



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



**Date:** February 27, 2017  
**Board Meeting Date:** April 11, 2017  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Sarah Birkeland, Acting 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 \$33,000 to an amount not to exceed \$257,000, and extending the term of the agreement to June 30, 2017.

**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. She has been highly successful in winning grants for the Parks Department and has managed the grants, tracked expenditures, and prepared required reports.

In 2016, the Parks Director assigned additional tasks to Ms. Harris including 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. An amendment to the agreement with Ms. Harris to increase the scope of services and increase the funding by \$100,000 was approved by your Board on April 12, 2016.

**DISCUSSION:**

On December 8, 2016, a second amendment was agreed upon to increase funding for Ms. Harris' services by \$25,000, an option allowed under the April 12, 2016 Board-approved amendment.

Parks is now requesting an additional \$33,000 in funding and a two month contract extension for Ms. Harris for management, evaluation and implementation of a Parks fee strategy involving revenue generation potential in support of long term financial sustainability for the Parks Department.

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 support enhancements and improvements to parks facilities and the protection of natural resources.

**PERFORMANCE MEASURE(S):**

Measure	FY 2015-16 Actual	FY 2016-17 Projected
Grant Dollars Awarded per Each Dollar Invested	\$10 to \$1	\$14 to \$1

**FISCAL IMPACT:**

The proposed amendment would increase the amount by an additional \$33,000 to an amount not to exceed \$257,000 and would span the remainder of 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.