

**City of Millbrae
Parks and Recreation Commission
Annual Work Plan
Fiscal Years 2025-2027**





Parks & Recreation Commission

Work Plan

Fiscal Years 2025-2027

Chairperson: Steve Henderson

Vice Chair: Stephanie Douglas

Members: John Keefer
Marian Kong
Jordan Miranda

Vacancies: None

I. Vision, Mission, and Values

The Vision Statement

Our vision is to identify, assess, advise, create, and provide life- and health- enriching experiences and activities that will engage all community members with balanced attention to life stages and socio-economic levels.

The Mission Statement

1. 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;
1. To recommend to the city council the acquisition of such real and personal property as may be necessary or advisable for recreational facilities;
2. 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;
3. To serve as the city's bicycle and pedestrian advisory subcommittee;
4. 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;
5. Provide input and/or concerns from the community at large pertaining to parks and recreation within the City of Millbrae;
6. Help advise with youth and adult athletic programs and field user groups;

The Values Statement

1. All meetings shall be conducted in a courteous, professional, and efficient manner, and all persons in attendance shall comport themselves in a manner befitting the proceedings.
2. Speaking without the Chair's permission or speaking out of turn in the course of any discussion is not acceptable and may be ruled out of order.
3. Obscene language or gestures, excessively loud tones, personal attacks, or any other threatening speech or actions are unacceptable and shall be ruled out of order.
4. Repetitive or unduly argumentative testimony or discussion is not acceptable and may be ruled out of order.
5. Focus within the scope of the Parks & Recreation Commission, and be respectful of other Commissioners' time.

II. Achievements of FY 23-24 and FY 24-25

1. The Commission has operated at full membership with no vacancies since September 2023.
2. Participated in recommendations to City Council for field user agreement between the City of Millbrae and the Millbrae Elementary School District. The Joint Use Agreement between Millbrae Elementary School District and the City of Millbrae for Facilities and Field Use and Athletic Field Maintenance was approved by City Council April 23, 2024.
3. Participated in discussions regarding Pickleball at the Millbrae Recreation Center tennis/pickleball courts, which resulted in curtains being installed to help mitigate pickleball noise, and an adult drop-in pickleball program being started at the Caroline Shea Center.
4. Participated in planning and executing the Marina Vista Park renovation grand opening event.
5. Made recommendations to the City Council on the Bayside Manor Park project.
6. Continued participation in the Bike and Pedestrian Advisory Committee (BPAC). The City has been awarded 3 SMCTA grants, which include two (2) 2024 Pedestrian and Bicycle Cycle 7 grants for the Millbrae Spur Trail to Bay Trail Connections: \$900,000 (\$100K Match), and Safe Route Intersection Improvement (Magnolia / Millbrae): \$675,000 (\$75k Match).

III. FY 24-25 Year Work Plan

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 parks and recreation. Use information to amend work plan if needed or save projects for future work plan.

Timeline: Ongoing

Participants: Parks and Recreation Commission Members and staff.

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

Task 2: Advisory Body for Active Transportation Plan

As an on-going activity, serve as the recommending body surrounding matters dealing with bike and pedestrian safety on the Bike and Pedestrian Advisory Subcommittee.

CIP Program Recommendation: Spur Trail and Regional Connectivity

Timeline: Ongoing

Milestones:

- Work with the Millbrae Public Work engineers on recommendations for the SMCTA grant in which the City of Millbrae is a recipient of Pedestrian and Bicycle Cycle 7 grant for the Millbrae Spur Trail to Bay Trail Connections: \$900,000 (\$100K Match).
- Continue recommendations for regional connection between San Bruno, Millbrae, Burlingame, and the BART station.
- Identify connectivity locations. Prioritize the locations based on feasibility, need, and community interest.
- Solicit feedback from the full Parks and Recreation Commission on an annual basis
- Continue to explore E-Bike regulations
- Participate in Bike Rodeo.

Cost Estimate: Supplies budget for copying, noticing, and educational materials.

Participants: Commissioner Keefer and Commissioner Miranda

Staff Lead: Ahmad, Civil Engineer

Task 3: Programs and Fees

Annually review recreation programs and fees. On request by Council and/or staff, or as the Commission deems appropriate, conduct an evaluation of Parks and Recreation Programs and Fees. Provide consideration and recommendations to the City Council.

Timeline: Ongoing

Milestones:

- January 2026 and 2027- Review the recreation programs and overall fee structures at the January meetings.

Primary Lead: Commissioner Kong

Secondary Lead: Vice Chair Douglas

Staff Lead: Hannah Moran, Recreation Director

Task 4: Review of Capital Improvement Plan and Projects (CIP)

Continually review and make recommendations to the City Council regarding CIP for Parks and Recreation facilities.

CIP Program recommendations/requests:

- Develop Parks and Facilities Master Plan
- Mills Estate Park Restoration Project
- Off-leash Pet Areas (The top three recommended locations are Monterey Linear Park, Mills Estate Park as part of the restoration project, and the SFPUC land by Millbrae Elementary School District Office by the pump house.)
- Central Park Pathway (explore the idea of lights)
- Explore shade for dugouts on fields

Cost Estimate: Will be part of the approved CIP budget.

Primary Lead: Chair Henderson

Secondary Lead: Commissioner Keefer

Staff Lead: Hannah Moran, Recreation Director

Task 5: Staff Support and Community Enrichment.

Provide support to Parks and Recreation staff in managing the prioritization of demand for limited park and recreation resources. Recommend and support staff in enhancing the City's parks, playgrounds, and other recreation facilities, including continuing to monitor and provide feedback on pickleball/tennis court usage.

Milestone:

- Participate in Field User Group Meetings annually in the fall.

Cost Estimate: Staff time and supplies budget for copying materials.

Primary Lead: Chair Henderson

Secondary Lead: Commissioner Keefer

Staff Lead: Hannah Moran, Recreation Director

Task 6: Bayside Manor Park Grand re-Opening and Ribbon Cutting Event

Help recreation staff to plan the grand re-opening and ribbon cutting of the new park. Invite the Youth Advisory Committee to collaborate on the ribbon cutting.

Timeline: TBD

Cost Estimate: \$500 toward the ribbon cutting event at Bayside Manor Park

Primary Lead: Vice Chair Douglas

Secondary Lead: Commissioner Miranda

Staff Lead: Hannah Moran, Recreation Director