

**YOUTH ADVISORY
COMMITTEE
WORK PLAN FY '17-'18
Adopted by City Council: 07/25/2017**



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

YOUTH ADVISORY COMMITTEE

The City Council established the Youth Advisory Committee by Resolution No. 16-38 to advise the City Council on certain matters as follows:

- A) To provide a forum for discussion and resolution of issues affecting youth, and facilitate communication between youth and City government.
- B) To advise the City Council on matters affecting youth which do not involve or pertain to proposals on capital spending programs.
- C) To act as liaison with city organizations.
- D) To act in concert with the City Council.

City Council Priorities for FY 2017-2018:

- Make significant progress on the Millbrae Station Area Specific Plan (implementation)
- Implement downtown economic development plan
- Develop infrastructure plan process/budget
- Improve public safety
- Make significant progress on the General Plan
- Rebuild Community Center

WORK PLAN CONTENTS

PAGE

FY 2017-2018 Work Plan Tasks (Summary) 2-6

YOUTH ADVISORY COMMITTEE

FY 2017-2018 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 Resolution No. 16-38.

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

Task 3*: Rebuild Community Center. To address City Council Priorities, one member of the Committee shall serve on the Advisory Committee for the Community Center Rebuild project. Provide input and guidance to the Consultants and City Council.

Task 4*: General Plan/Planned Development Area. To address City Council Priorities, participate as an advisory body to the Planning Commission and City Council on General Plan Elements addressing the needs of youth in the community.

* City Council Priority

**YOUTH ADVISORY COMMITTEE
FY 2017-18 Work Plan**

Task 1: Advisory Body to City Council

Completion Date: On-going

Participants: Youth Advisory Committee Members, Staff

Suggested Resources: Parks and Recreation Staff, Senior Advisory Committee

Steps to Completion: Hold regularly scheduled meetings. Annually meet with the Senior Advisory Committee to discuss inter-generational needs. Attend joint sessions with the City Council. Keep abreast of issues affecting youth in the City.

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

Staff Role: Provide support and liaison to the Youth Advisory Committee.

Council Role: Receive Youth Advisory Committee recommendations.

**YOUTH ADVISORY COMMITTEE
FY 2017-18 Work Plan**

Task 2: Programs and Fees

Completion Date: June 2018

Participants: Youth Advisory Committee Members, Staff, affected stakeholders

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

Steps to Completion: Annually, consider and provide recommendations to the Parks and Recreation Commission in the annual evaluation of Programs and Fees. Provide analysis and recommendations to the Parks and Recreation Commission for consideration and recommendation to the City Council. Annually, participate in City sponsored Arbor/Earth Day activities in April and Coastal Clean-up activities in September.

Fiscal Commitment: Staff Time and services and supplies budget

Staff Role: Provide analysis to the Youth Advisory Committee.

Council Role: Receive the Youth Advisory Committee recommendations and determine action to be taken.

**YOUTH ADVISORY COMMITTEE
FY 2017-18 Work Plan**

Task 3*: City Council Priority – Rebuild Community Center

Completion Date: Throughout FY 2017- 2018

Participants: City Council, Parks and Recreation Commission, Community Center Rebuild Advisory Committee, Consultants, staff.

Suggested Resources: Meeting materials and studies prepared as part of the process for the Community Center Rebuild Project.

Steps to Completion: One member shall serve on the Advisory Committee which will meet on six (6) occasions and whose role is to provide oversight and act as a project sounding board as well as act as community ambassadors for the project. Advisory Committee members will relay and update the status of the project back to the Youth Advisory Committee as a whole. Meet milestones for meetings. Receive and review recommendations from consultants. Make recommendations to Consultants and City Council.

Fiscal Commitment: Staff Time other City funds as appropriate

Staff Role: Provide analysis to the Youth Advisory Committee.

Council Role: Receive recommendations regarding the Community Center Rebuild and determine action to be taken.

**YOUTH ADVISORY COMMITTEE
FY 2017-18 Work Plan**

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

Completion Date: Fall 2018

Participants: City Council, City Committees and Commissions, 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 needs of youth in the community. Provide input to Planning Commission and General Plan Consultants regarding the Draft General Plan.

Fiscal Commitment: Staff Time, City funds as appropriate.

Staff Role: Provide analysis to the Youth Advisory Committee. Transmit Youth Advisory Committee input to the Planning Commission.

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