



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

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

CULTURAL ARTS ADVISORY COMMITTEE

The City Council established the Cultural Arts Advisory Committee to advise the City Council on certain matters further defined in Resolution No. 16-42 and Arts Policy Adopted October 11, 2016 as follows:

- A. To advise, assist and make recommendations as follows;
 - 1. To the City Council on matters affecting the culture of the city.
 - 2. To the City Council on all works of art to be acquired by the city either by purchase, gift, loan or otherwise and with respect to location.
 - 3. To other city commissions and committees in the field of performing and fine arts;
- B. To encourage programs in the fine arts and to promote the cultural enrichment of the community;
- C. To act as liaison between the city and local cultural and artistic groups;
- 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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CULTURAL ARTS 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. 16-42 and Arts Policy Adopted October 11, 2016. Establish an effective liaison with the arts community. Keep abreast of current and emerging trends and community interests.

Task 2: Programs. Develop a program and make recommendations to the City Council regarding arts programming in the field of performing and fine arts. Participate in education and advocacy for city programs and initiatives which promote the cultural enrichment of the community. On an as needed basis, provide input to decision makers regarding art installation and programming.

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.

Task 4*: General Plan/Planned Development Area. To address City Council Priorities, participate as an advisory body to the Planning Commission and City Council at defined milestones for the General Plan and the Planned Development Area. Review and provide input regarding public art opportunities in the General Plan/Planned Development Area process, alternatives consideration.

* City Council Priority

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Task 1: Advisory Body to City Council

Completion Date: On-going.

Participants: Cultural Arts Advisory Committee Members, Staff

Suggested Resources: Arts Policy, General Plan and other adopted studies and guidelines

Steps to Completion: Hold regularly scheduled meetings. Keep abreast of issues affecting the City.

Fiscal Commitment: Staff time and services and supplies budget for copying, noticing.

Staff Role: Provide support and liaison to the Cultural Arts Advisory Committee

Council Role: Receive Cultural Arts Advisory Committee recommendations

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Task 2: Programs

Completion Date: Throughout FY 2017-2018

Participants: Cultural Arts Advisory Committee Members, Staff, affected stakeholders

Suggested Resources: Parks and Recreation Department Staff, Finance Department, stakeholders

Steps to Completion: Address actions to necessary to create a cultural arts program. Develop a schedule and tasks to be accomplished during the fiscal year. Specifically, include in the Cultural Arts Program for FY 2017-2018:

- 1) Art in Public Places. Consider venues such as the Library, the Millbrae Historical Museum, the Millbrae Train Station. Work with Business entities such as the Chamber of Commerce to investigate potential installation sites in business locations.
- 2) An Annual Art Show
- 3) Art at City sponsored Festivals. Work with the Sister Cities Commission.

Fiscal Commitment: Staff Time, services and supplies budget and other funding as may be approved by the City Council.

Staff Role: Provide analysis to the Cultural Arts Advisory Committee.

Council Role: Receive the Cultural Arts Advisory Committee recommendations for programs and budget requests 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, 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 Cultural Arts 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 Cultural Arts 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, Planning Commission, Cultural Arts Advisory Committee, Consultants, staff.

Suggested Resources: General Plan, other City documents and Studies,

Steps to Completion: Conduct a meeting of the Cultural Arts Advisory Committee concurrent with the scheduled milestones for the General Plan/Planned Development Area alternatives consideration. Receive and review recommendations from consultants. Make recommendations to consultants and the Planning Commission regarding the General Plan/Planned Development Area. Provide input to Planning Commission and General Plan Consultants regarding the Draft General Plan.

Fiscal Commitment: Staff Time, Grant funds and other City funds as appropriate

Staff Role: Provide analysis to the Cultural Arts Advisory Committee.

Council Role: Receive recommendations regarding the General Plan/Planned Development Area and determine action to be taken.