_\_\_\_\_, do hereby proclaim

\_\_\_\_\_ as

### Arbor Day

in the city of \_\_\_\_\_, and I urge all citizens to Celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

*Further,* I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

*Dated* this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

Mayor \_\_\_\_\_