

File No. 240293

Committee Item No. _____

Board Item No. 32

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: _____

Date: _____

Board of Supervisors Meeting

Date: May 7, 2024

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Award Letter
- Application
- Public Correspondence

OTHER

- Report of Costs as of 3/22/24
- Public Works Order No. 210257
- Public Works Posting Sample
- Public Works Mailer Sample
- Report of Costs as of 5/1/24
- _____
- _____
- _____
- _____

Prepared by: Jocelyn Wong

Date: May 3, 2024

Prepared by: _____

Date: _____

1 [Report of Assessment Costs - Sidewalk Inspection and Repair Program]

2

3 **Resolution approving a report of assessment costs submitted by the Director of Public**
4 **Works for sidewalk and curb repairs through the Sidewalk Inspection and Repair**
5 **Program, ordered to be performed by said Director pursuant to the provisions of Public**
6 **Works Code, Section 706.9, and Administrative Code, Chapter 80, the costs thereof**
7 **having been paid for out of a revolving fund.**

8

9 WHEREAS, Pursuant to the provisions of Public Works Code, Section 706.9, and
10 Administrative Code, Chapter 80, the Director of Public Works did cause the correction of
11 sidewalk conditions at various locations where the obligation to perform such correction is that
12 of the property owners; and

13 WHEREAS, Following public hearings on March 6, 2019, November 10, 2021, and
14 April 13, 2022, the Director of Public Works considered objections to work done or caused to
15 be done through the Sidewalk Inspection and Repair Program pursuant to the provisions of
16 Public Works Code, Section 706.9 and Administrative Code, Chapter 80; and

17 WHEREAS, By Public Works Order No. 210257, the Director of Public Works approved
18 a Report of Assessment Costs for sidewalk and curb repairs through the Sidewalk Inspection
19 and Repair Program, ordered to be performed by said Director pursuant to the provisions of
20 Public Works Code, Section 706.9, and Administrative Code, Chapter 80, the costs thereof
21 having been paid for out of a revolving fund; and

22 WHEREAS, On May 7, 2024, the Board of Supervisors held a duly-noticed public
23 hearing to consider the report of assessment costs; and

24

25

1 WHEREAS, Following the public hearing the Board of Supervisors made any
2 corrections, revisions, or modifications to the report as it deems necessary; now, therefore, be
3 it

4 RESOLVED, The Board does hereby confirm said Report of Assessment Cost
5 described in Public Works Order No. 210257; and, be it

6 FURTHER RESOLVED, That a copy of this Resolution and a copy of said itemized
7 Report of Assessment Costs confirmed by the Board shall be transmitted to the Controller and
8 Tax Collector of the City and County, whereupon it shall be the duty of said officers to add the
9 amount of each assessment to the next regular bill for taxes levied against each respective
10 parcel of land, and thereafter each said amount shall be collected at the same time and in the
11 same manner as ordinary City and County taxes are collected, and shall be subject to the
12 same procedure under foreclosure and sale in case of delinquency as provided for ordinary
13 taxes of the City and County; and, be it

14 FURTHER RESOLVED, That all monies received in payment of the assessments shall
15 be credited to the revolving fund provided for in Public Works Code, Section 706.8, except
16 that the portion of the assessments attributable to the cost of City Administration shall be
17 credited to the Administrative Account of Sidewalk Repair.

18
19 *///*

20
21 *///*

22
23 *///*

24
25

1 Revolving Fund (Fund 13980, Department 229902, Project 10032484, Authority 17435,
2 Activity 0065)

3

4 RECOMMENDED:

APPROVED:

5

6

7 _____
8 /s/
9 Nicolas Huff
Bureau Manager
Bureau of Street-Use & Mapping

/s/
Carla Short
Director of Public Works

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Report of Cost as of March 22, 2024
Sidewalk Inspection and Repair Program
Special Assessment for FY 24-25 Property Tax Bill

BOS District	Block	Lot	Number	Street Name	Location Description	NTR No.	Invoice Date	Invoice No.	Amount	Balance	12% Admin Fee	Property Bill
01	1544	037	548	02ND AVE	548 - 548 02ND AVE	1215346	5/23/2023	383230	\$2,991.00	\$2,991.00	\$358.92	\$3,349.92
01	1545	023	591	02ND AVE	591 - 591 02ND AVE	1191970	5/23/2023	383276	\$600.00	\$600.00	\$72.00	\$672.00
01	1645	007	743	02ND AVE	741 - 743 02ND AVE	1192925	4/10/2023	377778	\$135.00	\$135.00	\$16.20	\$151.20
01	1545	047	516	03RD AVE	514 - 516 03RD AVE	1215995	5/23/2023	383300	\$834.00	\$834.00	\$100.08	\$934.08
01	1546	046	521	03RD AVE	521 - 521 03RD AVE	1192743	4/17/2023	378439	\$450.00	\$450.00	\$54.00	\$504.00
01	1545	044	528	03RD AVE	526 - 528 03RD AVE	1216005	5/23/2023	383298	\$450.00	\$450.00	\$54.00	\$504.00
01	1546	013	565	03RD AVE	563 - 567 03RD AVE	1192749	4/17/2023	378412	\$3,450.00	\$345.00	\$41.40	\$386.40
01	1545	029	586	03RD AVE	586 - 586 03RD AVE	1191978	5/23/2023	383280	\$105.00	\$105.00	\$12.60	\$117.60
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01	1646	001	701	03RD AVE	701 - 701 03RD AVE	1192876	4/10/2023	377802	\$135.00	\$135.00	\$16.20	\$151.20
01	1640	015	661	04TH AVE	659 - 661 04TH AVE	1192835	2/15/2023	374096	\$1,350.00	\$1,350.00	\$162.00	\$1,512.00
01	1641	035	662	04TH AVE	660 - 662 04TH AVE	1192668	2/13/2023	373911	\$1,620.00	\$1,620.00	\$194.40	\$1,814.40
01	1640	075	670	05TH AVE	670 - 670 05TH AVE	1192803	2/15/2023	374121	\$135.00	\$135.00	\$16.20	\$151.20
01	1640	031	678	05TH AVE	678 - 678 05TH AVE	1192805	2/15/2023	374103	\$135.00	\$135.00	\$16.20	\$151.20
01	1648	010	747	05TH AVE	747 - 747 05TH AVE	1191483	4/10/2023	377868	\$675.00	\$675.00	\$81.00	\$756.00
01	1639	035	650	06TH AVE	650 - 650 06TH AVE	1215352	2/13/2023	373864	\$40.00	\$40.00	\$4.80	\$44.80
01	1639	027	690	06TH AVE	690 - 694 06TH AVE	1191971	2/13/2023	373862	\$675.00	\$675.00	\$81.00	\$756.00
01	1649	004	717	06TH AVE	717 - 717 06TH AVE	1191624	4/10/2023	377887	\$1,215.00	\$1,215.00	\$145.80	\$1,360.80
01	1587	031	638	45TH AVE	638 - 638 45TH AVE	1148915	10/24/2019	276761	\$3,780.00	\$230.00	\$27.60	\$257.60
01	1545	064	1147	ANZA ST	1141 - 1147 ANZA ST	1216068	5/23/2023	383307	\$2,475.00	\$2,475.00	\$297.00	\$2,772.00
01	1501	023	5232	ANZA ST	5232 - 5232 ANZA ST	1145953	10/31/2019	277574	\$432.00	\$125.00	\$15.00	\$140.00
01	1544	013	653	ARGUELLO BLVD	653 - 653 ARGUELLO BLVD	1217267	5/23/2023	383212	\$600.00	\$600.00	\$72.00	\$672.00
01	1643	008	729	ARGUELLO BLVD	729 - 729 ARGUELLO BLVD	1217368	5/23/2023	383310	\$1,050.00	\$1,050.00	\$126.00	\$1,176.00
01	1643	069	743	ARGUELLO BLVD	743 - 745 ARGUELLO BLVD	1217362	5/23/2023	383346	\$1,200.00	\$1,200.00	\$144.00	\$1,344.00
01	1546	018	210	BALBOA ST	210 - 212 BALBOA ST	1222284	4/17/2023	378417	\$150.00	\$150.00	\$18.00	\$168.00
01	1638	020A	538	CABRILLO ST	536 - 538 CABRILLO ST	1192103	2/13/2023	373822	\$1,390.00	\$1,390.00	\$166.80	\$1,556.80
01	1648	021	2932	FULTON ST	2932 - 2934 FULTON ST	1191508	4/10/2023	377872	\$405.00	\$405.00	\$48.60	\$453.60
10	6174	024A	1101	BRUSSELS ST	1101 - 1101 BRUSSELS ST	1184895	6/15/2022	356718	\$2,800.00	\$2,800.00	\$336.00	\$3,136.00
10	6197	005	36	CAMPBELL AVE	36 - 36 CAMPBELL AVE	1186837	5/26/2022	355410	\$540.00	\$450.00	\$54.00	\$504.00
10	6197	021A	169	WILDE AVE	169 - 169 WILDE AVE	1187260	9/8/2023	390825	\$3,942.00	\$3,942.00	\$473.04	\$4,415.04
TOTAL									\$27,457.00	\$3,294.84	\$30,751.84	



San Francisco Public Works
General – Director's Office
49 South Van Ness Ave., Suite 1600
San Francisco, CA 94103
(628) 271-3160 www.SFPublicWorks.org

Public Works Order No: 210257

CITY AND COUNTY OF SAN FRANCISCO
SAN FRANCISCO PUBLIC WORKS

REPORT TO THE BOARD OF SUPERVISORS OF ASSESSEMENT COSTS OF SIDEWALK REPAIRS AT VARIOUS LOCATIONS, AND TRANSMITTING RESOLUTION TO SAID BOARD CONFIRMING SAID REPORT.

PURSUANT TO THE PROVISIONS OF SECTION 706.9 OF THE PUBLIC WORKS CODE AND CHAPTER 80 OF THE ADMINISTRATIVE CODE, THE DIRECTOR OF PUBLIC WORKS DID CAUSE THE REPAIR AND REPLACEMENT OF SIDEWALKS AT VARIOUS LOCATIONS WHERE THE OBLIGATION TO PERFORM SUCH REPAIR OR REPLACEMENT IS THAT OF THE PROPERTY OWNERS.

IN ACCORDANCE WITH SECTION 706.9 OF THE PUBLIC WORKS CODE AND CHAPTER 80 OF THE ADMINISTRATIVE CODE, EACH OF THE ASSESSMENTS INCLUDES THE EXPENSE OF THE WORK, PLUS TWELVE PERCENT THEREOF TO COVER THE COST OF CITY ADMINISTRATION.

THE OWNERS HAVE REQUESTED THE CITY TO PERFORM THE REPAIRS AND PLACE THE COST OF THE WORK AS AN ASSESSMENT ON THEIR PROPERTY TAXES, OR HAVE OTHERWISE FAILED, REFUSED, OR NEGLECTED TO REIMBURSE THE CITY FOR THE COST OF THE WORK. THEREFORE, IT IS RECOMMENDED THAT PURSUANT TO PROVISIONS OF SECTION 706.9 OF THE PUBLIC WORKS CODE AND CHAPTER 80 OF THE ADMINISTRATIVE CODE, THAT THE BOARD OF SUPERVISORS ATTACH THE ASSESSED COSTS ONTO THE PROPERTY TAX BILLS OF THE AFORMENTIONED PROPERTIES.

ALSO PURSUANT TO SECTION 706.9 OF THE PUBLIC WORKS CODE AND CHAPTER 80 OF THE ADMINISTRATIVE CODE, PRIOR TO THE ATTACHMENT OF THE ASSESSED COSTS ONTO THE PROPERTY TAX BILLS OF THE AFORMENTIONED LOCATIONS, THIS DEPARTMENT REQUESTS THE BOARD OF SUPERVISORS SCHEDULE A HEARING TO REVIEW THIS REPORT, AND HEAR ANY OBJECTIONS WHICH MAY BE RAISED BY ANY PROPERTY OWNER LIABLE TO BE ASSESSED FOR THE EXPENSE DESCRIBED IN THIS REPORT.

TRANSMITTED HERewith FOR THE BOARD'S CONSIDERATION IS THE FOLLOWING:

1. PROPOSED RESOLUTION CONFIRMING THE REPORT OF ASSESSMENT COSTS OF INSPECTIONS AND / OR REPAIRS AT THE STATED LOCATIONS
2. ATTACHMENT OF THESE COSTS ONTO THE PROPERTY TAX BILLS FOR THOSE SAME LOCATIONS.

X

DocuSigned by:

Nicolas Huff

Huff, Nicolas C0A758C115B741C...
Bureau Manager

X

DocuSigned by:

Albert Ko

Ko, Albert J 281DC30E04CF41A...
Deputy Director and City Engineer

X

DocuSigned by:

Carla Short

073CF73A4EA6486...

Short, Carla
Director of Public Works



Street-Use and Mapping

T. 628.271.2000 | 49 South Van Ness Ave. 3rd Floor, San Francisco, CA 94103

NOTICE OF BOARD OF SUPERVISORS PUBLIC HEARING

April 23, 2024

Location: [REDACTED]
Block/Lot: [REDACTED] / [REDACTED]
Notice To Repair #: [REDACTED]

Pursuant to Article 15, Sections 706 and Administrative Code, Chapter 80, of the Public Works Code, the property owner is responsible for the maintenance and repair of the sidewalk area fronting the property. Upon notification by the City to repair the sidewalk, you as the property owner have agreed to have the City perform the work or did not make the needed repairs by the time specified. As a result, the City has repaired the sidewalks and invoiced you for the amount.

As the invoice for the sidewalk repairs is still outstanding, either by agreement to have the cost of repairs placed as an assessment or by nonpayment of the invoice, you are hereby notified of a hearing before the Board of Supervisors to place these costs as an assessment on your property taxes. Please note that this process will incur an extra 12% of the amount of the unpaid invoice as an administrative fee.

The hearing will be scheduled as follows:

Hearing Date: Tuesday, May 7, 2024
Time: 4:00 PM
Location: Board of Supervisors' Legislative Chamber
City Hall, Room 250
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689
Board's Website: <http://www.sfbos.org/index.aspx?page=2314>

You may choose to pay the invoice before the hearing date to avoid the 12% administrative fee.
You will receive a mailed copy within one (1) week.

Please remit payment to the address below.

Payment by Cashier's Check	Pay Online
San Francisco Public Works Bureau of Street-Use and Mapping 49 South Van Ness Ave., Suite 300 San Francisco, CA 94103 Attn: SIRP BOS 2024 <u>NOTE: CASHIER'S CHECK ONLY, NO PERSONAL CHECKS ACCEPTED.</u>	http://bsm.sfdpw.org click on "Pay/Manage Invoices" Enter Invoice # [REDACTED] in Search Box

If you have questions, please contact the Bureau at DPW-BSMinspects@sfdpw.org or (628) 271-2122.

Accessible Meeting Information

Hearings will be held at City Hall, #1 Dr. Carlton B. Goodlett Place, 2nd floor. Accessible seating for persons with disabilities, including those using wheelchairs will be available.

The closest accessible BART Station is Civic Center, located at the intersection of Market and 8th Streets, three blocks from City Hall. Accessible MUNI bus lines serving the City Hall area are: 5 Fulton, 6 Parnassus, 9 San Bruno, 19 Polk, 21 Hayes, 47 Van Ness, 49 Van Ness-Mission, and 71 Haight/Noriega. Accessible MUNI Metro lines are: F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). Further information about MUNI accessible services can be obtained at www.sfmta.com or by telephoning MUNI Routes and Schedules at 3-1-1 or at (415) 673-6864.

Accessible curbside parking is available on Dr. Carlton B. Goodlett Place, Grove Street, McAllister Street, and Van Ness Avenue. There is also accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex.

Minutes of the meeting are available in alternative formats. If you require the use of a reader during the meeting, American Sign Language interpreters, and/or a sound enhancement system, please call DPW's Accessibility Access Coordinator at 557-4685 at least 72 hours prior to the hearing.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at 557-4685 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, Boards, Councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Sunshine Ordinance Task Force: City Hall Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102; phone (415) 554-7724, fax (415) 554-7854 or E-mail sotf@sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100, et. seq.] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; phone (415) 252-3100; fax (415) 252-3112; or website: <https://sfethics.org/>.

Language Interpreters

Requests must be received at least 48 hours in advance of the hearing to ensure availability.

ESPAÑOL: La solicitud de un intérprete debe recibirse 48 horas antes de la reunión.

中文: 如需即時傳譯, 請於會議前最少四十八小時通知



Street-Use and Mapping

T. 628.271.2000 | 49 South Van Ness Ave. 3rd Floor, San Francisco, CA 94103



April 23, 2024

NOTICE OF BOARD OF SUPERVISORS PUBLIC HEARING

Location:

Block / Lot: /

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San Francisco, CA 94102-4689
Board's Website: <http://www.sfbos.org/index.aspx?page=2314>

You may choose to pay the invoice balance before the hearing to avoid the 12% administrative fee.

NOTE: ONLY ONLINE PAYMENTS OR CASHIER'S CHECKS WILL BE ACCEPTED. NO PERSONAL CHECKS.

Payment by Cashier's Check	Pay Online
San Francisco Public Works Bureau of Street-Use and Mapping 49 South Van Ness Ave., Suite 300 San Francisco, CA 94103 Attn: SIRP BOS 2024 <u>NOTE: CASHIER'S CHECK ONLY.</u>	http://bsm.sfdpw.org click on "Pay/Manage Invoices" Enter Invoice # in Search Box

If you have questions, please contact the Bureau at DPW-BSMinspects@sfdpw.org or (628) 271-2122.

Please detach and return this portion with your mailed in payment.

NOTICE #	BLOCK/LOT	SITE LOCATION	
PROPERTY OWNER			
1 st INVOICE DATE	INVOICE #	TOTAL AMOUNT	BALANCE DUE

Make Payment To:
SAN FRANCISCO PUBLIC WORKS
49 SOUTH VAN NESS, SUITE 300
SAN FRANCISCO, CA 94103
ATTN: SIRP BOS 2024

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Language Interpreters

Requests must be received at least 48 hours in advance of the hearing to ensure availability.

ESPAÑOL: La solicitud de un intérprete debe recibirse 48 horas antes de la reunión.

中文： 如需即時傳譯，請於會議前最少四十八小時通知



Carla Short, Director | Director's Office

carla.short@sfdpw.org | T. 628.271.3078 | 49 South Van Ness Ave. Suite 1600, San Francisco, CA 94103

March 20, 2024

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

Subject: Report of Assessment Costs for Sidewalk and Curb Repairs through the Public Works Sidewalk Inspection and Repair Program

Dear Members of the Board:

The California State Highway Code Section 5611 and San Francisco Public Works Code Section 706 require property owners to maintain the sidewalk adjacent to their property. Under the proactive Sidewalk Inspection and Repair Program ("SIRP"), Public Works inspects and notifies property owners of sidewalk defects requiring repair.

Under SIRP, property owners may elect to have City contractors perform the necessary abatement work and have the repair costs placed on their property tax.


Alternatively, if a property owner does not request City abatement and fails to repair the defects themselves, the City will repair the sidewalk and bill the property owner for inspection fees and repair costs. If the property owner fails to pay the bill pursuant to the provisions of Public Works Code Section 706.9 and Administrative Code, Chapter 80, Public Works will submit an assessment for the outstanding amount to the Board of Supervisors for consideration to include in the next regular tax bill.

Enclosed for your review and approval are:

1. A list of properties that have either chosen to have the City perform the repairs and have the associated costs placed on their property tax and/or property owners who have failed to reimburse the City for sidewalk inspection and repair fees.
2. A Resolution confirming the Order. Public Works conducted six public hearings to allow property owners the opportunity to dispute the area required for repair and associated costs prior to proceeding with repairs.

Please calendar this item for consideration.

Sincerely,

DocuSigned by:

073CF73A4EA6486...

Carla Short
Director of Public Works

Attachments: As noted above.



Street-Use and Mapping

T. 628.271.2000 | 49 South Van Ness Ave. 3rd Floor, San Francisco, CA 94103

March 22, 2024

TO: Jocelyn Wong
Legislative Clerk
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244

FROM: Christina Low
Senior Administrative Analyst
Bureau of Street-Use and Mapping
San Francisco Public Works
49 South Van Ness, Suite 300
(628) 271-2125

SUBJECT: Submission for May 7, 2024 BOS Hearing regarding the
Sidewalk Inspection & Repair Program (SIRP) Assessments:

- 1) Letter from Interim Public Works Director
- 2) Resolution (2 attachments – Signed PDF & Word)
- 3) Report of Assessment Costs (2 attachments – 1 PDF & 1 excel with mailing information)
- 4) Public Works Order No. 210257
- 5) Motion to Sit
- 6) BOS Notice of Public Hearing

Additional documents for Reference:

- 7) Sample Notice of Board of Supervisors Public Hearing (Posting)
- 8) Sample Notice of Board of Supervisors Public Hearing (Mailing)

Total Number of Attachments: 11 (including cover page)

Report of Cost as of May 1, 2024
Sidewalk Inspection and Repair Program
Special Assessment for FY 24-25 Property Tax Bill

BOS District	Block	Lot	Number	Street Name	Location Description	NTR No.	Invoice Date	Invoice No.	Amount	Balance	12% Admin Fee	Property Bill
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01	1639	027	690	06TH AVE	690 - 694 06TH AVE	1191971	2/13/2023	373862	\$675.00	\$675.00	\$81.00	\$756.00
01	1587	031	638	45TH AVE	638 - 638 45TH AVE	1148915	10/24/2019	276761	\$3,780.00	\$230.00	\$27.60	\$257.60
01	1545	064	1147	ANZA ST	1141 - 1147 ANZA ST	1216068	5/23/2023	383307	\$2,475.00	\$2,475.00	\$297.00	\$2,772.00
01	1546	018	210	BALBOA ST	210 - 212 BALBOA ST	1222284	4/17/2023	378417	\$150.00	\$150.00	\$18.00	\$168.00
10	6174	024A	1101	BRUSSELS ST	1101 - 1101 BRUSSELS ST	1184895	6/15/2022	356718	\$2,800.00	\$2,800.00	\$336.00	\$3,136.00
10	6197	005	36	CAMPBELL AVE	36 - 36 CAMPBELL AVE	1186837	5/26/2022	355410	\$540.00	\$450.00	\$54.00	\$504.00
10	6197	021A	169	WILDE AVE	169 - 169 WILDE AVE	1187260	9/8/2023	390825	\$3,942.00	\$3,942.00	\$473.04	\$4,415.04
TOTAL										\$14,811.00	\$1,777.32	\$16,588.32