

AMENDED WORK PLAN – 1/23/20
Parks and Recreation Commission
San Mateo County

Goal	Objective(s)	Activities	Timeline	Who	Notes
1. Advise and make recommendations to the Board of Supervisors regarding the management and operation of County natural preserves, marine reserves, open space areas, trails parks, and/or recreation areas and facilities within unincorporated San Mateo County. (Bylaw direction)	1.1 Understand and support the Parks Department's management and operational priorities (e.g., major maintenance, capital/infrastructure improvements, resource protection, and equity and accessibility/IDEA).			BUDGET & PERFORMANCE SUBCOMMITTEE: GREEN, OKELO	
		1.1.1 Once a new Director is in place, request and hear management and operational priorities presentation, including ways for the Commission and the public to promote and support these priorities.	Winter 2020		Will request at Feb 2020 meeting.
		1.1.2 Contribute as helpful to strategic planning and refinement of priorities for future efforts.	Ongoing		
		1.1.3 Once a new Director is in place, request that Department leadership consider the development of performance targets and metrics to demonstrate Parks' contribution to County health, well-being, safety, and equitability.	Spring 2020		
		1.1.4 Contribute as helpful to the development of Department targets and metrics.	Ongoing		
		1.1.5 Request presentation on the Department's budget that shows how it is designed to achieve Department management and operational priorities and where gaps remain.	Spring 2020		

Goal	Objective(s)	Activities	Timeline	Who	Notes
	1.2 Promote Parks programs and efforts that promote the health, well-being, and safety of County residents, as well as equitable and diverse access to the County parks.			ALL	
		1.2.1 Request presentation on fuel reduction and any other hazard mitigation programs that enhance public safety, including benchmarks, current performance, and ways to support those programs; and provide feedback.	Summer 2019		Requested and delivered.
		1.2.2 Request presentation on the IDEA initiative , including performance and opportunities for growth and improvement; and provide feedback.	Fall 2019		Requested; info on interpretive plan delivered, full IDEA presentation to come.
		1.2.3 Request presentation on programs that promote health and well-being , including ways to promote, support, and grow (if needed) those programs; and provide feedback.	Winter 2020		Dec 2019 meeting Comm. Merrillees requested a housing meeting, which dovetails with this overall well-being concern for staff. Presentation expected April 2020 meeting in the interest of time Feb 2020.
		1.2.4 Work with Parks Department staff to develop a standard set of information regarding populations served for programmatic presentations.	Spring 2020		To follow IDEA presentation.
		1.2.5 Appoint Commission liaison to the Youth Commission (two-year term).	Fall 2019	OKELO	Dec 2019 meeting.
	1.3 Support implementation of dog management policy recommendations.			MERRILEES, BONILLA	
		1.3.1 Participate in Dog Management Committee.	Ongoing		Ongoing, report at Feb 2020 meeting.

Goal	Objective(s)	Activities	Timeline	Who	Notes
	1.4 Support feasible and strategic park property acquisitions and open space development.			PLANNING & PROJECTS SUBCOMMITTEE: BONILLA, MERRILEES	
		1.4.1 Support Bay to Coast connection with attendance at planning meetings, Committee endorsements, etc.	Ongoing		
		1.4.2 Support Tunitas Creek Beach Park development with attendance at planning meetings, Committee endorsements, etc.	Ongoing		
	1.5 Develop and deliver Commission updates and recommendations to the Board.			CHAIR	
		1.5.1 Draft and submit a presentation to the Board of Supervisors. The presentation should both look back to describe work accomplished and look forward to describe work ahead.	Winter 2020		Comm. Manneh to draft retrospective content, Comm. Green to support with material for the current year.
2. Adopt and forward to Board of Supervisors recommendations regarding fees to be charged for the use of the areas noted in 1. (Bylaw direction)	2.1 Develop recommendations for a comprehensive fee strategy for County Parks uses.			BUDGET & PERFORMANCE SUBCOMMITTEE: GREEN, OKELO	
		2.1.1 Request presentation on in-progress consultant recommendations once completed.	Fall 2019		
		2.1.2 Support development of a feasible and holistic fee strategy for approval by the Commission and recommendation to the Board.	Spring 2020		Requested to staff in agenda prep call, will be delivered once consultant recs are ready.

Goal	Objective(s)	Activities	Timeline	Who	Notes
3. Advise BOS regarding fish, game, and wildlife policies and programs, and make recommendations to the BOS regarding the expenditure of fish and game propagation funds. (Bylaw direction)				MERRILEES, BONILLA	
	3.1 Ensure citizen access to fish and game propagation funds	3.1.1 Consider recommendation for readoption of a Citizens Advisory Committee regarding fish, game, and wildlife policies	Winter 2020		
4. Amend the Bylaws, as necessary and as permitted by (1) the ordinance of the San Mateo County BOS that established the Commission and (2) these Bylaws. (Bylaw direction)	None at this time	None at this time			
5. Increase awareness of the San Mateo County Parks Foundation (non-Bylaw item)	5.1 Strengthen relationship between the Commission and the Foundation			MANNEH	
		5.1.1 Appoint Commission liaison to the Foundation (two-year term).	Fall 2019		
		5.1.2 Incorporate notes from that liaison as part of the Foundation's standing Commission agenda item.	Ongoing		
		5.1.3 Assist with future membership drive for the Foundation	Winter 2020		
6. Increase publicity and support attendance for County Parks events in all five districts (non-Bylaw item)	6.1 Publicize Parks events in all five districts.		Fall 2019	ALL	
		6.1.1 Follow Parks Department on social media channels. 6.1.2 Share/Create event postings for Parks events.	Ongoing		

Goal	Objective(s)	Activities	Timeline	Who	Notes
		6.1.3 Share work with local City Councils and City Parks Commissions	Ongoing		
	6.2 Attend Parks events.	6.2.1 Attend at least two Parks events in home district and at least two in other districts each fiscal year.	Ongoing	ALL	