

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														
Special Events														
Pfarmer's Market/Community Garden/Drop-by-Drop														
Keep Pflugerville Beautiful														
Rec Center & Rec Programs														
Parks Operations/Maintenance														
Adopt-a-Trail														
Aquatics/Athletics														
Summer Pfun Camp / Outdoor Programs														
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														