



Date: November 25, 2015
To: Patrick H. West, City Manager *PHW*
From: Ara Maloyan, PE, Director of Public Works *AM*
For: Mayor and City Council Members
Subject: Holiday Tree Recycling Program

The Department of Public Works, Environmental Services Bureau (ESB) is holding its 24th Annual Holiday Tree Recycling program from December 26, 2015 to January 9, 2016. This program provides residents with the numerous opportunities to recycle their holiday trees free of charge.

From December 26, 2015 through January 8, 2016 residents can drop off holiday trees at twelve locations throughout the City.

Residents with City refuse service can also have their trees picked up from their homes on Saturday, January 9, 2016. Trees will be collected at the regular refuse collection set out location. Trees need to be set out for collection by 7 A.M.

The Environmental Services Bureau is requesting your assistance with the distribution of the attached multilingual Holiday Tree Recycling Program flyers. Thank you.

Attachments

JK:ec

cc: *JRK* James R Kuhl, Manager, Environmental Services
Dikran Melkonian, General Superintendent, Environmental Services
Frank Ramirez, Superintendent, Refuse Operations, Environmental Services
Elisa Calderon, Recycling Specialist, Environmental Services