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## Memorandum

Date: February 14, 2022  
To: Tree Board  
From: Brad Medrud, Planning Manager  
Subject: 2022 Arbor Day Memorandum

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### Issue

The Tree Board is planning for the City of Tumwater's 2022 Arbor Day Celebration and this memorandum discusses actions to consider while preparing for it.

### Background

The Mayor and City Council will make their annual Arbor Day Proclamation as a special item at their Tuesday, April 5, 2022 regular meeting.

The City of Tumwater's Joint 2022 Earth Day and Arbor Day Celebration will be Saturday, April 23, 2022 at Tumwater Historical Park. Like last year, the Arbor Day Celebration will be held in the same place and date as the Earth Day Celebration, which will be from 9:00 AM to noon.

The Tree Board will host an annual celebration of Arbor Day:

10 AM – 12 noon  
Saturday, April 23, 2022  
Tumwater Historical Park  
802 Deschutes Way SW, Tumwater, WA

Set up for the Arbor Day event will begin at 9:00 AM at the large picnic shelter. See Attachment C in the packet for a map.

Parks and Recreation Department staff will help with setting up tables and hanging banners. We will be able to use the front of the picnic shelter with a couple of picnic tables and long built in table for Tree Board materials. They will also provide safety vests for all volunteers, since we will be taking materials out to parked cars in the parking lot in front of the picnic shelter and answering questions there.

I will send the City Communications staff updated event descriptions and will ask them to contract the School District to advertise.

Staff will find out about the current COVID-19 restrictions as well. It is expected that occupancy of the picnic shelter will be limited to 50%. Everyone will need to continue to practice all safety measures—wearing a mask and appropriate physical distancing and follow the City’s vaccination protocols for volunteers.

The Tree Board’s available biennial budget for 2021-22 is \$2,000.00 with \$1,000 budgeted for 2021 and another \$1,000 for 2022. The Tree Board has only spent \$360.35 so far this biennium, so there is \$1,639.65 available to spend.

At the event, residents can take home Arbor Day memorabilia, free native plant seedlings for the first sixty people, and have the opportunity to ask professional arborists about the proper care and planting of trees.

The Arbor Day celebrations are also intended to raise awareness of Urban Forestry Management Plan. We will have an Urban Forestry Management Plan brochure available.

For the giveaways, refer to Attachment E Inventory for what we have on hand and what we will need to order. It appears that ~58 bags of giveaway items and seedlings were given away in 2021.

Communication Department staff will be publicizing the event.

### **Actions for the Tree Board to Consider**

1. Decide on what will be done at the event:
  - a. Decide on tree seeding order and place order.
  - b. Review the list of handouts and other giveaway materials that were handed out last year, what is on hand for 2022, and determine what needs to be ordered by staff.
2. Review the draft 2022 Arbor Day Proclamation
3. Work out volunteer staffing by the Tree Board for the event
4. Staff is working on scheduling a Tree Board sponsored tree planting by Mayor and City Council before Arbor Day on City property with the Parks and Recreation Department.

### **Schedule**

- Monday, February 14, 2022, Tree Board discussion of Arbor Day Event
- February 2022 schedule public outreach activities for the event with City Communications staff
- February 2022 staff orders any additional materials needed for handouts
- Monday, March 14, 2022, Tree Board discussion of Arbor Day Event
- Tuesday, March 15, 2022, City Council approves Arbor Day proclamation

- Monday, April 11, 2022, Tree Board discussion of final details for the Arbor Day Event

### **Other Notes**

- The City of Tacoma provides coupons for a dollar value of a tree. Staff will see if they can find out more about this.
- As part of the tree seedlings handouts, include a tag for social media with information on uploading pictures of tree plantings and then after one or more years afterwards.
- As part of the tree seedlings handouts, find participants to interview and photograph them as they plant their tree. The City could follow-up with the families a year or two later to observe the condition of the tree to create a storyline for the Arbor Day event.
- City communications staff could conduct interviews and publish an article in the City's newsletter.
- Establish a relationship with a local nursery to raise tree seedlings as a source of trees for the City's Arbor Day tree giveaway.
- The survivability of the trees would be increased if the giveaway offered quart or gallon stock. Providing a larger specimen creates transportation and storage issues in addition to the increased expense.
- Provide a variety of plant species for compatibility with smaller lot sizes.
- Another potential way to celebrate Arbor Day by planting trees at local schools and involving students, where the City work with the School District to schedule events at several schools or rotate schools each year.