

File No. 200640

Committee Item No. 12

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date July 8, 2020

Board of Supervisors Meeting

Date July 14, 2020

Cmte Board

- | | | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input 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 checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong

Date July 2, 2020

Completed by: Linda Wong

Date July 9, 2020

1 [Accept and Expend Gift - Retroactive - Yerba Buena Community Benefit District - Annie
2 North Plaza Project - \$21,993.56]

3 **Resolution retroactively authorizing Public Works to accept and expend a gift of**
4 **\$21,993.56 from Yerba Buena Community Benefit District for costs associated with soil**
5 **excavation work for Public Works' Annie North Plaza project for the period of October**
6 **1, 2019, through December 31, 2019.**

7
8 WHEREAS, Public Works is responsible for right-of-way improvements; and

9 WHEREAS, Public Works managed soil excavation work for Annie North Plaza from
10 October 1, 2019, through December 31, 2019; and

11 WHEREAS, On April 30, 2020, Yerba Buena Community Benefit District offered a gift
12 of \$21,993.56 to Public Works for costs associated with soil excavation work at Annie North
13 Plaza; and

14 WHEREAS, The funding plan includes sufficient non-gift funds to complete Annie North
15 Plaza soil excavation work; and

16 WHEREAS, The total construction budget is \$54,983.91 and does not include indirect
17 costs; and

18 WHEREAS, The funding does not require an Annual Salary Ordinance (ASO)
19 amendment; now, therefore be it

20 RESOLVED, That San Francisco Public Works is hereby retroactively authorized to
21 accept and expend up to \$21,993.56 Yerba Buena Community Benefit District funds for the
22 project described above; and, be it

23 FURTHER RESOLVED, That the Director of Public Works or his or her designee is
24 authorized to execute all required documents for receipt of Yerba Buena Community Benefit
25 District funds.

1 Recommended:

Approved: /s/ _____

2

Mayor

3 /s/ _____

4 Alaric Degrafinried

Approved: /s/ _____

5 Acting Director of Public Works

Controller

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

Gift Resolution Information Form
(Effective July 2011)

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

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

- 1. Gift Title: **Yerba Buena Community Benefit District Gift for Annie North Plaza**
- 2. Department: **San Francisco Public Works**
- 3. Contact Person: **Elizabeth Ramos** Telephone: **(415) 554-4069**
- 4. Gift Approval Status (check one):
 Approved by funding agency Not yet approved
- 5. Amount of Gift Funding Approved or Applied for: **\$21,993.56**
- 6. a. Matching Funds Required: **N/A**
b. Source(s) of matching funds (if applicable): **N/A**
- 7. a. Gift Source Agency: **Yerba Buena Community Benefit District**
b. Gift Pass-Through Agency (if applicable): **N/A**
- 8. Proposed Gift Project Summary:

Soil excavation and disposal services at Annie North Plaza.

- 9. Gift Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: **N/A** End-Date: **N/A**
- 10. a. Amount budgeted for contractual services:
\$54,983.90
- b. Will contractual services be put out to bid?
Yes.
- c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?
Yes.
- d. Is this likely to be a one-time or ongoing request for contracting out?
One-time request.
- 11. a. Does the budget include indirect costs?
 Yes No
- b. 1. If yes, how much? **N/A**

b. 2. How was the amount calculated? **N/A**

c. 1. If no, why are indirect costs not included?

Not allowed by Gifting agency

To maximize use of Gift funds on direct services

Other (please explain):

c. 2. If no indirect costs are included, what would have been the indirect costs?

Not applicable.

12. Any other significant Gift requirements or comments: **None.**

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

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

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input checked="" type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(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:

Public Works DAC approval with qualification: The Annie Plaza area is only suitable for non-accessible pedestrian passage since a north-south accessible route is included along the west side of the plaza only. No functional use of the Annie Plaza area is possible without first modifying the plaza in some manner to provide accessible surface slopes at, and accessible routes to, any programs, activities or services that anyone may wish to use the Annie Plaza area for in the future.

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

Kevin W. Jensen
(Name)

Disability Access Coordinator
(Title)

Date Reviewed: June 3, 2020



(Signature Required)

Department Head or Designee Approval of Gift Information Form:

Alaric Degrafinried
(Name)

Acting Director, San Francisco Public Works
(Title)

Date Reviewed: 6/7/2020 | 10:24:45 PM PDT

DocuSigned by:

8479236C84464A5
(Signature Required)



Annie North Plaza Project
Funding Plan

Fund Source	Amount
Yerba Buena Community Benefit District Gift	\$ 21,993.56
San Francisco Public Works General Fund	\$ 32,990.35
Construction Total	\$ 54,983.91



April 30, 2020

Office of Acting Director Alaric Degrafinried
San Francisco Public Works
City Hall, Room 348
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Dear Acting Director Degrafinried,

By this letter, I'm pleased to extend the City of San Francisco a gift of \$21,993.56 for costs associated with the improvement of Annie North Plaza.

The Yerba Buena Community Benefit District mission is to advance the quality of life for residents and visitors in the Yerba Buena neighborhood and San Francisco on an ongoing basis by fostering a safer and more secure community, enhancing environmental quality and beauty, and reinforcing the viability of our economic base. The Annie North Plaza project advances these goals by improving a neglected and misused public plaza, and supports the goals of the second edition of The Yerba Buena Street Life Plan.

On behalf of the Board of Directors of the Yerba Buena Community Benefit District, please accept this grant and our thanks to San Francisco Public Works for its partnership and hard work on this project. We look forward to working with Public Works staff and our private sector partners to ensure successful completion of this project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Cathy Maupin", is located below the "Sincerely," text.

Cathy Maupin
Executive Director



London N. Breed
Mayor

Alaric Degrafinried
Acting Director

San Francisco Public Works
1 Dr. Carlton B. Goodlett Pl.
Room 348
San Francisco, CA 94102
tel 415-554-6920

sfpublicworks.org
facebook.com/sfpublicworks
twitter.com/sfpublicworks

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Alaric Degrafinried, Acting Director of Public Works
DATE: June 17, 2020
SUBJECT: Accept and Expend Resolution for Gift
GRANT TITLE: Yerba Buena Community Benefit District Gift for Annie North Plaza

Attached please find 1 copy of each of the following:

- Proposed gift resolution; original signed by Department
- Gift information form, including disability checklist
- Gift budget
- Gift contribution letter

Departmental representative to receive a copy of the adopted resolution:

Name: Elizabeth Ramos

Interoffice Mail Address: San Francisco Public Works Public Works, City Hall, Room 348

Certified copy required Yes No

(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).

From: [Peacock, Rebecca \(MYR\)](#)
To: [BOS Legislation, \(BOS\)](#)
Cc: [Kittler, Sophia \(MYR\)](#); [Spitz, Jeremy \(DPW\)](#); [Quintos, Jocelyn \(CON\)](#); [Liu, Adrian \(MYR\)](#); [Groffenberger, Ashley \(MYR\)](#)
Subject: Mayor -- [Resolution] -- [Accept and Expend Gift – Yerba Buena Community Benefit District – Annie North Plaza Project - \$21,993.56]
Date: Tuesday, June 16, 2020 4:24:46 PM
Attachments: [\(2\) A&E DPW Annie North Plaza.zip](#)

Attached for introduction to the Board of Supervisors is a **resolution retroactively authorizing San Francisco Public Works to accept and expend a gift of \$21,993.56 from Yerba Buena Community Benefit District for San Francisco Public Works' Annie North Plaza project.**

Please let me know if you have any questions.

Rebecca Peacock ([they/she](#))
(415) 554-6982 | Rebecca.Peacock@sfgov.org
Office of Mayor London N. Breed
City & County of San Francisco