

City of Millbrae
Youth Advisory Committee
Annual Work Plan
2025





Youth Advisory Committee

Annual Work Plan

2025

Chairperson: Zurine Cheng

Vice Chair: Anderson Fung

Members: Abigail Lim
Daniel Delima
Derek Delima
Hannah Lim
Kian Chen
Madison Douglas
Shrey Parikh
Katelyn Chun (Alternate)

Vacancies: 0

I. Vision, Mission, and Values

The Vision Statement

To provide a forum for discussion and resolution of issues affecting youth and facilitate communication between youth and City Government.

The Mission Statement

Enhancing the quality of life in our community, providing great services, encouraging community engagement, fostering economic growth, and embracing cultural diversity in a safe environment.

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 & Achievements

The City Council established the Youth Advisory Committee by Resolution No. 16-38 to advise the City Council on certain matters as follows:

- To provide a forum for discussion and resolution of issues affecting youth and facilitate communication between youth and City government.
- To advise the City Council on matters affecting youth which do not involve or pertain to proposals on capital spending programs.
- To act as liaison with City organizations.
- To act in concert with the City Council.

The following tasks were accomplished last year:

Advisory Body to the City Council.

As an on-going activity, serve as the recommending body for matters as defined in Resolution No. 16-38.

Programs and Fees.

As needed, review and make recommendations to the Parks and Recreation Commission for review by the City Council for Parks and Recreation operation, programming, and fees for service.

Youth and Teen Programming and Events.

Create and support new and current youth and teen programs and support other citywide events.

- Hosted a one-week legislative camp for 20 participants over summer break.

Joint Committee Program.

Held a joint program with the Senior Advisory Committee.

- Held a trivia night to socialize and meet other committee members.

Community Program.

Hold a program to encourage community involvement.

- Held a Thanksgiving Food drive in partnership with the Samaritan House.

III. Calendar Year Work Plan

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. 16-37.

Timeline: On-going

Cost Estimate: None

Primary Lead: Youth Advisory Committee

Secondary Lead: Youth Advisory Committee

Staff Lead: Alexa Flores-Roman

Task 2 – Programs and Fees

As needed, review and make recommendations to the Parks and Recreation Commission for review by the City Council for Parks and Recreation operation, programming, and fees for service.

Timeline: On-going

Cost Estimate: None

Primary Lead: Youth Advisory Committee

Secondary Lead: Youth Advisory Committee

Staff Lead: Alexa Flores-Roman

Task 3 – Youth and Teen Programming and Events

The Youth Advisory Committee will host a one-week Legislation summer camp. The goal of this program is to educate middle schoolers about the importance of government and law. This program can help students develop critical thinking and public speaking skills, which can ultimately help them develop an interest in law, politics, and government. The most important goal of the program is that participating students will have a greater insight into the American legislative process and the role it plays in shaping our society. The program focuses on multiple topics, educating middle school-aged students about their rights as an American (communication to local representatives, requirements of jury duty), governmental divisions of labor (branches of government and Senate/House of Representatives), and public speaking through mock trials and mock supreme court simulations. The maximum number of participants is 20 and snacks will be provided. The camp will be 3 hours per day.

The Youth Advisory Committee would also like to support the Mills High School Girls Who Code Club in hosting coding classes this spring in the Millbrae Recreation Center. The club wishes to provide free programming/coding classes to elementary aged students. The maximum number of participants is 20.

Legislative Camp

Timeline:

- February 2025 – June 2025

Project milestones date(s)

- February 2025 – Set camp week and finalize curriculum.

- March 2025-April 2025 – Registration opens.
- June 2025 – Camp is held for one week.

Cost Estimate: Snacks for campers (~\$2000.00), recreation room usage, and the cost of Millbrae Staff time, 4 hours per day for 5 days (\$19.10 per hour). Total cost estimate \$582.

Primary Lead: Zurine Cheng

Secondary Lead: Kian Chen

Staff Lead: Alexa Flores-Roman

Girls Who Code

Timeline:

- February 2025 – May 2025

Project milestones date(s)

- February 2025 – Communicate with Girls Who Code Club to receive full details and curriculum for the upcoming program.
- February 2025-May 2025 – Program takes place (estimated 8-week program, 1 class per week).

Cost Estimate: No direct cost (only usage of recreation room during regular business hours).

Primary Lead: Zurine Cheng

Secondary Lead: None

Staff Lead: Alexa Flores-Roman

Task 4 – Community Programs

The Youth Advisory Committee will work toward a food pantry being started in Millbrae that will service residents of Millbrae and surrounding areas. The Youth Advisory Committee plans to move forward with this by identifying an appropriate location, storage, and community lead volunteer to operate the program.

The Youth Advisory Committee would like to bring back the Senior Technology classes. This program is meant to help seniors within the community improve their skills with technology devices and programs. The program will run for 6 weeks in the spring. The committee will create a weekly curriculum as well as try to help with on-the-spot tech support questions. This program will also bring the community together while connecting seniors with youth.

Millbrae Food Pantry

Timeline:

- February 2025 – December 2025

Project milestones date(s)

- February 2025- Identify an appropriate location and storage.
- March 2025 – Identify community lead volunteer to operate program.
- May 2025-December 2025– Start trial of program with community lead volunteer and other volunteers.

Cost Estimate: Storage Cabinets (Solicit Donations) and recreation room usage.

Primary Lead: Shrey Parikh

Secondary Lead: Daniel Delima

Staff Lead: Alexa Flores-Roman

Senior Tech Program

Timeline:

- February 2025 – April 2025

Project milestones date(s)

- February 2025 – Finalize curriculum and schedule.
- March 2025 – Classes begin.
- March 2025-April 2025 – Classes conclude.

Cost Estimate: The cost of Millbrae Staff time, 1.5 hours per week for 6 weeks (\$19.10 per hour) and recreation room usage. Total cost estimate \$171.90.

Primary Lead: Shrey Parikh

Secondary Lead: Daniel Delima

Staff Lead: Alexa Flores-Roman

Task 5 – Joint Committee Program

The Youth Advisory Committee would like to host a joint trivia game with the Senior Advisory Committee. This program will help connect two different generations and learn about one another's era.

The Youth Advisory will collaborate with the Parks and Recreation Commission on the opening of Bayside Manor.

Joint Trivia Game

Timeline:

- February 2025 – April 2025

Project milestones date(s)

- February 2025 – Confirm participation, game format, and schedule date with Senior Advisory Committee.
- March 2025 – Collaborating with the Senior Advisory Committee, come up with questions for the trivia game.
- April 2025 – Host trivia game.

Cost Estimate: Small prize/trophy (~\$30.00). Refreshments and Snacks (\$40) Total cost estimate \$70.00.

Primary Lead: Madison Douglas

Secondary Lead: Katelyn Chun

Staff Lead: Alexa Flores-Roman

Bayside Manor Grand Opening

Timeline:

- February 2025 – November 2025

Project milestones date(s)

- February 2025 – May 2025- Attend two meetings with Parks and Recreation Commission Subcommittee
- Fall 2025-Attend Opening Day

Cost Estimate: None

Primary Lead: To Be Determined

Secondary Lead: To Be Determined

Staff Lead: Alexa Flores-Roman

Task 6 – YAC Marketing

The Youth Advisory Committee would like to raise community awareness of the Committee. To achieve this, they propose designing and wearing branded T-shirts while volunteering and promoting the Committee at events. They also plan to place an advertisement in the Millbrae Recreation activity guide.

Timeline:

- February 2025 – May 2025

Project milestones date(s)

- February 2025 – Review and vote on five (5) designs for YAC t-shirts and advertisement in Millbrae Recreation Activity guide.
- March 2025-May 2025- Volunteer and market at least one event.

Cost Estimate: T-Shirts (\$175) and advertisement in Millbrae Recreation activity guide, with the total direct cost estimated to \$175.

Primary Lead: Youth Advisory Committee

Secondary Lead: Youth Advisory Committee

Staff Lead: Alexa Flores-Roman