

Example Workplans

Here are two examples of recent workplans from other County commissions.

**San Mateo County Independent Civilian Advisory Commission
Work Plan Template**

Goal and Outcome:		Community/Staff Engagement:	5/2025	Community & Stakeholders	
Activities/Action Steps & Level of Effort (high, med, low)	Who is Responsible?	Timeline	Resources/Partners	Outcomes/Indicators of Progress	Status
1. Identify 3 neighborhoods by service calls, complaints, incarceration rates for forums	ICAC staff	8/2025	Community groups, including Fixin' SMC printout & CSM Community Info. Handbook 2025	Areas identified and potential meeting venues identified	
2. Develop 3 open-ended questions plus Exit Survey	Commission & ICAC staff	8/2025	Commissioners, ICAC staff & community input	Questions completed & Exit Survey completed	
3. Schedule meetings, publicize, work with neighborhood organizations. Have translators available.	ICAC staff	9- 12/2025	Community groups, City Councils, ICAC staff, Translators	3 meetings with minimum of 25 citizens each. Result - list of concerns & suggestions that the Comm. may consider for further study & possible recommendations on specific practices & policies	

4. Hear from Sheriff's Office representatives. Invite Union reps to speak at a meeting	ICAC staff	9/2025	SM Labor Council, Deputy Sheriff's Assoc., etc.	Presentation to Commission which may trigger more research on specifics and possible recommendations	
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SMART Goals Template (Source: Smartsheet)

Crafting SMART goals helps you identify the aspects of your project that are realistic and achievable; this exercise also helps you set a deadline. When writing SMART goals, use concise language and include only relevant information. This worksheet is designed to help you succeed, so be positive when answering the questions.

INITIAL GOAL	Write the goal that you have in mind.
SPECIFIC S	What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?
MEASURABLE M	How can you measure progress and know if you've met your goal?
ACHIEVABLE A	Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for achieving this goal? Is the amount of effort required on par with what the goal will achieve?
RELEVANT R	Why am I setting this goal now? Is it aligned with our overall objectives?

TIME-BOUND

T

What's the deadline and is it realistic?

SMART
GOAL

Review your answers above and craft a new goal statement based on them.

San Mateo County Parks Commission

2025 Workplan Final Recommendations

1 May 2025

Purpose:

To support our role as advisors to the San Mateo County Board of Supervisors, this workplan should serve as a framework to:

- provide context for Commission meeting agendas, discussions with community members and partners, and subcommittee or working group structure and assignments
- align Commission's work with County and Parks Department priorities
- guide the Commission to develop policy and budget recommendations that advance the mission of San Mateo County Parks, within the available capacity of staff and other resources

Workplan Priorities:

Based on prior discussions, the Commission proposes organizing its 2025 work based on alignment with Parks Department priority areas and the Commission's overall role to advise the Board of Supervisors on parks policy and budget performance. The following topics have been identified as priority areas:

- Visitor Services: Partnerships and Connections
- Facilities & Infrastructure: Revitalize Coyote Point
- Natural Resource Management: Oversight of the State Fish & Game Propagation Fund
- Budget, Policy & Performance: Alignment with County Priorities
- Visitor Services: Accessibility & Sustainability

While these priority areas will guide the Commission's work, they are not meant to exclude other topics from being brought before the Commission, whether requested by the Board of Supervisors, Parks staff, the Commission itself, or the general public.

Priority Areas:

1. VISITOR SERVICES: Partnerships and Connections

Lead: Commissioner Block

Desired outcome: Exploring opportunities to improve interconnectedness of parks and public spaces, such as providing more options for access without cars, designing multi-use trail routes or finding ways to leverage resources across partners to encourage more multi-modal visitor use

Action plan: In consultation with Department staff, develop list of primary partners to approach for discussions and presentations to public Commission meetings. Partners could include: Together Bay Area, Santa Cruz Mountain Stewardship Network, Silicon Valley Bicycle Coalition, Bicycle and Pedestrian Advisory Council, Bay Area Trails Collaborative, etc.

2. FACILITIES & INFRASTRUCTURE: Revitalize Coyote Point

Lead: Commissioner Manneh

Desired outcome: Ensure the planned Revitalize Coyote Point project receives sufficient investment and other support to remain on track for timely completion

Action plan: Serve as Commission point of contact for any community outreach, activities, or funding appropriations requests needed to support the planned project.

3. NATURAL RESOURCE MANAGEMENT: Fish & Game Propagation Fund Oversight

Lead: Commissioner Rodriguez Mitton

Desired outcome: Evaluate 2024 program and consider recommendations for improvement for the 2026-2027 funding cycle

Action plan: Request follow-up conversations and final report from 2024 recipients; consult with CA Dept of Fish & Wildlife and Dept staff to inform recommendations for evaluation report

4. BUDGET, POLICY & PERFORMANCE: Alignment with County Priorities

Lead: Commissioner Rodriguez Mitton

Desired outcome: Assessment of County Parks current operations, identification of areas of merit and opportunities for further development, to ensure Parks Dept remains fiscally healthy and delivers an optimal visitor experience throughout all Parks facilities.

Action plan: Consult with County Executive staff and Supervisors to understand County priorities; survey best practices in comparable parks departments, and meet with community and agency stakeholders.

5. OTHER AREAS OF INTEREST: Accessibility and Sustainability

(Lead TBD and topics addressed based on Commission capacity)

- Support Parks policies, programs, and initiatives that uphold County's commitments to providing equitable access to Parks facilities and activities.
- Monitor visitor demographics to maintain visibility into demographic segments and support efforts to expand access for under-represented groups.
- Support Parks efforts to maintain alignment with County Sustainability goals and Community Climate Action Plans.
- Works towards exploration of expansion of regional transportation connections to enhance equitable access to parks across county, city, and regional open space