



Midpeninsula Regional
Open Space District

R-18-63
Meeting 18-24
June 13, 2018

AGENDA ITEM 8

AGENDA ITEM

Fiscal Year 2018-19 Budget and Capital Improvement and Action Plan

ACTING GENERAL MANAGER'S RECOMMENDATION

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1. Adopt a Resolution approving the FY2018-19 Budget and Capital Improvement and Action Plan.
2. Approve three new positions in the Visitor and Field Services business line.
3. Approve two new positions in the Finance and Administrative Services business line.
4. Approve elimination of one existing position in the Finance and Administrative Services business line.
5. Adopt a Resolution approving the Classification and Compensation Plan.

SUMMARY

The proposed Fiscal Year (FY) 2018-19 regular budget totals \$71.8 million, which is a 17% increase over the prior year's adopted budget, largely due to an increase in capital expenditures and debt service (increases of 17% and 18% for MAA Capital and General Fund Capital, respectively, and 34% in annual debt service from the current year). The proposed budget reflects a staff growth of four new net positions to assist with project delivery and field construction, respond to the notable growth in Preserve visitation, public interest in interpretive/educational programming, and additional administrative business needs. These positions enable the organization to continue supporting the implementation of capital projects funded largely by Measure AA and serve the public who are enjoying Midpeninsula Regional Open Space District (District) Preserves, including the newly built facilities and recently opened natural areas.

The acquisition of the new Administrative Office is scheduled to close escrow no later than January 22, 2019. The purchase price of \$31,550,100 is included in the FY2018-19 budget as a one-time line item and is funded from the Committed Fund Balance Reserve. This one-time acquisition increases the FY2018-19 budget from \$71.8 million to a grand total of \$103.4 million.

On February 1, 2018, the Board of Directors (Board) held its annual retreat to review the environmental scan prepared by staff and to adjust the District's Strategic Goals. The Board then

held a second retreat on March 15, 2018 to establish the priorities for the following fiscal year for inclusion into the FY2018-19 Budget and Capital Improvement and Action Plan (CIAP).

The priorities established by the Board for FY2018-19 are as follows:

1. Open upper La Honda Creek Open Space Preserve to public access;
2. Open western Bear Creek Redwoods Open Space Preserve to public access;
3. Expand regional trail connections and wildlife corridors;
4. Demonstrate further progress on other Measure AA projects;
5. Continue improvements to staff facilities, technology and information systems, and organizational practices and processes;
6. Further progress on other projects related to the strategic plan or mission delivery; and
7. Continue to support sustainable agriculture.

The proposed FY2018-19 CIAP reflects Board priorities and is comprised of 96 Key Projects and 22 Operating Projects.

See Attachment 1 for the Resolution approving the FY2018-19 Budget and Capital Improvement and Action Plan, and Exhibit A for the FY2018-19 Budget book.

The most current Classification and Compensation Plan and resolution to approve this plan are attached to the report. The Classification and Compensation Plan may be modified throughout the fiscal year via subsequent Board resolutions. See Attachment 2 for the Resolution approving the Position Classification and Compensation Plan; Exhibit A includes a copy of the Plan.

Following the May 23, 2018 Board meeting, the project description for Cooley Landing Park Business and Operation Plan (Project #31801) was revised to provide clarity; Attachment 3 includes a red-lined version of the proposed changes for the Board's review. Project scope and proposed budget did not change. The updated project description will be reflected in the FY2018-19 Budget book.

DISCUSSION

Revenue

The proposed FY2018-19 budget includes revenues from numerous sources, with the vast majority coming from property tax receipts. The District also receives annual revenues from various grants, interest income, rental income, and a small amount of miscellaneous income. Measure AA Bonds are also a significant funding source for qualified capital projects.

Annual property taxes – which make up 92% of total revenues – are estimated at \$54 million for FY2018-19. Estimated property tax revenues are up \$7.1 million when compared to the current fiscal year (\$46.99 million in FY2017-18).

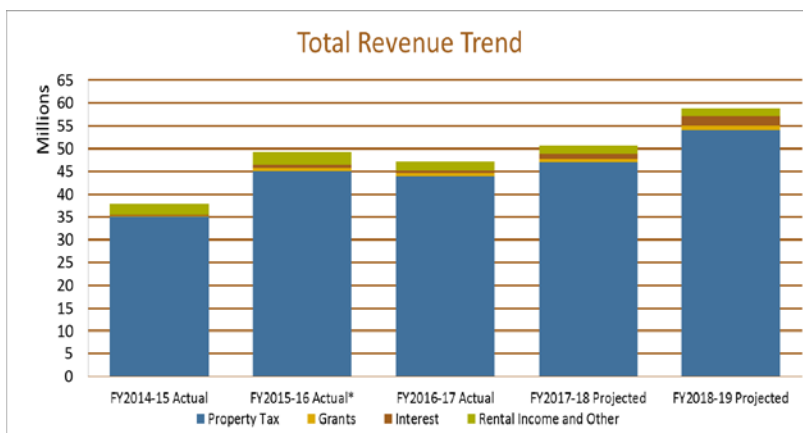
The table below summarizes the total estimated FY2018-19 revenue and other funding sources.

	Fund 10 General Fund	Fund 20 Hawthorn	Fund 30 Measure AA Capital	Fund 40 General Fund Capital	Fund 50 Debt Service	Total
Revenue						
Property Tax Revenues	\$48,313,000				\$5,733,551	\$54,046,551
Grants			1,042,040			1,042,040
Interest Income	1,043,000	36,000			940,000	2,019,000
Rental Income	1,221,124					1,221,124
Rancho San Antonio Agreement	371,738					371,738
Miscellaneous	100,000					100,000
Total Revenues	51,048,862	36,000	1,042,040	0	6,673,551	58,800,453
Other Funding Sources						
Bond Reimbursements			13,783,984	1,457,600		15,241,584
Hawthorn Funds		85,500				85,500
Bond/Debt Service Premium					2,058,368	2,058,368
Assigned Fund Balance Transfers				2,938,250		2,938,250
General Fund Transfers	(14,614,635)			3,294,050	11,320,585	0
Total Other Funding Sources	(14,614,635)	85,500	13,783,984	7,689,900	13,378,953	20,323,702
Total Funding Sources	\$36,434,227	\$121,500	\$14,826,024	\$7,689,900	\$20,052,504	\$79,124,155
Committed Fund Balance Transfers				31,550,100		31,550,100
Grand Total: Funding Sources	\$36,434,227	\$121,500	\$14,826,024	\$39,240,000	\$20,052,504	\$110,674,255

When compared to the current fiscal year (adopted FY2017-18 budget), total revenues and other funding sources (\$63,423,433) are up \$15.7 million, or 25%. Of note is the treatment of unused CIAP funds within Fund 10 and Fund 40 (General Fund and General Fund Capital). Starting in FY2018-19, any unused CIAP funds identified as part of the quarterly adjustment process will be “rolled-over” into the next fiscal year for later use. These funds are identified in the Assigned Fund Balance Transfers line in the table above.

Acquisition of the new Administrative Office is scheduled to close no later than January 22, 2019 and will be funded via a Committed Fund Balance Reserve, which is shown as a separate funding source in the revenue table above.

Additional year-over-year revenue trends are shown in the graph to the right.



The Controllers Report discusses the District’s financial standing, with details on the FY2018-19 cash projections, MAA revenue requirements, and tax rate and 30-year cash flow projections as background information. The Controllers Report will also be presented at the June 13, 2018 Board meeting as a separate Agenda Item.

Expenditures

The Proposed FY2018-19 budget totals \$71.8 million, a 17% increase over the prior year adopted. This rise is largely due to (1) an increase in capital expenditures, with a 17% and 18% increase from for MAA Capital and General Fund Capital, respectively, and (2) a 34% increase

in the annual debt service. The FY2018-19 budget book includes details in Section II for the overall budget and Section III for the CIAP. Acquisition of the new Administrative Office is shown as a separate action in the expenditure tables.

The table below shows the District's total budget by funding source for FY2018-19 and the percent change as compared to the current fiscal year.

District Budget By Funding Source	FY2016-17 Actuals	FY2017-18 Adopted Budget	FY2018-19 Proposed Annual Budget	\$ Change From FY2017-18 Adopted Budget	% Change From FY2017-18 Adopted Budget
Fund 10 – General Fund Operating	\$24,496,501	\$30,344,413	\$33,539,934	\$3,195,521	11%
Fund 20 – Hawthorn Fund	6,146	166,500	121,500	(45,000)	-27%
Fund 30 – MAA Land/Capital	16,887,013	12,637,845	14,826,024	2,188,179	17%
Fund 40 – General Fund Land/Capital	4,378,577	6,533,040	7,689,900	1,156,860	18%
Fund 50 – Debt Service	12,383,446	11,721,637	15,670,990	3,949,353	34%
Total District Budget	\$58,151,683	\$61,403,435	\$71,848,348	\$10,444,913	17%
Fund 40 – New AO Building			31,550,100	31,550,100	--
Grand Total: District Budget	\$58,151,683	\$61,403,435	\$103,398,448	\$41,995,013	68%

Primary drivers within each fund are discussed below.

- General Fund Operating (fund 10): The operating fund includes Salaries and Benefits as well as Services and Supplies. Salaries and Benefits increased due to the annualized cost of a net four new positions added and cost-of-living adjustments. Services and Supplies also rose, reflecting an increased number of total Operating projects, including natural resource evaluation studies, such as the Badger/Burrowing Owl Habitat Assessment and District-Wide Pond Assessment projects.
- Hawthorn (fund 20). The Hawthorn fund includes retaining architectural and cultural resource consultants to evaluate a potential partner proposal for rehabilitation and adaptive reuse of the historic complex, which is anticipated in the summer/fall 2018. As part of this work, District staff will confirm consistency of the proposal with the Conservation Easement and other legal documents, and if acceptable, present to the Planning and Natural Resources Committee and/or Board. In the event of an unsuccessful partnership, Board approval to proceed with a mothballing process will be recommended to protect the main residence and other structures.
- Measure AA Land/Capital (fund 30). The Measure AA capital fund includes projects related to the opening of Bear Creek Redwoods and Upper La Honda Creek, Oljon Trail construction in El Corte de Madera Creek, as well as the restoration of the Twin Creeks Property addition to Sierra Azul, resulting in an increase of 19% to the overall Measure AA capital budget for FY2018-19. These projects also include the Bear Creek landfill remediation and Upper La Honda Creek grazing infrastructure improvements. Work will continue on the Upper La Honda – Red Barn Public Access Site Plan and trail connections, Bear Creek Redwoods public access improvements, Alma College structures cleanup and stabilization, and Bear Creek Stables site and water system improvements.
- General Fund Land/Capital (fund 40). The increase in General Fund Capital is largely due to projects in support of Measure AA and the Vision Plan (\$670,000), projects to

improve District infrastructure, offices, and fiber connectivity (\$3 million), vehicles and equipment (\$940,000), repairs and maintenance to tenant residences and driveways, and disposition of unoccupied structures.

Similar to last year, land acquisitions and preservation projects are listed in the CIAP as in support of Measure AA. Until a transaction is closed, expenditures, such as appraisals and other costs associated with property research and early negotiations, are budgeted in General Fund Capital (fund 40). Once a transaction has closed, the eligible Measure AA reimbursable expenditures are recoded and transferred to Measure AA Capital fund 30.

The acquisition of the new Administrative Office is scheduled to close no later than January 22, 2019 and will be funded via Committed Fund Balance and is shown as a separate action within fund 40.

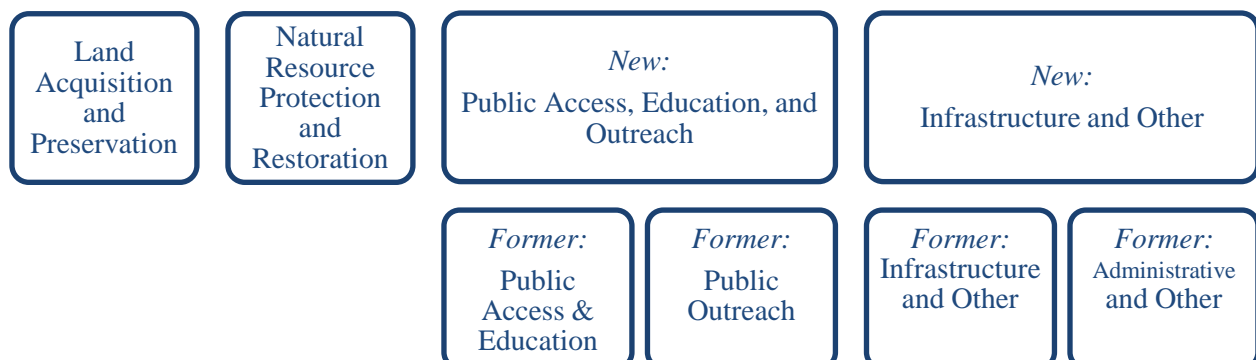
- Debt Service (fund 50). The Debt Service Fund for FY2018-19 increased by approximately \$3.9 million or 34% from FY2017-18. With issuance of the second tranche of Measure AA bonds in January 2018, the Measure AA debt service obligations increased by approximately \$2.0 million. The General Fund debt service obligations for FY2018-19 increased by approximately \$600,000 for the various refunding bonds and \$1.3 million for the facility parity bonds. A new sinking fund is proposed for the Hunt note, which has a \$1.5 million balloon payment due on April 1, 2023 in FY2022-23. The proposed budget includes a \$300,000 increase in debt service general fund transfers to this sinking fund, which will be recorded as a Committed Fund Balance. Annual contributions will be \$300,000 for five years.

Capital Improvement and Action Plan (CIAP)

The Action Plan was combined with the Capital Improvement Plan in the budget book to reduce duplication of information and effort, provide multi-year budget information, and create a consolidated view of major District projects and activities. This section of the budget is now called the Capital Improvement and Action Plan (CIAP).

Projects that are \$50,000 or more are specified in this section. Projects below this threshold are included in the Department Summary section of the budget book; these projects were called out as Operating Projects during the March 15, 2018 Board retreat.

Last year’s Action Plan projects were grouped into six program categories. The new CIAP consolidates these the programs into four categories, as outlined in the following figure:



The Acting General Manager is mindful of the Board's list of success criteria that emphasize delivery of Measure AA commitments, projects completed on time and on budget, pacing of projects, balanced delivery of the mission, exceptional work recognizing time and budget constraints, project delivery innovation, creating an exceptional organization, and careful long-term fiscal stewardship.

To support these important organizational norms, the Acting General Manager approaches new projects and initiatives – whether directed by the Board or identified as opportunities by staff – objectively and thoroughly to understand the impacts on capacity, as well as project and staffing interdependencies. To this end, all departments completed comprehensive resource loading on the proposed FY2018-19 CIAP projects to confirm capacity assumptions. In addition, the Acting General Manager reviewed each project scope, schedule, and budget with staff from the General Manager's Office to confirm, and adjust as necessary, the proposed pacing and budget for each project. Finally, the proposed total budgets were presented to the District Controller, who confirmed that the budget is sustainable per the 30-year fiscal model.

At the March 15, 2018 retreat, a first draft of the CIAP provided the Board with a comprehensive early look at the proposed projects for inclusion into the FY2018-19 CIAP. The document provided at the retreat included project information summarized by Fund and Program; a description, status, and FY2018-19 budget for each project, and Strategic Goals linkage.

In response to Board feedback at the retreat, the following edits were made to the CIAP:

- The *Skyline Christmas Tree Farm* project scope was changed to reassess and confirm Board direction on the Skyline Christmas Tree Farm Lease and its future site restoration.
- The *Public Engagement Plan* will be programmed in future budget cycles as a follow-on to the District's Strategic Communications Plan.
- The *Bear Creek Redwoods-Phase II Stables Loop Trail* project was retitled as the Bear Creek Redwoods-Public Loop Trail to the Stables.
- The *4150 Sears Ranch Road Apartment Design* project was replaced with the *4150 Sears Ranch Road Water & Driveway* project, as originally intended.
- A separate document was prepared that identifies the various projects, core functions, and other activities that are planned in the upcoming fiscal year that further the Board's policy and goals on diversity, inclusion, and equity. On May 1, 2018, the Action Plan and Budget Committee reviewed this document and requested that staff return to the full Board at or before the next Strategic Plan retreat with a performance review of progress made to date on these various activities to further Board diversity goals.

District staff reviewed the updated CIAP to provide a realistic projection of work that could be completed with available staff and funding resources. The MAA 23-007 Twin Creeks Land Conservation project replaced both the MAA 17-002 Lysons Disposition project at Monte Bello and the Unoccupied Structures Disposition project due to the need to quickly address safety concerns related to a new property purchase.

The annual District CIAP (budget book Section III) forms the fiscal year work program and includes all of the projects and key initiatives that the District will pursue in the upcoming fiscal year, and for which it will dedicate staff and financial resources.

The District focused on the following key priorities when developing the FY2018-19 Capital Improvement and Action Plan:

1. Open upper La Honda Creek Open Space Preserve to public access;
2. Open western Bear Creek Redwoods Open Space Preserve to public access;
3. Expand regional trail connections and wildlife corridors;
4. Demonstrate further progress on other Measure AA projects;
5. Continue improvements to staff facilities, technology and information systems, and organizational practices and processes; and
6. Further progress on other projects related to the strategic plan or mission delivery;
7. Continue to support conservation agriculture.

District staff prepared the FY2018-19 CIAP in accordance with Board priorities. The FY2018-19 CIAP resulted in 96 Key Action Plan Projects and 22 Operating Projects spread throughout the following Programs:

Capital Improvement and Action Plan Projects	FY2017-18		FY2018-19			
	Total	As a %	Key	Op	Total	As a %
Land Acquisition and Preservation	14	11%	17		17	14%
Natural Resource Protection and Restoration	25	20%	25	8	33	28%
Public Access, Education, and Outreach (formerly Public Access & Education)	47	37%	31	1	32	27%
(formerly Public Outreach)	42					
	5					
Infrastructure and Other (formerly Vehicles, Equipment, Facilities & Other)	41	32%	23	13	36	31%
(formerly Administrative and Other)	28					
	13					
Total	127	100%	96	22	118	100%

Position Requests

Detailed resource loading analysis confirmed the need for additional staff capacity to manage the proposed FY2018-19 Capital Improvement and Action Plan and ongoing operational workload. The resource loading analysis identified one additional position needed in Land and Facilities, two in Visitor Services, and two in Information Systems and Technology, and the removal of one position in Finance, for a total net of four new positions.

Staffing growth through year 2020 in the Visitor and Field Services, and the Finance and Administrative Services business lines was anticipated and modeled in the Financial and Operational Sustainability Model (FOSM) as shown below:

Business Line	Positions approved to date	FOSM Projected Growth by 2020	Difference Between Current and FOSM Projected	Recommended New Positions	Remaining FOSM Projected Positions Before 2020 (if new positions are approved)	FOSM Projected Growth between 2020 to 2045
Planning and Project Delivery	10	10 to 13	0 to 3	0	0 to 3	TBD
Visitor and Field Services	24	20 to 25	0 to 1	3	-2	37 to 45
Finance and Administrative Services	8	9 to 11	1 to 3	1*	0 to 2	6 to 8
General Manager's Office	3	2	-1	0	-1	0
Total	45	41 to 51	1 to 6	4	0 to 2	43 to 53

*Two positions added, one eliminated, therefore one net position added

Consistent with the FOSM, the recommended four net positions are within the agency-wide anticipated total growth numbers. The three recommended new positions in Visitor and Field Services, however, are above the projected growth for this specific business line by a count of two (2). It is important to note that these projections did not account for an expedited opening of Bear Creek Redwoods Open Space Preserve (scheduled now for Spring 2019, originally planned for 2020/2021). In addition, these projections did not account for the notable rise in visitation levels that the District is experiencing with the opening of new Preserve areas.

The four new additional positions as well as their associated costs for next fiscal year are shown below, with detailed descriptions following:

Additional Positions	FY2018-19 Prorated Cost	FY2019-20 and Beyond
Applications Engineer	131,306	131,306
IT Technician	81,445	81,445
Equipment Mechanic Operator	50,196	109,901
Lead Ranger	109,901	109,901
Education/interpretive position	50,196	109,901
<i>Subtotal</i>	<i>423,044</i>	<i>542,454</i>
Positions Removed		
Senior Accounting Technician	(90,399)	(90,399)
<i>Subtotal</i>	<i>(90,399)</i>	<i>(90,399)</i>
Total	332,645	452,055

Organizational growth as analyzed in the FOSM, including the positions listed above, was included in the Controller's 30-year model and is deemed financially sustainable.

Information Systems & Technology (IST) Department

Applications Engineer (1 FTE)

This position was recommended as part of the IT Master Plan Report, which outlines the need for a subject matter expert in application support. This role, coupled with the Data Administrator, will be responsible for consolidating many of the District's software solutions and support the new SharePoint environment. This role has been filled via a staffing agency and more recently as a limited term position since December 6, 2017.

IT Technician (1 FTE)

This position will increase IST capacity to support the District's growing mobile workforce by providing technical support to staff, maintaining hardware and software, and troubleshooting problems. This position will be partially offset by the elimination of the IT intern as well as a Senior Account Technician. This role has been filled as an intern and more recently as a limited term position since November 6, 2017.

There are many standards for maintaining the ideal ratio for technical staffing to device and help desk support. Based on a survey of 33 organizations by Gartner, the recommended technical staffing to device ratios range from 12:1 for highly competitive/cutting edge companies to 200:1 for companies competing on thin margins. Gartner also provided a worksheet to calculate the "best ratio for your business", which begins with a mean index value of 70:1. From this value,

items are subtracted or added based upon variables such as hardware/software standards and walking distance from a device. Based upon the calculations, a ratio of 40:1 to 60:1 was determined for the District. This takes into account the geographic distribution of devices, the nature of the District's technology enterprise, and the quality of service that should be maintained as the District grows. With the addition of an IT Technician, the IT program will have three full time staff. This puts the IT staff to employee ratio at 58:1 based upon an employee count of 174.45 FTE, which is within the recommended ratio.

Finance Department

Senior Finance & Accounting Technician (reduction of 1 FTE)

The Finance Department currently has 4.5 FTEs: Finance Manager, Accountant, two Senior Accounting Technicians, and half an Accounting Technician FTE, who is shared with Human Resources. After filling the Accountant position in April, the Finance Department reviewed its capacity and FTE count and concluded that the second Senior Accounting Technician position can be eliminated.

Land and Facilities Services Department

Equipment Mechanic Operator (1 FTE)

This position will be assigned to the Skyline Field Office Special Projects Crew and will increase this crew's ability to complete trails associated with Measure AA public access projects. It will also increase the capacity for routine maintenance. Assistance from Equipment Mechanic Operators who are assigned to the regular maintenance crew has been required to support Measure AA project construction. The regular crew has thus been depleted by moving two maintenance positions over to the special projects crew when the special projects crews were formed. This position will assist with the focus on trail construction and assist as needed on the maintenance workload.

Visitor Services Department

Lead Ranger (1 FTE)

This additional position will allow each Supervising Ranger to be supported by a Lead Ranger as well as increase capacity to train and supervise new staff, such as Seasonal Rangers and Seasonal Ranger Aides. The addition of a Lead Ranger also adds essential staffing to meet the demand of greater than anticipated visitation at Mount Umunhum and the accelerated opening of Bear Creek Preserve.

Education/interpretive position (1 FTE)

An additional position in the Visitor Services Department is anticipated to be hired at midyear. The Board has expressed interest in the expansion of the District's interpretive and educational programs. Consultants completed a Docent and Volunteer Programs Structure Study, which came before the Board in May for final acceptance. Developing an implementation plan for the report recommendations is included in the FY2018-19 CIAP. The recommendations include a new educational/interpretive specialist position to expand the interpretive and education program. In addition, recent findings of the Preserve User Study indicate a strong public desire for interpretive and educational programs.

FISCAL IMPACT

Final adoption of the Proposed FY2018-19 District Budget and Action Plan by the Board would authorize spending of \$41,229,834 million from the General Fund, \$121,500 from the Hawthorn Fund, \$14,826,024 million from Measure AA Fund, and \$15,670,990 from Debt Service to accomplish the District's work plan for the next fiscal year.

The proposed FY2018-19 Budget and CIAP has been reviewed by the Controller and input into the 30-year fiscal model. The proposed budget is confirmed to be within the parameters and expectations of that 30-year fiscal model.

The table below provides an overview for FY2018-19 budget, including the General Fund (funds 10 and 40), the Hawthorn fund (fund 20), capital expenditures that are reimbursable from bond funds (fund 30), and debt service (fund 50). The acquisition of the new Administrative Office is shown as a separate line item in the table below, as it is a one-time expenditure.

	Fund 10 General Fund	Fund 20 Hawthorn	Fund 30 Measure AA Capital	Fund 40 General Fund Capital	Fund 50 Debt Service	Total
Revenue						
Property Tax Revenues	\$48,313,000				\$5,733,551	\$54,046,551
Grants			1,042,040			1,042,040
Interest Income	1,043,000	36,000			940,000	2,019,000
Rental Income	1,221,124					1,221,124
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Miscellaneous	100,000					100,000
Total Revenues	51,048,862	36,000	1,042,040	0	6,673,551	58,800,453
Other Funding Sources						
Bond Reimbursements			13,783,984	1,457,600		15,241,584
Hawthorn Funds		85,500				85,500
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Assigned Fund Balance Transfers				2,938,250		2,938,250
General Fund Transfers	(14,614,635)			3,294,050	11,320,585	0
Total Other Funding Sources	(14,614,635)	85,500	13,783,984	7,689,900	13,378,953	20,323,702
Total Funding Sources	\$36,434,227	\$121,500	\$14,826,024	\$7,689,900	\$20,052,504	\$79,124,155
Committed Fund Balance Transfers				31,550,100		31,550,100
Grand Total: Funding Sources	\$36,434,227	\$121,500	\$14,826,024	\$39,240,000	\$20,052,504	\$110,674,255
Expenses						
Operating	34,716,880	38,500				34,755,380
Labor Reimbursement	(1,176,946)					(1,176,946)
Capital		83,000	14,826,024	7,689,900		22,598,924
Debt Service (General Fund Debt)					11,020,585	11,020,585
Debt Service (Measure AA Debt)					4,650,405	4,650,405
Total Expenses	\$33,539,934	\$121,500	\$14,826,024	\$7,689,900	\$15,670,990	\$71,848,348
One Time Expenditure: New AO Building				31,550,100		31,550,100
Grand Total: Expenses	\$33,539,934	\$121,500	\$14,826,024	\$39,240,000	\$15,670,990	\$103,398,448
Change in Fund Balance	\$2,894,293	\$0	\$0	\$0	\$4,381,514	\$7,275,807

BOARD COMMITTEE REVIEW

The District's Action Plan and Budget Committee held a meeting on April 24 and May 1, 2018. The Committee voted to forward the proposed FY2018-19 Budget and Action Plan to the full Board of Directors for review and approval.

On May 23, 2018 a review and public hearing was held for the Proposed Fiscal Year 2018-19 Budget and Action Plan, as reviewed and recommended by the Action Plan and Budget Committee in preparation for adoption at the June 13, 2018 regular meeting of the Board of Directors.

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

The FY2018-19 Budget would be in effect beginning July 1, 2018. Projects included in the FY 2018-19 Capital Improvement and Action Plan would be implemented according to the scope outlined in the Budget Book.

Attachments:

1. Resolution Approving the FY2018-19 Budget and Action Plan
 - a. Exhibit A: FY2018-19 Budget and Action Plan
2. Resolution Approving the Position Classification and Compensation Plan
 - a. Exhibit A: Classification and Compensation Plan
3. Updated Cooley Landing Business and Operation Plan project description.

Responsible Department Manager:

Carmen Narayanan, Budget & Analysis Manager

Contact person:

Carmen Narayanan, Budget & Analysis Manager

Prepared by:

Elissa Martinez, Management Analyst I

Marion Shaw, Management Analyst II

RESOLUTION NO. 18-___

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT ADOPTING THE BUDGET FOR FISCAL YEAR 2018-19 AND THE THREE-YEAR CAPITAL IMPROVEMENT AND ACTION PLAN 2019-2021

WHEREAS, the Board of Directors of the Midpeninsula Regional Open Space District desires to establish a Budget for Fiscal Year 2018-19 (Exhibit A); and

WHEREAS, the Board of Directors of the Midpeninsula Regional Open Space District desires to establish a Three-Year Capital Improvement and Action Plan, which addresses the following areas: Land Acquisition and Preservation; Natural Resources Protection and Restoration; Public Access, Education, and Outreach; and Infrastructure and Other (Vehicles, Equipment, Facilities) (Exhibit A – Section III); and

WHEREAS, the Board of Directors confirms adjustments made administratively to the Capital Project balances during the preparation of the Proposed Budget, and to accommodate the carryover of unspent current Fiscal Year Capital Project appropriations for those projects where work and expenditures will continue in the upcoming fiscal year;

NOW, THEREFORE, the Board of Directors of the Midpeninsula Regional Open Space District does resolve as follows:

SECTION ONE. Adopt the budget for the Midpeninsula Regional Open Space District for the Fiscal Year 2018-19.

DISTRICT BUDGET BY FUND	FY2018-19 PROPOSED BUDGET
Fund 10 – General Fund Operating	\$33,539,934
Fund 20 – Hawthorns	\$121,500
Fund 30 – MAA Capital	\$14,826,024
Fund 40 – General Fund Capital	\$39,240,000
Fund 50 – Debt Service	\$15,670,990
TOTAL	\$103,398,448

SECTION TWO. Adopt the proposed Three-Year Capital Improvement and Action Plan 2019-2021.

SECTION THREE. The projects scheduled for implementation for Fiscal Year 2018-19 shall be included in the Capital and Operating Budget of the District’s Proposed Budget for Fiscal Year 2018-19.

SECTION FOUR. Monies are hereby appropriated in accordance with said budget.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on _____, 2018 at a regular meeting thereof, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Secretary
Board of Directors

President
Board of Directors

APPROVED AS TO FORM:

General Counsel

I, the District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.

District Clerk

RESOLUTION NO. 18-XX

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT
APPROVING POSITION CLASSIFICATION AND COMPENSATION PLAN**

The Board of Directors of the Midpeninsula Regional Open Space District does resolve as follows:

SECTION ONE. Approve the Position Classification and Compensation Plan as set forth in Exhibit A attached hereto.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on _____, 2018, at a Regular Meeting thereof, by the following vote:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

ATTEST:

APPROVED:

Secretary
Board of Directors

President
Board of Directors

APPROVED AS TO FORM:

General Counsel

I, the District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.

District Clerk

Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

Fiscal Year 2017/2018 - Effective 6/13/2018 (Pay Period 18-13)

Last revised: 6/13/2018, 1/24/2018, 12/13/2017, 7/1/17, 5/10/17, 4/12/2017, 2/22/2017, 10/26/16, 8/29/16, 7/01/16

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/PT Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Seasonal Open Space Technician	6	20.1000	25.0962	3,484	4,350	41,808	52,200	PT
Seasonal Ranger Aide	6	20.1000	25.0962	3,484	4,350	41,808	52,200	PT
Seasonal Ranger	16	25.6558	32.0308	4,447	5,552	53,364	66,624	PT
Farm Maintenance Worker	19	27.6000	34.4712	4,784	5,975	57,408	71,700	FT
Open Space Technician*	19	27.6000	34.4712	4,784	5,975	57,408	71,700	FT
Administrative Assistant	20	28.2865	35.3077	4,903	6,120	58,836	73,440	FT
Accounting Technician	22	29.6885	37.0731	5,146	6,426	61,752	77,112	FT
Human Resources Technician	22	29.6885	37.0731	5,146	6,426	61,752	77,112	FT
Information Technology Technician I	22	29.6885	37.0731	5,146	6,426	61,752	77,112	FT
Facilities Maintenance Specialist	23	30.4385	38.0077	5,276	6,588	63,312	79,056	FT
GIS Technician	23	30.4385	38.0077	5,276	6,588	63,312	79,056	FT
Lead Open Space Technician*	23	30.4385	38.0077	5,276	6,588	63,312	79,056	FT
Volunteer Program Lead	23	30.4385	38.0077	5,276	6,588	63,312	79,056	FT
Risk Management Coordinator	24	31.1712	38.9365	5,403	6,749	64,836	80,988	FT
Senior Administrative Assistant	24	31.1712	38.9365	5,403	6,749	64,836	80,988	FT
Public Affairs Program Coordinator	25	31.9558	39.9058	5,539	6,917	66,468	83,004	FT
Ranger	25	31.9558	39.9058	5,539	6,917	66,468	83,004	FT
Senior Finance & Accounting Technician	26	32.7288	40.8750	5,673	7,085	68,076	85,020	FT
Equipment Mechanic/Operator	27	33.5481	41.9019	5,815	7,263	69,780	87,156	FT
Executive Assistant	27	33.5481	41.9019	5,815	7,263	69,780	87,156	FT
Information Technology Technician II	27	33.5481	41.9019	5,815	7,263	69,780	87,156	FT
Lead Ranger	27	33.5481	41.9019	5,815	7,263	69,780	87,156	FT
Public Affairs Specialist I	27	33.5481	41.9019	5,815	7,263	69,780	87,156	FT
Property Management Specialist I	28	34.3731	42.9173	5,958	7,439	71,496	89,268	FT
Real Property Specialist I	28	34.3731	42.9173	5,958	7,439	71,496	89,268	FT
Executive Assistant/Deputy District Clerk	29	35.2327	43.9904	6,107	7,625	73,284	91,500	FT
Planner I	29	35.2327	43.9904	6,107	7,625	73,284	91,500	FT
Data Analyst I	30	36.0923	45.0692	6,256	7,812	75,072	93,744	FT
Docent Program Manager	30	36.0923	45.0692	6,256	7,812	75,072	93,744	FT
Resource Management Specialist I	30	36.0923	45.0692	6,256	7,812	75,072	93,744	FT
Volunteer Program Manager	30	36.0923	45.0692	6,256	7,812	75,072	93,744	FT
Accountant	31	36.9923	46.1885	6,412	8,006	76,944	96,072	FT
Capital Project Manager II	31	36.9923	46.1885	6,412	8,006	76,944	96,072	FT
Planner II	31	36.9923	46.1885	6,412	8,006	76,944	96,072	FT
Management Analyst I	31	36.9923	46.1885	6,412	8,006	76,944	96,072	FT
Data Analyst II	34	39.7846	49.6904	6,896	8,613	82,752	103,356	FT
Resource Management Specialist II	34	39.7846	49.6904	6,896	8,613	82,752	103,356	FT
Grants Specialist	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT
Maintenance, Construction & Resource Supv.	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT
Management Analyst II	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT
Procurement & Contracting Agent/Specialist	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT
Property Management Specialist II	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT
Real Property Specialist II	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT
Supervising Ranger	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT
Training & Safety Specialist	35	40.7769	50.9250	7,068	8,827	84,816	105,924	FT

Applications Engineer	36	41.7808	52.1712	7,242	9,043	86,904	108,516	FT
Public Affairs Specialist II	36	41.7808	52.1712	7,242	9,043	86,904	108,516	FT
Data Administrator	38	43.8635	54.7904	7,603	9,497	91,236	113,964	FT
Governmental Affairs Specialist	38	43.8635	54.7904	7,603	9,497	91,236	113,964	FT
Senior Technologist	38	43.8635	54.7904	7,603	9,497	91,236	113,964	FT
Facilities Maintenance Supervisor	39	44.9596	56.1404	7,793	9,731	93,516	116,772	FT
Capital Projects Field Manager	39	44.9596	56.1404	7,793	9,731	93,516	116,772	FT
Capital Project Manager III	39	44.9596	56.1404	7,793	9,731	93,516	116,772	FT
Planner III	39	44.9596	56.1404	7,793	9,731	93,516	116,772	FT
Public Affairs Specialist III	39	44.9596	56.1404	7,793	9,731	93,516	116,772	FT
Resource Management Specialist III	39	44.9596	56.1404	7,793	9,731	93,516	116,772	FT
Senior Property Management Specialist	40	46.0615	57.5192	7,984	9,970	95,808	119,640	FT
Senior Real Property Specialist	40	46.0615	57.5192	7,984	9,970	95,808	119,640	FT
Special Projects Manager	40	46.0615	57.5192	7,984	9,970	95,808	119,640	FT
Senior Accountant	41	47.2038	58.9615	8,182	10,220	98,184	122,640	FT
Senior Management Analyst	41	47.2038	58.9615	8,182	10,220	98,184	122,640	FT
Area Manager	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
Area Superintendent	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
District Clerk/Assistant to General Manager	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
GIS Program Administrator	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
Information Technology Program Administrator	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
Human Resources Supervisor	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
Senior Capital Project Manager	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
Senior Planner	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
Senior Resource Management Specialist	43	49.5692	61.9096	8,592	10,731	103,104	128,772	FT
Budget & Analysis Manager	48	55.9846	69.9173	9,704	12,119	116,448	145,428	FT
Finance Manager	48	55.9846	69.9173	9,704	12,119	116,448	145,428	FT
Human Resources Manager	48	55.9846	69.9173	9,704	12,119	116,448	145,428	FT
Information Systems & Technology Manager	48	55.9846	69.9173	9,704	12,119	116,448	145,428	FT
Engineering & Construction Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Land & Facilities Services Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Natural Resources Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Operations Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Planning Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Public Affairs Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Real Property Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Visitor Services Manager	51	60.2481	75.2481	10,443	13,043	125,316	156,516	FT
Assistant General Counsel I	53	63.2596	79.0096	10,965	13,695	131,580	164,340	FT
Assistant General Counsel II	55	66.4269	82.9615	11,514	14,380	138,168	172,560	FT
Assistant General Manager	59	73.2404	91.4654	12,695	15,854	152,340	190,248	FT
Chief Financial Officer/Director Administrative Services	59	73.2404	91.4654	12,695	15,854	152,340	190,248	FT

* OST will receive an additional 1% stipend for Class A or B license; Lead OST 1% for Class A.

Board Appointee Group Compensation	Hourly	Monthly	Annual	Effective	Last Revised
General Manager	\$108.1731	\$18,750	\$225,000	6/13/2018	12/13/2017
Controller - <i>Part-time position</i>	\$84.9750	\$3,682	\$44,187	12/13/2017	11/1/2016
General Counsel	\$110.3072	\$19,120	\$229,439	12/13/2017	7/1/2016
Elected Officials Compensation	Per Meeting		Monthly Maximum	Effective Date	
Board Director	\$100.00		\$500.00	1/1/2006	

The District's Personnel Policies and Procedures provide that the compensation for an employee's temporary out-of-class / Acting Assignment

shall be at least 5% but not more than 10% more than her/his current salary. Pursuant to Government Code 20480, out of class appointments shall not exceed a total of 960 hours in each fiscal year.

Public Access, Education, and Outreach

Project #: 31801

Fund: 10 – General Fund

Project Description

Continue to support the City of East Palo Alto's efforts to recruit and select an operator to provide environmental stewardship programming at Cooley Landing that is reflective of the community's culture. The District will fund the preparation of a business plan to support the public programming that will be provided by the new operator, as well as fund the preparation of an operating plan for the larger park to support the City with its long-term park operations and management.

FY2018-19 Scope

Partner with City of East Palo Alto to develop a business and operating plan for Cooley Landing Park.

Cooley Landing Park Business and Operation Plan

Estimated Costs	Prior Year Actuals	FY2018 Budget	FY2019	FY2020	FY2021	Estimated Future Years	Totals
4000 Staff Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5000–7000 Services and Supplies	0	200,000	130,000	0	0	0	330,000
8101 Real Estate Services	0	0	0	0	0	0	0
8201 Architect/Engineering Services	0	0	0	0	0	0	0
8202 Environmental/Planning Services	0	0	0	0	0	0	0
8203 Inspection/Construction Monitoring	0	0	0	0	0	0	0
8204 Permitting Fees	0	0	0	0	0	0	0
8205 Construction	0	0	0	0	0	0	0
Total	\$0	\$200,000	\$130,000	\$0	\$0	\$0	\$330,000

Funding Source	Prior Year Actuals	FY2018 Budget	FY2019	FY2020	FY2021	Estimated Future Years	Totals
10 General Fund	\$0	\$200,000	\$130,000	\$0	\$0	\$0	\$330,000
20 Hawthorn	0	0	0	0	0	0	0
30 MAA – Capital	0	0	0	0	0	0	0
40 GF – Capital	0	0	0	0	0	0	0
XX Grants/Partnerships/Other	0	0	0	0	0	0	0
Total	\$0	\$200,000	\$130,000	\$0	\$0	\$0	\$330,000

This project has no anticipated impact on the District's Operating Budget.

Public Access, Education, and Outreach

Project #: 31801

Fund: 10 – General Fund

Project Description

Continue to support the City of East Palo Alto's efforts to recruit and select an operator to provide environmental stewardship programming at Cooley Landing that is reflective of the community's culture. The District will ~~fund provide funding for the~~ preparation development of a business and operating plan to support the public programming that will be provided by the new operator, as well as fund the preparation of an operating plan for the larger park to support the City with its long-term park operations and management, for the preferred operator.

FY2018-19 Scope:

Partner with City of East Palo Alto to develop a business and operating plan for Cooley Landing Park.

Cooley Landing Park Business and Operation Plan