

Massachusetts DCR Urban Forestry  
TREE CITY USA PROGRAM  
Standard 3 Worksheet (NOTE: double-sided)



~ This form must be submitted with your application for Tree City USA~

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

FY 2009 or  Calendar 2009

**COMMUNITY CAPACITY QUESTIONS:**

**1) Who manages public street trees in your community?**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact \_\_\_\_\_ Email: \_\_\_\_\_

What certifications or degrees are held by the Tree Warden, Arborist or other members of your department (provide title/certification/#)

Do you contract with arborists or urban forest professionals to assist in your community? For what purpose?

**2) Does your community have a tree committee, citizen's group or non-profit organization that advocates for community trees (or other urban natural resources)?**

Name of group: \_\_\_\_\_

Contact/e-mail (please attach e-mails/contact info as needed): \_\_\_\_\_

**Do you have any kind of tree survey, inventory or resource assessment?** \_\_\_\_\_

When was it completed (and when updated, if ever)? \_\_\_\_\_

How have you used it? Actively, or does it 'sit on a shelf'? \_\_\_\_\_

**4) Does your community have any kind of Urban Forestry, Open Space or Natural Resources Management Plan (Please attach a copy or provide a web link).**

Urban Forestry Mngt Plan (date: \_\_\_\_\_)  OTHER Natural Resource Mngt Plan

Municipal Open Space Plan (date: \_\_\_\_\_) Please describe: \_\_\_\_\_

**5) Cross-Program Communication: We encourage tree wardens to be involved in planning board, conservation commission and other such board decisions. How is cross-program communication encouraged in your community? Is there an ordinance or regulation requiring tree warden review of subdivision plans? Please explain how, if so, this works in your community. (Feel free to say it doesn't happen!)**

---

---

---

---

(over)

Massachusetts DCR Urban Forestry

TREE CITY USA PROGRAM

Standard 3 Worksheet

Page 2



TREE CITY USA

~ This form must be submitted with your application for Tree City USA~

**MUNICIPAL COMMUNITY FORESTRY EXPENDITURES**

The total budget figure should clearly link to the submitted FY'09 municipal budget – *if not, make notes on the municipal budget print-out to clarify* – and must equal or exceed \$2/capita.

Thanks to your feedback, we have modified the budget worksheet below. You may use additional/other categories that more closely reflect your municipal budget. We need back-up documentation from your municipality which may include a budget printout, budget printed on letterhead, or letter on letterhead.

FY 2009 or  Calendar 2009

**Salaries**

Tree warden, tree crew, admin staff (may be based on a percentage of time worked on trees) \_\_\_\_\_

**Tree Planting**

May include cost of tree purchases, labor and equipment for planting, planting materials, stakes, watering, mulching, etc. \_\_\_\_\_

**In-house Municipal Tree Maintenance**

Include pruning, insect and disease control, storm response, fertilization, watering, stump removal, equipment, supplies, etc. \_\_\_\_\_

**Contracted tree maintenance work**

\_\_\_\_\_

**Vehicular expenses**

Fuel, maintenance, depreciation, new/used vehicle purchases, insurance \_\_\_\_\_

**Public Outreach and Staff Training**

Advertising, public education, professional training, memberships, Arbor Day event expenses \_\_\_\_\_

**Resource Assessment expenses**

Survey and inventory expenses, software, consultants to develop management plan. \_\_\_\_\_

**Tree Board/Volunteer time** (\$10/hour, use educated estimate)

(e.g. # hours x # weeks x # people) \_\_\_\_\_

**Other**

Include any other expenses not already noted above (grant income, leaf/brush pick-up (20% allowable), biomass recycling (20% allowable), utilities (20% of utility work on tree is allowable), etc. \_\_\_\_\_

**Briefly describe.** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>TOTAL MUNICIPAL EXPENDITURES<sup>1</sup></b> .....	\$ _____
<b>COMMUNITY POPULATION<sup>1,2</sup></b> .....	# _____

<sup>1</sup> Transfer these two numbers to Standard 3 on the application and attach this sheet to the application.

<sup>2</sup> Please get updated community population (2005 census).