



Midpeninsula Regional  
Open Space District

R-13-26  
Meeting 13-05  
February 27, 2013

## **AGENDA ITEM 8B**

### **AGENDA ITEM**

Initial Presentation of the District's Proposed Action Plan for Fiscal Year 2013-14

### **GENERAL MANAGER'S RECOMMENDATION**

A handwritten signature in black ink, appearing to be "G.M.", is written over the end of the "GENERAL MANAGER'S RECOMMENDATION" header.

Review the proposed Action Plan for Fiscal Year 2013-14 (FY2013-14). The final District Action Plan for FY2013-14 and the report and recommendations of the Action Plan and Budget Committee (ABC) will be presented for adoption at the March 27, 2013 Regular Board meeting.

### **SUMMARY**

The proposed FY2013-14 Action Plan provides the details, including priority, scope, schedule and budget, for the District's work program across all six departments. The action plan is cross referenced to the budget and describes the resource commitment required for each project. Attached to this report is the District's FY2013-14 Initial Action Plan.

### **DISCUSSION**

The District's preliminary FY2013-14 Action Plan (Attachment 3) is presented to the Board for initial review and comment. The Action Plan serves as the District's work program for the upcoming fiscal year. Key Projects are grouped as either District-wide or Departmental, and organized by Program and Priority. Key Projects are defined as implementation actions that require considerable staff time and/or funding to accomplish. District-wide projects are called out separately to highlight the high priority projects that will have a significant workload impact for most or all departments.

The process to develop the FY2013-14 Action Plan differed from previous years to ensure up front that sufficient staff resources are set aside to address the significant workload to implement the Strategic Plan, in particular the Vision Plan and Capital Finance Program, as well as the breadth and number of other District-wide priority projects. In order to develop an Action Plan that accurately reflects organizational capacity, staff held two retreats in December 2012 where they identified the highest priority projects and conducted a resource loading analysis to capture and assign staff capacity (Attachment 1). As a result, the definitions of the priority levels assigned to projects have changed from prior years and are defined as follows for FY2013-14:

- Priority 1 projects are of highest priority and include all District-wide Key Projects as well as Departmental projects that are time sensitive or address legal requirements or health and safety concerns.

- Priority 2 projects are those Departmental projects that staff will work on when there is a lag time in Priority 1 projects. Priority 2 projects are important but not urgent and are at a state that allows staff to potentially defer or delay some of the work if needed to focus on Priority 1 projects.
- Priority 3 projects are desirable and would only be pursued as time allows (e.g. delays in Priority 1 and 2 projects);
- Deferred projects are those that were originally intended to be included in the Action Plan, but which were removed to meet budgetary goals, or establish realistic staff work load.

The result is an Annual Action Plan with 63 Priority 1 Projects, of which 24 are District-Wide. Attachment 2 summarizes the change in the number of projects from the FY2012-13 Midyear Action Plan. Information on essential ongoing work and key functions performed by individual Departments is also provided in the District-wide and Department Action Plans.

### **BUDGET COMMITTEE REVIEW**

As previously noted, this agenda item was reviewed by the Action Plan and Budget Committee on February 5, February 7, and February 13.

### **FISCAL IMPACT**

Fiscal impact is identified for each Key Project. The proposed annual District budget is linked to the preliminary Action Plan to reflect project costs.

### **PUBLIC NOTICE**

Notice was provided pursuant to the Brown Act. No additional notice is necessary.

### **CEQA COMPLIANCE**

No compliance is required as this action is not a project under the California Environmental Quality Act (CEQA). The Action Plan contains anticipated projects that will require further Board review and approval, some of which may be subject to CEQA review. These projects will comply with all CEQA requirements prior to proceeding as a normal part of the implementation process.

### **NEXT STEP**

Changes requested by the Board as part of the preliminary Action Plan review will be incorporated into the FY2013-14 Action Plan and the Final Action Plan will be presented to the full Board for adoption on March 27, 2013.

Attachments:

1. Project Prioritization Matrix
2. District FY2013-14 Preliminary Action Plan by Department
  - a. District-Wide
  - b. Real Property
  - c. Planning
  - d. Natural Resources
  - e. Operations
  - f. Public Affairs
  - g. Administration

Prepared by:

Kate Drayson, Administrative Services Manager  
Ana Ruiz, Interim Assistant General Manager  
Meredith Manning, Co-Acting Planning Manager  
Tina Hugg, Co-Acting Planning Manager  
David Sanguinetti, Operations Manager  
Paul McGowan, Co-Acting Public Affairs Manager  
Renee Fitzsimons, Co-Acting Public Affairs Manager  
Michael Williams, Real Property Manager  
Kirk Lenington, Natural Resources Manager  
Gordon Baillie, Management Analyst, Operations  
Elaina Cuzick, Real Property Specialist  
Gretchen Laustsen, Planner II  
Peggy Koenig, Public Affairs Specialist

Contact person:

Stephen E. Abbors, General Manager  
Ana Ruiz, Interim Assistant General Manager  
Kate Drayson, Administrative Services Manager

**ATTACHMENT 1**

**Staff Capacity Estimates - Percentage of Time**

	<b>Real Property</b>	<b>Planning</b>	<b>Nat Res</b>	<b>Pub Aff</b>	<b>Ops Admin</b>	<b>Admin</b>	<b>GM Office</b>	<b>Entire District**</b>
Core functions *	<b>34.0%</b>	<b>35.0%</b>	<b>14.0%</b>	<b>52.0%</b>	<b>50.0%</b>	<b>81.0%</b>	<b>50.0%</b>	<b>48.0%</b>
Leave (vacation, sick, personal)	<b>10.0%</b>	<b>10.0%</b>	<b>10.0%</b>	<b>10.0%</b>	<b>10.0%</b>	<b>10.0%</b>	<b>10.0%</b>	<b>10.0%</b>
Administrative tasks	<b>13.0%</b>	<b>11.0%</b>	<b>10.0%</b>	<b>15.0%</b>	<b>15.0%</b>	<b>10.0%</b>	<b>20.0%</b>	<b>12.6%</b>
Unanticipated issues (storm events, grants)	<b>0.0%</b>	<b>2.8%</b>	<b>5.7%</b>	<b>0.0%</b>	<b>1.3%</b>	<b>0.0%</b>	<b>5.0%</b>	<b>1.8%</b>
<b>District-wide Projects</b>								<b>0.0%</b>
Organizational health	<b>1.9%</b>	<b>1.8%</b>	<b>1.7%</b>	<b>1.5%</b>	<b>2.3%</b>	<b>3.2%</b>	<b>4.4%</b>	<b>2.3%</b>
Vision Plan	<b>20.1%</b>	<b>19.0%</b>	<b>10.0%</b>	<b>15.6%</b>	<b>3.8%</b>	<b>0.8%</b>	<b>10.6%</b>	<b>11.0%</b>
Capital Finance Project	<b>4.3%</b>	<b>3.3%</b>	<b>2.4%</b>	<b>6.2%</b>	<b>3.7%</b>	<b>1.5%</b>	<b>5.5%</b>	<b>3.6%</b>
Mt. Umunhum (7 total)	<b>0.3%</b>	<b>9.8%</b>	<b>0.4%</b>	<b>2.3%</b>	<b>0.7%</b>	<b>0.3%</b>	<b>1.3%</b>	<b>2.6%</b>
Driscoll Properties	<b>9.5%</b>	<b>2.0%</b>	<b>5.0%</b>	<b>0.5%</b>	<b>1.0%</b>	<b>0.0%</b>	<b>1.0%</b>	<b>2.2%</b>
Integrated Pest Management	<b>1.1%</b>	<b>0.2%</b>	<b>10.0%</b>	<b>0.0%</b>	<b>0.1%</b>	<b>0.0%</b>	<b>1.0%</b>	<b>1.6%</b>
Safe Harbors Agreement	<b>0.0%</b>	<b>0.2%</b>	<b>1.8%</b>	<b>0.0%</b>	<b>0.1%</b>	<b>0.0%</b>	<b>0.1%</b>	<b>0.3%</b>
Mindego Gateway (5 total)	<b>0.9%</b>	<b>6.2%</b>	<b>2.7%</b>	<b>0.0%</b>	<b>1.4%</b>	<b>0.0%</b>	<b>0.3%</b>	<b>1.8%</b>
Cooley Landing/Bay Trail	<b>1.3%</b>	<b>5.5%</b>	<b>0.0%</b>	<b>0.2%</b>	<b>0.6%</b>	<b>0.0%</b>	<b>0.2%</b>	<b>1.2%</b>
AO Office Lease Space	<b>1.4%</b>	<b>2.8%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.1%</b>	<b>1.0%</b>	<b>0.4%</b>	<b>0.9%</b>
Integrated Acctg & Finance Sys	<b>7.1%</b>	<b>6.5%</b>	<b>4.0%</b>	<b>2.7%</b>	<b>18.0%</b>	<b>7.0%</b>	<b>0.5%</b>	<b>6.4%</b>
Lehigh Quarry (2 total)	<b>0.0%</b>	<b>0.0%</b>	<b>2.0%</b>	<b>0.0%</b>	<b>0.5%</b>	<b>0.0%</b>	<b>0.1%</b>	<b>0.3%</b>
40th Year Celebrations	<b>0.2%</b>	<b>0.2%</b>	<b>0.2%</b>	<b>4.7%</b>	<b>1.5%</b>	<b>0.1%</b>	<b>0.3%</b>	<b>1.2%</b>
<b>Total Staff Capacity</b>	<b>105.0%</b>	<b>116.3%</b>	<b>79.9%</b>	<b>110.6%</b>	<b>110.0%</b>	<b>114.9%</b>	<b>110.7%</b>	<b>107.8%</b>

\* Some Action Plan Key Projects are also Core Functions but are listed on the Action Plan due to the significant staff time required.

\*\* Calculations do not include staff capacity estimates for General Counsel Office or the Controller

**ATTACHMENT 1 (Cont'd)**

**Staff Capacity Estimates - Full Time Employee Equivalent**

	<b>Real</b>				<b>Ops</b>		<b>GM</b>	
	<b>Property</b>	<b>Planning</b>	<b>Nat Res</b>	<b>Pub Aff</b>	<b>Admin</b>	<b>Admin</b>	<b>Office</b>	<b>Total</b>
Core functions *	<b>1.7</b>	<b>4.0</b>	<b>1.2</b>	<b>5.8</b>	<b>3.2</b>	<b>10.6</b>	<b>2.1</b>	<b>28.6</b>
Leave (vacation, sick, personal)	<b>0.5</b>	<b>1.1</b>	<b>0.8</b>	<b>1.1</b>	<b>0.6</b>	<b>1.3</b>	<b>0.4</b>	<b>6.0</b>
Administrative tasks	<b>0.7</b>	<b>1.2</b>	<b>0.8</b>	<b>1.7</b>	<b>1.0</b>	<b>1.3</b>	<b>0.8</b>	<b>7.5</b>
Unanticipated issues (storm events, grants)	<b>0.0</b>	<b>0.3</b>	<b>0.5</b>	<b>0.0</b>	<b>0.1</b>	<b>0.0</b>	<b>0.2</b>	<b>1.1</b>

**District-wide Projects**

Organizational health	<b>0.1</b>	<b>0.2</b>	<b>0.1</b>	<b>0.2</b>	<b>0.2</b>	<b>0.4</b>	<b>0.2</b>	<b>1.4</b>
Vision Plan	<b>1.0</b>	<b>2.1</b>	<b>0.8</b>	<b>1.7</b>	<b>0.2</b>	<b>0.1</b>	<b>0.4</b>	<b>6.5</b>
Capital Finance Project	<b>0.2</b>	<b>0.4</b>	<b>0.2</b>	<b>0.7</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>	<b>2.1</b>
Mt. Umunhum (7 total)	<b>0.0</b>	<b>1.1</b>	<b>0.0</b>	<b>0.3</b>	<b>0.0</b>	<b>0.0</b>	<b>0.1</b>	<b>1.6</b>
Driscoll Properties	<b>0.5</b>	<b>0.2</b>	<b>0.4</b>	<b>0.1</b>	<b>0.1</b>	<b>0.0</b>	<b>0.0</b>	<b>1.3</b>
Integrated Pest Management	<b>0.1</b>	<b>0.0</b>	<b>0.8</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>1.0</b>
Safe Harbors Agreement	<b>0.0</b>	<b>0.0</b>	<b>0.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.2</b>
Mindego Gateway (5 total)	<b>0.0</b>	<b>0.7</b>	<b>0.2</b>	<b>0.0</b>	<b>0.1</b>	<b>0.0</b>	<b>0.0</b>	<b>1.1</b>
Cooley Landing/Bay Trail	<b>0.1</b>	<b>0.6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.7</b>
AO Office Lease Space	<b>0.1</b>	<b>0.3</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.1</b>	<b>0.0</b>	<b>0.5</b>
Integrated Acctg & Finance Sys	<b>0.4</b>	<b>0.7</b>	<b>0.3</b>	<b>0.3</b>	<b>1.2</b>	<b>0.9</b>	<b>0.0</b>	<b>3.8</b>
Lehigh Quarry (2 total)	<b>0.0</b>	<b>0.0</b>	<b>0.2</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.2</b>
40th Year Celebrations	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.5</b>	<b>0.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.7</b>
<b>Total Staff Capacity</b>	<b>5.4</b>	<b>13.1</b>	<b>6.6</b>	<b>12.3</b>	<b>7.1</b>	<b>15.0</b>	<b>4.6</b>	<b>64.3</b>
Total Available^	5	10.75	8	10.4	6	12.3	3.9	56.35

\* Some Action Plan Key Projects are also Core Functions but are listed on the Action Plan due to the significant staff time required.

\*\* Calculations do not include staff capacity estimates for General Counsel Office or the Controller

^ Numbers shown account for any reduced availability based on anticipated leaves, employment start dates (for new recruitments), other factors

## ATTACHMENT 2

### Comparison Summary of Key Projects between FY2012-13 Adopted/Midyear Action Plan and FY2013-14 Proposed Action Plan

	FY2012-13 Adopted		FY2012-13 Midyear		FY2013-14 Proposed Annual		Change from Adopted	Change from Midyear
	Total Active	Total Deferred	Total Active	Total Deferred	Total Active	Total Deferred	Active Projects	Active Projects
District-wide	5	0	5	1	24	1	19	19
Real Property	19	0	20	3	15	5	-4	-5
Planning	22	7	18	10	7	14	-15	-11
Natural Resources	16	2	17	6	10	6	-6	-7
Operations	14	1	13	3	16	1	2	3
Public Affairs	19	0	18	3	13	0	-6	-5
Administration	16	0	12	4	12	3	-4	0
<b>TOTAL</b>	<b>111</b>	<b>10</b>	<b>103</b>	<b>30</b>	<b>97</b>	<b>30</b>	<b>-14</b>	<b>-6</b>

### Comparison of Total Number of Projects by Priority

	FY2012-13 Adopted	FY2012-13 Midyear	FY2013-14 Proposed Annual
Completed	0	24	0
Priority 1	70	51	63
Priority 2	32	17	28
Priority 3	9	11	6
Deferred	10	30	30
<b>Total with Deferred</b>	<b>121</b>	<b>133</b>	<b>127</b>
<b>Total without Deferred</b>	<b>111</b>	<b>103</b>	<b>97</b>

**PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS**

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**DISTRICT-WIDE KEY PROJECTS**

**Priority 1 - NOTE: All District-Wide Projects are Priority 1**

Organizational Health	To improve the organization's health and the health of its employees	Activities aimed at team building, recognition and appreciation, employee growth and development, employee health and morale, and maintenance of a realistic workload.	Ongoing	\$40,000	None anticipated	All Departments General Manager Managers Board
Integrated Accounting and Financial System	To replace the obsolete Fundware system and provide the District with more robust financial planning, analysis and forecasting capabilities	Continue to evaluate and refine processes and responsibilities in the financial modules, with an emphasis on identifying and developing reports.  HR/Payroll go-live date is Fall 2013. Post go-live support will be needed in FY13-14 to conduct data clean-up, evaluate processes and procedures, and address other issues.	Q4 FY13-14	\$105,000		Kate Drayson  All Departments General Manager Managers Controller
Strategic Plan - Vision Plan	Develop strategies and priorities consistent with the District's mission for the next generation of land conservation, resource stewardship, and recreational access informed by science and community input.	With Vision Plan consultant assistance, prepare a conservation atlas, data gap analysis, and conservation needs assessment. With Board input, formulate alternative scenarios and a prioritized project list.  Work with public outreach consultant to invite community input which will help inform vision and obtain public support for vision.  Support development of a Vision Plan with District partners.	FY13-14	\$591,900	Project subject to full Board review throughout the year.	Ana Ruiz Kirk Lenington Sandy Sommer Casey Hiatt Shelly Lewis  General Manager Board of Directors Managers All Departments

PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

DISTRICT-WIDE KEY PROJECTS

Strategic Plan - Capital Finance Project	Research and develop long-term capitol finance strategy	Work with consultants to research and lay the groundwork for a capitol finance project. Begin outreach to District's constituents.	Q1 - Complete Polling, Create Outreach Video Q2 - Polling Analysis & Messaging Strategies Q3,Q4 - Public Outreach	\$260,000	LFPAC Review Q1-Q4	Public Affairs  General Manager Board of Directors Managers All Departments
Mount Umunhum Public Access Implementation <b>(Mt. Um Demolition)</b>  <i>(Element of the SA/BCR Master Plan project)</i>	Remove physical hazards including all buildings (except the radar tower) associated with former Almaden Air Force Station to prepare site for subsequent implementation of public access.	Oversee contractor to demolish buildings and structures, consistent with a Board-approved Restoration and Public Access Plan.	Q2 FY13-14: Complete demolition	\$1,775,000  <i>\$1,241,196 to be reimbursed through FY09/10 federal appropriation; \$367,184 District funds</i>	None anticipated (prior Board Approval)	Planning Gina Coony  All Departments General Manager Legal  Planning & Nat Res Committee
Mount Umunhum Public Access Implementation <b>(Radar tower interim repairs design phase)</b>  <i>(Element of the SA/BCR Master Plan project)</i>	Secure radar tower for interim "life safety" repairs as defined by SC Co., to allow public access to the exterior base for a five-year period following stabilization. Deadline is October 2017 for public to raise necessary funds to secure building permanently.	Issue Request for Proposals. Select consultant. Oversee and manage consultant team. Develop designs. Coordinate with County. Preliminary permitting.	Q1 FY 13-14: Issue RFP or award from existing RFP Q2 FY 13-14: Develop prelim designs and coordinate with SC Q3 FY 13-14: Begin permitting process with SC Cty and others	\$89,000	None anticipated (prior Board Approval)	Planning Gina Coony  Planning & Nat Res Committee



PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

DISTRICT-WIDE KEY PROJECTS

<p>Mount Umunhum Public Access Implementation <b>(Bald Mt staging area)</b></p> <p><i>(Element of the SA/BCR Master Plan project)</i></p>	<p>Provide public parking access to serve as trailhead for trail to summit.</p>	<p>Cost match for \$1M Coastal Conservancy grant. Oversee consultant team. Coordinate with County and resource agencies. Develop designs and permit drawings. Preliminary permitting.</p>	<p>Q1 FY 13-14: Prelim designs Q2 FY 13-14: Coordinate with SC and others on design Q3 FY 13-14: Begin permitting process with SC and others</p>	<p>\$62,200</p>	<p>None anticipated (prior Board Approval)</p>	<p>Planning Lisa Bankosh</p> <p>Operations Planning &amp; Nat Res Committee</p>
<p>Mount Umunhum Public Access Implementation <b>(Bald Mt to summit trail)</b></p> <p><i>(Element of the SA/BCR Master Plan project)</i></p>	<p>Provide public multi-use trail access (hiking, biking, equestrian) from new Bald Mtn Staging Area to Mt. Umunhum summit</p>	<p>Cost match for \$1M Coastal Conservancy grant. Oversee consultant team. Coordinate with County and resource agencies. Develop designs and permit drawings. Preliminary permitting.</p>	<p>Q1 FY13-14: Prelim designs Q2 FY13-14: Coordinate with SC and others on design Q4 FY13-14: Permitting Q1 FY14-15: Construction</p>	<p>\$22,000</p>	<p>Q1 FY 13-14: LFPAC (trail naming) Q2 FY13-14: NR &amp; PL Cmte (trail design)</p>	<p>Planning Meredith Manning</p> <p>Planning &amp; Nat Res Committee</p>
<p>Mount Umunhum Public Access Implementation <b>(Coastal Conservancy grant administering)</b></p> <p><i>(Element of the SA/BCR Master Plan project)</i></p>	<p>Monitor and provide necessary communications and data to support the \$1 million grant expected to be awarded by the grant funder for a portion of the staging area, trail, and summit area amenities.</p>	<p>Will be applied towards construction cost for staging area and summit trail. Administer grant, including quarterly reports, invoicing, documentation gathering, presenting project, etc.</p>	<p>Throughout life of grant: FY13-14 through FY 16-17 includes monitoring and reporting</p>	<p>\$0 Staff time only</p>	<p>None anticipated</p>	<p>Planning Meredith Manning</p> <p>Planning &amp; Nat Res Committee</p>

PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

DISTRICT-WIDE KEY PROJECTS

Mount Umunhum Public Access Implementation <b>(Partnerships)</b>  <i>(Element of the SA/BCR Master Plan project)</i>	Define and establish guidelines for considering partnerships by external nonprofit groups who support permanent retention of the radar tower.	Committee and Board meetings. Potential legal assistance. Potential Kickoff event/ mailing in tandem with Public Affairs ongoing event/s.	Q1-Q2 FY13-14	\$5,000 If Committee wants kickoff event, minimal cost can be adjusted at midyear	LFPAC this FY Mar 5, 2013. None anticipated FY 13-14	Planning Meredith Manning  All Departments General Manager Legal  LAFPAC
Mount Umunhum Public Access Implementation <b>(Purple martin restoration)</b>  <i>(Element of the SA/BCR Master Plan project)</i>	Restore populations of avian species thought to be extirpated from the area but found at Mt. Um. Make presence of Purple Martins a flagship species for the restoration of the summit as a whole.	Oversee consultant team. Coordinate with regional specialists, SFBBO. Develop design. Permitting and construction of trial nest box installation.	Q1 FY13-14: Design Q2 FY13-14: Nest box test installation Q3 & Q4 FY13-14: Monitoring	\$16,700	None anticipated	Planning Meredith Manning  Operations Public Affairs (for messaging)
Integrated Pest Management Program	Develop a formal Integrated Pest Management Program with documentation, procedures, and public input.	Develop an integrated pest management program and start the environmental review. Gather and address public input.	Q1 FY13-14 - IPM Policy Q4 FY13-14 - Draft CEQA Document Q2 FY14-15 - Final CEQA Document	\$251,000	Q1 FY13-14 - Board Tentative Adoption IPM Policy Q4 - Planning and Natural Resources Review IPM Program	Natural Resources Cindy Roessler  Admin/Legal Operations Real Property

PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

DISTRICT-WIDE KEY PROJECTS

<p>Driscoll Lease and Management Agreement (POST)</p>	<p>1. Enter into a Lease and Management Agreement with POST to manage the Event Center and Apple Orchard areas of Driscoll Ranch.  2. Transition current Driscoll Ranches Lease to the District.</p>	<p><b>Lease and Management Agreement</b> 1. Enter into a Lease and Management Agreement 2. Develop a Preliminary Use and Management Plan to outline "uses" of new properties. <b>Lease Termination - Driscoll Ranches</b> 1. Transition Residential and Business Leases to District. 2. Amend Resource Management Plan to include new properties. 3. Issue Request for Proposal for new grazing tenant(s) for both McDonald, Driscoll and Apple Orchard grazing areas of La Honda Creek OSP. 4. Enter into new grazing lease with new tenant. 5. Work with Driscoll Ranches to clean up unoccupied trailers and debris before Lease Termination.</p>	<p>Q1 FY13-14          Q3 FY13-14</p>	<p>\$15,000</p>	<p>Real Property Q1 - April/May          Natural Resources and Planning Q2 - September/October</p>	<p>Real Property Mike Williams  Planning Natural Resources Operations Legal Public Relations</p>
<p>Endangered Species Act Take Permit: Safe Harbors Agreement</p>	<p>Permit streamlining for District projects that may impact protected species.</p>	<p>Develop agreement with US Fish and Wildlife Service to permit take of listed species when implementing projects.</p>	<p>Q1 FY13-14 - Award Consultant Agreement and submit permit application. Q2-Q4, FY13-14 - Develop Safe Harbors Agreement with USFWS.</p>	<p>\$27,500</p>	<p>None anticipated</p>	<p>Natural Resources Julie Andersen  Admin/Legal Operations Real Property</p>

**PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS**

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**DISTRICT-WIDE KEY PROJECTS**

Lehigh Quarry Reclamation Plan Review	Protect District staff and visitors, and general public from potential impacts resulting from ongoing quarry and cement production.	Continue legal challenge to Reclamation Plan Amendment.	Q4 FY 13-14	\$80,000	None anticipated	Matt Baldzikowski  General Manager Legal Public Affairs Operations
Lehigh Quarry Air Monitoring Program	Protect District staff and visitors, and general public from potential impacts resulting from ongoing quarry and cement production.	Implement air monitoring program at Rancho San Antonio to assess exposure to staff and preserve visitors of possible air pollution.	Q3 FY 13-14 - Monitoring Complete Q4 FY13-14 - Monitoring Report Complete	\$150,000	None anticipated	Matt Baldzikowski  General Manager Legal Public Affairs Operations
Mindego Gateway Project (U&M plan amendment)	Incorporate new information to prepare for implementation and meet commitments to POST, San Mateo County, and Farm Bureau.	Finish CEQA review of U&M Plan with consultant. Pond management plan. Final approval for U&M Plan.	Q2 FY13-14: Board certification of CEQA and final approval of U& M Plan	\$60,000	Q2 FY 13-14 Board approval	Planning Gretchen Laustsen  Operations
Mindego Gateway Project (Audrey Rust Commemorative Site)	Commemorate Audrey Rust, former president of POST. POST-managed and funded.	Plans are 100% complete and were bid last year for construction, but bids were too high and permits were held up due to Williamson Act revisions required. POST will finalize signage in coordination with District; finalize permits (pending Silva Driveway resolution with CalFire) re-bid and construct this summers. District will issue Permit to Enter for POST contractors; review work progress.	Q1 FY13-14: Permitting & Bidding Q2 FY13-14: Construction Q3 FY13-14: Close Out	POST funded	None anticipated (prior Board Approval)	Planning Gina Coony  Operations  Nat Res & Planning Committee Legislative, Finance, and Public Affairs Committee

**PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS**

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**DISTRICT-WIDE KEY PROJECTS**

Mindego Gateway Project <b>(New staging area)</b>	Provide access to Mindego region, specifically Mindego Hill Trail and Ancient Oaks Trail.	Staging Area in final stages of permitting; need to finalize CalFire requirements for Silva, so staff report can be completed and project go to San Mateo County Planning Commission. Will complete bidding, permitting and construct this summer.	Q1 FY13-14: Permitting & Bidding Q2 FY13-14: Construction Q3 FY13-14: Close Out	Post funded \$582,000	Seek Board Approval of Construction Contract - Q2	Planning Gina Coony  Operations  Nat Res & Planning Committee Legislative, Finance, and Public Affairs Committee
Mindego Gateway Project <b>(Mindego Hill Trail)</b>	Provide access to Mindego Hill. Public's first introduction to cattle grazing operations on District lands.	Design and permitting complete. Construct trail to top of Mindego Hill.	Q1 & Q2 FY13-14: Construct trail	\$70,000	Q1 FY 13-14 Board approval for CCC Contract	Planning Gretchen Laustsen  Operations
Mindego Gateway Project <b>(Silva Driveway)</b>	To finalize permits for the new Mindego Gateway staging area, all permit issues at Silva residence must be resolved, including Silva driveway.	Need to finalize CalFire requirements for driveway and water system. Once they approve plans, permits can be issued for Staging Area, Ancient Oaks Trail and Commemorative Site.	Q4 FY12-13 & Q1 FY13-14: Complete permitting Q2 FY13-14: Bidding & Construction Q3 FY13-14: Close Out	\$56,200	None anticipated	Planning Zach Alexander  Operations Real Property  Nat Res & Planning Committee Legislative, Finance, and Public Affairs Committee

PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

DISTRICT-WIDE KEY PROJECTS

<p>Cooley Landing, New SFPUC Bay Trail Easement, and Bay Trail Implementation</p>	<p>Cooley Landing Adding new elements to existing Phase 1 park.</p> <p>Obtain new Bay Trail Easement through lands of SFPUC, and Bay Trail Implementation to complete critical gap in Bay Trail adjacent and partially in Ravenswood Open Space Preserve</p>	<p><b>Cooley Landing</b> Coordinate with City and provide technical assistance during next phase of design. Wrap up outstanding agreement/institutional control/permitting agreements with City and other agencies. If asked by City, evaluate the following uses: fishing, kayaking, canoeing. Assist City with other Phases of work, including amendments to U&amp;M Plan and Partnership Agreement.</p> <p><b>Bay Trail Easement and Implementation</b> Obtain concurrence on final trail alignment from SFPUC, complete environmental analysis of Bay Trail alignment, and complete trail easement conveyance by SFPUC.</p> <p>Finalize \$400,000 Santa Clara County grant agreement and seek construction grant. Coordinate with the Cities of East Palo Alto and Menlo Park, and San Francisquito Joint Powers Authority to establish project lead. Begin planning and design. Hire project manager to administer project and begin work on geotechnical surveys, construction documents, and additional public outreach.</p>	<p><b>Cooley Landing</b> Dependent on City's schedule Tentatively: FY13-14: Planning and design FY14-15: Construction FY15-16: Future phases</p> <p><b>Bay Trail Easement and Implementation</b> FY13-14: Easement FY13-14, FY14-15: Planning and design FY14-15: Permitting</p>	<p><b>Cooley Landing</b> \$30,000</p> <p><b>Bay Trail Easement</b> \$60,000</p> <p><b>Bay Trail Implementation</b> \$166,000</p> <p><i>funded through Santa Clara County (Stanford mitigation) grant</i></p>	<p>Cooley Landing: Nat Res &amp; Planning Committee (Q1 - for project status)</p> <p>Easement: Real Property</p> <p>Trail Implementation: Nat Res &amp; Planning Committee (Q2 - depending on grant approval)</p>	<p>Planning Tina Hugg - Cooley Landing</p> <p>Sandy Sommer - Easement</p> <p>Gretchen Laustsen - Bay Trail</p> <p>Legal Operations Real Property Natural Resources</p>
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**PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS**

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**DISTRICT-WIDE KEY PROJECTS**

Office Space - Administrative Office Staff	Provide office space for future hires.	Prepare lease space for 10-15 people. Project estimate included full remodel (ceiling, carpet, walls, furniture, etc.). However, Real Property has found move-in ready space with minimal remodel cost needs due to tenant improvements paid for by landlord. Furniture, equipments, IT, and other misc. costs still expected.  Install network, data, and voice services.	Q4 FY12-13 Scoping, research, lease negotiations Q1 FY13-14 Prepare lease space, move in	\$131,000 (build out only, not lease)  Not expected to reach maximum due to improvements paid for by landlord	Nat Res & Planning Committee (Q1 April/May - project status)	Real Property Planning - Tina Hugg (build out) Administration  General Manager Board of Directors Managers All Departments  Nat Res & Planning Committee
40 Year Celebration – Public Outreach Events	To celebrate 40 years of successful District land preservation, protection, and management and present future plans and ideas to constituents	Schedule, plan and coordinate 3-4 fun and educational public events at various venues	Q1-Q4 – series 3-4 outreach events throughout District	\$35,000		Public Affairs  General Manager Board of Directors Managers All Departments

**Deferred**

Strategic Plan - Evaluate Business Model	Deferred until completion of Vision Plan.	Work with organizational consultant to evaluate organizational structure and staffing.	TBD	TBD		General Manager's Office
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MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

# REAL PROPERTY DEPARTMENT

ACTION PLAN FY2013-14



**BASIC POLICY OBJECTIVE:**

The District seeks to purchase or otherwise acquire interest in the maximum feasible area of strategic open space land. The District seeks to link its open space lands with federal, state, county, city parklands, and watershed lands.

**CORE FUNCTIONS:**

- A. Provide comprehensive land conservation planning and analysis to guide the land purchase program.
- B. Monitor and protect District’s public open space property interests (including fee and easement interests)
- C. Manage revenue-producing properties
- D. Create and take advantage of opportunities to conserve the greenbelt, foothills, and baylands
- E. Maintain neighbor, conservation partner and agency relationships

**STAFF RESOURCES: (STATED IN FTE’S – FULL TIME EQUIVALENTS)**

<b>FTEs</b>	<b>Position Title</b>
1.0	Administrative Assistant
1.0	Real Property Manager
2.0	Real Property Specialist
1.0	Senior Planner
5.0	Total FTEs

PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: GREENBELT PRESERVATION**

**Priority 1**

POST Hendrys Creek property, Land Purchase Partnership & Restoration	Continue to grow the District's contiguous greenbelt.	<b>Land Conservation:</b> 1. Property Purchase with partnership funds. 2. Conservation Easement & Management Plan with Santa Clara Valley Water District.	FY13-14	\$1,570,000	Real Property Committee Reviewed: October 2, 2012	Mike Williams Sandy Sommer  Planning Natural Resources Operations Public Affairs Legal
New Land Purchases (Core Function)	Continue to grow the District's contiguous greenbelt.	Pursue the purchase and gift of fee and conservation easement as new land additions to Purisima Creek Redwoods, Skyline Ridge, Tunitas Creek, Monte Bello and Sierra Azul.	FY13-14	\$3,850,000	Real Property	Mike Williams Allen Ishibashi  Planning Natural Resources Operations Legal Public Affairs

**Priority 2**

Land Purchase Partnerships (Core Function)	Create connections within District lands and with other park and open space lands.	Cooperatively work with local land preservation organizations on the following property partnerships: Monte Bello - Santa Clara County Parks Bear Creek Redwoods - Santa Clara County Parks	FY13-14	\$1,100,000	Real Property	Mike Williams Allen Ishibashi  Legal Natural Resources Operations Planning Public Affairs
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**Priority 3**

**Deferred**

**PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS**

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: PROPERTY RIGHTS STEWARDSHIP**

**Priority 1**

Ridge Vineyards Property Exchange, Monte Bello	Protect scenic ridgeline at Monte Bello Open Space, resolve historic encroachments and enhance historic and compatible agricultural uses.	Prepare agreement and easement documents for fee and easement property exchanges to resolve historic encroachment, protect scenic ridgeline and enhance compatible agricultural uses. Perform CEQA analysis and coordinate with resource agencies. Obtain Board of Directors approval of exchange and transfer property.	Q1 FY13-14	\$7,000	Real Property Committee Reviewed: June 26, 2012	Sandy Sommer  Legal Operations Planning Public Affairs Natural Resources
Encroachment Resolution (Core Function) Chiocchi Water System Litigation	Tolling agreement expired, and it was determined necessary by legal to pursue settlement of this lawsuit.	Support Legal settlement negotiations for Chiocchi litigation for Alma water system at Bear Creek Redwoods Open Space Preserve.	FY13-14	\$25,000		Mike Williams  Legal Operations
Encroachment Resolution (Core Function)	Address Encroachments on District Lands.	1. Saratoga Gap - Gullicksen - monitor remediation of site as part Santa Clara County lawsuit 2. Bear Creek Redwoods - Alma water system landslide	FY13-14	\$65,000		Allen Ishibashi Mike Williams  Legal

**Priority 2**

**Priority 3**

Encroachment Resolution (Core Function)	Address Encroachments on District Lands.	1. Structure encroachment - Saratoga Gap	FY13-14	\$0		Mike Williams Allen Ishibashi  Legal Operations
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**Deferred**

PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		
<b>PROGRAM: REVENUE GENERATION</b>						
<b>Priority 1</b>						
New Land Rental Property Transition - Silva (Core Function)	Transition new residence to rental property	1. Work with Planning to make road and water improvements for county fire to remove red tag. 2. Make repairs and clean residence. 3. If residence does not have current tenant - list the residence for rent. 4. Enter into lease with current tenant or new tenant.	Q2 FY13-14	\$150,000		Elaina Cuzick  Operations Planning
<b>Priority 2</b>						
New Land Rental Property Transition - Alpine Road House - Hawthorns	Transition new residence to employee residence	1. Make repairs and clean residence. 2. If residence does not have current tenant - list the residence for rent. 3. Enter into lease with current tenant or new tenant.	Q1 FY13-14	\$100,000	Board approval: May 23, 2012	Elaina Cuzick  Planning Operations
Communication & Control Communication Site Lease Assignment (Core Function)	Assign the ACE Communication lease to Communication & Control	1. Determine if lease assignment/amendment or a new lease is most feasible. 2. Work with Communications & Control to determine mutually agreeable lease terms 3. Execute the lease agreement	Q2 FY13-14	\$0		Allen Ishibashi  Legal Operations Planning
<b>Priority 3</b>						
<b>Deferred</b>						
Stanford Communication Tower Lease Termination (Core Function)	Lease Communication Tower Facility at Black Mountain.	1. Develop Lease Termination Agreement with Stanford. 2. Lease site to new communications tenant.	TBD	TBD	TBD	Allen Ishibashi  Legal Operations Planning
330 Distel Circle Property Management	Manage improvements and maintenance of District Administrative Office	Investigate using an external facilities management company to maintain the Administrative Office. This would include general maintenance, landscaping and day-to-day operation of the office.	TBD	TBD	TBD	Elaina Cuzick  Administration Legal

**PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS**

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION**

**Priority 1**

New Land Transition - Powell/Lobner Property Clean Up	Clean-up new property additions to Monte Bello	1. Clean up and restoration of waste disposal site - Powell 2. Assess structures - Lobner 3. Get demolition permits for Powell/Lobner 4. Demolish Powell and/or Lobner	FY13-14	\$175,000		Allen Ishibashi  Operations Planning Natural Resources
Saratoga Gap Cabins Clean Up	Clean-Up at Saratoga Gap Cabins	Assess and demolish structures including testing for lead and asbestos, and evaluate access road improvements and erosion control measures	Q3 FY13-14	\$75,000	Q3 FY13-14: Planning & Natural Resources	Elaina Cuzick  Operations Planning

**Priority 2**

**Priority 3**

**Deferred**

**PROGRAM: AGRICULTURAL LAND STEWARDSHIP**

**Priority 1**

**Priority 2**

Christmas Tree Farm New Lease (Core Function)	Manage resources and land at the Christmas Tree Farm	Develop new 25-year lease incorporating a new rental rate structure and management guidelines	Q1/Q2 FY13-14	\$0	Q1/Q2 FY13-14: Real Property	Elaina Cuzick  Legal Natural Resources Operations Planning Public Affairs
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**Priority 3**

**Deferred**

Stevens Canyon Ranch Long Term Orchard Management Agreement (Core Function)	Manage and harvest the Stevens Canyon Orchard	Work with Village Harvest to modify the previous Agricultural Production Plan and overall management agreement	TBD	TBD	TBD	Elaina Cuzick  Operations Legal Natural Resources
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**PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS**

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		
<b>PROGRAM: PUBLIC RECREATION AND ACCESS</b>						
<b>Priority 1</b>						
Potential Access Easements - Mt. Umunhum	Obtain improved road access rights along Mt. Umunhum Road	Work with neighboring land owners to improve road access easements along Mt. Umunhum Road	FY13-14	\$800,000	Real Property	Mike Williams Allen Ishibashi  Legal Operations Planning Public Affairs
<b>Priority 2</b>						
<b>Priority 3</b>						
Bear Creek Stables RFP/Lease	Create new lease and Stable Management Plan for the Bear Creek Stables	1. Further develop Bear Creek Stables draft site and management plan and restoration plan options	Q1 FY13-14	\$2,500	Q1 FY13-14: Planning & Natural Resources	Elaina Cuzick  Planning Operations Natural Resource Legal
<b>Deferred</b>						
Potential Access Easements - Mt. Umunhum	Obtain rights for public trail connecting Wrights Station Road to Mt. Umunhum	Negotiate public trail easement connecting Wrights Station Road in Cathedral Oaks to Mt. Umunhum	TBD	TBD	TBD	Mike Williams Allen Ishibashi  Legal Operations Planning Public Affairs
Purisima to the Sea (POST)	Acquire new land in the Purisima/Lobitos Creek Watershed corridor to eventually create a Purisima to the Sea trail from Skyline Area	Work with private property owner of Purisima Farms property to pursue lot line adjustment of upland and agricultural areas of property.	TBD	TBD	TBD	Mike Williams Operations

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

# PLANNING DEPARTMENT

ACTION PLAN FY 2013-14

**BASIC POLICY OBJECTIVE:**

The District protects and restores the natural diversity and integrity of its resources; encourages public and private agencies to preserve, maintain and enhance open space; and follows management policies for quality care of the land, provision of public access, and maintenance of ecological values and public safety.

**CORE FUNCTIONS:**

- A. Plan, design, and implement projects for public access, staff facilities, and stewardship of cultural resources
- B. Develop and maintain current and long-range use and management plans, policies, and procedures for Preserves
- C. Manage the District Geographic Information Systems (GIS)
- D. Comply with the California Environmental Quality Act (CEQA) and all permitting, code, and regulation requirements
- E. Work with other entities to obtain funding, plan for and protect District and Regional greenbelt use and public access
- F. Engage public and partner agency involvement in planning activities

**STAFF RESOURCES: (STATED IN FTE'S – FULL TIME EQUIVALENTS)**

<b>FTEs</b>	<b>Position Title</b>
1.0	Administrative Assistant
1.0	Geographic Information Systems Administrator
<b>1.0</b>	<b>Geographic Information Systems Intern – 0.5 Intern added to backfill for Vision Plan *</b>
1.0	Geographic Information Systems Technician
1.0	Planner I
2.0	Planner II
2.0	Planner III
1.0	Planning Manager
2.0	Senior Planner
11.5	Total FTE's

\* Change from FY2012-13



FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: LONG RANGE PLANNING**

- Priority 1
- Priority 2
- Priority 3
- Deferred

Sierra Azul/Bear Creek Redwoods Master Plan  <i>(To be informed by Mt. Um project)</i>	Develop a long-range, 30-year blueprint to guide use, management, and facilities development.	Incorporate Mount Umunhum Environmental Restoration and Public Access Plan and finalize Draft Master Plan and EIR; seek Board final approval and CEQA certification.	TBD	TBD	TBD	Lisa Bankosh  All Departments General Manager Legal  Sierra Azul/Bear Creek Redwoods Ad Hoc Committee
El Sereno Use and Management Plan Amendment	Review the Use and Management Plan for El Sereno Open Space Preserve to consider potential new trail alignment(s) and expansion of dogs on leash.	Identify new trail opportunities; assess suitability for expanding dog use throughout Preserve trails using Board-adopted criteria; hold a neighborhood/Use and Management Committee meeting; forward recommendations to the Board for review and consideration.	TBD	TBD	TBD	TBD
Public Use Study (Trail Impacts)	Conduct a science-based study to evaluate impacts of hikers, bicyclists, equestrians, and dogs on natural resources, infrastructure,	Scope out study design, criteria, inputs/outputs, factors to consider, potential partners, and funding; potential partners include local universities and research institutions.	TBD	TBD	TBD	TBD

**PROGRAM: GEOGRAPHIC AND INFORMATION SYSTEMS SERVICES**

- Priority 1
- Priority 2
- Priority 3
- Deferred

ArcGIS Server Installation	Create an ArcGIS Server application to provide non-GIS users access to essential GIS data.	Work with Administration/IT to install ArcGIS Server software and complete initial setup/troubleshooting.	FY12-13 - Complete installation of ArcGIS Server	\$0  <i>ArcGIS Server was purchased in</i>	TBD	Casey Hiatt  IT
Integration of Work Order Database	Improve internal operational efficiencies by logging and tracking work orders via GIS.	Review Work Order system.	FY12-13 - Review system and brainstorm methods for linking FY13-14 - Implement changes	\$0	TBD	Casey Hiatt  Operations

FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: GEOGRAPHIC AND INFORMATION SYSTEMS SERVICES (Cont'd)**

**Deferred (Cont'd)**

District-Wide GPS Field Collection and Implementation	Implement District-wide GPS system to improve consistency, accuracy, and efficiency in field data collection and data	Inventory District-wide GPS equipment; select preferred GPS software and hardware; purchase replacement equipment as needed; conduct training and integrate as part of field work.	TBD	TBD	TBD	TBD
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**PROGRAM: PUBLIC RECREATION ACCESS**

**Priority 1**

El Corte de Madera Creek Staging Area and Trail Improvements <b>(Staging Area drainage system fix)</b>	Continues analysis into long term fix to staging area's drainage system.	Resolve drainage issue. Work with third party engineer to review re-design. Implement long term fix.	Q4 FY12-13: Re-design and permitting Q1 & Q2 FY13-14: Staging area fix construction	\$275,000	None anticipated (Board FYI anticipated)	Tina Hugg  Operations Legal
Mary Davey Memorial	Memorializes contributions of Director Mary Davey.	Work with contractors, vendors and crew to install memorial and improve trail.	Q1 FY 13-14: Memorial installation Q2 Trail	\$5,000	None anticipated (prior Board approval)	Gretchen Laustsen  Operations Public Affairs

**Priority 2**

El Corte de Madera Creek Staging Area and Trail Improvements <b>(Phase II Trail)</b>	Continues Phase II of overall staging area and trails project. First portion of future Bay Area Ridge Trail segment. Meets grant deadlines.	Phase II trail to be constructed only if permitting is completed in time. Would be done in place of Ancient Oaks (see below).  Complete trail design and permitting for Phase II trails. If permits for Phase II trail are secured early, complete Phase II trail construction FY13-14. Deadline driven by grant funding that will be lost if trail not constructed FY13-14.	Q4 FY12-13: Phase II trail design and permitting Q1-Q2 FY13-14: Phase II trail construction	\$100,000	None anticipated (prior Board Approval)	Tina Hugg  Zach Alexander  Operations Natural Resources
Mindego Gateway Project <b>(Ancient Oaks Trail Connection)</b>	Connects Mindego staging area to trail system to the north in Russian Ridge and forms 4-mile loop trail.	Grading Plan submitted to CoSM. Building will review bridges. If crews have schedule opportunity, will construct trail in Q2 & Q3 FY13-14.	Q1 & Q2 FY13-14: Permitting Q3 FY13-14: Potentially will construct	\$100,000 (only if ECdM Ph 2 trail not constructed - see Planning Action Plan list)	None anticipated (prior Board Approval)	Planning Lisa Bankosh  Operations  Nat Res & Planning Committee Legislative, Finance, and Public Affairs Committee

**Priority 3**

FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: PUBLIC RECREATION ACCESS (Cont'd)**

**Deferred (Cont'd)**

La Honda Creek Master Plan Phase I Implementation	Begin Phase I -Year 1 Master Plan project implementation.	Work with tenant to design sign plan and language for Phase I trail use; complete construction plans; submit permits to establish trail loop off Sears Ranch Road; coordinate with Natural Resources Department on ranch road repairs and new trail construction. Seek grant funding.	If time allows	\$0	TBD	Zachary Alexander and Lisa Bankosh  Operations Real Property Natural Resources
Alpine Pond Long-Term Management Plan	Provide new interpretive elements, trail improvements, and habitat restoration for rare aquatic species at Alpine Pond.	Monitor grant application and submit additional material as needed.	TBD	\$0	TBD	Lisa Bankosh
Pulgas Ridge Trail Connection	Work in partnership with City of San Carlos (City) to establish a new trail connection to upper Pulgas Ridge.	Explore possibility of extending a trailhead through SFPUC lands; work with City and neighbors to address concerns regarding trail access and use; return to Use and Management Committee with recommendations; continue to coordinate with City as needed.	TBD	TBD	TBD	TBD

**PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION**

**Priority 1**

Fremont Older Staging Area Public Safety Improvements	Improve public safety at staging area by reaching a mutually acceptable resolution with the Saratoga Country Club.	Negotiate canopy and other site safety improvements with the Country Club; seek Board approval of site improvements; complete construction plans and secure permits; prepare bid package, solicit bids, and administer contract. Project scope contingent on negotiations with Country Club.	Q1- Q4 FY13-14: Design and permitting  Schedule dependent on working with Country Club	\$32,500	Planning and Nat Res Comm Q2	Gretchen Laustsen  All Departments General Manager Legal  Planning & Nat Res Committee
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**Priority 2**

**Priority 3**

**Deferred**

FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION**

**Priority 1**

POST Hendrys Creek Property Land Restoration	Environmental restoration of Hendrys Creek property	1. Use existing Stream Channel Restoration and Biotic Assessment Plan to develop permits for implementation. Coordinate with SC County and regulatory agencies including DFW, USFWS, RWQCB. 2. CEQA Review	Q1-Q3 FY 13-14: Permitting; design revision (if needed) Q3 FY13-14: RFB for construction Q1-Q3 FY14-15: Construction	See Real Property (\$70k budgeted)	Q2 FY 13-14: NR & Planning Committee	Meredith Manning Planner I (vacant) Real Property Operations Legal
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**Priority 2**

**Priority 3**

**Deferred**

**PROGRAM: CULTURAL RESOURCE STEWARDSHIP**

**Priority 1**

Hawthorns Site Management Phase I (stabilization and partner development)	Complete additional building stabilization and partnership development for long-term care and maintenance of historic structures.	Assess need for and implement additional stabilization measures to protect buildings from inclement weather and vandalism. Respond to interested partners and funders to help with long-term maintenance and preservation.	Q1 FY13-14: Complete building assessments/ stabilization measures Q2-Q3 FY13-14: Prepare interim and long-term site recommendations Q4 FY13-14: Board review of recommendations	Expenses to be paid out of Hawthorns endowment fund. Estimated costs at \$305,000 for FY13-14.	TBD NR & Planning may be engaged for minimal Public outreach	Gina Coony Real Property Operations Planning & Nat Res Committee
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**Priority 2**

**Priority 3**

FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: CULTURAL RESOURCE STEWARDSHIP (Cont'd)**

**Deferred**

Alma College Site Use Partnership	Develop partnership for reuse of former Alma College site.	Preparation and release of a Request for Proposals (RFP) to determine partnership interest in rehabilitating/stabilizing key structures; review results with the Committee; return to the Board with recommended next steps.	TBD	TBD	TBD	TBD
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**PROGRAM: STAFF FACILITY INFRASTRUCTURE**

**Priority 1**

**Priority 2**

**Priority 3**

**Deferred**

Skyline Field Office Improvements	Implement field office improvements to address current and future staff facility needs.	Determine feasible facility improvement options for the Skyline Field Office based on expected costs, needs, and future budgetary constraints and priorities.	FY13-14: Present options and recommendations to Committee and pursue preferred option.	\$50,000	TBD	Tina Hugg Legal Operations Facilities Ad Hoc Committee
Administrative Office - Feasibility Analysis of Long-Term Options	Review office layout and site relocation options and determine best approach for accommodating future staff growth and needs of the Administrative Office	Review and update information collected to date regarding needs, growth, layout options, etc. Review options for remodel/relocation. Present data and recommendations to Facilities Ad Hoc to confirm direction.	FY13-14	Reduce from \$25,000 to \$0	TBD	Tina Hugg General Manager All Departments Facilities Ad Hoc Committee
South Area Field Office Site Preparation and Design	Site planning and design for new south area field office facility.	Site planning and design for new field office facility.	TBD	TBD	TBD	TBD
Administrative Office HVAC and South End Remodel	Replace aging HVAC system and expand capacity of the Administrative Office to accommodate future staff growth.	Complete design plans for new HVAC system and interior improvements to expand number of work stations.	TBD	TBD	TBD	TBD

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

**NATURAL  
RESOURCES  
DEPARTMENT**

ACTION PLAN FY 2013-14

**BASIC POLICY OBJECTIVE:**

The District protects and restores the natural diversity and integrity of its resources for their value to the environment and the public and provides for the use of the preserves consistent with resource protection

**CORE FUNCTIONS:**

- A. Plan, implement and design projects to protect and restore the natural resources
- B. Comply with the California Environmental Quality Act (CEQA) and resource agency regulation requirements
- C. Work with other entities to obtain funding, plan for and protect District and regional natural resources
- D. Steward District working landscapes to protect natural resource values and provide sustainable agricultural uses.

**STAFF RESOURCES: (STATED IN FTE'S – FULL TIME EQUIVALENTS)**

<b>FTEs</b>	<b>Position Title</b>
1.0	<b>Administrative Assistant – Add 1.0 FTE *</b>
0.5	Natural Resources Intern
1.0	Natural Resources Manager
1.0	Planner II
1.0	Planner III
2.0	Resource Management Specialist
1.0	Senior Resource Management Specialist
1.0	Slender False Brome Coordinator – Contingent Position
8.5	Total FTE Staffing

\* Change from FY2012-13

PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		
<b>PROGRAM: RESOURCE MANAGEMENT</b>						
<b>Priority 1</b>						
Sudden Oak Death Monitoring & Research	Fund and assist Sudden Oak Death research, and continue to identify and monitor infested areas.	Continue treatment for and research of Sudden Oak Death.	Q1, Q4 FY13-14 - Annual Prevention Treatments	\$23,000	Q2 FY13-14 Presentation of Research Results to Board	Cindy Roessler Operations
<b>Priority 2</b>						
Monitor Prior Grassland Burns (Core Function)	Conduct environmental reviews of grassland burn program.	Monitor vegetation and wildlife changes in areas previously burned.	Q2 FY13-14 - Annual Monitoring Completed	\$12,800	None Anticipated	Joel Silverman
Control of Slender False Brome	Control Slender False Brome on District lands and neighboring properties and work to prevent re-infestation.	Manage slender false brome on preserves and oversee a cost reimbursement program to encourage District neighbors to eradicate Slender False Brome, which might invade District lands.	Q3 FY13-14 - Annual Treatment Completed Q3 FY13-14 - Submit Permit Applications for FY14-15 Sites	\$49,800	Q1 FY13-14 - Board Adopt Subsequent Negative Declaration for Project	Ellen Gartside Operations
Mindego Ranch Aquatic Species Management Plan	Define a habitat restoration and long-term management plan for sensitive aquatic species at Mindego Ranch area of Russian Ridge Open Space Preserve.	Collect additional SFGS distribution and abundance data	Q1 FY13-14 - Award Consultant Agreement Q3 FY13-14 - Complete Annual Surveys Q4 FY13-14 - Final Report Complete	\$47,000	Q1 FY13-14 - Board Award Consultant Contract	Julie Andersen Operations Planning Public Affairs
<b>Priority 3</b>						
<b>Deferred</b>						
Grassland Burns		Develop District grassland burn program and conduct environmental review with public input.	Q3 FY13-14	\$93,000		Cindy Roessler Admin/Legal Planning



PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		
<b>PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION</b>						
<b>Priority 1</b>						
Guadalupe River Mercury Total Maximum Daily Load (TMDL)	Comply with Regional Water Quality Control Board orders to investigate and monitor TMDL implementation.	Implement third year of the coordinated monitoring effort to assess TMDL implementation success.	Q3 FY19-20 - Complete erosion control projects and monitoring	\$10,000	None Anticipated	Kirk Lenington  Legal
Hicks Flat Mercury Remediation	Reduce pollution to the aquatic environment and eliminate a potential public safety hazard.	Complete implementation of mercury remediation design (removal and stabilization of eroding mining waste rock along streambank) at Sierra Azul.	Q3 FY13-14 - Remediation completed	\$196,000 <i>Grant-funded through State Water Resources</i>	Q2 FY13-14 - Board Award Construction Contract	Matt Baldzikowski  Operations Legal
La Honda Creek Master Plan Phase I Implementation - Roads Watershed Protection Upgrade	Upgrade ranch road system to prevent erosion and sediment input to anadromous streams.	Design road upgrade program to address priority sites.	Q1 FY13-14 - Award Consultant Contracts Q3 FY13-14 - Consultant Design Documents Complete Q4 FY13-14 - Begin	\$55,000 <i>Grant-funded through State Water Resources Control Board</i>	None Anticipated	Matt Baldzikowski Julie Andersen  Planning Operations Real Property Public Affairs
El Corte de Madera Creek Watershed Protection Program	Reduce sedimentation to ECdM and San Gregorio Creeks.	Secure permits for Methuselah bridge and next phase of trail improvements and complete first phase of road fill removal/trail restoration to close abandoned alignments.	Q1 FY13-14 - Construction of next phase complete (2 total phases remaining)	\$100,000	None Anticipated	Julie Andersen  Operations Public Affairs
Pond DR05	Continue implementation of the Driscoll Ranch Pond Management Plan, repairing additional failed/failing ponds on the property.	Submit for permits; bid and construct the project	Q1 FY13-14 - Permits Submitted Q2 FY13-14 - Award Construction Contract Q3 FY13-14 - Construction Complete	\$125,000	Q2 FY13-14 - Board Award Construction Contract	Julie Andersen  Operations Public Affairs

Priority 2

Priority 3

PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		
<b>PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION (Cont'd)</b>						
<b>Deferred</b>						
Alma College Remediation	Continue investigations and implement any necessary remediation to address legacy contamination risk.	Phase II investigations to identify and characterize issues identified as part of Phase I report. Remediate as needed.	Q1 FY13-14 - Phase II investigations Q2-Q3 FY13-14 - Obtain permits, conduct bidding process and	\$40,000		Julie Andersen  Legal Operations
Mindego Ranch Remediation	Remediate contaminated site on Mindego Ranch property.	Landfill: negotiate final agreement to close project with affected parties.  Corral: prepare human health and environmental health risk assessment for corral site; prepare soil management plan to obtain closure letter from Water Board.	Landfill TBD - based on negotiations with affected parties  Corral Q4 FY12-13 - Risk assessment of corral	\$40,000		Kirk Lenington  Legal Real Property
Restoration Forestry Demonstration Project	Develop pilot project to restore degraded forest habitat on District Open Space Preserve.	Retain Registered Professional Forester to identify suitable pilot project site and necessary plans to permit timber harvest to restore degraded forest land	Q3 FY 13-14 - Release RFP and select consultant	\$60,000		Matt Baldzikowski Joel Silverman  Real Property Operations Public Affairs
Madonna Creek Ranch Creek Assessment	Develop Restoration Plan for aquatic resources on property and water supply for agricultural operation.	Investigate aquatic and habitat resources present in the in-stream pond and Madonna Creek.	Q1 FY13-14	\$100,000 (budgeted in Real Property Dept. Budget)		Matt Baldzikowski  Real Property Planning Operations Public Affairs
<b>PROGRAM: AGRICULTURAL LAND MANAGEMENT</b>						
<b>Priority 1</b>						
<b>Priority 2</b>						
La Honda Creek Grazing Infrastructure	Improve grazing infrastructure at La Honda Creek OSP (McDonald Ranch).	Install infrastructure to reintroduce grazing to La Honda Creek OSP.	Q3 FY13-14	\$15,000	None Anticipated	Clayton Koopman  Admin/Legal Planning Real Property

PROPOSED FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		
<b>Priority 3</b>						
<b>Deferred</b>						
Madonna Creek Agricultural Production Plan	Develop plan for agricultural use of property including production areas, water infrastructure, and resource management.	Phase 1 - Work with tenant to develop alternative water source at Madonna Creek area of Miramontes Ridge OSP.	Q1 FY13-14	\$25,000		Clayton Koopman  Admin/Legal Planning Real Property

**MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

# **OPERATIONS DEPARTMENT**

**ACTION PLAN FY2013-14**

**BASIC POLICY OBJECTIVE:**

The District follows management policies that ensure proper care and stewardship of the land, that provide public access appropriate to the nature of the land, and that are consistent with ecological values and public safety.

**CORE FUNCTIONS:**

- A. Provide in-the-field services to protect and restore the natural resources
- B. Protect public health and safety through enforcement, fire protection, and safe access
- C. Provide visitor services as the frontline “Face of the District”
- D. Maintain and construct new District trails
- E. Foster neighbor, partner, and jurisdictional-oversight agency relationships and engage in multi-stakeholder efforts to further District goals

**STAFF RESOURCES: (Stated in FTE’s – Full Time Equivalents)**

<b>FTEs</b>	<b>Position Title</b>
3.0	Administrative Assistant
2.0	Area Superintendents
4.0	Equipment Mechanic-Operator
1.0	Farm Maintenance Worker
4.0	Lead Open Space Technician
4.0	Maintenance and Resource Supervisor
2.0	Management Analyst
11.0	Open Space Technician
1.0	Operations Manager
20.0	Ranger
4.0	Supervising Ranger
6.3	Seasonal Open Space Technician hours (13,000 hours = 6.3 FTE)
62.4	Total FTE Staffing

**FY 2013-14 ACTION PLAN KEY PROJECTS**

Key Project	Purpose	Project Description			Board Committee Review	Project Manager Other Depts./BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION**

**Priority 1**

Ordinance Updates (Core Function)	Update District Ordinances	Continue work started in FY2012-13 to update the District Ordinances. Based on Staff experience since the last update in 2004; update the language of some ordinances to provide clarity and add/modify ordinances as needed to deal with current issues.	Q4 FY13-14	\$3,000	Full Board Q4 FY13-14	Gordon Baillie  Legal Public Affairs
Vehicle Bridge Evaluation and Repair (Core Function)	Provide for continued vehicle access for emergency response, patrol, maintenance, and public use.	Hire a consultant to evaluate four vehicle bridges in Purisima Creek Preserve and several additional vehicle bridges in the Skyline area. May also include some pedestrian/equestrian bridges as well	Q1 FY13-14 Complete evaluation  Q3 FY 13-14 Complete short term repairs necessary for safety.	Highly dependant on repairs necessary. Estimated at \$220,000		Craig Beckman  Natural Resources Planning Public Affairs

**Priority 2**

**Priority 3**

Seasonal Ranger Program	Evaluate the feasibility of creating a seasonal ranger program.	Review and update the research previously done on the creation of a Seasonal Ranger Program, and investigate the feasibility of starting a program in time for the 2014 summer season. No funds are needed for FY2013-14, but would be budgeted for FY2014-15.	Q4 FY13-14	\$0 for FY 13-14		Gordon Baillie  Legal
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**Deferred**

Skyline Boulevard Afterhours Parking Signing (Core Function)	Address illegal afterhours use while increasing officer safety in District Preserves by reducing the number of night time contacts rangers make.	Conduct public input process in the local Skyline Area Communities for installation of "No Parking 1/2 hour after Sunset" signs in roadside pullouts in the Skyline area that are typically used for preserve after-hours use parking.	Project is deferred until resources are available.	TBD	None	Brian Malone  Planning
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FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager Other Depts./BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: PUBLIC RECREATIONAL ACCESS**

**Priority 1**

Permits Database (Core Function)	Complete the Permits database project which was started in FY2012-13. Provide improved permit service to members of the public while improving internal communications.	Implementation of the Permits Database, with continuation of work started in FY2012-13. Includes: completing the construction of the database, linking four offices, testing the system, writing system documentation, and making changes as necessary based on user feedback.	Q2 FY13-14	\$5,500	None	Gordon Baillie Admin/IT
Other Powered Mobility Devices Policy (OPMD) (Core Function)	Provide for disabled access using OPMDs while at the same time regulating their use for safety and pollution concerns.	Develop, approve, and implement policies for Other Powered Mobility Devices to meet current Americans with Disabilities Act (ADA) standards.	Q4 FY 13-14	\$1,000	Planning & Natural Resources Q4 FY 13-14	Brian Malone Legal Planning Public Affairs

**Priority 2**

Peters Creek Trail Reroute (Core Function)	Address the neighbors (Jikoji) concern about the noise and traffic created by trail use adjacent to, and across their property.	Negotiate an agreement for constructing a new 1/4 mile to 1 mile Peters Creek Trail alignment. New alignment will preserve District's rights on Jikoji lands while assisting with noise and privacy concerns.  Realignment of the trail is contingent upon the ability to meet CEQA requirements and reach agreement with Jikoji. \$31,060 for environmental review is in Natural Resources Dept. budget. A cost sharing agreement will be negotiated with Jikoji. Trail construction would occur in FY2014-15	Q3 FY 13-14 Complete CEQA  Q4 FY13-14 Complete Agreement	Funds carried in Natural Resources Dept. budget.		Brian Malone Natural Resources Planning Real Property
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FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager Other Depts./BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: PUBLIC RECREATIONAL ACCESS (Cont'd)**

**Priority 2 (Cont'd)**

Continue Program to Replace and Upgrade Preserve Signboards	Replace deteriorating wood frame signboards with newer metal frame signboards.	Replace degraded wood frame signboards. Purchase and install six metal frame signboards.	Q4 FY 13-14	\$24,000		Brendan Downing
Install Automated Gates at the Purisima Creek Parking Lot	Increase security and efficiency by freeing up ranger time spent opening and closing the Whitmore Gulch Parking Lot. Currently opened and closed on Friday and Saturday nights only.	Contract for the installation of two automatic gates on the entrance and exit gates at the Whitmore Gulch Parking Lot	Q4 FY 13-14	\$33,000		Craig Beckman

**Priority 3  
Deferred**

**PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION**

**Priority 1**

**Priority 2**

Demolition and Clean up of Abandoned Structures [Foothills Area] (Core Function)	Remove attractive nuisances, limit environmental pollution, and limit employee exposure to hazardous materials.	Evaluate and choose highest priority structures for demolition in the Foothills area. Contract out the demolition and clean up of listed structures. Only buildings which are deemed not to have historic value will be included in this project.	Q4 FY 13-14	\$50,000		Michael Newburn Natural Resources Planning Real Property
Demolition and Clean up of Abandoned Structures [Skyline] (Core Function)	Remove attractive nuisances, limit environmental pollution, and limit employee exposure to hazardous materials.	Evaluate and choose highest priority structures for demolition in the Skyline area. Contract out the demolition and clean up of listed structures. Only buildings which are deemed not to have historic value will be included in this project.	Q4 FY 13-14	\$24,000		Brian Malone Natural Resources Planning Real Property



FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager Other Depts./BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION (Cont'd)**

**Priority 3**

Removal of Abandoned Vehicles (Core Function)	Remove attractive nuisances, eyesores, and limit environmental pollution.	Document and contract removal of abandoned vehicles.	Q3 FY 13-14	\$10,000		Stan Hooper Natural Resources Planning Real Property
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**Deferred**

**PROGRAM: STAFF FACILITY INFRASTRUCTURE**

**Priority 1**

**Priority 2**

Skyline Facility Improvements	Provide Storage for Heavy Equipment	Purchase and install structure to shelter heavy equipment	Q4 FY 13 -14	\$16,000		Craig Beckman
Skyline Facility Improvements	Continue improvements to Skyline facility, including some improvements that were planned for FY 2012-13 that were not completed.	Complete insulation of shop and office flooring. Complete repaving of facility driveway and extend paving in parking areas. Evaluate and replace existing heating units which have failed on cold winter days.	Q4 FY 13 -14	\$130,000		Brian Malone Planning- for heating units only
Skyline Facility Improvements	Provide outdoor working space with protection form the elements.	Purchase and install new awning on the front of the shop building.	Q4 FY 13 -14	\$12,000		Craig Beckman
Mora Fire Road Upgrade	Provide more permanent, easier to maintain surface for traffic created by employee residences and Deer Hollow Farm workers.	Rip and shape existing oil and screen surface, followed by minimum of 4" surface of pavement from the Mora Road Gate to the Deer Hollow Road intersection.	Q3 FY 13-14	\$80,000		Michael Jurich

**Priority 3**

**Deferred**

FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager Other Depts./BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: ADMINISTRATIVE SUPPORT**

**Priority 1**

Operations Administrative Manual	Create the third (and final) Operations manual to provide direction on administrative related policy.	This manual will cover aspects common to all Operation personnel.	Q3 FY13-14	\$1,000		Gordon Baillie Legal
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**Priority 2**

**Priority 3**

**Deferred**

**MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

# **PUBLIC AFFAIRS DEPARTMENT**

**ACTION PLAN FY2013-14**

**BASIC POLICY OBJECTIVE:**

The District educates and makes clearly visible to the public the purposes and actions of the District, and actively encourages public input and involvement in the District's decision-making process and other activities.

**CORE FUNCTIONS:**

- A. Maximize public awareness and understanding of the District
- B. Generate constituent support for District activities
- C. Influence and propose legislation that affects and/or benefits the District's ability to carry out its mission
- D. Engage the public through programs that educate and involve the community and expand the District's capacity
- E. Collect and evaluate constituent feedback and recommend action

**STAFF RESOURCES: (STATED IN FTE'S – FULL TIME EQUIVALENTS)**

<b>FTEs</b>	<b>Position Title</b>
1.0	Administrative Assistant
1.0	Community Outreach Coordinator: 2-Year Contingent
1.0	Docent Program Manager
<b>1.0</b>	<b>Media Communications Specialist *</b>
1.0	Public Affairs Manager
1.0	Public Affairs Program Coordinator
1.0	Public Affairs Specialist
<b>1.0</b>	<b>Volunteer Program Lead – Increase from 0.5 to 1.0 FTE *</b>
1.0	Volunteer Program Manager
1.0	Website Administrator
10.0	Total FTEs

\* Change from FY2012-13

**FY 2013-14 ACTION PLAN KEY PROJECTS**

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: PUBLIC INFORMATION, MEDIA AND OUTREACH**

**Priority 1**

Diversity Outreach	Engage new audiences	Working with ethnic media firm, connect with local media outlets (print and broadcast) to promote District events; research and attend community events throughout the District that appeal to diverse audiences, especially targeting youth.	Q1 - contact & hire firm Q2-Q4 meetings community & media leaders	\$10,000		Shelly Lewis  Public Affairs Dept
Mount Umunhum Project Support (Core Function)	Support District team in large District wide project.	PA team to provide communications support including but not limited to public meeting preparation, printed materials, media outreach, surveys, website updates, ecommunications for demolition and site improvement project.	Q1 - Q4	See Planning Dept Budget		Public Affairs Manager  Public Affairs Department
District-wide Roadside Signage	Begin research on potential roadside signage at District preserves, major intersections, etc	Initiate contact with Caltrans to determine their process for sighting and approving freeway directional signing to preserves.	Q1 - Q4	\$0	LFPAC Review Q4	Public Affairs Manager  Mike Williams Public Affairs Dept

**Priority 2**

Health Incentive Program; Open Spaces, Healthy Places	Program to encourage people to improve their health by recreating on District preserves; improve knowledge of the District.	Join industry agencies in Healthy Parks, Healthy People programs; develop a health message about open space preserves contribution to healthy environment and the use of the preserves for individual health. Develop a consistent message on information brochures, website, etc.	Q1 - Q4 Planning, implementation	\$4,000		Shelly Lewis  Public Affairs  All Departments
Redesign maps and brochures (Core Function)	Update and improve District outreach materials	Revise the look and feel of current maps and brochures to better reflect the District and its visitors; add color; reduce the size of Escape to Open Space to reduce the cost while retaining the overall message of the District.	Q1 - redesign Esc. To Open Space; 5-most popular park maps Q2-Q4 review and print	\$6,000		Shelly Lewis  Public Affairs Operations Planning

**Priority 3  
Deferred**

**FY 2013-14 ACTION PLAN KEY PROJECTS**

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: LEGISLATIVE**

**Priority 1**

State Legislation (Core Function)	Sponsor and support the Board-approved Legislative Program.	Work with the District's legislative advocate and with legislators and their staff to ensure the District remains active and informed about the state of current and changing political landscape. Seek coordination and support from other special districts.	Q1 - Q4	\$48,000	LFPAC Review As needed	Public Affairs Manager  All Departments
State Legislation (Core Function)	Draft 2013-2014 Legislative Program	Update the current District legislative program and begin drafting the 2014-15 program.	Q2 - Q4	\$0	LFPAC Review Q4	Public Affairs Manager

**Priority 2**

Federal Legislation (Core Function)	Sponsor and support the Board-approved Legislative Program.	Work with the District's legislative advocate and with legislators and their staff to ensure the District remains active and informed about the state of current and changing political landscape. Seek coordination and support from other special districts.	Ongoing	\$10,000	LFPAC Review As needed	Public Affairs Manager  All Departments
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**Priority 3**

**Deferred**

**PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION**

**Priority 1**

Community-hosted Outreach Events (Core Function)	Expand public outreach opportunities	Expand the Community Outreach Volunteer (COV) Program to include a more diverse membership. Work with outreach consultants on messaging, training, and scheduling. Provide community outreach at a variety of Bay Area events.	Q1 - Q4	\$4,000 Entrance Fees/Booth Costs		Paul McKowan Jennifer Williams
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FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		
<b>PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION (Cont'd)</b>						
<b>Priority 1 (Cont'd)</b>						
Collaborative Family Programming (Core Function)	To involve new audiences and underserved community members in District programs and activities.	Continue to research and establish partnerships; implement joint activities; incorporate methodology, information and contacts from Diversity Outreach efforts.	Q1 - Research potential (new) partners and project/activities. Q2 - Enter into agreement/s with partners and define/scope activity; set date. Q3 - Recruit assistance (volunteers); plan activity; advertise-media outreach.	\$4,000		Renee Fitzsimons  Public Affairs Operations
District-Wide Interpretive Planning Guide: Implementation Opportunities	Evaluate project/program implementation of interpretive opportunities identified in the District-wide Interpretive Planning Guide. Understand and use interpretive media and methods to engage the public in the District's mission.	Complete installation of Eco-Boxes at Alpine Pond with additional multi-lingual content (Mandarin and Spanish)	Q1 - Q4 Complete installation of Eco-Boxes w/ multi-lingual content at Alpine Pond	\$8,000 (Funds from M. Davey fund for Alpine Pond /Daniels Nature Center project)		Renee Fitzsimons  Public Affairs Operations Planning Natural Resources
<b>Priority 2</b>						
Volunteer Recognition Event (Core Function)	Recognize volunteers for their contributions to the District's successes.	Plan, coordinate, implement, and evaluate 2013 event	Q1-Research theme, location,etc Q2 - Q3 Coordinate, Implement, Evaluate	\$20,000		Paul McKowan  Public Affairs Dept. Operations  Board Invited

FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION (Cont'd)**

**Priority 2 (Cont'd)**

Volunteer Memorial	To recognize District volunteers who made considerable contributions to the Volunteer and/or Docent Programs.	Implementation of the new program (pending LFPAC approval and other pending items)	Q4	\$4,000	LFPAC Review Q2	Paul McKowan
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**Priority 3**

**Deferred**



MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

# ADMINISTRATION DEPARTMENT

ACTION PLAN FY2013-14

## BASIC POLICY OBJECTIVE:

The Administration Department provides the overall management and administration of the District in support of the organization's mission and goals.

## CORE FUNCTIONS:

- A. Provide financial management and accounting services
- B. Administer Human Resources Programs and coordinate employee relations activities
- C. Provide Information Technology services
- D. Provide District Clerk support to the District Board and staff
- E. Provide legal review and advice to the District Board and staff, represent the District in litigation and legal matters with outside agencies, and provide risk management services
- F. Provide office management and public reception/customer service for the Administrative Office

## STAFF RESOURCES: (STATED IN FTE'S – FULL TIME EQUIVALENTS)

FTEs	Position Title
1.0	Accountant
1.0	Accounting Technician
1.5	Administrative Assistant
1.0	Administrative Services Manager
1.0	Assistant General Counsel
1.0	Assistant General Manager
0.25	Controller
1.0	District Clerk
1.0	Executive Assistant
1.0	General Counsel
1.0	General Manager
<b>0.0</b>	<b>Grants Specialist – 2-Year Contingent – De-Funded for FY13-14 *</b>
1.0	Human Resources Analyst
1.0	Human Resources Supervisor
1.0	Human Resources Technician
1.0	Information Technology Administrator
1.0	Information Technology Technician
1.0	Senior Administrative Assistant
1.0	Senior Management Analyst
1.0	Training & Safety Specialist
18.75	Total FTE Staffing

\* Change from FY2012-13

FY 2013-14 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: INFORMATION TECHNOLOGY**

**Priority 1**

**Priority 2**

Copier Contract Renewal (Core Function)	Maximize functionalities of our multi-function devices in a cost-effective manner.	Evaluate our current contract and see if we can save money, upgrade to more efficient systems, offer better printing quality, add more functions.	Q1 FY13-14	\$0		Benny Hsieh Information Technology
Board Room and Portable AV upgrades	Consolidate AV system	Migrate all stand-alone AV units into one portable rack mount system.	FY13-14	\$0		Benny Hsieh Owen Sterzl

**Priority 3**

District-wide Intranet	Develop an intranet to provide a more efficient and effective mode of sharing information with employees.	Design intranet site interface and determine and develop content. Pilot launch in Administration.	FY13-14	\$0		Benny Hsieh  Administration Public Affairs
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**Deferred**

**PROGRAM: HUMAN RESOURCES**

**Priority 1**

Compensation Study	Compare District employee salaries and benefits with other government agencies to ensure alignment.	Complete update to the District's compensation plan to set appropriate salaries for each classification.	Q1 FY13-14	\$10,000	Administration and Budget, Q1 April-June	Candice Basnight  General Manager Legal Operations Board of Directors
Occupational Risk Management Program	Develop an Occupational Risk Management Program to protect the health and safety of District employees.	Research existing Risk Management Programs (RMP) to identify best practices; develop and implement an RMP for District.	Q4 FY13-14	\$0		April Funiestas Kate Drayson  Managers Legal Board of Directors

**FY 2013-14 ACTION PLAN KEY PROJECTS**

Key Project	Purpose	Project Description			Board Committee Review	Project Manager  Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: HUMAN RESOURCES (Cont'd)**

**Priority 2**

Performance Planning and Evaluation Process and Forms	Provide a more streamlined and meaningful process and new forms.	Develop Manager, Supervisor, Office and Field staff process and forms.	Q2 FY13-14	\$5,000		Candice Basnight  General Manager Legal Managers
Remote Access Policy (Core Function)	Establish Remote Access and Telecommute Policies for District employees	Research and develop a policy and procedures to allow employee access to the District computer network to do work remotely.	Q1 FY13-14	\$0		Candice Basnight  Legal

**Priority 3**

Training Database	Update Database functionality to meet current informational needs	Work with consultant to add multiple user access, more reports, and more data fields to database.	Q4 FY13-14	\$1,000		April Funiestas  All Departments
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**Deferred**

**PROGRAM: DISTRICT CLERK SERVICES**

**Priority 1**

Records Management (Core Function)	Maintain District documents and records in compliance with the District's Records Retention Schedule.	Organize Legislative records located at Admin Office and Annex. Purge and retain records based on retention schedule. Utilize shredding service to provide timely purging of records	Ongoing	\$1,500		Michelle Radcliffe  Legal
Update District Records Retention Schedule (Core Function)	Update the District's records retention schedule so that it provides clearer guidance on how long records can be retained and purged.	Work with Depts to obtain records inventory; work with Legal to ensure govt code citations are correct on the retention schedule	Q4 FY13-14	\$0		Michelle Radcliffe  Legal

**Priority 2**

**Priority 3**

**Deferred**

**FY 2013-14 ACTION PLAN KEY PROJECTS**

Key Project	Purpose	Project Description			Board Committee Review	Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget		

**PROGRAM: FINANCIAL MANAGEMENT**

**Priority 1**

Annual audit and single audit for Mt. Umunhum (Core Function)	Annual audit compliance and Mt Umunhum grant compliance	Review and evaluate the District's financial statements in compliance with regulations.	Q1 FY13-14	\$23,781		Karen Huang Planning
IAFS Cleanup and support	Improve data accuracy and optimize the system's functionality for the District.	Perform data clean-up and reconciliation; identify and develop reports for staff, managers, and Board.	Q4 FY13-14	\$0		Accountant Human Resources

**Priority 2**

**Priority 3**

**Deferred**

Develop CapEx 5-Year Forecast Model	Responds to Board direction in final FY2011-12 Budget report on March 23, 2011. Deferred by Board during FY12-13 Midyear.	Develop a financial forecasting model for 5-year capital expenses to be used during annual budget development process.	FY14-15	\$0	Action Plan and Budget, Q4 Jan-Mar	Kate Drayson Lynn Tottori Planning Operations Real Property
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**PROGRAM: LEGAL AND RISK MANAGEMENT**

**Priority 1**

**Priority 2**

**Priority 3**

**Deferred**

Streamline District Contracting Procedures	Improve ease of use for contractors and staff for more efficient processing.	Review, revise and streamline current contracting procedures & documents.	TBD	\$0		Sheryl Shafner All Departments Board
Streamline Purchase Order (PO) process	Reduce District's risk exposure by ensuring Contractors/Vendors provide needed insurance coverage in conformance with CJPIA's recommendations.	Work with staff on incorporating indemnity and insurance language in Purchase Orders as needed.	TBD	\$0		Sheryl Shafner Admin - Accounting Managers