



May 17, 2023

Tree Advisory Board
10:00 AM

City Hall - Massie Chambers

Agenda:

Call to Order

Establish a quorum

1. Roll Call: Eddie Allen, Paula Krebs, Tammy Reddy, Dan Sheppard, Chris Taylor

Approval of Minutes from Previous Meeting

2. February 15, 2023 Minutes

Old Business

3. Arboretum Health
4. Arbor Day Review
5. Tree Priority Survey
6. Educational Materials for Homeowners
7. Tree Sustainability Plan

New Business

8. Keep Tennessee Beautiful Affiliate Opportunity- Allison Baker
9. Future Projects

Comments from Board Members & Staff

Adjournment

For more information regarding this agenda, please contact the city recorder by email at:

sjennings@goodlettsville.gov

A government committed to operating with efficiency and integrity in all we do as we strive to enhance the quality of life for the community we serve.

105 S. Main Street – Goodlettsville, TN 37072 – 615-851-2200 – Fax 615-851-2212

www.goodlettsville.gov



February 15, 2023 Tree Advisory Board 10:00 AM City Hall - Massie Chambers

Minutes:

Chris Taylor called the meeting to order at 10:02am.

Present: Chris Taylor, Tammie Reddy, Dan Sheppard, Eddie Allen, Paula Krebs

Also Present: Tim Ellis, Sarah Jennings, Denise Skaggs, Jennifer Spillers

A quorum was established.

Approval of Minutes

After a review of the minutes from the November 16th, 2022, meeting, a motion was made to approve the minutes by Tammie Reddy.

Unfinished Business

Arboretum Health Check- During the last health check the following issues were found:

- The Buckeye had a couple of broken limbs.
- There were lots of limbs on the ground around tree 57.
- Damaged plant labels on hornbeam and mimosa.
- The mimosa only has half its label left.
- The Autumn glaze maple's name is misspelled on the label and will need corrected.
- A new label is needed for the new cherry trees at visitor center.
- Two ash trees, 21 and 62, need to have drench put on in April, asking Eddie to do.
- Eddie found a new eastern wahoo, and it's now labeled.
- Need to replace American elm, one was found by shelter 3.
- Jack needs to prune the bodock tree.
- The label saved off the old American elm tree can be moved to the new one.
- Tree 42, an elderberry, is missing. Sarah thinks it may have been moved or removed. Checking back on the next health check for the elderberry.
- Need a label for the beech tree.
- Long section of arboretum without any trees past the silver maple, may want to identify some more trees in that stretch to add to the list.

A plan was made to do a walkthrough on Wednesday, April 19th, at 9am to look at what labels need created and what adjustments need to be made to the map.

Arbor Day Review- Jennifer talked to Ms. Rager, an 8th grade teacher with Goodlettsville Middle School. Plans were made to have the art class make posters with their favorite tree. A

few students will be writing poems about trees. The Arbor Day program can take place on-site behind the community center with a tree planting near the pickleball courts. The 8th grade kids can walk from the middle school, and the police department will be asked to help with crossing patrol. Possibly offering the kids a "How to take care of a tree" type document. The art made by students may be hung around the splash pad, just for that one day. The date of the Arbor Day event would be April 28th, after lunch, with time to be determined after speaking with the school again. Jennifer will handle the arbor day event logistics, with Sarah working with Mary Laine Hucks to do marketing.

Peay Park Tree Plan- The parks department will be doing the landscape planning for Peay Park. There is a group that is willing to donate time and materials to the plan. After the City selects a playground vendor, there will be a better idea of the footprint and layout. The landscape plan won't be elaborate, and it would be directly around the Rachel's Garden fences. The tree board would like to offer advice prior to having any trees planted.

Website Review and Discussion- The tree board was shown draft forms of tree care pages that have been added to the website. The new pages included resources, planting instructions, and lists of recommended tree species. The parks department will make the pages live and send the links out to the tree board to review.

New Business

Community Tree Priority Survey- Chris went to the neighborhood enhancement meeting in January and presented the members of the group with the tree survey. Chris compiled the results and found the results to be all over the board. The group had split opinions when it came to tree canopy, tree protection, and budget initiatives. Most welcomed more tree planting within the City, and were favorable to more online resources for tree care. The board has requested that the parks department put the survey out to residents through survey monkey with the intent of giving guidance to the tree board for future endeavors.

Educational Materials for Homeowners- Once the new webpages go live, the educational materials for homeowners will be found on the City's website. The parks department can update the website if the tree board finds they're getting a lot of questions about any specific topic.

Tree Sustainability Plan- This plan will be looked at on a future agenda.

Comments from Board Members & Staff- None

Adjournment: The meeting was adjourned at 10:52am.

Next meeting: May 17th, 2023

Keep Tennessee Beautiful Affiliate Opportunity

Purpose:

- Enhance the community environment through litter prevention, waste management, and beautification
- Enable the local organization to partner with KTnB and network with other organizations to reduce and eliminate blight, promote positive community engagement
- Meet a set of base standards to demonstrate a commitment to quality and level of engagement

Ordinance 23-1067 (attached) – Amending the Municipal Code to change the Tree Advisory Board to the Beautification and Tree Advisory Board.

Acknowledgement of this change in the meeting minutes.

As a Board, we will need to select 10 areas in Goodlettsville to conduct a community appearance assessment. (Guide attached) The purpose of the assessment is to identify and document litter and appearance conditions throughout Goodlettsville. The results will assist in developing strategies to reduce waste and litter and improve community appearance.

Create a Keep Goodlettsville Beautiful mission statement. For example: To educate and inspire Goodlettsville to take action every day to improve and beautify their community environment.

Once the community assessment is completed, a mission statement is created, and a few administrative items are submitted we will become an official affiliate.

To maintain our affiliate status, we must submit dues or a document stating volunteer time of 8 hours, participation in at least one Keep Tennessee Beautiful activity annually:

- Nobody Trashes Tennessee promotion
- Attend KTnB Biennial Conference or Affiliate Retreat
- Keep TN River Beautiful Waterway Cleanup Event or International Coastal Cleanup
- America Recycles Day or recycling or reuse event
- Can You Dig It activity or tree and/or flower planting
- Promote Ready, Set, Grow 5-K Run
- Arbor Day Celebration, Earth Day or Make A Difference Day
- Environmental Education (including reading Nancy and Sluggo Love Tennessee, presentation at a school or youth event)
- Litter Law Enforcement Education (including KTnB training or tarp distribution)
- Other similar programs endorsed by KTnB

Attend a minimum of 4 hours of training during a regional workshop, affiliate forum, webinar or other training programs provided through Keep TN Beautiful and submit an annual report including number of volunteers and volunteer hour.

ORDINANCE 23-1067

AN ORDINANCE TO AMEND TITLE 20, CHAPTER 3 OF THE GOODLETTSVILLE MUNICIPAL CODE BY DELETING CHAPTER 3 IN ITS ENTIRETY AND REPLACING IT WITH A NEW CHAPTER 3 ENTITLED BEAUTIFICATION AND TREE ADVISORY BOARD.

WHEREAS, the City of Goodlettsville has a rich history in providing the highest quality parks, recreation programs and special events to its citizenry, and

WHEREAS, the Board of Commissioners of the City of Goodlettsville has determined it will be in the best interest of the City to create a Beautification and Tree Advisory Board to assist in the further development of the current award winning parks and recreation system;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, THAT TITLE 20, CHAPTER 3 OF THE MUNICIPAL CODE OF ORDINANCES IS AMENDED BY DELETING CHAPTER 3 IN ITS ENTIRETY AND REPLACED WITH A NEW CHAPTER 3, ENTITLED BEAUTIFICATION AND TREE ADVISORY BOARD AS FOLLOWS:

CHAPTER 3. – BEAUTIFICATION AND TREE ADVISORY BOARD

- **Sec. 20-301. - Board created, membership, terms, appointments, and vacancies.**

There is hereby created the City of Goodlettsville Beautification and Tree Advisory Board, hereinafter called "the board." The board shall be composed of five members, one member of the parks and recreation board, four citizens who are residents of the City of Goodlettsville and appointed by the mayor. The term of office for the five shall be staggered three years or until their successors are appointed. The mayor shall fill vacancies in such board for the unexpired term. Board members should be representative of cross-sections of the community who possess a true interest in the trees, urban forestry, beautification and community aesthetics.

- **Sec. 20-302. - Powers and duties of the board.**

(1) It shall be the responsibility of the board to develop and recommend a written plan for the planting, maintenance, and removal of trees and other woody growth on all public parks, city-owned areas, and city parkways. This plan will be presented as part of the department of recreation and park development's annual report to the board of commissioners, and upon their approval shall constitute the official comprehensive city tree plan for the City of Goodlettsville. The board, when requested by board of commissioners and or the city manager, shall consider, investigate, make findings, report and recommend upon any special matter of question coming within the scope of its work.

(2) The board shall make recommendations to city staff as it relates to the beautification of the city.

(3) The board may appoint an advisory committee whom may offer specific expertise to beautification, trees, forestry, etc. Members of an advisory committee will not be required to be residence of the city.

(4) The Goodlettsville Parks and Recreation Department and Administrative staff shall serve as the city liaison with the beautification and tree advisory board.

(5) Duties of officers.

(a) *Chairman*. The chairman shall preside at all meetings of the board and shall call special meetings of the board. The chairman shall vote on all matters coming before the board.

(b) *Vice chairman*. The vice-chairman shall preside over any meeting in which the chairman is not present.

(c) *Secretary*. The director of parks and recreation or their designee shall act as secretary of the board. The secretary is responsible for preparing the agenda and minutes of all meetings.

(6) *Appointment of chairman.* The chairman and vice chairman shall be appointed annually by a majority vote of the board at its first meeting of the new calendar year.

(7) *Board meetings.*

(a) The board will meet regular basis. The board shall set the day and time.

(b) All regular and special called meetings of the board shall be open to the public.

(c) The director of parks and recreation, director of public works, director of planning and community development and the city horticulturist and any other appropriate staff will be present at all meetings of the board.

(d) Minutes of the board meetings will be available for review during regular business hours at Goodlettsville City Hall.

(8) *Minutes.* All proceedings of the board shall be in typed form and filed in a permanent book of record and open to the public for inspection at all reasonable and proper times.

(9) *Quorum.* A majority of the duly appointed board members shall constitute a quorum.

(10) *Voting.* The ayes and nays will be taken upon the passage of all board matters. All votes will be entered upon the minutes of the meeting. The act of a majority of members, at which a quorum is present, will be the official act of the board.

THIS ORDINANCE IS EFFECTIVE FIFTEEN DAYS PAST FINAL PASSAGE, THE WELFARE OF THE CITIZENS OF GOODLETTSVILLE, TENNESSEE REQUIRING IT.

MAYOR RUSTY TINNIN

Passed First Reading: May 11, 2023

Passed Second Reading: _____

CITY RECORDER

Approved as to Legality and Form:

CITY ATTORNEY



Community Assessment Tools and Guide

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For More Information Contact

Keep Tennessee Beautiful
<https://keptnbeautiful.org>

Community Appearance Tools and Guide

Introduction

A Community Assessment is a process of identifying, assessing, and documenting litter and community appearance conditions in pre-determined areas. A tool includes assessing the litter conditions in and around the county, city, or community and ranking the litter condition for annual comparison. The tools help to identify both the behavior and type of litter. Littering behavior consists of throwing, discarding, placing, dropping, or allowing the escape of items. The litter may be disposable packages, containers, cans, bottles, cigarettes, cigarette butts, cigar or cigarillo tips, building materials, or similar printed materials, e.g., pamphlets or newspapers. The assessment process provides an opportunity to understand a visitor's or resident's impression of the community's cleanliness and physical appearance. The community appearance assessment establishes a baseline for litter and blight. It assists in identifying types of products littered and locations to develop a plan of action for reducing litter and littering behavior.

This tool's design provides an essential requirement for consistent implementation across the state. The assessment tools include a qualitative (visual) and quantitative (numeric) examination of community conditions. KTnB recommends conducting a similar evaluation annually to measure success and plan for the following year. This guide includes several recommended forms, and some are marked as optional—the guide's goal is to provide structure and flexibility that will be beneficial to the local affiliate.

Process

The assessment process includes four steps:

- 1) Team Selection and Optional Coordinator
- 2) Planning
- 3) Preparing for Assessment
- 4) Conducting Assessments (Optional Cleaning Up)

Step One: Coordinator and Team Selection

The first step is identifying a team coordinator and selecting assessment team members. The coordinator may be a government staff, civic leader, teacher/professor, or student. The community should recognize the coordinator with the authority and responsibility to complete the assessment. The coordinator's commitment will be 10-12 hours to complete the four-step process and report the results. A general outline of the time commitment includes:

- Identifying team members
- Location determination
- Communicating with the team
- Administering activities on the day of litter assessment and coordinating team tasks
- Documenting results

The team should consist of 3-4 members, including the coordinator. The team should represent the community's diverse interests, including government, business, civic, and

youth representatives. Diversity in the membership is beneficial, e.g., a mix of male/female, professional/job experience, different neighborhoods, and political leader/community residents. A typical team may be elected officials, community leaders or staff, students, or a combination. Individuals selected for the team must be motivated, interested in, and committed to gathering facts about litter and litter conditions and community appearance. The team commitment will vary from 4-6 hours, including:

- Participating in location determination (optional)
- Conducting litter assessment and implementing assigned tasks (outlined in procedure steps)
- Sharing experiences and evaluating process

Step Two: Planning

The coordinator will conduct a tour of the community to plan the assessment. During this planning process, the coordinator should take notes and map sites for the litter assessment identifying the specific areas for conducting the litter assessment and evaluating the conditions. The coordinator is not looking for the cleanest or dirtiest places but planning an assessment using the locations and guidelines to identify different types of sites.

Locations

While the coordinator has flexibility for the site selections, the goal is to identify areas across the whole community using specific land-use types. A grid system dividing the community into sections provides a general way to ensure representation. An alternative may be using roadways or political or school zones to divide the community. The assessment locations include ten (10) pre-determined sites randomly selected from the nine sites listed:

- Entrance roadway, a main road into the jurisdiction (select two entryways)
- Downtown or main street business area
- Residential roadway
- Retail location (not downtown)
- Gas or gas/convenience store
- Restaurant or fast food
- Park, open space, or waterway
- Tourist site
- Public building, e.g., school or government

In the planning phase, the coordinator will also determine the approximate 1,000-1,200 square feet litter assessment area that is easily accessible. Depending on the location layout, either a circular or rectangular area will be planned for the litter assessment (see Exhibits 1 and 2). The coordinator is not required to measure the sites during the planning phase but should be evaluating each location to ensure that the space is available for the litter assessment in one of these suggested options:

- 100 feet by 10 feet = 1,000 square feet OR
- 36-foot diameter circle = 1,067 square feet

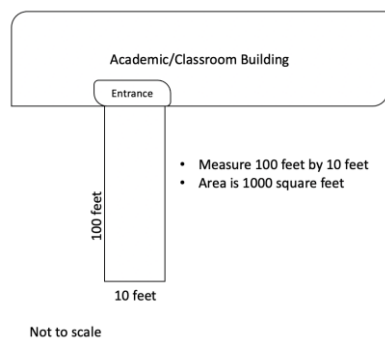


Exhibit 1

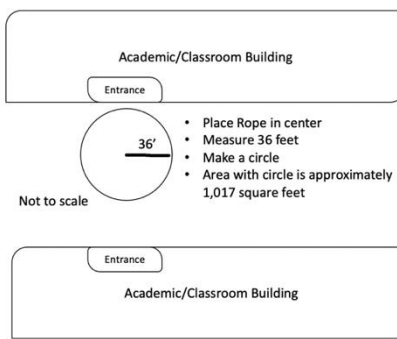


Exhibit 2

Site-specific location considerations:

- Entrance roadway: Select two (2) high traffic areas identified as a primary entrance to the parish/city/town
- Residential road: Select an area that is residential in nature and typical of the jurisdiction, e.g., most common housing type or design
- Downtown/Main Street Business: Select an area outside buildings along walkways or between structure and parking areas (results mid-block may be different from a corner)
- Retail area: Select area outside the building along walkways or between structure and parking areas
- Gas station or gas/convenience store: Select area outside the building along walkways or between structure and parking areas (results mid-block may be different from a corner, and the team may wish to conduct more than one site or note differences if any appear)
- Restaurant or fast food: Select an area near the entrance to the dining area and include an outdoor dining area, if applicable.
- Park, open space, or waterway: Select high traffic area walkway or congregation area
- Tourist area, e.g., historic site, hotel, or location advertised as a place to visit: Select an area with parking and pedestrian and vehicle access or a walkway
- Public building, e.g., school or government: Select area outside the building along walkways or between structure and parking areas

At the end of the tour, the coordinator will have identified the ten (10) locations. The coordinator should have a map showing each site and the possible 1,000 square foot litter assessment area. Additionally, the coordinator may create a written document with the building name, address, and notes on access or parking, if applicable.

Step Three: Preparing for Assessment

After identifying the assessment locations, the coordinator and team will finalize preparations for the assessment, including setting a date and route to the sites. The recommendation for

completing an assessment is a midweek day (e.g., Tuesday-Thursday). The assessment may be conducted any day of the week, but avoiding days or high traffic times is recommended. The litter assessment may occur at any time of year, but for best results, plan at a time of year when the assessment may be repeated annually.

Training the Team

Before beginning, we recommend an orientation of 15-20 minutes to review the assessment tool rating scale. The Team may wish to identify a photographer. Photos of assessment locations are valuable for community presentation—before and after photos assist in telling the story of the affiliate’s success and challenges. If the team chooses to use the KTnB app, 1 or 2 members may volunteer to download the app and enter data on the day of assessment.

The community assessment is based on the First Impressions program created by the University of Wisconsin Extension Service in 1991. Several online resources that are similar to this assessment process are available, including these two videos:

Canada First Impressions Community Exchange program

https://drive.google.com/file/d/0B8nFWNv_HWsPWGdleVJIWXIFeXc/view

Canada Rural Development Impressions Community Exchange

<https://www.youtube.com/watch?v=M-5WQ7lbsFY&feature=youtu.be&t=29s>

Step Four: Conducting Assessment

Sharing Safety Considerations

Assessment participants must follow instructions by the coordinator. During the assessment, team members may wear face masks, and clothing recommendations include:

- Comfortable shoes for walking on uneven surfaces
- Hat
- Clothing appropriate for bending to collect litter from the ground, and gloves, optional if cleaning up

Participants may observe various conditions or the following risks, primarily if cleanup is conducted. Possible risks include:

- Wet (contain liquid), dusty, or moldy material
- Sharp objects, e.g., broken glass or used needles
- Toxic or corrosive waste
- Live and dead animals or parts of animals and/or insects, including mosquitos, cockroaches, ticks, and fleas
- Body fluids
- Other potentially hazardous natural and/or manufactured materials

The coordinator should provide safety information specific to the community. The pre-assessment communication should inform the team about liability waivers, if applicable, and that training will be included before beginning the actual assessment.

Assessment Process

The Coordinator will provide each member with a copy of the scoring sheet, a pencil, and possibly a clipboard. As an overview, the team will work together and move from location to location to conduct the Assessment and may wish to coordinate vehicle transport between locations.

Upon reaching an assessment location, the Team will measure the assessment area. Each member will evaluate the overall community appearance and litter conditions. After scoring the location, the Team may discuss the scoring and sources of litter.

Using the KTnB app, we recommend one person walking and calling out the type of litter. The second person will record the data in the app and take pictures. A third person will use tally. The fourth person may take photos separate from the app to further document conditions and comparisons in the future. After the litter rating is determined, team members may collect litter and share types of litter collected for inclusion on the app.

Concluding Litter Assessment and Compiling Results

At the end of the assessment, the coordinator should ask the team about the experience and discuss their analysis of conditions. The coordinator will provide a Wrap-Up form to each team member. These questions may assist in communicating the results of the litter assessment.

The Team Coordinator collects assessment score sheets for each member. The photographer, if designated, will share photos. The Coordinator compiles the results to share with the Team within 7-10 days. If appropriate, a Coordinator creates a presentation of the results to share with the elected or appointed officials, community leaders, and residents.

Conclusion

The assessment results will assist the community in developing or enhancing strategies to reduce waste and litter and improve community appearance. With the results, community leaders will better understand the extent of the litter problem. The assessment results will then assist a community in educating and engaging residents, business owners, and community leaders in developing plans to address waste reduction, litter prevention, and blight. Optionally, the assessment team may collect litter to understand the composition of litter better. Ultimately, the research will help an affiliate develop plans and programs to eliminate litter and promote proper waste disposal behaviors.

Community Assessment Planning Checklist		
Task	Details	Date
Coordinator	Select leader for the litter assessment	
Team	Identify team members	
Sites –Litter Assessment	Identify locations	

	<input type="checkbox"/> entrance roadway into the jurisdiction (2) <input type="checkbox"/> residential road <input type="checkbox"/> downtown or main street business area <input type="checkbox"/> retail location (not downtown) <input type="checkbox"/> gas or gas/convenience store <input type="checkbox"/> restaurant or fast food <input type="checkbox"/> park, open space, or waterway <input type="checkbox"/> tourist site <input type="checkbox"/> public building, e.g., school/government Map infrastructure at locations, e.g., storm drains, trash cans, recycling receptacles, or similar	
Schedule Date and Time	Check calendars, suggest a midweek day	
Supplies (purchase or verify)	See the detail list in the guide <input type="checkbox"/> Measuring wheel, tape measure, or 100 feet of rope and marked at 36 feet <input type="checkbox"/> Tape, flag, or cone to mark area Optional <input type="checkbox"/> 3-4 buckets or trash bags for cleanup <input type="checkbox"/> Litter tools, e.g., grabber <input type="checkbox"/> Reusable or disposable gloves <input type="checkbox"/> Masks or face covering	
Reminder to the team (1 and 7 days prior)	Send a message to the team with details on the litter assessment	
Waste disposal	Arrange to dispose of any litter collected during the assessment	

Community Assessment - Planning Checklist		
Task	Details	Notes
Team Safety Training	<input type="checkbox"/> Safety reminders, including wearing masks, eye shields, and gloves, when applicable <input type="checkbox"/> Paperwork, e.g., waivers, if applicable	
Assign Team Duties	<input type="checkbox"/> Measuring area using either tape measure, measuring wheel, or rope <input type="checkbox"/> Data collection on a tally sheet or app <input type="checkbox"/> Litter identification, optional <ul style="list-style-type: none"> <input type="checkbox"/> Paper <input type="checkbox"/> Metal <input type="checkbox"/> Organics <input type="checkbox"/> Glass <input type="checkbox"/> Mixed-Materials <input type="checkbox"/> Collecting litter, optional <input type="checkbox"/> Post data analysis	
Data Finalization/Reporting	Enter data in applicable forms	

Determining Area and Mapping Locations

Rectangle

Recommended measurement is a rectangle with 1,000 square feet in area. Adjust the length or width to maintain the 1,000 square feet depending on the physical location.

Length: 100 feet

Width: 10 feet

Length: 50 feet

Width: 20 feet

<https://www.calculateme.com/shape-area/rectangle/>

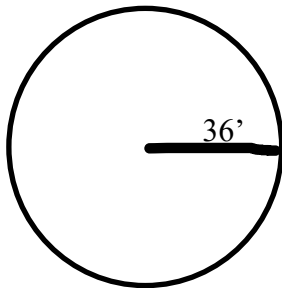
<https://www.sensorsone.com/length-and-width-to-area-calculator/>

Depending on the site's configuration, the team may adapt to another length or width to reach 1,000 square feet. In a parking area, the team may consider 50 feet by 20 feet or 40 feet by 25 feet = 1,000 square feet to survey parking spaces, typically 18 feet in length by 9 feet wide, plus pedestrian and vehicle area surrounding a parking space.

Circle

Identify a center point and then make a circle with a 36 feet radius. The center point should be a minimum of 36 feet from a building. The total area within the circle is 990-1,046 square feet.

<https://www.calculateme.com/shape-area/circle/>




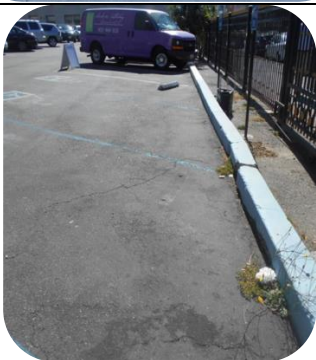


Mapping and Coordinates

A map will assist in planning and conducting the litter survey and to provide documentation of the sites for future assessments. Several apps and maps on phone and tablet will assist in identifying coordinates. On iPhone or Android phone or tablet:

- Open the Google Maps app
- Touch the screen and hold a finger on the location on the map
- A red pin appears
- Scroll up on iPhone to the bottom to see coordinates or on Android search box to find the coordinates.

Another option is to enter the location/address into <https://www.latlong.net/> and drag the pin to the site.

Litter Scale

<p>Excellent/1</p>	<ul style="list-style-type: none"> • Virtually no litter • 1 or 2 small items under 4 inches in an area • Generally tidy 	
<p>Good/2</p>	<ul style="list-style-type: none"> • A small amount of litter • Littered items do not continually grab the eye 	
<p>Fair/3</p>	<ul style="list-style-type: none"> • Visible litter catches your eye frequently • Considerable effort to clean 	
<p>Poor/4</p>	<ul style="list-style-type: none"> • A continuous and noticeable amount of litter • Litter first thing noticed • Strong impression of a lack of concern about litter 	

Frequently Asked Questions

Step One: Organization

Do all the assessment team members need to be from the same department or group?

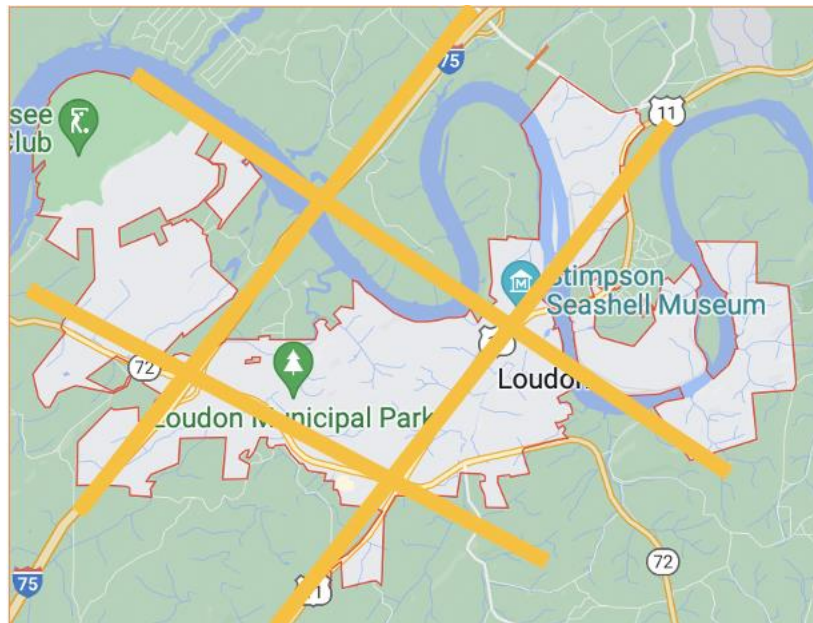
- No, the litter assessment team may include anyone interested in participating. The guide offers suggestions for identifying team members.

Should we keep the names of the assessment team?

- We recommend keeping a list of the litter assessment team composition with the Assessment files/records. The material may be beneficial in conducting the Assessment in the future.

Step Two: Planning

- Do we need to identify locations from across the whole community?
The recommended location types, e.g., entryway, downtown, and gas station/convenience store, might be anywhere within the jurisdiction's defined boundary. The diverse locations provide flexibility for the selected sites from different areas. A grid system dividing the community into sections provides a general way to ensure representation from across the community. An alternative would be to use major roadways or political or school zones.



What types of physical characteristics should we consider in selecting sites?

- In addition to randomly sampling across the community, the coordinator and team may want to look for storm drains and slopes for water flow. The site may or may not be near trash or recycling containers, but research indicates people are more likely to litter 29-30 feet from a container (Carson, 2021; Schultz et al., 2013).

When measuring litter at a building entrance or in front of a door, what steps should we take?

- The Assessment Team should conduct the measurement when building entry traffic is low, e.g., assessment at 8:30 a.m. when class starts at 9:00 a.m. The team members should be aware of their surroundings and familiar with any emergency exit. The members should not obstruct walkways unnecessarily and attempt to look down at litter while at the same time checking for pedestrians and vehicles.

Step Three: Preparing for the Assessment

Do we need to use the same measurements at all sites?

- The recommendation is to use an approximate 1,000 square foot area for consistency. The shape of the assessment area may vary depending on the terrain or physical characteristics of the assessment location.

Should team members wear specific clothing?

- Yes. The team members should wear comfortable clothing and closed-toe shoes. If cleanup is conducted, we recommend clothing that is easy to bend in to collect litter.

Step Four: Conducting the Assessment

Should all sites be observed on the same day?

- Yes, all assessments should occur on the same day and within a continuous number of hours, e.g., Wednesday between 8:30 a.m. and 3:30 p.m.

Should the team collect litter? Recommend

- It is optional to collect the litter. The team may use the Assessment to collect information that will be used to organize cleanups and create a plan to address the community appearance issues.

Community Assessment Tool

Scorer Name: _____ Date: _____

Location (provide specific and check type below)

- | | |
|---|---|
| <input type="checkbox"/> entrance roadway (2) | <input type="checkbox"/> restaurant or fast food |
| <input type="checkbox"/> residential road | <input type="checkbox"/> park, open space, or waterway |
| <input type="checkbox"/> downtown or main street business | <input type="checkbox"/> tourist site |
| <input type="checkbox"/> retail location (not downtown) | <input type="checkbox"/> public building, e.g., schools or government offices |
| <input type="checkbox"/> gas or gas/convenience store | |

Overall Appearance Condition Score (Place X by your overall location score)

- Excellent - appealing with no disrepair to buildings, signs, or infrastructure issues
- Good - acceptable with minimal disrepair to buildings, signs, or infrastructure issues
- Fair – noticeable issues with litter and disrepair to buildings, signs, or infrastructure issues
- Poor – considerable litter, dilapidated structures, signs, or infrastructure issues

Litter Condition Score (Place X by your overall location score)

- Excellent – no litter or minimal litter
- Good – a small amount of litter that does not continuously catch your eye
- Fair – litter that continuously catches your eye
- Poor – heavy litter, large items, unkempt area

Litter Source (Estimate source, either intentional or unintentional)

Sources of Litter	Percentage	Intentional or Unintentional
Business (dumpster or lack of receptacle)		
Construction or demolition		
Loading area or dock		
Households (residential trash bags or cans)		
Motorists (including boaters)		
Hauling or uncovered vehicle		
Pedestrians		
Other		
Total = 100	100	

Are trash receptacles? () adequate () inadequate () covered () overflowing

Are recycling containers? () adequate () inadequate () covered () overflowing

Are dumpsters? () screened () visible () clean () overflowing

Comments (e.g., litter at the intersection or dilapidated signs):

Wrap up

Instructions: Each Team member will provide brief written responses at the end of the day.

Was your perception before the scoring locations positive or negative? Why?

In what ways was the community different from what you expected?

List three positive things did you observe about the community.

- 1.
- 2.
- 3.

What are the three biggest obstacles or challenges facing the community?

- 1.
- 2.
- 3.

Were you surprised by anything? If yes, describe:

Other comments:

Optional Litter Tally Sheet

Community Name:	Contact Name:	Phone and Email:
Location: <input type="checkbox"/> entrance roadway into the jurisdiction (2) <input type="checkbox"/> residential road <input type="checkbox"/> downtown or main street business area <input type="checkbox"/> retail location (not downtown) <input type="checkbox"/> gas or gas/convenience store <input type="checkbox"/> restaurant or fast food <input type="checkbox"/> park, open space, or waterway <input type="checkbox"/> tourist site <input type="checkbox"/> public building, e.g., school/government		Litter Assessment Number _____ 1=No Litter 2=Small Amount Litter 3=Littered (easily seen in the area) 4=Excessive Amount Litter
Material Type	Count	Source/Notes
PAPER		
Cardboard/Box		
Envelopes and junk mail		
Food packaging		
Napkins/Towels		
Newspaper		
Office/writing paper		
Paper bag		
Paper cup		
Paper plates/food service		
Receipt		
Small paper pieces		
Other		
TOTAL PAPER		
METALS		
Aluminum can, beer		
Aluminum can, energy drink		
Aluminum can, soft drink		
Aluminum can, water		
Cap or Tab		
Food Packaging/Aluminum foil		
Small metal pieces		
Other		
TOTAL METAL		
ORGANICS		
Food item – apple core		
Food Waste – prepared food		
Other		
TOTAL ORGANICS		

Optional Litter Tally Sheet		
Material Type	Count	Source/Notes
GLASS		
Glass beverage bottle, alcohol		
Glass beverage bottle, water/tea		
Small glass pieces		
Other		
TOTAL GLASS		
MIXED MATERIALS (combo plastic, paper, and/or metal materials)		
Candy/Gum wrapper		
Condiment Package (ketchup)		
Drink carton (milk)		
Drink box (aseptic box)		
Food packaging		
Cigarette/cigar butt		
Other		
TOTAL MIXED MATERIALS		
PLASTIC		
Bag		
Beverage bottles – soft drinks		
Beverage bottles - water		
Cap		
Cup		
Film/wrap		
Food containers - foam		
Food containers - #1 or 2		
Food packaging		
Lids		
Straws		
Utensils/Cutlery (fork, spoon)		
Zipper/sandwich bag		
Small plastic pieces		
Others		
TOTAL PLASTICS		
OTHER ITEMS		
Clothing or pieces		
Hygiene Items		
Other		
TOTAL OTHER ITEMS		

Optional Overall Appearance Assessment

5 Minute Assessment

Enter the community through the designated route and take a 5-minute drive without stopping. What was your first impression?

Overall Appearance Condition Score (Place X by your overall location score)

- Excellent - appealing with no disrepair to buildings, signs, or infrastructure issues
- Good - acceptable with minimal disrepair to buildings, signs, or infrastructure issues
- Fair – noticeable issues with litter and disrepair to buildings, signs, or infrastructure issues
- Poor – considerable litter, dilapidated structures, signs, or infrastructure issues

Entrance Location 1:

Location	Excellent	Good	Fair	Poor
Street				
Parking lots				
Buildings				
Landscape/Planted areas				
Signs				

Entrance Location 2:

Location	Excellent	Good	Fair	Poor
Street				
Parking lots				
Buildings				
Landscape/Planted areas				
Signs				

Entrance Location 3:

Location	Excellent	Good	Fair	Poor
Street				
Parking lots				
Buildings				
Landscape/Planted areas				
Signs				

Entrance Location 4:

Location	Excellent	Good	Fair	Poor
Street				
Parking lots				
Buildings				
Landscape/Planted areas				
Signs				

Optional Assessment Summary

Town/City/County:

Assessment Coordinator Name:

Email:

Phone:

Date Assessment Completed:

Time to Organize/Plan (# Hours):

Time to Conduct (# Hours):

How many people were on the Assessment Team?

Description of Litter Assessment Team (Check all Applicable)

- Elected officials
- Solid Waste Department or Contractor
- Parks/Facility Management Department
- School Service-Learning Department/Division
- Environmental Science/Political Science/Sociology Professor (class project)
- Student organization (service project)

Specific Name of Organization(s):

Describe the Location of Each Site and Litter Ranking

Location	Litter Ranking 1-4
Entrance roadway Location:	
Residential road Location:	
Downtown or main street business area Location:	
Retail location (not downtown) Location:	
Gas or gas/convenience store Location:	
Restaurant or fast food Location:	
Park, open space, or waterway Location:	
Tourist site Location:	
Public building, e.g., school/government office Location:	

of bags of overall litter removed



