

## Memorandum

**Date:** June 24, 2022

**To:** Governing Board  
San Francisco Bay Restoration Authority

**From:** Amy Hutzal, Executive Officer  
Derek Hansel, Treasurer of the Authority and Chief Financial Officer of the  
Metropolitan Transportation Commission

**Subject:** Adoption of Fiscal Year 2022-23 Project and Operating Budget

Staff requests Authority review and approval of Resolution 98 adopting the Fiscal Year (FY) 2022-23 Budget.

The budget is divided into two distinct programmatic areas, the Project-Based Budget and the Operating Budget. Basic assumptions going into the FY 2022-23 budget are:

- Measure AA special parcel tax revenue will be approximately \$25.8 million.
- An administrative fee (5% of the tax revenue) is transferred to the Operating Budget.
- The Operating Budget also includes \$204,000 in interest earnings.
- Staff costs consist of both MTC and Coastal Conservancy staff. MTC staff costs are proposed to increase by 6%, as more staff resources are dedicated to project support and for salary/benefit increases.
- Operating contingency is 5% of the administration fee for this year. Last year it was 10%.
- Project funding increases by \$24 million.
- No change in the Project Contingency budget.

The budget reflects the Authority's practice of allowing all committed funds, including grants and contracts, to be budgeted and carried forward without further Authority approval until the project is completed or cancelled. Uncommitted or unencumbered funds from a prior year are added to the estimated balance for the FY 2022-23 budget and made available for future programming.

## **Project-Based Budget**

The Measure AA special parcel tax is the main source of revenue for the Authority. The measure is a parcel tax of \$12 per year, raising approximately \$25 million annually for a total of twenty years.

Projects are budgeted on a Life-to-Date (LTD) budget basis, compared to operating expenditures that expire on June 30<sup>th</sup> of each year. The FY 2022-23 project budget is an addition to the current adopted budget through FY 2021-22. The process follows this procedure:

- Life-to-Date project budget through FY 2021-22 \$118.2 million
- Proposed new project funding in FY 2022-23 \$ 24.0 million
- Final adopted Life-to-Date budget through FY 2022-23 \$142.2 million

This process allows us to track the total authorized project budget on an individual project basis until completion, adjustment, or cancellation, without the need for constant budget amendments.

Project commitments for FY 2022-23 are \$12 million, with \$11.9 million remaining uncommitted. Project funding includes:

- South San Francisco Bay Shoreline Project \$11.4 million
- Community Grants Program \$ 0.6 million
- Unallocated Project Funding \$11.9 million

The life-to-date budgets for the South San Francisco Shoreline Project and Community Grants Program will increase to \$61.5 million and \$1.2 million, respectively. The remaining \$11.9 million in unallocated funding will be presented for approval at a later date. The FY 2022-23 proposed budget will bring total project funding to \$142.2 million, or 92% of the \$155.1 million collected through FY 2022-23.

The project contingency can be used across all approved projects to accommodate changes in project scope and priorities. Resolution 98 authorizes the Executive Officer to use the project contingency without further approval or budget amendment but only up to the extent of the total budgeted project contingency. The project contingency will remain at \$4.3 million. Under Resolution 28, the Executive Officer has delegated authority to increase project grant amounts by 15%, not to exceed \$100,000.

## **Operating Program**

Funding for Authority operations is provided by a 5% administrative fee taken from parcel tax revenue plus interest earnings on cash balances. The total available for the FY 2022-23 Operating Budget is \$1.5 million consisting of the \$1.3 million administrative fee and \$204,000 interest earnings.

The proposed operating expense for FY 2022-23 is approximately \$1.5 million, including a budgeted contingency of 5%. The major changes are:

- MTC Staff costs increase by \$27,250 (6%) for additional staff support for a growing number of projects and to account for salary/benefit increases
- Banking and Finance Fees decreased by \$143,900, due to less activity generating this expense.
- Operating contingency \$64,538 has decreased from 10% to 5% of Admin revenue. This is a \$64,538 decrease in contingency budgeted in FY2021-22.
- Consultant costs are budgeted \$25,000 higher than FY2021-22.

Resolution 98 authorizes the Executive Officer to modify the FY 2022-23 expenses shown in the Operating Budget without approval of a budget amendment, but only if expenses do not exceed the total approved budget. The proposed operating budget has a projected operating surplus of \$4,984.

**Recommendation:** Staff recommends approval of Resolution 98, *Adopting the FY 2022-23 Authority Budget*.



**SAN FRANCISCO BAY**  
RESTORATION AUTHORITY

**RESOLUTION NO. 98**

**ADOPTING THE FY 2022-23 AUTHORITY BUDGET**

**Whereas**, the San Francisco Bay Restoration Authority (“Authority”) was established by the San Francisco Bay Restoration Authority Act, California Government Code Section 66700 et seq. (“Act”) as a regional entity to generate and allocate resources for the protection, restoration, enhancement, and enjoyment of tidal wetlands and wildlife habitat in San Francisco Bay and along its shoreline; and

**Whereas**, on October 24, 2016, the State Coastal Conservancy ("Conservancy"), the Association of Bay Area Governments ("ABAG") and the Authority entered into a joint powers agreement ("JPA") pursuant to which ABAG provides treasurer services for the Authority; and

**Whereas**, on December 15, 2017, the Conservancy, ABAG and the Authority amended the JPA to reflect that ABAG’s staff services under the JPA will be provided by the Metropolitan Transportation Commission ("MTC") pursuant to a Contract for Services between ABAG and MTC; and

**Whereas**, Staff has prepared a proposed budget for FY 2022-23 that is laid out in two distinct programmatic areas, Project and Operating budgets in Attachment A; and

**Whereas**, the proposed budget for FY 2022-23 has been reviewed and recommended for approval by the MTC Chief Financial Officer, acting as Treasurer to the Authority;

**Now Therefore Be It Resolved**, that the San Francisco Bay Restoration Authority hereby:

1. Adopts the Proposed Budget for FY 2022-23 as shown in Attachment A.
2. Authorizes the Executive Officer and the MTC Chief Financial Officer to:
  - a. Modify the operating budget as necessary except that any change that would increase overall expenses approved in the operating budget must first be approved by the Governing Board as a formal budget amendment.

- b. Carryover expenses properly encumbered in the prior fiscal year and for which services will not be provided until FY 2022-23 and amend these encumbrances into the FY 2022-23 budget without formal budget action except to inform the Authority of the amount of the carryover. All other operating contracts and expenses shall lapse at fiscal year-end.
  - c. Budget and encumber project budgets for authorized grants and carryover all unspent balances regardless of fiscal year until the Authority's grant funding obligations are complete or the grant agreement terminated.
3. Authorizes the MTC Chief Financial Officer, acting as Treasurer to the Authority, to pool funds for investment and authorize advances for cash flow purposes provided that such advances are reconciled and restored to the originating fund by fiscal year end.
  4. Directs the Executive Officer to obtain Governing Board approval of any increase to the approved overall Project Based Budget except where funding for the increase is derived from an approved and budgeted contingency. The Executive Officer shall keep the Governing Board informed of any use of an authorized contingency and any remaining balance.
  5. Directs the Executive Officer to research and recommend operating and project reserve levels.

**PASSED AND ADOPTED** by the Governing Board of the San Francisco Bay Restoration Authority at its meeting on June 24, 2022, by the following vote:

AYES: Governing Board Members Pine, Gioia, Holman, Peskin, Lieber, Gorin, Hahn

NOES: Governing Board Members \_\_\_\_\_

ABSENT: Governing Board Members \_\_\_\_\_

ABSTAIN: Governing Board Members \_\_\_\_\_

*Dave Pine*

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Dave Pine, Chair

I, Devin Bancod, Clerk of the Governing Board of the San Francisco Bay Restoration Authority, do hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the Governing Board of the San Francisco Bay Restoration Authority at its meeting of June 24, 2022, which Resolution is on file in the office of this regional governmental entity.

*Devin Bancod*

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Devin Bancod, Clerk

**San Francisco Bay Restoration Authority (SFBRA) - Project Based Budget**

	<b>Actuals as of 03/31/2022 Life- to-Date</b>	<b>Approved FY 2021-2022</b>	<b>Approved and Admin Update FY 2021-2022</b>	<b>Proposed FY 2022-2023</b>	<b>Proposed Life-to-Date (LTD) FY 2022-2023</b>
<b>Revenue</b>					
Measure AA Special Tax Revenue	\$ 117,335,340	\$ 127,843,480	\$ 127,843,480	\$ 25,815,000	\$ 153,658,480
Project Fees	780,850	1,125,000	1,125,000	375,000	1,500,000
<b>Total Project Revenue</b>	<b>\$ 118,116,190</b>	<b>\$ 128,968,480</b>	<b>\$ 128,968,480</b>	<b>\$ 26,190,000</b>	<b>\$ 155,158,480</b>
<b>Expense - Fees</b>					
Less 5% Administration Fee	\$ 6,427,517	6,392,174	6,392,174	1,290,750	7,682,924
County Administration Fee	3,362,064	3,695,246	3,695,246	750,000	4,445,246
Technical Services - Consultants	227,750	251,840	251,840	55,000	306,840
<b>Total Expense Fees</b>	<b>\$ 10,017,331</b>	<b>\$ 10,339,260</b>	<b>\$ 10,339,260</b>	<b>\$ 2,095,750</b>	<b>\$ 12,435,010</b>
<b>Expense - Projects</b>					
South Bay Salt Ponds Restoration Project, Phase 2	1,416,357	8,021,730	8,021,730	-	8,021,730
South San Francisco Bay Shoreline Project	21,726,094	50,039,406	50,039,406	11,426,673	61,466,079
Restoring wetland-upland transition zone habitat	1,750,760	2,661,264	2,661,264	-	2,661,264
Montezuma Tidal and Seasonal Wetlands Restoration Project	1,465,273	1,610,000	1,610,000	-	1,610,000
Deer Island Basin Phase 1 Tidal Wetlands Restoration Project	257,786	630,000	630,000	-	630,000
San Leandro Treatment Wetland	517,228	539,000	539,000	-	539,000
Encinal Dune Restoration and Public Access	450,000	450,000	450,000	-	450,000
Sonoma Creek Baylands Strategy	172,500	172,500	172,500	-	172,500
Bay Restoration Regulatory Integration Team	1,019,242	2,929,587	3,809,973	-	3,809,973
900 Innes	1,889,638	4,998,600	4,998,600	-	4,998,600
Tiscornia Marsh Restoration and Sea Level Rise Adaptation	984,956	968,916	4,050,916	-	4,050,916
Coyote Hills Restoration and Public Access	202,054	3,950,000	3,950,000	-	3,950,000
Lower Walnut Creek Restoration	-	7,929,855	7,929,855	-	7,929,855
North Richmond Shoreline Living Levee	-	644,709	644,709	-	644,709
San Pablo Baylands Collaborative Protection and Restoration Project	41,955	2,950,000	4,267,000	-	4,267,000
Rehabilitating Fish Screens of Suisun Marsh	328,993	454,624	454,624	-	454,624
Heron's Head Park Shoreline Resilience	69,746	297,000	297,000	-	297,000
American Canyon Wetlands Restoration Plan	-	450,000	450,000	-	450,000
Oakland Shoreline Leadership Academy	59,624	180,000	180,000	-	180,000
Invasive Spartina Removal and Tidal Marsh Restoration Project	674,824	4,000,000	4,000,000	-	4,000,000
Long Beach Restoration Design Project w/City of San Leandro	-	514,500	514,500	-	514,500
Hayward Marsh Restoration Project w/East Bay Regional Parks District	42,817	500,000	500,000	-	500,000
Greenwood Gravel Beach	-	380,000	380,000	-	380,000
Terminal Four Wharf Removal	-	2,300,000	2,300,000	-	2,300,000
Burlingame Shoreline Park	174,824	500,000	1,491,499	-	1,491,499
Colma Creek Resource and Adaptation Project	-	595,000	595,000	-	595,000
Calabazas/STAC-Marsch Connect	-	3,370,000	3,370,000	-	3,370,000
Evolving Shorelines Bothin Marsh	-	-	255,000	-	255,000
Wetlands Regional Monitoring Program	-	-	1,457,500	-	1,457,500
<b>Community Grants Program</b>	-	500,000	300,827	600,000	900,827
<i>Marin City Wetlands Restoration</i>	-	100,000	100,000	-	100,000
<i>Candlestick Point Stewardship</i>	-	-	100,000	-	100,000
<i>Bay Restoration: Youth Engagement &amp; Service Learning in E. Oakland</i>	-	-	99,173	-	99,173
Unallocated Measure AA Projects	-	11,324,232	3,340,847	11,975,000	15,315,847
Project Contingency	-	4,285,570	4,285,570	-	4,285,570
<b>Total Projects Expense</b>	<b>\$ 33,244,671</b>	<b>\$ 118,246,493</b>	<b>\$ 118,246,493</b>	<b>\$ 24,001,673</b>	<b>\$ 142,248,166</b>
<b>Total Expense</b>	<b>\$ 43,262,002</b>	<b>\$ 128,585,753</b>	<b>\$ 128,585,753</b>	<b>\$ 26,097,423</b>	<b>\$ 154,683,176</b>
<b>Balance</b>	<b>\$ 74,854,188</b>	<b>\$ 382,727</b>	<b>\$ 382,727</b>	<b>\$ 92,577</b>	<b>\$ 475,304</b>

**San Francisco Bay Restoration Authority (SFBRA) - Operating Budget**

	Actual as of 03/31/2022	Approved Budget FY 2021-22	Proposed FY 2022-23	Change % Increase/(Decrease)	Change \$ Increase/(Decrease)
<b>Revenue</b>					
Administration Transfer in	\$ 1,290,750	\$ 1,290,750	\$ 1,290,750	0%	\$ -
Interest Revenue	53,946	385,000	204,000	-47%	(181,000)
<b>Total Operating Revenue</b>	<b>\$ 1,344,696</b>	<b>\$ 1,675,750</b>	<b>\$ 1,494,750</b>	<b>-11%</b>	<b>\$ (181,000)</b>
<b>Salaries &amp; Benefit</b>					
MTC Salaries & Benefit	146,864	299,000	317,286	6%	18,286
MTC Indirect cost	70,054	149,679	158,643	6%	8,964
State Coastal Conservancy Staff	322,460	750,000	750,000	0%	-
<b>Total Salaries &amp; Benefit</b>	<b>\$ 539,378</b>	<b>\$ 1,198,679</b>	<b>\$ 1,225,929</b>	<b>2%</b>	<b>\$ 27,250</b>
<b>Expense</b>					
Travel	171	7,700	7,700	0%	-
Audit	35,035	50,000	47,500	-5%	(2,500)
Banking & Finance Fees	424	145,000	1,100	-99%	(143,900)
Insurance	-	15,000	15,000	0%	-
Consultants	43,700	100,000	125,000	25%	25,000
Committee Member Stipend	1,000	3,000	3,000	0%	-
Operating Contingency (5%)*	983	129,075	64,538	-50%	(64,538)
<b>Total Expense</b>	<b>\$ 620,691</b>	<b>\$ 1,648,454</b>	<b>\$ 1,489,767</b>	<b>-11%</b>	<b>\$ (185,938)</b>
<b>Surplus/(Deficit)</b>	<b>\$ 724,005</b>	<b>\$ 27,296</b>	<b>\$ 4,984</b>	<b>-82%</b>	<b>\$ (22,312)</b>
<b>Beginning Fund Balance</b>	<b>\$ 1,553,067</b>	<b>\$ 1,553,067</b>	<b>\$ 1,580,363</b>		
<b>Ending Fund Balance</b>	<b>\$ 2,277,072</b>	<b>\$ 1,580,363</b>	<b>\$ 1,585,346</b>		

\*Contingency rate changed from 10% to 5% of Admin Revenue



**DATE:** June 24, 2022

**TO:** Governing Board  
San Francisco Bay Restoration Authority

**FROM:** Amy Hutzal, Executive Officer; Jessica Davenport, Deputy Program Manager; Karen McDowell, Deputy Program Manager  
San Francisco Bay Restoration Authority

**SUBJECT:** **Staff Work Plan: Fiscal Year 2022/2023**

The following outlines the Restoration Authority's proposed staff work plan for Fiscal Year 2022/23 (FY22-23), covering the period of July 2022 to June 2023. It includes an overview of staff work associated with each major task, and the approximate percent effort associated with each task. Staff costs are estimated with full benefit and overhead costs included. However, during the operating year only actual costs incurred will be billed.

This year's projected budget/work plan shows the grant programs staying at 65 percent of staff time, as the completion of projects and planning phases of projects are balanced with new project approvals and approvals of the implementation phases of projects previously funded for planning. The work plan also reflects the staff's continuing work on equity improvements to the grant program, including the development of a Tribal Engagement Policy. It reflects the fact that, instead of issuing a Request for Proposals in 2022 for Grant Round 6, the Authority will rely on the 2021 Round 5 list of projects when developing a list of projects to recommend in FY22-23, in accordance with Resolution No. 97.

## San Francisco Bay Restoration Authority Fiscal Year 2022/2023 Staff Workplan

The total estimated annual staff costs for operations for the San Francisco Bay Restoration Authority (Authority) is \$1,225,929. Staff services are provided by the State Coastal Conservancy (SCC) and the Metropolitan Transportation Commission (MTC), acting on behalf of the Association of Bay Area Governments (ABAG), including the San Francisco Estuary Partnership (SFEP). The cost of services of SCC executives and contracts staff are included in the SCC's fully burdened rates.

### Task 1: Revenue Management

*Approximate % of staff time = 1%*

For FY 22/23 annual tax administration services (provided by the Authority's consultant) will continue, with oversight by staff. Treasury and accounting services will continue through the MTC and be covered by fully burdened rates of SFEP/MTC program staff and the finance fees charged by MTC. Staff will coordinate an annual audit to be conducted by a consultant.

### Task 2: Authority Board

*Approximate % of staff time = 15%*

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

1. *Governing Board Policies.* Board policies may be developed or revised as needed as the Authority's programming develops. Lead staff will draft these policies, and supporting staff will review, including the Authority's legal staff.
2. *Preparation of Agendas and Agenda Packets.* 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 the agenda packet.
3. *Board Clerk.* The clerk's main roles include, but are not limited to: duties prior to board meetings, such as scheduling meetings, posting meeting dates and notices on the Authority's website, preparing annotated agendas, posting agendas and agenda packets; duties during board meetings, such as recording the meeting, taking notes, and facilitating roll call for attendance and actions; and duties after board meetings, such as preparing meeting summaries and circulating for staff review, and conducting board meeting follow-up (e.g., collecting signatures on resolutions).
4. *Staffing Board Meetings.* This accounts for the Authority's staff time associated with attendance and making presentations at board meetings and needed follow-up after board meetings.
5. *Filling Board Vacancies (as needed).* This task involves minimal Authority staff time from a few staff members. Association of Bay Area Governments (ABAG) staff prepares an announcement, reviews applications, and coordinates within ABAG in making appointments. Authority staff provides subsequent orientation of new members.
6. *Governing Board Tours.* Coordination of Governing Board tours of current and potential shoreline restoration sites, including visits to economically disadvantaged communities along the bay shoreline to better understand issues and opportunities.

Task 3: Advisory Committee

*Approximate % of staff time = 5%*

Task 3 accounts for staff time related to the 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 deputy program 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, and confirming the quorum.
3. Staff support for the Advisory Committee's development of recommendations to the board on program elements. This often involves staff support for ad hoc subcommittees to develop draft recommendations for consideration by the full Advisory Committee and may include management of consultants providing resources to the Committee.
4. Management of the member addition process, which will be led by a deputy program manager and supported by the clerk and other staff members. This includes seeking diverse, equitable and inclusive representation on the Advisory Committee, and preparing resolutions related to Advisory Committee membership for consideration by the Governing Board.
5. Coordination of Advisory Committee tours of current and potential shoreline restoration sites, including visits to economically disadvantaged communities along the bay shoreline to better understand issues and opportunities.

Task 4: Independent Citizens Oversight Committee

*Approximate % of staff time = 4%*

In FY 22/23 this task will cover a full cycle of Oversight Committee activities. Subtasks are anticipated to include:

1. Preparation of agendas, notices, and other documents as needed, which is anticipated to occur several times each year and will be led by a deputy program manager and supported by the clerk and other staff members.
2. Staffing of the Oversight Committee meetings, which involves the clerk as well as other staff.
6. Management of the member addition process, which will be led by a deputy program manager and supported by the clerk and other staff. This includes seeking diverse, equitable and inclusive representation on the Oversight Committee, and preparing resolutions related to Oversight Committee membership for consideration by the Governing Board.
3. 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= 65%*

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

1. Review of updates from applicants from the Authority's fifth grant round (FY 2021-2022). (Note: Instead of issuing a Request for Proposals (RFP) in 2022 for Grant Round 6, the Authority will rely on the 2021 Round 5 list of projects when developing a list of projects to recommend in FY 22-23, in accordance with Resolution No. 97.)
2. With participation by members of the Advisory Committee, preparation of a list of projects that staff anticipates bringing to the Governing Board for authorization, managed by a lead staff member and supported by other staff.
3. Outreach to potential Authority project proponents and partners, with a focus on building capacity for projects that include meaningful community engagement and provide tangible benefits to economically disadvantaged communities (EDCs). This will include technical assistance, such as workshops and/or individual consultations, for community-based organizations in EDCs to support them in developing eligible projects and applying for grants. It will also include outreach to agencies and organizations engaged in habitat restoration in or near EDCs to assist them in forming partnerships with local community-based organizations and other local experts. This subtask may include management of consultants as needed.
4. Consultations with prospective grantees, after their submission of a Pre-Application Form that provides an overview of their project, to determine whether the project is a good fit for Authority funding and provide advice on how to improve the fit.
5. Implementation of the Community Grants Program on a rolling basis, with a focus on funding projects that are led by community-based organizations, include meaningful community engagement, and provide tangible benefits to EDCs. This includes:
  - a. Building trust with community-based organizations in economically disadvantaged communities;
  - b. Identifying and working with community leaders who have already created trusting relationships with the people in the community;
  - c. Seeking ways for the Authority funds to support work the community is already doing or interested in doing, e.g., meet with community leaders to identify how Measure AA funding can support their current and planned work; and
  - d. Identifying community-based groups with the administrative capabilities to partner with smaller and/or grassroots organizations to apply for and manage a government restoration grant.
6. With participation by members of the Advisory Committee, preparation of yearly update on implementing the Authority's equity recommendations.
7. Development of a Tribal Engagement Policy to guide staff's work to engage the region's Tribes in Authority-funded projects and programs. Staff will schedule focus group and one-on-one meetings with Tribal representatives to gather input to inform the policy, as well as seeking feedback from the Advisory Committee and the Governing Board.
8. Preparation of staff recommendations and contracts with grantees and management of executed contracts, including reviewing and approving progress reports, invoices, and other deliverables. Project managers are assigned individual projects and perform all activities related to that project, with advice provided by the Authority's legal staff and

overall support for the grant program provided by the deputy program managers. Contract management is provided by the Conservancy's Contracts Manager (covered by overhead in SCC staff rates). Payment of invoices is done by MTC's accounting staff.

9. Support for the Bay Restoration Regulatory Integration Team (BRRIT), which consists of dedicated staff from the six state and federal regulatory agencies with jurisdiction over habitat restoration projects in San Francisco Bay. Staff support includes:
  - a. Management of grants supporting the BRRIT;
  - b. Solicitation and selection of projects to be reviewed by the BRRIT;
  - c. Maintenance of the BRRIT pages on the SFBRA website by the Authority's Public Information Officer.
10. Maintenance of the list of SFBRA-eligible and SFBRA-funded projects within the EcoAtlas Project Tracker system. This includes reviewing projects, as needed, to determine eligibility for SFBRA grant funds and thus eligibility for review by the BRRIT. It also includes adding projects proposed by community-based organizations to Project Tracker raise awareness of their interests and facilitate partnerships among proponents of nearby projects.
11. Drafting the RFP for the seventh grant round, and creation and maintenance of grant program documents (forms, templates, guidance, etc.). Lead staff conduct this work with support from the Authority's legal staff.
12. Following Governing Board approval, finalization and release of the RFP for the seventh grant round.

Task 6: Authority General Work                      *Approximate % of staff time = 10%*

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

1. Development of the Authority's work plan and budget, which is led by the Deputy Program Managers and supported by other staff.
2. Drafting and working with a consultant to format the Annual Report, which summarizes funds collected and expended and provides updates on the status of Authority projects.
3. Maintenance of the 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 is led by the Authority's Public Information Officer and supported by other staff.
4. 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.
5. 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 staff time from a variety of members.
6. Management of inquiries to the Authority's email addresses, [info@sfbayrestore.org](mailto:info@sfbayrestore.org), [grants@sfbayrestore.org](mailto:grants@sfbayrestore.org) and [brrit@sfbayrestore.org](mailto:brrit@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. Coordination with other regional San Francisco Bay habitat restoration and nature-based shoreline adaptation efforts. This task involves staff time from a variety of members.