

**PARK AND RECREATION
COMMISSION
WORK PLAN FY '17-'18**
Adopted by the City Council:
07/25/2017



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.

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

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PARK AND RECREATION COMMISSION

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 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 plan process/budget. 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*: Rebuild Community Center. To address City Council Priorities, serve as an advisory body for development and review of proposals for the Community Center. Provide recommendations to the Consultants and City Council.

Task 5*: 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

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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

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Task 2: Programs and Fees

Completion Date: June 2018

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.

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

Completion Date: Throughout FY 2017- 2018

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.

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Task 4*: City Council Priority – Rebuild Community Center

Completion Date: Throughout FY 2017- 2018

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

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

Steps to Completion: Two members shall serve on the Community Center Sub-Committee whose role is to meet monthly basis, serve to monitor progress, solve problems and support the Community Center Rebuild work plan. Two members 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 Park and Recreation Commission 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 Parks and Recreation Commission

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

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Task 5*: City Council Priority - General Plan/Planned Development Area

Completion Date: Fall 2018

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 Draft 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.