

## MEMORANDUM

**DATE:** September 12, 2018

**TO:** Governing Board  
San Francisco Bay Restoration Authority

**FROM:** Jessica Davenport, Project Manager  
San Francisco Bay Restoration Authority

**SUBJECT:** Staff Response to the *Recommendations from the Advisory Committee to the Governing Board on Performance Measures and Annual Report Format*

Staff has reviewed the Advisory Committee's (AC) *Recommendations from the Advisory Committee to the Governing Board on Performance Measures and Annual Report Format* (AC Recommendations) of August 22, 2018, attached to this report as Attachment 1. Although Measure AA does not require reporting on performance measures in the annual report, staff proposes to implement the AC Recommendations to the extent possible, in light of staff expertise, staff capacity, and the Authority's budget, when preparing the 2017/18 Annual Report.

### **Background**

The San Francisco Bay Clean Water, Pollution Prevention, and Habitat Restoration Measure (Measure AA) states, "The Advisory Committee shall provide advice to the Authority on all aspects of its activities under this Measure to ensure maximum benefit, value, and transparency." (Measure AA, Section 3.C.5.) In addition, Measure AA requires the Authority to prepare annual reports and provide them to the AC for review and comment. The reports must identify the amount of funds collected and expended from the Measure AA tax proceeds and the status of any projects or programs funded by the proceeds. (See Measure AA, Section 3.C.4.) The AC concluded that the Authority should use performance measures to track the activities and results of the Measure AA grant program, and that the Authority's annual report should describe the grant program's progress toward achieving its objectives. The AC prepared a memo setting forth these conclusions, which is attached to this report as Attachment 2. The AC Recommendations identify the performance measures that the AC believes the Authority should use.

### **Development of the Recommendations**

Although Measure AA does not require reporting on performance measures in the annual report, staff agreed with the AC that this would be a valuable addition. Therefore, developing a set of performance measures that could be included in the Authority's Fiscal Year (FY) 2017-2018

annual report, the first report to include Measure AA funding authorizations by the Authority, became a focus of the AC in the past few months. This led to the AC Recommendations. The AC memo (Attachment 2) provides more information on the development of the AC Recommendations. The AC memo also identifies additional performance measures that are not included in the AC Recommendations because they need more work to develop.

Staff worked closely with the AC to develop the recommended performance measures. Staff commends the AC on providing a useful starting point for performance measures that can be included in the annual report, as well as additional performance measures that could be developed in the future, as staff time and funding for consultants permits.

### **Next Steps**

Staff will implement the AC Recommendations to the extent possible, when developing the annual report for FY 2017-18, which we intend to present to the Governing Board at its first meeting of 2019. At the time of the presentation of the annual report, staff will report on which performance measures recommended by the AC are feasible to pursue, which present challenges that go beyond staff's expertise, capacity and/or budget constraints, as well as options for future work on performance measures.