



COUNTY OF SAN MATEO
Parks Department



DATE: May 26, 2016

COMMISSION MEETING DATE: June 2, 2016

TO: Parks and Recreation Commission

FROM: Marlene Finley, Parks Director

SUBJECT: Proposed Change to the Parks and Recreation Commission Meeting Agenda Reporting Structure

RECOMMENDATION:

Review and approve Parks Director's proposal to prepare one consolidated staff report for the Parks and Recreation Commission meeting agenda, summarizing key department projects, events, budget and other highlights.

BACKGROUND:

(This item was continued from the April 7, 2016 agenda.)

Currently each Parks Department program manager prepares a separate staff report for their area of responsibility. Although each report may only average three pages, the cumulative amount of information can be detailed and voluminous.

DISCUSSION:

Parks Department staff have perused agenda and staff reports for other, similar County Parks Departments and found that staff reports are abbreviated, often consisting of a single report, a Director's Report that concentrates on highlights. Additional subject-specific reports may be included for large events, significant projects or annual milestones such as performance measures reporting and budget. A condensed staff report will provide Park and Recreation Commissioners more time to focus on action items, reviewing materials and providing critical input to staff and the Board of Supervisors.

ACTION:

Authorize the Parks Director to prepare a consolidated report for the Department for each Parks and Recreation Commission meeting.