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													