SAN FRANCISCO BAY RESTORATION AUTHORITY

DRAFT SCHEDULE OF TASKS, GOVERNING BOARD DECISIONS & DEADLINES THROUGH CY 2015 (11-25-14)

NOTES: 1. EXCLUDES CAMPAIGN ACTIVITIES 2. INCLUDES TASKS FOR GOVERNING BOARD MEMBERS (GB), STAFF (S) AND SAVE THE BAY (STB) 3. ALL TASKS WILL BE UNDERTAKEN IN CLOSE CONSULTATION WITH INTERESTED PARTIES

TOPIC	QUARTER AND CALENDAR YEAR				
	Q4 2014 *(Governing Board Mtg.: Dec. 10)*	**Q1 2015** *(Governing Board Mtg.: Feb. 25*	**Q2 2015** *(Governing Board Mtgs.: Apr. 22 & June 24)*	**Q3 2015** *(Governing Board Mtg: Sept. 16)*	**Q4 2015** *(Governing Board Mtg: Nov. 18)*
FUNDRAISING - Co. ballot costs - Polling - Ballot advisors - Filing fees	Tasks: **(GB, S, STB)** Determine amounts of cash or commitments needed, set deadlines for ballot-cost- and filing-fee-funding, refine fundraising strategy, identify roles & expectations, prepare support materials. Decisions: **(GB, S, STB)** Identify key potential funding sources. Deadlines: Key potential funding sources should be identified **prior to Jan. 14** Baylands Steering Cmte. meeting.	**(GB, S, STB)** Identify additional key potential funding sources. **(GB, S, STB)** Implement fundraising strategy and report on progress. If needed, make changes in strategy.	**(GB, S, STB)** Implement fundraising strategy and report on progress. If needed, make changes in strategy. If SFBRA is to conduct Aug. polling, then b**y June 1,** any funds needed for Aug. polling must be in SFBRA account or available from another source.	**(GB, S, STB)** Implement fundraising strategy and report on progress. If needed, make changes in strategy.	**(GB, S, STB)** Implement fundraising strategy and report on progress. If needed, make changes in strategy. Nov. 18: Determine whether results of fundraising for ballot costs enables continuing to work toward Nov. 2016 ballot measure. **By Nov. 1**, commitments of funding to cover ballot costs must be in hand to help GB evaluate whether to continue work toward a November 2016 ballot measure.
POLLING - Benchmark - Tracking		**(STB)** Conduct polling for bond measure concept.	**(STB)** Report on March poll. **(GB, S, STB)** Consider number, timeframe, scope and responsibility for future polling. If SFBRA is to conduct Aug. 2015 poll: April 22: Direct staff regarding scope of Aug. poll & authorize staff to seek polling consultants. June 24: Select polling consultant for Aug. poll, authorize expenditure of funds for poll, and identify GB contact(s) for finalizing poll.	**(GB, S, STB)** Conduct poll, analyze results, and report to GB. Sept. 16: Determine whether results of Aug. poll support continuing to work toward 2016 ballot measure. The results and analysis of the Aug. poll are needed **by Sept. 1** to enable the GB to consider them at its Sept. 16 meeting.	
REVENUE MEASURE -Revenue-raising mechanism -Expenditure plan -Resolutions	Tasks: **(S)** With assistance of outside counsel, evaluate feasibility of tiered parcel tax and prepare memo. Decisions: (S) Prepare summary of ballot measure options considered to date, along with reasons that flat parcel tax rose to top Deadlines: Analysis of legal and other feasibility factors associated with tiered parcel tax should be completed **prior to Jan. 14** Baylands Steering Cmte. meeting.	**(S)** If needed, obtain consultant assistance for evaluating bond measure concept and refining legislation. Feb. 25: Confirm or revise major terms of ballot measure and ID any terms requiring further investigation.	**(GB, S, STB)** Review bonding options & revenue projections. **(GB, S, STB)** Based upon feedback from fundraising and outreach, and to comport with a bond measure, consider whether revisions to the Draft Expenditure Plan or list of potentially eligible projects are needed. If needed, devise and implement a process for making such revisions. (GB, S, STB) Evaluate pros and cons of June Nov. 2016 ballot. April 22: Confirm or revise major terms of ballot measure and ID any terms requiring further investigation. April 22: If revisions are needed per above, direct staff regarding objectives and process for making them. Apr. 22: Give direction regarding any bonding-related leg. June 24: Make preliminary selection of June or Nov. 2016 ballot	**(GB, S, STB)** If needed, implement a process for revising the Draft Expenditure Plan or list of potentially eligible projects. **(STB)** Pursue bonding-related legislation.	**As of Nov. 18, 2015,** the last GB meeting of 2015, the GB should know whether polling, funding, support, projected revenue and expenses, statutes, and anticipated administrative arrangements are adequate to warrant continuing to work toward a 2016 ballot measure, and whether to target the June or November ballot.
BALLOT ACCESS -Coordination among counties -SFBRA relations with each county -County election charges	Tasks: **(STB)** Seek legislation to extend SB279. Identify bill authors. Decisions / Deadlines: Per tentative leg. calendar: **Jan. 30** is last day to submit bill requests to the Leg. Counsel.	**(STB)** Ensure that bill to extend SB279 is introduced. Per tentative leg. calendar: **Feb. 27** is last day for bills to be introduced.	**(STB)** Pursue bill to extend SB279. **(S, STB)** Develop & provide the GB a schedule and strategy for sustaining prior agreements with Counties and adjusting to any pertinent new developments. Apr. 22: Direct staff to implement strategy for sustaining prior agreements with Counties and adjusting to any pertinent new developments.	**(S, STB)** Implement strategy for sustaining prior agreements with Counties and adjusting to any pertinent new developments (e.g., change in parcel tax structure or in registrars). **(STB)** Pursue bill to extend SB279.	Nov. 18: Determine whether ballot access costs and other arrangements with counties are suitable for continuing to work toward a 2016 ballot measure.
OUTREACH, EDUCATION & COMMUNICATION	Tasks: **(GB, S, STB)** Identify key leaders & clarify who is responsible for contacting and reporting on responses. Decisions: **(GB,S)** Update Advisory Cmte. Deadlines: **(GB, S, STB)** In consultation with Advisory Cmte., develop strategy for benefitting from Advisory Cmte. in 2015. Key leaders should be identified **prior to Jan. 14** Baylands Steering Cmte. meeting.	**(GB, S, STB)** Identify Key leaders & clarify who is responsible for contacting and reporting on responses. **(GB, S, STB)** Contact key leaders and report on responses, **(GB,S)** Update Advisory Cmte. & have GB/Adv. Cmte. meetings back-to-back on Feb. 25. **(GB, S, STB)** Refine strategy for benefitting from Advisory Cmte. during CY 2015 and submit for GB consideration.	**(GB, S, STB)** Contact key leaders and report on responses. **(GB,S)** Update Advisory Cmte. & deploy for outreach and feedback. Apr. 22: Direct staff to implement strategy for benefitting from Advisory Cmte. in CY 2015.	**(GB, S, STB)** Contact key leaders and report on responses. **(GB,S)** Update Advisory Cmte. & deploy for outreach and feedback.	**(GB, S, STB)** Contact key leaders and report on responses; report on feedback from Advisory Cmte. outreach. **(GB,S)** Update Advisory Cmte. Nov. 18: Determine whether support by key leaders and others warrants continuing work toward a 2016 ballot measure.
ADMINISTRATION	Tasks: **(STB)** Seek legislation to extend sunset date of SFBRA and modify eligibility criteria for Chair. Identify bill authors. Decisions / Deadlines: Per tentative leg. calendar: **Jan. 30** is last day to submit bill requests to the Leg. Counsel.	**(STB)** Ensure that legislation to extend sunset date of SFBRA and modify eligibility criteria for Chair is introduced. Per tentative leg. schedule: **Feb. 27** is last day for bills to be introduced.	**(GB. S)** Revisit the viability of administering SFBRA via a JPA entered into just prior to 2016 election. If needed, craft and pursue an alternative to be put in place prior to adoption of ballot measure resolutions.	**(STB)** Pursue legislation to extend sunset date of SFBRA and modify eligibility criteria for Chair. **(S)** Prepare and post financial statement for FY14/15. **(GB, S, STB)** Review post-enactment administrative needs and confirm or modify strategy to meet those needs (e.g., JPA). Sept. 16: Approve financial statement for FY 14/15.	Nov. 18: Determine whether a suitable administrative arrangement is or will be available for administering revenue pursuant tp a ballot measure.