



Guidelines for Visiting Urban Forester Reports **Report Checklist**



In general, the visit report should be consistent in format. The intent of the report is to provide the community with a technically sound base to effectively begin (or continue) their urban and community forestry program. The length of the document is not as important as the content but is typically 5 or more pages (not including photos). The use of digital photographs in the report is encouraged but should not take the place of written content. Each report should focus on key issues identified by the community in addition to several standard topics including:

Overview of the Urban Forest

Present condition of the urban and community forestry program

Other factors that influence community trees

Recommended Goals and Actions for Community

Below is a format and checklist that should be used for each report. Checklist topics should to be discussed in the report. Non-checklist (i.e. bulleted) items are provided as potential discussion items. Not every bulleted item will be relevant or necessary to discuss in your report.

- Cover Sheet:** Consultant name, community name, date, etc.
- Table of Contents:** List of report sections, page numbers, appendices
- Introduction:** Describe VUF program, consultant bio., indicate community goals and objectives for visit
- Background:** Summary of the community facts/figures (*see community assessment form*) and general status of urban forestry in community
- Detailed Assessment:** General review of local urban forestry program
- Tree Inventory: *Describe and/or make recommendations*
 - Do they have one? If so, how current is it?
 - Location - *streets, parks or both*
 - Species - *percentage estimates*

- Size – *dominate size classes*
 - General tree health/conditions
 - Sidewalk/tree lawn/line-of-site issues (e.g. blocked signage)
 - Available planting sites
 - Tree assessment in park
- Tree Ordinance: *Describe and/or make recommendations*
- Do they have one?
 - Does it need updating/expanding?
 - Written and/or current tree maintenance policy
 - risk assessment
 - trimming
 - removal
 - planting
 - tree protection
 - condemnation
 - Prepared written draft
- Budget: *Describe and/or make recommendations*
- Do they have an annual budget for tree related activities?
 - Other community funds (e.g. rotary club, donations, firewood sale etc.)
 - Match money for cost-share grants?
 - Potential sources of funding (grants, millage, tree trusts etc.)
- Maintenance: *Describe and/or make recommendations*
- Do they have a regular tree maintenance program?
 - Insect/disease monitoring and treatment
 - Pruning types and standards
 - Pruning cycle
 - Cable/bracing and lightning protection
 - Removals
 - Watering
 - Mulch
 - Fertilizing
 - Root pruning and barriers
 - Workshop provided
- Planting: *Describe and/or make recommendations*
- Do they have an annual planting or homeowner cost-share program?
 - Right tree/right location
 - Diversity goals
 - Size (balled and burlap vs. bare root)
 - Species selection
 - Planting detail/designs
 - Staking
 - Watering
- Staffing and Equipment: *Describe and/or make recommendations*
- Is there an responsible department, contractor or individual for tree related questions ?
 - Full time employees
 - Seasonal employees
 - Training/certification/affiliations
 - Equipment availability/needs
- Contractors: *Describe and/or make recommendations*
- Does the community use contracted tree services?
 - For what type of work (e.g. planting, trimming, removal; routine/emergency)?
 - List of local tree care contractors?

- Does the community have contractor specs/standards?

Public Education: *Describe and/or make recommendations*

- Does the community provide any public outreach or education related to trees?
- Tree City USA
- Arbor Day program
- Is there a Tree Board or a Parklands Commission/Committee?
- Community newsletters?
- What is the level of community involvement (e.g. neighborhood assoc., block clubs, garden clubs etc.)?
- Volunteer projects?
- Memorial/honorary trees?
- Met with potential tree board

Planning: *Describe and/or make recommendations*

- Does the community have a park, street tree or woodland management plan?
- Renovation/development projects
- Construction of new streetscapes

Summary of Recommendations/Technical Assistance: Summarize recommendations from each of the sections above and suggest some potential program goals such as:

- Tree City USA
- Arbor Day celebration and activities
- Tree Board/advisory group formation
- Training opportunities
- Available grant opportunities