

**SISTER CITIES
COMMISSION
WORK PLAN FY '17-'18**
Adopted by the City Council:
07/27/2017



CITY OF MILLBRAE
621 MAGNOLIA AVENUE
MILLBRAE, CA 94030

SISTER CITIES COMMISSION

The City Council established the Sister Cities Commission to advise the City Council on certain matters as follows:

Municipal Code 2.10.110

- A. To promote a greater global understanding of other cultures and an international perspective for Millbrae in light of the significant changes happening throughout the world,
- B. To grow relationships with sister cities and friendship cities;
- C. To foster cultural and educational exchange programs, and identify and promote trade relationships;
- D. To perform such other duties as may be assigned by 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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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 the Municipal Code. Keep abreast of current and emerging issues.

Task 2: Programs and events. Annually review and make recommendations to the City Council regarding exchange programs and cultural events.

Task 3*: Implement Downtown Economic Development Plan. To address City Council Priorities, annually recommend to the Economic Vitality Advisory Committee, potential trade relationships with sister cities and friendship cities.

Task 4*: Rebuild Community Center. To address City Council Priorities, one member of the Commission shall serve on the Advisory Committee for the Community Center Rebuild project. Provide input and guidance to the Consultants and City Council.

Task 5*: General Plan/Planned Development Area. To address City Council Priorities, participate as an advisory body to the Planning Commission and City Council on the General Plan and the Planned Development Area

* City Council Priority

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Task 1: Advisory Body to City Council

Completion Date: On-going.

Participants: Sister Cities Commission Members, Staff

Suggested Resources: Documents and guidelines with relevance to Sister Cities.

Steps to Completion: Hold regularly scheduled meetings. Attend joint sessions with the City Council. Keep abreast of issues affecting the City of Millbrae's Sister Cities and Friendship Cities. .

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

Staff Role: Provide support and liaison to the Sister Cities Commission

Council Role: Receive Sister Cities Commission recommendations

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Task 2: Programs and Events

Completion Date: June 2018

Participants: Sister Cities Commission Members, Staff, affected stakeholders

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

Steps to Completion: Annually, conduct an evaluation of programs and events for consideration and recommendation to the City Council. Collaborate with the Cultural Arts Committee for the purpose of promoting local Art at City sponsored Festivals.

Fiscal Commitment: Staff Time and services and supplies budget

Staff Role: Provide analysis to the Sister Cities Commission.

Council Role: Receive the Sister Cities Commission recommendations and determine action to be taken.

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Task 3*: City Council Priority – Implement Downtown Economic Development Plan

Completion Date: Throughout FY 2017- 2018

Participants: City Council, Economic Vitality Advisory Committee, Consultants, staff.

Suggested Resources: Economic Development Plan, other City documents and studies.

Steps to Completion: Annually provide input to the Economic Vitality Advisory Committee regarding potential trade relationships with Sister Cities and Friendship cities.

Fiscal Commitment: Staff Time.

Staff Role: Provide input from the Sister Cities Commission to the Economic Vitality Advisory Committee.

Council Role: Receive recommendations.

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Task 4*: 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 Sister Cities Commission 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 Sister Cities Commission.

Council Role: Receive recommendations regarding the Community Center Rebuild and determine action to be taken.

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Task 5*: City Council Priority - General Plan/Planned Development Area

Completion Date: Fall 2018

Participants: City Council, Planning Commission, City Commissions and Committees, Consultants, staff.

Suggested Resources: General Plan, other City documents and studies.

Steps to Completion: Meet milestones for public meetings. Receive and review recommendations from consultants. Make recommendations to Planning Commission and Consultants regarding the Draft General Plan.

Fiscal Commitment: Staff Time, City funds as appropriate

Staff Role: Provide analysis to the Sister Cities Commission

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