

Tree City USA Annual Work Plan for North Carolina

This form is REQUIRED as documentation for Standard 3 and MUST be submitted with your application.

The annual work plan outlines the work carried out during the past calendar or fiscal year. Indicate the month the activity occurred. Use the middle column to add activities not listed in the first column or provide explanation of activities completed. Consider using a copy of this form to plan next year's actions. **Community Name:** _____ **Application Year:** _____

Activity (check the appropriate activity)	Other Activities	Month(s) Accomplished
1. Annual Planning and Review Session Develop new work plan for upcoming year Prioritize work to be done Organize activities, people, dates Budget planning; budget hearings, etc. Review/Submit TCUSA application		
2. Tree Planting & Initial Care Survey potential planting sites Specify locations, species, cultivars Notify adjacent property owners Announce and hold public hearings Order, receive, inspect, store trees Plant trees, mulch, and stake Water as needed		
3. Tree Maintenance Survey trees, prioritize pruning Schedule crew, equipment, supplies Schedule contract tree crews Supervise pruning and disposal of brush Water most vulnerable trees during droughts Fertilize deficient trees Control diseases and insects as needed Replenish mulch		
4. Tree removals Survey trees, prioritize removals Notify adjacent property owners Announce and hold public hearings Schedule crew, equipment, supplies Schedule contract tree crews Stump grinding, reseedling		
5. Management Adopt/Revise Tree Ordinance(s) Develop/Update Tree Management Plan Conduct tree inventory and/or risk assessment Develop/Complete UF grant project Education/training for: Staff: #sessions _____ # attendees _____ Tree Board: #sessions _____ # attendees _____ Public: #sessions _____ # attendees _____	Title(s)/theme of education/training provided/attended:	
6. Public relations Report to municipal officials News releases/Social media posts News and television coverage of events Distribute educational publications: #		
7. Other tasks Plan and hold Arbor Day celebration Clean up storm damage Removal of stakes and tree wrap Utility line clearance		