



## Agenda

Coburg Parks |Tree Committee  
City Hall, 91136 N. Willamette  
November 21<sup>st</sup> 2023

6:00 pm CALL TO ORDER

Mary Mosier

ROLL CALL

Brian Harmon

AGENDA REVIEW

Mary Mosier

APPROVE MINUTES FROM October 17<sup>th</sup> & October 30<sup>th</sup> 2023

Mary Mosier

CITY UPDATES/CITY ADMINISTRATOR REPORT

Brian Harmon

6:15 pm COMMITTEE BUSINESS

Veterans Memorial Project Update

Brian Harmon

Committee Goals/Work Plan

Mary Mosier

Tree City USA Work Plan Review

Brian Harmon

Plaza Upgrade Update

Brian Harmon

7:00 pm ADJOURNMENT

DATES TO REMEMBER

December 12<sup>th</sup> - City Council Meeting

December 19<sup>th</sup> - Parks and Tree Committee Meeting



## MINUTES

### Parks Tree Citizen Advisory Committee

October 17, 2023 at 6:00 P.M.

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Mary Mosier, Chair; Lonna Meston, Coleen Marshall, Joe Morneau, Karen Coury

**MEMBERS ABSENT:** Tom Beatty, Michelle Shattuck

**GUESTS/STAFF PRESENT:** Nancy Bell, Mayor; Claire Smith, City Council Liaison; Adam Hanks, City Administrator; Ty Wilson, Public Works; Megan Dompe, Coburg Main Street

**RECORDED BY:** Madison Balcom, Administrative Assistant

#### CALL TO ORDER

Chair Mary Mosier called the meeting of the Coburg Parks Tree Citizen Advisory Committee to order at 6:00 pm.

#### ROLL CALL

Public Works', Ty Wilson called roll. A quorum was pre-established.

#### AGENDA REVIEW

There were no changes.

#### APPROVE MINUTES FROM JULY 18, 2023

Chair, Mary Mosier read from a document she compiled for a variety of recommended changes to the July 18, 2023 minutes as listed below;

1. Section a, sentence 4: reword to "She mentioned how the stones below the pavilion steps were slick from being irrigated that morning. They mentioned..."
2. Section b, sentence 3: reword to "She suggested that the next work party should be at Jacob Spores Park."
3. Section b, sentence 4: reword to "Mr. Beatty asked about getting plants to put around the sign."

4. Section c, sentence 4: reword to “Mr. Beatty asked where to obtain the military medallions, and if Joe Morneau was going to work on getting those.”
5. Section c, sentence 9: reword to “Mr. Wilson asked if there were five military branches.”
6. Section d, last sentence: reword to “Mr. Wilson said that Council had hoped to go out to bid and see them at the November council meeting.”
7. Section e, sentence 1: reword to “... Mr. Wilson noted to ask Brian about it.”
8. Page 4, under bullet 1: add heading “Repairs to Pavilion”
9. Page 4, bullet 2: reword to “Mr. Beatty mentioned a report from the structural engineer that listed options for step replacements and approximate cost for those repairs.”
10. Page 4, under bullet 6: add heading “Projects Update”
11. Page 4, bullet 7: reword to “Ms. Mosier summed up the projects that have been completed and ones that are yet to be completed.”
12. Page 4, bullet 8: reword to “Mr. Beatty asked about the maintenance plan for the Trails End Park.”
13. Page 4, bullet 10: reword to “Mr. Beatty had asked to hold off on moving certain spots, therefore it didn’t get mowed at all.”
14. Page 4, under bullet 11: add heading “Norma Pfeiffer Park”
15. Page 4, bullet 12: reword to “...if she would rather see a tree to shade the playground instead of a sail...”
16. Page 4, bullet 13: add “until a tree can provide enough shade” to the end of sentence.
17. Page 4, under bullet 14: add heading “Camping at Trails End”

Committee members also suggested that future minutes utilize the agenda topic headings to help provide context to the committee member comments.

## **MOTION**

Coleen Marshall moved, seconded by Lonna Meston to approve the July 18, 2023 Parks Tree Citizen Advisory Committee meeting minutes as amended.

*Motion passed as 3:0, Joe Morneau abstained.*

## **CITY UPDATES | CITY ADMINISTRATOR REPORT**

Ms. Mosier asked if anyone had questions for Ty, the City, the Mayor or the City Administrator.

## **COMMITTEE BUSINESS**

### **a. Work Party**

The work party scheduled for October 16, 2023 was cancelled last minute due to weather.

Ms. Marshall suggested not setting or advertising a certain date for the next few work parties. Instead, just find a nice day, let Public Works know, and have available committee members help. Ms. Mosier was fine with that idea.

Councilor Liaison, Claire Smith asked if there were any quorum conflicts with not doing an official notice for the work parties. Mr. Hanks said he would check to see if there were any exclusions in the ORS.

#### **b. Veterans Memorial Update**

Public Works', Ty Wilson said that two weeks ago they got everything lined and marked, cut out the five paths for the branches, and put a tarp over it to prepare for the heavy rain. They were not able to work on it last week because of the rain, but they were able to keep it dry. They removed the tarp and are hoping to start working on it again this week.

Ms. Mosier asked if he had found anything out about the medallions and Mr. Wilson had said not yet.

Mr. Morneau said that the new veterans banners were ordered and should be delivered to City Hall within the next week.

#### **c. Update on Pavilion**

City Administrator, Adam Hanks and Coburg Mayor, Nancy Bell reported on this. Ms. Bell had mentioned a previous conversation about the potential of needing to phase things in because costs had increased, and also talked about donation opportunities.

Mr. Hanks said that he and Brian were talking about the bid documents, logistics, and supply chain. They determined that they would not be able to squeeze the project into the desired timeline. They are still a go for the project, but they are flipping and separating the two pieces. They will bid out the restrooms and fountain separately this fall/winter and will complete construction and related utility site work by the end of June of 2024.

Karen Coury asked if the part that the staff does will come first, and then the part that Branch Engineering does will come later, and then what will be left.

Mr. Hanks said Branch Engineering would still be involved, but the main components on the plan that were labeled on the project plan documents as 'by owner' would be done first.

Ms. Bell said that the rest of the park, like the paths, elevation changes, irrigation system, planting, and electrical, would be what's left to be bid as a complete second phase.

Ms. Coury asked if they would be scaling back to make it more affordable. Mr. Hanks said they aren't scaling back, but they are putting it into an order of operations to make sure they are meeting the requirements of the grant.

Ms. Coury asked if they had a core list of what is required by the grant. Ms. Bell said yes and Mr. Hanks said he would resend it.

Mr. Morneau asked if they had an anticipated cost overrun by delaying the project. Mr. Hanks said it's not a delay, just an extension. He said they aren't necessarily spending extra money, just trying to figure out exactly what the costs and the rest of the grant funding will be. Separating the project into these two distinct phases will assist in tightly managing the project budget and the grant requirements.

Ms. Mosier clarified if the grading would be done later. Mr. Hanks said yes, that would be part of the bid. She then asked if there is any concern that it might damage where the fountain is. Mr. Hanks said it is a concern, and that they might want to bid to have the fountain built and ready to install, and not place it until the grading is done, to prevent any damage.

Ms. Mosier said that the committee's concerns about fundraising is that they need a definite plan to show and explain to people. Hanks agreed with that and will work with staff and the project designers to prepare plan boards/posters for the committee and community to utilize in promoting donations.

Mr. Hanks and Ms. Mosier discussed the scale of the park once the fountain and paths are marked, and the lighting options that will fit best with it (how many, size, type, price, etc.)

Ms. Mosier mentioned that she and Tom Beatty were able to go in and go over the plans before the final submission was made. They noticed that a plant list was left off by mistake and that the extension of the rock wall was taken out because the parking is going to be parallel rather than head-in which eliminates the purpose of the wall (safety barrier).

#### **d. Trails End Maintenance**

Ms. Mosier said that she had asked Tom Beatty to put together a maintenance list for Trails End Park to prevent the removal of some of the plants.

Mr. Wilson said that would be helpful for them, and good for the communication between what does and does not need mowed during the certain times of year.

Mr. Hanks said they would need to compare the recommendations with what they can accomplish along with all the other vegetation work that they do.

#### **e. Cars and Trucks on Norma Pfeiffer Park**

Ms. Mosier voiced her concern of having vehicles parked on the grass of Norma Pfeiffer during the antique fair. She would like to recommend that the City go back to the previous rules, where they were to unload on the street, then park at the school, and not in the park.

Ms. Smith asked if they need to have a City policy regarding parking on the grass, for all events, that has to do with whether you can or not, size/length of vehicle, length of time, etc. This would make it consistent for all events and festivals, so they wouldn't have to deal with them all separately.

Mr. Hanks said that a policy would have to take seasonality, weights of vehicles, etc. into account all across the board, and to have a clear objective with the policy.

Coburg Main Street Coordinator, Megan Dompe explained that there are some people over the age of 80 that do it, because it's the only one they are able to. She would like to see some availability for those people to have easy access and be able to park close. She said they would work around whatever Coburg decides on.

Mr. Wilson said that one instance of damage he remembers was some ruts that were left by a trailer at the pavilion in 2018 during a wet month. They kept track of their time and supplies they used to fix it up so they could recoup the costs.

Ms. Mosier mentioned how you could damage the roots of the young trees when driving too close to them. Mr. Hanks said that it is common to have a tree protection zone in the event permits, and have a map that shows where you don't want them to be.

Mr. Morneau agrees that they should go back and take a look at the permit and what it says regarding parking and driving in the park, and what would happen if things go wrong.

#### **f. Treatments for Pavilion at Pavilion Park**

Ms. Mosier mentioned that the roof the city replaced had water damage on the underside of the overhang. The structural engineer recommended adding a treatment to prevent more decay. She said that would be something that Public Works will have to address. That is something she would like to see done so it doesn't continue to decay. She also mentioned the repairs on the front steps, which could be something they fundraise for. Hanks noted that he would coordinate with PW Director Harmon on the wood treatment installation.

#### **g. Quarterly Report Ideas**

Ms. Mosier asked the committee to look at what they've done for the year, and what they still plan to do, and come back next month with their ideas on what they'd like to see on the report and what projects, activities and issues they would like to accomplish for 2024.

#### **h. Lighting at Pavilion Park (cheaper ideas)**

Ms. Meston is interested in dark sky lighting and wondered if there are any grants that can help with the design and concept of that. Mr. Hanks said he had not seen anything specific to dark sky lighting, but they can look into it.

Ms. Dompe mentioned that there is a \$50,000 T-Mobile grant for things like that, that might include adding Wi-Fi at the park. She said they might want to look into that and she would email it to Mr. Hanks.

## **ADJOURNMENT**

Ms. Mosier adjourned the meeting at 7:02pm.

**APPROVED** by the Park Tree Citizen Advisory Committee of the City of Coburg on this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Mary Mosier, Chair

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder

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## **MINUTES**

### **Parks Tree Citizen Advisory Committee**

#### **Special Meeting**

October 30, 2023 at 5:00 P.M.

Coburg City Hall

91136 N Willamette Street

**MEMBERS PRESENT:** Mary Mosier, Chair; Joe Morneau, Michelle Shattuck

**MEMBERS ABSENT:** Tom Beatty, Lonna Meston, Coleen Marshall, Karen Coury

**GUESTS/STAFF PRESENT:** Brian Harmon, Public Works Director

**RECORDED BY:** Madison Balcom; Administrative Assistant

#### **CALL TO ORDER**

Chair Mary Mosier called the special meeting of the Coburg Parks Tree Citizen Advisory Committee to order at 5:00 pm. No quorum was present at this meeting to conduct official business, therefore no formal recommendation to Council on the agenda item could be made. However, an informal discussion on Pavilion Park Restroom options, including suggestions informally sent in to the chair by absent members did occur.

#### **DISCUSSION NOTES**

##### **Pavilion Park Restroom (new wall texture and color)**

Ms. Mosier said that she, Tom, and Coleen like the stacked rock option for the texture, all the way up on all four walls.

Ms. Mosier suggested a contrasting color. Mr. Morneau preferred not having a bright color.

Ms. Mosier and Mr. Morneau liked the Malibu Taupe and Rich Earth color. Ms. Marshall liked Liberty Tan, Sand Beige, or Java Brown. Mr. Beatty like Rich Earth, Western Wheat and Rosewood.

Committee members present were supporting the Stacked Rock texture, Rich Earth or Liberty Tan color, and Cedar Shake roof.



**APPROVED** by the Park Tree Citizen Advisory Committee of the City of Coburg on this \_\_\_\_ day of \_\_\_\_ 2023.

\_\_\_\_\_  
Mary Mosier, Chair

**ATTEST:** \_\_\_\_\_  
Sammy L. Egbert, City Recorder

DRAFT

# City Administration Report



November 14, 2023

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This report is intended to provide Council with an overview of current activities, project status updates and previews of select upcoming issues and activities of Council and Staff.

## Featured Items

1. **Pioneer Valley Estates (PVE) Letter** – As I noted in an earlier report, City staff has been in dialogue with a long-term resident of PVE who has been involved with the issue of the City providing water service to the PVE residents for many decades. A letter from Mayor Bell and I was mailed to all residents of PVE last week providing a summary of the history and current status of the issues and offered an opportunity for an open house for residents to come to City Hall and learn about the City's objectives, listen to resident concerns and requests and ultimately with Council to develop a plan to resolve the challenging water infrastructure issues at PVE. The letter is attached to this report.
2. **November 28<sup>th</sup> Council Work Session** – City staff continue to work on a number of water system projects and with the completion of the well drilling on Stallings Lane, staff would like give Council an update on the City's Water System projects and discuss how the outcomes of the projects may impact existing financial resources as well as the prioritization of future water system projects. While no decisions are made in work sessions, staff will have several issues to present that will likely need to be formally addressed at the December Council meeting.
3. **Oregon Dept of Transportation (ODOT)** – While this minimally impacts City operations, it is worth sharing that ODOT recently published a "Level of Service Reduction" notice for Region 2 as it may be impactful to Coburg residents and also serves as a reminder on the challenges at the state, county and local level in maintaining service levels in an environment where expenses are outpacing revenues in nearly all operating categories.
4. **Staff Training** – Staff in a number of departments had training opportunities this past month. While a challenge for staffing/coverage, training is essential for individual professional development, peer networking and to gain knowledge of new regulations and best practices and hear about innovative work in other communities as well as an opportunity to focus on things outside of our individual day to day functions.

- 1) **League of Oregon Cities Annual Conference** – I attended the annual LOC conference, which was conveniently held in Eugene this year (Bend next year). There were a number of good sessions. Two in particular that I found worthwhile and pertinent for our work here in Coburg was “How to Maximize Existing Revenue Sources and Look for New Sources” and “How to Find, Successfully Secure and Manage Grants”. Revenues not keeping pace with operating revenues is a theme for cities both large and small and is a topic that we will dive into in the early months of 2024 at our Council Retreat and on into our 2024-25 Budget season.
- 2) **Tyler Technologies-InCode Municipal Court software** – Municipal Court Administrator Mandy Balcom was invited and is participating with a select group of users to beta test Tyler’s newest court software. Mandy has utilized this software in our Municipal Court operations for a number of years and will be able to help Tyler shape the final product that we, and many Municipal Courts, will use in the coming years. The City gains early exposure to the new software and can plan for its eventual implementation much more smoothly and efficiently and have a product that fits our needs.
- 3) **American Planning Association (APA) – Oregon** - Planning Director Megan Winner recently attended the Oregon APA Conference, also conveniently held in Eugene. Sessions included content on gauging social values to allocate funds to mitigate the impacts of climate change, two cities that have successfully established safe parking programs for people experiencing homelessness that need a place to sleep in their vehicles by working with leaders in the faith community, navigating privilege and advocating for equity and housing production implementation plans and strategies.
- 4) **Springbrook User Conference** – Finance Director Greg Peck and Utility Billing Supervisor Sara Athey recently attended the three-day user conference for the financial software system (Springbrook) that the City utilizes for its general ledger, accounts payable, accounts receivable, miscellaneous billing and will soon be adding payroll and an online citizen portal for utility billing.

Greg and Sara attended numerous group sessions as well as a number of one-on-one trainings on specific aspects of the Springbrook software. Springbrook is moving its customers to a newer platform with improved user interfaces as well as AI embedded support features. The time commitment for a training like this is much appreciated as it takes our staff away from their home and family/personal time.

## **5. Recreational Immunity – CIS Summary Report**

CIS, the City’s insurance provider recently published a summary report on a recent Oregon Court of Appeals decision that has a significant potential impact to any and all land owners (public or private) that allow free general public use of their lands. The decision dilutes (and some would say destroys) the legal protections against personal injury claims that had long been in place called recreational immunity. The report is attached. City staff will be utilizing guidance from CIS to review the City’s exposure given this ruling and will update Council after that work has been completed. Initial recommendations for Cities can be found on page 5 of the report.

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## Department Activity & Statistics

Staff maintains various activity, work order and case log type records that are utilized for a variety of required reporting to other agencies and/or for day-to-day oversight and management of their operations. Some of the data comes from third party software systems and typically not always in a format that is easily summarized or customized.

Staff will continue to refine the statistics and work to provide Council and the community with useful, relevant activity indicators and will also work towards the development of service level indicators that can often better connect the City funds (taxes, rates, fees) with the type and quality of the services provided.

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## Public Works

### Streets/Rights of Way

- **Drainage Project**
  - Crews did some touch up work Shane Ct
- **Maintenance**
- **Tree Trimming**
  - Trimmed arborvitae on Abby walk path
  - Trimmed tree limbs on S Willamette
  - Emergency response to E McKenzie for tree limb that fell onto power line

### Water

- **Repairs**
  - Booster pump #3 - Pump is back in service. It does appear that the other two could have some compromise to them as well. Crews are going to working on evaluating those as well.
- **Leaks**
  - Crews fixed a service line on S Harrison S
  - Leak Investigations = 1
- **Distribution System**
  - New Service Installs = 2
  - New water quality sample Station - Macy St.

### Sewer

- **Collections**
  - New Service Install = 1
  - Inspections = 5
  - Callouts = 9
  - Tank Pumping = 2
- **Plant Repairs & Major Maintenance**
  - Annual maintenance on the Digester and Biosolids Basin

## Parks Dept

- Staff in working with Parks and Tree Committee has selected a restroom and will be moving forward with the purchase per City Council approval
- Crews fixed lights at Johnny Diamond Park
- Crews winterized all the Parks
- Crews are continuing the work on the Veterans Memorial

## Miscellaneous

- Locates = 11
- Work Orders = 62
- City Hall Maintenance
  - Hung TV for upstairs conference room
  - Worked on replacing lights inside the building
  - Replaced light in restroom downstairs

## Priority Project and Task Lists

1. Drainage on Shane & Rustic **(Street Dept) DONE**
2. Booster pump #3**(Water Dept) DONE**
3. Well #2 leak/Electrical repairs **(Water Dept) DONE**
4. **Sewer Dept**

WWTP	1. Influent meter
	2. Perm Pump
	3. Maintenance program has started and we look to finish by January

5. Veterans Memorial **(Parks Dept) ONGOING**
6. Blank logos in panels/ panel upgrades (91020 S. Skinner) **(Sewer Dept)**
7. Infiltration In STEP Systems projects **(Sewer Dept)**
8. Bruce & Water catch basin **(Sewer Dept)**
9. Booster flow meter / Well #1 level Transducer **(Water Dept) DONE**
10. Street tree trimming **(Street Dept) DONE**
11. Street lighting **(Street Dept)**
12. Leaf pickup **(Street Dept) START DATE OF 12-11-23**
13. Annual reports (Tree city USA DEC)
14. Monthly TDML Meeting/ Annual report
15. Water meter swap outs **(Water Dept)**

## Planning

- SUB 02-20 & SUB 01-22: Construction continues in the Coburg Creek Subdivision. Public improvements for the first addition are near completion. Final plat recorded at Lane County. No permits for new dwellings issued this month;
- LLA 01-23: Application for lot line consolidation on Willamette St. submitted;

- Two Structural/Plumbing/Mechanical/Electrical permits issued in October;
- Attended regional transportation meetings including:
  - Transportation Planning Committee
  - Safe Lane Transportation Coalition
  - Transportation Options Advisory Committee and Technical Advisory Sub-Committee (of MPC)
- Attended Oregon American Planning Association (OAPA) conference

## Municipal Court

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### October 2023 Activity Measures:

- Citations (Crimes and Violations)
  - New Citations for October 3, 2023 Court Date: 30
- October 2023 Receipts Including Collections,
  - **Total Fines:** \$9,670.31 (total monies taken in for the month, nothing deducted), *compared to \$10,005.30 in October of 2022*
  - **Net Fines:** \$7,050.76 (City share only, NOT including collections), *compared to \$6,618.00 in October of 2022*
- October 2023 Professional Credit Service Collections:
  - **Total Collection Revenue:** \$2,619.55 *compared to \$3,387.30 in October of 2022*
  - **Turned over to collection:** \$7,120.00 *compared to \$920.00 in October of 2022*

***Note:** Comparisons should only be considered when viewing the year-to-date amounts as court dates are not consistently held on the same dates each month, nor is there consistent cases presented to the court.*

### Other Information:

- Upcoming Regular Court Session: **November 7, 2023**  
     Jury trials: **November 16, 2023**  
                   **November 29, 2023**
- A Jury Trial was held on October 26, 2023. We had 17 jurors report for the selection process. Trial started at 9:00 am and the Jury rendered a guilty verdict at approximately 7:00PM for the charge of Obstructing Governmental or Judicial Administration, which is a Class A misdemeanor.
- Court Administrator attended and presented at the Oregon Court Administrators Association (OACA) Court Conference, Oct 14-17, 2023 in Newport, OR. A partial scholarship was awarded through OACA to attend.

- Attorney, Dustin Anderson was added to our Court Appointed Attorney list in September
- As noted in the staff training item on page one, the Court Administrator is participating in as a beta tester of a cloud-based version of the City's Municipal Court software system, Tyler Technologies. This will provide a better foundation and stability for court users. The municipal court has an advantage and was chosen for this testing process because of how their system was already set up and running. This process is currently in year one of a three year "go live" project. Being involved in the testing process gives our court a voice that will be heard during the developmental stages of the product. The objective is to validate the functionality of what has already been built and make sure it works and fits all courts. Once live, the program will run completely online with several authentication steps and will no longer be an application based program only accessible through certain computers on the City network.

## Police

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- Officer registered a sex offender.
- Officer took a report a female suspect stealing packages from a porch.
- Officers arrested an intoxicated male on a felony warrant.
- Officer responded to a report of suspicious suspect.
- Officer registered a felony sex offender.
- Officer recovered found property on Coburg Bottom Loop.
- Officers took a report of a stolen scarecrow.
- Officers took a report of a high-dollar amount theft from a business.
- Officer placed a female on a non-criminal hold.
- Officer took a report for a runaway juvenile; he later returned home.
- Officers responded to a disorderly female juvenile.
- Officer arrested a male for driving while suspended.
- Officer returned a wallet to a male.
- Officer took a report of a hit and run at the truck stop.
- Officer facilitated a civil compromise on a traffic crash.
- Officer arrested a male during an active burglary.
- Officer provided a ride for a student.
- Officers participated in DEA Drug Take-back.
- Officers participated in Trunk or Treat at the Coburg Community Charter School.
- Officers directed traffic for a 5k race.
- Officer responded to a drug overdose.

### Upcoming Events:

Shop with a Cop  
Department Range

Light Parade  
Defensive Tactics

SFST Training

# Oregon Tree City USA Standard 3

## Annual Plan

City: Coburg Oregon

Year: 2024

<b>Month</b>	<b>City Tree-Related Activities (tree maintenance and tree promotion efforts)</b>
<i>Jan</i>	<i>Start the planning process for assessment of the Big Leaf Maple Trees that are City owned.</i>
<i>Feb</i>	<i>Start planning the 2024 Arbor Day Celebration for April 25<sup>th</sup> (Arbor Day 2024 is April 27<sup>th</sup>)</i>
<i>Mar</i>	<i>Possibly remove a Big Leaf Maple and start hard pruning on other trees in Coburg. 2024 Arbor Day Proclamation from Mayor.</i>
<i>Apr</i>	<i>Arbor Day April 26<sup>th</sup> and will plan on planting 5 new trees in Coburg of differing varieties.</i>
<i>May</i>	<i>Start Assessment of the Big Leaf Maples.</i>
<i>Jun</i>	<i>Continue working on the Tree Assessment Program.</i>
<i>Jul</i>	<i>Possibly putting out to bid a Park Improvement Project that has many plantings including 12 trees of differing varieties.</i>
<i>Aug</i>	<i>Continue working on Assessment Program. Should have several trees identified for either hard pruning or removal due to end of life cycle or disease.</i>
<i>Sep</i>	<i>Start working on trees with issues and continue with the Assessment Program.</i>
<i>Oct</i>	<i>Start working on trees with issues and continue with the Assessment Program.</i>
<i>Nov</i>	<i>Continue working on trees with issues and work on the Assessment Program.</i>
<i>Dec</i>	<i>Continue working on trees with issues and work on the Assessment Program. Leaf Pickup Program starts.</i>

\* This table is expandable if completed as a Word document.