San Francisco Bay Restoration Authority
Fiscal Year 2019/2020 Staff Workplan

The total estimated annual staff and direct costs for operations for the Restoration Authority is **$821,062.**

Task 1: Revenue Management *Approximate % of staff time = 3%*

For FY 19/20 annual tax administration services (provided by the Authority's consultant, NBS) will continue, with oversight by staff. Treasury and accounting services will continue through MTC and be covered by fully burdened rates of SFEP/MTC program staff. Staff will coordinate an annual audit to be conducted by a consultant.

Task 2: Authority Board *Approximate % of staff time = 18%*

Task 2 includes staff time, and consultants' time, related to the Restoration Authority's Governing Board. It includes the following subtasks:

1. *Governing Board Policies*. Board policies may be developed or revised as needed as the Authority's programming develops. Lead staff will draft these policies, and support staff will review, including the Authority's legal staff.
2. *Preparation of Agendas*. A lead staff person will develop the Governing Board agendas, facilitate staff review, finalize the agenda, and coordinate with the Governing Board clerk on the preparation of supporting materials and the agenda packet. Supporting staff will review the agenda and agenda packet (developed by the Governing Board clerk) and provide feedback.
3. *Board Clerk*. The clerk's main roles include, but are not limited to: scheduling meetings, posting meeting dates and notices on the Restoration Authority's website, preparing annotated agendas and agenda packets, preparing hard-copy materials for the board meetings (agendas, speaker forms, board schedules, etc.), setting up for board meetings and packing up after board meetings, duties during board meetings such as recording the meeting, taking notes, and facilitating roll call for attendance and actions, preparing meeting summaries and circulating for staff review, and conducting board meeting follow-up (such as collecting original signatures on resolutions and attendance sheets).
4. S*taffing Board Meetings*. This accounts for all of the Restoration Authority's staff time associated with review of board meeting materials, attendance at board meetings, and needed follow-up following board meetings.
5. *Filling Board Vacancies (as needed)*. This subtask entails ABAG's preparation of an announcement, receipt and review of applicants, coordination within ABAG in making appointments, and subsequent orientation of new members. This task involves minimal Restoration Authority staff time from a few staff members.
6. *Annual Reports.* This includes drafting annual written reports on funds collected and expended, as well as providing updates on the status of Restoration Authority projects. This task involves staff time from a variety of members.

Task 3: Advisory Committee *Approximate % of staff time = 12%*

Task 3 accounts for staff time related to the Restoration Authority's Advisory Committee. Main subtasks associated with the management of the Advisory Committee include:

1. Staff time for the preparation of agendas, meeting minutes, and other documents as needed, which will occur on a quarterly basis. A project manager serves as lead for working with the Advisory Committee Chair on the preparation of these documents and supporting staff will review. Staff time for presentations to the Advisory Committee to keep them updated on grant program progress.
2. Clerk duties for Advisory Committee meetings, which will also occur on a quarterly basis. This includes sending out public notices, formatting and posting the agendas and meeting materials to the website, making room reservations, and confirming the quorum.
3. Staff support for the Advisory Committee's development of recommendations to the board on program elements. This often involves project managers' support for ad hoc subcommittees to develop draft recommendations for consideration by the full Advisory Committee, and may include management of consultants providing resources to the Committee.
4. Management of the member addition process, which will be led by a project manager, and supported by the clerk and other staff members.

Task 4: Independent Citizens Oversight Committee *Approximate % of staff time = 8%*

In FY 19/20 this task will cover a full cycle of Oversight Committee activities. Subtasks are anticipated to include:

1. Preparation of agendas, notices, and other documents as needed, which is anticipated will occur semi-annually and will be led by the clerk, and supported by staff.
2. Staffing of the Oversight Committee meetings, which will occur on a semi-annual basis and involves the clerk as well as Restoration Authority staff.
3. Staff will manage the member addition process, which will be led by a couple of lead staff members, and supported by the clerk and other staff.
4. Preparation of Oversight Committee Reports, which may involve the services of an outside financial and/or program consultant, if approved by the Board and funds are available.

Task 5: Grant Program *Approximate % of staff time= 44%*

This task will continue to expand as grant-making continues. Subtasks will include:

1. Finalization of Annual Request for Proposals (RFP). The year will begin with the finalization and release of the program's third RFP.
2. Staff will manage the review and selection process of proposals submitted on an annual basis, also managed by a lead staff and supported by other staff, consistent with the Grant Guidelines and RFP.
3. For each active Authority project, staff writes staff the recommendation, secures and manages the contract (including reviewing and approving reports, invoices, and other related contract and project documents), and prepares and pays invoices. Project managers are assigned individual projects and perform all activities related to that project, with overall support for the grant program provided by a lead staff. Contract management is provided by the Conservancy's Contract Manager (covered by overhead in SCC staff rates); payment of invoices additionally involves MTC's treasury and accounting staff.

4. Development and management of the Bay Restoration Regulatory Integration Team (BRRIT).
5. Development of the SFBRA's project list within SFBJV's EcoAtlas and Project Tracker System. Updating the SFBRA project list, as needed, in partnership with the SFBJV and BRRIT.
6. Editing the RFP on an annual basis for release the following year, and creation and maintenance of grant program documents (forms, templates, etc.)

Task 6: Restoration Authority General Work *Approximate % of staff time = 15%*

Task 6 captures other staff tasks associated with the administration of the Restoration Authority. Subtasks include:

1. Development of the Restoration Authority's work plan and budget, which is led by the Program Manager, and supported by staff.
2. Maintenance of the Restoration Authority's website, www.sfbayrestore.org, on which relevant documentation for the public is posted and maintained. Management of the website involves the time for one lead staff person, and is supported by other staff.
3. Public outreach and education, such as the creation of website content, outreach products, presentations, and other materials as needed. Preparation of public outreach and education materials is led by the authority's Public Information Officer and supported by other staff.
4. Outreach to potential Authority project proponents and partners, with a focus on building capacity in the region for successful projects; assisting in leveraging Authority funds with other federal, state and local funding sources; and advancing relevant policy and planning discussions; including management of technical and other consultants as needed.
5. Restoration Authority staff meetings, which involve the preparation and review of the staff agenda, the staff meeting itself, the preparation of meeting summaries, and action items and needed follow-up from each staff meeting. This task involves a lead staff person who will prepare agendas and summaries, as well as time for supporting staff to review agendas and summaries, and for all staff to attend meetings.
6. Management of inquiries to the Restoration Authority's email address, info@sfbayrestore.org, phone inquiries, as well as suggestions for upcoming board meetings, and other requests. This task is led by a lead staff person, and supported by other staff as needed.
7. Outstanding legal costs and other direct costs.

SF Bay Restoration Authority - Project Based Budget

	LTD Actual as of 03/31/19	Proposed LTD Budget with Amendment FY 2018-19	Proposed Budget FY 2019-20	Proposed LTD Budget FY 2019-20
Revenue				
4620 Measure AA Special Tax Revenue	$ 40,248,437	$ 51,430,320	$ 25,715,160	$ 77,145,480
Project Fees	-	375,000	375,000	750,000
Total Project Revenue	**$ 40,248,437**	**$ 51,805,320**	**$ 26,090,160**	**$ 77,895,480**
Expense - Fees				
Less 5% Administration Fee	2,571,516	2,571,516	1,285,758	3,857,274
County Administration Fee	1,146,704	1,504,338	752,168	2,256,506
Technical Services - Consultants	81,340	104,440	47,500	151,940
Total Expense Fees	**$ 3,799,561**	**$ 4,180,294**	**$ 2,085,426**	**$ 6,265,720**
Expense - Projects				
South Bay Salt Ponds Restoration Project, Phase 2	18,555	8,021,730	-	8,021,730
South San Francisco Bay Shoreline Project		15,439,406	-	15,439,406
Restoring wetland-upland transition zone habitat		2,661,264	-	2,661,264
Montezuma Tidal and Seasonal Wetlands Restoration Project	762,556	1,610,000	-	1,610,000
Deer Island Basin Phase 1 Tidal Wetlands Restoration Project		630,000	-	630,000
San Leandro Treatment Wetland		539,000	-	539,000
Encinal Dune Restoration and Public Access		450,000	-	450,000
Sonoma Creek Baylands Strategy	1,770	172,500	-	172,500
900 Innes		4,998,600	-	4,998,600
Bay Restoration Regulatory Integration Team		2,227,286	316,226	2,543,512
Tiscornia Marsh Restoration and Sea Level Rise Adaptation		968,916	-	968,916
FY 19/20 Measure AA Projects		-	28,837,104	28,837,104
Project Contingency (15%)*		-	3,664,410	3,664,410
Total Projects Expense	**$ 782,881**	**$ 37,718,702**	**$ 32,817,740**	**$ 70,536,442**
Total Expense	**$ 4,582,442**	**$ 41,898,996**	**$ 34,903,166**	**$ 76,802,162**
Uncommitted Balance	**$ 35,665,995**	**$ 9,906,324**	**$ (8,813,006)**	**$ 1,093,318**
Beginning Balance			**$ 9,906,324**	
Ending Balance	**$ 35,665,995**	**$ 9,906,324**	**$ 1,093,318**	**$ 1,093,318**

*15% Tax Revenue Net 5%

SF Bay Restoration Authority - Operating

	YTD Actual As of 03.31.19	Adopted Budget FY 2018-19	Proposed Budget FY 2019-20	Change % Inc./(Dec.)	Change $ Inc./(Dec.)
Revenue					
Administration Transfer in	$ 1,285,758	$ 1,285,758	$ 1,285,758	0%	$ -
Interest Revenue	268,524	300,000	300,000	-	-
Miscellaneous	10,868	-	-	-	-
Total Operating Revenue	**$ 1,565,151**	**$ 1,585,758**	**$ 1,585,758**	**0%**	**$ -**
Salaries & Benefit					
MTC Salaries & Benefit	$ 77,759	$ 109,408	171,585	57%	$ 62,177
MTC Indirect cost	41,033	54,994	91,777	67%	36,783
State Coastal Conservancy Staff	164,674	480,100	550,000	15%	69,900
Total Salaries & Benefit	**$ 283,466**	**$ 644,502**	**$ 813,362**	**26%**	**$ 168,860**
Expense					
Advertising/Public Awareness	-	-	-	0%	-
Ballot Cost	369,421	369,421	369,421	0%	-
Travel	-	7,700	7,700	0%	-
Audit	30,000	50,000	50,000	0%	-
Banking & Finance Fees	12,898	145,000	145,000	0%	-
Insurance	13,129	12,500	15,000	20%	2,500
Consultants	13,900	40,000	70,000	75%	30,000
Committee Member Stipend	-	2,000	5,000	150%	3,000
Operating Contingency (15%)*	143	192,864	192,864	0%	(0)
Total Expense	**$ 722,956**	**$ 1,463,987**	**$ 1,668,346**	**14%**	**$ 204,360**
Surplus/Deficit	**$ 842,195**	**$ 121,771**	**$ (82,588)**	**-168%**	**$ (204,360)**
Beginning Balance	**$ 620,769**	**$ 620,769**	**$ 742,540**		
Ending Balance	**$ 1,462,964**	**$ 742,540**	**$ 659,952**		