

Month	Department	
January	Snow & Ice Control Program	Schedule and coordinate projects and contracts
	Opening of budget year	Equipment maintenance
February	Snow & Ice Control Program	Indoor building maintenance
	Inventories and prep repairs	Annual reporting
March	Snow & Ice Control Program	Infrastructure inspections
	Addition of seasonal employees	Block, line Tree trimming
	Spring cleanups-PP,Parks,Golf, Cem.	Emergency stormwater repairs
April	Hydrant Flushing	Mowing begins
May	Projects and construction- Utility	Golf and Parks Services open
June	Projects and construction - Facilities	Roadside ditching program
July	Projects and construction - SW	Develop and submit budgets
August	Projects and construction - Streets	Preparing leaf vacs
September	Finalize budgets	End Projects & Construction
	Tree planting	Preparing leaf vacs
	Fall clean ups- PP,Parks,Golf, Cem.	Aerification and seeding
October	Hydrant flushing	Winter preparation of facilities
	Leaf removal	Preparing snow equipment
November	Leaf removal	Holiday light installs
December	Snow & Ice Control Program	Holiday lights installs/ main.
Year-round tasks	Citizen requests and inquiries	Road maintenance
	Board support	Golf /Parks sales and bookings
	Fleet maintenance & management	Festivals and special event set-ups
	Sign maintenance & management	Emergency tree work
	System maintenance and emergencies (storm, water, electric)	On/off boarding of seasonal employees
	Burials	Customer Service
	Contract Management	

