

P&R Commission Workplan

2017

Goal	Strategy	Activities/Tasks (Action Items)	Status	Time Frame for Completion	% Complete	Supporting which City Council goal(s)	Notes (incl. financial implications)
Community Space for Recreation							
	Bocce Ball Courts					Community Building	
		Survey citizens to determine the level of interest	Complete	1 year	100%		Included in needs assessment survey
		Gather official quotes for the project	Not Started	1 year	0%		
	Assess Community Recreational Needs & Maximize Facility Potential					Community Building	
		Create a needs assessment survey	Complete	6 months	100%		Circulated 4/2017
		Former Teen Center Space					Teen Center Demolished 8/2017
		Afterschool Program Modular	In Progress	2 years	25%		CIP Top Priority
	Make a recommendation regarding the future use of the former Library space					Community Building	
		Outline the process over the next 3 years	Deferred	2 years	0%		
		Identify stakeholders	Deferred	2 years	0%		
		Determine P&R role in the decision-making process	Deferred	Long Term	0%		
	Maintain High-quality Facilities					Safe Community	
		Conduct annual facility audits on all P&R Facilities	Complete	Ongoing	100%		Performed quarterly.
		Make recommendations to City Council regarding facility improvements	Complete	Ongoing	100%		Completed during 2016 budget cycle.
		Conduct professional presentation audits on each rental facility to ensure cleanliness and appearance.	In Progress	Ongoing	25%		Mission Blue & Community Center

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Innovation							
	Organize New Community Events					Community Building	
		Create "pop up" recreational opportunities/Mobile Rec (on the go) mini-events	Not Started	2 years	0%		
		Consider the feasibility of new events including: Synthetic Skating Rink/Hockey, 3 on 3 Basketball Tournament, Adult Derby Races, Kite Fair, Portable Mini Golf course, Mountainfest, etc.	In Progress	1 year	50%		Included in the needs assessment survey to gauge interest. New Kite Event held at the Marina in 6/2017, Star City Music Festival held 7/2017.
	Offer New Classes/Programs to the Community					Community Building	
		Research successful classes in surrounding communities & reach out to the contractors to determine their interest.	In Progress	1 year	25%		
		Engage the community to gauge their interests.	Complete	Ongoing	100%		Included in needs assessment survey.
		Determine facility availability for additional classes	In Progress	Ongoing	100%		
		Identify industry trends in the recreation field.	In Progress	Ongoing	50%		
	Establish Brisbane as a Magnet					Community Building	
		Offer additional events at Mission Blue with a diverse range of music and other opportunities to enjoy a variety of arts.	Not Started	Long Term	0%		
	Examine opportunities to partner with the county & neighboring cities					Community Building	
		Meet with representatives from surrounding communities to identify opportunities for partnerships	In Progress	Ongoing	50%		Daly City Senior Services, South San Francisco, San Bruno sports leagues, etc.

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Teen Services							
		Revival of the Youth Advisory Committee (YAC)				Community Building	
		Research local Boys & Girls clubs regarding their programs and what runs successfully.	Complete	3 months	100%		
		Marketing & promotion	Complete	Ongoing	100%		
		Determine role of YAC members	Complete	3 months	100%		Create YAC handbook/bylaws
		Establishing In-Town Opportunities for Teens				Community Building	
		Host teen band nights at the Community Center	Deferred	1 year	0%		On hold until a YAC is formed.
		Consider offering "life skills" workshops for teens (car maintenance, cooking, budgeting, resume writing, first aid, etc.)	Deferred	1 year	0%		On hold until a YAC is formed.
		Identify volunteer opportunities for teens.	Deferred	1 year	0%		On hold until a YAC is formed.
		Include a "teen area" at the day in the park event	Complete	1 month	100%		
		Partner with the Library to co-host teen events	Complete	Ongoing	100%		
		Refreshing the dances to attract more participation	Complete	Ongoing	100%		
		Partnering with Surrounding Communities				Community Building	
		Meet with representatives from surrounding communities to identify opportunities for partnerships	Complete	1 year	100%		
		Creating a Pipeline for Teens to Employment				Community Building	
		Host a job fair at Mission Blue	Not Started	2 years	0%		
		Host a Teen Hackathon	Not Started	2 years	0%		
		Offer a summer CIT (counselor in training) program, engage teens through Jr. Lifeguarding , etc.	Complete	6 months	100%		

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Town Connectivity							
	Encourage more connectivity between the Ridge & Central Brisbane					Community Building	
		Develop Crocker Trail	In Progress	Long Term	<div style="width: 25%;"></div> 25%		Follow up after Bike-Ped-Trails Master Plan
		Establish a partnership with the Homeowners Association to market in-town activities and events	Not Started	Long Term	0%		
	Get more involved with the local Business Community					Community Building	
		Work directly with the Chamber of Commerce to promote opportunities to engage with the business community	Not Started	2 years	0%		
		Market to the business community to create awareness for programs and events	In Progress	1 year	<div style="width: 50%;"></div> 50%		Additional outreach conducted for Summer Concert Sponsoships & Star City Music Festival
		Create programming catered to those who work in town	Not Started	2 years	0%		
		Encourage more event sponsorships	Not Started	1 year	<div style="width: 100%;"></div> 100%		Additional outreach conducted for Summer Concert Sponsoships & Star City Music Festival
	Engage Outlying Neighborhoods					Community Building	
		Consider marketing to surrounding neighborhoods	Not Started	2 years	0%		Daly City, South San Francisco, San Bruno
		Identify partnership opportunities	Not Started	Ongoing	0%		
	Marina					Community Building	
		Survey the community regarding how they would use the Marina	Complete	6 months	<div style="width: 100%;"></div> 100%		Included in needs assesment survey.
		Consider the feasibility of adding programming at the Marina, such as: Kayaking, Wind Surfing, Sea Scouts, etc.	Not Started	2 years	0%		Work with Public Works
		Host an annual event at the Marina	Complete	2 years	<div style="width: 100%;"></div> 100%		Partnered with Marina for Kite Event in 6/2017.