

File No. 100641

Committee Item No. 2

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

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: City Operations & Neighborhood Ser.      Date: July 26, 2010

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 type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget Analyst Report                        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Analyst Report                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ethics Form 126                              |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form (for hearings)             |
| <input type="checkbox"/>            | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form                       |
| <input checked="" 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"/> | 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)

<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Victor Young

Date July 22, 2010

Completed by: Victor Young

Date \_\_\_\_\_

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



1 [Expend Grant - California Department of Toxic Substances Control and Amendment to the  
2 Annual Salary Ordinance, FY2009-2010 - \$74,500]

3  
4 **Ordinance authorizing the Department of the Environment to expend a grant in the**  
5 **amount of \$74,500 from the California Department of Toxic Substances Control to**  
6 **coordinate the Green Business tracking and measurement tool and amending**  
7 **Ordinance No. 183-09 to reflect the addition of one (1) grant funded position at the**  
8 **Department of the Environment.**

9 Note: Additions are single-underline italics Times New Roman;  
10 deletions are ~~strikethrough italics Times New Roman~~.  
11 Board amendment additions are double underlined.  
12 Board amendment deletions are ~~strikethrough-normal~~.

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

#### 14 **Section 1. Findings**

15 The California Department of Toxic Substances Control has partnered with local  
16 governments, the California Green Business Network and the San Francisco Green Business  
17 Program to implement a Green Business tracking and measurement tool.

18 The tool allows local Green Business programs to manage environmental data, track  
19 the business applications and certifications, and measure the results.

20 This Green Business tracking and measurement tool documents and quantifies the  
21 environmental and fiscal benefits of individual Green Businesses, as well the cumulative  
22 environmental and fiscal benefits of Green Business programs.

23 Information generated by this Green Business tracking and measurement tool supports  
24 local Green Business programs to market their benefits and maximize local program funding  
25 resources.

1 The California Department of Toxic Substances Control has secured \$74,500 of  
2 funding for the San Francisco Green Business Program to continue development of this tool.

3 The California Department of Toxic Substances Control is providing these funds to the  
4 San Francisco Department of the Environment to lead the California Green Business Network  
5 in further development of the Green Business tracking and measurement tool.

6 The City and County of San Francisco has committed to an ongoing, coordinated effort  
7 to demonstrate the positive effects of Green Business programs on the community and  
8 calculate the benefits to participating businesses.

9 Continued development of a measurement tool supports the vitality and benefits of San  
10 Francisco Green Business Program and ensures that San Francisco is recognized a leader in  
11 creating programs and services with measurable environmental impacts.

12  
13 **Section 2. Authorization to Expend Funds.**

14 The Board of Supervisors hereby authorizes the Department of the Environment to  
15 expend \$74,500 in funds from the California Department of Toxic Substances Control for  
16 operation of the Green Business tracking and measurement tool.

17 The Department of the Environment is further authorized to furnish whatever additional  
18 information or assurances the funding agency may request in connection with this grant, and  
19 to execute any and all agreements necessary to carry out the purpose of the grant.

20 The grant budget includes provision for indirect cost of \$6,773.

21 The term of the California Department of Toxic Substances Control grant is from May  
22 01, 2010 to April 30, 2011.

1 **Section 3. Grant-funded Positions; Amendment to FY 2009-2010 Annual Salary**

2 **Ordinance.**

3 The hereinafter designated sections and items of Ordinance No.183-09 (Annual Salary  
4 Ordinance, FY 2009-2010) are hereby amended to ADD ONE (1) position in the Department  
5 of the Environment, and reads as follows:

6 Department: ENV-22

7 Program: CIT-Toxics

8 Subfund: 2S-ENV-GNC

9 Index Code: 220179

10 Amendment	Number of Positions:	Class and Item No.:	Compensation Schedule:
11 Add	.05 Grant Funded FTE	5638 Environmental 12 Assistant	\$ 2115 B \$ 2571

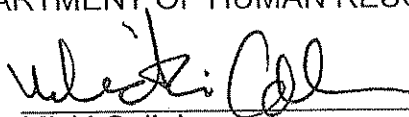
13  
14 APPROVED AS TO FORM:  
DENNIS J. HERRERA, City Attorney

15  
16 By:

  
17 Thomas Owen  
Deputy City Attorney

APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

18  
19 By:

  
20 Micki Callahan  
21 Director

22  
23 APPROVED: 

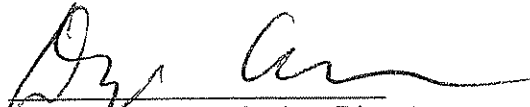
24 Gavin Newsom  
25 Mayor

APPROVED: 

for Ben Rosenfield  
Controller

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Recommended:



David Assman, Acting Director  
Department of the Environment

**FORM SFEC-126:  
NOTIFICATION OF CONTRACT APPROVAL**  
(S.F. Campaign and Governmental Conduct Code § 1.126)

<b>City Elective Officer Information</b> (Please print clearly.)	
Name of City elective officer(s): Members, San Francisco Board of Supervisors	City elective office(s) held: Members, San Francisco Board of Supervisors

<b>Contractor Information</b> (Please print clearly.)	
Name of contractor: HDR Engineering, Frank Hilsabeck	
Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.	
1) Ronald L. Harris, Frank Hilsabeck, Mary Peters, Terence Cox, John Wilson, Merle S. Bachman, George Little; 2) CEO - Richard Bell, CFO - Terence Cox, COO Engineering - George Little; 3) No single person owns more than 20% of company stock; 4) Architectural Energy Corporation, Energy Solutions, Southern Exposure Engineering, Anh Dong Consulting, Jungle Communications, YEI Engineers, Urban Ecology	
Contractor address: 575 Market Street, Suite 700, San Francisco, CA 94105	
Date that contract was approved:	Amount of contract: \$24,277
Describe the nature of the contract that was approved: Professional Services and Technical Support for Energy/Environmental projects.	
Comments:	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves San Francisco Board of Supervisors  
Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

<b>Filer Information</b> (Please print clearly.)	
Name of filer: Clerk of the San Francisco Board of Supervisors	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco, CA 94102	E-mail: bos.legislation@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** The Department of the Environment  
**DATE:** 04/25/10  
**SUBJECT:** Expend State Grant and Amendment to the Annual Salary Ordinance  
**GRANT TITLE:** Green Business Tracking and Measurement

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

Proposed Ordinance; original signed by Department, Mayor, Controller, City Attorney, Human Resources

Grant information form, including disability checklist

Grant budget

Grant application (There was no application for these funds. The California Department of Toxic Substances Control secured additional funding which they are contracting to SFEnvironment.)

Grant award letter from funding agency

Other (Explain): Legislative Checklist

**Special Timeline Requirements:**

**Departmental representative to receive a copy of the adopted ordinance:**

Name: Shawn Rosenmoss

Phone:415-355-3746

Interoffice Mail Address:

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: \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective January 2000)

Purpose: ASO Amendment Ordinance authorizing the Department of the Environment to expend funds in the amount of \$74,500 from the California Department of Toxic Substances Control to coordinate the Green Business tracking and measurement tool and amending Ordinance Number 183-09 to reflect the addition of one (1) grant funded position at the Department of the Environment.

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

1. Grant Title: Green Business Tracking and Measurement Tool
2. Department: Department of the Environment City and County of San Francisco (SF Environment)
3. Contact Person: Shawn Rosenmoss Telephone: 415-355-3746
4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$74,500

6a. Matching Funds Required: N/A

b. Source(s) of matching funds (if applicable): N/A

7a. Grant Source Agency: California Department of Toxic Substances Control

b. Grant Pass-Through Agency (if applicable): none

8. Proposed Grant Project Summary:

The California Department of Toxic Substances Control has secured funding to partner with the City and County of San Francisco and the California Green Business Network to continue developing a tool that will allow Green Business programs to manage environmental data, track the business applications and certifications, and measure the results so that statewide programs will be able to demonstrate the positive effects of the Green Business programs on the community and calculate the environmental and fiscal benefits to participating businesses.

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

Start-Date: May 1, 2010 End-Date: April 30, 2011

10. Number of new positions created and funded: There will be one new position created with these funds. SF Environment submitted the Accept Resolution, completed in order to meet the requirements of the funding source. Concurrently, SF Environment is submitting this ASO Amendment Ordinance with authorization to Expend funds. Funds will not be used until Board approval is complete.

11. If new positions are created, explain the disposition of employees once the grant ends?  
The employee hired into this position will understand that it is grant-funded and specific to the project and will end when grant funding ends.

12a. Amount budgeted for contractual services: \$ 24,277

b. Will contractual services be put out to bid.? Services were procured using proper city contracting procedures.

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Yes

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

13a. Does the budget include indirect costs?  Yes  No

b1. If yes, how much? \$ 6773

b2. How was the amount calculated? It is the amount allowed by the funding source?

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

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

14. Any other significant grant requirements or comments:

**\*\*Disability Access Checklist\*\***

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

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

16. The Departmental ADA Coordinator and/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 access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Claudia Molina  
(Name)



Date Reviewed: 4/27/10

Department Approval: David Assmann Acting Director  
(Name) (Title)

[Signature] [Signature]  
(Signature) (Signature)

## Expend Resolution for SF Environment grant from the California Department of Toxics and Substance Control

Personel	Notes	Narrative	CDTSC
Grant funded 5638 Environmental Assistant	50%FTE for 1 year	This position will be employed for the length of the grant to coordinate with the CDTSC, assist the California Green Business Network (CAGBN) with continued development of the Green Business tracking and measurement tool. The position will oversee Reporting and Eval. The position will end once funds expire.	\$ 33,423
<b>TOTAL Personnel</b>			\$ 33,423
<b>Fringes</b>	at 30%		0.3 \$ 10,027
<b>TOTAL Personnel with fringes</b>			\$ 43,450
<b>Contract/partners</b>			
Web Development and hosting website		Hosts current Green Business Tool Tracking Tool. This contractor was selected using standard CCSF contracting processes and has been consulting on the tool since its inception and hosting the Green Business Program tracking tool	\$ 24,277
<b>TOTAL Consultant</b>			\$ 24,277
<b>Project SubTotal</b>			\$ 67,727
<b>Indirect</b>	At 10%		0.1 \$ 6,773
<b>PROJECT GRAND TOTAL</b>			\$ 74,500





Shawn  
Rosenmoss/ENV/SFGOV  
04/12/2010 02:25 PM

To  
cc  
bcc  
Subject Fw: Request to start A&E process for funds from DTSC

----- Forwarded by Sushma Dhulipala/ENV/SFGOV on 03/25/2010 04:44 PM -----



"Karl Palmer"  
<KPalmer@dtsc.ca.gov>  
03/25/2010 04:41 PM

To "Sushma Dhulipala" <Sushma.Dhulipala@sfgov.org>  
cc "Matthew Mccarron" <MMccarro@dtsc.ca.gov>  
Subject CAGBN contract

Sushma Dhulipala Bhatia  
Toxics Reduction ~ Green Business ~Clean Technology  
San Francisco Department of the Environment  
11 Grove Street, CA - 94102

Dear Ms, Dhulipala Bhatia

Subject: Green Business Program Network oversight contract

California Department of Toxic Substances Control's (DTSC) is pleased to offer this contract for \$74,500 to the City and County of San Francisco, Department of the Environment (SFE) to assist the California Green Business Network (CAGBN) with operation of the Green Business tracking and measurement tool. DTSC has partnered with the California Green Business Network (CAGBN) and the City and County of San Francisco to develop the tool that will allow the programs maximize local program funding resources, to manage environmental data, track the business applications and certifications, and measure the results so that statewide programs will be able to demonstrate the positive effects of the Green Business programs on the community and calculate the benefits to participating businesses.

This contract represents DTSC's contribution to this important effort. The staff of SFE's Green Business Program, significant contributors to the proposal, stepped up to the plate and offered to accept and coordinate the grant funds, and SFE worked with DTSC staff within a tight timeframe to meet our administrative deadlines. DTSC looks forward to working with SFE and the other green business programs toward the efficient operational growth and assistance to emerging Green business, which will benefit our statewide Green Business efforts for years to come.

It is imperative that we receive your acceptance of the contract prior to May 1, 2010 to

allow for administrative processing of the contract before the conclusion of the fiscal year. Thank you for your attention and initiative. Should you have any questions or comments, please contact Matt McCarron at (510)540-3828 or Karl Palmer at 916 445-2625.

Karl Palmer, Manager  
Pollution Prevention Branch  
Office of Pollution Prevention and Green Technology  
Department of Toxic Substances Control  
(916) 445-2625

A small body of determined spirits, fired by an unquenchable faith in their mission, can alter the course of history.  
**Mohandas Gandhi**

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*Legislative Checklist to be submitted with all supporting materials for items  
scheduled on a Committee Consent Calendar*

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Board of Supervisors File Number: \_\_\_\_\_

Department: Environment

Department Contact: Shawn Rosenmoss

Contact Phone Number: 415-355-3746

Type of Legislation on Consent Calendar:

- amendments to the City Code that have no fiscal impact and have not been subjected to the 30-day rule provided in Rule 5.41 (which governs amendments to the City Code that have been determined by the President to create or revise major City policy);
- specific authorizations to sell bonds;
- the refunding of bonds when done only to achieve lower interest rates and cost savings for the City;
- authorizations for the acceptance of gifts;
- authorizations for the expenditure of grant funds;
- authorizations for renewing property leases, with no significant changes in the terms of the lease (the implementation of COLAs is not considered a significant change in the terms of a lease);
- supplemental appropriations that only involve non-General Fund monies or re-appropriate funds that have been previously appropriated by the Board of Supervisors;
- releases of reserves under \$500,000;
- other items that the Committee Chair and the Budget Analyst agree do not require a Budget Analyst's review and report.

Description: This ordinance authorizes the Department of the Environment (SF Environment) to expend funds of \$74,500 from the California Department of Toxic Substances Control to continue to develop and operate the Green Business tracking and measurement tool and to amend Ordinance Number 183-09 to reflect the addition of one (1) grant funded position at the Department of the Environment.

**Presentation of Budgetary Information to Board Committees in Conformance with Budget Analyst Reference Guide**

- ◆ Summary budget information included
- Position Detail Information (included in budget)
- Equipment Detail Information
- Capital/Facilities Improvement Project Information
- Consultant/Contractor Expenditures and Selection Processes
- Written explanation and justification for budget request.

**Information provided in Conformance with Budget Analyst Reference Guide for the following:**

- Amendments to City Code (Administrative Code, Municipal Code, Health Code, etc.)
- Issuance of Debt (i.e., Bonds)
- Gifts to the City
- ◆ Grants (authorization to expend only)
  - Property Leases – City as Lessor
  - Property Leases – City as Lessee
  - "Proposition J" Contracts (City contractors under Charter Section 10.104)
  - Releases of Reserves
  - Supplemental Appropriations
  - Memoranda of Understanding (MOU) and other Agreements

Other Information Provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## Budget Analyst Reference Guide Questions

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- 23. Describe the source of funds.** The California Department of Toxic Substances Control
- 24. Describe the grant-funded project clearly, concisely and in layman's terms.** California Department of Toxic Substances Control (CDTSC) has partnered with the City and County of San Francisco California and the CA Green Business Network to develop a tool that will allow the programs to maximize local funding resources, to manage environmental data, track the business applications and certifications, and measure the results so that statewide programs will be able to demonstrate the positive effects of the Green Business programs on the community and calculate the benefits to participating businesses. Funding from CDTSC will be used by the SF Green Business Program to create a position for a staff person to continue to develop and enhance the tracking tool.
- 25. Provide context and detail to the grant so that the proposed project can be compared to current operations.** The tool has been created, is currently web-based and hosted by an outside consultant who was hired procured using proper city contracting procedures. This a Green Business tracking and measurement tool which documents and quantifies the environmental and fiscal benefits of individual Green Businesses, as well the cumulative environmental and fiscal benefits of Green Business programs. The City and County of San Francisco has committed to an ongoing, coordinated effort to demonstrate the positive effects of Green Business programs on the community and calculate the benefits to participating businesses and this tool supports those efforts.
- 26. Identify any ongoing costs for the Department once the grant funds expire, such as new personnel, new equipment, new leases, etc and how the Department would fund such future costs.** There will be no ongoing costs to SF Environment once grant funds expire.
- 27. If the grant period has begun before the Department has been given Board of Supervisor approval, the Department should state why it is late in seeking approval and the resolution must provide for retroactivity.** The funding source is flexible about project start -- the project will start once funds are approved by the Board of Supervisors.
- 28. State if the Department has accepted the grant or encumbered any expenses that the grant funds would reimburse the City. The Department should state why they have either accepted and/or began expending the grant funds before receiving approval.** There will be one new position created with these funds. Funds will not be used until Board approval is complete.
- 29. If grant funds have been expended or encumbered, state the amount of funds that have been expended or encumbered and for what purpose.** NA
- 30. If there is a significant delay in seeking Board of Supervisor approval from the time the grant period began, state how the proposed project would be completed in the remaining period of time available and/or if the Department has asked for or received an extension of the grant period.** NA
- 31. If the grant is a multi-year grant, state the amount of the grant in future years and if future years would be included in the Department's budget. Include a proposed multiyear budget.** NA
- 32. Indicate whether or not matching funds are required from the City, and if so, in what amount and the source of such matching funds.** NO matching funds required
- 33. If matching funds are not required but the Department is providing in-kind contributions for the grant, the Department should clearly state how you are proposing to**

provide in-kind contributions. Also state whether these in-kind contributions are new services to supplement the grant or existing services. NA

**34. Provide a detailed budget by object including personnel detail, equipment detail and details on services/consultants/contractors. Each line item in the budget should be explained. See attached budget.**

**35. The number of full time equivalent positions (FTE), the Job Title, Classification, and percentage of fringe benefits should be clearly stated in the budget of the grant. In most cases, any position funded under a grant should be "G" coded, or designated as a grant funded position that would terminate when the grant expires. The resolution should state that the position(s) should be "G" coded.** This grant creates one, grant funded, 5638 Environmental Assistant, .05 FTE for 1 year. SF Environment submitted the Accept Resolution, completed in order to meet the requirements of the funding source. Concurrently, SF Environment is submitting this ASO Amendment Ordinance with authorization to Expend funds. This position will be employed for the length of the grant to coordinate the project. The position will oversee Reporting and Evaluation. The position will end once funds expire.

**36. If a portion of the grant funds would be spent on contractual services, the Department needs to clarify how those contracts were awarded, whether a sole-source or an RFP process. If a contract is proposed to be awarded on a sole source basis, the Department needs to clearly explain why the Department chose the contractor. The Department should provide a detailed budget for the contractual services, including the number of hours dedicated to the project and the hourly rate if applicable. Services were procured using proper city contracting procedures.**

**37. If a Department plans on work-ordering grant funds to another Department, the Department should note what Department would receive the work-order and what services will be provided for the work ordered funds. NA.**

**38. Indicate if indirect costs were included in the budget. If indirect costs are included, state how the indirect cost rate was determined. If indirect costs were not included, indicate why.** Indirect costs of 10% (\$6,773) were included in the budget.

**39. If travel is included in the budget, the Department should detail how many people are traveling, their identities (i.e. City employees or consultants), where they are going and for how long. NA.**

**40. All grant reports must include a form entitled the "Grant Application Information Form" with a Disability Access Checklist at the end.**