

**City of Millbrae  
Cultural Arts Advisory Committee  
Work Plan  
Fiscal Years 2025-2027**





## **Cultural Arts Advisory Committee Work Plan Fiscal Years 2025-2027**

**Chairperson:** John F. Hippley Jr.

**Vice Chair:** Jesicca Cecena

**Members:** Nicole Termini Germain

**Vacancies:** Regular Member (2) and Alternate (1)

# **I. Vision, Mission, and Values**

## **The Vision Statement**

Cultivate community cohesion and enhance the quality of life in Millbrae through public Art and shared cultural activities.

## **The Mission Statement**

Support the creation of local Art and cultural activities that build community inclusion, expand pride in our city, and deliver on the City's Mission Statement. Activities include public Art, community art creation and art shows, music, dance, film, literature, and other artistic expressions.

1. Enhance the quality of life for the Millbrae community: residents, employees, and visitors.
  - a. Does the project encourage community engagement?
  - b. Is the project accessible to all?
  - c. Does the project reflect and enhance Community values?
2. Foster economic growth and sustainability
  - a. Will the project engage the community? Generate excitement and increase foot traffic, which will benefit surrounding businesses.
  - b. Does the project reflect and respect the environment, history, and physical space?
  - c. Does the project have the support of surrounding businesses and funding to execute with quality?
3. Cultivate Understanding & Cohesion:
  - a. Does the project, subject, and creator embrace ethnic diversity and gender balance?
  - b. Does the project express Millbrae's cultural diversity?
  - c. Does the project reinforce community safety and show respect for all?

## **The Values Statement**

- a. All meetings shall be conducted in a courteous, professional, and efficient manner, and all persons in attendance shall comport themselves in a manner befitting the proceedings.
- b. Speaking without the Chair's permission or speaking out of turn in the course of any discussion is not acceptable and may be ruled out of order.
- c. Obscene language or gestures, excessively loud tones, personal attacks, or any other threatening speech or actions are unacceptable and shall be ruled out of order.
- d. Repetitive or unduly argumentative testimony or discussion is unacceptable and may be ruled out of order.

## II. Achievements for FY 2024-2025

1. The Millbrae Art & Craft Show was held at the Recreation Center on May 17 & 18, 2024.
  - a. Community members attended the show to enjoy the art, reception, and award ceremony.
  - b. Craft vendors were present during the event.
2. The Millbrae Juneteenth Community event on June 15, 2024, was well attended.
  - a. It was a successful Community-City collaboration with food, speakers, music, and dancing.
  - b. The shared community experience was fun, entertaining, and educational.
  - c. The Committee was an advisory committee for the event.

## III. Fiscal Year Work Plan

### *Task 1 – Advisory Body to the City Council*

As an ongoing activity, it serves as the recommending body for matters 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.

**Timeline:** On-going

**Cost Estimate:** Staff time, services, and supplies budget for copying, noticing, and materials and supplies.

**Participants:** Cultural Arts Advisory Committee

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

### *Task 2 – Plan and implementation of the Millbrae Art Show.*

Create an Art & Crafts Show Project Plan for May 2026 at the Millbrae Recreation Center. The event will take place at the Millbrae Recreation Center Great Hall on May 9, 2026, and May 8, 2027.

**Timeline:** July 1, 2025 – April 2026; July 1, 2026 – April 2027

Project milestones:

- i. July 2025 and 2026 – Recap 2025 and 2026 Art Show for future ideas
- ii. October 2025 and 2026– November 2025 and 2026 - Reach out to past participants, organizers, and school staff for input
- iii. January 2026 and 2027- Assess options for the Art Show
- iv. February 2026 and 2027 – Create Full 2026 Art Show Plan
- v. March 2026 and 2027 – Complete plan
- vi. May 2026 and 2027– Art Show

**Cost Estimate:** \$500/year

**Primary Lead:** Jessica Cecena

**Secondary Lead:** John Hippely

**Staff Lead:** Geoffrey Gabriel

***Task 3 – Dia de Los Muertos Celebration.***

To celebrate Millbrae Dia de Los Muertos.

**Timeline:** Start date – July 1, 2025

Project milestones date:

- i. July 2025 and 2026 – Recap 2025 and 2026 Art Show for future ideas
- ii. August 2025 & August 2026 – Assess options for the Event
- iii. September 2025 & September 2026 —Complete plan & advertisement for the event
- iv. October-November 2025 & October-November 2026 – Completion of Event

**Cost Estimate:** \$500

**Primary Lead:** Vacant

**Secondary Lead:** John Hippely

**Staff Lead:** Geoffrey Gabriel

***Task 4 – Legacy Tile Project.***

Create a project plan for a community Tile Project involving community art creation and artist creation of tiles to enhance the cement at the Central Park Playground. The project will be a community-shared public art creation experience —partner with a local or neighboring ceramics shop to host a "Gratitude" tile painting workshop.

The Committee must communicate with Millbrae Public Works to determine the installation cost, including the required staff time.

**Timeline:** Start Date – September 2025

Project milestones date:

- i. September 2025 – Determine the location, required staff time, and project cost.
- ii. October 2025 – Analyze project cost recuperating plan
- iii. January 2026 – Discuss & determine themes with the Committee.
- iv. February 2026 – Determine Tile "Process"
- v. TBD – First tile workshop
- vi. TBD – Tile Creation/Distribution/Collection
- vii. TBD – Installation

**Cost Estimate:** TBD

**Primary Lead:** Nicole Termini Germain

**Secondary Lead:** Jessica Cecena

**Staff Lead:** Geoffrey Gabriel

***Task 5 – Juneteenth Celebration 2026 & 2027***

The Juneteenth Celebration 2025 will be a collaboration between the City of San Bruno and Millbrae. The City of Millbrae will provide the band, singer, sound system, and set-up. The intent is a fun, entertaining, and educational shared community experience.

The event will be at the Rotary Pavilion at the San Bruno Recreation Center, 251 City Park Way, San Bruno, CA 94066.

The Committee will be an advisory committee for the city event and hope to continue the collaboration in 2026-2027.

**Timeline:** Start date – January 1, 2026

Project milestones date:

- i. January/February 2026 and 2027 - Reach out to past participants, organizers, schools, and staff for input.
- ii. March 2026 and 2027– Assess options for the celebration and create plan
- iii. April 2026 and 2027 – Finalize Plan
- iv. June 6, 2026 and June 7, 2027– Celebration Date

**Primary Lead:** Nicole Termini Germain

**Secondary Lead:** John Hippley

**Staff Lead:** Geoffrey Gabriel