

## City of Flint Forestry - Resident Initiated Service Request Process

1. A resident may report a concern about a City-owned street tree (tree located between the sidewalk and the curb) into the Street Maintenance Department of the City of Flint (COF) at (810) 766-7343 creating a Resident Initiated Service Request (RISR)
2. A COF Representative and the Genesee Conservation District Forester (GCD) inspect the tree(s) at the reported location, make an attempt to speak with the resident, and leave a door hanger containing the prescription of work and a signature card for the resident to sign as an acknowledgement of the prescribed work to be performed
3. The resident signs the acknowledgment signature card and returns it, or makes arrangements to have it picked up by either the COF (810) 766-7343 or GCD (810) 820-2681
4. The contractor schedules and completes the work requested at no cost to the resident
5. GCD inspects the completed work, logs the completed work into Tree Tracker and the budget sheet, and submits the contractor's invoice along with a picture of the completed work to the COF and the City of Flint's Accounts Payable Department

Revised 3/20/2019



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