

COUNTY OF SAN MATEO
Parks Department

DATE: December 2, 2021

TO: Parks and Recreation Commission
FROM: Nicholas J. Calderon, Parks Director
SUBJECT: Parks and Recreation Commission's 2022 Meeting Schedule

RECOMMENDATION:

Adopt a resolution establishing the Parks and Recreation Commission's regular meeting schedule for calendar year 2022

BACKGROUND:

In accordance with Article 9 of the San Mateo County Parks and Recreation Commission ("Commission") Bylaws, meetings of the Commission are regularly held every other month at whatever date, time, and location the Commission annually establishes by resolution.

At its December 2021 meeting, the Commission will consider an amendment to its Bylaws to authorize monthly Commission meetings. Should the amendment be adopted by the Commission, a resolution that reflects a monthly meeting schedule for 2022 will need to be adopted.

DISCUSSION:

Without knowing if the Commission will meet monthly or bi-monthly in 2022, the Parks Department prepared two resolutions. Resolution No. 2021-3 reflects a bi-monthly meeting schedule; Resolution No. 2021-4 reflects a monthly meeting schedule. Should the Commission amend its Bylaws to hold monthly meetings, it will need to adopt Resolution No. 2021-4. Should the Commission not amend its Bylaws and continue to meet bi-monthly, it will need to adopt Resolution No. 2021-3.

The Parks Department is completing audio-visual improvements at the Captain's House in the Coyote Point Recreation Area which will allow this venue to support future Commission meetings. These improvements are anticipated to be completed by the end of February 2022. Therefore, any Commission meeting held prior to March 2022 will need to be scheduled at the Board of Supervisors' Chambers in Redwood City, and all meetings thereafter are scheduled to be at Captain's House. In year's past, the Commission considered holding meetings at the Carriage House in Wunderlich Park and the Visitor Center at San Pedro Valley Park. Neither of these locations contain the audio-visual capabilities necessary to support regular Commission meetings.

AB 361 allows local governments to continue to conduct virtual meetings as long as there is a gubernatorially-proclaimed public emergency in combination with (1) local health official recommendations for social distancing or (2) adopted findings that meeting in person would present risks to health. Therefore, meetings will continue to be held virtually for the foreseeable future. However, once the Board of Supervisors deems it appropriate for in-person Board meetings to resume, the Parks Department will advise the Commission to resume in-person meetings as well. As of this date, no changes have been made to the Brown Act to allow specified bodies to meet virtually for reasons of convenience.

FISCAL IMPACT:

The Parks Department's budget currently accounts for staffing costs associated with bi-monthly regular Commission meetings. Should, however, the Commission increase the frequency of its regular meetings, the Parks Department will incur additional costs—including, but not limited to, opportunity costs—associated with staff preparation for, and attendance at, these additional meetings. These costs are difficult to quantify, but can be reasonably expected to result in operational inefficiencies.