



DATE: November 23, 2016

TO: Governing Board
San Francisco Bay Restoration Authority

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SUBJECT: Staff Work Plan: Fiscal Years 2016/2017 and 2017/2018

The following outlines the Restoration Authority's staff work plan for the first two years of operation since the passage of Measure AA, covering the periods of July 2016 to June 2017 (FY 16/17), and July 2017 to June 2018 (FY 17/18). It includes an overview of staff work associated with each major task, and the approximate cost associated with each task. More detail on these first two years of budget can be found in the accompanying staff budget detail. Staff rates will be updated annually.

Additionally, staff has produced a multi-year estimate of cash flow, also attached, that projects program growth for five years as grant-making functions build. This takes projected amounts available to the Restoration Authority (approximately \$1.19 million a year) and factors in ballot cost payments as well as inflation through the twenty-year life of the program. It uses an assumption of approximately 6 annual projects that last approximately 4-5 years on average. It does not factor in a potential drawn-down of the program should funding not be re-authorized after the twenty-year measure is over.

Fiscal Year 2016/2017

The total estimated annual cost for operations for the Restoration Authority is **\$354,250**.

Task 1: Joint Powers Agreement (JPA) *Approximate cost = \$36,000*

Task 1 entails the development of the Joint Powers Agreement between the California State Coastal Conservancy, the Association of Bay Area Governments, and the San Francisco Bay Restoration Authority, as well as related JPA procedures and mechanisms. Documents will be developed by a lead staff person, and reviewed by supporting staff. The Association of Bay Area Governments' treasurer and accounting staff will also be involved in this task.

Task 2: Authority Board *Approximate cost = \$85,000*

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, 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.* 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.

Task 3: Advisory Committee Approximate cost = \$50,000

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. The creation of Advisory Committee bylaws and guiding documents. A lead staff person will develop these documents, and supporting staff will review.
2. Staff time for the preparation of agendas, notices, and other documents as needed, which will occur on a quarterly basis. The clerk will serve as lead for the preparation of these documents, and supporting staff will review.
3. Staffing of Advisory Committee meetings, which will also occur on a quarterly basis and involves the clerk as well as Restoration Authority staff. This includes staff support for development of considerations and priorities for the solicitation of proposals and staff support for the Advisory Committee's reports to the board on recommended grant program elements.
4. Management of the member addition process, which will be led by a staff person, and supported by the clerk and other staff members.

Task 4: Independent Citizens Oversight Committee Approximate cost = \$40,000

Task 4 accounts for staff time related to the Independent Citizens Oversight Committee. In FY 16/17 this task will primarily involve initial development of the Oversight Committee, including creation of bylaws and guiding documents. A lead staff person will be charged with the majority

of this task, while other staff will serve as support. This task also involves minimal staff time from ABAG's treasurer and accounting staff.

Task 5: Grant Program *Approximate cost = \$45,000*

Task 5 accounts for staff time associated with the administration of the Restoration Authority's grant program. For FY 16/17 it also will include the initial development of the Authority's financial systems. Other subtasks will include:

1. Updating the Restoration Authority's project list and associated map on an annual basis, which will be led by a main staff person, and supported by other staff.
2. Preparation and release a Request for Proposals (RFP) on an annual basis, which includes: development of RFP documents in consultation with the Advisory Committee, presentation to and review by the Authority board, and development of distribution plans. This is anticipated to remain under development at around the end of the fiscal year.

Task 6: Technical Support and Outreach *Approximate cost = \$20,000*

Task 6 includes staff time associated with providing assistance and expertise 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. It is expected to include time responding to inquiries from potential project proponents, evaluating project issues and concerns, and providing connections to relevant resources.

Task 7: Restoration Authority General Work *Approximate cost = \$78,250*

Task 7 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 a main staff person, and supported by other staff.
2. Maintenance of the Restoration Authority's website, www.sfbayrestore.org, on which Governing Board meeting materials are posted, as well as procedural documents, the project list and map, requests for proposals, requests for qualifications, news and updates, and other relevant documentation for the public. Management of the website involves the time for one lead staff person.
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 one main staff, and supported by other staff.
4. Restoration Authority staff meetings, which involves 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.
5. Management of inquiries to the Restoration Authority's email address, 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.
6. Outstanding legal costs and other direct costs (see attached budget detail).

Fiscal Year 2017/2018

The total estimated annual cost for operations for the Restoration Authority is **\$555,700**. Key differences from FY 2016/17 activities are noted below.

Task 1: Revenue Management *Approximate cost = \$85,000*

For FY 17/18 treasurer services will expand and annual tax administration services (provided by the Authority's consultant, NBS) will begin to be billed.

Task 2: Authority Board *Approximate cost = \$70,000*

For FY 17/18 this task includes similar staff and consultant efforts related to the Restoration Authority's Governing Board. It is not anticipated that this year will include significant development of Board policies or membership, but it is expected to include additional effort on:

1. *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.
2. *Annual Audit*. Staff will coordinate an annual audit to be conducted by a consultant.

Task 3: Advisory Committee *Approximate cost = \$33,000*

Advisory Committee activities are anticipated to remain similar to FY 16/17, with the exception of creation of bylaws and other organizing documents, and an anticipated lower need for member recruitment.

Task 4: Independent Citizens Oversight Committee *Approximate cost = \$27,000*

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 will occur semi-annually and will be led by the clerk, and supported by staff.
2. Staffing of the Oversight Committee meetings, which 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 consultant.

Task 5: Grant Program *Approximate cost = \$212,000*

This task will take up from where FY 16/17 left off, and expand substantially as grant-making begins later in the year. Subtasks will include:

1. Finalization of RFP. The year will begin with the finalization and release of the program's initial 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 project each year, staff will also secure contracts, manage contracts (including reviewing and approving reports, invoices, and other related contract and project documents), and prepare and pay invoices. These tasks will happen once for each project, and the budget is based on an estimate of roughly six projects a year. Project managers will be assigned individual projects and perform all activities related to that project. Additionally, managing contracts and preparing and paying invoices will involve ABAG's treasurer and accounting staff.
4. Updating the Restoration Authority's project list and associated map on an annual basis, which will be led by a main staff person, and supported by other staff.
5. Preparation and release a Request for Proposals (RFP) on an annual basis, which includes the review and approval of each RFP before release.

Task 6: Technical Support and Outreach *Approximate cost = \$40,000*

This task is anticipated to be similar in scope to the previous year, with growth in demand due to the level of grant activity.

Task 7: Restoration Authority General Work *Approximate cost = \$88,700*

This task is anticipated to be similar to the previous year, with some growth in staff (new project management) as well as hard costs (travel, materials, etc.).