



Tree Board Work Plan

2026

Tree Board Pillars
1. Public Outreach and Education on Trees
2. Tree Planting and Maintenance Events
3. Advise the Mayor and Council on city-wide tree studies and Tree Fund spending priorities.

**Each of the items above are reflective of the Council Strategic Plan Goal: Healthy Environment section of the Comprehensive Plan Policy Implementation (EQ-9). The third item is also reflective of the Council Strategic Plan Goal: Accountable and Engaged Gov't section of the Comprehensive Plan Policy Implementation (EQ-9).*

*** Designated Lead in respective action items.*

2026 Work Plan Action Items	Duration	Target Date	Done ?	Lead	Time Estimate
Public Outreach and Education on Trees					
Review LFP web content and incorporate code changes	Annual	Oct		**Richard S. Victoria	12 hrs/yr
Host annual Arbor Day activity such as tree planting	One-time	April		**Mark Stacey Victoria	12 hrs/yr
Develop content to improve public outreach (including property owners, realtors, and tree service companies) through city newsletters and other formats	On-going	N/A		**Victoria Mark Minda Kyle Sam	2 hrs/mo
Stay in communication with peer advocacy and stakeholder groups (e.g. LFP Stewardship Foundation, Parks Board, WA DNR Urban & Community Forestry Div.), and look for opportunities to work together	Monthly	N/A		**Victoria Stacey Mark	1 hr/mo
Update and publicize Tree Walks	One-time			**Stacey Sam Ross	12 hrs/yr
Participate in community outreach events (Green Fair, Picnic in the park, Arbor Day, Farmers Market)	One-time	Ongoing		**Victoria Stacey Mark	8 hrs

General invasive plant management, including education opportunities and educational materials	On-going	June		Mark **Stacey Ross Kyle	12 hrs/yr
Tree Planting and Maintenance Events					
Pursue invasive tree removal and restoration by developing a city-wide parks plan by prioritizing 5-Acre Woods in collaboration with other interest groups such as the Stewardship Foundation and the Parks Board	On-going	Summer		**Richard Sam	24 hrs/yr
Support and promote tree planting and maintenance/watering events (e.g. street tree program, tree planting in parks, and storm water infrastructure).	On-going	N/A		**Doug Victoria Minda	20 hrs/yr
Review and stay up to date with requirements for the DNR Evergreen Community Program, including required meetings and tree-related activity	Annual	N/A		**Victoria Sam	12 hrs/yr
Advise the Mayor and Council on city-wide tree studies and Tree Fund spending priorities.					
Assess results of canopy coverage study and make recommendations to Council.	Jan-Aug	Feb		**Doug, Sam	TBD
Comprehensively review and update Community Forest Management Plan through Sustainability Forest Initiative grant	On-going	Dec		**Mark Sam	12 hrs/ yr
Meet w/ Council and Mayor periodically re: accomplishments, follow up on council actions (e.g. adopting new Tree Codes)	On-going	Feb		**Victoria Mark Council Liaison	5 hrs/yr
Review Tree Permit data (compiled by Urban Forest Planner from monthly reports)	Annual	Ongoing		**Richard S. Sam	12 hrs/yr
Deliver Annual Report and Work Plan to Council and Mayor	Annual	Feb		**Mark	8 hrs/yr