

COUNTY OF SAN MATEO

Interdepartmental Correspondence

Date: May 8, 2001

Board Meeting Date: May 22, 2001

TO: Honorable Board of Supervisors

FROM: Supervisor Rose Jacobs Gibson *J*

SUBJECT: **Administrative Support Budget for the San Francisquito Creek Joint Powers Authority - FY 2001-02.**

RECOMMENDATION

Adopt a resolution authorizing a contribution of \$60,528 from the San Francisquito Creek Flood Control Sub Zone 2 appropriation to the San Francisquito Creek Joint Powers Authority (JPA) as the San Mateo County Flood Control District's contribution for the JPA's Administrative Support Budget for FY 2001-02.

Previous Board Action

- Authorized execution of a Joint Powers Agreement between the San Mateo County Flood Control District (District), Santa Clara Valley Water District, City of Palo Alto, City of East Palo Alto and the City of Menlo Park for the purpose of managing the joint contribution of services and providing policy direction on issues relating to San Francisquito Creek.
- Approved a contribution of \$50,475 toward the Administrative Support Budget for the San Francisquito Creek Joint Powers Authority (JPA) for FY 2000-01

Previous JPA Board Action

The JPA, at its April 26, 2001 meeting, approved an administrative support budget for FY 2001-02 in the amount of \$373,345 and directed JPA members to recommend approval of a proportionate share of costs (\$60,528) to their governing boards, with the remaining \$70,703 financed from the remaining fund balance

Key Facts

- 1 The recommended Administrative Budget of the JPA represents an increase of \$120,970 (48%) from last year's amount of \$252,325
2. I am recommending that the Board approve the Flood Control District's contribution to the Administrative Budget, but I am concerned that

Honorable Board of Supervisors

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continued increases in the Administrative Budget will deplete the resources of the Zone without any material improvements to flood control protection unless long term funding sources other than member contributions are found for the JPA

Background

We participate in the JPA as the San Mateo County Flood Control District (District) and I am the representative on the JPA Board with Supervisor Gordon as the Alternate. In November 1999, the JPA Board directed its Administrative Committee to develop a staffing proposal and an administrative support budget for the JPA. The Committee concluded that the initial arrangement of ad hoc, in-kind staffing was not sufficient to support the Board in accomplishing the critical mission of the JPA. It was determined that a full-time Executive Director and a part-time Administrative Secretary were needed. The staffing proposal for the JPA was modeled after the City/County Association of Governments (C/CAG). This model has a small, dedicated, core staff that is flexible, which can leverage rather than duplicate the expertise and resources of its member entities. C/CAG has a small staff including an executive director and an administrative assistant, and conducts much of its work through contracts with its members and other entities.

The JPA retained an Executive Director and she has been working with the member agencies and other stakeholders to develop both short and long-term goals for the JPA.

Discussion

This is the first budget developed by the new Executive Director. Attached is her staff report which was considered by the full JPA when it recommended that the Administrative Budget was approved. The focus of the JPA as expressed by the Executive Director has been expanded to that of a regional oversight agency that performs the planning, implementation and long term administration of a "Flood Management and Habitat Preservation Plan" (Plan) which envisions the JPA becoming a "localized resource agency" to conduct and monitor improvements and stewardship practices of individual jurisdictions and private landowners throughout the watershed with respect to the Plan. The proposed costs to implement this vision in FY 2001-02 is \$373,345 and includes the doubling of the staffing from 1.5 Full Time Equivalent (FTE) to 3.0 FTEs. The budget projects a revenue balance from the current fiscal year of \$70,703 through grants and savings. Without the revenue balance, each member's proportionate share would increase to \$74,669.

Due to schedule conflicts, neither Supervisor Gordon nor myself were able to attend the meeting on April 26, 2001. Our Public Works staff raised the concerns on my behalf that such a significant growth in the budget is premature before a master plan is completed for the Creek and a long term funding source is in place.

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The San Francisquito Creek Flood Control Zone has a finite fund balance of approximately \$1.6 Million and annual revenue of approximately \$100,000 through property tax apportionments. In addition to the administrative support budget for the current fiscal year, the District has contributed \$61,000 for the development of the Bank Stabilization Master Plan and committed additional \$250,000 for the Levee Restoration project downstream of US-101.

The Zone's share of the Administrative Support Budget for the JPA, at the current growth rate, could exceed the annual revenue for the Zone and further deplete the existing fund balance. This in turn reduces the funding available for any on-going maintenance activities, emergency repairs or matching funds for flood control studies and projects. Therefore, I will recommend that we seriously consider our withholding funds or withdrawing from the JPA if this trend continues and the JPA does not develop other sources of funding.

Fiscal Impact

The San Mateo County Flood Control District's share of the JPA's Administrative Support Budget is \$60,528 for FY 2001-02. It is proposed to be funded by San Francisquito Creek Flood Control Zone 2. There is no impact to the County General Fund.

A form of resolution has been approved by County Counsel.

Rose Jacobs Gibson
Supervisor, 4th District

RJG:sdd

Board Rep Adm n Budget 2001-2002.doc

Attachment As stated

cc: San Francisquito Creek Joint Powers Authority
John Maltbie, County Manager
Neil R. Cullen, Director of Public Works

**SFC-JPA Board Meeting
April 26, 2001
Agenda Item 8ii**

SUBJECT: JPA 2001/02 Budget Discussion , Analysis and Proposal

Prepared by Cynthia D'Agosta

Discussion:

The following dissertation is primarily offered as rationale for increases to the proposed budget for 2001/02 as it relates to needs of the JPA as a developing agency. However, the discussion also provides material for further development of a Vision and Mission Statement for the JPA as envisioned by the Executive Director. The discussion is shaped from my contributions and evaluation of the last seven months as Executive Director, with particular focus on

- 1) understanding the needs of the community, the creek and the watershed, and
- 2) determining what it will take to build an agency to address these needs

The JPA was created to support the member agencies in providing services to the citizens of the watershed with respect to flood protection and preservation of quality of life that includes the natural resource of the creek. The founding JPA Agreement identifies six purposes for the agency:

- “ to join together for the primary purpose of managing the joint contribution of services and providing policy direction on issues of mutual concern relating to the creek ”
- to plan flood control (management) measures
- to make recommendations for funding and alternatives for long term flood control (management)
- to facilitate and perform bank stabilization, channel clearing, and other creek maintenance
- to preserve and enhance environmental values and instream uses of the creek
- to coordinate emergency mitigation and response activities

In addition to the purposes, the JPA Technical Committee presented a list of Priority Projects in June of 2000, and a Draft Workplan was created in December of 2000. These materials provide a foundation for the agency to move forward on short and long-term projects, and on coordination efforts. (Part of the coordination is to fold in material from outside organizations into JPA planning.) A great deal of focus has been spent on these two items over the last year with little progress made on development of Agency policies and procedures or on long term funding strategies. Structure for the Agency needs to be modified in the next year to allow the Executive Director to build on the latter two items and focus on long range planning, while continuing to support the immediate needs of project and coordination work. This will require additional staff to support the Executive Director.

Support for the two levels of work (immediate needs and long term planning) comes from the fact that the overall issue or project must be addressed on two levels. The creek as it runs through the urban core of Palo Alto, East Palo Alto and Menlo Park, is focused on as the foremost area of concern for flooding. However, it is well understood within the member agencies and the community at large that this portion of the creek is tied to the system of creeks above it and to the entire watershed. Given this understanding, it serves to follow that any jurisdiction or agency would not be able to properly address the creek that floods, without addressing the entire watershed.

To embrace this effort, the JPA will need to develop as the regional oversight agency that performs the planning, implementation and long-term administration of a “Flood Management and Habitat

SFC-JPA Board Meeting

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Preservation Watershed Plan” (FM&HP-WP) In essence the JPA will become a ‘localized resource agency’ to conduct and monitor implementation and stewardship practices of individual jurisdictions and private landowners throughout the watershed with respect to the FM&HP-WP

To obtain the authority to facilitate this long-term cooperative effort of all jurisdictions within the watershed, the JPA will need to include representation from all large landowners and jurisdictions within the watershed. This would entail growth of the JPA Board to include up to a total of ten voting members (With additional non-voting Associate Members). Along the way financing options will need to be created that support the JPA as an independent and self-sufficient long-term local agency. Within the next two to three years it should be anticipated that the budget will increase as the JPA assumes more of the services currently provided as ‘in-kind’ by member agencies, and staff will need to increase to accommodate these additional services (Total agency of four to five staff is envisioned)

As Executive Director, I have heard overwhelming sentiment from stakeholders of the community that this type of oversight agency is greatly desired. Local, State and Federal agencies, cities and towns, private landowners, and concerned citizens want the JPA to succeed in this fashion. From that standpoint, I have attempted to quickly move the agency forward on several parallel levels to initiate development of the FM&HP-WP by pulling together the numerous planning efforts underway within the watershed, to address immediate needs such as the “Short Term Levee Project” and the “Cost Allocation Study” (both of which began before my arrival), to focus on developing many basic operational functions of the JPA (personnel contracts, budget and fiscal issues) and to cultivate relationships with the landowners along the creek.

The proposed 2001/02 budget reflects staffing needs to support the necessary synergy to continue all of these actions, and move this agency forward in a fashion that I believe is responsive to community needs and to a vision of the agency as stated herein.

Two budget breakdowns are presented. The first shows a comparison of the 2000/01 budget to proposed 2001/02 and the areas of differences, and the second is a summary of the 2000/01 budget savings. This savings resulted because contracts were not in place to hire staff within the first six months of my tenure, and due to a savings in my salary.

A further description of proposed additional staffs job descriptions as they relate to JPA stated purposes and goals will be presented prior to the Board meeting.

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BUDGET ADJUSTMENTS FROM 2000/01 TO 2001/02

The JPA 2001/02 proposed budget was first presented at the February 2001 Board meeting without the support of any background discussion. Because of the proposed increases (primarily in staffing) the Board of Directors requested more time and discussion for review of the needs to support the requested budget. A detailed breakdown of each category within the budget is included here with explanation of the increases.

SALARIES

Changes Director and one half time position in 2000/01 to Director and two full time positions, plus benefits, for 2001/02
Fiscal impact 2000/01 - \$153,680 2001/02 - \$265,200 difference + \$111,520

Explanation

Administrative Manager. Increase position to full time to oversee office operations, office filing system, day to day communications, coordinate and record directors meeting schedule, coordinate staff meetings and special projects, organize public events/meetings, coordinate fiscal agent operations with City of Palo Alto (monthly bills, contracts consultants, personnel accounts, grants, monthly budget reports), develop communication brochure and speaking engagement materials, produce Update newsletter and mailing list, research and establish web site, provide support services for Board meetings (minutes, agendas, packets and mailings), special duties as assigned by Executive Director

Note Preparation for Board meetings and minutes were an in kind service provided by SCVWD FY 2000 through April 2001. For same period, personnel services were provided by SCVWD, but now are contracted out, establishing JPA as independent employer. The JPA is solely responsible for both of these services as of April 2001.

Project Assistant. New position to support Exec Director in coordination of projects with member agencies, compile project database and develop JPA review system, coordinate grant searches, write proposals, and coordinate agency communication of proposals, manage, with oversight, any projects funded by grants (Coastal Conservancy received/three outstanding), attend CRMP steering committee meetings, track WMI efforts, upon request, provide peer review of proposals and documents for other agencies, coordinate native and exotic species work with Streamkeeper, science community and regulatory agencies (arrondo, mitten crab, steelhead, frogs, domestic exotic plants), coordinate watershed wide mapping efforts and develop base map for JPA, collect and review creek side development standards / ordinances within the watershed, coordinate communications with neighborhood associations via internet links, support preparation of Board materials and exhibits, special projects as assigned by Executive Director

Executive Director. Receiving \$5,000.00 increase in salary to \$95,000 annually. Duties include: Serve as business manager for agency – (Business Plan, Financing Strategies, Human Resources)– Develop FM & HP-WP – Create Agency Long Term Workplan – Solicit new membership – Coordinate existing ordinances/plans – Pursue Regional General Permit – Liaison to Legislative representative - Coordination of State and Federal agency involvement – Hire and supervise staff - General operations oversight

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CONTRACT SERVICES

Changes

1 Special Legal Counsel

Fiscal impact 2000/01 - \$25,250 2001/02 - \$50,000 difference +\$23,750

Explanation

Increase from part time focused on CEQA and Agency issues only, to become General Counsel Recommendation from member agency legal counsels

2 Consultants

Fiscal impact 2000/01 - \$45,000 2001/02 - \$25,000 difference - \$20,000

Explanation:

a Create map for coordination of planning and project implementation tracking

b Brochure development – Consultant to create public communication tool about JPA and FM&HP-WP efforts

GENERAL OFFICE

Changes

Fiscal impact 2000/01 - \$13,445 2001/02 - \$13,145 difference - \$ 300

Explanation: Computers were bought 2000/01, now need insurance (down \$2,000), furniture is being provided in kind with exception of needing new chairs (down \$1,800), travel & training includes new employees (up \$1,000), office supplies (up \$600), telecommunications (down \$120), copying being provided in kind (down \$300), postage (up \$845) due to JPA now doing agenda mailings, printing/design (no change \$5,000), website (down \$2500) will do in house, office /utilities in kind

OTHER

Changes

Fiscal impact 2000/01 - \$10,000 2001/02 - \$10,000 difference of \$ 0

Explanation 2000/01 was all contingency fund, 2001/02 \$5,000 is for auto allocation for Executive Director and \$5,000 is contingency There will be an estimated \$8,000 - \$10,000 roll over savings from year 2000/01 to 2001/02 to add to contingency.

**SAN FRANCISQUITO CREEK JPA BUDGET COMPARISON FY 2000/01
AND PROPOSED 2001/02**

<u>Salaries</u>	<u>Budget 2000/01</u>	<u>Budget 2001/02</u>	<u>Difference</u>
Executive Director	122 400	129 200	6 800
Administrative	31 280 (pt)	61 200 (f/t)	29 920
Project Assistant	0	74 800 (f/t)	74 800
 <u>Contract Services</u>			
Legal	26 250 *	50 000	23 750
Fiscal Agent	in kind	in kind	0
Personnel	in kind	10 000 (item 8111c)	10 000
Adminstrative Minutes	in kind	offset by new staff	0
Consultants	45 000	25 000	-20 000
 <u>General Office</u>			
Comupters	3 000	1 000 *	-2 000
Furniture	2 000	200 *	-1 800
Travel/Training	1 000	2 000	1 000
Office Supplies	625	1 200	575
Telecommunication	720	600 *	-120
Copying	600	300 *	-300
Postage	500	1 345	845
Printing/design	5 000	5 000	0
Website	4 000	1 500 *	-2 500
Office lease utilities insurance	in kind	in kind	
 <u>Other</u>			
Auto Lease	0	5 000	5 000
<u>Contingency</u>	<u>\$10,000</u>	<u>5,000</u>	<u>-5,000</u>
<u>Totals</u>	<u>252,375</u>	<u>373,345</u>	<u>120,970</u>

<u>Revenue</u>	
Grants (10,000 awarded 48 700 potential)	10 000
<u>2000/01 rollover (savings)</u>	<u>60,703</u>
total	<u>70,703</u>

Grand Total (after revenue) **302,642**

Budget contribution comparison

<u># of members</u>	<u>Allocated member contribution for 2001/02</u>
5	60,528
6	50 440
7	43 234
8	37 830
9	33 626
10	30 264

* These items/services are received as in kind contribution therefore 2001/02 budget total is not representative of actual agency costs

SAN FRANCISQUITO CREEK JPA BUDGET SUMMARY FY 2000/01

<u>Salaries</u>	<u>Budget 2000/01</u>	<u>spent thru 6-30-01</u>	<u>Savings</u>
Executive Director	122 400	113 403	8 997
Administrative (p/t)	31 280	25 513	5 767
Project Assistant	0	0	
<u>Contract Services</u>			
Legal	26 250 (in kind)	13 125	13 125
Fiscal Agent	in kind	0	
Personnel	in kind	0	
Administrative			
Minutes	in kind	April absorbed by admin	
Consultants	45 000	28 873	16 127
<u>General Office</u>			
Computers	3 000	3 500	-500
Furniture	2 000	900	1 100
Travel/Training	1 000	300	700
Office Supplies	625	625	0
Telecommunication	720	200	520
Copying	600	300	300
Postage	500	*100 (in kind)	400
Printing/design	5 000	0	5 000
Website	4 000	0 (in kind)	4 000
Office lease utilities insurance	in kind	0	
<u>Other</u>			
Auto Lease	0	0	0
Contingency	\$10 000	4833	5 167
<u>Grand Totals</u>	\$252,375	191,672	60,703.00

**SUPPORT MATERIAL FOR SAN FRANCISQUITO CREEK JPA
PROPOSED FY 2001/02 BUDGET**

The following is provided as support material for the proposed FY 2001/02 JPA Budget as presented for the April 2001 JPA Board meeting. The list introduces a generalized breakdown of JPA staff responsibilities as they relate to JPA Purposes and Workplan.

The tasks reflect a realistic picture of current ongoing, and near future (1-2 years) activities that permit the JPA to provide a focused and consistent level of service while conducting necessary actions to establish the agency as an independent entity.

It is not yet possible to directly link the tasks to specific target dates for completion, scheduling milestones, or product production. The outcome of this type of schedule will vary greatly depending on the final approval of positions. In general, if proposed staff is approved, the services listed below will continue to be provided and actions completed at an outset of two years.

A category of "General Administration" is added at the end. Although this item is depicted within the Workplan, it is not specifically articulated within the Purposes but is an obvious need in establishing the agency.

The order of presenting the Stated Purposes does not reflect a priority ranking of the purposes.

#1. Stated JPA Purpose:

“ to join together for the primary purpose of managing the joint contribution of services and providing policy direction on issues of mutual concern relating to the creek ”

JPA Draft Workplan sections relating to purpose:

Section III Participating Agencies and Organizations – Currently there are nine entities directly involved whose “joint contribution of services” need to be coordinated on an ongoing basis, five others that are future partners, numerous public interest groups, regulatory agencies, and associated public agencies whose work influences these services and the policy directions chosen by the JPA.

Sections IV, VII, and VIII list agency operations, related projects, planning efforts, and services to be coordinated.

JPA Staff Assignments relating to purpose of coordinating services:

<i>Position</i>	<i>Tasks</i>	<i>Timetable</i>
<i>Admin Asst</i>	Manage office communications,	ongoing
	Coordinate and record directors meeting schedule,	ongoing
	Coordinate staff meetings (Workgroups)	ongoing
	Coordinate special project meetings (Community Coffees, Regulatory Roundtable)	ongoing
	Organize public events	ongoing
	Develop communications plan	one time
	Develop communication brochure	one time (yearly)
	Speaking engagement materials	ongoing
	Produce Update newsletter	ongoing
	Maintain agency mailing list	ongoing/ maintenance
	Research and establish web site	one time / ongoing

**SUPPORT MATERIAL FOR SAN FRANCISQUITO CREEK JPA
PROPOSED FY 2001/02 BUDGET**

<i>Position</i>	<i>Tasks</i>	<i>Timetable</i>
<i>Admin Asst (cont)</i>	Maintain info on web sites of member agencies	ongoing
	Coordinate communications with neighborhood groups	ongoing
	Provide support services for Board meetings(minutes, agendas,packets and mailings)	ongoing
Project Asst	Attend Workgroup meetings	as needed
	Represent JPA on field incident reports	upon request/ongoing
	Participate in CRMP Steering committee	monthly
	Provide peer review of proposals for other agencies	upon request
	Compile and coordinate mapping of projects throughout Watershed	six month project with maintenance
	Create JPA base map	ongoing
	Collect and review creekside development standards/ordinances throughout watershed & recommend direction for JPA	3 month project
	Review project notification forms & projects, report to Exec Director, track responses, develop new reporting procedure	ongoing
	General coordination with public & outside organizations	ongoing
Executive Director	Develop & manage Agency Support for Board	
	Create Draft Workplan	
	Lead on Cost Allocation Study	
	Lead on Levee Project Workgroup	
	Proceed with Feasibility Study for BS&RV Plan Develop	
	Conduct ongoing communications for agency	
	Establish communications with organizations outside JPA such as CCAG / ABAG / CALTRAIN /BCDC	
	Establish CEQA Procedures	
	Provide professional review on member agency projects	
	Solicit new JPA Members	
	Develop JPA member agency Participation Procedures	

**SUPPORT MATERIAL FOR SAN FRANCISQUITO CREEK JPA
PROPOSED FY 2001/02 BUDGET**

Stated JPA Purpose #2:

“To facilitate and perform bank stabilization, channel clearing, and other creek maintenance ”

JPA Draft Workplan sections relating to purpose:

Sections IV A & B Short and Long Term Plans and VII Mapping

Staff Assignments relating to purpose:

<i>Position</i>	<i>Tasks</i>	<i>Timetable</i>
<i>Admin Asst</i>	Coordinate Annual Maintenance Walk	annual in fall
	Receive and refer calls of various types of incident reports on creek	ongoing
No other directly related tasks are currently envisioned See also, general discussion re grants management		

Project Asst

Respond to incident reports, coordinate Member agency responses	ongoing
Develop and institute project notification for routine maintenance	ongoing
Assist with management of bank stabilization demonstration projects (grants and communications)	1-3 yr

Executive Director

- Plan and conduct five bank stabilization demonstration projects
- Grant writing for Bank Stabilization projects
- Develop community awareness of effects of dumping debris
- Coordinate maintenance services of member agencies
- Conduct system wide map of bank stabilization projects
- Pursue MasterPlan Regional General Permit
- Provide professional review of projects as they arise

Stated JPA Purpose #3:

“To coordinate emergency mitigation and response activities ”

JPA Draft Workplan sections relating to purpose:

Sections IV A,B and C Short and Long Term Plans,and Operational Plan

Staff Assignments relating to purpose:

<i>Position</i>	<i>Tasks</i>	<i>Timetable</i>
<i>Admin Asst</i>	Create one page emergency referral sheet	one time / update
<i>Project Asst</i>	Assist with development of emergency response coordination plan	3-4 months
	Assist with mapping ‘hot spots’	4 months

**SUPPORT MATERIAL FOR SAN FRANCISQUITO CREEK JPA
PROPOSED FY 2001/02 BUDGET**

<i>Position</i>	<i>Tasks</i>	<i>Timetable</i>
<i>Executive Director</i>	Develop contacts with agency police.etc and create emergency communications plan Develop communications plan / roles for JPA Board and staff during emergencies Research and develop 'hot spot' mapping of known overbanking in 1955 and 1998, develop plan for 'hot spots'	

Stated JPA Purpose #4:

“To preserve and enhance environmental values and instream uses of the creek ”

JPA Draft Workplan sections relating to purpose: Sections IV A and B and VIII A

Staff Assignments relating to purpose:

<i>Position</i>	<i>Tasks</i>	<i>Timetable</i>
<i>Admin Asst</i>	Receive and refer calls of various types of incident reports on creek No other directly related tasks are currently envisioned	ongoing
<i>Project Asst</i>	Coordinate with Streamkeeper Coordinate research on mitten crab for understanding bank stability (possible grant work) Develop procedure & mapping for Coordinating arrundo removal work Participate in steelhead barrier removal Program underway (JPA grant with Fish & Game for implementation) Pursue/coordinate CCC work Participate in creek clean-ups Respond & document reported incidences on creek Coordinate agency police services & Fish and Game for management of homeless encampments	ongoing 1-2 yr ongoing 2-3 yr ongoing ongoing ongoing one time w/ maintenance
<i>Executive Director</i>	Write grant and manage TMDL sediment work Gather and review related jurisdictional plans for impacts to creek	

**SUPPORT MATERIAL FOR SAN FRANCISQUITO CREEK JPA
PROPOSED FY 2001/02 BUDGET**

Stated JPA Purpose #5:

“To plan flood control measures”

JPA Draft Workplan:

Sections IV A Short Term Plan, and IV B Long Range Plan – list necessary actions to be undertaken to pursue flood control measures

JPA Staff Assignments relating to purpose of planning flood control measures:

<i>Position</i>	<i>Tasks</i>	<i>Timetable</i>
<i>Admin Asst</i>	Plan and coordinate public information series regarding long range planning Organize special meetings for Exec Dir	begin summer 2001–ongoing as needed
<i>Project Asst</i>	Coordination of items in preparation for working with COE, i.e project and mapping inventories and library Assist with planning effort where needed	ongoing with maintenance thru feasibility phase

Details of additional support services needed from these positions is not completely known as of yet

Support services provided by these positions and listed in other categories, relieve Exec Director of those tasks, permitting her more time pursue the planning of flood control measures

<i>Executive Director</i>	Develop policy for Board and member agency participation Secure State and Federal involvement with long range plan Act as primary contact for COE, establish JPA as ‘local sponsor’ Coordinate legislative representatives for support of project Assemble stakeholders for COE study work with member public and non-member agencies to develop plan Coordinate JPA work with USGS and CRMP on public/community outreach programs underway Research multi-objective flood management alternatives for the project Conduct ‘Regulatory Roundtable’ Conduct public information series Research public property programs for participation (conservation easements, tax incentive programs) Research, present and develop policy recommendations for long term management of project	
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**SUPPORT MATERIAL FOR SAN FRANCISQUITO CREEK JPA
PROPOSED FY 2001/02 BUDGET**

Stated JPA Purpose #6:

'To make recommendations for funding and alternatives for long term flood control '

JPA Draft Workplan sections relating to purpose:

Section IV B and C Long Term Plan and Operational Plan

Staff Assignments relating to purpose:

<u>Position</u>	<u>Tasks</u>	<u>Timetable</u>
<i>Admin Asst</i>	Research information for Exec Director as needed No other directly related tasks are currently envisioned	
<i>Project Asst</i>	Coordinate available grant program schedule and develop Watershed wide communications email notification list No other directly related tasks are currently envisioned	
<i>Executive Director</i>	Research and plan special district formation / other models Conduct community meetings for public sentiment / support Research types of available landowner participation programs Oversee Cost Allocation Study Research and present alternative models for project outcome	

General Administration Responsibilities

<i>Admin Asst</i>	Coordinate accounting / office expenditures, consultants, etc with Palo Alto NOTE Within next year, the in-kind service from Palo Alto, will likely become JPA full responsibility, or JPA maybe charged fee from Palo Alto as service needs increase Coordinate accounting of grants Coordinate office materials, equipment, phone service etc with Menlo Park Changes in level of in-kind service should also be anticipated within one to two years Establish systems for tracking JPA materials, equipment, etc Organize and maintain office files Develop JPA print materials
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Executive Director

Activities of General Management are not being detailed out here However, one major change has occurred this year that must be accounted for because it has impacted the amount of time Exec Director had/will have available for other issues As of November 2000, I have had to plan, organize and implement services to establish JPA as an independent employer This required negotiations with up to 7 contracting services and will require on an ongoing basis, Human Resource and payroll monitoring functions (These activities were in kind from Water District for 2000/01 but must be transferred to JPA by July 1, 2001 for any employees, including Executive Director)

Resolution No. _____

Board of Supervisors, County of San Mateo, State of California

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Resolution Authorizing a Contribution of \$60,528 from the San Francisquito Creek Flood Control Sub Zone 2 Appropriation to the San Francisquito Creek Joint Powers Authority as the San Mateo County Flood Control District's Contribution for the JPA's Administrative Support Budget for FY 2001-02

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California acting as the governing board of the San Mateo County Flood Control District (District), that

WHEREAS, this Board of Supervisors acting as the governing board of said District, on May 4, 1999, authorized the execution of a Joint Power Agreement creating the San Francisquito Creek Joint Powers Authority (JPA), with said District as a member agency of said JPA; and

WHEREAS, the JPA, on April 26, 2001 adopted an Administrative Support Budget in the amount of \$373,345 for FY 2001-02; and

WHEREAS, the proportionate share of the administrative support budget for each member agency is \$60,528; and

WHEREAS, there has been presented to this Board a recommendation that a contribution in the amount of \$60,528 be made to the JPA from the San Francisquito Creek Flood Control Sub Zone 2 appropriation, and this Board has consider said recommendation

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED as follows

That the Director of Public Works is authorized to issue a payment of \$60,528, on behalf of the San Mateo County Flood Control District, to the JPA from the San Francisquito Creek Flood Control Sub Zone 2 appropriation as the District's proportionate share of the JPA's Administrative Support Budget for FY 2001-02

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