



Midpeninsula Regional
Open Space District

R-14-153
Meeting 14-35
December 17, 2014

AGENDA ITEM 8C

AGENDA ITEM

Fiscal Year 2014-15 Midyear State of the District Report and Recommended Action Plan and Budget Adjustments

GENERAL MANAGER'S RECOMMENDATION

Accept the Fiscal Year 2014-15 Midyear State of the District Report

SUMMARY

This Midyear State of the District Report (Midyear Report) provides a status update as of September 30, 2014 of the current Fiscal Year Action Plan and Budget, as well as any notable changes to Key Projects and proposed Action Plan and Budget modifications for Board consideration. The addition of six new projects to date, combined with the staff resources needed to develop the Measure AA Implementation Plan, has resulted in the delay or deferral of 13 existing projects. As of September 30, operating expenses tracked within the expected range at 42% expended and capital expenditures were at 17%, however, encumbrances brought total capital commitments to 39%. No land was purchased as of September 30, however the Board approved a \$1.48 million purchase soon after in October. As part of the Midyear Report, the General Manager recommends (1) converting three contingent positions that are critical to District business operations to permanent status, (2) extending one contingent position for two additional years, (3) adding four additional positions to address the needs related to Measure AA implementation and one additional position to implement the newly approved Integrated Pest Management Program, and (4) a net-zero shift of \$150,000 from the Capital and the Vision Plan Budgets to the Operating Budget to address District water rights.

DISCUSSION

The Board of Directors adopted the FY2014-15 Action Plan and Budget at the March 26, 2014 regular meeting (Reports R-14-59 and R-14-60). This Midyear Report includes a status update of notable changes to Action Plan Key Projects (as outlined below) and a review of year-to-date expenditures as of September 30, 2014 as compared to the adopted budget.

Key Projects that meet the following criteria are highlighted in this report:

1. Completed projects
2. New projects added to the Action Plan by the Board after it was adopted, as well as new projects recommended by the General Manager for addition at this time for Board consideration

3. Projects with delays where the completion date is moved to FY2015-16
4. Newly deferred projects
5. Projects with budget changes greater than \$100,000

Part I: Action Plan Status Update

The District's FY2014-15 Action Plan was originally comprised of 96 active Key Projects (R-14-59). The project descriptions are included in the February 26, 2014 Initial Presentation of the District's Proposed Action Plan for Fiscal Year 2014-15 (R-14-38). Since Board adoption of the annual Action Plan and Budget, the District has completed eleven Key Projects and added six new projects to address emerging issues. To accommodate the additional workload, including unanticipated increases to project scope for existing projects, the completion dates for 13 District projects have moved out to FY2015-16 or beyond.

Also of note are three projects with significant expenditure savings totaling \$435,000 that will be used to offset the cost of eight new projects. Specific details regarding these changes can be found in Attachment 1. Projects potentially eligible for Measure AA are indicated by (MAA). The General Manager recommends the Board approve the Action Plan changes listed below.

Completed Projects – The following eleven Key Projects have been completed as of Midyear:

Capital Projects:

- Administrative Office Mansard Roof Replacement
- Ancient Oaks Trail
- Bald Mountain Parking Area
- Mindego Hill Trail (MAA)
- Rebuild Pond DR05
- Site Restoration – Saratoga Gap Cabins
- Upgrade Two Above Ground Fuel Tanks at Field Offices

Operating Projects:

- Annual Audit and Single Audit for Mt. Umunhum
- Election Mapping
- Outdoor Activity Docent and Volunteer Training
- Volunteer Recognition Event

New Projects – A total of eleven new projects have been identified for inclusion as part of the FY2014-15 Action Plan. Six of these projects have been previously approved by the Board in either open or closed session and are currently in progress. Five are being recommended by the General Manager at this time to begin implementing during the final quarter of the fiscal year when there will be some additional staff capacity freed to pursue new and much needed projects. All new project costs would be covered by savings in other projects.

Board-Directed New Projects

Capital Project:

- Mindego Area: Demolition and Public Access (MAA)

Operating Projects:

- District Water Rights Evaluation

- Employee Compensation Guiding Principles
- Lehigh Quarry Settlement
- Lupin Water Diversion and Illegal Grading
- Mindego Habitat Enhancement Plan Implementation

General Manager-Recommended New Projects

Capital Project:

- Mt Umunhum Public Access Implementation: New Road Gate (MAA)

Operating Projects:

- Administrative Office Long-Term Facility Plan
- Bear Creek Redwoods Preserve Plan/CEQA (MAA)
- Document Management System: Procurement and Implementation
- Information Technology Strategic Plan

Delayed Projects – The completion date for the following ten projects is proposed to be delayed by one year, from FY2014-15 to FY2015-16:

Capital Projects:

- Bear Creek Redwoods (BCR) Stables Site Plan (MAA)
- ECdM Staging Area and Trail Improvements: Phase III/IV Oljon Trail - Design/Permitting (MAA)
- Mt Um Guadalupe Creek Overlook and Bridges Planning and Design (MAA)
- New Land Rental Property Transition (site improvements to rental facility) – Silva
- Skyline Facility Improvements – Driveway

Operating Projects:

- Carbon Sequestration/Climate Change Analysis
- Christmas Tree Farm New Lease
- Encroachment Resolution – Gullicksen
- Removal of Abandoned Vehicles
- Water Agreement with Presentation Center, Bear Creek Redwoods

Deferred Projects – The completion date for the following three projects has moved from FY2014-15 to FY2016-17 or beyond due to either insufficient staff capacity or a desire to more holistically evaluate staff facility needs:

Capital Projects:

- Skyline Facility Improvements – Shop Building
- Skyline Field Office – Install Automated Gate

Operating Project:

- Encroachment Resolution – Kennedy Trail

Projects with Budget Change Greater than \$100,000 – The following four projects have budget adjustments of more than \$100,000.

Capital Projects:

- Ancient Oaks Trail Construction (savings of \$160,000)
- Bald Mountain Parking Area (savings of \$125,000)
- Demolition and Clean up of Abandoned Structures (budget reduced by \$150,000)
- Skyline Facility Improvements – HVAC (budget increased by \$124,000)

Part II.A: Year-to-Date Revenue and Expenditure Status as of September 30, 2014

The FY2014-15 Annual Budget of \$43,920,271 was adopted by the Board of Directors on March 26, 2014, with a property tax revenue forecast of \$33,556,000 (Report R-14-60), which includes \$650,000 in Redevelopment Agency (RDA) revenue.

Revenues

Property tax revenues totaled \$4.8 million as of September 30, 2014, which is 14% of the adopted property tax revenue estimate and includes RDA income of \$300,000. Year-end property tax revenue is now projected to exceed the original forecast estimate by approximately \$184,000, or 0.5%, for a revised estimate of \$33,740,000.

Total District Expenditures

As of September 30, 2014, there were no modifications to the FY2014-15 Adopted Budget. Overall District expenditures at Midyear totaled \$15.9 million, or 36% of the FY2014-15 Budget, which is consistent with recent prior year Midyear expenditures. Attachment 2 provides more detail on the FY2014-15 six-month expenditures versus the prior year FY2013-14 expenditures.

A summary of FY2014-15 Midyear expenditures as compared to the FY2014-15 Midyear Budget, for the six month period from April 1 through September 30, 2014, is presented in Table 1, below, and is followed by a brief summary of expenditures, organized by key budget category.

Table 1: FY2014-15 General Fund Midyear Expenditures

	FY2014-15 Adopted Budget	FY2014-15 Modified Budget (as of 9/30/14)	FY2014-15 Midyear Actuals (4/1/14- 9/30/14)	% Spent of FY2014-15 Adopted Budget
DISTRICT EXPENDITURES				
Salaries and Benefits	14,522,606	14,522,606	6,350,097	44%
Services and Supplies	4,126,527	4,126,527	1,561,463	38%
Total Operating Expense (OPEX)	18,649,133	18,649,133	7,911,560	42%
Strategic Plan/Vision Plan	1,447,911	1,447,911	775,359	54%
Capital (CAPEX)	5,105,076	5,105,076	853,570	17%
Property Mgt.	470,550	470,550	158,620	34%
Debt Service	8,893,601	8,893,601	6,043,126	68%
Land and Assoc. Costs	9,354,000	9,354,000	115,058	1%
Total Non-Operating Expense	25,271,138	25,271,138	7,945,733	31%
TOTAL DISTRICT EXPENDITURES	43,920,271	43,920,271	15,857,293	36%

Operating Expenditures

As of September 30, 2014, operating expenditures totaled \$7.9 million, or 42% of the FY2014-15 Budget. Excluded from the operating expenditures are the one-time payments for Measure AA county election costs (\$714,000), Vision Plan expenses, and other Strategic Plan-related costs. Operating expenses tracked slightly below the 6-month straight-line estimate of 50% due

to savings from staff vacancies and several Public Affairs and Natural Resources projects, which are scheduled for the second half of the fiscal year.

Fixed Assets and Capital Projects

The District expended 17% of the Capital and Fixed Assets Budget as of September 30, 2014, however, when encumbered funds are considered, total capital project funds were 39% committed. Actual expenditures are low primarily due to the following:

- Lower than anticipated costs for the Bald Mountain Parking Area (savings of 22%) and the Ancient Oaks Trail Construction (savings of 19%).
- Delay in the Mt. Umunhum Radar Tower Interim Repairs due to much higher than anticipated bids (0% expended). Staff reduced the project scope and re-released the bid package in November. The Project is still anticipated to be completed by the end of this fiscal year.
- Vehicle and equipment purchases totaled 3% of budget in the first half of the fiscal year. However, the vehicles and associated equipment have been ordered and funds have been encumbered for payment, which is due upon receipt.

Land and Associated Costs

No new land was purchased during the first half of the fiscal year. However, the Board approved the following transactions during October 2014:

1. Purchase of the 60-acre Lysons property for \$1.48 million as an addition to the Monte Bello Open Space Preserve in partnership with Santa Clara County Parks to complete the Upper Stevens Creek Trail (Measure AA Portfolio #17), which closed escrow in November 2014.
2. Acceptance of trail easements and rights of first refusal as part of the Lehigh Quarry litigation settlement, which is also anticipated to record during the winter of FY2014-15.

The Real Property Department is also working on completing land additions to Purisima Creek Redwoods and Sierra Azul Open Space Preserves and completing the proposed land exchange with Ridge Vineyards at Monte Bello Open Space Preserve this fiscal year.

Part II.B: Proposed Midyear Changes to the FY2014-15 Budget

Recommended Changes to Existing Positions

As part of the Midyear Report, the General Manager recommends converting the following three contingent positions to permanent status:

1. Project Manager – The Operations Department Project Manager was added in FY2013-14 to address a backlog of Operations capital projects. With the passage of Measure AA and the need to address an extensive backlog of capital repairs due to old and failing infrastructure, ongoing, fulltime project management capacity is needed.
2. Community Outreach Coordinator – As part of the Strategic Plan implementation, a Community Outreach Coordinator was added in FY2012-13 to conduct community outreach relating to the Vision Plan and the Funding Measure. The position continues to play a vital role in fulfilling the District's long-range strategic goal of reaching diverse audiences, expanding outdoor education opportunities, and developing partnerships, a goal that the Board collectively upheld as essential over the long-term during the October

28, 2014 Board Retreat. The original three-year contingent position is set to end August of 2015.

3. Real Property Assistant – This position was added in FY2014-15 to address the backlog of tenant structures improvements, manage day-to-day property management issues, as well as facilitate escrow and transactional documents, and solicit and accept gifts of parcels. This position has added much needed capacity to a growing property management program that has seen a 20% increase in the number of District rental structures and the expansion of 10,000 acres of leased grazing lands since 2001. The additional capacity is needed to manage routine tenant improvement and day-to-day project management needs within the Real Property Department to reserve senior level staff capacity to address more complex real property issues, encroachments, lease negotiations, and sensitive regulatory and/or legal requirements.

The General Manager also recommends a 2-year extension for the Public Affairs Assistant contingent position, which is scheduled to terminate on March 31, 2015. This position would continue to provide much needed capacity to schedule, organize, and represent the District at various community events, focusing on youth engagement, educational programming, and multicultural outreach, which is a strong area of interest for the District.

New Positions

With the passage of Measure AA, it is clear that the District must ramp up its resources and its project delivery capabilities to accomplish a greater number of projects both in the short term and long term to fulfill the commitments made to the public regarding greater access, new additions of protected open space lands, and resource restoration. The work to date on the Financial and Operational Sustainability Model (FOSM) has identified a number of obvious gaps in capacity and suggestions for adding near-term capacity to support the goal of Measure AA project delivery. Five new recruitments can be managed through the end of this fiscal year by Human Resources. Therefore, the General Manager recommends the addition of the following four new positions to jump start and support Measure AA implementation. In addition, a fifth position is recommended to begin implementation of the newly approved Integrated Pest Management Program. The addition of these five positions at Midyear would allow recruitments to begin as early as January 2015, with the expectation that the positions would be filled by May. Actual salary and benefit expenses incurred for all the positions, with the exception of the Open Space Technician, are not anticipated to begin until early FY2015-16. The Open Space Technician can be filled at a much quicker pace and there are sufficient salary savings to fund the position through the end of the current fiscal year.

The five recommended new positions are as follows (please also refer to Attachment 3):

Job Title: Capital Project Manager – Public Access

Classification: Planner III

Department: Planning

This position would be responsible for implementing new public access projects for the District, focusing on Measure AA-funded projects. This much-needed additional capacity would assist with ramping up project delivery to construct additional public access improvements and open new preserve areas for recreation and outdoor education. This position would allow the District to move projects from the Measure AA “parking lot” list into the 5-year Implementation Schedule starting next fiscal year. If this position is approved, the General Manager intends to assign this position to work on the new parking area and trail

connections off Sears Ranch Road in La Honda Creek Open Space Preserve and also at Bear Creek Redwoods Open Space Preserve, pending formal board confirmation of those priorities. These project priorities, as well as any additional field staff capacity needed to construct, manage, and maintain the new facilities, would be brought to the full Board for review and confirmation as part of the Fiscal Year 2015-16 Action Plan and Budget Review.

Job Title: Capital Project Manager – Acquisition

Classification: Planner III

Department: Real Property

As work to date on the FOSM study has revealed, the acquisition of new lands by the District results in major impacts to existing projects, as staff capacity from various departments is pulled to assist Real Property with addressing time-sensitive issues that come with new properties. These issues include onsite contamination, hazardous debris, and dilapidated structures. As a result, project delivery has historically been impacted as projects get delayed or deferred due to the redeployment of staff resources to address acquisition opportunities, most of which, by nature, cannot be scheduled. The recommended Capital Project Manager in Real Property would be responsible for addressing site cleanups, debris removals, and demolitions, among other capital improvements, associated with new properties as these come online. This position would allow the Real Property Department to be much more fully sustainable and avoid the need to rely on other staff resources to address capital improvements associated with new lands in a timely manner.

Job Title: Finance and Budget Analyst

Classification: Management Analyst I/II

Department: Administration

The General Manager proposes to reassign the Senior Management Analyst vacant position that is currently in the Administrative Services Department to the General Manager's Office to manage District-wide special projects, conduct high-level systems analysis, provide District-wide project management coordination, develop new and update existing District policies, and provide District-wide Measure AA project tracking and inter-departmental coordination. As part of this change, the General Manager proposes to backfill the position in the Administrative Services Department with a Finance and Budget Analyst to coordinate and develop the Annual and Midyear District Budget, including all reporting documents (i.e. budget versus actual), as well as Annual Year End Review. In addition, this position would conduct the day-to-day budget tracking for the District and be responsible for preparing the reporting documentation for the Measure AA Bond Oversight Committee.

Job Title: Open Space Technician

Classification: Open Space Technician

Department: Operations

This position would be assigned to the Skyline area and assist with addressing critical repairs and improvements on new properties, as well as conducting routine maintenance on the District's extensive trail system. This position will help offset the increased commitment of crew time to construct and subsequently maintain new capital improvement projects, including those funded through Measure AA. Adding the Open Space Technician position at this time would allow the District to take advantage of the economy of scale that is currently available through our active hiring pool. Qualified candidates can be quickly pulled from a current and active hiring pool for a final interview. This particular hiring pool, which is active through March 2015, has been well vetted, with applications reviewed, first interviews conducted, and skills assessments completed. We have hired one person from the pool to fill

a vacancy, and there are a number of viable applicants remaining in this pool. By taking advantage of the present opportunity, the District will be able to expediently and efficiently add capacity in the field without requiring a substantial amount of administrative time.

Job Title: Integrated Pest Management (IPM) Program Coordinator

Classification: Planner III

Department: Natural Resources

As discussed at the December 10, 2014 Board Meeting, the new IPM Program Coordinator is a position required to fully implement the IPM Program. This position would have day-to-day oversight of the IPM practices at the District, including: preparing the annual IPM work plan and report, coordinate staff/contractor/volunteer IPM training, implement the pesticide safety program, respond to public inquiries regarding the IPM Program, prepare required reports for the County Agricultural Commissioner, and other related IPM coordination and implementation tasks.

Financial Implications to the Staffing Recommendations

Converting the three contingent positions to regular positions and extending the one contingent position for an additional two years would require no budget adjustment for FY2014-15. These recommendations, however, would require funding commitments in future years. As such, staff revised the Five-Year Operating Forecast to include these recommendations, including reallocating the Project Manager expense from the Capital Budget to the Operating Budget and has determined that the conversion from contingent to regular of these three positions is sustainable within the revenues projected by the Controller. It is important to also note that a portion of the Project Manager position is expected to be charged to Measure AA capital projects. At the time of ABC review, the proposed new staff positions had not yet been fully defined, therefore staff evaluated the financial implications of adding the new positions using the Management Analyst classification as a placeholder and determined that the Operating Budget could sustain the additional costs and still remain below the OpEx Guideline. Since then, one additional position has been identified and the classifications of all five proposed positions have been defined and the costs re-evaluated with the conclusion that the costs continue to remain below the OpEx Guideline.

Shifts Between Budget Categories

Per the Board-approved *Budget and Expenditure Authority Policy*, budget changes to certain expenditure categories require Board approval. As part of this Midyear Report, the General Manager recommends approval of the following net-zero budget adjustments:

1. Shift \$50,000 in Vision Plan Project savings from the Strategic Plan/Vision Plan Budget (outside of the Operating Budget) to Services and Supplies (Operating Budget) for water engineering services associated with the District Water Rights Evaluation Project.
2. Shift \$100,000 from the Capital Budget to the Operating Budget for legal services associated with the District Water Rights Evaluation Project.
3. Within the Capital/Fixed Assets Budget, shift \$100,000 from capital projects to computer equipment for the Document Management System and shift \$10,000 from capital projects to equipment to purchase a toter to complete construction of the Mt. Umunhum Trail.

The proposed Midyear changes result in a net-zero change to the total FY2014-15 Budget, which will remain at \$43.9 million. Table 2 provides detail on the proposed budget adjustments.

Table 2: Proposed Changes to the FY2014-15 Budget

DISTRICT EXPENDITURES		FY2014-15	FY2014-15	FY2014-15
		Adopted Budget	Modified Budget (as of 9/30/13)	Proposed Changes
Salaries and Benefits		14,522,606	14,522,606	-
Services and Supplies		4,126,527	4,126,527	150,000
	Total Operating Expense (OPEX)	18,649,133	18,649,133	150,000
Strategic Plan/Vision Plan/Measure AA		1,447,911	1,447,911	(50,000)
Capital (CAPEX)		5,105,076	5,115,076	(100,000)
Property Mgt.		470,550	470,550	-
Debt Service		8,893,601	8,893,601	-
Land and Assoc. Costs		9,354,000	9,354,000	-
	Total Non-Operating Expense	25,271,138	25,281,138	(150,000)
TOTAL DISTRICT BUDGET		43,920,271	43,930,271	-
TOTAL OPERATING BUDGET (OPEX)		18,649,133	18,649,133	150,000
TOTAL DISTRICT TARGET: OPEX		18,700,000	18,700,000	-
TOTAL OVER/(UNDER): OPEX		(50,867)	(50,867)	99,133

Part II.C: Operating Expense (OpEx) and Capital Expense (CapEx) Guidelines

Although there is a net-zero cost impact to the overall District budget, the shift of \$150,000 to the Operating Budget causes it to exceed the adopted OpEx guideline by \$99,000. However, the District historically spends approximately 95% of its operating budget and staff anticipates this year will be the same and will end the year with \$500,000 to \$1 million in OpEx savings. The FY2014-15 Proposed CapEx budget decreased \$100,000 from the Adopted Budget and remains well below the 10.5% CapEx Spending Guideline.

Part II.D: Hawthorn Fund

HAWTHORN FUND		FY2014-15	FY2014-15	FY2014-15	% Spent of
		Adopted Budget	Proposed Midyear Budget	Midyear Actuals (4/1/14- 9/30/14)	FY2014-15 Adopted Budget
	Operating Expenses	221,685	221,685	6,162	3%
	Capital/Fixed Assets	120,742	120,742	-	0%
	Total	342,427	342,427	6,162	2%

No changes are recommended to the Adopted Hawthorn Fund Budget of \$342,427. Midyear expenditures total 2% of the budget. Improvements to the Alpine Road rental house are anticipated to be completed by the end of the fiscal year, after which, the electrical and security systems will be installed at the historic complex.

FISCAL IMPACT

Board approval of the FY2014-15 Midyear State of the District Report would increase the District's FY2014-15 Operating Budget by \$150,000, which would be completely offset by a \$100,000 decrease in the Capital Budget and a \$50,000 decrease in the Vision Plan budget. The District's total annual budget will remain unchanged at \$43.9 million.

BOARD COMMITTEE REVIEW

The Action Plan and Budget Committee reviewed the proposed FY2014-15 Midyear State of the District Report on November 12, 2014, and recommends its approval by the full Board.

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 and no environmental review is required.

NEXT STEPS

Upon approval by the Board, staff will implement the FY2014-15 Proposed Midyear Budget and Action Plan adjustments.

Attachment:

1. Project Detail Pages
2. FY2013-14 Midyear Expenditures versus FY2014-15 Midyear Expenditures
3. Proposed Organizational Chart with the Recommended New Positions

Responsible Department Manager:

Kate Drayson, Administrative Services Manager

Prepared by:

Kate Drayson, Administrative Services Manager

Michael Newburn, Operations Manager

Michael Williams, Real Property Manager

Kirk Lenington, Natural Resources Manager

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Elaina Cuzick, Real Property Specialist

Tina Hugg, Senior Planner

Peggy Koenig, Public Affairs Specialist

Amudha Sankar, Senior Administrative Assistant

Contact person:

Kate Drayson, Administrative Services Manager

ATTACHMENT 1: Project Detail

New Projects - Board-Approved					
Project Name	Dept.	Reason for Addition	Scope	Completion Date	Budget
District Water Rights Evaluation	PL	Immediate action required to address quantification and evaluation of District water rights for domestic, stockwatering, and resource preservation purposes, and to ensure compliance with SWRCB and other regulatory requirements.	With the assistance of water resources consultants, more effectively identify and maintain the water resources present on District lands, and properly report its water use to the State Water Resources Control Board and the San Gregorio Creek Watermaster.	Q4 FY14-15	\$150,000
Employee Compensation Guiding Principles	GM	In March 2014, the Board directed ABC and staff work on development of Employee Compensation Guiding Principles during FY 2014-15.	Research public agency compensation principles best practices, develop draft policy regarding Board philosophy for employee compensation, and discussions with ABC and the Board.	Q4 FY14-15	\$0
Lehigh Quarry Settlement	RP	Result of settlement negotiations with Lehigh Quarry.	Executed 2 trail easements, 2 rights of first refusal for properties buffering PG&E Trail, and conditional grant deed to protect viewshed at Rancho San Antonio Open Space Preserve.	Q4 FY14-15	\$0
Lupin Water Diversion and Illegal Grading	DW	Need to address illegal water diversion and grading encroachments on Hendrys Creek Property and Sierra Azul Open Space Preserve.	Coordinate with Operations, Legal, Natural Resources, and General Manager's Office to protect water and natural resources.	Ongoing	\$0
Mindego Area: Demolition and Public Access	PL	In order to complete implementation of public access in FY2015-16, surveys and workplans need to be completed (contracts issued) in FY2014-15. Due to biotic resource restrictions, project has narrow window of one month for implementation. If work not completed now, public access would be delayed by a year.	Complete surveys for bats, woodrats, hazardous materials, and remediation plan for corral in order to complete implementation of demolition and corral clean up in FY2015-16.	Q3 FY15-16 continuing into FY15-16	\$39,000

ATTACHMENT 1: Project Detail

New Projects - Board-Approved

Project Name	Dept.	Reason for Addition	Scope	Completion Date	Budget
Mindego Habitat Enhancement Plan Implementation	NR	Drying of Mindego Lake for bullfrog eradication was planned for next fiscal year but the drought provides the opportunity to complete this work early.	Begin implementation of bullfrog eradication due to timing of drying of lake (for most cost-effective and biologically effective outcome). Preliminary work for \$2,000; scoping additional costs for Q4 FY14-15.	Q3/Q4, continuing into FY15-16	\$2,000

ATTACHMENT 1: Project Detail

New Projects - General Manager-Recommended					
Project Name	Dept.	Reason for Addition	Scope	Completion Date	Budget
Administrative Office Long-term Facility Plan	PL	To prepare for anticipated FOSM recommendations for a new organizational structure and increased staffing, this project would analyze and evaluate the FOSM's findings and how they affect the current needs and challenges with staff growth and space constraints related to the existing Administrative Office facility.	Compile and update previous 2009 Administrative Office facility analyses evaluating historical trends, market conditions, staffing, and projected staffing. Present analysis and potential scenarios to address these facility needs in FY2015-16 to PNR Committee.	FY15-16	\$0
Bear Creek Redwoods Preserve Plan/CEQA	PL	For economy of scale given current work on Bear Creek Stables by allowing seamless integration of Bear Creek Stables Site Plan into larger Preserve Plan to address trail connectivity and public access issues.	Conduct community outreach, public meeting(s) and contract consultants to update Alma College assessment (retaining walls); update road/trails assessment; conduct pond inundation study and CEQA review.	FY15-16	\$20,000
Document Management System: Procurement and Implementation	Admin	An electronic document storage and indexing system is critical to tracking documents associated with GO Bond reporting requirements, as well as securely store historical and future District records.	Phase I: Implement an electronic document imaging system to convert District documents to digital format and store them in a searchable database for easy retrieval. Phase II: Implement interface with IAFS.	Q2 FY15-16	\$100,000
Information Technology Strategic Plan	Admin	As part of the FOSM, Management Partners identified the immediate need for an IT Strategic Plan to guide the District's IT infrastructure expansion.	Hire a consultant to evaluate the District's short and long term IT needs and develop a strategic plan to guide implementation.	Q2 FY15-16	\$25,000
Mt Umunhum Public Access Implementation: New Road Gate	PL	Immediate action recommended to address security issues and improve control of Mt Umunhum Road.	Conduct neighbor outreach, contract gate installation and automation, long-term maintenance contract.	Q4 FY14-15	\$50,000

ATTACHMENT 1: Project Detail

Delayed Projects					
Project Name	Dept.	Reason for Change	Scope	New Completion Date	Change to FY14-15 Budget
Bear Creek Redwoods (BCR) Stables Plan	PL/RP	Develop BCR Stables Plan and conduct environmental review of proposed Plan to allow the District to enter into long term lease with stables tenant.	Lead Department changed from Real Property to Planning. With consultant assistance, develop proposed BCR Stables Plan, (including site plan, management guidelines, and improvement standards) and complete CEQA for plan.	FY 15-16	\$15,000
Carbon Sequestration/Climate Change Analysis	NR	Completing Rancho San Antonio Air Monitoring Report and Measure AA Implementation required more time than anticipated.	Hire consultant to evaluate opportunities for carbon sequestration on District Preserves and calculate potential carbon credits, including evaluation of future climate models.	Q2 FY15-16	(\$50,000)
Christmas Tree Farm New Lease	RP	This project is delayed due to lessee ownership litigation.	Develop new 25-year lease incorporating a new rental rate structure and management guidelines.	Q2 FY15-16	\$0
ECdM Staging Area and Trail Improvements (Phase III/IV Oljon Trail - Design/Permitting)	PL	The grading permit process has been delayed a year. Federal, State, and local permits will still be sought for the stream crossing portions of the project.	Design work and permitting with San Mateo County for the trail construction, and permitting with Federal, State, and Local agencies for stream crossing permits to cleanup a filled stream and install a culvert and puncheon. Trail Implementation deferred to FY16-17.	Phase III = FY15-16	(\$53,000)
Encroachment Resolution - Gullicksen	RP	Santa Clara County Courts lawsuit delayed.	Saratoga Gap - Gullicksen - monitor remediation site as part of Santa Clara lawsuit.	FY 15-16	\$0

ATTACHMENT 1: Project Detail

Delayed Projects					
Project Name	Dept.	Reason for Change	Scope	New Completion Date	Change to FY14-15 Budget
Mt Um Guadalupe Creek Overlook and Bridges Planning and Design	PL	Coordinating the timing of the design and permitting work with the Mt Um trail construction work to reach all three bridge locations.	Design for safe viewing platform at the overlook with railings, seating, and interpretation, and design of trail bridges over Guadalupe Creek as part of the Mt. Umunhum Trail. Design would be used for permitting and construction of three bridges which may be pre-fab or hand-built. Materials and bridges (if pre-fab would be flow in by helicopter.	FY 15-16	\$25,000
New Land Rental Property Transition - Silva	RP	Delay in County permitting for road and water system improvements to remove red tag. Roof & Deck improvements dependent on red tag removal.	Planning - Continue to make road and water improvements for county fire to remove red tag. Project budget increase of \$51,000 will be covered with savings in other project budgets. This increase was approved by the Board in September 2014.	Q1 FY15-16	\$51,000
Removal of Abandoned Vehicles	OPS	Further environmental review of the impacts of removing vehicles needs to be completed.	Complete environmental review of project by Q4 FY14-15 with removal anticipated in FY15-16.	FY 15-16	\$0
Skyline Facility Improvements - Driveway	OPS	Project is delayed to focus on completion of other Skyline field office projects and to have construction scheduled for the dry season.	Repave driveway to improve road surface.	Q4 FY 15-16	(\$40,000)
Water Agreement with Presentation Center, Bear Creek Redwoods	RP	Focus on settlement of Chiocchi litigation prior to completing negotiations for water agreement amendment with Presentation Center.	Relocate portion of water line w/the Presentation Center & abandon unstable portion. Amend Alma Water Agreement w/Presentation Center to address maintenance and repair based on proportional use of system.	FY15-16	\$0

ATTACHMENT 1: Project Detail

Deferred Projects					
Project Name	Dept.	Reason for Change	Scope	New Completion Date	Change to FY14-15 Budget
Encroachment Resolution - Kennedy Trail	RP	Delayed due to staff capacity.	Resolve fence dispute at Kennedy Trail in Sierra Azul.	TBD	(\$25,000)
Skyline Facility Improvements - Shop Building	OPS	Shelter and awning are more expensive than originally anticipated. Staff will conduct an overall evaluation of facility needs. Funds budgeted for this project have been transferred to Skyline HVAC project.	Evaluate, design, and start permitting process for equipment shelter and shop awning.	TBD	(\$90,000)
Skyline Field Office - Install Automated Gate	OPS	Staff will conduct an overall evaluation of facility needs. Funds budgeted for this project have been transferred to Skyline HVAC project.	Contract for the installation of an automatic gate with communications link to SFO	TBD	(\$60,000)

ATTACHMENT 1: Project Detail

Projects with Budget Change Greater than \$100,000					
Project Name	Dept.	Reason for Change	Scope	Change to FY14-15 Budget	New FY14-15 Budget
Ancient Oaks Trail Construction	PL	Materials were less expensive than anticipated and original budget included field staff time which will be reimbursed by POST.	Complete design, permitting, and construction of Ancient Oaks connector trail.	(\$160,000)	\$90,000
Bald Mountain Parking Area	PL	Construction contract significantly under estimate; landscaping done by volunteers; government contract savings for restroom purchase.	Construct parking lot at Bald Mountain for public access and to serve as the trailhead for the Summit Trail.	(\$125,000)	\$535,000
Demolition and Clean up of Abandoned Structures [Foothills Area]	OPS	Project budget and scope are being reduced to focus on other capital projects. Project savings will be used to fund other Operations projects, such as the Skyline HVAC system.	Evaluate and choose highest priority structures for demolition in the Foothills area. Contract out demolition and clean up of listed structures. Only buildings deemed not to have historic value will be included in this project.	(\$150,000)	\$450,000
Skyline Facility Improvements - HVAC	OPS	Higher bids and architectural costs than projected due to the recovering economy. Funds will be used from Abandoned Structures project savings.	Install new HVAC system at ground level and roof over well that houses current HVAC on the office roof.	\$124,000	\$310,000

**ATTACHMENT 2:
FY2013-14 vs. FY2014-15 Midyear Expenditures**

	FY2013-14			FY2014-15		FY2014-15	
	FY2013-14 Adopted Budget	Midyear Actuals (4/1/13- 9/30/13)	% Spent of FY2013-14 Modified Budget	FY2014-15 Adopted Budget	Modified Budget (as of 9/30/14)	Midyear Actuals (4/1/14- 9/30/14)	% Spent of FY2014-15 Modified Budget
DISTRICT EXPENDITURES							
Salaries and Benefits	13,586,721	6,190,393	46%	14,522,606	14,522,606	6,350,097	44%
Services and Supplies	3,873,279	1,670,960	43%	4,126,527	4,126,527	1,561,463	38%
Total Operating Expense (OPEX)	17,460,000	7,861,353	45%	18,649,133	18,649,133	7,911,560	42%
Strategic Plan/Vision Plan/Measure AA	850,900	297,311	35%	1,447,911	1,447,911	775,359	54%
Capital (CAPEX)	5,496,726	830,538	15%	5,105,076	5,105,076	853,570	17%
Property Mgt.	324,822	123,849	38%	470,550	470,550	158,620	34%
Debt Service	8,874,965	5,940,119	67%	8,893,601	8,893,601	6,043,126	68%
Land and Assoc. Costs	7,999,000	2,113	0%	9,354,000	9,354,000	115,058	1%
Total Non-Operating Expense	23,546,413	7,193,930	31%	25,271,138	25,271,138	7,945,733	31%
TOTAL DISTRICT BUDGET	41,006,413	15,055,284	37%	43,920,271	43,920,271	15,857,293	36%



LEGEND
 New Proposed Staff Additions

PUBLIC

BOARD OF DIRECTORS

Hilary Stevenson Asst. General Counsel
Sheryl Schaffner General Counsel
Steve Abbors General Manager
Mike Foster Controller
Sue Voiss Administrative Assistant
Maria Soria Executive Assistant
Jennifer Woodworth District Clerk

Ana Ruiz Assistant General Manager
VACANT Sr. Management Analyst
Kevin Woodhouse Assistant General Manager

ADMINISTRATIVE SERVICES
Kate Drayson, Manager

VACANT Management Analyst
Gloria Ison Administrative Assistant
Andrew Taylor Accountant
Benny Hsieh IT Administrator
Warren Chan Sr. Accounting Technician
Michelle Kneier Accounting Technician
Owen Sterzl IT Technician
Raymond Yuen IT Intern

REAL PROPERTY
Mike Williams, Manager

Elish Ryan Planner III
Elaina Cuzick Real Property Specialist
Allen Ishibashi Real Property Specialist
Jean Chung Real Property Assistant
VACANT Capital Project Manager
Lupe Hernandez Administrative Assistant

HUMAN RESOURCES
Candice Basnight, Supervisor

Pamela Mullen HR Management Analyst II
VACANT HR Management Analyst I
Lisa Beaulieu HR Technician
April Funiestas Training & Safety Specialist

NATURAL RESOURCES
Kirk Lennington, Manager

Matt Baldzikowski Planner III
Julie Andersen Planner II
Cindy Roessler Sr. Resource Mgmt. Specialist
Christina Yunker Resource Mgmt. Specialist I
VACANT Resource Mgmt. Specialist II
Clayton Koopman Resource Mgmt. Specialist I
VACANT Natural Resources Intern
Admudha Sankar Sr. Administrative Assistant
VACANT IPM Coordinator

OPERATIONS
Michael Newburn, Manager

Jennifer Kavanagh Administrative Assistant
Tom Lausten Area Superintendent Foothills
Brian Malone Area Superintendent Skyline
Arline Abarr Administrative Assistant
Chris Barresi Supervising Ranger Wed - Sun
Brad Pennington Supervising Ranger Sat - Wed
Jim Mort Maint/Construction & Resource Sup.
Michael Bankosh Maint/Construction & Resource Sup.
Craig Beckman Maint/Construction & Resource Sup.
Stan Hooper Maint/Construction & Resource Sup.
Brendan Downing Supervising Ranger Sat - Wed
Mike Perez Supervising Ranger Wed - Sun
Jeff Smith Ranger
Greg Smutnak Ranger
Michael Gorman EMO
Holden Neal EMO
Ken Miller Ranger
Kerry Carlson Ranger
Vince Hernandez Lead OST
Don Mackessy Lead OST
Elisa Stanton Ranger
Peter Cook Ranger
Ignacio Zavala OST
Amanda Mills OST
Kristin Johnson Ranger
VACANT Ranger
Sal Cermeno OST
Brian Fair OST
Tracy Hammond Ranger
Anthony Correia Ranger
Warren Jenkins OST
Cody Fickes OST
Jaime Villarreal Farm MW
Ken Bolle EMO
Brendan Dolan Lead OST
Grant Kern EMO
Rick Parry Lead OST
Eric Stanton EMO
Steve Davison OST
Scott Cotterel OST
Rich Hopp OST
Steve Reed OST
Brennon McKibbin OST
Steve Neighbors OST
VACANT OST
Leslie Wright Administrative Assistant
Gordon Baillie Management Analyst II
Aaron Hebert Project Manager
Michael Jurich Management Analyst II
Modified/Light Duty Staff

PLANNING
Jane Mark, Manager

Tina Hugg Senior Planner
VACANT Capital Project Manager
Zachary Alexander Planner II
Lisa Bankosh Planner III
Gina Coony Planner III/Project Manager
Casey Hiatt GIS Administrator
Michele Childs GIS Technician
Jon Montgomery GIS Intern
Jeannie Buscaglia Administrative Assistant

PUBLIC AFFAIRS
Shelly Lewis, Manager

Paul McKowan Volunteer Program Manager
Ellen Gartside Volunteer Program Lead
Renee Fitzsimons Docent Program Manager
Jennifer Williams PA Program Coordinator
Amanda Kim Media Comm. Supervisor
Cydney Bieber Web Administrator
Julie Amato Community Outreach Specialist
Jenny Gibbons Administrative Assistant
Peggy Koenig Public Affairs Specialist
Carmen Lau Public Affairs Assistant