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BOARD EXECUTIVE COMMITTEE
Thursday, December 11, 2014
12:45 p.m., Board Room

The following agenda items are listed for Committee consideration. In accordance with the Board Operating Guidelines, no official action of the Board will be taken at this meeting; rather, the Committee's purpose shall be to review the listed items and to consider developing recommendations to the Board of Directors.

A copy of the background materials concerning these agenda items, including any material that may have been submitted less than 72 hours before the meeting, is available for inspection on the District's website (www.ebparks.org), the Headquarters reception desk, and at the meeting.

AGENDA

<u>STATUS</u>	<u>TIME</u>	<u>ITEM</u>	<u>STAFF</u>
R	12:45 pm	1. Park Advisory Committee Proposed Goals for 2015	Pfuehler
I	1:00 pm	2. Acquisition, Stewardship, and Development Division Reorganization Update	Nisbet
		3. Public Comments	

- (R) Recommendation for Future Board Consideration
- (I) Information
- (D) Discussion

Executive Committee Members

Ayn Wieskamp (Chair); John Sutter; Whitney Dotson
 Ted Radke, Alternate
 Robert E. Doyle, Staff Coordinator

Future Meetings:

- | | |
|-------------|--------------|
| January 9 | July 10 |
| February 27 | August 14 |
| March 13 | September 11 |
| April 10 | October 9 |
| May 7 | November 13 |
| June 12 | December 11 |
| June 24 | |

Distribution list (next page)



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Erich Pfuehler
Bob Nisbet



BOARD EXECUTIVE COMMITTEE

Meeting of December 11, 2014

TO: Board Executive Committee

FROM: Robert Doyle, General Manager

STAFF REPORT PREPARED BY: Erich Pfuehler, Government Relations and Legislative Affairs Manager

SUBJECT: Park Advisory Committee Proposed Goals for 2015

Erich Pfuehler, Government Relations and Legislative Affairs Manager, and Bruce Kern, Park Advisory Committee Chair-Elect will make a presentation on this agenda item.

BACKGROUND

At the meeting, Mr. Pfuehler and Mr. Kern will present the Park Advisory Committee's proposed 2015 goals. Attached for the Board Executive Committee's review is the PAC's ongoing goals, 2014 goals and proposed 2015 goals.

RECOMMENDATION

Staff and the PAC recommend the Executive Committee forward this item to the full Board for favorable consideration.

Attachment A: PAC Goals

PARK ADVISORY COMMITTEE GOALS

**Summary of 2014
and
Proposed for 2015**

Board Executive Committee Review

December 11, 2014

- I. ONGOING GOALS**
- II. REVIEW OF 2014 GOALS**
- III. PROPOSED 2015 GOALS**

I. ONGOING GOALS

1. Review land use plans or amendments proposed for adoption.
2014 - Oyster Bay Field Trip 8-2-14
2. Make periodic park field trips to coincide with PAC review of planning documents or other purposes.
2014 - Oyster Bay Field Trip 8-2-14
3. Review proposed new Board policies and changes to existing policies to protect natural resources, enhance the natural and urban environment, and ensure that an equitable and diversified system of programs, trails and regional parks is available to meet a variety of community needs.
2014 - Legislative Update 2-24-14
- Cultural Services Coordinator 2-24-14
- Drought update 3-24-14
- Camping Program Administrative Update Draft 6-23-14
- Natural Resources Update 9-22-14
4. Review proposed names of District facilities as designated by the District Naming Policy.
2014 - Renaming Carquinez Strait Trail Segment 7-28-14
5. Coordinate one PAC meeting in the field.
2014 - BBQ at Pleasanton Ridge - Garms 7-28-14
6. Provide early input and review of the annual Budget, and the Comprehensive Annual Financial Report (CAFR).
2014 - CAFR Review 6-23-14
- Proposed Budget 11-24-14
7. Review Ordinance 38 for policy issues.
2014 - Ordinance 38 review 7-23-14
8. Provide input and actively participate in the Board's efforts to seek funding for the acquisition, development, maintenance and operation of the parks.
2014 - Plan Bay Area - Sustainable Communities 1-27-14
- Regional Parks Foundation Update 3-24-14
- San Francisco Bay Restoration Authority update 6-23-14
- Measure WW Update 7-28-14
9. Recommend policies and programs that foster outreach to under-served communities relating to both park usage and employment opportunities.
2014 - Update and Status of Oakland Strokes agreement 4-28-14
- Kids Healthy Outdoors Challenge update 5-19-14
- Healthy Parks, Health People update 5-19-14
- Youth Outreach and Employment 7-28-14
10. Review and recommend dedication status of regional parklands and trails.
2014 - N/A
11. Review Trails Use Checklist changes related to Ordinance 38.
2014 - N/A
12. Review the Trails Program every year.
2014 - Green Transportation Trails Update 10-27-14
13. Review volunteer program every other year (next due in 2014).
2014 - N/A
14. Continue to participate in the District's Ambassador Program as time allows.
2014 - Some individual actions taken
15. Review and comment on progress reports on the Americans with Disabilities Act Plan.
2014 - ADA Update practical applications and engineering activity 4-28-14
16. Review and comment on a progress report on Measure CC, including geographic allocation of funds every other year (next due in 2015).
2014 - N/A

17. Undertake special projects as directed by the Board; the PAC may request referral of special projects from the Board.
2014 – N/A
18. Review Special Use Permits.
2014 – N/A

II. REVIEW OF 2014 GOALS

1. Review Land Use Plans or Amendments (continuation) – considered 8-2-14
2. Measure WW implementation (continuation) – 7-28-14
3. Community Relations Plan (continuation) – considered 2-24-14
4. Ordinance 38 update (continuation) – 6-23-14
5. Green Transportation - Trails Update (continuation) – considered 10-27-14
6. Healthy Parks, Healthy People Update (continuation) – considered 5-19-14
7. Interpretative and Community Outreach Update (continuation) – considered 4-28-14 and 7-28-14
8. Kids Challenge Update (continuation) – considered 5-19-14
9. Economic Impact Report (continuation) – not considered due to shift in goal
10. Marksmanship Concessionaire Agreement (2013 unmet goal) – goal not met
11. ADA Update – practical applications and engineering activity (unmet 2012 goal) – considered 4-28-14
12. Natural Resources Update – considered 9-22-14
13. Youth Outreach and Employment – considered 7-28-14
14. Environmental Education Facilities Upgrades – not considered due to shift in goal
15. Park District 80th Anniversary and California State Parks 150th Anniversary – considered 2-24-14
16. San Francisco Bay Restoration Authority overview – considered 6-23-14
17. Update and status of Oakland Strokes agreement with the District – considered 4-28-14
18. Response to climate change, adaptation and riparian habitat for wildlife – goal not met
19. Plan Bay Area Ad hoc subcommittee – considered 2-24-14, 4-28-14, 5-19-14, 9-22-14

III. PROPOSED 2015 GOALS

1. Measure WW implementation (continuation)
2. Community Relations Plan (continuation)
3. Green Transportation - Trails Update (continuation)
4. Healthy Parks, Healthy People Update (continuation)
5. Interpretative and Community Outreach Update (continuation)
6. Kids Challenge Update (continuation)
7. Youth Engagement Study Outcomes and Youth Employment Strategies (continuation)
8. Measure CC review and update (continuation)
9. Plan Bay Area ad hoc subcommittee update for the Board and Regional Advanced Mitigation Program presentation (continuation)
10. Natural Resources update (continuation)
11. Marksmanship Concessionaire Agreement (2014 unmet goal)
12. Climate Change, adaptation, and Cap and Trade (2014 unmet goal)
13. Legislative update: State Park Bond, SB 1183, etc. (NEW)
14. Regional Parks Foundation update (NEW)
15. Transportation ballot measures (NEW)
16. Cultural Services update (NEW)
17. District's use of water, adaptation to drought and interactions with water agencies (NEW)

BOARD EXECUTIVE COMMITTEE

Meeting of December 11, 2014

TO: Board Executive Committee

FROM: Robert Doyle, General Manager

STAFF REPORT PREPARED BY: Bob Nisbet, Assistant General Manager – ASD Division

SUBJECT: Acquisition, Stewardship, and Development Division Reorganization Update

Bob Nisbet, Assistant General Manager of the Acquisition, Stewardship & Development Division, will make a 30-minute presentation on this agenda item.

BACKGROUND

On September 2, 2014, the Land Division and the Planning, Stewardship and Development Division were merged into a single division now called Acquisition, Stewardship and Development.

The merger was proposed for the following reasons:

- 1) **Increased efficiency by sharing administrative resources.** Between the two divisions, there are currently 7.5 analyst/clerical positions providing administrative functions: 3 are in the Land Division, which has 19 positions, and 4.5 are in PSD, which has 54 positions. As one division, administrative functions can be organized, prioritized and distributed in a more effective way to the 7 departments.
- 2) **Combine similar functions together.** There are several similar functions and job classes between the two divisions. For example, Environmental Programs and Stewardship, Interagency Planning and Planning/GIS, and GIS functions in both divisions. Merging the divisions will allow for better coordination between these functions and well as an opportunity to cross-train staff with similar skills and experience to perform different duties.
- 3) **Better integration of priorities.** Under a single division reporting to a single Assistant General Manager, resource constraints can be managed utilizing a larger staff pool and prioritization of workloads and projects can be better managed.
- 4) **Consistency of project management approach.** Throughout the organization, projects are managed in different divisions and in different ways. The majority of projects (and especially construction projects) are currently managed by these two divisions. The Project Management Institute provides a curriculum called the Project Management Body of Knowledge (PMBOK) for managing projects in a consistent

manner incorporating similar steps, protocols, language, and best management practices. Combining the divisions will allow for a more coordinated approach to moving toward the PMBOK model of effective project management.

- 5) **Streamline processes, reduce costs, and maximize work output.** The seven departments within the two divisions have many similarities and most of the departments rely on inputs and/or feedback from the other departments within the two divisions to perform their functions. A single division of approximately 73 positions allows for improved span of control among managers and improved communication between staff in all directions. There are numerous processes that can potentially be streamlined thereby saving time. Reducing the collective amount of staff time it takes to complete tasks and projects ultimately saves money and allow staff to increase their work output.

As a second step to the merging of the divisions, the Planning & GIS Department and the Interagency Planning Department were merged as one department entitled Planning/GIS Department. All Planning staff, Interagency Planning staff, and GIS staff now report to the Chief of Planning. Additionally, new planning job classes are currently being proposed.

An organizational chart depicting these changes will be presented at the meeting.

RECOMMENDATION

None. This is an informational item.