



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

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

**SENIOR ADVISORY COMMITTEE**

The City Council established the Senior Advisory Committee by Resolution No.16-37 to advise the City Council on certain matters as follows:

- A) To advise the City Council regarding activities, services, and volunteer community opportunities for older individuals and groups in Millbrae.
- B) To focus on dissemination of information and advocacy regarding:
  - 1. Recommended services for older adults in the areas of health information and referral, volunteer services, counseling, outreach to the homebound, recreation, education, and other needed services.
  - 2. Coordination and strengthening of public support for seniors and the multipurpose Community Center.
  - 3. Formulation and recommendation of plans to assist in meeting the critical needs of older adults and adults with disabilities.
  - 4. Providing a channel for the dissemination of information regarding senior programs, activities and services.
  - 5. Coordinating inter-generational activities, programs and services.
- 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

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## SENIOR 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.16-37.

**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. Provide recommendations to the Parks and Recreation Commission 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 older adults in the community.

\* City Council Priority

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**Task 1:** Advisory Body to City Council

**Completion Date:** On-going

**Participants:** Senior Advisory Committee Members, Staff

**Suggested Resources:** Staff liaison. Data and studies relevant to the Committee.

**Steps to Completion:** Hold regularly scheduled meetings. Attend joint sessions with the City Council. Keep abreast of issues affecting older adults in the City. Receive and review data and studies relevant to the field.

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

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

**Council Role:** Receive Senior Advisory Committee recommendations.

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**Task 2:** Programs and Fees

**Completion Date:** June 2018

**Participants:** Senior 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.

**Fiscal Commitment:** Staff Time and services and supplies budget

**Staff Role:** Provide analysis to the Senior Advisory Committee.

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

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**Task 3\*:** City Council Priority – Rebuild Community Center

**Completion Date:** Throughout FY 2017- 2018

**Participants:** City Council, Senior Advisory Committee, 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 member will relay and update the status of the project back to the Senior 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 Senior Advisory Committee.

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

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**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 the Planning Commission and Consultants regarding the needs of older adults 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 Senior Advisory Committee. Transmit Senior Advisory Committee input to the Planning Commission.

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