



Midpeninsula Regional
Open Space District

R-12-123
Meeting 12-39
December 19, 2012

AGENDA ITEM 7C

AGENDA ITEM

Approval of the Midpeninsula Regional Open Space District Fiscal Year 2012-13 Midyear Action Plan

GENERAL MANAGER'S RECOMMENDATION

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Approve the Midpeninsula Regional Open Space District Fiscal Year 2012-13 Midyear Action Plan.

SUMMARY

The Fiscal Year (FY) 2012-13 District Action Plan was adopted by the Board of Directors on March 28, 2012 (Report R-12-36). The FY2012-13 Midyear Action Plan reflects the deferral or reduction in scope of a number of District Key Projects as approved by the Board at its Retreat on July 20, 2012.

DISCUSSION

The FY2012-13 Action Plan was approved by the Board of Directors at its regular meeting held on March 28, 2012 (Report R-12-36). On July 20, 2012, the Board, during its retreat with Department Managers, approved the deferral of a number of Key Projects to create staff capacity to implement elements of the Strategic Plan, particularly the Vision Plan and the Capital Finance Program, as well as other District-wide projects. As part of the Midyear Review, staff included these project deferrals in the Midyear Action Plan and identified additional changes to the scope and budget of a select number of projects.

The FY2012-13 Proposed Midyear Action Plan reflects a total of 74 Active Projects, which represents a decrease of 49 Active Projects from the Adopted Action Plan. These changes are summarized in Attachment 1 and highlighted as tracked changes in the FY2012-13 Midyear Action Plan (Attachment 2). The proposed changes were presented to the Administration and Budget Committee (ABC) on December 4, 2012, for its review and concurrence.

FISCAL IMPACT

Fiscal impact is identified for each Key Project within the Action Plan document. The proposed annual District budget is linked to the Action Plan and reflects project costs and project details. For more information on the FY2012-13 Budget, please refer to Board Agenda Item No. 7B.

BOARD COMMITTEE REVIEW

The Administration and Budget Committee reviewed the proposed FY2012-13 Midyear Action Plan on December 4, 2012, and recommends approval by the full Board.

PUBLIC NOTICE

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

CEQA COMPLIANCE

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

NEXT STEP

Projects listed in the FY2012-13 Midyear Action Plan will be implemented according to the schedules described in the Action Plan.

Attachments:

1. Comparison of FY2012-13 Adopted Action Plan and FY2012-13 Proposed Midyear
2. Action Plans by Department

Responsible Department Manager:

Kate Drayson, Administrative Services Manager

Prepared by:

Kate Drayson, Administrative Services Manager

Contact person:

Stephen E. Abbors, General Manager

Kate Drayson, Administrative Services Manager

ATTACHMENT 1

Comparison Summary of Key Projects between the Adopted FY2012-13 Action Plan and Proposed Midyear

	Adopted		Proposed Midyear				Change from Adopted
	Total Active	Total Deferred	Active - No Change	Total Completed	Scope Reduced	Total Deferred	Active Projects
District-wide	5	0	5	0	0	1	0
Real Property	20	0	10	8	2	3	-10
Planning	21	7	12	4	2	10	-9
Natural Resources	16	2	9	0	5	6	-7
Operations	14	1	8	2	3	3	-6
Public Affairs	19	0	12	6	0	3	-7
Administration	15	0	5	5	1	4	-10
TOTAL	110	10	61	25	13	30	-49

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description Revisions/Additions			Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

DISTRICT-WIDE KEY PROJECTS

Priority 1

<u>Organizational Health (NEW PROJECT)</u>	<u>To improve the organization's health and the health of its employees</u>	<u>Activities aimed at team building, recognition and appreciation, employee growth and development, employee health and morale, and maintenance of a realistic workload.</u>	<u>Ongoing</u>	<u>\$40,000</u>	<u>All Departments General Manager Managers Board</u>
Integrated Accounting and Financial System	<u>Increased Schafer Consulting contract by \$150,000.</u>	Continue to work with staff, New World Systems and Schafer Consulting to implement Phase I (Core Financials) with a go-live date of July 7, 2012 Partner with the same team, prepare and implement Phase II (HR/Payroll) with a go-live date of January 7, 2013	Q2 FY12-13 - Phase I Q4 FY12-13 - Phase II	<u>\$331,275</u>	Kate Drayson All Departments General Manager Managers Controller
Strategic Plan - Conservation Vision Plan	Develop strategies and priorities consistent with the District's mission for the next generation of land conservation, resource stewardship, and recreational access informed by science and community input.	With Vision Plan consultant assistance, prepare a conservation atlas, data gap analysis, and conservation needs assessment. With Board input, formulate alternative scenarios and a prioritized project list. Support development of a Vision Plan with District partners.	FY12-13 <u>FY13-14</u>	\$300,000	Ana Ruiz Kirk Lenington Sandy Sommer General Manager Board of Directors Managers All Departments

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

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DISTRICT-WIDE KEY PROJECTS

Priority 1 (Cont'd)

Strategic Plan - Public Support	Obtain public input to the vision and secure public support	Work with public outreach consultant to invite community input which will help inform vision and obtain public support for vision. First step: hire consultant.	FY12-13	\$100,000	Public Affairs General Manager Board of Directors Managers All Departments
Strategic Plan - Funding Measure	Develop funding campaign	Work with campaign consultant to lay the groundwork for a funding measure. Begin outreach to District's constituents. <u>Work will include review of District branding options</u>	Q1 FY12-13: hire consultant.	\$310,000	Public Affairs General Manager Board of Directors Managers All Departments

Priority 2

Priority 3

Deferred

<u>Strategic Plan - Evaluate Business Model</u>	<u>Deferred until completion of Vision Plan.</u>	Work with organizational consultant to evaluate organizational structure and staffing.	Q4 FY12-13: hire consultant FY13-14	<u>\$0</u>	Steve Abbors Managers
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PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description Revisions/Additions			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: GREENBELT PRESERVATION

Completed

Land Purchase Partnerships - El Corte de Madera Creek		Cooperatively work with local land preservation organizations on the following property partnerships: El Corte de Madera Additions - Sempervirens Additional stewardship grant of \$50,000 from Living Landscape for site restoration and improvements.	FY 12-13	\$2,530,000 \$2,438,100 fair market value \$890,000 grants/gifts, Cost to District \$1,640,000 \$1,548,100	Mike Williams Allen Ishibashi Legal Operations Natural Resouces Planning Public Affairs Real Property Committee/Board
Potential Easement Exchange - at Bear Creek Redwoods		1. Meet with residential owners to determine easement needs. 2. Meet with Cal Fire and Presentation Center to Determine their utility easement needs. 3. Determine best solution for providing electrical power to all parties. 4. Obtain consideration of public benefit from residential owners for easement. 5. Work with all parties and PG&E to develop and execute easement agreement.	FY 12-13	\$0	Allen Ishibashi Mike Williams Legal Operations

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description Revisions/Additions			Project Manager Other Depts/BOD Involved/Impacted
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Priority 1					
POST Carilli-Hendrys Creek property, Land Purchase Partnership		Property Purchase with partnership funds. Conservation Easement & Management Plan with Santa Clara Valley Water District. CEQA Review	FY12-13	\$1,500,000 fair market value potentially fully funded by partners Cost to District \$120,000 \$100,000 - consultant for creek restoration. <u>Restoration to be funded by District in future years.</u>	Mike Williams Sandy Sommer Planning Natural Resources Operations Public Affairs Legal Real Property Committee/Board
New Land Purchases	Deferral of purchases as agreed to increase department capacity for Vision Plan.	Pursue the purchase of new land additions to Purisima Creek Redwoods, Tunitas Creek, Skyline Ridge, Bear Creek Redwoods and Sierra Azul.	FY12-13	\$3,360,000 \$3,110,000 fair market value \$100,000 gift Cost to District \$3,260,000 \$3,010,000	Mike Williams Planning Natural Resources Operations Legal Public Affairs Real Property Committee/Board

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

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		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: GREENBELT PRESERVATION (Cont'd)

Priority 1 (Cont'd)

<u>Potential New Trail Easements - SFPUC, Ravenswood</u>	<u>Moved to Priority 1 for the following reasons:</u> - <u>Strong supportive public interest</u> - <u>Trail now part of East Palo Alto Ravenswood 4 Corners specific plan</u> - <u>agreement with SFPUC</u> - <u>Avail of Bay Trail Grant</u> - <u>Apply for Stanford Mitigation Grant with Santa Clara County</u>	Identify preferred Bay Trail alignment through lands of SFPUC, coordinate with Cities of East Palo Alto & Menlo Park, complete environmental analysis of Bay Trail alignment, obtain concurrence on trail alignment from SFPUC, utilize Bay Trail grant, and finalize trail easement with SFPUC. <u>Solicit and incorporate public input.</u> Overall project costs will be offset by \$40,000 in grant income from Coastal Conservancy. <u>Seek grant for project implementation.</u>	FY12-13	\$70,000	Sandy Sommer Allen Ishibashi Legal Operations Planning Public Affairs Real Property Committee/Board
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Priority 2

Potential Access Easements - Mt. Umunhum		Work with neighboring land owners to improve road access easements along Mt. Umunhum Road, negotiate public trail easement connecting Wrights Station Road in Cathedral Oaks to Mt. Umunhum	Q4 FY12-13	0 \$20,000	Mike Williams Elaina Cuzick Allen Ishibashi Legal Operations Planning Public Affairs Real Property Committee/Board
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PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

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		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: GREENBELT PRESERVATION (Cont'd)

Priority 2 (Cont'd)

New Land Transition - Powell Property Clean Up	Deferral of demolition of structures to increase department capacity for Vision Plan.	Assess and implement waste disposal site clean up and restoration, demolish structures including testing for lead and asbestos, and evaluate access road improvements and erosion control measures.	FY12-13	\$160,000 \$60,000	Sandy Sommer Allen Ishibashi Operations Planning Natural Resources
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Priority 3

Land Purchase Partnerships - Monte Bello		Cooperatively work with local land preservation organizations on the following property partnerships: Monte Bello - Santa Clara County Parks	FY12-13	\$1,200,000 \$1,100,000 fair market value \$600,000 \$550,000 partnership funds Cost to District \$600,000 \$550,000	Mike Williams Sandy Sommer Legal Natural Resources Operations Planning Public Affairs Real Property Committee/Board
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Deferred

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description Revisions/Additions			Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: COASTSIDE PROTECTION PLAN

Completed					
POST Toto Ranch		Due Diligence Phase I (possible update) Use & Management Plan (including grazing) Property Purchase of 950 acres Assume Grazing and Residential Leases	FY12-13	\$3,500,000 <u>Cleanup and infrastructure repairs \$275,000</u> Total \$3,775,000	Mike Williams Sandy Sommer Elaina Cuzick Allen Ishibashi Legal Natural Resources Planning Operations Public Affairs Real Property Committee/Board

- Priority 1
- Priority 2
- Priority 3
- Deferred

<u>Purisima to the Sea</u>	<u>Deferral of lot line agreement to increase department capacity for Vision Plan.</u>	<u>Work with private property owner of Purisima Farms property to pursue lot line adjustment of upland and agricultural areas of property, pursue conservation easements with private land owners to help protect the Lobitos Creek watershed</u>	<u>FY13-14</u>	<u>\$0</u>	Mike Williams Sandy Sommer <u>Legal</u> <u>Operations</u> <u>Planning</u> <u>Public Affairs</u> <u>Board</u>
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PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

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PROGRAM: PROPERTY RIGHTS STEWARDSHIP

Completed

Guadalupe Land Company		Appraise the value of the Guadalupe Land Company property, assess the potential capital gains tax impacts of dissolving corporation, provide recommendation to Shareholders (Board of Directors) on dissolving corporation and implement Shareholder decision.	FY12-13	\$290,000 Capital Gains \$4,000 Processing	Mike Williams Legal Board
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Priority 1

Ridge Vineyards Property Exchange, Monte Bello		Prepare agreement and easement documents for fee and easement property exchanges to resolve historic encroachment, protect scenic ridgeline and enhance compatible agricultural uses. <u>Perform CEQA analysis and coordinate with resource agencies.</u> Obtain Board of Directors approval of exchange and transfer property.	FY12-13	\$7,000	Sandy Sommer Legal Operations Planning Public Affairs Natural Resources Real Property Committee/Board
Encroachment Resolution		Saratoga Gap - Gullicksen - monitor remediation of site	FY12-13	\$30,000	Mike Williams Allen Ishibashi Legal Operations Natural Resources Planning Public Affairs Board

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

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		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PROPERTY RIGHTS STEWARDSHIP (cont'd)

Priority 2

<u>Chiocchi Water System Litigation (NEW PROJECT)</u>	<u>Tolling agreement expired, and it was determined necessary by legal to pursue settlement of this lawsuit</u>	<u>Support Legal settlement negotiations for Chiocchi litigation for Alma water system at Bear Creek Redwoods Open Space Preserve.</u>	<u>FY12-13</u>	<u>\$75,000</u>	<u>Mike Williams</u> <u>Legal</u> <u>Board</u>
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Priority 3

Deferred

PROGRAM: REVENUE GENERATION

Priority 1

New Land Rental Property Transition - Silva	San Mateo County outstanding permit requires fire code improvements (widened driveway and fire hydrant). New roof is required along with already budgeted front deck replacement (safety).	1. Assess overall conditions of residence. 2. Make repairs and clean residence. 3. If residence does not have current tenant - list the residence for rent. 4. Enter into lease with current tenant or new tenant.	FY12-13	\$45,000 \$65,000	Elaina Cuzick Operations Planning
New Land Rental Property Transition - Alpine Road House - Hawthorns (Also see Planning)		1. Assess overall conditions of residence. 2. Make repairs and clean residence. 3. If residence does not have current tenant - list the residence for rent. 4. Enter into lease with current tenant or new tenant.	FY12-13	\$103,500 from Hawthorns Fund	Elaina Cuzick Planning Operations U&M Committee/Board

Priority 2

Priority 3

Deferred

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PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION

Completed

San Mateo County Telecom Lease - Rolph Repeater, Russian Ridge Open Space Preserve		<ol style="list-style-type: none"> 1. With Operations assess the District Radio System requirements for tower at the County's Pise Peak Communications Site. 2. Work cooperatively with County to develop a lease that will assist the District with its radio system requirements at Pise Peak and allow the continued leasing of the Rolfe Repeater Site for the next 25 years. 3. Receive approval of the new 25-year lease from the County. 	Q4 FY12-13 Contingent on San Mateo County Board of Supervisor approval	\$0	Allen Ishibashi Elaina Cuzick Legal Operations Planning Public Affairs Board
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Priority 1

Priority 2

Priority 3

Deferred

<u>Communication & Control Communication Site Lease Assignment</u>	<u>Deferral of lease to increase department capacity for Vision Plan.</u>	<ol style="list-style-type: none"> 1. Determine if lease assignment/amendment or a new lease is most feasible. 2. Work with Communications & Control to determine mutually agreeable lease terms 3. Execute the lease agreement 	<u>FY 13-14</u>	<u>\$0</u>	<u>Allen Ishibashi</u> <u>Elaina Cuzick</u> <u>Legal</u> <u>Operations</u> <u>Planning</u> <u>Board</u>
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PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description Revisions/Additions			Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: AGRICULTURAL LAND STEWARDSHIP

Completed

Grazing Lease - former POST (Blue Brush Canyon) property		1. Develop grazing lease 2. Meet with tenant to discuss plan, lease specifics and AUM pricing 3. Sign lease	Q2 FY 12-13	\$0	Elaina Cuzick Legal Natural Resources Planning Operations Public Affairs Board
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Priority 1

Priority 2

Priority 3

Deferred

Grazing Lease - La Honda (former McDonald Property)	Deferral of lease as Natural Resources is refocussing on improving grazing infrastructure at the Russian Ridge Open Space Preserve.	1. Work with Operations and Planning on Rangeland Management Plan 2. Develop grazing lease 3. Assist Resource Management staff with RFP for new grazing tenant 5. Meet with tenant to discuss plan, lease specifics and AUM pricing 4. Review Rangeland Management Plan with Farm Bureau & SMC Ag Advisory 6. Sign lease	FY 13-14	\$0	Elaina Cuzick Legal Planning Natural Resources Operations Public Affairs U&M Committee/Board
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PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description Revisions/Additions			Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PUBLIC RECREATION AND ACCESS

Completed

<u>Hawthorns Preliminary Use & Management and CIP Development (NEW PROJECT)</u>	<u>To move ahead on renovation of Alpine Road House to house District Ranger or caretaker and on mothballing the Historic Structures in preparation for future renovation assuming outside funding sources.</u>	<u>Together with Planning:</u> - Amend the Preliminary Use and Management Plan to allow for mothballing of the historic structures and renovation of the Alpine Road house. - Develop CIP for both the mothballing of the historic structures and the renovation of the Alpine Road house.	Q1 FY 12-13	<u>For Capital Expenditure Budgets see both the Historic Building Project (Planning's Action Plan) and Alpine Road House Project (Real Property Action Plan)</u>	<u>Sandy Sommer</u> <u>Elaina Cuzick</u> <u>Legal</u> <u>Planning</u> <u>Public Affairs</u> <u>Operations</u> <u>Natural Resources</u> <u>U&M</u> <u>Committee/Board</u>
<u>Williamson Act Contract Amendments (Williamson Act) (NEW PROJECT)</u>	<u>To assist Planning with obtaining permits for Mindego Gateway project and El Corte de Madera Creek Watershed Protection Plan</u>	<u>Renew contract amendments on:</u> - <u>El Corte de Madera Creek</u> - <u>Mindego Ranch Area of Russian Ridge Open Space Preserve</u>	<u>FY12-13</u>	<u>\$0</u>	<u>Mike Williams</u> <u>Sandy Sommer</u> <u>Planning</u> <u>Legal</u>

Priority 2

<u>Bear Creek Stables RFP/Lease</u>		1. Further develop Bear Creek Stables draft site and management plan and restoration plan options	FY12-13	\$7,500	<u>Elaina Cuzick</u> <u>Planning</u> <u>Natural Resources</u> <u>Operations</u> <u>Public Affairs</u> <u>Sierra Azul/BCR Ad Hoc Committee</u>
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Priority 3

Deferred

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description			Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: LONG RANGE PLANNING

Completed

La Honda Creek Master Plan	Small budget increase to account for additional CEQA review expenses.	Complete CEQA review and seek Board final approval and CEQA certification.	Q2 FY12-13 - Board final approval of Master Plan and CEQA certification	Increase from <u>\$20,000 to \$22,000</u>	Lisa Bankosh All Departments General Manager Legal
Mount Umunhum Site Planning <i>(Element of the SA/BCR Master Plan project)</i>	Additional funding needed to cover extensive public outreach efforts and additional Board meetings and consultant assistance to review and consider project components.	Complete the Mount Umunhum Environmental Restoration and Public Access Plan for Board consideration and approval, including CEQA certification.	Q1 FY12-13 - CEQA certification Q1/Q2 FY12-13 - Tentative Board approval of Plan Q2/Q3 FY12-13 - Final Board Approval of Plan	Increase from <u>\$200,000 to \$320,000</u>	Meredith Manning All Departments General Manager Legal Sierra Azul/Bear Creek Redwoods Ad Hoc Committee

Priority 1

Cooley Landing Peninsula Partnership Agreement with East Palo Alto	East Palo Alto submitted reimbursement request for site remediation work on District land (along Ravenswood parking lot) after March 31, 2012, requiring remediation payment to occur in FY12-13 rather than FY11-12. Budget increase needed to account for late invoicing and for grant funds received in the amount of \$400,000 that were transferred to East Palo Alto.	Coordinate with City and provide technical assistance during site remediation and Phase I construction. Work with City to evaluate the following uses: fishing, kayaking, canoeing. Assist City with other Phases of work, including amendments to U&M Plan and Partnership Agreement.	Q1 FY12-13 - Completion of any remaining site remediation; Phase I public access facilities construction <u>TBD - Implementation of Phase II construction drawings</u>	Increase from <u>\$30,000 to \$475,000</u> <u>True total District cost this FY is expected to be \$75,000; budget increase also includes an additional \$400,000 to account for outside grant funding that was secured and transferred to City of East Palo Alto.</u>	Tina Hugg Legal Operations Public Affairs Real Property Natural Resources Cooley Landing Ad Hoc Committee
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Priority 2 - None

Priority 3 - None

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

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		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	
PROGRAM: LONG RANGE PLANNING (Cont'd)					
Deferred					
<u>Sierra Azul/Bear Creek Redwoods Master Plan</u> <i>(To be informed by Mt. Um project)</i>	<u>Project deferred to create staff capacity for Strategic Plan Implementation. Focus this fiscal year at Sierra Azul will be to complete demolition and site planning projects at Mount Umunhum.</u>	<u>Incorporate Mount Umunhum Environmental Restoration and Public Access Plan and finalize Draft Master Plan and EIR; seek Board final approval and CEQA certification.</u>	<u>Q4 FY13-14 - Board final approval of Master Plan and CEQA Certification</u>	<u>Decrease from \$92,000 to \$0</u>	Lisa Bankosh All Departments General Manager Legal Sierra Azul/Bear Creek Redwoods Ad Hoc Committee
El Sereno Use and Management Plan Amendment		Identify new trail opportunities; assess suitability for expanding dog use throughout Preserve trails using Board-adopted criteria; hold a neighborhood/Use and Management Committee meeting; forward recommendations to the Board for review and consideration.	TBD	TBD	TBD
Public Use Study (Trail Impacts)		Scope out study design, criteria, inputs/outputs, factors to consider, potential partners, and funding; potential partners include local universities and research institutions.	TBD	TBD	TBD

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Key Project	Reasons for Revisions/Additions	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted
PROGRAM: GEOGRAPHIC AND INFORMATION SYSTEMS SERVICES					
COMPLETED					
Ward Election Maps		Work with counties to ensure the successful transfer and correct display of new ward boundary data for the upcoming election; assist District Clerk with ward map requests, online postings, etc.	Q3 FY12-13	\$0	Casey Cleve Administration General Manager Legal
Priority 1					
Priority 2					
ArcGIS Server Installation		Work with Administration/IT to install ArcGIS Server software and complete initial setup/troubleshooting.	FY13-14 - Complete installation of ArcGIS Server	\$0 <i>ArcGIS Server was purchased in FY11-12</i>	Casey Cleve IT
Priority 3					
<u>Integration of Work Order Database</u>	Determined that new accounting software does not meet work order database needs. Remaining work deferred to FY13-14.	Review Work Order system and determine if and how best to link to GIS.	FY12-13 - Review system and brainstorm methods for linking FY13-14 - Implement changes	\$0	Casey Cleve Operations
Deferred					
District-Wide GPS Field Collection and Implementation		Inventory District-wide GPS equipment; select preferred GPS software and hardware; purchase replacement equipment as needed; conduct training and integrate as part of field work.	TBD	TBD	TBD

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PROGRAM: PUBLIC RECREATION ACCESS

Priority 1					
<u>Mindego Gateway Project</u>	Budget reduced given permitting delays due to need for Williamson Act amendment, causing staging area construction to be moved to FY13-14.	Seek Board approval of a Use and Management Plan Amendment and CEQA certification for all four project components: Audrey Rust Commemorative Site (POST- managed); new staging area; Ancient Oaks Trail Connection; and Mindego Hill Trail. Project also includes studies (habitat assessment, sensitive species surveys, and cultural surveys) to inform project design. Secure permits and proceed with construction of project elements.	<p>Staging area and commemorative site: Q1 FY12-13 -Final Board approval, CEQA certification; Q1-Q4 FY12-13 - Permitting Q2-Q3 FY12-13 - Commemorative site construction (assumes quicker permit review) Q2-Q3 FY13-14 - Construction</p> <p>Trails: Q1 FY12-13 - Board approval; CEQA certification Q1-Q3 FY12-13 - Complete construction plans Q3 FY12-13 - Q1 FY13-14 - Permitting Q2-Q3 FY13-14 - Construction</p>	Reduce from \$450,000 to \$177,000 <i>\$150,000 is fully funded by POST. \$27,000 is funded by the District for Mindego Hill Trail and fencing to accommodate public access.</i>	<p>Gina Coony - staging area; Commemorative site liaison with POST</p> <p>Lisa Bankosh - surveys, studies, CEQA, and trail connection to Ancient Oaks Trail</p> <p>Gretchen Lausten - Mindego Hill Trail</p> <p>Operations Natural Resources</p> <p>Use and Management Committee Legislative, Finance, and Public Affairs Committee</p>

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PROGRAM: PUBLIC RECREATION ACCESS (Cont'd)					
Priority 1 (Cont'd)					
<u>Russian Ridge (Mindego Ranch) Use and Management Plan Amendment (NEW PROJECT)</u>	<u>An amendment to the existing Russian Ridge Use and Management (U&M) Plan is necessary to facilitate effective stewardship of Mindego Ranch, which includes re-introduction of cattle grazing.</u>	<u>Prepare a U&M Plan Amendment that includes: upgrades to the livestock water system infrastructure to allow for grazing; enhancements to ponds to improve habitat for sensitive species; road repairs to allow patrol and maintenance access; and provisions for future public access. Hold Use and Management Committee meetings to review the recommendations. Seek Board tentative approval of the U&M Plan Amendment to allow CEQA review to commence.</u>	<u>Q3 FY12-13 - Draft U&M Plan Amendment; hold Committee mtgs Q4 FY12-13 - Tentative Board approval Q1 FY13-14 - CEQA review Q2 FY13-14 - Final Board approval</u>	<u>Add budget of \$60,000</u>	<u>Lisa Bankosh Natural Resources Operations Use and Management Committee</u>
El Corte de Madera Creek Staging Area and Trail Improvements		Award bid and complete construction of the parking lot. Complete trail design and permitting for Phase I trails (including relocated trail crossing across Highway 35). If permits for Phase I trails are secured early, complete Phase I trail construction. Begin trail design for Phase II trails.	Q1 FY12-13 - Phase I bidding Q2 FY12-13 - Phase I staging area and trail construction Q3 FY12-13 - Phase II trail design Q4 FY12-13 - Phase II permitting Q3 FY14-15 - Project completion (all phases)	<u>\$713,000</u>	Tina Hugg Operations Real Property Natural Resources Legal
Priority 2					
Mount Umunhum Implementation Phase I - Year 1	Additional time allocated to site planning project to review and evaluate radar tower options has resulted in a delay in Phase I implementation, thus also resulting in a reduced budget.	Develop construction plans for new trail connection from Barlow Road to the summit, new staging/parking area off Mount Umunhum Road, and ecological restoration of the former army base. Seek additional grant funding for future phases of work. <u>Develop procedures for third party fundraising efforts for radar tower.</u>	<u>Q1-Q4 FY12-13 - Apply for grant funding Q3 FY12-13-14 - Complete trail construction plans Q4 FY12-13-14 - Complete staging/parking area construction plans and initiate restoration plans</u>	<u>Reduce from \$200,000 to \$55,000</u>	Meredith Manning Operations Public Affairs Real Property Natural Resources Legal

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description			Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PUBLIC RECREATION ACCESS (Cont'd)

Priority 2 (Cont'd)

La Honda Creek Master Plan Phase I Implementation	Schedule slightly delayed to follow Board approval of Master Plan.	Work with tenant to design sign plan and language for Phase I trail use; complete construction plans; submit permits to establish trail loop off Sears Ranch Road; coordinate with Natural Resources Department on ranch road repairs and new trail construction. Seek grant funding.	Q2-Q3-Q4 FY12-13 - Prepare construction plans for road repair and new trail loop FY13-14 - Permitting Q1 FY14-15 - Bidding and award of contract Q1-Q3 FY14-15- Trail construction	\$80,000	Zachary Alexander and Lisa Bankosh Planner II (currently vacant) Operations Real Property Natural Resources
Mary Davey Memorial	Slight increase in budget to include addition of memorial boulder (a late addition to the scope of work).	Work with LFPAC to finalize memorial design and seek Board approval and CEQA certification of a Use and Management Plan amendment to allow for project implementation. Secure permits as necessary. Work with crew to install memorial.	Q1 FY12-13 - Board approval of Use and Management Plan amendment and CEQA certification Q3 FY12-13 - Memorial installation	Increase from <u>\$10,000 to \$12,000</u>	Gretchen Lausten Operations Public Affairs Legislative, Finance and Public Affairs Committee

Priority 3

Alpine Pond Long-Term Management Plan	Submitting additional grant application with Santa Clara County.	Monitor grant application and submit additional material as needed. <u>Prepare and submit additional grant application with Santa Clara County.</u>	Q3 FY12-13 - Grant award notification	\$0 <i>Awaiting grant notification</i>	Lisa Bankosh
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PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: PUBLIC RECREATION ACCESS (Cont'd)

Deferred					
Pulgas Ridge Trail Connection		Explore possibility of extending a trailhead through SFPUC lands; work with City and neighbors to address concerns regarding trail access and use; return to Use and Management Committee with recommendations; continue to coordinate with City as needed.	TBD	TBD	TBD

PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION

Priority 1					
Fremont Older Staging Area Public Safety Improvements	<u>Schedule slightly delayed while waiting to for communication from Country Club</u>	Negotiate canopy and other site safety improvements with the Country Club; seek Board approval of site improvements; complete construction plans and secure permits; prepare bid package, solicit bids, and administer contract. Project scope contingent on negotiations with Country Club.	Q1-Q2 FY12-13 - Conduct study of golf ball landings once new golf course layout is in use Q3 FY12-13 - If needed based on data gathered, refine canopy design and seek Board approval of new safety improvements Q4 FY12-13 - Permitting FY13-14 - Construction	Reduce from \$27,500 to \$9,500	Gretchen Laustsen All Departments General Manager Legal

Priority 2 - None

Priority 3 - None

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description			Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION (Cont'd)

Deferred					
<u>Purisima Creek Bridge Repair</u>	<u>Project deferred to create capacity for Strategic Plan implementation; bridge was given an initial visual inspection by a bridge engineer who deemed structural members to be sturdier than first thought. Bridge is still closed to vehicles, open to trail traffic.</u>	<u>Assess trail bridge condition; if deemed necessary, begin design for repairs/new bridge installation.</u>	<u>Q1 FY12-13 - Assess bridge conditions</u> <u>Q4 FY12-1313-14 - Complete design documents</u> <u>FY13-1414-15 - Permitting</u> <u>Q2 FY14-1515-16 - Construct repairs</u>	<u>Reduce from \$60,000 to \$0</u>	Planner II (currently vacant) Operations Natural Resources
<u>Peter's Creek Trail Bridge Replacement</u>	<u>Project deferred to create capacity for Strategic Plan implementation; bridge is still functioning. In event that heavy winter rains damage this narrow, short-spanned bridge, trail users will need to be rerouted to other trails to close this section off until new replacement is put in place.</u>	<u>Prior assessment confirmed need for bridge replacement. Begin design for new bridge installation.</u>	<u>Q4 FY12-1313-14 - Complete design documents</u> <u>FY13-1414-15 - Permitting</u> <u>FY14-1515-16 - Construct repairs</u>	<u>Reduce from \$60,000 to \$0</u>	Planner I (currently vacant) Operations Natural Resources

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION

Priority 1					
Mount Umunhum Demolition		Complete permitting/bidding process and award contract to demolish buildings and structures, consistent with a Board-approved Restoration and Public Access Plan.	Q1 FY12-13 - Bidding Q2 FY12-13 - Award of contract Q3 FY12-13 - Demolition complete	\$1,608,380 \$1,241,196 to be reimbursed through FY09/10 federal appropriation; \$367,184 District funds	Gina Coony All Departments Legal

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description			Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION (Cont'd)

Priority 1 (Cont'd)

POST Hendrys Creek Property Land Restoration		Pending purchase of new property, work with Santa Clara Valley Water District to develop, fund, and implement a Land Management Plan; Plan would be due at time of purchase.	Q1 FY12-13 - Develop Land Management Plan Q1-Q4 FY13-14 - Complete design and permitting Q1-Q3 FY14-15 - Implementation	Refer to Real Property Department's budget	Kirk Lenington - negotiations Meredith Manning - implementation Real Property Legal Operations Natural Resources
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Priority 2 - None

Priority 3 - None

Deferred - None

PROGRAM: CULTURAL RESOURCE STEWARDSHIP

Priority 1

Hawthorns Site Management Phase I (stabilization and partner development)		Assess need for and implement additional stabilization measures to protect buildings from inclement weather and vandalism. Seek interested partners and funders to help with long-term maintenance and preservation.	Q1 FY12-13 - Complete building assessments/ stabilization measures Q3-Q4 FY12-13 - Prepare interim and long-term site recommendations Q1 FY13-14 - Board review of site recommendations	Expenses to be paid out of Hawthorns endowment fund. Estimated costs at \$50,000 for FY12-13	Gina Coony Real Property Operations
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Priority 2 - None

Priority 3 - None

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description			Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: CULTURAL RESOURCE STEWARDSHIP (Cont'd)

Deferred

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

Completed

Folger Ranch House Remodel	Start of remodel project delayed to FY12-13 due to late winter rains, requiring all of the work and payments to occur in FY12-13, rather than span two fiscal years as originally budgeted.	Complete residence remodel.	Q1 FY2012-13 - Complete Construction	Increase from \$105,000 to \$185,000	Matt Baldzikowski Real Property Operations Legal
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Priority 2
Priority 3 - None
Deferred

<u>Skyline Field Office Improvements</u>	<u>Project deferred to create capacity for Strategic Plan implementation</u>	<u>Determine feasible facility improvement options for the Skyline Field Office based on expected costs, needs, and future budgetary constraints and priorities.</u>	<u>FY12-13-14: Present options and recommendations to Committee and pursue preferred option.</u>	<u>Reduce from \$50,000 to \$0</u>	Tina Hugg Legal Operations Facilities Ad Hoc Committee
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PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description			Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	
PROGRAM: STAFF FACILITY INFRASTRUCTURE (Cont'd)					
Deferred (Cont'd)					
<u>Administrative Office - Feasibility Analysis of Long-Term Options</u>	<u>Project deferred to create capacity for Strategic Plan implementation</u>	<u>Review and update information collected to date regarding needs, growth, layout options, etc. Review options for remodel/relocation. Present data and recommendations to Facilities Ad Hoc to confirm direction.</u>	<u>FY12-1313-14</u>	<u>Reduce from \$25,000 to \$0</u>	Tina Hugg General Manager All Departments Facilities Ad Hoc Committee
South Area Field Office Site Preparation and Design		Site planning and design for new field office facility.	TBD	TBD	TBD
Administrative Office HVAC and South End Remodel		Complete design plans for new HVAC system and interior improvements to expand number of work stations.	TBD	TBD	TBD

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: RESOURCE MANAGEMENT

Priority 1

Sudden Oak Death Monitoring & Research		Continue treatment for and research of Sudden Oak Death.	Q4 FY12-13	\$23,000	Cindy Roessler Public Affairs
Integrated Pest Management Program	<u>Project delayed during implementation of focused weed management project.</u>	Hire a consultant to guide the development of an integrated pest management program and start the environmental review process. Gather and address public input.	Q4 FY13-14	\$205,000 \$80,000	Cindy Roessler Admin/Legal Planning Operations

Priority 2

Ponds DR07 and DR08 Repair	<u>Increased budget by \$25,000 due to increased costs for biological monitoring consultant</u>	Submit for permits; secure grant funding, bid and construct the project	Q3 FY12-13	\$100,000 \$125,000	Julie Andersen Operations Public Affairs
Monitor Prior Grassland Burns		Monitor vegetation and wildlife changes in areas previously burned.	Q4 FY12-13	\$10,000	Cindy Roessler Admin/Legal Planning

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: RESOURCE MANAGEMENT (Cont'd)

Priority 2 (Cont'd)

Control of Slender False Brome	<u>Environmental review for Thornewood riparian control delayed due to focus on adjacent private property control.</u> <u>Reimbursement for private property control lower than anticipated.</u>	Manage a cost reimbursement program to encourage District neighbors to eradicate Slender False Brome, which might invade District lands, from their properties. Goal is to eradicate Slender False Brome from District lands and neighboring properties, especially along creek corridors, and work to prevent re-infestation.	Q4 FY12-13	\$112,000 <u>\$55,000</u>	Ellen Gartside Public Affairs
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Priority 3 - None

Deferred

Grassland Burns		Develop District grassland burn program and conduct environmental review with public input.	Q3 FY13-14	\$93,000	Cindy Roessler Admin/Legal Planning
Mindego Lake Management Plan		Collect additional SFGS distribution and abundance data; recommend habitat enhancement and management goals, objectives, and methods, including pond drain plan; establish guidelines for public use	Q3 FY11-12 - Initial data summary and findings Q4 FY11-12 Conduct add'l surveys Q1 FY12-13 Finalize report, initiate CEQA review	\$30,000	Julie Andersen Operations Planning Public Affairs

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION

Priority 1

Guadalupe River Mercury Total Maximum Daily Load (TMDL)		Implement second year of the coordinated monitoring effort to assess TMDL implementation success. Continue investigations of potential mercury mitigation sites on District lands	Q3 FY19-20 - Complete erosion control projects and monitoring	\$10,000	Kirk Lenington Legal
Hicks Flat Mercury Remediation		Complete mercury remediation design (removal and stabilization of eroding mining waste rock along streambank) at Sierra Azul.	Q1 FY12-13 - CEQA and permitting Q2 FY13-14 - Remediation completed	\$50,000 <i>Grant-funded through State Water Resources Control Board</i>	Matt Baldzikowski Operations Legal
Mindego Ranch Remediation	<u>Corral assessment work deferred.</u>	Landfill: negotiate final agreement to close project with affected parties and obtain "no further action" letter from Water Board. Corral: prepare human health and environmental health risk assessment for corral site; prepare soil management plan to obtain closure letter from Water Board.	<u>Landfill</u> TBD - based on negotiations with affected parties Corral Q4 FY12-13 - Risk assessment of corral	Refer to Real Property budget for landfill. \$40,000 for Corral	Matt Baldzikowski Legal Real Property

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION (Cont'd)

Priority 1 (Cont'd)

La Honda Creek Master Plan Phase I Implementation - Roads Watershed Protection Upgrade		Design road upgrade program and apply to grant funding to implement necessary upgrades.	Q2-Q3 FY12-13 - Work with granting agency to address project questions Q3 FY12-13 - Notification of Grant receipt Q4 FY12-13 - Begin project design and permitting	\$30,000	Matt Baldzikowski Planning Operations Real Property Public Affairs
El Corte de Madera Creek Watershed Protection Program	<u>USFWS did not issue Biological Opinion in time for construction season - construction delayed to FY13-14.</u>	Secure permits for Methuselah bridge and next phase of trail improvements and complete first phase of road fill removal/trail restoration to close abandoned alignments.	<u>Q2 FY13-14</u> - Construction of next phase (2 total phases remaining)	\$150,000 <u>\$15,000</u>	Julie Andersen Operations Public Affairs

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION (Cont'd)

Priority 1 (Cont'd)

<u>Lehigh Quarry Reclamation Plan Review (NEW PROJECT)</u>	<u>Lehigh Hanson Reclamation Plan Amendment approved by Santa Clara County challenged by District.</u>	<u>Continue review of Reclamation Plan Amendment and discussions with Lehigh Hanson to address District concerns.</u>	<u>Q4 FY 12-13</u>	<u>\$150,000</u>	<u>Matt Baldzikowski</u> <u>General Manager</u> <u>Legal</u> <u>Public Affairs</u> <u>Operations</u>
<u>Pond 5 Repair (NEW PROJECT)</u>	<u>Pond failed during winter of 2012, impacting steelhead habitat. Pond 5 provides only off-stream water supply for pasture.</u>	<u>Retain Geotechnical Engineer to design pond berm restoration and interim repair.</u>	<u>Q4 FY 12-13</u>	<u>\$50,000</u>	<u>Julie Andersen</u> <u>Real Property</u> <u>Operations</u> <u>Public Affairs</u>

Priority 2 - None

Priority 3 - None

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION (Cont'd)

Deferred

<u>Alma College Remediation</u>	<u>Project deferred to create staff capacity for Strategic Plan implementation.</u>	Phase II investigations to identify and characterize issues identified as part of Phase I report. Remediate as needed.	<u>Q1 FY13-14</u> - Phase II investigations <u>Q2-Q3 FY13-14</u> - Obtain permits, conduct bidding process and complete remediation work.	\$40,000	Julie Andersen Legal Operations
<u>Restoration Forestry Demonstration Project</u>	<u>Project deferred to create staff capacity for Strategic Plan implementation.</u>	Retain Registered Professional Forester to identify suitable pilot project site and necessary plans to permit timber harvest to restore degraded forest land	<u>Q3 FY 13-14</u> - Release RFP and select consultant	\$60,000	Matt Baldzikowski Joel Silverman Real Property Operations Public Affairs
<u>Madonna Creek Ranch Creek Assessment</u>	<u>Project deferred to create staff capacity for Strategic Plan implementation.</u>	Investigate aquatic and habitat resources present in the in-stream pond and Madonna Creek.	<u>Q1 FY13-14</u>	\$100,000 (budgeted in Real Property Dept. Budget)	Matt Baldzikowski Real Property Planning Operations Public Affairs

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: AGRICULTURAL LAND MANAGEMENT

Priority 1

Driscoll Ranch Rangeland Monitoring	Monitor tenant use of rangeland resources at Driscoll Ranch area of La Honda Creek OSP.	Work with field staff to monitor, assess, and develop management actions to improve rangeland resources at La Honda Creek OSP.	Q3 FY12-13	\$0	Clayton Koopman Operations Real Property Planning Public Affairs
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Priority 2

Grazing Infrastructure	Improve grazing infrastructure at La Honda Creek <u>Russian Ridge</u> OSP.	Install infrastructure to reintroduce grazing to La Honda Creek <u>Russian Ridge</u> OSP.	Q3 FY12-13	\$30,000 <u>Fencing costs in Planning Budget</u>	Clayton Koopman Admin/Legal Planning Real Property
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Priority 3 - None

Deferred

<u>Agricultural Production Plan</u>	<u>Project deferred to create staff capacity for Strategic Plan implementation.</u>	Phase 1 - Work with tenant to develop alternative water source.	<u>Q1 FY13-14</u>	\$25,000	Clayton Koopman Admin/Legal Planning Real Property
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PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description Revisions/Additions			Project Manager Other Depts./BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION

Completed

Rancho Model Aircraft Issues Resolution (NEW PROJECT)	Project was inadvertently omitted from the Adopted Action Plan	Work with the model aviator community, park/preserve users, and Santa Clara County Parks to resolve conflicts and issues surrounding model aircraft use at Rancho San Antonio County Park. Costs include signage and fencing costs.	Q3 FY12-13	\$1,000	Michael Newburn Planning
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Priority 1

Radio Improvement Project	To provide for greater staff safety and improve communications capabilities	Complete the final phase of the project, test the new system and train staff on its use.	Q3 FY12-13	\$180,000	David Topley
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Priority 2

Priority 3

Seasonal Ranger Program Research	Project will be addressed after the completion of negotiations with the Field Employees' Association (FEA), through a meet and confer process.	<p>Update the proposal from 1/2009 for the creation of a Seasonal Ranger program.</p> <ul style="list-style-type: none"> Review proposed job descriptions for Seasonal Ranger Level I and II. Update informal wage survey for proposed positions. Update program proposal Develop budget & timeline for FY 2013-14 implementation of program. Present to Board for review/approval of program, and job specifications. 	Q4 FY 12-13	<p>None for FY 12-13.</p> <p>In 2009 costs to establish the program were estimated to be \$61,800.</p>	Gordon Baillie Admin/HR Admin/Legal
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PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description Revisions/Additions			Project Manager Other Depts./BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION (Cont'd)

Priority 3 (Cont'd)

Radar Database	<u>Project is moved from Priority 2 to Priority 3 to focus time on Permits Database, and due to time requirements for IAFS. Project is moved from Q3 to Q4.</u> <u>Data entry at field offices will not be possible until IAFS workload has stabilized.</u>	Update the existing radar database to allow for data entry and retrieval by the field offices.	Q4 FY12-13	\$2,500	Gordon Baillie Admin/IT
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Deferred

Fire Program Research	Continue research on the District's Fire Program.	Depending on the results of negotiations with the Field Employees' Association (FEA), continue research on alternatives for the District's Fire Response Program.	Q3 FY 12-13	\$0	David Sanguinetti Admin/Legal
Skyline Boulevard Afterhours Parking Signing	<u>Project delayed due to need to get final approval for parking signs associated with El Corte de Madera parking lot.</u>	Conduct public input process for installation of "No Parking 1/2 hour after Sunset" signs in roadside pullouts in the Skyline area that are typically used for preserve after-hours parking. Sign installation will be in FY 13-14. <u>Installation moved from Q2 to Q4 in FY13-14</u>	Q3 FY 13-14 Q4 FY 12-13 Complete Public outreach process Q24 FY13-14 Install Signs	\$0	Brian Malone Planning

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description Revisions/Additions			Project Manager Other Depts./BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PUBLIC RECREATIONAL ACCESS

Completed

Black Mountain Trail Improvements	<u>Project completed ahead of schedule.</u>	Improve trail route as necessary. Layout and construction will be performed by District staff, reducing the need for outside costs.	Q4 FY12-13 <u>Q3 FY12-13</u>	\$10,000	Michael Newburn Admin/Legal Planning
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Priority 1

Permits Database	<u>Project moved from a Priority 2 to a Priority 1. Work has gone well on this, and the improved efficiency is needed to free up time for other projects.</u>	Implementation of the Permits Database created in FY2011-12. Includes linking four offices, testing of system, and making changes as necessary based on user feedback.	Q4 FY12-13	\$5,000	Gordon Baillie Admin/IT
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Priority 2

Replace and Upgrade Preserve Signboards		Replace four outmoded and degraded sign boards. Purchase and install four sign boards will be in FY 12-13.	Q4 FY 12-13	\$24,000	Brendan Downing
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PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description Revisions/Additions			Project Manager Other Depts./BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PUBLIC RECREATIONAL ACCESS (Cont'd)

Priority 3

Peters Creek Trail Reroute	<u>Project is moved from a Priority 2 to a Priority 3 since there is a need to research alternate routes because of San Francisco Garter Snake concerns. Work will continue on researching routes, but construction will be delayed.</u>	<p>Negotiate an agreement for constructing a new Peters Creek Trail alignment for a 1/4 mile segment. New alignment will preserve District's rights on Jikoji lands while assisting with noise and privacy concerns.</p> <p>Realignment of the trail is contingent upon the ability to meet any requirements in a CEQA review.</p> <p>\$31,060 for environmental review is in Natural Resources Dept. budget. A cost sharing agreement will be negotiated with Jikoji.</p> <p>Construction of the trail will occur in FY2013-14</p>	<p>Q3 FY 12-13 Complete CEQA</p> <p>Q4 FY12-13 Complete Agreement</p>	Funds carried in Natural Resources Dept. budget.	<p>Brian Malone</p> <p>Natural Resources Planning</p> <p>Real Property</p>
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Deferred

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description Revisions/Additions			Project Manager Other Depts./BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION

Priority 1

Priority 2

Priority 3

Demolition and Clean up of Abandoned Structures	<u>Project is moved from a Priority 2 to a Priority 3 since support from other departments for permits and CEQA is not as available due to focus on Vision Plan, Funding Measure and other priorities.</u>	Evaluate and choose highest priority structures for demolition in the Skyline. Contract out the demolition and clean up of listed structures. Only buildings which are deemed to not have historic value will be included in this project. <u>Budget is retained in the event that some work can be done solely by Operations.</u>	Q4 FY 12-13	\$20,000	Brian Malone Natural Resources Planning Real Property
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Deferred

Demolition and Clean up of Abandoned Structures	<u>Project is moved from a Priority 2 to a Deferred since funds required for this needed to be spent on necessary upgradesto the South Area Outpost.</u>	Evaluate and choose highest priority structures for demolition in the Foothills. Contract out the demolition and clean up of listed structures. Only buildings which are deemed to not have historic value will be included in this project.	Q4 FY 12-13	\$0	Michael Newburn Natural Resources Planning Real Property
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PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description Revisions/Additions			Project Manager Other Depts./BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: STAFF FACILITY INFRASTRUCTURE

Priority 1

Repave Skyline Facility Driveway		Repave driveway from Skyline Blvd., through Skyline Field Office, to the employee residence. Some areas may just need resealing. Expand paved area for improved access to current parking areas.	Q3 FY 12-13	\$30,000	Craig Beckman
Skyline Facility Improvements		Replace and upgrade flooring in the Skyline office. Install insulation in the shop.	Q4 FY 12-13	\$20,000	Brian Malone

Priority 2

Priority 3

Deferred

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description Revisions/Additions			Project Manager Other Depts./BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: ADMINISTRATIVE SUPPORT

Priority 1

Priority 2

Work Order Improvement System		Research options associated with IAFS (accounting software), and other options as appropriate, to improve the current work order system to allow for better communication and record keeping.	Q4 FY 12-13	\$0	Craig Beckman Michael Jurich Admin
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Priority 3

Operations Administrative Manual	<u>Project moved from a Priority 1 to a Priority 3.</u> <u>Implementation delayed due to the time requirements for implementation of the IAFS project. Additional time has also been required for the completion of the Ranger Operations Manual updates.</u>	Plan for the creation of the third in a series of three manuals for the Operations Department. Create structure for the manual, including Table of Contents, and organize a team to research and begin writing draft sections to consolidate and organize existing policies and procedures, and to memorialize current practices.	<u>Q3 FY13-14</u> Q4 FY12-13	\$2000 \$0	Gordon Baillie Admin/Legal Admin/HR
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Deferred

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

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PROGRAM: PUBLIC INFORMATION, MEDIA AND OUTREACH

Completed					
<u>Promotional Video/Media for Families (NEW PROJECT)</u>	<u>Project was added and completed in summer '12 to take advantage of a 40% discount from a local video production company.</u>	<u>Video Titled: Nature: A Gift for Families Distribution: posted on our Video Gallery, YouTube channel, and other social media. Also cross posted through BAOSC and OutdoorAfro. PA will also place an ad on Bay Area Parent that points to this video</u>	<u>Q1 - develop and begin work Q2 - Completed</u>	<u>\$850</u>	<u>Vicky Gou Presented to Board</u>

Priority 1					
District Coffee Table Book		Review and approve first pass of book layout; review and approve color proofs; finalize book for November 2012 delivery.	Q1 - sign off on first pass layout and color proofs. Q2 & Q3 —Q3 & Q4 book promotion and sales.	\$25,000	Peggy Koenig Planning Legal <u>LFPAC Review</u>
Diversity Outreach		Develop outreach strategy in coordination with strategic plan. Continue meetings with community organizations.	Q1 - strategy Q2-Q4 meetings with partner orgs	\$2,000	Public Affairs Manager
North American Congress for Conservation Biology	Event cancelled due to lack of interest	Work with Santa Clara County Open Space Authority to set up an event during the North American Congress for Conservation Biology	Q2	\$700	Planning Operations Natural Resources
Maintain Redesigned News Page		Continually provide updated content to redesigned news page to make it useful and relevant to public and media.	Q1 - Q4- Continually provide content, track site traffic and news stories generated.	\$0	Vicky Gou

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

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PROGRAM: PUBLIC INFORMATION, MEDIA AND OUTREACH (Cont'd)

Priority 1 (Cont'd)

<u>Mount Umunhum Project Support (NEW PROJECT)</u>	<u>Project was inadvertently omitted from the Adopted Action Plan</u>	<u>PA team to provide communications support including but not limited to public meeting preparation, printed materials, media outreach, surveys, website updates, ecommunications</u>	<u>Q1 - Q3 - Meeting Preparations</u> <u>Q4 - Post decision communications</u>	<u>\$0</u>	<u>Public Affairs Manager</u> <u>Shelly Lewis</u> <u>Peggy Koenig</u> <u>LaNor Maune</u> <u>Vicky Gou</u> <u>Paul McKowan</u> <u>LFPAC Review:</u> <u>Survey</u> <u>Board: Media Training</u>
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Priority 2

<u>Dogs on District Preserves - Brochure (NEW PROJECT)</u>	<u>Immediate need for a more field distribution - friendly brochure that staff and volunteers need to further educate preserve visitors about the new waste removal requirements and general dog use guidelines</u>	<u>Create and design new brochure that incorporates new District dog policies that is positive and user friendly</u>	<u>Q3 - Q4</u>	<u>\$1,000</u>	<u>Peggy Koenig</u>
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Priority 3

Deferred

<u>40th Anniversary Event</u>	<u>2012 event has been cancelled; an alternate event will be held in 2013</u>	<u>Plan, hold anniversary event in 2013</u>	<u>Q4 - develop project timeline, to dos, event theme.</u>	<u>15000</u> <u>\$5000</u>	<u>Public Affairs Specialist</u> <u>LFPAC & Board Review</u>
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PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

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PROGRAM: PUBLIC INFORMATION, MEDIA AND OUTREACH (Cont'd)

Deferred (Cont'd)

<u>Health Incentive Program: "Park Prescriptions"</u>	<u>Deferred to enable new key staff to focus on high priority Funding Measure projects</u>	Investigate feasibility of working with S.F. Department of Public Health round table group on a possible "park prescriptions program"; seek to expand to San Mateo and Santa Clara counties. Engage constituents in diverse communities.	Q4 2013-14	\$500	Peggy Koenig Planning Operations
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PROGRAM: LEGISLATIVE

Priority 1

Mt. Umunhum Remediation and Site Planning		Work with the District's Washington lobbyist to ensure that federal funding for the cleanup continues.	Ongoing	\$23,000	Public Affairs Manager Planning Operations Real Property Legal
State Legislation		Work with the District's legislative advocate and with legislators and their staff to sponsor and support the Board-approved 2012-2013 Legislative Program. Update Legislative Program to respond to changing political landscape. Seek coordination and support from other special districts.	Ongoing	\$28,000	Public Affairs Manager All Departments LFPAC Review
State Legislation		Draft 2013-2014 legislative program (2013-2014 Regular Session convenes December 3, 2012 after November 6, 2012 general election)	Ongoing	\$0	Public Affairs Manager All Departments LFPAC Review

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

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PROGRAM: LEGISLATIVE (Cont'd)

Priority 2

Federal Legislation		Work with the District's legislative advocate and with legislators and their staff to sponsor and support the Board-approved 2012-2013 Legislative Program. Update Legislative Program to respond to changing political landscape. Seek coordination and support from other special districts.	Ongoing	\$0	Public Affairs Manager All Departments LFPAC Review
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Priority 3

Deferred

PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION

Completed

Collaborative Family Programming with Diverse Audience Partners <u>Includes the completion of Wingding Family Fest, Nature Camp</u>		Continue to research and establish partnerships; implement joint activities; incorporate methodology, information and contacts from Diversity Outreach efforts .	Q1 - Research potential partners and activities. Q2 - Enter into agreement/s with partners and define/scope activity; Q3 - Recruit assistance; plan activity; advertise-media outreach.	\$2,000 - 5,000	Renee Fitzsimons Operations Presented results to Board
Plan, coordinate, implement, and evaluate 2012 Volunteer Recognition Event		Plan, implement event.	Q3	\$20,000	Paul McKowan Public Affairs Dept. Board Invited
Outdoor Activity Docents Training	<u>Schedule revised due to instructor family illness</u>	<u>Organize District's every-other-year-training for 2012 from April 2012-June September 2012.</u>	<u>Q1 - Q3</u>	\$10,500	Renee Fitzsimons

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PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION (Cont'd)

Completed (Cont'd)					
Volunteer training classes		Recruit for and manage 2012 spring Trail Patrol and fall Crew Leader training classes.	Q1 - Spring training Q3 - Fall Training	\$1,400	Paul McKowan
Geocaching Program		Print and distribute District materials; promote event in community and in various media outlets.	Q4	\$1,000	Jennifer Williams

Priority 1

<u>District-Wide Interpretive Plan: Implementation</u>	<u>Continue development and implementation of interpretive opportunities identified in the District-wide Interpretive Plan. Understand and use interpretive media and methods to engage the public in the District's mission.</u>	<u>Investigate installation of Eco-Boxes-at Alpine Pond to enhance visitor experience. The content that was developed for the multi-media nature tours will be modified to be used in the Eco-Boxes. Professional interpretive services will be employed via contract to make the content modifications prior to end of fiscal year.</u>	<u>Q1 - Q2 Research features and feasibility Q2- Q3- Continue to apply for grants to help fund potential boardwalk project Q4 - Begin implementation of Eco-boxes.</u>	<u>\$0 (work to be covered by M. Davey fund - \$13,000 - and POST fund - \$9,000 - for Alpine Pond/Daniels Nature Center)</u>	<u>Renee Fitzsimons Operations Planning LFPAC and Board Review</u>
Community-hosted Outreach Events (i.e. Woodside Envirofest); Research, respond to requests, attend as appropriate.	Recommend the Community Outreach Volunteer (COV) Program to assist with District outreach opportunities.	Recruit and train past and new COVs. Work with Public Affairs to coordinate COV participation at appropriate Bay Area outreach events.	<u>Q3 - determine events w/ PA Q4 - Recruit and Train</u>	\$2,000 + Training Exp \$250 Booth Costs	Paul McKowan Jennifer Williams

PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

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PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION (Cont'd)

Priority 1 (Cont'd)

ARMS Program Expansion	Hire new <u>Acting</u> Volunteer Program field lead position to oversee the ARMS volunteers.	The <u>Acting</u> Volunteer Program Lead will work with Resource Management and Operations to identify priority resource management areas and work with volunteers to help manage our lands.	Q1 - coordinate with Resource Management and Operations on areas of priority. Q 2 - Q3 - recruit <u>acting</u> position. Q 4 - select <u>acting</u> position.	\$60,854 (0.5 FTE Budgeted position)	Paul McKowan
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Priority 2

Priority 3

Deferred

<u>Volunteer Memorial</u>	<u>Will allow time for current LFPAC items to clear and free time for staff to focus on Dec-Mar Funding Measure projects</u>	Implementation of the new program (pending LFPAC approval and other pending items)	Q4 FY2013 - 14	\$4,000	Paul McKowan LFPAC Review
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PROGRAM: STRATEGIC PLANNING

Priority 1

Strategic Plan	See District-wide Projects			Decrease by \$50,000 to \$710,000	Kate Drayson General Manager All Departments Board
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Priority 2

Priority 3

Deferred

PROGRAM: INFORMATION TECHNOLOGY

Completed

District Software		Make sure the District is up to date and compliant on licensed software. Last one done in FY 08-09. Will need to add budget if out of compliance	Q1 FY12-13	\$0	Owen Sterzl
Anti-Virus		Negotiate new service contract. Need to evaluate and demo new vendors.	Q1 FY12-13 - Research Vendors Q2 FY12-13 - Install or continue with current vendor.	\$4,000	Benny Hsieh

Priority 1

Priority 2

Priority 3

Deferred

<u>District-wide Intranet</u>	<u>Deferred to create capacity for Strategic Plan implementation</u>	Design intranet site interface and determine content. Pilot launch - Administration & Operations	<u>FY13-14</u>	\$0	Benny Hsieh Operations
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PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

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PROGRAM: HUMAN RESOURCES

Completed

Classification and Compensation Study		Complete update to the District's current job classifications and compensation plan to reflect correct job duties and responsibilities; maintain compliance with FLSA; and set appropriate salaries for each classification.	Q2 FY12-13	\$10,000	Annetta Spiegel General Manager Legal Operations Board of Directors
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Priority 1

Negotiate and Renew Memorandum of Agreement (MOA)	<u>Negotiations took longer than expected</u>	Finalize and implement negotiated items.	Q1 FY12-13 - Monetary items Q4 FY11-12 - Non-monetary items Q3 FY2012-13	\$15,000	Candice Basnight General Manager Admin Operations Board of Directors
Performance Planning and Evaluation Process and Forms	<u>Moved from Priority 3 to Priority 1; reduced scope to Managers only for FY12-13; added budget for consultant</u>	Develop Manager, Supervisor, Office and Field staff process and forms.	Q3 FY12-13	\$5,000	Candice Basnight General Manager Admin - Legal Managers

Priority 2

Remote Access Policy		Research and develop a policy and procedures to allow employee access to the District computer network to do work remotely.	FY12-13	\$0	Candice Basnight Admin- IT Managers
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Priority 3

Deferred

<u>Training Database</u>	<u>Deferred to create capacity for Strategic Plan implementation</u>	Work with consultant to add multiple user access, more reports, and more data fields to database.	<u>FY13-14</u>	<u>\$0</u>	Safety/Trng Spec. All Departments
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PROPOSED CHANGES TO FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Reasons for Revisions/Additions	Project Description Revisions/Additions			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: DISTRICT CLERK SERVICES

Completed

CY2012 Elections		Ward 2, 3, 4 and 7	Q3 FY12-13	\$67,000	Michelle Radcliffe Board Public Affairs Planning
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Priority 1

Fair Political Practices Commission (FPPC) - Conflict of Interest Code		Revise the adopted Conflict of Interest Code with any new/revised job classification from the Classification and Compensation Study and submit revised code for approval to the FPPC.	FY12-13	\$0	Michelle Radcliffe Admin - Legal
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Priority 2

Priority 3

Deferred

PROGRAM: FINANCIAL MANAGEMENT

Priority 1

Integrated Accounting and Financial System	See District-wide Projects		Q4 FY12-13	<u>\$331,275</u>	Kate Drayson General Manager All Departments
Develop CapEx 5-Year Forecast Model		Develop a financial forecasting model for 5-year capital expenses to be used during annual budget development process.	FY12-13	\$0	Kate Drayson Lynn Tottori Planning Operations Real Property

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PROGRAM: FINANCIAL MANAGEMENT (Cont'd)

Priority 1 (Cont'd)

Annual audit and single audit for Mt. Umunhum	<u>Change of project manager</u>	Review and evaluate the District's financial statements in compliance with regulations.	Annual Audit Completed Single Audit estimated completion Q1 FY13-14	\$23,781	<u>Karen Huang</u> <u>Planning</u>
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Priority 2

Priority 3

Deferred

PROGRAM: LEGAL AND RISK MANAGEMENT

Priority 1

Priority 2

Priority 3

Deferred

<u>Streamline District Contracting Procedures</u>	<u>Deferred to create capacity for Strategic Plan implementation</u>	Review, revise and streamline current contracting procedures & documents.	<u>TBD</u>	\$0	General Counsel Admin - Legal Board
<u>Streamline Purchase Order (PO) process</u>	<u>Deferred to create capacity for Strategic Plan implementation</u>	Work with staff on incorporating indemnity and insurance language in Purchase Orders as needed.	<u>TBD</u>	\$0	General Counsel Managers Admin - Accounting