

Task Name	Start Date	End Date	Comments	Q3			Q4			Q1			Q2		
				Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1 Urban Tree Program	09/20/16	05/31/17													Urban
2 <input type="checkbox"/> Grant Reporting	09/20/16	10/28/16													Grant Reporting
3 <i>Mid-report to DNR (Linden Lampman)</i>	09/20/16	10/28/16	Due October 30th												Mid-report to DNR (Linden Lampman)
4 <i>Billing to DNR</i>			Payments will be made 30 days after sending invoice.												
5 <i>Records Maintenance</i>			Keep records for six years after contract ends.												
6															
7 <input type="checkbox"/> Ad Hoc Tree Committee	09/20/16	05/15/17													Ad Hoc Tr
8 Recruitment of ad hoc committee members	09/20/16	11/30/16	city staff, citizens, tree professionals, elected officials												Recruitment of ad hoc committee members
9 DNR will provide training to committee members	TBD	TBD	4 hour training												
10 Creation of bylaws for Tree Commission (not ad hoc committee)	01/02/17	05/15/17	SOP and establish a core mission												Creation o
11															
12 <input type="checkbox"/> Tree Ordinance	09/20/16	05/15/17													Tree Ordin
13 <input type="checkbox"/> Consultants	09/26/16	02/28/17	Request for subject matter experts. Also need illustrator for graphics within new code and manuals												Consultants
14 Request for proposals and Selection	09/26/16	11/10/16	Early November - hire team or individual												Request for proposals and Selection
15 Public outreach and notices	10/03/16	01/26/17	Publish article in paper, provide regular updates on the city's website and check in monthly before legislative bodies.												Public outreach and notices
16 Public outreach materials	10/03/16	02/28/17	Pamphlets will increase awareness of proper tree care. Provide information in Camas Design Standards Manual and on city's website too!												Public outreach materials
17 <input type="checkbox"/> Ordinance Writing	09/20/16	03/15/17													Ordinance Writing
18 Current Ordinance review	09/20/16	12/19/16													Current Ordinance review
19 Initial Draft Ordinances	12/19/16	02/28/17													Initial Draft Ordinances
20 Final Draft Ordinance	03/15/17	03/15/17	60-days in advance of 5/31/17												◆Final Draft Ordinance
21 <input type="checkbox"/> City Council	10/03/16	05/15/17													City Coun
22 Council workshop	10/03/16	10/03/16	Initial workshop to discuss work plan												Council workshop
23 Council meeting - ordinance adoption	05/15/17	05/15/17													◆Council m
24 Planning Commission		11/15/16	Initial workshop to discuss work plan												
25															
26 <input type="checkbox"/> Street Tree Manual & (Engineering) Design Standards Manual	09/20/16	05/15/17													Street Tre
31															

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32	+ Tree City USA	05/31/17	06/30/17	Must prepare application. Not required to submit it.												
34																
35	SEPA Determination	01/16/17	03/09/17	Not Started												
36																
37	- Commerce	03/15/17	06/05/17	Not Started												
38	Send 60-day intent to adopt	03/15/17	03/15/17	Not Started												
39	Send final ordinance	06/05/17	06/05/17	Not Started												