

Month	Parks & Golf Course	
January	Snow & Ice Control Parks, Cem	Schedule and coordinate projects and contracts
	Opening of budget year	Equipment maintenance
February	Snow & Ice Control - Parks, Cem	Indoor facilities maintenance
	Inventories and prep repairs	Annual reporting
March	Snow & Ice Control Parks, Cem	
	Addition of seasonal employees	
	Spring cleanups-PP,Parks,Golf, Cem.	
April	Season preparations Parks, Golf, Cem.	Turf management begins
May	Projects and construction	Golf and Parks Services open
June	Projects and construction	
July	Projects and construction	Develop and submit budgets
August	Projects and construction	
September	Finalize budgets	End Projects & Construction
	Tree planting	
	Fall clean ups-Parks,Golf, Cem.	Aerification and seeding
October		Winter preparation of facilities
	Leaf removal-Cemeteries,Golf	Preparing snow equipment
November	Leaf removal-Cemeteries, Golf	
December	Snow & Ice Control Parks, Cem	
Year-round tasks	Customer Service	
	Board support	
	Maintenance & management of equipment and grounds	
	On/off boarding of seasonal employees	
	Golf /Parks sales and bookings	
	Cemetery Burial Services Contract administration	