

File No. 180925

Committee Item No. 1

Board Item No. \_\_\_\_\_

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date November 28, 2018

Board of Supervisors Meeting

Date \_\_\_\_\_

### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance                                    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | Memorandum of Understanding (MOU)            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 - Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 700                                     |
| <input type="checkbox"/>            | <input type="checkbox"/> | Vacancy Notice                               |
| <input type="checkbox"/>            | <input type="checkbox"/> | Information Sheet                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

### OTHER

(Use back side if additional space is needed)

- |                                     |                          |                                   |
|-------------------------------------|--------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Airport Resolution 18-0197</u> |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____                             |
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Completed by: Victor Young Date Nov. 21, 2018

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

1 [Administrative Code - Acceptance of Gifts - SFO Museum]

2  
3 **Ordinance amending the Administrative Code to authorize the Airport Commission to**  
4 **accept certain gifts, devises, and bequests of objects or other articles for the SFO**  
5 **Museum collection.**

6 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.  
7 **Additions to Codes** are in single-underline italics Times New Roman font.  
8 **Deletions to Codes** are in ~~strikethrough italics Times New Roman font~~.  
9 **Board amendment additions** are in double-underlined Arial font.  
10 **Board amendment deletions** are in ~~strikethrough Arial font~~.  
11 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
12 subsections or parts of tables.

13 Be it ordained by the People of the City and County of San Francisco:

14 Section 1. Findings.

15 (a) The Airport Commission created and operates the SFO Museum, which manages  
16 a permanent collection for use in public programs in the San Francisco Airport Commission  
17 Aviation Library and Louis A. Turpen Aviation Museum and conducts ongoing collection  
18 development through acquisitions by purchase and gifts of objects appropriate to the  
19 collection.

20 (b) The Airport Commission periodically receives offers of gifts for the SFO Museum  
21 valued at greater than \$10,000, and Administrative Code Section 10.100-305 provides that  
22 the acceptance or expenditure of any gift of cash or goods of a market value greater than  
23 \$10,000 requires approval of the Board of Supervisors, by resolution.

24 (c) Under Charter Section 5.100, the governing boards of the Arts Commission, the  
25 Asian Art Museum of San Francisco, the Fine Arts Museums of San Francisco, and the War  
Memorial and Performing Arts Center may accept loans, gifts, devises, bequests, or

1 agreements donating works of art or other assets to their respective departments without  
2 action of the Board of Supervisors, so long as acceptance of the same entails no expense for  
3 the City beyond ordinary care and maintenance.

4 (d) By Resolution No. 18-0197, adopted on June 19, 2018 (the "Commission  
5 Resolution"), the Airport Commission requested that the Administrative Code be amended to  
6 likewise authorize the Airport Commission to accept gifts, devises, and bequests of objects or  
7 other articles for the SFO Museum collection when the acceptance of the same entails no  
8 expense on the part of the Commission beyond the ordinary care and maintenance of such  
9 objects or other articles. A copy of the Commission Resolution is on file with the Clerk of the  
10 Board of Supervisors in File No. 180925.

11  
12 Section 2. Chapter 10, Article XIII, of the Administrative Code is hereby amended by  
13 revising Section 10.100-305, to read as follows:

14 **SEC. 10.100-305. SAN FRANCISCO GIFT FUNDS.**

15 (a) **Establishment and Use of Funds.** The Board of Supervisors does hereby  
16 authorize the creation of category eight funds or accounts for the purpose of accepting any gift  
17 of cash or goods which may from time to time be offered to the City and County of San  
18 Francisco through any department, board, or commission thereof, for the benefit of the  
19 designated department, board, or commission and for such purposes within its prescribed  
20 legal jurisdiction as may be specified by the donors. The Board of Supervisors does hereby  
21 authorize said departments, boards, and commissions to receive and to administer such gifts  
22 in accordance with the wishes of the donors. All such gifts will be promptly reported to the  
23 Controller.

1 (b) **Exceptions to Fund Category.** The acceptance or expenditure of any gift of cash  
2 or goods of a market value greater than \$10,000 shall require approval of the Board of  
3 Supervisors, by resolution.

4 (c) **Administrative Provisions.** Each department, board, and commission accepting  
5 gifts authorized hereunder shall furnish to the Board of Supervisors annually within the first  
6 two weeks of July a report showing such gifts received, the nature or amount of said gifts, and  
7 the disposition thereof.

8 (d) **Airport Commission.** Notwithstanding subsection (b), the Airport Commission may accept  
9 gifts, devises, and bequests of objects or other articles for the SFO Museum collection without action of  
10 the Board of Supervisors when such acceptance entails no expense on the part of the Airport  
11 Commission beyond the ordinary care and maintenance of such objects or other articles for exhibition  
12 purposes. All gifts, devises, and bequests of objects or other articles for the SFO Museum collection  
13 made prior to the effective date of the ordinance in Board of Supervisors File No. 180925, that entail  
14 no expense beyond the ordinary care and maintenance thereof for exhibition purposes, are hereby  
15 accepted for the purposes for which they were given. This subsection (d) does not limit or abridge the  
16 Arts Commission's authority with respect to works of art as set forth in Charter Section 5.103 and  
17 Administrative Code Section 2A.150.


18  
19 Section 3. Effective Date. This ordinance shall become effective 30 days after  
20 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
21 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
22 of Supervisors overrides the Mayor's veto of the ordinance.

23  
24 Section 4. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
25 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,

1 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
2 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment  
3 additions, and Board amendment deletions in accordance with the "Note" that appears under  
4 the official title of the ordinance.

5  
6  
7 APPROVED AS TO FORM:  
8 DENNIS J. HERRERA, City Attorney

9 By:

  
10 SHERYL L. BREGMAN  
11 Deputy City Attorney

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## LEGISLATIVE DIGEST

[Administrative Code - Acceptance of Gifts - SFO Museum]

**Ordinance amending the Administrative Code to authorize the Airport Commission to accept certain gifts, devises, and bequests of objects or other articles for the SFO Museum collection.**

### Existing Law

Administrative Code Section 10.100-305 allows designated departments, boards, or commissions, including the Airport Commission, to accept, receive, and administer gifts bequeathed for the benefit of said departments, boards, or commissions. However, the Board of Supervisors must approve any gift with a market value greater than \$10,000.

### Amendments to Current Law

By adding clause (d) to Administrative Code Section 10.100-305, the proposed ordinance would allow the Airport Commission to accept gifts with a market value greater than \$10,000 for the SFO Museum collection without action from the Board of Supervisors when such acceptance entails no expense on the part of the Airport Commission beyond the ordinary care and maintenance of such gifts.

### Background Information

The Airport Commission established the SFO Museum on October 15, 1991. The SFO Museum manages a permanent collection and conducts ongoing collection development through acquisitions by purchase and gifts of objects appropriate to the collection focus. Periodically, gifts valued at greater than \$10,000 are offered for donation to the SFO Museum collection. All gifts are reviewed for compliance with the SFO Museum Collection Management Policy and are presented for approval by the SFO Museum Collection Review Committee. SFO Museum has stated that the proposed ordinance would support its efforts to execute appropriate deeds of gift in a prompt manner that preserves productive donor relations.

Under Charter Section 5.100, the governing boards of the Arts Commission, the Asian Art Museum of San Francisco, the Fine Arts Museums of San Francisco, and the War Memorial and Performing Arts Center may accept loans, gifts, devises, bequests, or agreements donating works of art or other assets to their respective departments without action of the Board of Supervisors, so long as acceptance of the same entails no expense for the City beyond ordinary care and maintenance. Therefore, the proposed ordinance would align SFO Museum with these other City-owned museums that are authorized to accept gifts valued at greater than \$10,000 without Board approval.

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AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 18-0197

**AUTHORIZATION TO REQUEST AN AMENDMENT TO THE SAN FRANCISCO ADMINISTRATIVE CODE TO AUTHORIZE THE COMMISSION TO ACCEPT CERTAIN GIFTS OF OBJECTS TO SFO MUSEUM**

- WHEREAS, Section 10.100-305 of the San Francisco Administrative Code provides that the acceptance or expenditure of any gift of cash or goods of a market value greater than \$10,000 shall require approval of the San Francisco Board of Supervisors (the "Board"), by resolution; and
- WHEREAS, on October 15, 1991, the Commission adopted Resolution No. 91-0182 to create an aviation library and museum in the new International Terminal, now named the San Francisco Airport Commission Aviation Library and Louis A. Turpen Aviation Museum, as part of SFO Museum; and
- WHEREAS, SFO Museum manages a permanent collection for use in public programs in the San Francisco Airport Commission Aviation Library and Louis A. Turpen Aviation Museum and conducts ongoing collection development through acquisitions by purchase and gifts of objects appropriate to the collection focus; and
- WHEREAS, gifts valued at greater than \$10,000 are periodically offered for donation to the SFO Museum collection; and
- WHEREAS, to ensure the accession of appropriate and desirable objects to the SFO Museum collection, each gift is reviewed for compliance with the SFO Museum Collection Management Policy and is presented for approval by the SFO Museum Collection Review Committee; and
- WHEREAS, other City-owned museums are authorized to accept gifts valued at greater than \$10,000 without Board approval; and
- WHEREAS, in order to allow SFO Museum to execute appropriate deeds of gift in a prompt manner that preserves productive donor relations, it is necessary and desirable to request an amendment to the San Francisco Administrative Code to authorize the Commission to accept certain gifts without further Board approval; and
- WHEREAS, such an amendment would make no change to existing gift reporting requirements; and

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 18-0197

WHEREAS, under the proposed amendment to the Administrative Code, the Commission would be authorized to accept gifts, devises and bequests of objects or other articles for the SFO Museum collection when the acceptance of the same entails no expense on the part of the Commission beyond the ordinary care and maintenance of such objects or other articles; now therefore, be it

RESOLVED, that this Commission finds and determines that the above recitals are true and correct; and, be it further

RESOLVED, that this Commission requests that the San Francisco Board of Supervisors amend the San Francisco Administrative Code to authorize the Commission to accept gifts, devises and bequests of objects or other articles for the SFO Museum collection when the acceptance of the same entails no expense on the part of the Commission beyond the ordinary care and maintenance of such objects or other articles.

*I hereby certify that the foregoing resolution was adopted by the Airport Commission*

*at its meeting of* \_\_\_\_\_

• JUN 19 2018

  
Secretary





San Francisco International Airport

MEMORANDUM

June 19, 2018

TO: AIRPORT COMMISSION  
Hon. Larry Mazzola, President  
Hon. Linda S. Crayton, Vice President  
Hon. Eleanor Johns  
Hon. Richard J. Guggenlime  
Hon. Peter A. Stern

FROM: Airport Director

SUBJECT: Grant of Authority to Accept Certain Gifts of Objects to SFO Museum.

DIRECTOR'S RECOMMENDATION: ADOPT RESOLUTION REQUESTING THAT THE SAN FRANCISCO BOARD OF SUPERVISORS AMEND THE ADMINISTRATIVE CODE TO AUTHORIZE THE COMMISSION TO ACCEPT CERTAIN GIFTS OF OBJECTS TO SFO MUSEUM.

**Executive Summary**

Currently, San Francisco Administrative Code Section 10.100-305 provides that the acceptance or expenditure of any gift of cash or goods of a market value greater than \$10,000 shall require approval of the San Francisco Board of Supervisors (the "Board"), by resolution. The proposed resolution would authorize the Director to request the Board to amend the Administrative Code to allow the Commission to accept certain gifts, devises and bequests of objects or other articles to SFO Museum.

**Background**

SFO Museum manages a permanent collection for use in public programs in the San Francisco Commission Aviation Library and Louis A. Turpen Aviation Museum and conducts ongoing collection development through acquisitions by purchase and gifts of objects appropriate to its collection focus. Gifts of objects and other articles, including those valued at greater than \$10,000, are periodically offered for donation to SFO Museum. To ensure the accession of appropriate and desirable objects to the SFO Museum collection, each gift is reviewed for compliance with the SFO Museum Collection Management Policy and is presented for approval by the SFO Museum Collection Review Committee.

Under Administrative Code Section 10.100-305, Board approval is required before the Commission can accept or expend any gift of cash or goods of a market value

THIS PRINT COVERS CALENDAR ITEM NO. 20

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO

MARK FARRELL MAYOR    LARRY MAZZOLA PRESIDENT    LINDA S. CRAYTON VICE PRESIDENT    ELEANOR JOHNS    RICHARD J. GUGGENHIME    PETER A. STERN    IVAR C. SATERO AIRPORT DIRECTOR

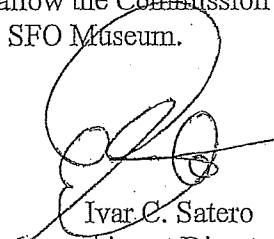
greater than \$10,000. This includes gifts to SFO Museum. Other City-owned museums are authorized under the Administrative Code to accept gifts valued greater than \$10,000 without Board approval. A similar delegation of authority to the Commission would be beneficial because it would allow the Commission to accept gifts in a prompt manner that preserves productive donor relations for SFO Museum.

Airport staff therefore recommends that the Commission authorize the Director to request the Board to amend the Administrative Code to allow the Commission to accept gifts, devises and bequests of objects or other articles for the SFO Museum collection when the acceptance of the same entails no expense on the part of the Commission beyond the ordinary care and maintenance of such objects or other articles. This change would most likely be made in Administrative Code Section 10.100-305 or Section 2A.155.

The Commission would continue to report acceptance of gifts pursuant to Administrative Code Sections 10.100-305 and 67.29-6.

**Recommendation**

I recommend that the Commission approve a request to the San Francisco Board of Supervisors to amend the Administrative Code to allow the Commission to accept certain gifts, devises and bequests of objects or other articles to SFO Museum.



Ivar C. Satero  
Airport Director

Prepared by: Blake Summers  
Director and Chief Curator  
SFO Museum



San Francisco International Airport

September 14, 2018

Ms. Angela Calvillo  
Clerk of the Board  
Board of Supervisors  
City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689

Subject: Administrative Code – Acceptance of Gifts to the SFO Museum

Dear Ms. Calvillo:

Attached please find an original single-sided and one single-sided, black and white copy of the proposed Ordinance for enactment by the Board of Supervisors. The Ordinance would amend the Administrative Code to authorize the SFO Museum to accept gifts, devises and bequests of objects or other articles for the SFO Museum collection when the acceptance of the same entails no expense on the part of the Commission beyond the ordinary care and maintenance of such objects.

The following is a list of accompanying documents:

- Board of Supervisors Ordinance;
- Approved Airport Commission Resolution No. 18-0197; and
- Memorandum recommending Resolution No. 18-0197

The following person may be contacted regarding this matter:

Cathy Widener  
Government Affairs Director  
(650) 821-5023  
Cathy.Widener@flysfo.com

Very truly yours,

C. Corina Monzón  
Commission Secretary

2018 SEP 17 PM 2:01  
 BOARD OF SUPERVISORS  
 SAN FRANCISCO

Enclosures

cc: Cathy Widener, Governmental Affairs

