

## Fiscal Year 2018/2019 Staff Workplan

The total estimated annual staff and direct costs for operations for the Restoration Authority is **\$652,202**.

### Task 1: Revenue Management Approximate % of staff time = 5%

For FY 18/19 annual tax administration services (provided by the Authority's consultant, NBS) will continue, with oversight by staff. The annual audit will be contracted. Treasury and accounting services will continue through MTC and be covered by fully burdened rates of program staff.

### Task 2: Authority Board Approximate % of staff time = 15%

Task 2 includes staff time, and consultants' time, related to the Restoration Authority's Governing Board. It includes the following subtasks:

1. *Governing Board Policies*. These may include, but are not limited to: a conflict of interest policy, a lobbying ordinance, grant management and contracting policies. Lead staff will draft these policies, and support staff will review, including the Authority's legal staff.
2. *Preparation of Agendas*. A lead staff person will develop the Governing Board agendas, facilitate staff review, finalize the agenda, and coordinate with the Governing Board clerk on the preparation of supporting materials and the agenda packet. Supporting staff will review the agenda and agenda packet (developed by the Governing Board clerk) and provide feedback.
3. *Board Clerk*. The clerk's main roles include, but are not limited to: scheduling meetings, posting meeting dates and notices on the Restoration Authority's website, preparing annotated agendas and agenda packets, preparing hard-copy materials for the board meetings (agendas, speaker forms, board schedules, etc.), setting up for board meetings and packing up after board meetings, duties during board meetings such as recording the meeting, taking notes, and facilitating roll call for attendance and actions, preparing meeting summaries and circulating for staff review, and conducting board meeting follow-up (such as collecting original signatures on resolutions and attendance sheets).
4. *Staffing Board Meetings*. This accounts for all of the Restoration Authority's staff time associated with review of board meeting materials, attendance at board meetings, and needed follow-up following board meetings.
5. *Filling Board Vacancies (as needed)*. This subtask entails ABAG's preparation of an announcement, receipt and review of applicants, coordination within ABAG in making appointments, and subsequent orientation of new members. This task involves minimal Restoration Authority staff time from a few staff members.
6. *Annual Reports*. This includes drafting annual written reports on funds collected and expended, as well as providing updates on the status of Restoration Authority projects. This task involves staff time from a variety of members.
7. *Annual Audit*. Staff will coordinate an annual audit to be conducted by a consultant.

Task 3: Advisory Committee *Approximate % of staff time = 10%*

Task 3 accounts for staff time related to the Restoration Authority's Advisory Committee. Main subtasks associated with the management of the Advisory Committee include:

1. Staff time for the preparation of agendas, meeting minutes, and other documents as needed, which will occur on a quarterly basis. A project manager serves as lead for working with the Advisory Committee Chair on the preparation of these documents and supporting staff will review. Staff time for presentations to the Advisory Committee to keep them updated on grant program progress.
2. Clerk duties for Advisory Committee meetings, which will also occur on a quarterly basis. This includes sending out public notices, formatting and posting the agendas and meeting materials to the website, making room reservations, and confirming the quorum.
3. Staff support for the Advisory Committee's development of recommendations to the board on grant program elements. This often involves project managers' support for ad hoc subcommittees to develop draft recommendations for consideration by the full Advisory Committee.
4. Management of the member addition process, which will be led by a project manager, and supported by the clerk and other staff members. The first half of appointments to the committee will come to completion during this fiscal year.

Task 4: Independent Citizens Oversight Committee *Approximate % of staff time = 10%*

In FY 17/18 this task will expand as the Oversight Committee convenes to begin its work.

Subtasks are anticipated to include:

1. Preparation of agendas, notices, and other documents as needed, which is anticipated will occur semi-annually and will be led by the clerk, and supported by staff.
2. Staffing of the Oversight Committee meetings, which is anticipated will occur on a semi-annual basis and involves the clerk as well as Restoration Authority staff.
3. Staff will manage the member addition process, which will be led by a couple of lead staff members, and supported by the clerk and other staff.
4. Preparation of Oversight Committee Reports, which may involve the services of an outside financial and/or program consultant, if approved by the Board and funds are available.

Task 5: Grant Program *Approximate % of staff time = 40%*

This task will continue to expand as grant-making accelerates. Subtasks will include:

1. Finalization of Annual RFP. The year will begin with the finalization and release of the program's second RFP.
2. Staff will manage the review and selection process of proposals submitted on an annual basis, also managed by a lead staff and supported by other staff, consistent with the Grant Guidelines and RFP.
3. For each active Authority project, staff secure contracts, manage contracts (including reviewing and approving reports, invoices, and other related contract and project documents), and prepare and pay invoices. Project managers are assigned individual projects and perform all activities related to that project, with overall support for the grant

program provided by a lead staff. Contract management is provided by the Conservancy's Contract Manager (covered

by overhead in SCC staff rates); payment of invoices additionally involves MTC's treasury and accounting staff.

1. Transferring the SFBRA's project list to the SFBJV's EcoAtlas and Project Tracker System. Updating the SFBRA project list, as-needed, in partnership with the SFBJV.
2. Editing the Request for Proposals (RFP) on an annual basis for release the following year, and creation and maintenance of grant program documents (forms, templates, etc.)

Task 6: Restoration Authority General Work *Approximate % of staff time = 20%*

Task 6 captures other staff tasks associated with the administration of the Restoration Authority. Subtasks include:

1. Development of the Restoration Authority's work plan and budget, which is led by the Program Manager, and supported by staff.
2. Maintenance of the Restoration Authority's website, [www.sfbayrestore.org](http://www.sfbayrestore.org), on which relevant documentation for the public is posted and maintained. Management of the website involves the time for one lead staff person. This year's budget anticipates significant time and consulting costs associated with a full revision of the site.
3. Public outreach and education, such as the creation of website content, outreach products, presentations, and other materials as-needed. Preparation of public outreach and education materials is led by the authority's Public Information Officer and supported by other staff.
4. Outreach to potential Authority project proponents and partners, with a focus on building capacity in the region for successful projects; assisting in leveraging Authority funds with other federal, state and local funding sources; and advancing relevant policy and planning discussions.
5. Restoration Authority staff meetings, which involve the preparation and review of the staff agenda, the staff meeting itself, the preparation of meeting summaries, and action items and needed follow-up from each staff meeting. This task involves a lead staff person who will prepare agendas and summaries, as well as time for supporting staff to review agendas and summaries, and for all staff to attend meetings.
6. Management of inquiries to the Restoration Authority's email address, [info@sfbayrestore.org](mailto:info@sfbayrestore.org), phone inquiries, as well as suggestions for upcoming board meetings, and other requests. This task is led by a lead staff person, and supported by other staff as-needed.
7. Outstanding legal costs and other direct costs.