

COUNTY OF SAN MATEO

Parks Department

**DATE:** April 20, 2017**COMMISSION MEETING DATE:** June 1, 2017

TO: Parks and Recreation Commission

FROM: Barbara Bonilla and Marico Enriquez
Via Sarah Birkeland, Acting Parks Director

SUBJECT: Work Plan Subcommittee Report

RECOMMENDATION

Approve the proposed Work Plan.

Parks and Recreation Commissioners Barbara Bonilla and Marico Enriquez, the Commission Work Plan Subcommittee, met with staff to discuss an annual work plan for the Commission. Using the draft work plan that was brought to the Commission at the February 2, 2017 meeting, the subcommittee outlined a work plan, which they believe is ambitious and doable in a structured way. They recommend to do only one large work item at a time if that requires conformance with public meeting requirements under the Brown Act.

The Commission has a Dog Management Strategy for San Mateo County Parks Committee that is actively meeting monthly to develop a relevant policy. That Committee is expected to conclude November 2017 with its work. The Work Plan Subcommittee recommends that the work to prepare a report evaluating and recommending options for the establishment of a dedicated source of funding for the County Parks Department, item 1.2 on the draft work plan, occur after completion of the Dog Management Strategy Committee. In the interim, the subcommittee suggests that one commissioner volunteer to research other land management agencies sources of dedicated funding and look at how other park districts get their funding including the pros and cons associated with that. They suggest this report come to the Commission at its December meeting.

Referring to 1.1 on the draft Work Plan – Each Commissioner will work to increase participation from his or her District in Parks volunteer events, the subcommittee recommends that each commissioner develops a strategy or plan by meeting with the respective supervisor as to what his/her goals are for open space, health, recreation and volunteering. This would be agendized for the August meeting for discussion to be finalized at the October meeting.

For 1.3: Develop park land acquisition policies to help guide future acquisition of park properties, the subcommittee recommends that one commissioner volunteer to do preliminary research by surveying other agencies to gather examples of land acquisition policies, evaluate those, and bring that report to the Parks Commission at its October 2017 meeting.

For 2.1: Review and approval of fee strategy recommendations, the subcommittee suggests that one commissioner be appointed as a liaison to the Parks Department work group tasked with development of a comprehensive fee strategy based on findings and guidance of a business development consultant with whom the department has been working.

For item 3 on the draft work plan, the subcommittee proposes that one commissioner volunteer to research what other land agencies do and have in the way of policies.

The subcommittee noted that item 4.1.1 to revise the Bylaws was done and the ad hoc subcommittee to finalize annual work plan had met and recommended preparation of a report finalizing an annual work plan for 2017.

Under item 5: Support the San Mateo County Parks Foundation, 5.1.1 for a liaison to the Foundation, the subcommittee recommended the liaison be the Commission Chair. They further recommended an item 5.2 to establish what the minimum engagement and expectations were for commissioners related to supporting the Foundation and Item 5.3 to assist with future membership drive for the Foundation.

DRAFT WORK PLAN Parks and Recreation Commission			
Bylaw Direction	Goal	ACTIVITIES	TIMELINE
1. Advise and make recommendations to the Board of Supervisors regarding the management and operation of County natural preserves, marine reserves, open space areas, trails parks, and/or recreation areas and facilities within unincorporated San Mateo County.	1.1 Each Commissioner will work to increase participation from his or her District in Parks volunteer events.	1.1.1 Form committee to develop outreach strategies.	<i>Committee recommends each Commissioner develop a strategy/plan by meeting with respective supervisors as to what his/her goals are for open space, health, recreation and volunteering. Schedule August meeting agenda to discuss for finalization at October meeting.</i>
	1.2 Prepare report evaluating and recommending options for establishment of a dedicated source of funding for the County Parks Department.	1.2.1 Form committee to develop a plan for preparing this report, which could include surveying other park systems for funding approaches and	

		evaluating their strengths and weaknesses, among other activities.	
	1.3 Develop park land acquisition policies to help guide future acquisition of park properties.	1.3.1 Form committee to develop a plan for preparing these policies, which could include surveying other agencies to gather examples and evaluating their advantages and disadvantages.	<i>Subcommittee recommends that one commissioner volunteer to do preliminary research by surveying other agencies to gather examples of land acquisition policies, evaluate those, and bring a report to the October 2017 meeting.</i>
	1.4 Participate in Dog Management Committee to develop dog management policy recommendations for San Mateo County Parks.	1.4.1 Commissioner Neil Merrilees is currently participating in the Committee.	Policy recommendations expected in late Fall, 2017
2. Adopt and forward to Board of Supervisors recommendations regarding fees to be charged for the use of the areas noted in 1. .	2.1 Review and approval of fee strategy recommendations.	2.1.1 Appoint a Commission liaison to the Parks Department work group tasked with development of a comprehensive fee strategy.	2017-2018 <i>The subcommittee recommends that one commissioner</i>

		2.1.2 Work group will share meeting information and materials with Commission liaison, providing regular updates.	<i>be appointed as liaison to the Parks Department work group tasked with development of a comprehensive fee strategy based on findings and guidance of a business development consultant contracted by the Department</i>
3. Advise BOS regarding fish, game, and wildlife polices and programs, and make recommendations to the BOS regarding the expenditure of fish and game propagation funds.	3.1 Create a process for application for these funds.		<i>The subcommittee recommends that one commissioner volunteer to research what other land agencies do and have in the way of the policies.</i>
4. Amend the Bylaws, as necessary and as permitted by (1) the ordinance of the San Mateo County BOS that	4.1 Improved functionality of the Parks and Recreation Commission.	4.1.1 Form ad hoc committee to draft changes to the bylaws for recommendation to the Commission.	<i>Work complete with revisions for approval at</i>

<p>established the Commission and (2) these Bylaws.</p>			<p><i>the June 1 2017 meeting</i></p>
		<p>4.1.2 Form ad hoc committee to finalize annual work plan.</p>	<p><i>Subcommittee met and has proposed annual work plan for 2017</i></p>
<p>5. Support the San Mateo County Parks Foundation (non-Bylaw item)</p>	<p>5.1 Foster engagement with Foundation.</p>	<p>5.1.1 Appoint Commission liaison to the Foundation.</p>	<p><i>Subcommittee recommends the Chair be the liaison to the Foundation</i></p>
	<p><i>5.2 Minimum expectations for Commissioners related to Foundation Support</i></p>		<p><i>Needs discussion</i></p>
	<p><i>5.3 Assist with future membership drive for the Foundation</i></p>		<p><i>Needs discussion</i></p>