



Midpeninsula Regional
Open Space District

R-13-50
Meeting 13-12
May 22, 2013

AGENDA ITEM 8

AGENDA ITEM

Year-End Review of the FY2012-13 Action Plan

GENERAL MANAGER'S RECOMMENDATION

A handwritten signature in black ink, appearing to be "G.M.", written over the printed text of the recommendation section.

Accept the Year-End Review of the FY2012-13 Action Plan.

DISCUSSION

The FY2012-13 Action Plan, for the period April 1, 2012 to March 31, 2013, was adopted by the Board at the March 28, 2012 (Report R-12-36) Regular meeting. The Action Plan Year-End Review provides the Board with information on the status of each key project and the reason(s) for any variance from the anticipated schedule. The FY2012-13 Action Plan Year-End Review follows a similar format and presentation from prior years.

FISCAL IMPACT

The Year-End Review of the FY2012-13 Action Plan has no fiscal impact on the FY2013-14 budget, and merely reviews work already performed.

BOARD COMMITTEE REVIEW

This report was not discussed by any Committee.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. No additional notice is required.

CEQA COMPLIANCE

This proposed action is not a project under the California Environmental Quality Act (CEQA) and no environmental review is required.

NEXT STEPS

Work will continue in FY2013-14 on projects that have been carried over from the FY2012-13 Action Plan.

Attachment:

1. FY2012-13 Action Plan Review

Responsible Department Manager:

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YEAR-END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reasons for Delays / Variances	Comments
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DISTRICT-WIDE KEY PROJECTS

Priority 1

Organizational Health	Activities aimed at team building, recognition and appreciation, employee growth and development, employee health and morale, and maintenance of a realistic workload.	In progress		Leadership and management training provided for managers and supervisors with training for the rest of the organization scheduled in May 2013. Action Plan is significantly reduced to reflect realistic workload capacity of staff.
Integrated Accounting and Financial System	Continue to work with staff, New World Systems and Schafer Consulting to implement Phase I (Core Financials) with a go-live date of July 7, 2012 Partner with the same team, prepare and implement Phase II (HR/Payroll) with a go-live date of January 7, 2013	Core financials implemented.	HR / Payroll implementation deferred to FY2013-14 due to staff capacity	
Strategic Plan - Conservation Vision Plan	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. Support development of a Vision Plan with District partners.	In progress		Created all outreach material for Vision Plan including brochures, postcards, factsheets, folders, exhibit material, signage. Provided professional media/messaging training to 24 staff members and two board members

YEAR-END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reasons for Delays / Variances	Comments
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DISTRICT-WIDE KEY PROJECTS

Priority 1 (Cont'd)

Strategic Plan - Public Support	Work with public outreach consultant to invite community input which will help inform vision and obtain public support for vision. First step: hire consultant.	In progress		Consultants hired and working with Public Affairs and Vision Plan Team
Strategic Plan - Funding Measure	Work with research firm to conduct initial poll to determine the feasibility of placing a funding measure on the ballot in the relatively near future.	In progress		Hired 2 consultants with high levels of both Open Space Land Management and Public Outreach experience and backgrounds. Provided input for POST's polling project regarding constituent's core values, expectations, and other important issues concerning current and future open space land management.

Priority 2
Priority 3
Deferred

Strategic Plan - Evaluate Business Model	Work with organizational consultant to evaluate organizational structure and staffing.	No	Deferred until completion of Vision Plan.	
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YEAR-END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reasons for Delays / Variances	Comments
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PROGRAM: GREENBELT PRESERVATION

Completed

New Land Transition - Powell Property Clean Up	Assess waste disposal site clean up and restoration.	Yes		Project Amended at Mid-Year
Land Purchase Partnerships - El Corte de Madera Creek	Cooperatively work with local land preservation organizations on the following property partnerships: El Corte de Madera Additions - Sempervirens Additional stewardship grant of \$50,000 from Living Landscape for site restoration and improvements.	Yes		Added the 30.78 acre Sempervirens Fund and 58.7 Gallaway properties to El Corte de Madera w/ \$375,000 Living Landscape grant and \$515,000 gift of land from Sempervirens Fund. Stewardship grant will be administered by Natural Resources.
Land Purchase Partnerships - Monte Bello	Cooperatively work with local land preservation organizations on the following property partnerships: Monte Bello - Santa Clara County Parks	Yes		Added 10.79 acre Lobner Trust property to Monte Bello as part of Stevens Creek Trail project. Santa Clara County Parks to enter into Funding Agreement to reimburse 50% of purchase price (\$225,000)
Potential Easement Exchange - at Bear Creek Redwoods	1. Meet with residential owners to determine easement needs. 2. Meet with Cal Fire and Presentation Center to Determine their utility easement needs. 3. Determine best solution for providing electrical power to all parties. 4. Obtain consideration of public benefit from residential owners for easement. 5. Work with all parties and PG&E to develop and execute easement agreement.	Yes		

YEAR-END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reasons for Delays / Variances	Comments
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PROGRAM: GREENBELT PRESERVATION (Cont'd)

Priority 1

POST Hendrys Creek property, Land Purchase Partnership	Property Purchase with partnership funds. Conservation Easement & Management Plan with Santa Clara Valley Water District. CEQA Review	In-Progress	Project has been delayed to address regulatory agency (State Fish & Wildlife, Regional Water & Army Corps.) concerns about long term Management Plan, invasive plant treatment and to use new Conservation Easement template.	
New Land Purchases	Pursue the purchase of new land additions to Purisima Creek Redwoods, Tunitas Creek, Skyline Ridge, Bear Creek Redwoods and Sierra Azul.	In Progress	Continue working with private property owners at Purisma Creek Redwoods, Tunitas Creek and Skyline Ridge	Added 5.5 acre Rajczi property to Bear Creek Redwoods.
Potential New Trail Easements - SFPUC, Ravenswood	Identify preferred Bay Trail alignment through SFPUC lands, coordinate with Cities of East Palo Alto & Menlo Park, complete environmental analysis and agreement on trail alignment from SFPUC, utilize Bay Trail grant, finalize trail easement with SFPUC. Solicit and incorporate public input. Project costs will be offset by \$40,000 grant from Coastal Conservancy. Seek grant for project implementation.	In-Progress	Moved to Priority 1 at Mid-Year. Stanford Mitigation Grant with Santa Clara County was approved in the amount of \$400,000 Presentation to SFPUC Review Committee obtained agreement of conceptual design of preferred SF Bay Trail alignment.	

Priority 2

Potential Access Easements - Mt. Umunhum	Work with neighboring land owners to improve road access easements along Mt. Umunhum Road, negotiate public trail easement connecting Wrights Station Road in Cathedral Oaks to Mt. Umunhum	In Progress	Ongoing negotiations and discussions with three private land owners along Mt. Umunhum Road	
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Priority 3

Deferred

YEAR-END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reasons for Delays / Variances	Comments
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PROGRAM: COASTSIDE PROTECTION PLAN

Completed

POST Toto Ranch	Due Diligence Phase I (possible update) Use & Management Plan (including grazing) Property Purchase of 950 acres Assume Grazing and Residential Leases	Yes		Added the 952.49 acre POST(Toto Ranch) property to Tunitas Creek w/ \$3,644,000 gift value. Worked w/ POST to enter into new Grazing and Residential Leases w/ the tenant. Oversaw POST's completion of structure and infrastructure improvements on property.
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Priority 1

Priority 2

Priority 3

Purisima to the Sea	Work with private property owner of Purisima Farms property to pursue lot line adjustment of upland and agricultural areas of property, pursue conservation easements with private land owners to help protect the Lobitos Creek watershed	No	Deferral of lot line agreement to increase department capacity for Vision Plan.	
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Deferred

PROGRAM: PROPERTY RIGHTS STEWARDSHIP

Completed

Guadalupe Land Company	Appraise the value of the Guadalupe Land Company property, assess the potential capital gains tax impacts of dissolving corporation, provide recommendation to Shareholders (Board of Directors) on dissolving corporation and implement Shareholder decision.	Yes		Completed dissolution of Guadalupe Land Co. (GLC) corporation including payment of Federal and State taxes associated with dissolution. GLC conveyed 286.61 acre property to District.
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YEAR-END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reasons for Delays / Variances	Comments
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PROGRAM: PROPERTY RIGHTS STEWARDSHIP

Priority 1

Ridge Vineyards Property Exchange, Monte Bello	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 approval of exchange and transfer property.	In Progress	Working w/ outside legal counsel to draft Exchange Agreement and Conservation Easement which have been conceptually H100approved by Ridge.	
Encroachment Resolution	Saratoga Gap - Gullicksen - monitor remediation of site	In-Progress	Continuing to monitor Santa Clara County's lawsuit with Gullicksen	

Priority 2

Chiocchi Water System Litigation	Support Legal settlement negotiations for Chiocchi litigation for Alma water system at Bear Creek Redwoods Open Space Preserve.	In Progress	Development of settlement criteria impacted by Alma waterline landslide (possible relocation of pump station) and the analysis of existing easement rights over litigants property.	Tolling agreement expired, and it was determined necessary by legal to pursue settlement of this lawsuit
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Priority 3

Deferred

PROGRAM: REVENUE GENERATION

Priority 1

New Land Rental Property Transition - Silva	<ol style="list-style-type: none"> 1. Assess overall conditions of residence. 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 or new tenant. 	No	Project has been delayed as San Mateo County red tag needs to be removed to complete improvements (roof & decks (safety)) for occupancy. Red tag recently cleared in April.	
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YEAR-END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reasons for Delays / Variances	Comments
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PROGRAM: REVENUE GENERATION (Cont'd)

Priority 1 (Cont'd)

New Land Rental Property Transition - Alpine Road House - Hawthorns (Also see Planning)	<ol style="list-style-type: none"> 1. Assess overall conditions of residence. 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. 	No	Project has been delayed as project lead focussing on Toto project management/structure improvements, IAFS, and Capital Finance Program.	
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- Priority 2
- Priority 3
- Deferred

PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION

Completed

San Mateo County Telecom Lease - Rolph Repeater, Russian Ridge Open Space Preserve	<ol style="list-style-type: none"> 1. With Operations assess the District Radio System requirements for tower at the County's Pise Peak Communications Site. 2. Work cooperatively with County to develop a lease that will assist the District with its radio system requirements at Pise Peak and allow the continued leasing of the Rolfe Repeater Site for the next 25 years. 3. Receive approval of the new 25-year lease from the County. 	Yes		Entered into new 25 year Communications Lease for Rolfe Repeater Site with County and entered into License Agreements with County for District radio equipment at Rolfe and Pise Peak Sites.
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- Priority 1
- Priority 2
- Priority 3

YEAR-END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reasons for Delays / Variances	Comments
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PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION

Deferred

Communication & Control Communication Site Lease Assignment	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	No	Deferral of lease to increase department capacity for Vision Plan.	
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PROGRAM: AGRICULTURAL LAND STEWARDSHIP

Completed

Grazing Lease - former POST (Blue Brush Canyon) property	1. Develop grazing lease 2. Meet with tenant to discuss plan, lease specifics and AUM pricing 3. Sign lease	Yes		Tenant transitioned from POST grazing lease to longer term District grazing lease based on AUM pricing.
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Priority 1

Priority 2

Priority 3

Deferred

Grazing Lease - La Honda (former McDonald Property)	1. Work with Operations and Planning on Rangeland Management Plan 2. Develop grazing lease 3. Assist Resource Management staff with RFP for new grazing tenant 5. Meet with tenant to discuss plan, lease specifics and AUM pricing 4. Review Rangeland Management Plan with Farm Bureau & SMC Ag Advisory 6. Sign lease	No	Deferral of lease as Natural Resources prioritized improving grazing infrastructure at the Russian Ridge Open Space Preserve.	
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YEAR-END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reasons for Delays / Variances	Comments
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PROGRAM: PUBLIC RECREATION AND ACCESS

Completed

Hawthorns Preliminary Use & Management and CIP Development	Together with Planning: - Amend the Preliminary Use and Management Plan to allow for mothballing of the historic structures and renovation of the Alpine Road house. - Develop CIP for both the mothballing of the historic structures and the renovation of the Alpine Road house.	Yes		An amended Preliminary Use and Management Plan and Capital Improvement Budget approved by the Board in May 2012 for mothballing the historic structures and renovate the Alpine Road house.
Williamson Act Contract Amendments (Williamson Act)	Renew contract amendments on: - El Corte de Madera Creek - Mindego Ranch Area of Russian Ridge Open Space Preserve	Yes		Worked with San Mateo County Planning staff and Farm Bureau to obtain County Board of Supervisor's approval to amend existing Williamson Act contracts on former Mindego Ranch & Silva properties to provide for the compatible uses of public open space and recreation in support of Mindego Gateway project.

Priority 2

Bear Creek Stables RFP/Lease	Further develop Bear Creek Stables draft site and management plan and restoration plan options	In Progress	Developed presentation for Planning & Natural Resources Committee addressing the challenges for the stables (public access, natural resources), three case studies (public stables), and suggested ideas for Board Committee to consider.	Planning & Natural Resources Committee meeting to review the draft plan options will be scheduled during Q! FY 2013-14.
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Priority 3

Deferred

YEAR-END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reasons for Delays / Variances	Comments
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PROGRAM: STAFF FACILITIES

Completed

Additional Administrative Office Space	Locate additional office space for Administrative personnel - Survey local leased office space availability - Enter into a lease agreement - Work with Property Management firm to prep space for move-in	Yes		Lease for additional Administrative Office space (17 employees) with four (4) year lease term and two (2) year option.
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YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: LONG RANGE PLANNING

Completed

La Honda Creek Master Plan	Complete CEQA review and seek Board final approval and CEQA certification.	Yes		
Mount Umunhum Site Planning <i>(Element of the SA/BCR Master Plan project)</i>	Complete the Mount Umunhum Environmental Restoration and Public Access Plan for Board consideration and approval, including CEQA certification.	Yes		
Cooley Landing Peninsula Partnership Agreement with East Palo Alto	Coordinate with City and provide technical assistance during site remediation and Phase I construction. Work with City to evaluate the following uses: fishing, kayaking, canoeing. Assist City with other Phases of work, including amendments to U&M Plan and Partnership Agreement.	Yes		City no longer working on evaluating uses. Now working on Phase 1.2 (access road improvements) and 2 (building).

Priority 1

Priority 2

Priority 3

Deferred

Sierra Azul/Bear Creek Redwoods Master Plan <i>(To be informed by Mt. Um project)</i>	Incorporate Mount Umunhum Environmental Restoration and Public Access Plan and finalize Draft Master Plan and EIR; seek Board final approval and CEQA certification.	No	Project deferred to create staff capacity for Strategic Plan Implementation.	Focus in FY13-14 at Sierra Azul will be to complete demolition and site planning projects at Mount Umunhum.
El Sereno Use and Management Plan Amendment	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.	No		

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
PROGRAM: LONG RANGE PLANNING (Cont'd)				
Deferred (Cont'd)				
Public Use Study (Trail Impacts)	Scope out study design, criteria, inputs/outputs, factors to consider, potential partners, and funding; potential partners include local universities and research institutions.	No		
PROGRAM: GEOGRAPHIC AND INFORMATION SYSTEMS SERVICES				
Completed				
Ward Election Maps	Work with counties to ensure successful transfer and display of new ward boundary data for the upcoming election; assist District Clerk with ward map requests, online postings, etc.	Yes		
Priority 1				
Priority 2				
ArcGIS Server Installation	Work with Administration/IT to install ArcGIS Server software and complete initial setup/troubleshooting.	No	Project deferred to create staff capacity for Strategic Plan Implementation.	
Priority 3				
Integration of Work Order Database	Review Work Order system and determine if and how best to link to GIS.	No	Project deferred to create staff capacity for Strategic Plan Implementation.	
Deferred				
District-Wide GPS Field Collection and Implementation	Inventory District GPS equipment; select GPS software and hardware; purchase replacement equipment as needed; conduct training and integrate as part of field work.	No		

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: PUBLIC RECREATION ACCESS

Priority 1

Mindego Gateway Project	Seek Board approval of a Use and Management Plan Amendment and CEQA certification for all four project components: Audrey Rust Commemorative Site (POST- managed); new staging area; Ancient Oaks Trail Connection; and Mindego Hill Trail. Project also includes studies (habitat assessment, sensitive species surveys, and cultural surveys) to inform project design. Secure permits and proceed with construction of project elements.	In Progress		Staging Area plans complete and final permitting items being resolved; Planning Commission approved; out to bid for construction in April-May; Award in June for July start date. Ancient Oaks Trail Connection in permitting; will not be constructed until summer 2014. Mindego Hill Trail implementation delayed until summer 2014.
Russian Ridge (Mindego Ranch) Use and Management Plan Amendment	Prepare a U&M Plan Amendment that includes: upgrades to the livestock water system infrastructure to allow for grazing; pond enhancements to improve sensitive species habitat; road repairs for patrol and maintenance access; and provisions for future public access.	In Progress	Staff capacity issue. There is additional stakeholder input staff needs to address.	
El Corte de Madera Creek Staging Area and Trail Improvements	Award bid and complete construction of parking lot. Complete trail design and permitting for Phase I trails. If Phase I trail permits are secured early, complete Phase I trail construction. Begin trail design for Phase II trails.	In Progress		Staging area complete. Working through drainage issue. Building permit delay on crossing trail head infrastructure.

Priority 2

Mount Umunhum Implementation Phase I - Year 1	Develop construction plans for new trail connection from Barlow Road to the summit, new staging/parking area off Mount Umunhum Road, and ecological restoration of the former army base. Seek additional grant funding for future phases of work. Develop procedures for third party fundraising efforts for radar tower.	In Progress	Additional time allocated to site planning project to review and evaluate radar tower options has resulted in a delay in Phase I implementation.	
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YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: PUBLIC RECREATION ACCESS (Cont'd)

Priority 2 (Cont'd)

La Honda Creek Master Plan Phase I 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.	No	Schedule slightly delayed to follow Board approval of Master Plan. Now deferred due to staff capacity.	
Mary Davey Memorial	Finalize memorial design for Board approval; CEQA certification of Use and Management Plan amendment to allow for project implementation. Secure permits as necessary. Work with crew to install memorial.	In Progress	Staff capacity. Difficulty in finding bench builder (no response to RFP).	Almost complete. To be finished Q1 FY13-14.

Priority 3

Alpine Pond Long-Term Management Plan	Monitor grant application and submit additional material as needed. Prepare and submit additional grant application with Santa Clara County.	No	District did not receive grant funds.	
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Deferred

Pulgas Ridge Trail Connection	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.	No		
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PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION

Priority 1

Fremont Older Staging Area Public Safety Improvements	Negotiate canopy and other site safety improvements with the Country Club; complete construction plans and secure permits; prepare bid package, solicit bids, and administer contract. Project scope contingent on negotiations with Country Club.	No	Still waiting to for communication from Country Club.	
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YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION (Cont'd)

Priority 2 - None

Priority 3 - None

Deferred

Purisima Creek Bridge Repair	Assess trail bridge condition; if deemed necessary, begin design for repairs/new bridge installation.	No	Project deferred to create capacity for Strategic Plan implementation.	Bridge was given an initial visual inspection by a bridge engineer who deemed structural members to be sturdier than first thought. Bridge still closed to vehicles, open to trail traffic.
Peter's Creek Trail Bridge Replacement	Prior assessment confirmed need for bridge replacement. Begin design for new bridge installation.	No	Project deferred to create capacity for Strategic Plan implementation.	Bridge is still functioning. If heavy winter rains damage the bridge, this section will need to be closed and trail users rerouted until bridge is replaced.

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION

Priority 1

Mount Umunhum Demolition	Complete permitting/bidding process and award contract to demolish buildings and structures, consistent with a Board-approved Restoration and Public Access Plan.	In Progress	Contract awarded. PG&E process to remove live power from site (required before demo can start) delayed start of demolition work. Work scheduled to be completed June 2013.	
POST Hendrys Creek Property Land Restoration	Pending purchase of new property, work with Santa Clara Valley Water District to develop, fund, and implement a Land Management Plan; Plan would be due at time of purchase.	No	Project deferred to create capacity for Strategic Plan implementation.	

Priority 2 - None

Priority 3 - None

Deferred - None

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: CULTURAL RESOURCE STEWARDSHIP

Priority 1

Hawthorns Site Management Phase I (stabilization and partner development)	Assess need for and implement additional stabilization measures to protect buildings from inclement weather and vandalism. Seek interested partners and funders to help with long-term maintenance and preservation.	In Progress	Structures cleaned and boarded up; pest control ongoing in mansion; bee hive removal ongoing; Architect / engineer team completing assessments; partner development beginning.	
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Priority 2 - None
Priority 3 - None
Deferred

Alma College Site Use Partnership	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.	No		
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PROGRAM: STAFF FACILITY INFRASTRUCTURE

Completed

Folger Ranch House Remodel	Complete residence remodel.	Yes		
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Priority 2
Priority 3 - None
Deferred

Skyline Field Office Improvements	Determine feasible facility improvement options for the Skyline Field Office based on expected costs, needs, and future budgetary constraints and priorities.	No	Project deferred to create capacity for Strategic Plan implementation	
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YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: STAFF FACILITY INFRASTRUCTURE (Cont'd)

Deferred (Cont'd)

Administrative Office - Feasibility Analysis of Long-Term Options	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.	No	Project deferred to create capacity for Strategic Plan implementation	
South Area Field Office Site Preparation and Design	Site planning and design for new field office facility.	No		
Administrative Office HVAC and South End Remodel	Complete design plans for new HVAC system and interior improvements to expand number of work stations.	No		

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
PROGRAM: RESOURCE MANAGEMENT				
Completed				
Sudden Oak Death Monitoring & Research	Continue treatment for and research of Sudden Oak Death.	Yes		
Monitor Prior Grassland Burns	Monitor vegetation and wildlife changes in areas previously burned.	Yes		
Control of Slender False Brome	Manage a cost reimbursement program to encourage District neighbors to eradicate Slender False Brome, which might invade District lands, from their properties. Goal is to eradicate Slender False Brome from District lands and neighboring properties and work to prevent re-infestation.	Yes		Reimbursement for private property control lower than anticipated, likely due to reduced germination of Slender False Brome during FY12-13.
Priority 1				
Integrated Pest Management Program	Hire a consultant to guide the development of an integrated pest management program and start the environmental review process. Gather and address public input.	In progress		IPM Program is being developed. Project on schedule for completion in Q4 FY13-14.
Priority 2				
Ponds DR07 and DR08 Repair	Submit for permits; secure grant funding, bid and construct the project	In progress		Recent monitoring has identified slumping and seepage on berm for Pond DR08. This is currently being investigated by project geotechnical engineer.
Priority 3				
Deferred				
Grassland Burns	Develop District grassland burn program and conduct environmental review with public input.	No		

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: RESOURCE MANAGEMENT (Cont'd)

Deferred (Cont'd)

Mindego Lake Management Plan	Collect additional SFGS distribution and abundance data; recommend habitat enhancement and management goals, objectives, and methods, including pond drain plan; establish guidelines for public use	No		
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PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION

Completed

Guadalupe River Mercury Total Maximum Daily Load (TMDL)	Implement second year of the coordinated monitoring effort to assess TMDL implementation success. Continue investigations of potential mercury mitigation sites on District lands	Yes		
Lehigh Quarry Reclamation Plan Review	Continue review of Reclamation Plan Amendment and discussions with Lehigh Hanson to address District concerns.	Yes		
Pond 5 Repair	Retain Geotechnical Engineer to design pond berm restoration and interim repair.	Yes		

Priority 1

Hicks Flat Mercury Remediation	Complete mercury remediation design (removal and stabilization of eroding mining waste rock along streambank) at Sierra Azul.	In Progress		Construction set for Q3 FY13-14
Mindego Ranch Remediation	Landfill: negotiate final agreement to close project with affected parties and obtain "no further action" letter from Water Board.	No	Awaiting sign-off from affected parties on amendment to landfill removal agreement.	Successfully obtained "No Further Action" letter from RWQCB.

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION (Cont'd)

Priority 1 (Cont'd)

La Honda Creek Master Plan Phase I Implementation - Roads Watershed Protection Upgrade	Design road upgrade program and apply for grant funding to implement necessary upgrades.	No	Grant was not awarded to project. Reapplying for grant funding to implement in FY 14-15.	
El Corte de Madera Creek Watershed Protection Program	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.	No	USFWS did not issue Biological Opinion in time for construction season - construction delayed to FY13-14.	

Priority 2

Priority 3

Deferred

Alma College Remediation	Phase II investigations to identify and characterize issues identified as part of Phase I report. Remediate as needed.	No	Project deferred to create staff capacity for Strategic Plan implementation.	
Restoration Forestry Demonstration Project	Retain Registered Professional Forester to identify suitable pilot project site and necessary plans to permit timber harvest to restore degraded forest land	No	Project deferred to create staff capacity for Strategic Plan implementation.	
Madonna Creek Ranch Creek Assessment	Investigate aquatic and habitat resources present in the in-stream pond and Madonna Creek.	No	Project deferred to create staff capacity for Strategic Plan implementation.	

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: AGRICULTURAL LAND MANAGEMENT

Completed

Driscoll Ranch Rangeland Monitoring	Work with field staff to monitor, assess, and develop management actions to improve rangeland resources at La Honda Creek OSP.	Yes		
Grazing Infrastructure	Install infrastructure to reintroduce grazing to Mindego Ranch, Russian Ridge OSP.	Yes		

Priority 1

Priority 2

Priority 3

Deferred

Agricultural Production Plan	Phase 1 - Work with tenant to develop alternative water source.	No	Project deferred to create staff capacity for Strategic Plan implementation.	
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YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION

Completed

Rancho Model Aircraft Issues Resolution	Work with the model aviator community, park/preserve users, and Santa Clara County Parks to resolve conflicts and issues surrounding model aircraft use at Rancho San Antonio County Park. Costs include signage and fencing costs.	Yes		Operations Staff worked with the aviation community and park users, including hosting two well attended public meetings, to develop appropriate parameters within the Park Master Plan for flying model airplanes. Staff posted rules and reconfigured the flying area.
Radio Improvement Project	Complete the final phase of the project, test the new system and train staff on its use.	Yes		The final phase of this project is completed. Field Staff are now using a District-wide simulcast frequency and a maintenance frequency.
Seasonal Ranger Program Research	Update the proposal from 1/2009 for the creation of a Seasonal Ranger program. <ul style="list-style-type: none"> • Review proposed job descriptions for Seasonal Ranger Level I and II. • Update program proposal . • Update wage survey for proposed positions • Develop budget & timeline for implementation • Present to Board for review/approval of program, and job specifications. 	Yes	Elements identified for completion in FY2012-13 have been completed, but implementation will not be considered until FY2014-15.	The project has not been budgeted for in FY2013-14, but will be reconsidered for FY2014-15.

Priority 1

Priority 2

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION (Cont'd)

Priority 3

Radar Database	Update the existing radar database to allow for data entry and retrieval by the field offices.	No	Project is moved from Priority 2 to 3 to focus on Permits Database, and due to IAFS workload. Data entry at field offices will not be possible until IAFS workload has stabilized.	
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Deferred

Fire Program Research	Depending on the results of negotiations with the Field Employees' Association (FEA), continue research on alternatives for the District's Fire Response Program.	No	Preliminary research has been completed. Has been deferred to be reevaluated for FY2014-15.	
Skyline Boulevard Afterhours Parking Signing	Conduct public input process 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 parking. Sign installation will be in FY 13-14. Installation moved from Q2 to Q4 in FY13-14	No	Project delayed due to need to get final approval for parking signs associated with El Corte de Madera parking lot. Deferred for reevaluation in FY2014-15.	

PROGRAM: PUBLIC RECREATIONAL ACCESS

Completed

Black Mountain Trail Improvements	Improve trail route as necessary. Layout and construction will be performed by District staff, reducing the need for outside costs.	Yes		Project completed ahead of schedule. Currently opened for public use.
Replace and Upgrade Preserve Signboards	Replace four outmoded and degraded sign boards. Purchase and install four sign boards will be in FY 12-13.	Yes		Project completed. Additional signboards are scheduled to be replaced in FY2014-15.

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: PUBLIC RECREATIONAL ACCESS (Cont'd)

Priority 1

Permits Database	Implementation of the Permits Database created in FY2011-12. Includes linking four offices, testing of system, and making changes as necessary based on user feedback.	In Progress	Work has gone well on this project, but delayed from completion due to the demands of IAFS Project. Project will be field tested in FY2013-14.	
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Priority 2
Priority 3

Peters Creek Trail Reroute	Negotiate an agreement for constructing a new Peters Creek Trail alignment for a 1/4 mile segment. New alignment will preserve District's rights on Jikoji lands while assisting with noise and privacy concerns. Realignment is contingent upon ability to meet any CEQA requirements. \$31,060 for environmental review is in Natural Resources Dept. budget. A cost sharing agreement will be negotiated with Jikoji. Construction of the trail will occur in FY2013-14	No	Project is moved from a Priority 2 to a Priority 3 since there is a need to research alternate routes because of San Francisco Garter Snake concerns. Work will continue on researching routes, but construction will be delayed.	After discussions, Jikoji staff still have not decided to allow biological studies on their property. Until they decide to allow the studies this project will be deferred.
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Deferred

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION

Priority 1
Priority 2
Priority 3

Demolition and Clean up of Abandoned Structures	Evaluate and choose highest priority structures for demolition in the Skyline Area. Contract out demolition and clean up of listed structures. Only buildings which are deemed to not have historic value will be included in this project.	No	Project is moved from Priority 2 to Priority 3 - staff support from other departments for permits and CEQA is not available due to staff capacity.	
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YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION (Cont'd)

Deferred

Demolition and Clean up of Abandoned Structures	Evaluate and choose highest priority structures for demolition in the Foothills. Contract out the demolition and clean up of listed structures. Only buildings which are deemed to not have historic value will be included in this project.	No	Project is moved from a Priority 2 to Deferred since funds required for this needed to be spent on necessary upgrades to the South Area Outpost.	Rescheduled for FY2013-14, after the hire of the Operations Department Contingent Planner/Project Manager position.
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PROGRAM: STAFF FACILITY INFRASTRUCTURE

Priority 1

Repave Skyline Facility Driveway	Repave driveway from Skyline Blvd., through Skyline Field Office, to the employee residence. Some areas may just need resealing. Expand paved area for improved access to current parking areas.	No	Project was not completed because Planning Staff did not have the time required to assist with getting permits due to Vision Plan process	Rescheduled for FY2013-14, after the hire of the Operations Department Contingent Planner/Project Manager position.
Skyline Facility Improvements	Replace and upgrade flooring in the Skyline office. Install insulation in the shop.	No	Project was not completed because of workload.	Rescheduled for FY 2013-14, after the Operations Department Contingent Planner/Project Manager is hired.

Priority 2

Priority 3

Deferred

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: ADMINISTRATIVE SUPPORT

Priority 1

Priority 2

Priority 3

<p>Operations Administrative Manual</p>	<p>Plan for the creation of the third in a series of three manuals for the Operations Department.</p> <p>Create structure for the manual, including Table of Contents, and organize a team to research and begin writing draft sections to consolidate and organize existing policies and procedures, and to memorialize current practices.</p>	<p>In Progress</p>	<p>Project moved from a Priority 1 to a Priority 3.</p> <p>Implementation delayed due to the time requirements for implementation of the IAFS project. Additional time has also been required for the completion of the Ranger Operations Manual updates. This project has been moved to FY2013-14.</p>	
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Deferred

<p>Work Order Improvement System</p>	<p>Research options associated with IAFS (accounting software), and other options as appropriate, to improve the current work order system to allow for better communication and record keeping.</p>	<p>No</p>	<p>Research was completed on the options available within the IAFS software. The software does not have the components that are needed at this time, so outside alternatives are being considered.</p> <p>Project is currently deferred.</p>	
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YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: PUBLIC INFORMATION, MEDIA AND OUTREACH

Completed				
Promotional Video/Media for Families	Video Titled: Nature: A Gift for Families Distribution: posted on our Video Gallery, YouTube channel, and other social media. Also cross posted through BAOSC and OutdoorAfro. PA will also place an ad on Bay Area Parent that points to this video	Yes		Posted on District Web stie Video Gallery, YouTube channel, and other social media. Also cross-posted through BAOSC and OutdoorAfro. PA will also place an ad on Bay Area Parent that points to this video.
District Coffee Table Book	Review and approve first pass of book layout; review and approve color proofs; finalize book for November 2012 delivery.	Yes		Original order of books sold out, had to re-order. Completed three book promotional events (Admin Office,
Mount Umunhum Project Support	PA team to provide communications support including but not limited to public meeting preparation, printed materials, media outreach, surveys, website updates, ecommunications	Yes		Web admin created nearly 30 eblasts for the demo and public access projects. Public Affairs Team assisted in coordinating various Mt Um Site events and public meetings.
Dogs on District Preserves - Brochure	Create and design new brochure that incorporates new District dog policies that is positive and user friendly	Yes		Design and text complete, going through final revisions for printing end of April.

Priority 1				
Diversity Outreach	Develop outreach strategy in coordination with strategic plan. Continue meetings with community organizations.	No	Deferred to 2013-2014 due to staff capacity issues.	Connected with New America Media for market analysis. Suggested we target eight news media papers for languages of Spanish, Chinese, and Korean. Developed budget for 2013/14.
Maintain Redesigned News Page	Continually provide updated content to redesigned news page to make it useful and relevent to public and media.	No	This project transitioned from a news page redesign into an overall site reskinning/refresh for openspace.org. Anticipating increased site traffic from the vision plan project, this was determined to be a more optimal use of project funds.	Design componenet of site refresh is complete. Implementation of new design to be completed in 2013-2014.

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: PUBLIC INFORMATION, MEDIA AND OUTREACH (Cont'd)

Priority 2

Priority 3

Deferred

40th Anniversary Event	Plan, hold anniversary events in 2013	No	Deferred to 2013-2014 to tie in with Vision Plan events.	Public Affairs has several 2013 events scheduled to celebrate 40 years and 60,000+ acres, including a Sept Founders Day Event.
Health Incentive Program; "Park Prescriptions"	Investigate feasibility of working with S.F. Department of Public Health round table group on a possible "park prescriptions program"; seek to expand to San Mateo and Santa Clara counties. Engage constituents in diverse communities.	No	Deferred to FY2013-14 to enable new key staff to focus on high priority Funding Measure projects	Joined Bay Area consortium managed by National Parks Service to take part in unified Bay Area program. Will begin attending monthly meetings and roll-out of Bay Area program in 2013/14; dedicating one newsletter article to getting outdoors for health; healthy hiking tips, etc

PROGRAM: LEGISLATIVE

Priority 1

Mt. Umunhum Remediation and Site Planning	Work with the District's Washington lobbyist to ensure that federal funding for the cleanup continues.	In Progress		No FY 2012-13 Federal funding opportunities identified. Coordination of efforts with lobbyist will continue.
State Legislation	Work with the District's legislative advocate and with legislators and their staff to sponsor and support the Board-approved 2012-2013 Legislative Program. Update Legislative Program to respond to changing political landscape. Seek coordination and support from other special districts.	In Progress		Staff monitored all applicable pending State legislation provided by District's legislative advocate and CSDA.
State Legislation	Draft 2013-2014 legislative program (2013-2014 Regular Session convenes December 3, 2012 after November 6, 2012 general election)	No		Staff has established and maintained direct contact with District's legislative advocate to discuss continuing legislative priorities.

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: LEGISLATIVE (Cont'd)

Priority 2

Federal Legislation	Work with the District's legislative advocate and with legislators and their staff to sponsor and support the Board-approved 2012-2013 Legislative Program. Update Legislative Program to respond to changing political landscape. Seek coordination and support from other special districts.	No	Deferred pending hiring of Public Affairs Manager.	Staff monitors all communications from District's Washington lobbyist, reviews with all appropriate District staff and ensures responses/communications as required.
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Priority 3

Deferred

PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION

Completed

Collaborative Family Programming with Diverse Audience Partners <i>Includes the completion of Wingding Family Fest, Nature Camp</i>	Continue to research and establish partnerships; implement joint activities; incorporate methodology, information and contacts from Diversity Outreach efforts .	Yes		Successful Wingding Family Fest event co-hosted with SCVAS May 2012 -over 200 attendees/ diverse ethnicities represented; MROSD docents and SCVAS volunteers plus 3 District staff. Offered hikes and some materials in Spanish. Well received Summer Nature Day Camp provided by MROSD/SCVAS was provided for 4 days in July at two MROSD preserves and McClellan Ranch-Cupertino. Different themes each day. Staffed by youth leaders, MROSD/SCVAS staff (1 from each) and volunteers/docents. No. of participants = 25; diverse= yes; scholarships = yes
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YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION (Cont'd)				
Completed (Cont'd)				
Plan, coordinate, implement, and evaluate 2012 Volunteer Recognition Event	Plan, implement event.	Yes		Successful event at Picchetti Ranch, over 225 volunteers and staff attended and participated.
Outdoor Activity Docents Training	Organize District's every-other-year-training for 2012 from April 2012-June September 2012.	Yes		10- week training course was completed by 21 people. New Outdoor Activity Docents are engaged in providing natural history hikes and rides to the public.
Volunteer training classes	Recruit for and manage 2012 spring Trail Patrol and fall Crew Leader training classes.	Yes		Graduated 20 new Trail Patrol and 4 new Crew Leader volunteers
Geocaching Program	Print and distribute District materials; promote event in community and in various media outlets.	Yes		Added Geocaching for Seniors as docent-led activity (in addition to family focused offering). Included geocaching bird themed activity for Wingding Family Fest.Continued promotion of geocaching
Community-hosted Outreach Events (i.e. Woodside Envirofest); Research, respond to requests, attend as appropriate.	Recruit and train past and new Community Outreach Volunteers (COVs). Work with Public Affairs to coordinate COV participation at appropriate Bay Area outreach events.	Yes		Recruited and provided updates/training to over 15 veteran and new volunteers. Planning for and staffing 2 COV outreach events/month.
ARMS Program Expansion	The Acting Volunteer Program Lead will work with Resource Management and Operations to identify priority resource management areas and work with volunteers to help manage our lands.	Yes		Acting VPL position has been well-received by Field Staff and beneficial to finalizing the permanent position logistics, responsibilities, etc. Acting VPLs led several Outdoor Service Projects and recruited/trained 7 new ARMS volunteers.

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION (Cont'd)				
Priority 1				
District-Wide Interpretive Plan: Implementation	Investigate installation of Eco-Boxes-at Alpine Pond to enhance visitor experience. The content that was developed for the multi-media nature tours will be modified to be used in the Eco-Boxes. Professional interpretive services will be employed via contract to make the content modifications prior to end of fiscal year.	No		Eco-box content development has been delayed until Summer 2013 - staffing constraints. Translation of Alpine Pond multi-media nature tour was completed. Spanish and Chinese versions are now available
Priority 2				
Priority 3				
Deferred				
Volunteer Memorial	Implementation of the new program (pending LFPAC approval and other pending items)	No	Will allow time for current LFPAC items to clear and free time for staff to focus on Dec-Mar Funding Measure projects	Scheduling for LFPAC review in June or July 2013

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: INFORMATION TECHNOLOGY

Completed

District Software	Make sure the District is up to date and compliant on licensed software. Last one done in FY 08-09. Will need to add budget if out of compliance	Yes		
Anti-Virus	Negotiate new service contract. Need to evaluate and demo new vendors.	Yes		

Priority 1
Priority 2
Priority 3
Deferred

District-wide Intranet	Design intranet site interface and determine content. Pilot launch - Administration & Operations	No	Deferred to create capacity for Strategic Plan implementation	
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PROGRAM: HUMAN RESOURCES

Completed

Classification and Compensation Study	Complete update to the District's current job classifications and compensation plan to reflect correct job duties and responsibilities; maintain compliance with FLSA; and set appropriate salaries for each classification.	Yes		Compensation Survey update scheduled for Spring/Summer 2013
Negotiate and Renew Memorandum of Agreement (MOA)	Finalize and implement negotiated items.	Yes		

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: HUMAN RESOURCES (Cont'd)

Priority 1

Performance Planning and Evaluation Process and Forms	Develop Manager, Supervisor, Office and Field staff process and forms.	No	Staff capacity did not allow for completion of project	
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Priority 2

Remote Access Policy	Research and develop a policy and procedures to allow employee access to the District computer network to do work remotely.	No	Staff capacity did not allow for completion of project	
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Priority 3

Deferred

Training Database	Work with consultant to add multiple user access, more reports, and more data fields to database.	No	Deferred to create capacity for Strategic Plan implementation	
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PROGRAM: DISTRICT CLERK SERVICES

Completed

CY2012 Elections	Ward 2, 3, 4 and 7	Yes		
Fair Political Practices Commission (FPPC) - Conflict of Interest Code	Revise the adopted Conflict of Interest Code with any new/revised job classification from the Classification and Compensation Study and submit revised code for approval to the FPPC.	Yes		

Priority 1

Priority 2

Priority 3

Deferred

YEAR END REVIEW OF FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reason for Delays / Variances	Comments
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PROGRAM: FINANCIAL MANAGEMENT

Completed

Annual audit and single audit for Mt. Umunhum	Review and evaluate the District's financial statements in compliance with regulations.	Yes		Annual Audit Completed Single Audit not required in FY2012-13
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Priority 1

Develop CapEx 5 Year Forecast Model	Develop a financial forecasting model for 5-year capital expenses to be used during annual budget development process.	In progress	3-Year CapEx Forecast completed; 5-Year Forecast deferred until completion for the Vision Plan	
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Priority 2
Priority 3
Deferred

PROGRAM: LEGAL AND RISK MANAGEMENT

Priority 1
Priority 2
Priority 3
Deferred

Streamline District Contracting Procedures	Review, revise and streamline current contracting procedures & documents.	No	Deferred to create capacity for Strategic Plan implementation	
Streamline Purchase Order (PO) process	Work with staff on incorporating indemnity and insurance language in Purchase Orders as needed.	No	Deferred to create capacity for Strategic Plan implementation	