



COUNTY OF SAN MATEO

Parks Department



DATE: May 25, 2017

COMMISSION MEETING DATE: June 1, 2017

TO: Parks and Recreation Commission
FROM: Sarah Birkeland, Acting Parks Director
SUBJECT: Format for Subcommittee Reports

Chair Okelo asked for an item to be placed on the agenda to consider the format of subcommittee reports to the Commission. He suggested the following format:

Recommendation

Background

Discussion

Fiscal Impact

This is the format of departmental reports going to the Board of Supervisors for its meeting agenda.