



AGENDA

Hybrid Meeting

Thursday, April 4, 2024

4:00 PM

*****IN-PERSON WITH REMOTE PUBLIC PARTICIPATION AVAILABLE*****

*This meeting of the San Mateo County Parks Commission will be held in **The Criminal Justice Training Room, 400 County Center, 1st floor, Redwood City, CA, 94063.** Members of the public will be able to participate in the meeting in person in Redwood City or remotely via the Zoom platform. Remote public participation is encouraged. For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions at the end of the agenda. A video recording of the meeting will be posted online on the Parks Department website following the meeting.*

Representing the people of San Mateo County and in their interest, the Parks Commission acts as an advisory body to the Board of Supervisors on matters related to open space, parks and recreation, the fish and game fund, and providing a public and transparent forum on items agendized for its consideration in coordination with the County Parks Department.

PUBLIC PARTICIPATION

The April 4, 2024 Parks Commission meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/92813712345> . The webinar ID is: 928 1371 2345. The April 4, 2024 Parks Commission meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). Enter the webinar ID: Webinar ID: 928 1371 2345, then press #. Members of the public can also attend this meeting physically in The Criminal Justice Training Room, 400 County Center, 1st floor, Redwood City. Virtual public participation is encouraged, due to the small size of the meeting room.

Written public comments may be emailed to parksandrecreation@smcgov.org and should indicate the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda or is on the consent agenda.

Spoken public comments will be accepted during the meeting in person or remotely through Zoom at the option of the speaker. Public comments via Zoom will be taken first, followed by speakers in person.

Please see instructions for written and spoken public comments at the end of this agenda.

ADA REQUESTS

Individuals who require special assistance or a disability related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the meeting, should contact the Parks Department by 10:00 a.m. on the day before the meeting at parksandrecreation@smcgov.org . Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

1. Pledge of Allegiance**2. Roll Call****3. Public Comment**

This item is reserved for persons wishing to address the Commission on any Parks-related matters that are not otherwise on this meeting agenda.

As with all public comment, members of the public who wish to address the Commission should complete a speaker's slip to make a public comment in person. Speakers are customarily limited to two minutes.

4. Action to Set the Agenda**5. Department Update****6. Regular Agenda**

- 6.1 Adoption of the San Mateo County Guidelines for Soliciting and Awarding Fish & Game Propagation Funds (ACTION)
- 6.2 Amend the San Mateo County Parks Commission Meeting Schedule to hold the May 2024 meeting at Quarry County Park (ACTION)
- 6.3 Presentation on the San Mateo County Parks Department's FY2024-25 Budget (INFORMATIONAL)

7. Subcommittee Updates

- 7.1 Budget & Performance Subcommittee
- 7.2 Equity, Inclusion, and Access Subcommittee
- 7.3 Partnerships & Connections Subcommittee
- 7.4 Agenda Subcommittee
- 7.5 Fish & Game Fund Subcommittee (ad hoc)

8. Items for a Future Agenda

- 8.1 County diversity, equity, and inclusion initiatives
- 8.2 Partnerships and connections – have representatives of partner organizations such as Together Bay Area and/or the Santa Cruz Mountains Stewardship Network provide presentations to the Commission.
- 8.3 100-year anniversary multi-media presentation
- 8.4 Update on sustainability actions for the Parks Department & alignment with action plan for County Office of Sustainability
- 8.5 Fuel reduction project updates

9. Adjournment

County of San Mateo Parks and Recreation Commission

Jorge Laguna, District 1 | Thaddeus Block, District 2 | Irma Rodriguez Mitton,
District 3 (Vice-Chair) | Meda O. Okelo, District 4 (Chair) | Basem Manneh,
District 5 |

County of San Mateo Parks Department

Nicholas J. Calderon, Parks Director
Hannah Ormshaw, Assistant Parks Director

Instructions for Public Comment During In Person and Remote Participation Meetings

During meetings of the Parks and Recreation Commission, members of the public may address the Parks and Recreation Commission members as follows:

*Written Comments:

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to parksandrecreation@smcgov.org
2. Your email should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.

5. If your emailed comment is received at least 24 hours prior to the meeting, it will be provided to the Parks and Recreation Commission members and made publicly available on the Parks and Recreation Commission website along with the agenda. We cannot guarantee that e-mails received less than 24 hours before the meeting will be read during the meeting but such emails will still be included in the administrative record of the meeting.

*Spoken Comments:

In person Participation:

1. If you wish to speak to the Commission, please fill out a speaker's slip located near the conference room door. If you have anything that you wish distributed to the Commission and included in the official record, please hand it to the staff person for the Parks Department who will distribute the information to the Commission members and staff.

Via Zoom:

1. The April 4, 2024 Parks Commission meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/92813712345> . The webinar ID is: 928 1371 2345. The April 4, 2024 Parks Commission meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). Enter the webinar ID: Webinar ID: 928 1371 2345, then press #. Members of the public can also attend this meeting physically in The Criminal Justice Training Room, 400 County Center, 1st floor, Redwood City. Virtual public participation is encouraged, due to the small size of the meeting room.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up -to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the Board President or Clerk of the Board calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak

Commission Subcommittees

Subcommittees	Assigned Commissioners
Budget & Performance Subcommittee	
Equity, Inclusion, and Access Subcommittee	
Partnerships & Connections Subcommittee	
Agenda Subcommittee	Commissioner Okelo, Commissioner Rodriguez Mitton
Fish & Game Subcommittee	Commissioner Okelo, Commissioner Rodriguez Mitton

DEPARTMENT UPDATE
San Mateo County Parks Commission
April 4, 2024

Visitor Experience

Visitor Data

In Quarter 4 of 2023 (October through December), the San Mateo County parks system served approximately 586,185 visitors. Data indicates that the most visited parks in the system were the Crystal Springs Regional Trail (133,660 visitors), the Coyote Point Recreation Area (122,212 visitors), San Pedro Valley County Park (64,704 visitors), and San Bruno Mountain (49,764 visitors). Raw visitor data is included in this report as Attachment 1.

In total, the San Mateo County parks system served approximately 2,466,027 visitors in 2023. While this figure is lower than in previous years, the Department anticipated a reduction in visitor numbers because of (i) the park closures that occurred in early 2023 due to heavy rain and high wind events and (ii) the number of facilities that were closed for much of the year due to storm damage. Visitor totals are included in this report as Attachment 2.

Interpretive Events

The Interpretive Division hosted 51 events in the first quarter of 2024, including classroom programs on food webs and animal habitats, a Sam McDonald History Hike, and an Arbor Day event at Huddart Park. The details of each event are included in this report as Attachment 3.

Facilities and infrastructure

Flood Park

At the February 27, 2024 Board of Supervisors meeting, the Board authorized an agreement with Jensen Landscape Contractor, LLC. for the construction of Phase 1 of the Realize Flood Park Project. The agreement is for an amount not to exceed \$8,949,000. Phase 1 of the project includes the small multi-use sports field, tennis/pickleball courts, sand volleyball courts, a full court basketball court, picnic and reservation areas, walking paths, utility infrastructure, and improvements to the northern parking lot. The pump track, which was opened to the public in October 2023, will remain open during construction except for when construction activities occur in immediate proximity to the track. Jensen will mobilize on April 15 to commence demolition and construction; construction is scheduled to conclude in October 2024.

Simultaneously, the Department is conducting the community engagement process for Phase 2 of the Realize Flood Park Project – the playground. The first public design workshop was hosted in Flood Park on March 16 and had approximately 50 people in attendance, most of whom were youth. The online survey is available at the following link: <https://www.smcgov.org/parks/news/help-us-create-flood-parks-new-playground>. The survey is scheduled to close on April 9.

Tunitas Creek Beach

Construction of the Tunitas Creek Beach Improvement Project was suspended in early December 2023 due to heavy rains and ground saturation levels. Project permits require that no grading work occur during rain events or until soils dry to an acceptable level. Given the sporadic rain episodes that have occurred this winter, soils have not dried enough for construction to resume. Rain delays were anticipated and accounted for in the project schedule. At this time, the Department anticipated Tunitas Creek Beach will open to the public in September 2024.

Coyote Point Recreation Area

Representative Kevin Mullin secured \$1 million in federal funding for the replacement of the aging Magic Mountain playground at Coyote Point. While the funds were included in an appropriation bill that was signed into law by President Biden last month, no details have been provided regarding when the Department can access the funds or when the funds must be committed.

Magic Mountain serves as a regional destination and the Department will conduct an extensive public design process to ensure the new playground provides all the opportunities the public desires in a playground. The Department will keep the Commission apprised as details develop regarding funding obligations and public engagement.

Pescadero Community Space

In 2022, the County of San Mateo purchased the undeveloped parcel located at the south-west corner of Stage Road and Pescadero Creek Road so it could be developed into a town plaza. Using \$2 million in state funds which were secured by Assemblymember Marc Berman through the 2022 Budget Act, the Department will hire contractors to plan, permit, design, and construct the community space. The Department intends to commence community engagement efforts this spring. No Department funds have been appropriated for this project.

Natural Resource Management

Wildfire Fuel Management

In the first quarter of 2024, the Department partnered with CalFire to reduce approximately 3.5 acres of fire fuels at Pillar Point Bluff. Generally, winter site conditions are not conducive to conducting large-scale fuel reduction projects.

March 2024 Parks Commission Meeting Summary

The March 2024 Parks Commission meeting included a walking tour of the Coyote Point Recreation Area to discuss the Revitalize Coyote Point effort. The overarching goal for this effort is to provide an elevated experience for all park users by modernizing antiquated facilities and creating new amenities that meet the public's recreational interests and needs. It is essential that this effort enhances Coyote Point's service as both a local and regional destination. During the tour, the Department reviewed the five zones established within Coyote Point: the Beach, the Great Lawn, the Knoll, the Marina, and the Marsh. Attachment 4 shows the boundaries of each zone. While the

Department's contractor, CMG Landscape Architect, has identified ways to improve the flow and function of Coyote Point, themes, amenities, and uses will be determined through a public engagement process.

Unlike the Flood Park project, where a landscape plan was created to serve as a foundation for engineered designs, the Revitalize Coyote Point effort will establish themes for each zone of the park and identify which amenities and uses are most desired by the public. As funding becomes available, the Department will implement individual projects one at a time. This will allow the Department to start the modernization process sooner and in a more efficient manner. No funds have been appropriated for implementation of improvements identified through this effort.

Attachment 1

Site	October	November	December	3 Month Totals
Coyote Point Recreation Area	46,289	42,992	32,931	122,212
Crystal Springs Trail	43,811	49,043	40,806	133,660
Edgewood Park	9,124	7,324	5,753	22,201
Flood Park	9,462	9,786	7,970	27,218
Friendship Park	1,666	1,737	1,978	5,381
Huddart Park	10,273	6,495	6,765	23,533
South County Trails	909	851	1,754	3,514
Wunderlich Park	4,996	5,313	4,450	14,759
Sam McDonald Park	2,544	2,449	2,052	7,045
Pescadero Creek County Park	1,830	1,380	650	3,860
Memorial Park	16,734	6,966	2,305	26,005
Cowell Purisima Trail	1,148	2,344	2,477	5,969
Devil's Slide Trail	4,275	3,466	4,108	11,849
Fitzgerald Marine Reserve	6,379	6,176	5,542	18,097
Mirada Surf	370	122	842	1,334
Pillar Point Bluff	7,167	6,899	8,667	22,733
Quarry Park	4,719	3,987	2,859	11,565
San Pedro Valley Park	26,161	20,251	18,292	64,704
Junipero Serra Park	3,732	4,065	2,985	10,782
San Bruno Mountain	17,272	17,149	15,343	49,764
	218,861	198,795	168,529	586,185

Attachment 2

Site	6 Month Totals	6 Month Totals	Yearly totals
Coyote Point Recreation Area	133,294	207,509	340,803
Crystal Springs Trail	241,646	296,648	538,294
Edgewood Park	90,622	74,925	165,547
Flood Park	59,068	65,503	124,571
Friendship Park	8,145	10,860	19,005
Huddart Park	48,796	65,616	114,412
South County Trails	11,593	7,149	18,742
Wunderlich Park	22,908	33,107	56,015
Sam McDonald Park	11,538	15,797	27,335
Pescadero Creek County Park	5,971	8,982	14,953
Memorial Park	55,951	92,986	148,937
Cowell Purisima Trail	15,409	10,926	26,335
Devil's Slide Trail	28,460	27,110	55,570
Fitzgerald Marine Reserve	49,413	65,427	114,840
Mirada Surf	3,377	3,687	7,064
Pillar Point Bluff	43,953	44,700	88,653
Quarry Park	29,537	20,199	49,736
San Pedro Valley Park	136,536	144,713	281,249
Junipero Serra Park	23,937	21,097	45,034
San Bruno Mountain	114,351	114,581	228,932
	1,134,505	1,331,522	2,466,027

Attachment 3

Day	Date	Event	Location	Time	Attendance
Friday	January 5	Virtual Classroom Program - Food Web	LEAD Elementary	9 - 10 AM	28
Friday	January 5	Virtual Classroom Program - Food Web	LEAD Elementary	1-2 PM	28
Friday	January 5	Woodside Sam McDonald Presentation	Woodside Independence Hall	7 - 8 PM	70
Thursday	January 18	SSF Preschool & Kindergarten Readiness Fair	SSF Library Parks & Rec Building	4-7PM	81
Wednesday	January 24	CaveSim Program with Pacifica Sanchez Library	San Pedro Valley Park	9 - 5 PM	75
Friday	January 26	Oceana HS Career Day	Oceana HS	1 - 3 PM	65
Friday	February 2	Bird Olympics Classroom Program	Seacrest School (HMB)	10:30 - 11:30 AM	36
Friday	February 2	Virtual Classroom Program - Nature's Engineers	Taft Elementary	1:30-2:30	31
Saturday	February 3	Mushroom Hike	Junipero Serra Park	9 - 11 AM	31
Wednesday	February 7	Virtual Classroom Program - Food Web	Hatch Elementary	9:00 - 9:45	24
Friday	February 9	Virtual Classroom Program - Animal Habitats	Roosevelt Elementary	11:10-12:10 pm	28
Tuesday	February 13	BHRS - Sam McDonald Presentation	Zoom	10:30 AM	20
Wednesday	February 14	Our Second Home (DC Partnership) - Food Web	Our Second Home, Daly City	2-3 PM	13
Thursday	February 15	Sam McDonald Presentation for Field MS	Field MS (Belmont)	12:45 - 1:30 PM	50
Friday	February 16	Virtual Classroom Program - Food Web Program	JFK Elementary (Daly City)	11:05 AM - 12:00	24

Friday	February 23	YMCA Field Trip (Redwood City/EPA)	Coyote Point	9 - 1 PM	70
Saturday	February 24	Sam McDonald History Hike	Sam McDonald Park	10 - 12 PM	16
Wednesday	February 28	Virtual Classroom Program - Food Web	Henry Ford Elementary	9:10-10:10 am	27
Wednesday	February 28	Virtual Classroom Program - Habitats	Woodrow Wilson Elementary	10:35-11:35 am	24
Wednesday	February 28	Library Food Web Program	North Fair Oaks Library	3 - 4 PM	6
Friday	March 1	Virtual Classroom Program - Habitats	Belle Haven Elementary	9:30-10:30 am	24
Friday	March 1	Virtual Classroom Program - Nature's Engineers	El Granada Elementary	11:20 - 12:20	27
Saturday	March 2	Arbor Day Event	Huddart Park (Werder Shelter)	9 - 11:30 AM	12
Saturday	March 2	Wild and Scenic Film Festival	Foothill College	6 - 9 PM	200
Tuesday	March 5	Virtual Classroom Program - Food Web	Clifford School	11-12 pm	62
Tuesday	March 5	Virtual Classroom Program - Food Web	Henry Ford Elementary	1:30-2:30 pm	27
Wednesday	March 6	Virtual Classroom Program - Habitats	Hatch Elementary	9-9:45 am	21
Wednesday	March 6	Virtual Classroom Program - Nature Journaling	Belle Air Elementary	11-12 PM	27
Thursday	March 7	Green Academy Career Symposium	Woodside HS	9:30 - 11 AM	10
Friday	March 8	Virtual Classroom Program - Food Web	John Muir Elementary	9-10 am	30
Friday	March 8	Virtual Classroom Program - Food Web	Costano School of the Arts	10:40-11:40 am	25
Friday	March 8	Virtual Classroom Program - Food Web	John Muir Elementary	1:30-2:30 pm	29
Saturday	March 9	Garden Workshop	Friendship Park	10 - 11:30 PM	8
Saturday	March 9	Pasifika STEM Fair	Lemo Foundation, Redwood City	1:00-5:00PM	73

Tuesday	March 12	Virtual Classroom Program - Engineers	Daniel Webster Elementary	1:30-2:30 pm	47
Wednesday	March 13	Virtual Classroom Program - Animal Habitats	JFK Elementary (Daly City)	11-12 PM	24
Friday	March 15	Sea Level Rise Program	Coyote Point	10:30 - 12:30	62
Saturday	March 16	Flood Park Community Meeting	Flood Park	2 - 4 PM	16
Saturday	March 16	Steelhead Trout Hike	Memorial Park	10 - 12 PM	24
Sunday	March 17	Farmworker Convention	Pescadero High School	8 - 5 PM	60
Tuesday	March 19	Riekes Center Volunteer Clean Up Day	Friendship Park	3:45 - 4:45 PM	6
Wednesday	March 20	Virtual Classroom Program - Engineers	Sunnybrae Elementary	11am-12 pm	27
Wednesday	March 20	Virtual Classroom Program - Food Web	Henry Ford Elementary	9:30 - 10:30 am	27
Friday	March 22	Virtual Classroom Program - Habitats	John Muir Elementary	10:30-11:30 am	28
Friday	March 22	Virtual Classroom Program - Engineers	Laurel Elementary	1:00-2:00 pm	21
Wednesday	March 27	Virtual Classroom Program - Food Web	Westlake Elementary	8:40-9:30 am	31
Wednesday	March 27	Virtual Classroom Program - Food Web	Thomas Edison Elementary	9:50-10:50 am	23
Wednesday	March 27	Virtual Classroom Program - Engineers	Taft Elementary	11-12 am	25
Wednesday	March 27	Library Program	NFO Library	3:45 - 4:45 PM	
Saturday	March 30	SMC Employee Take A Hike	San Pedro Valley Park	9 - 11 AM	
Saturday	March 30	Easter Egg Hunt Event	Quarry Park	10 - 1 PM	

**SAN MATEO COUNTY PARKS COMMISSION
FISH & GAME PROPAGATION FUND GRANT GUIDELINES AD HOC SUBCOMMITTEE**

Recommendations Summary – For Commission Discussion

April 04, 2024

Presented by: Commissioner Meda O. Okelo, Commissioner Irma Rodriguez Mitton

Purpose: Review Parks Staff proposed *Guidelines for Funding Recommendations for Fish and Game Propagation Funds (Guidelines)* presented at December 7, 2023 Commission meeting.

1. Examination of past Parks Dept budget indicates this fund typically fluctuates between \$2000-4000/year, with annual disbursements of about \$10000. Current fund balance is estimated \$47500.
2. Assessment of similar programs in neighboring counties revealed a range of formal guidelines, application requirements, and frequency of fund disbursement. Comparative examples include:
 - Contra Costa – good example of a clear process; they specifically encourage projects with a certain theme (enforcement education) and encourage bilingual signage.
 - Solano – max grant award \$2500. Good example of short application form and very clear evaluation scoring sheet (Appendix B).

The Ad Hoc Subcommittee's recommendations for consideration are detailed in "Fish and Game Guidelines_Redline_040424" (*redlined version*) of the original *Guidelines* document. In particular, the subcommittee would like the full commission to discuss the proposed changes to the following areas:

- Item 2: Schedule
- Item 6: Exemptions
- Item 8: Draft Work Product
- Item 12: Educational Program

We propose that after discussion and pursuant to any actions approved by the full commission, that Parks staff move forward with the initial grant cycle, and that the Ad Hoc Subcommittee continue to meet at regular intervals to help staff further refine and adapt the guidelines to best uphold the tenets of the Fish and Game Propagation Funds and serve the people of San Mateo County.

Adopted _____

San Mateo County ~~Parks and Recreation Commission~~

Guidelines for ~~Funding Recommendations~~Requests for Funding ~~for from~~ Fish and Game Propagation Funds

The Fish and Game Propagation Fund (“Fund”) is a special revenue fund that is maintained by the San Mateo County Parks Department (“Department”) and comprised of revenue generated when individuals are fined for violating Sections 12009 and 13003 of the California Fish and Game Code while in San Mateo County.¹ Section 13100 of the California Fish and Game Code states, “[t]he amounts paid to and retained in the county treasury pursuant to Sections 12009 and 13003 shall be deposited in a county fish and wildlife propagation fund and expended for the protection, conservation, propagation, and preservation of fish and wildlife, under the direction of the board of supervisors, pursuant to this chapter.”

Pursuant to Section 2.63.020(a) of the San Mateo County Ordinance Code, the County’s Parks and Recreation Commission (“Commission”) “shall advise the Board of Supervisors regarding fish, game and wildlife policies and programs, and shall make recommendations to the [County’s Board of Supervisors] regarding the expenditure of fish and game propagation funds”. To fulfill these duties, and with support from the Department, the Commission has adopted the following guidelines which set forth the process by which the Commission: (1) solicits, receives, and evaluate applications from individuals residing in San Mateo County, and/or 501(c)3 organizations, fiscally sponsored community projects, accredited academic institutions, and government agencies, including special districts, seeking fish and game propagation funding; and (2) makes recommendations to the Board regarding the expenditure of fish and game propagation funds.

1. Call for Grant Applications Cycle: Because the County operates under a two-year budget cycle, the process by which the Commission (through the Department) calls for and receives applications for grant funding (the “Call for Grant Applications”) will occur only in even-numbered years (i.e., 2024, 2026, 2028, etc.). ~~The Call for Grant Applications process will not occur in odd-numbered years (i.e., 2023, 2025, 2027, etc.)~~. Further, if the current balance of the Fund is

¹ Pursuant to Section 12009, “the money collected from any fine or forfeiture imposed or collected for the taking of abalone for any purpose other than for profit in violation of this article or any other provision of law shall be deposited” in the treasury of the county in which the violation occurs.” Section 13003 states “[u]nless otherwise provided by law, all fines and forfeitures imposed or collected in any court of this state for violations of any of the provisions of this code or regulation made pursuant thereto, or any other law providing for the protection or preservation of birds, mammals, fish, reptiles, or amphibia, shall be deposited as soon as practicable after the receipt thereof with the county treasurer of the county in which the court is situated.”

Adopted _____

below \$10,000 in any given even-numbered year, then the Call for Grant Applications process will not occur until the next even-numbered year in which sufficient funds (i.e., \$10,000 or more) have accrued.

Suggested text to clarify expected grant awards: Prior to opening each grant cycle, Parks staff will recommend for the Commission’s review and approval, specific amounts for total funds to be disbursed in that cycle, as well as providing a suggested range for the amount of individual awards.

For example, for this initial grant cycle, the Department may recommend a total available grant fund of \$40,000 (or whatever is deemed reasonable based on current fund balance) disbursed through a range of award amounts (e.g., \$2500-\$10,000) Applicants may apply for any amount within that range. County may award full or partial grants for each successful application, at the discretion of the Review Panel, depending on the quantity and quality of applications received, amounts requested, and total available funds.

2. Call for Grant Applications Schedule: In those even-numbered years in which sufficient funds have accrued, the Call for Applications schedule will be as follows:

Milestone	Schedule
Call for Grant Applications Process Opens	First Week of June
Call for Grant Applications Process Closes	First Week of July
Grant Applications Reviewed	July and August -September
<u>Staff Review Panel Recommendation Presented to Full Commission</u>	First Thursday in October
Commission Recommendations Presented to Board of Supervisors	Second Board Meeting in January
Budget Adopted and Funds Disbursed Allocated, <u>Grant Agreements Negotiated</u>	End of June/Early July

Grant applications submitted after the posted deadline for each grant cycle will not be considered (unless such applications adhere to criteria set forth under Exemptions clause below).

For discussion:

* A 4-week grant opportunity in the middle of summer seems less than optimal for educational institutions, and also very tight for organizations that need landowner or board approval. We propose keeping the application open for at least 6 weeks.

* We propose that while Parks Staff could perform an initial check for application eligibility and completeness, the Review Panel should include at least one Commissioner.

* We also propose that all eligible applicants have the opportunity for a short (3 minute) in-person/virtual presentation at the next regular Commission meeting after the application cycle closes but before the review process is complete. This presentation would be optional and the application’s score will not be negatively impacted should the applicant be unable or choose not to present.

Adopted _____

3. Advertising of the Call for Grant Applications: For each grant cycle that occurs, the Department will ~~advertise support the Commission by publicly advertising~~ the Call for Grant Applications, including ~~by~~ posting application materials on the Department's website and, highlighting the Call for Grant Applications process in the Department's monthly newsletter and other communications channels, ~~and receiving application materials on the Commission's behalf.~~

4. Grant Applications Form: To standardize the Call for Grant Applications process, the Department will post a webform application on its website at the opening of each grant cycle. Only complete applications submitted using the approved webform application will be reviewed and considered. The webform application will be similar to the template attached to these guidelines. ~~The Commission will only be presented applications for projects/programs completed within San Mateo County.~~
We propose revising this form to include a clearer statement of eligibility requirements for the applicant and the project, with a clear scoring rubric attached, along with reasonable word limits on narrative responses. This will help ensure all applications provide relevant and complete information of similar length. Please see the attached example from Solano County;

5. Compatibility with Fish and Game Code: Submitted applications must clearly identify which section(s) of Fish and Game Code Section 13103 (a)-(m) are applicable to the project/program and explain how the proposed project/program advances the goals of fish and wildlife propagation in San Mateo County.

6. Exemptions: In their discretion, the Parks Director, or the Parks Director's Designee, may make exceptions to the aforementioned schedule and present an application from a public land manager (including the Department) or public agency that supports public land managers to the Commission for consideration at any time.
For Discussion: Should any exemptions be allowed? If so, we propose this clause explicitly state that any exemptions presented will follow the same application form, eligibility criteria, scoring rubric, and review process (although possibly on an accelerated timeframe) as a proposal considered during the open applicatin period. In addition, the out-of-cycle proposal must include a cover letter detailing the specific need for exemption consideration, such as (but not limited to) an urgent remedy to prevent further habitate or species loss, timely repair or replacement of existing measures, or other justifiable cause.

7. Grant Funds Disbursement: Fish and game propagation funds will be expended on a reimbursement basis. ~~Therefore, applicants will need to provide financial statements indicating that they can pay for project/program costs before any grant funds are disbursed.~~ A 50% funding match by the applicant will be required. Applicants to whom the Board may ultimately award grant funds

Adopted _____

~~following the Commission's recommendation~~ will be required to execute the County's form of grant agreement which sets forth the terms and conditions of the applicant's use of those funds, including (without limitation) the matching funds requirement referenced above and the criteria for acceptance of the final work product(s).

8. Draft Work Product: For projects/programs specifically seeking funding pursuant to California Fish and Game Code Section 13103(a)², the applicant shall submit their final draft work product(s) or samples of related prior work with the grant application. ~~Draft work products that are subject to change subsequent to any award of grant funding will not be considered for funding. For example, if the funds are to be used for interpretive signs, the applicant's final proof/design of the sign must be submitted as part of the grant application.~~ Disbursement of funds is subject to acceptance of final work product by the Parks Department. ~~will not occur until the sign has been fabricated and the Department has ensured that the recipient has not made subsequent, unapproved changes. If the applicant believes changes are required, it must obtain the Department's prior written authorization.~~
9. Project Locations and Equipment: For projects/programs seeking funding pursuant to California Fish and Game Code section Sections 13103(e), (f), or (h)³, the applicant's proposal must include maps and drawings showing the location and scope of the project/program. If the project/program requires the purchase of equipment or devices (see Section 13103(g)), the applicant shall include and specify the equipment or devices with their proposal.
10. Landowner Agreement: If applicable, there must be a written, signed agreement with any landowner involved with the project giving permission for the project to be done and which grants the applicant permission for later monitoring after completion of the project. Any agreement shall expressly release the County and

² This includes projects whose primary purpose is:

- (a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.

³ This includes projects whose purposes include:

- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading; fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species

Adopted _____

its agents/employees/etc. from any liability related to the applicant's project or activities.

11. CEQA Mitigation Projects: Proposals for projects that are categorized as "mitigation" projects under the California Environmental Quality Act (CEQA) are not eligible for grant funds.
12. Educational Projects/Programs: For educational projects/programs, the applicant must state who will benefit and give an estimate of the number of people reached. The applicant must state if the programs are to be conducted at the organization's site, as field trips to various locations, or as programs for the classroom. If the program is for classrooms, applicant must provide at least three either a letters of support from officials of the school or school district officials indicating that they have reviewed the proposed project, or proof of prior successful funding for similar work from another entity. materials and are committed to using the materials in their curriculum. Priority will be given to educational materials that benefit schools in underserved communities.
13. Post Project Evaluation: The Commission-County requires a post-project evaluation/final report to see evaluate the results of the project/program. A written report of the progress and outcomes is required within 24 months of funds being disbursed, outlining the project's/program's difficulties and failures, along with the successes. The report should describe methods, activities, and outcomes, and should include digital photographs. Final reports are required to include copies of receipts, or an accounting of expenditures, documenting how funds were expended. The Commission can elect to have the applicant present the information at a Commission meeting.

Recommended Revisions of the Parks Commission Ad Hoc Committee on Fish & Game Funds, presented for discussion by the full Commission, April 4, 2024

Adopted _____

Adopted by the San Mateo County Parks and Recreation Commission at its regular meeting held on _____.



Fish and Wildlife Propagation Fund (FWPF) Fiscal Year 2023/2024 Application Materials

Your grant application will be used to evaluate funding requests made to the Solano County Park and Recreation Commission in conformance with Section 13100 et seq. of the California Fish and Game Code. Fish and Game Code Section 13100 et seq. regulates the expenditures of funds collected from fines and forfeitures in Solano County (see list, Appendix A), for the protection, conservation, propagation and preservation of fish and wildlife, under the direction of the County Board of Supervisors.

Maximum grant request is \$2,500.00. No matching funds are required. Eligible entities that may receive award of grant funds include units of government, including special districts organized under federal, state or local laws, accredited educational institutions and private non-profit organizations with current 501(c)(3) status. Applications will be scored using the criteria in Appendix B. Grantees will be required to sign a grant agreement with Solano County, and to incur project expenses and apply for reimbursement from Solano County. Recipients will be required to demonstrate that their proposal meets the requirements of any and all regulatory agencies and that the cost for any CEQA or permit costs related to the proposal shall be borne by the applicant from sources other than grant award monies. Please fill out one application per project. One un-bound original of the application must be received by **close of business (5:00 p.m.) on Monday, October 2, 2023** at the address shown below. Faxed or emailed applications will not be accepted.

APPLICATION INSTRUCTIONS

EACH PROJECT APPLICATION MUST INCLUDE THESE 5 ITEMS OR IT WILL NOT BE ACCEPTED:

- 1. COMPLETED AND SIGNED "GRANT APPLICATION FORM" (SEE BELOW)**
- 2. RESPONSES TO THE 4 "PROJECT QUESTIONS" (SEE BELOW) – 2 page maximum response.**
- 3. COMPLETED AND SIGNED "PROPOSED PROJECT BUDGET" FORM (SEE BELOW)**
- 4. A ONE-PAGE DETAILED PROJECT BUDGET (SEE "INSTRUCTIONS" BELOW)**
- 5. A ONE-PAGE PROJECT SITE MAP ON 8-1/2" X 11" SIZE PAPER**

Submit one, un-bound original of the full application, by close of business **(5:00 p.m.) Monday, October 2, 2023** to the following address (faxed or e-mailed applications will not be accepted):

**Solano County Parks and Recreation Division
c/o Chris Drake, Parks Services Manager
675 Texas Street, Suite 5500, Fairfield, CA 94533
(Office is open from 8:00 am to 5:00 pm)**

EVALUATION PROCESS

Applicants may make an optional, brief project presentation (approximately 5 min.) to the Parks and Recreation Commission at the meeting of Thursday, November 9, 2023 at 10:00AM. Applications will be evaluated and ranked using the criteria on the scoring sheet in Appendix B. The evaluation committee will consist of one subject matter expert in fish and wildlife issues and two Commissioners. This committee will present its results, and the Commission will make a recommendation regarding the award of grant funds, at the meeting of the Park and Recreation Commission on Thursday, November 9, 2023. Commission meetings begin at 10:00AM, at the Solano County Administration Center, 675 Texas Street, Fairfield, first floor Room 1600 (in the lobby). The Commission's award recommendations are subject to approval by the Solano County Board of Supervisors (tentatively scheduled for December 2023).

For additional information or assistance, contact: Chris Drake, Parks Services Manager at (707) 784-6765.



GRANT APPLICATION FORM

TYPE OF PROJECT - (Fill in <u>Project Type</u> and <u>Letter of Applicable Code Subsection</u> , using list in Appendix A).	
This is a _____ project, eligible under Fish and Game Code Section 13103- _____.	
GRANT APPLICANT (Organization, address, zip code)	Grant Request Amount (maximum \$2,500): \$ _____ Plus Other (non-grant) funds to be used: \$ _____ Equals TOTAL PROJECT COST: \$ _____
PROJECT NAME and ADDRESS (or NEAREST CITY)	ASSESSOR'S PARCEL NUMBER (APN), <u>OR</u> PROPERTY NAME WITH ACREAGE (if multiple sites, list on separate sheet)
GRANT APPLICANT'S AUTHORIZED REPRESENTATIVE:	
Name (typed or printed) and Title	Email Address Phone
PERSON WITH DAY-TO-DAY RESPONSIBILITIES FOR PROJECT:	
Name (typed or printed) and Title	Email Address Phone
GRANT SCOPE: (Brief description of items of work to be completed with grant funds.)	
LAND TENURE: Land tenure is: _____ acres (total), including: <i>(fill in appropriate blanks below)</i> _____ # Acres owned in fee simple by applicant, or co-owned by applicant. _____ # Acres available under lease until year _____ from _____ <i>(landowner name)</i> _____ Project site(s) will be utilized by specific agreement with, and full knowledge of land owner(s)* * (If multiple sites, list all confirmed or prospective sites for your program on a separate sheet and identify by parcel number, or by providing parcel acreage with property name.)	

I CERTIFY THAT:

- I am authorized on behalf of the above-named Grant Applicant to conduct all negotiations and execute and submit all documents, including but not limited to, this application and any agreements, amendments, payment requests and so on, necessary for project completion; and
- Information contained in this project application form, including assertions of land tenure and all required attachments, is accurate; and
- All necessary CEQA and other environmental compliance requirements, and all applicable state, federal and local regulatory permits (e.g., building/grading permits if applicable), have been met/obtained for the project, or will be met/obtained (with non-grant funds) prior to initiating the project; and
- I have read and understand the important information and assurances in the application materials.

SIGNED _____	DATE _____
Grant Applicant's Authorized Representative	



PROJECT QUESTIONS

Instructions: Respond to the 4 questions here or attach written response. 2-page maximum

1. Provide a description of the project, who will be involved, and what you plan to achieve.

2. Describe how this project furthers the propagation and conservation of fish and wildlife.

3. Please provide objective, measurable goals the Project will seek to achieve, and identify the measurement criteria your organization will use to evaluate success.

4. If the proposed project is for the one-time expenditure of funds please explain how the benefits from the project will be sustained and funded over a multi-year period of time.



PROPOSED PROJECT BUDGET

BUDGET GUIDELINES

Maximum grant request is \$2,500.00. No matching funds are required. It is the intent of the Solano County Park and Recreation Commission to ensure that grant funds under its authority are expended to the maximum public benefit. It is also the policy of the Solano County Board of Supervisors that all grants or contracts for services be performance-based. Accordingly, grant funds will be available for payment by reimbursement. Grantees will be required to incur project expenses and apply to Solano County for reimbursement.

DETAILED PROJECT BUDGET - INSTRUCTIONS

Please attach a Detailed Project Budget (one page) identifying 4 categories of expenditures – 1.) Salaries and Benefits, 2.) Services and Supplies, 3.) Equipment, 4.) Other Expenses. Note: permit, CEQA and food costs are not eligible expenses, and no more than 10% of grant amount may be used for planning/design costs.

PROJECT BUDGET SUMMARY

Using your Detailed Project Budget, fill in a summary of your project budget information here, and sign below.

Grant Applicant: _____ Project Name: _____
(Organization)

Total Project Budget: \$ _____

Grant Funds Requested (\$2,500 max.): \$ _____

SIGNATURE

Signature of Authorized Representative

Title

Date

California Fish & Game Code 13103 (a)-(m)

13103. Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes (references to "Department" here, are the California Department of Fish and Wildlife*):

(a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.

(b) Temporary emergency treatment and care of injured or orphaned wildlife.

(c) Temporary treatment and care of wildlife confiscated by the department as evidence.

(d) Breeding, raising, purchasing, or releasing fish or wildlife which are to be released upon approval of the department pursuant to Sections 6400 and 6401 onto land or into waters of local, state, or federal agencies or onto land or into waters open to the public.

(e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading; fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.

(f) Construction, maintenance, and operation of public hatchery facilities.

(g) Purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use in the normal performance of the department's responsibilities.

(h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species.

(i) Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department.

(j) Reasonable administrative costs, excluding the costs of audits required by Section 13104, for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 15 percent of the average amount received by the fund during the previous three-year period, or ten thousand dollars (\$10,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.

(k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.

(l) Costs incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.

(m) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

** Formerly California Department of Fish and Game*

Evaluation Scoring Sheet for Applications for Fish and Wildlife Propagation Fund Grants

Applicant and Project Name:		
EVALUATION CRITERIA	MAXIMUM POINTS	SCORE
CLARITY OF PROPOSAL	50	
<ul style="list-style-type: none"> <input type="checkbox"/> Proposal clearly identifies how the project meets the intent of the applicable sections of the California Fish and Game Code Section 13103. <input type="checkbox"/> Applicant demonstrates the ability to undertake and complete the work effort, including identifying and obtaining any necessary permits from regulatory authorities (with separate funding). <input type="checkbox"/> Approach for accomplishing Proposed Project is reasonable and incorporates demonstrated best practices and industry standards, where applicable. 		
SUSTAINABILITY	20	
<ul style="list-style-type: none"> <input type="checkbox"/> Applicant demonstrates that the results of the project will be sustained over time. <input type="checkbox"/> The project utilizes materials and implementation approaches that provide benefits beyond the immediate project. 		
GOALS AND EVALUATION	20	
<ul style="list-style-type: none"> <input type="checkbox"/> The Proposal clearly establishes measurable goals/objectives. <input type="checkbox"/> The evaluation criteria measures both the completion of the project (e.g., goal reached or proposed quantities were provided), as well as criteria and time frame to evaluate the success of the project against the stated goals/objectives. 		
PROJECT FINANCING	10	
<ul style="list-style-type: none"> <input type="checkbox"/> Project budget is of sufficient detail to enable evaluator to determine whether Applicant can realistically carry out the proposal. <input type="checkbox"/> Budgeted expenditures are within the industry norm for similar activities. <input type="checkbox"/> Post-project funding has been identified to sustain the project. 		
TOTAL	100	

RESOLUTION NO. 2024-01

PARKS AND RECREATION COMMISSION, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

* * * * *

RESOLUTION AMENDING THE PARKS AND RECREATION COMMISSION'S REGULAR MEETING SCHEDULE FOR CALENDAR YEAR 2024

RESOLVED, by the Parks and Recreation Commission of the County of San Mateo, State of California, that

WHEREAS, at the December 7, 2023 Parks and Recreation Commission meeting, the Commission adopted Resolution No. 2023-1 which established its regular meeting schedule for calendar year 2024; and

WHEREAS, the Commission desires to amend its regular meeting schedule to hold its May 2024 meeting at Quarry County Park in El Granada, San Mateo County, California and to hold its August 2024 meeting at Tunitas Creek Beach in Unincorporated San Mateo County, California.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the schedule of regular meetings for the Parks and Recreation Commission for the calendar 2024 year shall be as follows:

DATE/TIME	LOCATION
January 4, 2024 4:00-6:00 p.m.	Criminal Justice Training Room (with remote public participation available) 400 County Center, 1 st Floor, Redwood City
February 1, 2024 4:00-6:00 p.m.	Criminal Justice Training Room (with remote public participation available) 400 County Center, 1 st Floor, Redwood City
March 7, 2024 4:00-6:00 p.m.	Coyote Point Recreation Area 1701 Coyote Point Drive, San Mateo, CA 94401

April 4, 2024 4:00-6:00 p.m.	Criminal Justice Training Room (with remote public participation available) 400 County Center, 1 st Floor, Redwood City
May 2, 2024 4:00-6:00 p.m.	Quarry County Park 1195 Columbus St., El Granada, CA 94018
June 6, 2024 4:00-6:00 p.m.	Criminal Justice Training Room (with remote public participation available) 400 County Center, 1 st Floor, Redwood City
July 4, 2024 4:00-6:00 p.m.	No Meeting – Summer Recess
August 1, 2024 4:00-6:00 p.m.	Tunitas Creek Beach County Park 20775 Cabrillo Highway South, Half Moon Bay, CA 94019
September 5, 2024 4:00-6:00 p.m.	Criminal Justice Training Room (with remote public participation available) 400 County Center, 1 st Floor, Redwood City
October 3, 2024 4:00-6:00 p.m.	In Park (in person only) [*Location to be determined based on project status and weather]
November 7, 2024 4:00-6:00 p.m.	Criminal Justice Training Room (with remote public participation available) 400 County Center, 1 st Floor, Redwood City
December 5, 2024 4:00-6:00 p.m.	Criminal Justice Training Room (with remote public participation available) 400 County Center, 1 st Floor, Redwood City

* * * * *