



DATE: May 22, 2014

TO: Governing Board
San Francisco Bay Restoration Authority

FROM: Sam Schuchat, Executive Officer
California State Coastal Conservancy

SUBJECT: Post-Election Administration of the SF Bay Restoration Authority

Following voter approval of a parcel tax measure, the Governing Board of the nine county San Francisco Bay Restoration Authority anticipates that the Authority will be administered under a Joint Powers Agreement by existing, experienced staff of the Association of Bay Area Governments and the California State Coastal Conservancy, as previously discussed by this Board. This overview provides background on anticipated administrative tasks for a parcel tax; the Board will authorize specific tasks and expenditures by staff or consultants at a future date.

Administrative tasks to be undertaken during the first 12 months following passage of the measure include:

- Conduct a public process to formulate a strategic plan consistent with ballot measure language and statutory requirements, to guide implementation of the measure;
- Establish record-keeping and other procedures;
- Provide necessary information to counties regarding taxable parcels and distribution of receipts;
- Evaluate the issuance of revenue anticipation notes or other financial instruments following Board direction; and
- Develop, review and oversee contracts or other agreements consistent with implementation of the planned grant program.

Administrative tasks to be undertaken when funding for Bay restoration becomes available include:

- Solicit and evaluate potential projects consistent with criteria listed in the measure and statute, and prepare recommendations for Governing Board approval;
- Pursue matching funds, grants, and other funding to leverage resources;
- Execute project grant agreements;
- Monitor project implementation and compliance with grant agreements; and
- Evaluate progress on the goals and objectives of the Authority's strategic plan and ballot measure language, and reporting progress to the Governing Board and public.

Throughout the life of the parcel tax measure, and for at least two additional years of grant management, administrative tasks likely include:

- Oversee logistics and materials preparation for public Governing Board meetings, and carrying out other assignments of the Governing Board;
- Consult with and solicit feedback from public and private stakeholders throughout the nine county Bay Area;
- Ensure ongoing consultant and communication with the Advisory Committee to ensure maximum benefit, value, and transparency of the grant program and Authority activities;
- Prepare annual budgets and work programs for staffing;
- Ensuring that the Authority and Governing Board members meet all statutory requirements and legal responsibilities, and maintaining Authority records;
- Implement accountability, oversight and audit measures;
- Coordinate with resource and regulatory agencies and other stakeholders, partners, and funders of Bay restoration and associated projects;
- Evaluate and respond to any legal issues that may arise from the revenue measure, allocation of grant funds, or agreements with project partners;
- Evaluate potential for potential activities beyond the life of the measure;
- Consider establishment a reserve fund to support ongoing activities of the Authority;
- Upgrade and maintain the Authority website and other means of communication;
- Manage consultants for specialized tasks, such as preparing external audits and ensuring proper and timely distribution of tax receipts to the Authority;
- Disburse Authority funds and managing any authorized investments; and
- Prepare and release to the public annual financial reports and other materials as needed.