



Midpeninsula Regional  
Open Space District

R-13-114  
Meeting 13-34  
December 11, 2013

## **AGENDA ITEM 6**

### **AGENDA ITEM**

Fiscal Year 2013-14 Action Plan Revisions

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

Approve recommended revisions to the Fiscal Year (FY) 2013-14 Action Plan to shift additional staff capacity to the Capital Finance Project.

#### **SUMMARY**

At a Board Retreat held on November 8, 2013, the Board of Directors directed the General Manager to accelerate the Capital Finance Project, conduct the necessary research, and prepare the required documentation in the event that the Board selects the June 2014 election as the preferred date to place a District funding measure on the ballot. In order to successfully carry out this direction, changes to the Action Plan for the remainder of the fiscal year are necessary to reallocate staffing resources to complete a number of critical assignments within a very short time frame. The recommended Action Plan revisions are being brought to the Board for review and approval.

#### **DISCUSSION**

The District is contemplating a potential funding measure that could be brought to the voters as early as June 3, 2014. The Board has not yet made a decision on whether to place a measure on the ballot, and if so, when. Nonetheless, the Board currently seeks to preserve the option of holding a June 2014 election, and as such, has directed the General Manager to accelerate the Capital Finance Project in the event that the Board calls a Special Election for June 3, 2014. A number of critical assignments and activities must therefore be completed within a very short time frame to maintain June 2014 as a possibility. These activities include developing ballot measure language, converting the results of the Vision Plan project into a Project List with an accompanying Expenditure Plan, preparing County elections office material, and identifying the most effective accountability structure for the measure.

In order to ensure the successful completion of these tasks, revisions to the current Action Plan are needed to reallocate staffing capacity. These recommended revisions are included as Attachment A. Projects are grouped into one of four categories as follows:

- Projects Completed (April – December)
  - 14 projects
  - This list of projects includes those that have been completed as of Midyear and beyond through December. For a subset list of projects completed through only the first half of the year (September), please refer to Agenda Item 4C.
  
- Projects to Remain on Track (status quo)
  - 53 projects
  - These projects were deemed of high priority and important to retain and keep on track for one or more of the following reasons:
    - Project is nearing completion
    - Project meets a mandatory criterion (legal obligation, imminent public safety concern, time sensitive deadline)
    - Project is not impacted by and does not require the same staff members that will support the capital finance project
  
- Projects to Reduce Scope, Extend Schedule, or Increase Consultant Role
  - 21 projects
  - These projects were deemed of lower priority, but important to continue making steady although slower progress to not lose momentum or negatively affect ongoing partnerships or outside support.
  - In the case of Operations Department projects, several deferrals are due to Operations staff resources required for the capital finance project, but more are due to the hire date of the contingent project manager and the significant transition requirements of departmental staff due to retirements of key staff. With the recent hiring of the contingent project manager, numerous projects are commencing, but will continue into FY 2014-15.
  
- Projects to Defer
  - 15 projects
  - These projects were deemed of lowest priority with no major repercussions to deferring their progress or completion.

## **FISCAL IMPACT**

Approval of the recommended FY2013-14 Action Plan revisions will result in overall budgetary savings, particularly to the Services and Supplies, Property Management, and Capital Projects budgets.

## **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**

If approved by the Board, staff will proceed with implementing the revised FY2013-14 Action Plan. However, if after further analysis, the Board decides to postpone the funding measure, staff will reevaluate the Action Plan to identify which projects that were designated to be slowed down or deferred can be reinstated as originally planned.

Attachment:

- A. Action Plan Projects

Prepared by:

Ana Ruiz, AICP, Assistant General Manager

## ATTACHMENT A: ACTION PLAN PROJECTS - RECOMMENDED REVISIONS\*

	Completed April thru December 2013	Remain on Track / Status Quo	Slow Down/ Reduce Scope/ Increase Consultant Role	Defer
	Administration	Board Room & Portable AV Upgrades	<b>IAFS Implementation</b>	Remote Access Policy
Copier Contract Renewal		Compensation Study Update	District-Wide Intranet	Performance Planning and Evaluations
Annual Audit		Ballot Measure Training		Streamline Purchase Order Process
Affordable Care Act Analysis and Compliance		IAFS Cleanup and Support		Records Management
Midyear Budget Process and Policies		2009 Employee Survey Update		Records Retention Schedule Update
		District Policies Update		
Planning	Completed April thru December 2013	Remain on Track / Status Quo	Slow Down/ Reduce Scope/ Increase Consultant Role	Defer
	Mary Davey Memorial	<b>Cooley Landing</b>	<b>Mt. Umunhum Radar Tower Interim</b>	<b>El Corte de Madera Creek Trail</b>
	Special Status Species Mapping	<b>El Corte de Madera Creek Staging Area Retrofit Work</b>	<b>Mt. Umunhum Summit Trail</b>	<b>Bay Trail Extension Design Phase</b>
		<b>Mt. Umunhum Demolition</b>	<b>Mt. Umunhum Purple Martin Restoration</b>	
		<b>Mt. Umunhum Grant Administration</b>	<b>Mindego Hill Trail</b>	
		<b>Mt. Umunhum Partnerships</b>	Mindego Gateway Ancient Oaks Trail Connection	
		<b>Mt. Umunhum Bald Mt. Staging Area</b>	Hawthorns Site Management Phase I	
		<b>Mindego Area Use and Management Plan Amendment</b>		
		<b>Mindego Gateway Staging Area</b>		
		<b>Hawthorns Winterization (roofs, rodent control, bees, tree trimming)</b>		
		<b>Silva Driveway and House Improvements</b>		
		Peter's Creek Trail Bridge Replacement		
		Fremont Older Staging Area Safety Improvements		
Real Property	Completed April thru December 2013	Remain on Track / Status Quo	Slow Down/ Reduce Scope/ Increase Consultant Role	Defer
	330 Distel Circle Property Management	<b>Capital Finance Project</b>	Gullicksen Encroachment Resolution	Silva Rental Property Transition
	Completed partnership purchase of Lobner Property with Santa Clara Co. Parks	<b>Driscoll Lease and Management Agreement</b>		Christmas Tree Farm New Lease
		<b>New SFPUC Bay Trail Easement</b>		
		New Land Purchases		
		Land Purchase Partnerships		
		Ridge Vineyards Property Exchange		
		Chiocchi Water System Encroachment Resolution		
		Powell Demolition		
	POST Hendrys Creek Land Purchase			
	Mt. Umunhum Easement			
	Bear Creek Stables RFP/Lease			

Public Affairs	Completed April thru December 2013	Remain on Track / Status Quo	Slow Down/ Reduce Scope/ Increase Consultant Role	Defer
	Volunteer Recognition Event	<b>40th Year Celebration Events</b>	Mt. Um Project Support	Memorial Recognitions (in lieu of benches)
		Diversity Outreach	Monitoring State Legislation	Map and Brochure Redesign
		Healthy Parks Healthy People Collaborative	Monitoring Federal Legislation	District Roadside Signage
		Community Hosted Outreach Events	Explore Potential New Book Idea with Publisher (Malcolm M)	
		Collaborative Family Programming		
		Legislative Program Update		
		Volunteer Memorial		
Natural Resources	Completed April thru December 2013	Remain on Track / Status Quo	Slow Down/ Reduce Scope/ Increase Consultant Role	Defer
	Hicks Flat Mercury Remediation	<b>Vision Plan</b>	Mindego Ranch Aquatic Species Management Plan	
	Pond DR08	<b>Integrated Pest Management Program</b>	Pond DR05	
		<b>Endangered Species Act Take Permit: Safe Harbors Agreement</b>		
		<b>Lehigh Quarry Reclamation Plan Review</b>		
		<b>Lehigh Quarry Air Monitoring Program</b>		
		Sudden Oak Death Monitoring & Research		
		Monitor Prior Grassland Burns (Core Function)		
		Control of Slender False Brome		
		Guadalupe River Mercury Total Maximum Daily Load (TMDL)		
		La Honda Creek Master Plan Phase I Implementation - Roads Watershed Protection Upgrade		
		El Corte de Madera Creek Watershed Protection Program		
		La Honda Creek Grazing Infrastructure		

Operations	Completed April thru December 2013	Remain on Track / Status Quo	Slow Down/ Reduce Scope/ Increase Consultant Role**	Defer**
	Mora Fire Road Upgrade	Update District Ordinances	Demolition and Clean up of Abandoned Structures [Skyline]	Evaluate Feasibility of a Seasonal Ranger Program
	Permits Database	Vehicle Bridge Evaluation and Repair	Demolition and Clean up of Abandoned Structures [Foothills Area]	Other Powered Mobility Devices Policy
		Continue Program to Replace and Upgrade Preserve Signboards	Removal of Abandoned Vehicles	Operations Administrative Manual
		Install Automated Gates at the Purisima Creek Parking Lot	Skyline Facility Improvements - Heavy Equipment Shelter	
			Skyline Facility Improvements - HVAC, Floor, Insulation, Road	
			Skyline Facility Improvements - Shop Awning	
ALL DEPARTMENTS	Completed April thru December 2013	Remain on Track / Status Quo	Slow Down/ Reduce Scope/ Increase Consultant Role	Defer
		<b>Organizational Health (Operations Department transistion, other trainings TBD)</b>		

\* Projects shown **bold letters** with yellow highlight are District Wide Key Projects; other projects are Department projects

\*\* Several Ops projects are partially deferred due to hire date of Contingent Project Manager, as well as departmental transition due to retirements of critical positions. Others deferrals are due to department administrative staff focus on capital finance project.