

MILBRAE NEWS

A YEAR IN REVIEW
2024

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Manager Williams

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2025
HAPPY NEW YEAR

DECEMBER 27, 2024



Dear Millbrae Community,

As the year comes to a close, I want to take a moment to reflect on the progress and achievements we have made together as a City. 2024 has been a year of growth, innovation, and collaboration, and none of it would have been possible without the active engagement and support of our residents, businesses, and community groups.

This year, we celebrated milestones that have brought us closer as a community and laid the groundwork for a brighter future. From infrastructure improvements to community-driven programs, here are just a few highlights:

Millbrae was recognized as the fastest-growing City in San Mateo County, reflecting our focus on responsible development. Major projects like the Gateway at Millbrae Station and the Alexandria Center for Life Sciences have brought new opportunities, high-quality jobs, and a community-oriented lifestyle to our City. Additionally, projects like the redevelopment of the Office Depot site and the approval of new housing developments have emphasized sustainability and affordability, ensuring Millbrae meets the needs of current and future residents.

Our commitment to safety remains a top priority. The services provided by the San Mateo County Sheriff's Office and Central County Fire Department have been unmatched, and our collaboration and partnership with both agencies is appreciated. Initiatives like HELP (Homeless Engagement Local Program) have provided vital resources to those in need, while advanced tools like Automatic License Plate Readers have enhanced our law enforcement capabilities. With the reopening of Fire Station 36 and new traffic-calming measures, Millbrae continues to be a City that prioritizes both emergency response and community safety.

This year, Millbrae was honored with the Vanguard Beacon Award for its innovative sustainability efforts. From installing EV charging stations to reducing natural gas consumption by 32%, our City is leading the charge in environmental stewardship. The renovation of parks like Marina Vista Park and the implementation of drought-resistant landscaping further reflect our dedication to preserving and enhancing the environment for all.

Events like the Lunar New Year Festival, Juneteenth, Japanese Culture Festival, Millbrae Art & Wine, Beats Brews, and Vines and Family Movie Nights have brought us together, celebrating the rich diversity that makes Millbrae special. Partnerships with local organizations have ensured that programs cater to all ages, from senior wellness workshops to youth summer camps.

These successes are a testament to the strength of our community and the partnerships that drive us forward. Your participation—whether through attending City Council meetings, volunteering at local events, or sharing your ideas—has been invaluable. Organizations and individuals alike have shown us what is possible when we come together with a shared purpose.

I would also like to recognize the incredible work of our City staff and leaders who have gone above and beyond to serve Millbrae. Their dedication and resilience inspire all of us to strive for excellence in everything we do.

Looking ahead to 2025, we are excited to continue building on this year's momentum. The strength of our City lies in its people—your participation, ideas, and dedication are what make Millbrae such a desired place to live and work.

Happy Holidays and Happy New Year!

Tom Williams
City Manager
City of Millbrae



2025 Resolutions

LET'S MAKE 2025 A YEAR OF COMMUNITY ENGAGEMENT AND RESPONSIBILITY!

As we step into the new year, it's the perfect time to reflect on how we can make Millbrae an even better place to live. While many of us set personal goals, let's also commit to a few resolutions as residents that will strengthen our community and enhance the quality of life for everyone. Here are some impactful ways you can contribute:

1. Be a Responsible Pet Owner: Pick Up After Your Dog and follow the Leash Law

Walking your furry friend is a great way to enjoy Millbrae's beautiful parks and neighborhoods, but remember to keep them on a leash and that picking up after our dogs is not just polite—it's essential for public health and the environment. Let's pledge to carry waste bags and dispose of them properly every time.

2. Drive Safely and Follow Traffic Laws

Safe driving is crucial for keeping Millbrae's streets safe for everyone. Let's resolve to stop fully at stop signs, obey speed limits, yield to pedestrians, and avoid distractions while driving. By being mindful and following traffic laws, we can reduce accidents and create a safer environment for drivers, cyclists, and pedestrians alike.

3. Report Issues Using SeeClickFix

Spotted a pothole, graffiti, or a broken streetlight? Your input matters! SeeClickFix is a convenient tool that allows you to report non-emergency issues directly to the City. By taking a few moments to report problems, you're helping Millbrae's Public Works and other departments keep our City in great shape. Let's resolve to be proactive and use this tool whenever we see something that needs fixing. <https://seeclickfix.com/millbrae>

4. Stay Informed with E-Notifications and following the City on Social Media

Millbrae offers an e-notification service that keeps you updated on important City news, events, and meetings. Signing up is easy and ensures you'll never miss information that matters to you. Whether it's a community event, a public meeting, or updates on local services, staying informed is the first step to staying involved. <https://bit.ly/NotifyMeMillbrae>

Want quick updates, event reminders, and City news at your fingertips? Follow the City of Millbrae on social media! Platforms like [Facebook](#), [Instagram](#), [Nextdoor](#), and [Twitter](#) offer a great way to stay connected and engaged. Interact with posts, share updates with your neighbors, and be part of the online community that keeps Millbrae thriving.

5. Attend City Events

Millbrae hosts a variety of events and City Council meetings throughout the year. These gatherings are excellent opportunities to meet your neighbors, learn about City initiatives, and share your thoughts on local matters. Whether it's a cultural celebration, a workshop, or a public forum, your participation helps shape Millbrae's future. Let's resolve to mark our calendars and show up!

Each of these actions may seem small, but collectively, they have a powerful impact on our community. Picking up after your dog ensures our parks and sidewalks are clean and enjoyable for all. Reporting issues help City staff address problems quickly. Staying informed and engaged makes you an active participant in Millbrae's success. We value our Millbrae community and look forward to another great year!



2024 AWARDS OBTAINED

DISTINGUISHED BUDGET PRESENTATION AWARD

The City of Millbrae received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA). Established in 1984, this prestigious program recognizes state and local governments that prepare budget documents of the highest quality. To achieve this award, the City of Millbrae demonstrated excellence in its budget as a policy document, financial plan, operations guide, and communication tool, showcasing its commitment to transparency, accountability, and effective financial planning.

GOLD VANGUARD AWARD

The City of Millbrae received the Institute for Local Government's (ILG) Gold Vanguard Award for its exceptional environmental leadership and commitment to sustainability. The award honors the City's significant progress in reducing greenhouse gas emissions, conserving energy, and implementing sustainable practices across both municipal operations and the community.

THREE DESIGN-BUILD INSTITUTE OF AMERICA AWARDS

- National Award of Merit in the Civic/Assembly
- National Award of Excellence Civic/Assembly
- Best in Teaming

The City of Millbrae was honored alongside partners Blach Construction (Blach), ELS Architecture and Urban Design (ELS), and Swinerton Management & Consulting (SMC) with three Design-Build Institute of America (DBIA) awards for its Millbrae Recreation Center (MRC) project. Presented at the 2024 Design-Build Conference & Expo in Dallas, the project was initially bestowed the National Award of Merit in the Civic/Assembly category and went on to also receive the National Award of Excellence in the Civic/Assembly category and Best in Teaming at the ceremony.

Celebrating a Year of Community and Connection in Millbrae

The City of Millbrae has always been committed to bringing the community together through exciting events and meaningful partnerships. This past year, collaborations with local organizations enriched our City with a variety of cultural and community celebrations, including:

- Lunar New Year Festival
- Mayor's Cup Golf Tournament: A successful fundraiser that raised over \$31,000 for youth scholarships and Rotary Club projects.
- Juneteenth Celebration: A parade, flag-raising, and gathering honored this significant day, uniting the community in reflection and celebration.
- Art & Wine Festival
- Mid-Autumn Festival
- Japanese Culture Festival
- Millbrae Machines Car Show
- Annual Tree Lighting
- Indoor movie night took place in February, April, October, and December at the Millbrae Recreation Center. Movies in the Park took place from June through September in Millbrae's Central Park!
- Beats, Brews & Vines Concert Series: This concert series, held from July to October, brought Central Park and Downtown to life with live music and family-friendly fun.

These events showcased Millbrae's vibrant cultural diversity and brought the community together. A heartfelt thank you to everyone who participated and made these moments memorable. We look forward to more opportunities to celebrate together in the coming year!

CITY
Events



THANK YOU TO OUR COMMUNITY PARTNERS!



MILLBRAE
community foundation



**Self-Help for
the Elderly**
安老自助處

Rotary
Club of Millbrae



Interact



millbrae
CHAMBER OF COMMERCE



MCTV
COMMUNITY
MEDIA

The City of Millbrae extends its deepest gratitude to our incredible community partners. Your dedication and collaboration have been instrumental in making Millbrae a vibrant and welcoming place for everyone.

From cultural festivals and family-friendly concerts to meaningful celebrations and fundraisers, your support has helped create events that bring our community together, celebrate our diversity, and strengthen our bonds.

Thank you for your tireless efforts, creativity, and commitment to our shared vision. Together, we've made a lasting impact, and we look forward to continuing this wonderful partnership in the years ahead.

Millbrae Recreation Department 2024 Highlights

As we look back on 2024, the Millbrae Recreation Department proudly celebrates a year filled with exciting events, growing programs, and a strong sense of community. Here's a recap of just some of the achievements and milestones that made this year remarkable.

Youth Programs

- Millbrae Adventure Summer Camp registrations grew by 6% to 954 participants.
- Youth sports participation increased by 41%, with the addition of new facilities and growing interest in programs like badminton and volleyball.
- Free Finch Robotics and Youth Legislative Parliamentary Programs provided enriching educational opportunities.



Adult Programs

- Recreation offers both in-house and contracted Adult Sports! These include, Soccer, Tennis, and NEW this year is Pickleball!!!
- One of our new adult programs include the very popular Bingo Nights! This program is reserved for those 18 and older and provides a fun night for adults to socialize, laugh and win prizes!



Senior Programs

- Senior class participation increased by 49%, with new activities like "Bad Dad Jokes" meeting group, walking groups, and additional line dancing classes.
- Collaborative lunch events and the Senior Stories Program continued to thrive.
- AARP-supported tax assistance filed 199 tax returns, securing nearly \$70,000 in refunds for local seniors.



Other Highlights

- **Recreation Center Rentals:** Revenue from facility rentals more than doubled, reflecting its growing popularity for weddings, parties, and conferences.
- **Community Garden:** Volunteers improved pathways and soil, helping the garden flourish with fruits, vegetables, and beautiful landscaping.
- **New Pickleball Courts:** A major hit among residents, offering a popular new outlet for recreation.
- Recreation class and program revenue grew by 33%.
- Recreation offered a diverse range of 169 summer programs for Summer 2024, offering everything from cooking to robotics, providing something for every interest and age.

[Sign up for programs at bit.ly/milrec](http://bit.ly/milrec)

MILLBRAE PUBLIC WORKS

As we reflect on 2024, the Millbrae Public Works Department celebrates a year of remarkable achievements, infrastructure improvements, and community-driven initiatives. From streets to parks, and facilities to utilities, the Department's efforts have enhanced the daily lives of Millbrae residents. Here's a look at this year's highlights:

Engineering Accomplishments

Taylor Middle School Basketball Courts Renovation:

Delivered a refreshed and functional space for student and community use.



2023 Pavement Maintenance Project: Maintained approximately 300,000 square feet of pavement, including crack sealing, base repairs, striping, and slurry sealing on Milwood Drive, Barcelona Drive, Capuchino Drive, Ridgewood Drive, and Minorca Way.

Library Makerspace Completion: Constructed a creative hub featuring tools and technology such as 3D printers, sewing machines, robotics equipment, and more, fostering innovation in the Millbrae Library.



Sidewalk Repair Program: Launched routine inspection and maintenance to ensure safer, ADA-compliant walkways for all residents.

Traffic Calming Measures: Installed speed cushions, reflective barriers, and signage in key areas like Helen Drive and Palm Avenue to improve pedestrian and driver safety.

Critical Infrastructure Projects:

- Nearshore Outfall Project:** Added a new stormwater discharge location to increase capacity during heavy rain.
- Arroyo Seco Bypass Project:** Upgraded stormwater systems to prevent flooding and improve maintenance.
- Sodium Hypochlorite Tanks Replacement:** Modernized the wastewater treatment system, enhancing safety, reliability, and operational efficiency.

Sewer and Streets/Storms System Enhancements

Sewer and Streets/Storm System Enhancements

- Cleaned 52 miles of sewer lines and inspected 22.5 miles using CCTV technology.
- Restored 720 feet of storm pipe functionality and replaced 220.85 tons of pavement citywide.

Parks and Environmental Initiatives

- Collaborated with the Millbrae Leos Club to replant Taylor Green medians as part of the "Adopt-a-Spot" program.
- Enhanced public spaces and community-driven environmental projects.
- Provided incentives to residents and landscape businesses to promote electric/battery powers, leaf blowers, and weed trimmers.
- City Hall and the Recreation Center were both certified as Green Businesses.

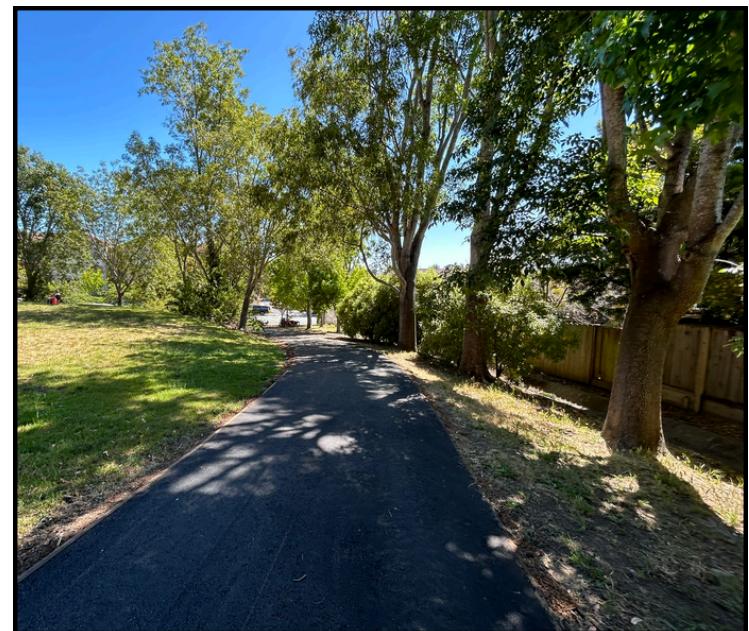


Garage and Facilities Improvements

- Fleet Modernization: Introduced four new EV utility trucks and hybrid vehicles, aligning with the state's Advanced Clean Fleet Rule.
- Solar-Ready Roof Replacements: Completed roof upgrades at City Hall and the Library to support solar panel installations, promoting renewable energy use.

Looking Ahead for Public Works

As 2024 wraps up, the Public Works Department looks forward to continuing its efforts to enhance Millbrae's infrastructure and sustainability. From upcoming solar energy projects to expanded sidewalk and roadway programs, the Department remains committed to serving the community with innovation and excellence.



Thank you for your support as we continue building a stronger, more resilient Millbrae. Here's to an even brighter 2025!

MILLBRAE FINANCE DEPARTMENT

The Finance Department continued to lead with transparency and fiscal responsibility, earning the Distinguished Budget Presentation Award for the FY 2023-2024 Operating and Capital Budget and the Certificate of Excellence in Financial Reporting for the FY 2022-2023 Annual Comprehensive Financial Report from the Government Finance Officers Association. These accolades highlight the City's commitment to fiscal sustainability and accessible financial reporting.

Additionally, the department transitioned to an online business license system, streamlining processes and improving accessibility for residents and businesses. This year also saw the successful reauthorization of the Fire Assessment, demonstrating a collaborative effort with the community to maintain superior fire services.

In partnership with Public Works, a new Water Rate Study was started. This initiative aims to project revenues and expenses over the next five years, ensuring fairness and predictability in water rates while supporting essential capital improvements.

The City of Millbrae continues to foster engagement and innovation. Highlights include:

- The updated Fire Suppression Assessment, developed with community input and approved with overwhelming support.
- Advancements in online services, which enhance self-service options and reduce processing times.

Millbrae's Finance Department now also serves as the fiscal agent for Commute.org, a joint-powers authority, generating additional revenue for the City's General Fund. This partnership underscores the City's strategic vision for regional collaboration and economic development.

As Millbrae reflects on 2024, the year's accomplishments serve as a testament to the City's dedication to excellence, innovation, and community-driven solutions. Here's to building on this momentum in 2025!

MILLBRAE COMMUNITY DEVELOPMENT DEPARTMENT

As 2024 comes to a close, the Community Development Department (CDD) proudly reflects on a year of impactful achievements, strategic progress, and community-focused initiatives that shaped Millbrae's growth and vitality.

Accomplishments

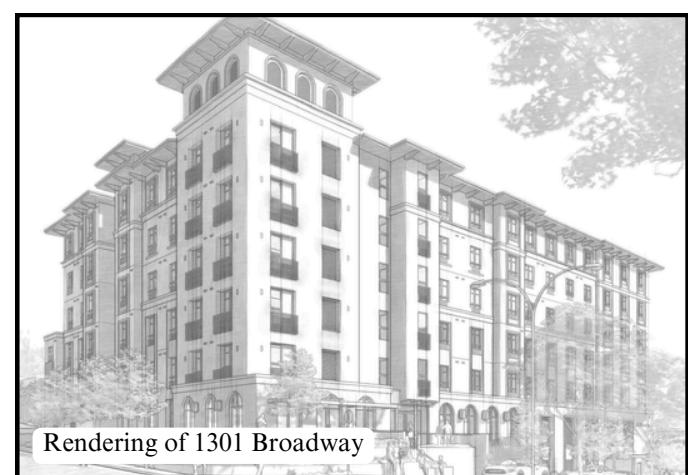
- Transportation and Housing Policies:** CDD adopted a new Vehicle Miles Traveled (VMT) policy for evaluating transportation impacts and an ordinance aligned with Senate Bill 9, a State law that established standards for developing additional residential units in Single-Family Residential Zones.
- Housing Progress:** Millbrae received certification for its 6th Cycle Housing Element from the Department of Housing and Community Development on March 1, 2024, ensuring compliance with state housing goals.
- New Developments and Infrastructure:**
 - Established a parklet permitting program enabling outdoor dining.
 - Amended the Downtown and El Camino Real Specific Plan to increase building heights and streamline development processes.
 - Entitled a new electronic billboard along the east side of Highway 101, creating a recurring revenue stream.
- Sustainability Leadership:**
 - On January 1, 2024, Millbrae became the first City in California to prohibit synthetic turf and artificial grass. The City is regularly consulted by other agencies and presented on the topic at this past year's state planning conference.
 - The City approved a major update to the City's tree protection and urban forestry ordinance.
- Animal Welfare and Public Health:** Updated the City's Animal Control and Tobacco ordinances.
- Building Division Activity:** Over the fiscal year, the Building Division issued 5,749 permits, conducted 4,681 inspections, and completed 1,037 plan checks.

Rendering of One Meadow Glen
(Former Office Depot)



CDD advanced several strategic initiatives:

- Residential Design Standards:** Launched a community questionnaire to guide the creation of citywide residential design standards, with over 60 responses received by mid-year.
- Housing and Density Planning:** Collaborated with experts to update density bonus ordinances and inclusionary housing policies.
- Housing Support Services:** The City entered into an agreement with HEART of San Mateo County for housing support services to assist staff with implementing housing programs and help connect residents with housing assistance programs.
- Community Workshops:** Hosted discussions on the tree ordinance, residential design standards, and downtown parking, fostering transparency and inclusivity. The City also hosted stakeholder meetings with local developers and housing support service providers.

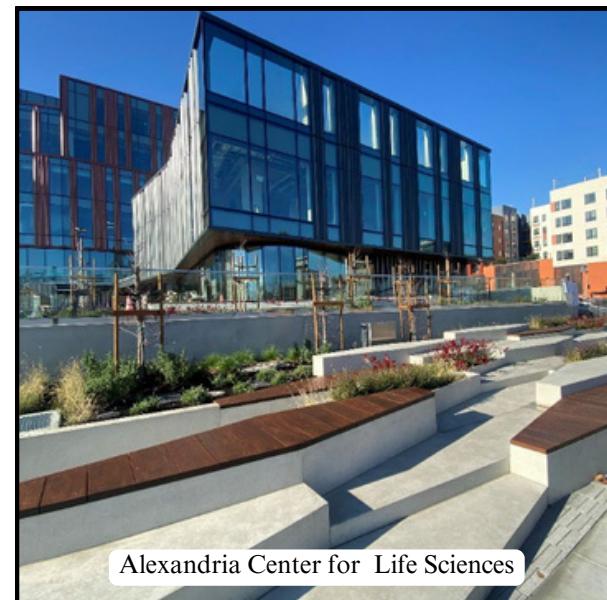


Community Development Department Continued

Exciting projects are on the horizon for 2025:

- **Tech-Enhanced Services:** Plans to implement new permit software will enhance the online customer service experience for residents and contractors.
- **Major Developments:**
 - Building three of the Alexandria Center for Life Sciences, which will be home to Eikon Therapeutics and the accompanying amenity building, is on target for occupancy in May 2025.
 - Avia Labs at Adrian Road aims for an April 2025 completion.
 - One Meadow Glen (959 El Camino Real) broke ground in November 2024, promising future contributions to the City's economic vitality.
 - A 97-unit affordable housing project at 1301 Broadway, approved by the Planning Commission in August 2024, is currently under building permit review.

Whether addressing housing needs, updating ordinances, or spearheading innovative projects, CDD is paving the way for a thriving and sustainable future.



HUMAN RESOURCE DEPARTMENT

The Human Resources Department, through strategic partnerships and collaboration with various City departments, focuses on recruiting, hiring, developing, and retaining a high-performing and diverse workforce. The Department fosters creativity, employee development, wellness, and equitable programs that cultivate a culture of care.

In 2024, the Department facilitated 58 skill-based, management, leadership, and emergency management trainings, engaging 284 employees (some employees attended multiple trainings) to enhance individual capabilities and support professional growth. Additionally, 19 employment recruitments were conducted, filling 56 critical positions essential to the City's operations.

Process improvements have been implemented to recruit, manage, and retain top talent more effectively. The Employee Recognition Committee continues to bring together representatives from all departments to plan activities celebrating achievements and excellence across the workforce.

The Department serves as an advisor to the management team and provides broad and wide-ranging resources to its employees.

Over the next year, priorities include:

- Tracking metrics and performance measures to refine systems, policies, and procedures. This includes onboarding, benefits, and performance management.
- Expanding the Citywide Training Program and enhancing classification, compensation, and recognition initiatives.
- Promoting the internship program to offer young professionals meaningful government career exploration opportunities.
- Identifying and implementing organizational improvements to better serve City employees and the community.

CITY CLERK

As 2024 comes to a close, the City Clerk's Office reflects on a year of significant accomplishments, ensuring transparency, efficiency, and community engagement in the City of Millbrae. Here's a recap of the highlights:

The team supported local governance by recruiting members to commissions and committees as well as the two vacant Council district seats. The Commission and Committee membership is currently at 95%. Commissions and committee members and staff are provided annual training sessions covering essential topics such as the **Brown Act**, **Records Request Act**, and **Robert's Rules of Order**.

The City Clerk's Office contributed to organizing events that strengthened community bonds, including:

- State of the City Address
- Council of Cities Meeting for San Mateo County elected officials
- Commission and Committee Appreciation Luncheon
- Delegation visits from Maoming, China; and Hebei, China.
- Coordinated with Sister Cities Commission for Hanyu, Japan Delegation Visit
- Forty-four (44) City Council meetings with hybrid meeting options for wider public participation

Looking Ahead:

2025 promises to be another impactful year, with plans to:

- Enhance training for commission and committee members and internal staff
- Continue the digitization of records to improve efficiency.

The City Clerk's Office remains dedicated to upholding Millbrae's values of integrity, service, and innovation as it supports the City's growth and community needs. Here's to another year of excellence!



Accomplishments

This year marked advancements in modernizing City processes:

- The adoption of **Ordinance No. 812**, promoting electronic and paperless filing of campaign disclosure statements.
- An updated **Conflict-of-Interest Code** (Resolution 24-82).
- Ensured City officials completed mandatory ethics training and complied with disclosure requirements.

Digital Transformation:

- A focus on digitization made records more accessible and secure on the City's public portal.
- Digitized all ordinances from incorporation. Resolutions from 1972 to the present are available online.
- Setup automation of digitizing records when possible.
- Collaborated with departments on repository cleanup, ensuring proper record retention.

Elections

Election and Voter Information

Two **municipal elections** were held this year:

- **July:** A Special Recall Election of two Council district seats.
- **November:** A Regular Election with three Council district seats and a city-wide Ballot Measure on Council Term Limits.

Additionally, the office developed outreach materials and met with candidates and the public on the election process. The public had the opportunity to learn about the elections through the City's website with campaign materials and financial disclosures.

Learn more about the City Clerks Office:

<https://bit.ly/MillbraeClerk>

MILLBRAE POLICE BUREAU



Dear City of Millbrae,

As the end of the year approaches, the Millbrae Police Bureau would like to wish you all a very happy holiday season.

This year has flown by and we can't believe it is almost a New Year! The year has been filled with lots of events and good times with all of you.

Members from our bureau have earned Medals of Valor and Medals of Lifesaving.

Our Deputies work extremely hard for the City and appreciate all the encouragement we receive from you on a daily basis. We love our partnership with all of you and look forward to bringing in the new year together. We went through two rounds of shift bids and Millbrae Police Bureau is one of the first bureaus to get filled. This is a testament to the City, the support, and our relationships with you.

We want to remind everyone to stay safe this holiday season.

DON'T DRINK AND DRIVE.

If you are going on vacation, don't post about it on social media, and ask your friends and family to keep an eye on your house.

When you are out shopping, make sure not to leave anything visible in your vehicles.

Phone scams have been on the rise, so if something feels off, give us a call at our non-emergency number, 650-259-2300.

Lastly, if you see something, say something. We are here for you and want to make sure you all feel safe and protected.

Wishing you all the Happiest of Holidays and Happiest New Year.

With kind regards,

The Millbrae Police Bureau



Upcoming Events



Jan. 14
11:30 AM

Senior Luncheon
Millbrae Recreation Center
477 Lincoln Circle
PLEASE CALL 650-259-2338 BY
JANUARY 7TH TO RSVP



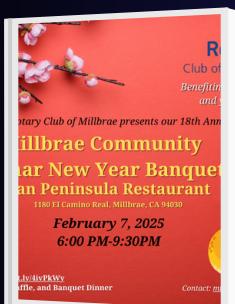
Jan. 24
5:30 PM

Bingo Night
Millbrae Recreation Center
477 Lincoln Circle



Jan. 25&26
10:00 AM

Lunar New Year Festival
Downtown Millbrae
Broadway between Taylor
Bld and Victoria Ave



Feb. 7
6:00 PM

Millbrae Rotary Lunar New Year
Banquet
Yan Peninsula Restaurant
Register: <https://bit.ly/4ivPkWy>

For more events visit:

<https://bit.ly/MillbraeEvents>



City of Millbrae Phone Directory

City Council (650) 259-2373

Administration:

City Manager	(650) 259-2467
City Clerk	(650) 259-2414
Public Information Officer	(650) 259-2417
Human Resources	(650) 259-2332



Departments and City Services:

Community Development Director	(650) 259-2443
Community Development	(650) 259-2342
Building	(650) 259-2330
Code Enforcement	(650) 259-2440
Planning	(650) 259-2341
Finance Director	(650) 259-2433
Finance	(650) 259-2350
Accounts Payable	(650) 259-2355
Business License	(650) 259-2321
Utility Billing	(650) 259-2420
Public Works Director	(650) 259-2336
Public Works	(650) 259-2339
Administration & Engineering	(650) 259-2339
Environmental Services	(650) 259-2340
Parks Unit	(650) 259-2374
Utilities & Operations	(650) 259-2374
Water Pollution Control Plant	(650) 259-2374
Recreation Director	(650) 259-2362
Recreation	(650) 259-2360



Central County Fire Department:

Central County Fire Department (650) 558-7600

San Mateo County Sheriff's Office:

Millbrae Police Bureau	(650) 259-2300
Records Bureau	(650) 259-2300
Red Light Camera	(650) 652-2701
Police Public Records Act Request	(650) 363-4525

For all emergency after-hours water, street, sewer, and storm concerns, please call 650-363-4951.

For PG&E-related emergencies, please call 1-800-745-5000.

For all medical, life threatening emergencies, call 9-1-1

