



**PARK AND RECREATION
COMMISSION
WORK PLAN FY '16-'17
Adopted:**

**CITY OF MILLBRAE
621 MAGNOLIA AVENUE
MILLBRAE, CA 94030**

PARK AND RECREATION COMMISSION

The City Council established the Park and Recreation Commission to advise the City Council on certain matters as follows:

Municipal Code 2.10.060

- A. To recommend to the City Council the establishment of an adequate system of parks, playgrounds and any other recreation facility which the commission may deem advisable including operation, management and maintenance of such facilities and the acquisition of necessary equipment;
- B. To recommend to the City Council the acquisition of such real and personal property as may be necessary or advisable for recreational facilities;
- C. To recommend and make suggestions concerning any matter pertaining to parks and playgrounds and other recreational facilities which may be brought before the City Council;
- D. To recommend fees or charges to be paid by residents and nonresidents for the use of city recreational facilities; provided, however, the City Council at any time may review the fees or charges and abolish, change or modify such fees or charges or take such other action as the City Council deems necessary in connection therewith.

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City Council Priorities Work Plan (Matrix)

(Attached)

PARK AND RECREATION COMMISSION

FY 2016-2017 Work Plan Tasks

TASK

Brief Description

Task 1: Advisory Body to the City Council. As an on-going activity, serve as the recommending body for matters as defined in the Municipal Code. Keep abreast of current and emerging issues in the field.

Task 2: Programs and Fees. Annually review and make recommendations to the City Council regarding Parks and Recreation operation, programming and fees for service.

Task 3*: Develop infrastructure process/budget Plan. To address City Council Priorities, serve as the advisory body for development and review of proposals for the Parks Master Plan. Provide recommendations to the City Council concerning implementation.

Task 4*: General Plan/Planned Development Area. To address City Council Priorities, serve as the Bicycle and Pedestrian Advisory Committee for purposes of reviewing the Active Transportation Plan. Participate as an advisory body to the Planning Commission and City Council on General Plan Elements addressing Parks and Open Space at defined milestones for the General Plan and the Planned Development Area

* **City Council Priority**

**PARKS AND RECREATION COMMISSION
FY 2016-17 Work Plan**

Task 1: Advisory Body to City Council

Completion Date: On-going

Participants: Parks and Recreation Commission Members, Staff

Suggested Resources: General Plan and other adopted studies and guidelines with relevance to Parks and Recreation..

Steps to Completion: Hold regularly scheduled meetings. Attend joint sessions with the City Council. Keep abreast of issues affecting Parks and Recreation in the City. Receive and review journals relevant to the field and attend training as may be available.

Fiscal Commitment: Staff Time and services and supplies budget for copying, noticing, and educational materials.

Staff Role: Provide support and liaison to the Parks and Recreation Commission

Council Role: Receive Parks and Recreation Commission recommendations

**PARKS AND RECREATION COMMISSION
FY 2016-17 Work Plan**

Task 2: Programs and Fees

Completion Date: June 2017

Participants: Parks and Recreation Commission Members, Staff, affected stakeholders

Suggested Resources: Parks and Recreation Staff, Finance Department, stakeholders

Steps to Completion: Annually, conduct an evaluation of Parks and Recreation Programs and Fees. Provide analysis and recommendations to the Parks and Recreation Commission for consideration and recommendation to the City Council.

Fiscal Commitment: Staff Time and services and supplies budget

Staff Role: Provide analysis to the Parks and Recreation Commission.

Council Role: Receive the Parks and Recreation Commission recommendations and determine action to be taken.

**PARKS AND RECREATION COMMISSION
FY 2016-17 Work Plan**

Task 3*: City Council Priority - Develop infrastructure process/budget Plan (Parks Master Plan and Community Center)

Completion Date: Throughout FY 2016- 2017

Participants: City Council, Parks and Recreation Commission, Consultants, staff.

Suggested Resources: General Plan, other City documents and studies.

Steps to Completion: Meet milestones for public meetings and document delivery. Hold public meetings. Seek input from stakeholders including various Committees/Commissions (e.g. Youth Advisory and Senior Advisory) and the City Council. Receive and review recommendations from consultants.

Fiscal Commitment: Staff Time, CIP funding and other City funds as appropriate.

Staff Role: Provide analysis to the Parks and Recreation Commission

Council Role: Receive Parks and Recreation Commission recommendation and determine action to be taken.

* Detail provided in Matrix

**PARKS AND RECREATION COMMISSION
FY 2016-17 Work Plan**

Task 4*: City Council Priority - General Plan/Planned Development Area

Completion Date: Throughout FY 2016- 2017

Participants: City Council, Parks and Recreation Commission, Consultants, staff.

Suggested Resources: General Plan, other City documents and studies.

Steps to Completion: Meet milestones for public meetings. Receive and review recommendations from consultants. Make recommendations to Consultants regarding the Active Transportation Plan and General Plan.

Fiscal Commitment: Staff Time, Grant funds and other City funds as appropriate

Staff Role: Provide analysis to the Parks and Recreation Commission

Council Role: Receive recommendations regarding the General Plan and determine action to be taken.

* Detail provided in Matrix

PARKS AND REREATION COMMISSION WORK PLAN
City Council Priorities FY 2016-2017

City Council Priority - Develop infrastructure process/budget plan				
	Project/Issue	Actions	Milestones/Deliverables	Date
1	Parks Master Plan			
2	Community Center			
3				
4				

City Council Priority – Make Significant Progress on the General Plan				
	Project/Issue	Actions	Deliverables	Due Date
1	Active Transportation Plan			
2	General Plan			
3				
4				