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# BOARD EXECUTIVE COMMITTEE

Thursday, September 7, 2017

12:30 p.m.

**EBRPD - Administrative Headquarters  
2950 Peralta Oaks Court  
Oakland, California 94605**

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](http://www.ebparks.org)), the Headquarters reception desk, and at the meeting.

### Public Comment on Agenda Items

If you wish to testify on an item on the agenda, please complete a speaker's form and submit it to the recording secretary. Your name will be called when the item is announced for discussion.

### Accommodations and Access

District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed for you to participate, please contact the Clerk of the Board at 510-544-2020 as soon as possible, but preferably at least three working days prior to the meeting.

## AGENDA

<u>TIME</u>	<u>ITEM</u>	<u>STATUS</u>	<u>STAFF</u>
12:30 pm	1. Number of Parks	I	Johnson
1:05 pm	2. Proposed Land Acquisition Department Reorganization	R	Musbach
1:40 pm	3. 2017 Storm Damage Recovery Update	I	O'Connor/Castile
2:00 pm	4. Open Forum for Public Comments <i>Individuals wishing to address the Committee on a topic not on the agenda may do so by completing a speaker's form and submitting it to the recording secretary.</i>		
	5. Board Comments		

### Board Executive Committee Members

Beverly Lane (Chair), Dennis Waespi, Ayn Wieskamp  
Whitney Dotson, Alternate  
Robert E. Doyle, Staff Coordinator

### Future Meeting Dates

<del>January</del> - No Meeting	July 6
<del>February</del> 2	August 7 (Mon)
<del>March</del> 2	September 7
<del>April</del> 6	October 5
<del>May</del> 4	November 2
<del>June</del> 1	December 7

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



**BOARD EXECUTIVE COMMITTEE**  
Meeting of September 7, 2017

**ITEM I**

**TO:** Board Executive Committee

**FROM:** Robert E. Doyle, General Manager

**STAFF REPORT  
PREPARED BY:** Carol Johnson, Assistant General Manager, Public Affairs

**SUBJECT:** Discussion on Total Number of Parks

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Carol Johnson, Assistant General Manager for Public Affairs, will provide an update on the total number of parks within the East Bay Regional Park District's (District) jurisdiction.

**BACKGROUND**

The District's current Master Plan, updated in 2013, provided a matrix of "Existing, Future and Potential Parks" listed by Regional Park classification.

From time to time, the Public Affairs Division updates the District's map that is used in park informational signage and general brochures. Based on review of the Master Plan, discussion with the Planning Department, and recent acquisitions from the past four years, staff has determined that the District now has 73 parklands that are either open or have acreage in landbank status. Three new parkland sites--Alameda Point, Gateway and Concord Hills--are awaiting Memorandums of Understanding for the District's management. Of the 73 parklands, 12 are new and not currently open to the public as they require additional acquisition or construction of staging areas.

**RECOMMENDATION**

None. This item is for information purposes only.



**BOARD EXECUTIVE COMMITTEE**

Meeting of September 7, 2017

**TO:** Board Executive Committee

**FROM:** Robert E. Doyle, General Manager

**STAFF REPORT PREPARED BY:** Liz Musbach, Chief of Land Acquisition

**SUBJECT:** Proposed Land Acquisition Department Reorganization

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Liz Musbach, Chief of Land Acquisition, will make a presentation on this agenda item.

BACKGROUND

On September 2, 2014, the Land Division and the Planning, Stewardship & Development Division were merged into a single division now called Acquisition, Stewardship, and Development (ASD). Significant changes were made to the organizational structure of the two divisions, including the elimination of one Assistant General Manager (AGM) position and one Chief position. Significant department-level restructuring also occurred within the Design and Construction, Stewardship, and Planning/GIS Departments; however, the Land Acquisition Department has not undergone any organizational changes as a result of the merger to date. For the past 30 years, the department remained at its current size of six professionals.

This proposal is an integral part of merging the Land Division with the Planning, Stewardship & Development Division. The sheer growth in the acreage of the park system alone has exponentially increased the work load of the Land Acquisition Department in providing support to field staff, responding to other public agency requests, resolving encroachments and boundary disputes, and renewing leases, licenses, and other land agreements. The recent push within the merged ASD Division to more quickly deliver Land Use Plans and capital projects to the public has also resulted in a larger volume of high priority projects for Land Acquisition staff to provide right-of-way support to other departments. At the same time, with the elimination of the former AGM of Land Division position historically devoting approximately 30 – 50% of their time to the most complex, sensitive and confidential land negotiations, the current Land Acquisition Department is struggling to meet the demands of manager-level acquisition project management. Due to expanded responsibilities with the two-division merger, the current AGM of ASD spends approximately 10% of his time on upper management level acquisition work.

To continue growing the acquisition program successfully with the appropriate amount of management-level support for the most complex, higher level negotiations, the ASD Division requests that, as a first step, the Senior Land Acquisition Specialist position be upgraded to a Management Analyst position with supervisory responsibilities and real estate expertise specializing in land acquisition. This proposed additional step in the Land Acquisition Department real estate career ladder (Land Acquisition Specialist – Senior Land Acquisition Specialist – Management Analyst – Chief of Land Acquisition) would better reflect the more robust career

ladders provided in other departments throughout the District and similar agencies in the Bay Area, as well as improve department efficiencies. The upgraded position would also better provide for succession planning within this discipline because the Senior Land Acquisition Specialist position is non-supervisory, and supervisory experience is a requirement for the Chief of Land Acquisition position. The large gap between the Senior and Chief positions in terms of both work and management experience alone argues for an addition step in the real estate career ladder to prepare District staff to compete for the Chief of Land Acquisition position in fulfillment of the District's mission to support the development and retention of well-trained, dedicated, and productive employees.

As a second step to the proposed Land Acquisition Department reorganization, the ASD Division also requests that one of the three Land Acquisition Specialist positions then be upgraded to a Senior Land Acquisition Specialist position. This position is responsible for more complex real estate negotiations, but does not include staff supervisory responsibilities nor the responsibility to make manager-level decisions in the course of day-to-day work, negotiation strategy, or document review. The net result to the department would be the same size staff, but in terms of structure, two Land Acquisition Specialists, one Senior Land Acquisition Specialist, one Management Analyst, and one Chief, with the five real estate professionals supported by an Administrative Analyst II. This four-tiered organizational chart for the real estate staff as illustrated in the attachment would enhance the department's career ladder, allow for succession planning, improve department efficiencies, and provide adequate management-level support to land acquisition negotiations following the elimination of the former AGM of Land Division position.

Human Resources and ASD management met and conferred with representatives of AFSCME Local 2428 regarding the proposed Land Acquisition Department reorganization. Local 2428 did not support the reorganization because of the loss of one represented position. However, seen in the context of the overall two-division merger and the ASD reorganization, there is a net increase in represented positions and no increase in management position. The net change to the ASD Division in terms of management vs. union positions from 2014 to 2017 is shown in the table below. Management positions remain at 15 while the net new number of union positions increases by seven positions. The percent of managers constituting the work force decreases from 21% of the Division's positions pre-merger 2014, to 19% in post-merger 2017, including this proposal. Conversely, but consistently, the manager to union position ratio increases from one manager to every 3.7 union positions in 2014 to one manager to every 4.2 union positions in 2017.

<b>ASD Division Employee Positions</b>	<b>2014 pre-merger</b>	<b>2017 current proposal</b>	<b>net change</b>
Management positions	15	15	0
Confidential positions	0	1	1
Union positions	56	63	7
Total positions	71	79	8
% Management	21%	19%	minus two % points
Management: Union positions ratio	1 : 3.7	1 : 4.2	+ 0.5 union positions

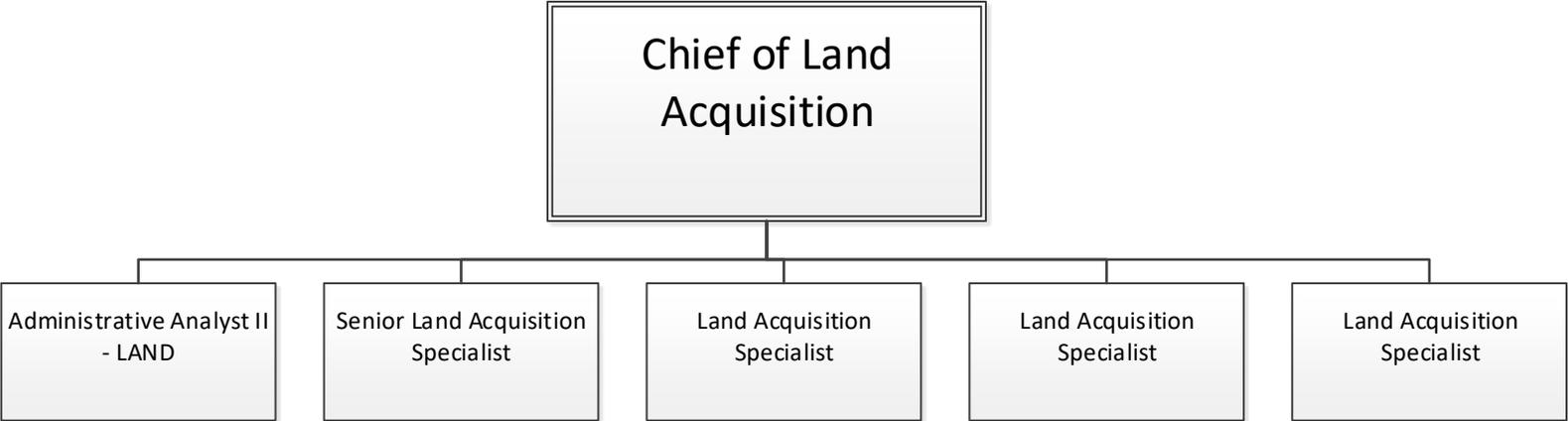
The net change in salary and benefits cost to upgrade 1.0 FTE Senior Land Acquisition Specialist position to Management Analyst position, and 1.0 FTE Land Acquisition Specialist position to Senior Land Acquisition Specialist position is currently estimated at \$42,250, to be updated to reflect the ratified union contract once those numbers are available. However, no increase in the ASD Division's 2017 Budget is required to make this change. The funding for these upgrades is currently available in the ASD Division budget through salary savings from the retired former Senior Land Acquisition Specialist as well as surplus funds available in the ASD Division's Other Services budget. Staff would return to the Board during the 2018 budget process to make any further adjustments to the budget as necessary.

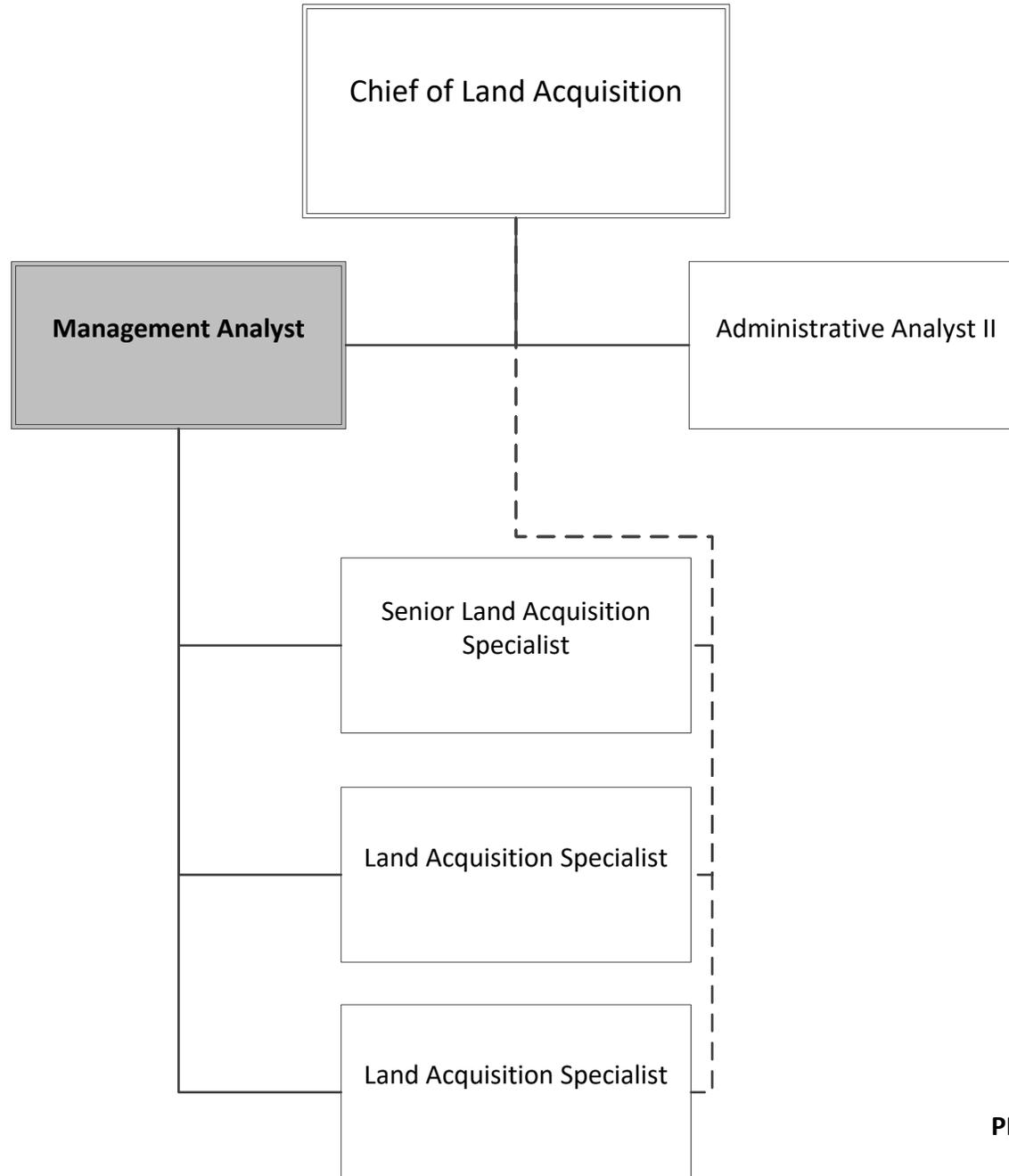
#### RECOMMENDATION

Staff recommends that the Board Executive Committee approve the proposed Land Acquisition Department reorganization tentatively scheduled for consideration by the full Board on September 19, 2017.

#### ATTACHMENTS

Attachment A: Existing and Proposed Land Acquisition Department Organization Charts







**BOARD EXECUTIVE COMMITTEE**  
Meeting of September 7, 2017

**TO:** Board Executive Committee

**FROM:** Robert E. Doyle, General Manager

**STAFF REPORT  
PREPARED BY:** Steve Castile, Chief of Park Operations

**SUBJECT:** 2017 Storm Damage Recovery Update

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Steve Castile, Chief of Park Operations, will provide a brief update of the 2017 storm damage recovery efforts across the Operations Division work units: Interpretive Parklands Unit, Lakes Unit, Recreation Unit, Shoreline Unit, Delta Unit, and Parklands Unit.

**BACKGROUND**

Over the last six months, the Operations Division has worked diligently to assess the storm damage which occurred earlier this year. Due to significant damage, many parks and trail systems had to be closed either due to fallen trees, mud slides, and/or flooding. Steps were taken to identify and prioritize the projects, with the goal of reopening the parks to the public as soon as possible. The update to the Board Executive Committee will provide information on the current status of storm recovery related projects.

**RECOMMENDATION**

None. This is an informational item.