

**City of Millbrae
Community Enhancement Advisory Committee
Work Plan
Fiscal Years 2025-2027**





Community Enhancement Advisory Committee Work Plan Fiscal Years 2025-2027

Chairperson: Jean Wong

Vice Chair: Carol Krasilnikoff

Members: Alauki Ankur Parikh
Neinhwa Cheng
Donna Eghbal
Terrence Ngu
Ken Smith
David Tavakoli
Santana Thienviwat
Iris Kim (Alternate)

Vacancies: None

I. Vision, Mission, and Values

The Vision Statement

To engage Millbrae Residents in the beautification and environmental sustainability of the City.

The Mission Statement

The City Council established the Community Enhancement Advisory Committee to advise the City Council on certain matters further defined in Resolution No.16-39

The mission of the Committee is to promote Millbrae by creating, participating in, and supporting activities and programs that improve the aesthetic and physical environment of the community.

The Values Statement

- Uphold the sworn oath taken when appointed to serve.
- Fully comply with all applicable federal, state, and local statutes regarding disclosure of assets, open meeting practices, and other ethics-based requirements.
- Act in good faith and conscience using professional expertise, personal experience, and common sense based upon the best available information, observation, and testimony and within established legal limits and authority.

II. Background

The City Council established the Community Enhancement Advisory Committee by Resolution 16-39 to advise the City Council on certain matters as follows:

- To advise the City Council regarding the aesthetic and physical environment of the City of Millbrae.
- To focus on education, recognition, and advocacy.
- To act as liaison with other organizations.
- To act in concert with the City Council.

III. Fiscal Year Work Plan

Task 1 - Develop a community education program related to environmental topics

- Reach out to professionals and experts to assist in providing public education on topics such as:
 - Curb Appeal
 - Landscaping
 - Synthetic Grass Prohibition
 - Tree Ordinance
- Strive to host at least three educational workshops
- Install plaques in the Pollinator Garden for educational purposes

Timeline: Ongoing

Budget: \$400.00 for speaker fees, \$600.00 for planting plaques

Primary Lead: Santana Thienviwat

Secondary Lead: Terrence Ngu, Nienhwa Cheng, Iris Kim

Staff Lead: Andrea Pappajohn, Andrew Mogensen, Annabelle Acosta, Nestor Guevara

Task 2 - Continue to implement and improve the Adopt-a-Spot program

- Review existing and recommend new Adopt-a-Spot sites
- Continue to promote Adopt-a-Spot Program to further encourage participation and involvement of the community
- Coordinate with Adopt-a-Spot volunteers to develop maintenance plans for their Adopt-a-Spot sites
- Continue to support Adopt-a-Spot volunteers as needed
- Support City Staff with Grant Proposals as needed

Timeline: Ongoing

Cost Estimate: N/A

Primary Lead: Jean Wong

Secondary Lead: Alauki Parikh, Nienhwa Cheng, Carol Krasilnikoff

Lead: Andrea Pappajohn, Andrew Mogensen, Annabelle Acosta, Nestor Guevara

Task 3 - Continue to support of the Tree Preservation and Urban Forestry Ordinance

- Explore community tree maintenance and tree replacement programs
- Explore ways to improve the community's tree canopy
- Advise on tree ordinance education and communication
- Continue to serve as a resource for facilitation and feedback
- Review the City's current list of Millbrae appropriate trees

Timeline: Ongoing

Cost Estimate: N/As

Primary Lead: Terrence Ngu

Secondary Lead: Donna Eghbal, Carol Krasilnikoff, Alauki Parikh

Staff Lead: Andrea Pappajohn, Andrew Mogensen, Annabelle Acosta, Nestor Guevara

Task 4 - Community Spur Trail Enhancement- Dedication Wall

- Establish an inter-departmental subcommittee with representatives from Public Works/Parks, Community Development Department, Recreation Department and other departments as deemed appropriate, to explore project feasibility
- Subcommittee to consider project's:
 - Goals and alignment with Millbrae's current and future plans
 - Concept and design, scope, financing alternatives, budgets, implementation strategy and required staff time
 - Design to include a dedication feature such as a wall to commemorate special occasions and people as well in remembrance of loved ones
 - Criteria and standardized process for recognitions and features
- Present project proposal to City Council with recommendations for next steps

Timeline: July 1, 2025 –June 30, 2027

Cost Estimate: TBD

Primary Lead: Ken Smith

Secondary Lead: Carol Krasilnikoff, Donna Eghbal, David Tavakoli

Staff Lead: Andrea Pappajohn, Andrew Mogensen, Annabelle Acosta, Nestor Guevara