



**DATE:** March 3<sup>rd</sup>, 2017

**TO:** Governing Board  
San Francisco Bay Restoration Authority

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**SUBJECT:** **Updated Timeline Through March 2018**

I. Summary

In July of 2016 the Restoration Authority reviewed and approved a proposed timeline of activities through January of 2018 to inform the fiscal 2016/17-17/18 work plan. This memo updates the timeline table in three regards: shifting the development and release of the Request for Proposals (RFP) to early fall to better coincide with the Advisory Committee's process and upcoming board schedule; removing tasks related to convening the Independent Citizens Oversight Committee, which will now be first convened in 2018; and lack of need for a Revenue Anticipation Note (RAN) this year.

II. Discussion

The timeline adopted in July 2016 anticipated the development of the Authority's first RFP in the spring and early summer of 2017. While there has not been a significant delay in the Authority's overall process, the timing for reconvening the Advisory Committee (AC) and a desire to have a thorough opportunity for the Board, AC and public to review the RFP have led to a proposal to delay release of the RFP approximately 2 months, to September. As a result, the anticipated due date and subsequent review period for the grant round have been pushed back as well. It is not anticipated that this shift in schedule will significantly affect the Authority's ability to begin grant-making in early 2018.

Also, legal counsel has reviewed the need for convening the Citizens Oversight Committee, which was originally proposed for the spring-summer 2017 timeframe to prepare for review of activities from Fiscal Year 16/17. It has been determined that the Oversight Committee's activities will not need to begin until near the close of FY 17/18, as the group will first begin review of Authority activity after the close of that fiscal year. Staff is working on developing the Oversight Committee's anticipated process and timing and will be bringing those to the board for review at a future meeting. Oversight committee activities have therefore been removed from this timeline table.

Finally, a RAN is not anticipated as being necessary in July 2017 and has been removed from the table.

### III. Timeline

| <b>TIMING</b>     | <b>PROGRAM</b>  | <b>TAX/FISCAL</b>   |
|-------------------|---|---|
| July-August 2016  | <i>Develop Joint Powers Agreement (JPA)</i>                               | <i>Declare election results</i>   |
|                   | <i>Draft Staffing Plan/Budget</i>   | <i>Assess first year financing needs</i>  |
| Sept-Oct 2016     | <i>Advisory Committee meeting</i>   | <i>Begin planning for paying election costs and tax revenue collection arrangements</i> |
|                   | <i>Adopt JPA</i>  |   |
|                   | <i>Adopt multi-year workplan and budget</i>                               |   |
| Nov-Dec 2016      | <i>Develop internal procedures and mechanisms</i>                         | <i>Develop financial tracking/oversight mechanisms/controls</i>                         |
|                   |   | <i>Engage tax collection entity</i>   |
| Nov 2016-Feb 2017 | <i>Fill out Advisory Committee membership</i>                             |   |
| Jan-March 2017    | <i>Update Potential Project List and Map</i>                              |   |
|                   | <i>Develop Board Policies (as necessary)</i>                              |   |
|                   | <i>1<sup>st</sup> Advisory Committee meeting</i>                          |   |
| March-May 2017    | <i>Develop Request for Proposals (RFP) (Staff drafts, AC review)</i>      | <i>Develop contract mechanisms (grant agreements, billing mechanisms/materials)</i>     |
| April-June 2017   | <i>Adopt Board Policies</i><br><i>Board Review of RFP</i>                 |   |
| Sept 2017         | <i>Finalization and Release of RFP</i>                                    |   |
| Nov 2017          | <i>Grant Applications due</i>   |   |
| Nov-Dec 2017      | <i>Grant Application reviews</i>  | <i>Tax revenues received by ABAG</i>  |
| Jan-March 2018    | <i>Staff develops grant recommendations; Board consideration/approval</i> | <i>Encumbrance/Contracting process begins</i>   |