



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Parks



**Date:** March 10, 2016  
**Board Meeting Date:** April 12, 2016  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Marlene Finley, Parks Director

**Subject:** Amend Agreement with Cecily Harris for Grant and Other Program  
Consulting Services for the San Mateo County Parks Department

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to the agreement with Cecily Harris for grant and other program consulting services for the San Mateo County Parks Department, increasing the amount by \$100,000, to an amount not to exceed \$199,000.

**BACKGROUND:**

The San Mateo County Parks Department entered into an agreement with Cecily Harris to provide grant and other program consulting services for the term of May 1, 2015 to April 30, 2017, in the amount of \$99,000. The Department did not do a request for proposals process for these services and hired Ms. Harris as a sole source vendor. Ms. Harris, the contractor, was previously a Parks Department employee and has integral knowledge of programs and operations for which there was no substitution. She has been highly successful in winning grants for the Parks Department and has managed the grants, tracked expenditures, and prepared required reports. She has also managed a successful bench donation program in the parks system.

**DISCUSSION:**

During the past year, the Parks Director tasked Ms. Harris with additional services such as project management for the Coyote Point Recreation Area Eastern Promenade Rejuvenation Project and the Green Valley Trail Project, and tracking expenditures for Measure A parks-related grants to the Student Conservation Association, Pacifica Land Trust, and Coastside Land Trust. This additional work requires a funding increase to Ms. Harris' contract. There is no change to the contract term.

These changes to the scope of work necessitate increasing the contract amount by

\$100,000 to an amount not to exceed \$199,000, which requires Board approval. Also, the Board is requested to authorize the Parks Director to execute contract amendments to modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

County Counsel has reviewed and approved the resolution and amendment as to form.

Amending the agreement with Ms. Harris contributes to the 2025 Vision Alignment of an Environmentally Conscious Community as the services she provides supports enhancements and improvements to parks facilities and the protection of natural resources.

**Performance Measure(s):**

<b>Measure</b>	<b>FY 2015-16 Actual</b>	<b>FY 2016-17 Projected</b>
<b>Grant Dollars Awarded per Each Dollar Invested</b>	<b>\$10 to \$1</b>	<b>\$10 to \$1</b>

**FISCAL IMPACT:**

The proposed amendment would increase the amount by an additional \$100,000 to an amount not to exceed \$199,000 and would span the remainder of FY 2015-16 and FY 2016-17. There are sufficient appropriations already budgeted in both fiscal years to cover this increase. There is no additional net county cost associated with this amendment.