

**FUNDING AGREEMENT
BETWEEN
COUNTY OF SAN MATEO AND
SAN MATEO COUNTY PARKS FOUNDATION**

This funding agreement ("Agreement") is made as of the date upon which it is signed by both parties, between County of San Mateo, Parks Department with its principal place of business at 455 County Center, 4th Floor, Redwood City, CA 94063, ("County" or "County Parks") and the San Mateo County Parks Foundation at 215 Bay Road, Menlo Park, CA 94025 ("Foundation") for the term of July 1, 2015 to June 30, 2017.

PURPOSE

San Mateo County Parks Foundation (Foundation) established in 1998 is a 501(c)(3) organization incorporated and doing business in the State of California, whose mission is to inspire people to care for, learn about, and enjoy our County parks. In cooperation with the County Parks Department, the Foundation raises funds to support projects, programs and volunteers to benefit the parks and visitors.

San Mateo County Parks (County) strives to preserve San Mateo County's natural and cultural treasures and provides safe, accessible parks, as well as recreation and learning opportunities, to enhance the community's quality of life. County Parks manages 20 parks, 190 miles of regional, county and local trails and two historic sites throughout San Mateo County.

The Foundation and Parks entered into a relationship agreement on July 23, 2015 to define cooperative responsibilities and a two-year work plan. The Foundation's Board of Directors approved the two-year work plan (Exhibit A) at their July 2015 meeting noting that it could be updated in 2016 with the hire of new Executive Director Michele Beasley and Board review of future strategic initiatives.

The County Board of Supervisors allocated \$75,000 annually for FYs 2015-17 to the Foundation. This agreement serves to provide this annual funding to the Foundation for this two-year budget cycle.

TERMS AND CONDITIONS

The Foundation agrees:

- a. To help County Parks implement its strategic plan to create active and engaged communities around parks by focusing on raising funds for programs or projects that support the strategic plan goals of community engagement, environmental literacy, stewardship, and healthy community.
- b. To provide continued annual support for core programs as described on page 1 of Exhibit A and funding for special projects as described on pages 1 and 2 of Exhibit A, and to allow flexibility for other fundraising efforts and as yet unspecified projects.
- c. To have its Executive Director meet weekly with the Parks Director, the Department's non-voting liaison to the Foundation Board, to coordinate on goals, activities, and messaging on campaigns and materials intended for public distribution and to review proposed donations of funds and in-kind goods and services intended to be provided to Parks to ensure they meet Parks' needs, requirements, and specifications.

County agrees:

- a. To provide a \$75,000 subvention annually for FYs 2015-17 to the Foundation upon receipt of invoice.

The Parties agree:

- a. The cost to County under this Agreement is not to exceed \$150,000 (one hundred and fifty thousand dollars) to be paid in equal amounts annually for the Foundation's execution of its two-year work plan as described, with flexibility for the identification of other programs or projects for which funds were raised or donated for the use of County Parks.
- b. The agreement is for the term of July 1, 2015 through June 30, 2017.
- c. The Foundation shall maintain a current general liability insurance of not less than \$1,000,000 per occurrence for bodily injury and property damage, subject to the usual and customary policy conditions (including standard exclusion on vehicles licensed for highway use and on property in the care, custody and control of the policyholder). County shall be named as an additional insured to the extent its interest may appear.
- d. Each party hereto shall indemnify and save harmless the other party from all claims, suits and actions for or on account of any injuries or damages occasioned by the other party's act of negligence or by the act of negligence of any its employees or volunteers and at its own cost and expense shall defend any and all such claims, suits or actions. For the right of indemnification in favor of any party to remain in effect, that party (the notice party) shall give the other party (the recipient party) prompt written notice of any claim or threat of a claim which may give rise to such right of indemnification. The notice party shall give the recipient party the opportunity to defend any such claim or proceeding being defended. Without the recipient party's written consent, the notice party shall not settle, compromise, or adversely affect in any manner the defense of such claim.
- e. This Agreement may be terminated at any time by mutual agreement of the Parties or by unilateral decision of either party provided at least thirty (30) days written notice is given to the other party. Amendments to the Agreement may be proposed by either party and shall become effective upon written approval by both Parties.
- f. Michele Beasley, Executive Director, is hereby designated to serve as the Foundation's representative in implementation of this Agreement. Marlene Finley, Parks Director, is designated to serve as County's representative in the implementation of this Agreement.
- g. This Funding Agreement constitutes the sole agreement of the parties concerning the funding issues set forth herein and correctly states the rights, duties, and obligations of each party regarding such funding as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties regarding such funding issues not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties
- h. The terms of this Agreement shall be construed in accordance with the laws of the State of California. The venue for any court proceedings on the Agreement will be San Mateo County Superior Court.

San Mateo County Parks Foundation

By: 

Michele Beasley

Title: Executive Director

Date:

SAN MATEO COUNTY

By: 

Marlene Finley

Title: Parks Director

Date:



San Mateo County Parks Foundation 2015-16 & 16-17 Work Plan

This plan was reviewed and approved by the Foundation board at the July 2015 meeting. This plan is a work in progress and will be updated in 2016 after new Foundation ED and board review future strategic initiatives.)

To help the San Mateo County Parks implement their strategic plan to *create active and engaged communities around parks*, the Foundation will focus on raising funds for programs or projects that support

- Community Engagement
- Environmental Literacy
- Stewardship
- Healthy Communities

Gifts will provided continued annual support for core programs and funding for special projects.

Core programs

Project	Amount	Direct or In-Kind	Annual or One-time	Donation Date
SCA (\$57,500 for 2 summer crews)	\$57,500	Direct	Annual	Nov 3, 2015
Volunteer program (general support \$25,000)	\$25,000	Direct	Annual	\$10,00 Nov 3, 2015 split Fall and June
Bike Sunday	\$15,000	Direct	Bi-Annual	Nov 3, 2015
Youth Group and School Trip Assistance	\$5,000	In-Kind	Annual	On-Going – in house activity by Fdn
Bay Checkerspot Butterfly & Weed Mgt at Edgewood	\$18,000	In-Kind	Annual	Nov 3, 2015
Coyote Point Improvements				Determined that funded will provide this grant directly to county (9/15)

One Time Projects in Process

Project	Amount	Direct or In-Kind	Annual or One-time	Donation Date
Fish Barrier Removal	\$49,000	To Parks	One-time	Nov 3, 2015
Stewardship Volunteer Corp Tool Trailer	\$15,000	Direct	One Time	Nov 3, 2015
Wunderlich Trail Project	\$3,300	Direct	One-Time	Nov 3, 2015
Open Road outreach	\$2,500	Direct	One-Time	Nov 3, 2015
Bill & Jean Lane Education Center exhibits & PV hook-up	FALL	In-kind	One-Time	Spring 2016

Long Range Efforts in Progress

Bill & Jean Lane Education Center (BJLEC) Maintenance Endowment	\$100,000			As needed but majority in 2025 or beyond
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One Time Projects in Planning Stage

Project	Amount	Direct or In-Kind	Annual or One-time	Donation Date
Cabin Camping	\$125,000	Direct	One-Time	Fall 2016
Green Valley Trail Oct 2015 note – project delayed	??????	Direct	One-Time	Spring or Fall 2016
Designate the Portola Trail as a National Historic Trail		Direct and In-Kind	One-Time	
To be determine Equestrian Trail Project	?	Direct	One-Time	Spring 2016
Trail Signage	\$34,950 over 2 years	Direct	Spread over 2 gifts	tbd

Bill & Jean Lane Education Center (BJLEC) Maintenance Endowment

As part of our effort to fund the BJLEC, we set a goal of raising a \$100,000 maintenance endowment. Currently we have \$9,500 on hand and prospective gifts (amounts unknown) in various donor's estate plans. This fund is for the long term maintenance such as roof replacements, heater and electrical upgrades, etc. so is not needed immediately.

We have \$3,400 in a short-term maintenance fund for floor and exhibit care and connecting the PV to the grid.

Cabin Camping no funds on hand

This project will help the Department provide revenue facilities and is consistent with sustainable funding goals. Project description details are in process with a 60% design in fall 2015. Prospective funders need to be developed

Green Valley Trail no funds on hand

This project is the southern link from the Devil's Slide Trail to national, state and county parklands. Project description details are in progress and 90% detail will be available in fall 2015. Prospective funders need to be developed

Designate the Portola Trail as a National Historic Trail

One activity will be to promote the proposal. Second activity will be to help with funding for implementation. Costs for implementation need to be determined

To be determine Equestrian Trail Project

Potential grant opportunities with submittal dates in summer 2015 have been identified. A project needs to be defined.

Trail Signage no funds on hand

Parks is implementing a new trail signage system to reduce clutter and increase wayfinding in the parks. Cost is \$34,950 with \$19,950 in 2015-16 and \$15,000 in 2016-17. See detail below.

Sign Project Budget Estimate 2015-2017

2015-2016			
Project	Posts	Estimate/Post	Estimate
Pescadero Creek / Sam McDonald	100	\$150	\$15,000
San Pedro Valley	13	\$150	\$1,950
Junipero Serra	20	\$150	\$3,000
Total			\$19,950

2016-2017			
Project	Posts	Estimate/Post	Estimate
Huddart	50	\$150	\$7,500
Wunderlich	24	\$150	\$3,600
Memorial	26	\$150	\$3,900
Total			\$15,000

2015-2017 Budget Cycle Total **\$34,950**

\$150 Includes the following:
 One 8" x 8" Redwood Post 5' long
 16 Special Screws
 4 Vinyl Signs Mounted on Aluminum

Golden State Lumber for 24 posts	\$1,512.90
\$63 per wooden post	
\$46.6 per post for 4 signs	\$4.50 for Vinyl per sign
	\$7.15 for Aluminum per sign
\$8 per post for 16 screws	



Events

Event	Date	Location	Notes
Tour de Peninsula	August 2, 2015	Coyote Point, Bicycle Sunday, Sawyer Camp Trail	
Parke Gulch Hosted hikes	Sept 26 & 27	Memorial & Pescadero	
Welcome and Retirement Party	Nov 19		Potential source for BJLEC Funds
TBD Hosted Hike			
TBD Hosted Hike			
Tour de Peninsula	August 7, 2016 ?	Coyote Point, Bicycle Sunday, Sawyer Camp Trail	

Outreach

- 3-6 Facebook Posts weekly (1,300 followers)
- 10-15 e-news annually (1,300 recipients)
- 3 paper newsletters annually (3,500 recipients)
- 6 community fairs annually (often in conjunction with Department or Friends' Groups)
- Community presentations as opportunities arise

Board Recruitment

Practice is to start board members in July for 3 year-term. Board added 1 member in September 2015. Goal is seating 2-3 additional board members in February 2016. These members will be filling seats with 3 year terms that began July 2015.

**Board Terms July 2015
Updated Sept 2015**

Name	Title	Start Date	Term	History
Mary De Long	Board Member, Chair	7/2012	2	Term started 7/12– term ends 6/15 2 nd Term started 7/15– term ends 6/18
Katy Rhoades	Board Member, Vice Chair	7/2014	1	Term started 7/14 – term ends 6/17
Justin Knowles	Board Member, Secretary	7/2009	3	Term started 7/09 – terms ends 6/12 2 nd term 7/12 – terms ends 6/15 3 rd Term started 7/15– term ends 6/18
Christy Morrill	Board Member, Treasurer	4/2013	2	Started 4/13 for term beginning 7/12 – terms ends 6/15 2 nd Term started 7/15– term ends 6/18
Hertha Harrington	Board Member,	7/2006	4	Term started 7/06 - term ends 6/09, 2 nd term 7/09 – terms ends 6/12 3 rd term 7/12 – terms ends 6/15 4 th Term started 7/15– term ends 6/18
Dave Pine	Board Member	7/2013	1	Term started 7/13 – term ends 6/16
Lyndall Erb	Board Member	7/2014	1	Term started 7/14 – term ends 6/17
Maureen McEvoy	Board Member	9/2015	1	Started 9/15 for as term beginning 7/15 – term ends 6/18

San Mateo County Parks Foundation General Activities

July

Tour de Peninsula logistics
Foundation Annual Meeting – Select officers
Process gifts

August

Tour de Peninsula event/follow-up
Process gifts

September

Employee Giving Campaign
Prepare for Acquisition and YE mailings
Newsletter prep and mailing
Tour sponsorship requests
Prepare for audit

October

Mail Acquisition and YE mailing
Employee Giving Campaign
Targeted year-end solicitations
Tour sponsorship requests
Audit

November

Process acquisition and YE mailings
Employee Giving Campaign
Tour sponsorship requests
Targeted year-end solicitations
990 Due

December

Process acquisition and YE mailings
Targeted year-end solicitations

January

Process acquisition and YE mailings
Process SMCO Employee Giving
Tour sponsorship requests

February

Newsletter prep
Thank-a-thon
Prepare for Group 1 general support mailing

March

Send out newsletter
Send group 1 mailing/process returns
Start Tour activities
Flower & Garden show?

April

Process group 1 gifts
Tour activities
Prepare Foundation Budget

May

Tour de Peninsula activities
Newsletter prep
Adopt Foundation Budget
Send group 2 general support mailing
Process group 2 gifts

June

Newsletter mailing
Tour de Peninsula activities
Send out summer mailing
County Budget Hearings
Process group 2 gifts



15-16 working budget adopted June 11, 2015	Jul 15-16
Income	
Contributed support	
Contributions-Business	25,000.00
Contributions-Foundations	240,000.00
Contributions-Individuals	230,000.00
Contributions-Nonprofits	2,700.00
Grants-Local Govt	75,000.00
Total Contributed support	572,700.00
Earned Revenues	
Tour de Peninsula net	15,000.00
Interest-Money Market Acct	100.00
Total Income	587,800.00
Expense	
Non-Personnel Expenses	
Total Non-Personnel Expenses	138,396.00
Personnel Expenses	
Total Personnel Expenses	139,392.00
Program Expense	
Donations to County	301,500.00
Public Education	11,000.00
Restoration	18,500.00
Total Program Expense	331,000.00
Total Expense	608,788.00
Net Income	-20,988.00
Restricted funds released	98,425.00
Funds restricted	-45,000.00
Revised net income	32,437.00