TREE CODE COUNCIL WORK PLAN PROJECT SCHEDULE 2012-2013 [black boxes = completed task]

	2012												2013			
TASK	**JAN**	**FEB**	**MARCH**	**APRIL**	**MAY**	**JUNE**	**JULY**	**AUG**	**SEPT**	**OCT**	**NOV**	**DEC**	**JAN**	**FEB**	**MARCH**	**APRIL**
PRE-PLANNING																
Identify staff team																
Create problem definition																
Identify stakeholders																
Interview team																
WORK PLAN																
Draft Work Plan and Schedule																
Prepare Public Outreach Materials																
Conduct Team Needs/Wants & Goal Statement																
Prepare Stakeholder Matrix																
Draft Public Participation Plan																
East Gresham Information Fair - Intro						6/6										
Staff Project Team Mtg. - Needs, Wants, Goal					5/3	6/8										
Neighborhood Coalition - Project Intro						6/12										
CCAC Volunteer Picnic						6/27										
Prepare Planning Commission Docs for JH Review							7/5									
Staff Project Team Meeting - Issues							7/12									
Prepare Planning Commission Docs for TR							7/12									
UFS - Intro/Issues							7/16									
SW Neighborhood Information Fair - Intro							7/19									
Planning Commission - Intro/Issues							7/23									
Developer Focus Group - Issues							7/26									
RESEARCH AND ANALYSIS																
Create Issues Chart																
Analyze Comparable Municipal Codes																

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Draft Comparable Code Matrix and Report																
Create White Paper Summary Issues Report																
Conduct Fieldwork (Site Visits & Photos)																
Read and study entire Tree Code																
Attend PLT Meeting - Intro/Issues								8/8								
Nadaka Community Festival - Intro/Issues								8/11								
NWNA Picnic in the Park - Intro/Issues								8/14								
Neighborhood Coalition - Issues								8/14								
Community Forum- Issues								8/15								
Public Input Summary																
UFS - Issues								8/20								
NRSC Memo Due - Issues								8/29								
NRSC Work Session - Issues									9/12							
Attend PLT Meeting - Issues									9/12							
Prepare City Council Docs for JH Review									9/13							
Staff Project Team Meeting - Alternatives									9/13							
Farmer's Market - Issues									9/15							
Prepare City Council Docs for TR									9/20							
JCWC Focus Group - Issues/Alternatives									9/25							
Business Focus Group - Issues/Alternatives									9/26							
City Council - Issues										10/9						
ALTERNATIVES DEVELOPMENT & SELECTION																
Prepare Draft Alternatives																
Coordinate Consultant Work on Tree List																
Staff Project Team Meeting - Alternatives										10/11						
UFS - Alternatives										10/15						
Prepare Final Alternatives and Report																
Prepare Planning Commission Docs for JH Review										10/25						
NRSC Memo Due - Alternatives										10/31						

Prepare Planning Commission Docs for TR											11/1					
Planning Commission - Alternatives											11/12					
Neighborhood Coalition - Alternatives											11/13					
NRSC Work Session - Alternatives											11/14					
Community Forum - Alternatives											11/28					
Public Input Summary																
UFS - Alternatives												12/17				

TREE CODE COUNCIL WORK PLAN PROJECT SCHEDULE 2013-2014 [black boxes = completed task]

	2013												2014			
TASK	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL
Create and Mail Utility Advertising Inserts																
Prepare Preferred Approach																
Prepare Final Preferred Approach Report																
UFS - Alternatives	1/21															
Staff Project Team Meeting - Pref. Approach		2/14														
UFS - Pref. Approach		2/18														
Prepare Planning Commission Docs for JH Review			3/7													
Staff Project Team Meeting - Pref. Approach			3/8													
Submit Press Release			3/11													
Prepare Planning Commission Docs for TR			3/14													
UFS - Pref. Approach			3/18													
Planning Commission - Pref. Approach			3/25													
NRSC Memo Due - Preferred Approach			3/27													
Arbor Day Outreach Event - Pref. Approach				4/6												
Neighborhood Coalition - Pref. Approach				4/9												
NRSC Work Session - Pref. Approach				4/10												
Developer, Business & Watershed Stkhold Input				4/17												
Community Forum - Preferred Approach				4/24												

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Public Input Summary																
Prepare City Council Docs for JH Review					5/8											
Attend PLT Meeting - Pref. Approach					5/15											
Farmer's Market - Pref. Approach					5/18											
Prepare City Council Docs for TR					5/30											
East Gresham Information Fair - Pref. Approach						6/5										
City Council - Preferred Approach						6/11										
CODE AMENDMENTS/LEGISLATIVE																
Prepare Draft Code Amendment																
Staff Project Team Meeting - Draft Code						6/13	7/11									
UFS - Draft Code				(4/15)	(5/20)	(6/17)	7/22	8/19	9/16	x-pc	x-cc					
Staff Project Team Meeting								8/8								
Prepare Planning Commission Docs for JH Review								8/8								
Nadaka Community Festival - Pref. Approach								8/10								
Metro/DLCD Notice (45 days Pre-PC hearing)								8/12								
Prepare Planning Commission Docs for TR								8/15								
Planning Commission Work Session								8/26								
Community Forum - Code Amendment Open House									9/11							
Public Input Summary																
Prepare Planning Commission Docs for JH Review									9/26							
Prepare Planning Commission Docs for TR										10/3						
Planning Commission Hearing										10/14						
Prepare City Council Docs for JH Review										10/31						
Prepare City Council Docs for TR											11/7					
City Council Hearing											11/19					
Prepare City Council Docs for JH Review											11/28					
Prepare City Council Docs for TR												12/5				
City Council Enactment												12/17				
CLOSEOUT																
Closeout																

TREE CODE PROJECT MEETINGS

MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS
UFS (2012) (2013) #1 – 7/16 #6 – 2/18 #2 – 8/20 #7 – 3/18 #3 – 10/15 #8 – 7/22 #4 – 12/17 #9 – 8/19 #5 – 1/21 #10 – 9/16	**CITY COUNCIL** #1 – 10/9/12 - Issues #2 – 6/11/13 – Pref. Approach #3 – 11/19/13 – Hearing #4 – 12/17/13 - Enactment	**POLICY LEADERSHIP TEAM** #1 – 8/8/12 – Intro/Issues #2 – 9/12/12 – Pre-Council Issues #3 – 5/15/13 – Pre-Council Pref. Approach **NRSC** #1 – 9/12/12 - Issues #2 – 11/14/12 – Alternatives #3 – 4/10/13 – Pref. Approach	**STAFF TEAM** (2012) (2013) #1 – 5/3 #6 – 2/14 #2 – 6/8 #7 – 3/8 #3 – 7/12 #8 – 6/13 #4 – 9/13 #9 – 7/11 #5 – 10/11 #10 – 8/8
PLANNING COMMISSION #1 – 7/23/12 – Intro/Issues #2 – 11/TBD/12 – Alternatives #3 – 3/25/13 – Pref. Approach #4 – 8/26/13 – Code Work Session #5 – 10/14/13 - Hearing	**NEIGHBORHOOD COALITION** #1 – 6/12/12 – Intro/Issues #2 – 8/14/12 - Issues #3 – 11/13/12 - Alternatives #4 – 4/9/13 – Pref. Approach	**COMMUNITY FORUMS** #1 – 8/15/12 - Issues #2 – 11/28/12 – Alternatives #3 – 4/24/13 – Pref. Approach #4 – 9/11/13 – Code Amendments (O.H.)	

6/26/12