File No. 120618 Committee Item No. 1
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

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Committee: Land Use and Economic Development **Date** July 30, 2012

Board of Supervisors Meeting **Date** _____

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Completed by: Alisa Miller **Date** July 27, 2012
Completed by: _____ **Date** _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document can be found in the file.

[Accept and Expend Gift - Polo Fields Maintenance - $100,000]

Resolution authorizing the Recreation and Park Department to accept and expend a gift from the Baker Street Foundation for $100,000 for the salary of a gardener at the Polo Fields in Golden Gate Park for at least a year.

WHEREAS, In 2011 the Polo Fields in Golden Gate Park underwent a nearly $1 million renovation project that improved drainage and irrigation; and

WHEREAS, The Baker Street Foundation approached the Recreation and Park Department about funding a gardener in Golden Gate Park; and

WHEREAS, These fields were once maintained by two full-time gardeners but because of budget cuts are now maintained only on a part-time basis; and

WHEREAS, Recreation and Park Department staff determined that adding gardening staff at the Polo Fields was a high priority for the department in order to preserve quality of the turf at this 16-acre sports and events complex; and

WHEREAS, Without close attention gophers, weeds and heavy athletic use will undermine the quality of the turf; and

WHEREAS, These fields are used by youth and adults from across San Francisco for soccer, lacrosse, rugby and other sports and so serve a city-wide benefit; and

WHEREAS, On February 16, 2012, the Recreation and Park Commission voted to recommend that the Board of Supervisors accept this gift; now, therefore, be it

RESOLVED, That the Board of Supervisors approves the Gift and authorizes the Recreation and Park Department General Manager to accept and expend the Gift, and to perform all acts required of the City thereunder; and, be it

FURTHER RESOLVED, That all actions heretofore taken by the officers of the City with respect to the Gift are hereby approved, confirmed and ratified; and, be it

FURTHER RESOLVED, That the Board of Supervisors authorizes the Recreation and Park General Manager to enter into any modifications to the Gift that the Recreation and Park General Manager determines, in consultation with the City Attorney, are in the best interests of the City and do not materially increase the obligations or liabilities of the City, are necessary or advisable to effectuate the purposes of the Gift or this Resolution, and are in compliance with all applicable laws, including the City's Charter.

Recommended:

General Manager, Recreation and Park Department

Approved:

Mayor

Controller

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

TO: **Angela Calvillo, Clerk of the Board of Supervisors**

FROM: **Lisa Bransten, Assistant Director of Partnerships**

DATE: **May 23, 2012**

SUBJECT: **Accept and Expend Resolution for Private Grant**

GRANT TITLE: **Polo Fields Maintenance, $100,000**

Attached please find the original and 4 copies of each of the following:

_X_ Proposed grant resolution; original signed by Department, Controller

_X_ Grant information form, including disability checklist

_X_ Grant budget: Salary for 1.0 FTE gardener - $100,000

_X_ Grant award letter from funding agency

_X_ Other (Explain): Copy of Recreation and Park Department Acceptance Letter and Copy of Check for $100,000

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name:Lisa Bransten Phone: 415/831-2704

Interoffice Mail Address: RPD, McLaren Lodge, 501 Stanyan Street

Certified copy required Yes ☐ No X

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: 120418
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Polo Fields Maintenance

2. Department: Recreation and Parks Department

3. Contact Person: Lisa Bransten Telephone: (415) 831-2704

4. Grant Approval Status (check one):

   [X] Approved by funding agency [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: $100,000

6a. Matching Funds Required: NONE
b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Baker Street Foundation
b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The Baker Street Foundation gift supports the salary of a full-time gardener at the Polo Fields in Golden Gate Park for at least a year.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

   Start-Date: Upon Approval End-Date: Upon dispersion of all funds if grant not renewed

10a. Amount budgeted for contractual services:

b. Will contractual services be put out to bid?

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

11a. Does the budget include indirect costs? [ ] Yes [X] No

b1. If yes, how much? $
b2. How was the amount calculated?

c1. If no, why are indirect costs not included?
[ ] Not allowed by granting agency [X] To maximize use of grant funds on direct services
[ ] Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs?

12. Any other significant grant requirements or comments:

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

[X] Existing Site(s)
[ ] Rehabilitated Site(s)
[ ] New Site(s)
[ ] Existing Structure(s)
[ ] Rehabilitated Structure(s)
[ ] New Structure(s)
[X] Existing Program(s) or Service(s)
[ ] New Program(s) or Service(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Lucas Tobin
(Name)

ADA Coordinator for Programmatic Access
(Title)

Date Reviewed: 5/23/12

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Phil Ginsburg
(Name)

General Manager
(Title)

Date Reviewed: _____

(Signature Required)

Polo Fields Maintenance

	Monthly	15.133 Month Grant Period
3417 Gardener Compensation		
Salary	$4,720	$70,800
Mandatory fringe benefits	$1,888	$28,320
Total Pay	$6,608	$100,000

BAKER STREET foundation

135 MAIN STREET no.1140 SAN FRANCISCO CA 94105
TEL 415 356 2012
FAX 415 543 2917

December 20, 2011

Lisa Bransten
Assitant Director
San Francisco Recreation & Parks Dept
McLaren Lodge Golden Gate Park
510 Stanyan Street
San Francisco, Ca. 94117

Dear Lisa,

As a director of the Baker Street Foundation, it is my pleasure to enclose a check of $100,000. It is our understanding these funds be will be applied to hiring a new gardener who will focus on maintaining the Polo Fields area.

In addition, please send me written confirmation of our contribution. This written confirmation should confirm to the IRS guidelines regarding substantiation of charitable contributions in excess of $250.

Finally, kindly note that the Baker Street Foundation wishes this contribution to remain completely anonymous.

Please call should you have any questions.

Sincerely,

Roy Bukstein

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

January 3, 2012

Roy Bukstein
Baker Street Foundation
135 Main Street, no. 1140
San Francisco, CA 94105

Dear Roy:

I offer our deepest thanks to the Baker Street Foundation for generously donating $100,000 to the Recreation & Parks Department on December 20, 2011. These funds will be used to hire a new gardener who will focus on maintaining the Polo Fields area of Golden Gate Park. We expect to hire this gardener in the late Spring.

Gifts such as this are especially important to the department as we work to maintain beautiful parks, playgrounds and athletic fields despite budget cuts that leave the department about 200 gardeners short of ideal levels. This gift will allow the department to maintain the newly renovated Polo Fields so that San Francisco youth and adults will have safe smooth fields for sports and other activities.

This gift will be formally accepted by the San Francisco Board of Supervisors in coming weeks and, as my staff has discussed with you and with Nicola Miner, there will be no public acknowledgement of this donation other than in the city gift acceptance process.

For your records, the tax identification number of the City & County of San Francisco's Recreation and Park Department is: 94-6000417. In order for the Recreation and Park Department to be in accordance with the Sunshine Ordinance, please complete the enclosed donor disclosure form and return it to Lisa Bransten, Assistant Director, Sponsorships and Events. Please feel free to call Lisa with any questions at 415.831.2704 or email her at lisa.bransten@sfgov.org.

Thank you again for the gift. I am deeply grateful for your support.

Best,

Philip A. Ginsburg
General Manager
San Francisco Recreation and Park Department

Roy -
We are so very, very grateful. Phil

cc: Nicola Miner
Lisa Bransten, Assistant Director, Sponsorships and Events