



Edwin M. Lee, Mayor  
Philip A. Ginsburg, General Manager

**Date:** January 19, 2017  
**To:** Recreation and Park Commission  
**Through:** Philip A. Ginsburg, General Manager  
Katharine Petrucione, Deputy Director of Finance and Administration  
**From:** Taylor Emerson  
**Subject:** Operational Plan FY17-18 and FY18-19

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### **Agenda Wording**

Discussion and possible action to approve the Operational Plan FY17-18 to FY18-19, per new Prop B Charter mandate.

### **Strategic Plan**

Strategy Five Inspire Our Team  
Objective 5.1 Strengthen organizational efficiency and support innovation.

### **Background**

With the passage of Proposition B in June 2016, there is a revision to Section 16.107 Park, Recreation and Open Space Fund of the Charter. The new Charter language dedicates a baseline of General Fund support and new revenue for capital and operating needs; mandates the Department to formally consider and measure equity in allocation of resources; and, requires additional planning processes and documents, including an annual Operational Plan. Specifically, new language in Section 16.107(h)(4) states,

*By February 1, 2017 and for each annual or biennial budgetary cycle ...the Department shall prepare, for Commission consideration and approval, an Operational Plan. The Department shall base the Operational Plan on the then-current Strategic Plan, and the Operational Plan shall be in addition to the Department's budget. The Department shall include in the Operational Plan a statement of the objectives and initiatives within the Strategic Plan that the Department plans to undertake and/or accomplish during the next budgetary period, including performance indicators and targets. The Operational Plan shall include an equity analysis of Recreation and Park services and resources, using the equity metrics adopted under subsection (h)(1). Each Operational Plan shall further include an assessment of the Department's progress on the previous Operational Plan.*

*The Department shall submit the proposed Operational Plan to the Parks, Recreation, and Open Space Advisory Committee for its review and comment before submitting the Plan to the Commission for its approval. Following Commission approval, the Department shall submit the Operational Plan to the Mayor and Board of Supervisors.*



In the Department's currently approved Strategic Plan FY17-21, the Mission, Vision, and Values are reaffirmed, as are the Strategies and Objectives. The detailed Initiatives are actions and projects that achieve the objective and move the needle on the indicators. By sequencing the Initiatives over the two-year period and defining the lead division and milestones, the document provides transparency about the Department's work and priorities in furtherance of the Strategies and Objectives that form our Strategic Plan.

To develop the Operational Plan, the Department's Executive Staff reviewed, prioritized, and sequenced the Initiatives in the current Strategic Considering factors such as available staff and financial resources, policy priorities and currently active projects, each Division decided what work it would undertake and/or accomplish during the FY17-18 and FY18-19 report period.

Table 1 is the Proposed Operational Plan for FY18 and FY19.

**Next Steps**

Staff will present the proposed Operational Plan to PROSAC on January 10, 2017, incorporate their feedback into the staff presentation to the Commission on January 19. Upon Commission approval, staff will finalize the Annual Operational Report and submit to the Board of Supervisors by February 1, 2017 per the Charter.

**Staff Recommendation:** Approve the Operational Plan FY17-18 and FY18-19 as submitted.

**Supported By:** Department staff

**Opposed By:** None known

**Attachments:** Operational Plan FY18 and FY19