

Parks and Recreation Commission Strategic Plan - 2015

Purpose

The Parks & Recreation Commission was created by the City Charter and its duties are identified in both the Charter and the City's Code of Ordinances. Due to the broadness of the duties and the fact that there is only so much time that can be dedicated to them, there is a need for further definition so that the Commission can operate more efficiently and effectively.

In order to provide guidance on the Commission's charge and a regular structure for its meetings, this Strategic Plan and associated Strategic Calendar was prepared for the Parks & Recreation Commission.

Vision & Mission for the Pflugerville Parks and Recreation Department

Pflugerville will be the most desirable community in Central Texas by enhancing its greatest assets – first-rate parks, connected trails, exceptional schools, diverse employment opportunities, vibrant shopping districts and cohesive neighborhoods. – Vision approved by the Pflugerville 2030 Citizens Advisory Committee

The Pflugerville Parks and Recreation Department is dedicated to providing the citizens of Pflugerville with opportunities for increased health and wellness through recreational activities and safe park facilities that promote physical, emotional, intellectual, cultural, and social well-being for all members of the community. – Mission of the Parks & Recreation Department

Mission for the Pflugerville Parks and Recreation Commission

The mission of the Pflugerville Parks & Recreation Commission is to ensure that the Parks and Recreation Department achieves its Vision and Mission by proactively advising the City Manager and City Council, in ways that will:

- *Promote quality recreation opportunities and facilities.*
- *Provide a forum for citizens interested in our parks, trails, facilities and open spaces.*
- *Protect and enhance Pflugerville's urban forest through its role as the Tree Care Advisory Board.*

Goals and Objectives

(order does not reflect priority)

Promote quality recreation opportunities and facilities

Objective #1

- Create the annual Five-Year CIP Budget
- Objective #2
 - Select a project to receive proceeds from the annual Deutschen Pfest
- Objective #3
 - Hear and provide feedback on Staff Reports on the primary components of the Parks & Recreation Department
- Objective #4
 - Consider and Recommend Action regarding Parkland Dedication requirements for development projects that meet the criteria for Commission review
- Objective #5
 - Consider and Recommend Action on any other items referred to the Commission by the City Council or City Manager

Provide a forum for citizens interested in parks, trails, facilities and open spaces.

- Objective #1
 - Meet once per month and include "Citizen Communication" on the agenda
- Objective #2
 - Operate the Parks & Recreation Commission Booth at the annual Deutschen Pfest
- Objective #3
 - Attend and participate in other special events
- Objective #4
 - Review, discuss and consider feedback received from the public and make recommendations to the City Manager and City Council.

Protect and enhance Pflugerville's urban forest through its role as the Tree Care Advisory Board

- Objective #1
 - Create the annual Five-Year Tree CIP Budget
- Objective #2
 - Prepare and submit the Tree Care Advisory Board's Annual Report
- Objective #3
 - Review the annual Tree City USA application prepared by Staff
- Objective #4
 - Coordinate and promote Arbor Day activities
- Objective #5
 - Function as the Keep Pflugerville Beautiful Committee

Parks & Recreation Commission Strategic Calendar														
Task	January	February	March	April	May	June	July	August	September	October	November	December	Notes	
City Council Items														
Items referred to the Commission	As-Needed												Any items that the City Council refers to the Commission for Input.	
Commission Items														
Retreat w/ Staff													Roles & Responsibilities, Open Meetings, Strategic Plan	
Elect Officers													Commission selects Chair, Vice-Chair & Deutschen Pfest Liaison	
Budgeting														
Five Year CIP Budget		1st	2nd	Recomm.									Due 120 days prior to adoption of Annual Operating Budget	
Deutschen Pfest Project Selection	Selection										1st	2nd	Project(s) that will receive Deutschen Pfest Proceeds.	
General Capital Reserve Project List								1st	2nd	Recomm.				
Tree Care Advisory Board Items														
Five Year Tree CIP Budget			1st	Recomm.										
TCAB Annual Report											Review	Submittal		
Tree City USA Report Review													Staff must submit by Dec 31st.	
Projects														
Quarterly Project Report			1st			2nd			3rd			4th		
Project Specific Discussions/Decisions	As-Needed													
Staff Reports														
Pfarmer's Market/Community Garden/Drop-by-Drop														
Special Events														
Keep Pflugerville Beautiful														
Rec Center & Rec Programs														
Parks Operations/Maintenance														
Adopt-a-Trail														
Aquatics/Athletics														
Summer Pfun Camp														
Parkland Dedication Items														
Commission Action Items	As-Needed												Dedication >/= 3 acres or Alternative Compliance	
Director Approved Items	As-Needed												Update on Director Approved Projects	
Annual Report														