

File No. 130657

Committee Item No. 10

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Sub-Committee

Date: 07/17/2013

Board of Supervisors Meeting

Date: _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|----------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input 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"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <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"/> | Form 126 – Ethics Commission |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input checked="" 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"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Victor Young

Date July 12, 2013

Completed by: Victor Young

Date _____

1 [Accept Gifts - EcoCenter - 1455 Market Street - \$114,600]

2
3 **Resolution authorizing the San Francisco Department of the Environment to**
4 **retroactively accept gifts with a total value of \$114,600 to build out the Department of**
5 **the Environment's EcoCenter at 1455 Market Street for the period of February 2, 2013,**
6 **through January 31, 2014.**

7
8 WHEREAS, Several organizations have made gifts of materials to the Department of
9 the Environment of the City and County of San Francisco to build out its new EcoCenter at
10 1455 Market Street; and

11 WHEREAS, The EcoCenter will serve as a portal to environmental information and a
12 living example of energy efficiency and green building technology; and

13 WHEREAS, The EcoCenter will serve as a community meeting space to engage
14 residents, businesses and other municipal departments; and

15 WHEREAS, The EcoCenter will support outreach and engagement to help San
16 Francisco meet its sustainability goals; and

17 WHEREAS, Organizations making donations of materials are long-time supporters of
18 San Francisco's sustainability goals; and

19 WHEREAS, Webcor Builders and Rana Creek donated a Living Wall valued at
20 \$30,000; and

21 WHEREAS, Finelight donated energy efficiency task lights valued at \$26,500; and

22 WHEREAS, Lucid donated energy monitoring software valued at \$17,715; and

23 WHEREAS, Lutron donated automatic window shades valued at \$22,385; and

24 WHEREAS, Honeywell donated energy monitoring software valued at \$18,000; and
25

1 WHEREAS, These donations of sustainable materials helped the Department of the
2 Environment meet its goals of creating a model sustainable office space; and

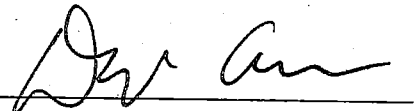
3 WHEREAS, A request for retroactive approval is being sought because the Department
4 of the Environment needed to obtain required documentation of the gifts; and

5 WHEREAS, These gifts do not include indirect costs; and

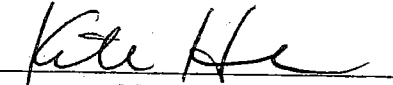
6 WHEREAS, These gifts do not require an amendment to the Annual Salary Ordinance
7 (ASO); now, therefore, be it

8 RESOLVED, That the Board of Supervisors authorizes the Department of the
9 Environment to retroactively accept gifts worth a total of \$114,600 to build out its new
10 EcoCenter at 1455 Market Street.

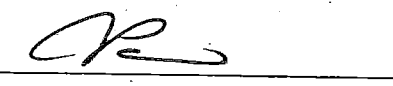
11
12 Recommended:

13 
14 _____

15 Department Head

12 Approved: 
13 _____

Mayor

14 Approved: 
15 _____

16 Controller, Grant Division

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: The Department of the Environment
DATE: May 14, 2013
SUBJECT: Accept and Expend Resolution for Gift
GRANT TITLE: EcoCenter at 1455 Market

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

- Proposed grant resolution; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Grant award letter from funding agency
- Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Rachel Buerkle

Phone: 415-355-3704

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).

Grant Resolution Information Form

(Effective July 2011)

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

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

1. Grant Title: EcoCenter at 1455 Market

2. Department: Department of the Environment

3. Contact Person: Rachel Buerkle

Telephone: 415-355-3704

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$114,600

6a. Matching Funds Required: \$ No

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

7a. Grant Source Agency: Various private donors

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary:

Gifts will be used to build out the Department of the Environment's EcoCenter at 1455 Market. As the City's environmental portal, the EcoCenter will serve as a community meeting space for the residential, commercial and municipal sectors. As one of the Department of the Environment's primary outreach tools, the EcoCenter will help San Francisco meet its environmental goals by engaging visitors in actions to make behavior changes that will benefit the city's environment

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

Start-Date: February 1, 2013

End-Date: January 31, 2014

10a. Amount budgeted for contractual services: N/A

b. Will contractual services be put out to bid? N/A

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

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

To maximize use of grant funds on direct services

[X] Other (please explain). No funds are involved. All items are in-kind gifts.

c2. If no indirect costs are included, what would have been the indirect costs? \$0: Indirect costs are calculated as a function of staff cost. These gifts do not cover any staff 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):

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

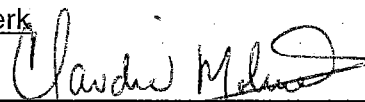
If such access would be technically infeasible, this is described in the comments section below:

Comments

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

Claudia Molina, Departmental ADA Coordinator, Payroll Personnel Clerk

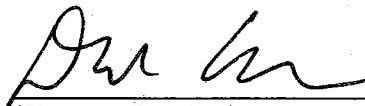
Date Reviewed: 5/15/13


(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Melanie Nutter, Director, Department of the Environment

Date Reviewed: 5/10/13


(Signature Required)

San Francisco Department of the Environment - Gift from Various Donors for SFE Office at 1455 Market

Equipment			
Donor	Description	Units	Value
Finelight	Task Lamps	115	\$ 26,500
Lucid	Software	N/A	\$ 17,715
Rana Creek	Living Wall	1/2	\$ 15,000
Webcor	Living Wall	1/2	\$ 15,000
Lutron	Automatic Window Shades	1	\$ 22,385
Honeywell	Energy Monitoring Software	N/A	\$ 18,000
Equipment Total			\$114,600
INDIRECT COSTS	N/A		\$0
TOTAL PROJECT			\$114,600

Donor List

Company	Material Donated	Units	Value
Finelight	Task Lamps	115	\$ 26,500
Lucid	Software	N/A	\$ 17,715
Rana Creek	Living Wall	1/2	\$ 15,000
Webcor	Living Wall	1/2	\$ 15,000
Lutron	Automatic Window Shades	1	\$ 22,385
Honeywell	Energy Monitoring Software	N/A	\$ 18,000
			\$ 114,600

DONOR DISCLOSURE / GIFT ACKNOWLEDGEMENT FORM

Thank you for your generous contribution to the Department of the Environment (SFE). In order to help SFE comply with San Francisco's Sunshine Ordinance,* we ask that you please complete this form and return it as soon as possible to: Department of the Environment, 1455 Market St., #1200, San Francisco, CA 94103 Attn: Donor Disclosure. Thank you again for contributing to SFE.

Donor: Finelite Date: 4/26/13

Gift: LED Tasks Lamps Estimated value: \$26,500
(for gifts other than cash gifts)

Contact information:

Name: Jane White/Finelite Phone: 510 441 1100

Address: 30500 Whipple Road Email: jwhite@finelite.com

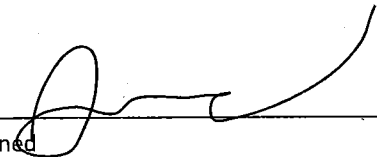
Union City, CA 94131

The above contact information is: Business Residence

Financial Interest: The Sunshine Ordinance requires that a department that receives a gift of money, goods or services worth \$100 or more report any financial interest that the donor has involving the San Francisco City government. Please check the appropriate box or boxes below that describe your financial interest(s) in the City.

Please Describe:

- Contract with City _____
- Grant from the City _____
- Lease of Space to or from the City _____
- City License, Permit or Entitlement for Use _____
- Pending request for a City Contract, Grant, Lease, License, Permit or Other Entitlement for Use _____
- Other Financial Interest _____
- XX No Financial Interest

Signed 

Jane White - VP Sales and Marketing
Print Name/Title

* See Reverse

*The San Francisco Sunshine Ordinance (SF Administrative Code Chapter 67), as approved by the San Francisco voters in 1999, provides that:

SEC. 67.29-6. Sources of Outside Funding

No official or employee or agent of the city shall accept, allow to be collected, or direct or influence the spending of any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and sources of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.

DONOR DISCLOSURE / GIFT ACKNOWLEDGEMENT FORM

Thank you for your generous contribution to the Department of the Environment (SFE). In order to help SFE comply with San Francisco's Sunshine Ordinance,* we ask that you please complete this form and return it as soon as possible to: Department of the Environment, 1455 Market St., #1200, San Francisco, CA 94103 Attn: Donor Disclosure. Thank you again for contributing to SFE.

Donor: Lucid Date: 4/26/13

Gift: energy monitoring software Estimated value: \$17,715
(for gifts other than cash gifts)

Contact information:

Name: Nick Forland Phone: 510-907-0400X18

Address: 304 12th Street, Suite 3C Email: nick@luciddg.com
andrew@luciddg.com

Oakland, CA, 94607

The above contact information is: Business Residence

Financial Interest: The Sunshine Ordinance requires that a department that receives a gift of money, goods or services worth \$100 or more report any financial interest that the donor has involving the San Francisco City government. Please check the appropriate box or boxes below that describe your financial interest(s) in the City.

Please Describe:

- Contract with City _____
- Grant from the City _____
- Lease of Space to or from the City _____
- City License, Permit or Entitlement for Use _____
- Pending request for a City Contract, Grant, Lease, License, Permit or Other Entitlement for Use _____
- Other Financial Interest _____
- No Financial Interest

Michael Murray
Signed

Michael Murray, CEO
Print Name/Title

* See Reverse

*The San Francisco Sunshine Ordinance (SF Administrative Code Chapter 67), as approved by the San Francisco voters in 1999, provides that:

SEC. 67.29-6. Sources of Outside Funding

No official or employee or agent of the city shall accept, allow to be collected, or direct or influence the spending of any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and sources of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.

DONOR DISCLOSURE / GIFT ACKNOWLEDGEMENT FORM

Thank you for your generous contribution to the Department of the Environment (SFE). In order to help SFE comply with San Francisco's Sunshine Ordinance,* we ask that you please complete this form and return it as soon as possible to: Department of the Environment, 1455 Market St., #1200, San Francisco, CA 94103 Attn: Donor Disclosure. Thank you again for contributing to SFE.

Donor: Rana Creek Date: 4/26/13

Gift: Living wall Estimated value: \$ 15,000

(for gifts other than cash gifts)

Contact information:

Name: Paul Kephart Phone: 831-659-3820 x 111

Address: 10 Harris Ct, Ste. C5 Email: paul@ranacreekdesign.com

Monterey, CA 93940

The above contact information is: Business Residence

Financial Interest: The Sunshine Ordinance requires that a department that receives a gift of money, goods or services worth \$100 or more report any financial interest that the donor has involving the San Francisco City government. Please check the appropriate box or boxes below that describe your financial interest(s) in the City.

Please Describe:

Contract with City _____

Grant from the City _____

Lease of Space to or from the City _____

City License, Permit or Entitlement for Use _____

Pending request for a City Contract, Grant, Lease, License, Permit or Other Entitlement for Use _____

Other Financial Interest _____

XX No Financial Interest

Beth Acrey
Signed

Beth Acrey Account Mgr.
Print Name/Title

* See Reverse

*The San Francisco Sunshine Ordinance (SF Administrative Code Chapter 67), as approved by the San Francisco voters in 1999, provides that:

SEC. 67.29-6. Sources of Outside Funding

No official or employee or agent of the city shall accept, allow to be collected, or direct or influence the spending of any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and sources of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.

DONOR DISCLOSURE / GIFT ACKNOWLEDGEMENT FORM

Thank you for your generous contribution to the Department of the Environment (SFE). In order to help SFE comply with San Francisco's Sunshine Ordinance,* we ask that you please complete this form and return it as soon as possible to: Department of the Environment, 1455 Market St., #1200, San Francisco, CA 94103 Attn: Donor Disclosure. Thank you again for contributing to SFE.

Donor: Webcor Builders Date: 4/26/13

Gift: Living wall Estimated value: \$ 15,000
(Repurpose from Greenbuild 2012) (for gifts other than cash gifts)

Contact information:

Name: Megan White Phone: 415-978-1040

Address: 207 King St. Ste. 300 Email: mwhite@webcor.com

SF, CA 94107

The above contact information is: Business Residence

Financial Interest: The Sunshine Ordinance requires that a department that receives a gift of money, goods or services worth \$100 or more report any financial interest that the donor has involving the San Francisco City government. Please check the appropriate box or boxes below that describe your financial interest(s) in the City.

Please Describe:

- Contract with City 1. Completion of commissioning for SFPUC Headquarters
- Grant from the City 2. Preconstruction for Moscone Expansion
- Lease of Space to or from the City 3. Construction of San Francisco General Hospital
- City License, Permit or Entitlement for Use _____
- Pending request for a City Contract, Grant, Lease, License, Permit or Other Entitlement for Use _____
- Other Financial Interest _____
- No Financial Interest _____



Signed

Phil Williams / Vice President, Webcor Builders
Print Name/Title

* See Reverse

*The San Francisco Sunshine Ordinance (SF Administrative Code Chapter 67), as approved by the San Francisco voters in 1999, provides that:

SEC. 67.29-6. Sources of Outside Funding

No official or employee or agent of the city shall accept, allow to be collected, or direct or influence the spending of any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and sources of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.

DONOR DISCLOSURE / GIFT ACKNOWLEDGEMENT FORM

Thank you for your generous contribution to the Department of the Environment (SFE). In order to help SFE comply with San Francisco's Sunshine Ordinance,* we ask that you please complete this form and return it as soon as possible to: Department of the Environment, 1455 Market St., #1200, San Francisco, CA 94103 Attn: Donor Disclosure. Thank you again for contributing to SFE.

Donor: Lutron Electronics Date: 4/26/13

Gift: automatic window shades and software Estimated value: \$22,385
(for gifts other than cash gifts)

Contact information:

Name: Krista Taylor Phone: 925-285-6594


Address: _____ Email: ktaylor@lutron.com

The above contact information is: Business Residence

Financial Interest: The Sunshine Ordinance requires that a department that receives a gift of money, goods or services worth \$100 or more report any financial interest that the donor has involving the San Francisco City government. Please check the appropriate box or boxes below that describe your financial interest(s) in the City.

Please Describe:

- Contract with City _____
- Grant from the City _____
- Lease of Space to or from the City _____
- City License, Permit or Entitlement for Use _____
- Pending request for a City Contract, Grant, Lease, License, Permit or Other Entitlement for Use _____
- Other Financial Interest _____
- XX No Financial Interest


Signed

Krista Taylor
Print Name/Title
Sales Supervisor
Global Specifications

* See Reverse

DONOR DISCLOSURE / GIFT ACKNOWLEDGEMENT FORM

Thank you for your generous contribution to the Department of the Environment (SFE). In order to help SFE comply with San Francisco's Sunshine Ordinance,* we ask that you please complete this form and return it as soon as possible to: Department of the Environment, 1455 Market St., #1200, San Francisco, CA 94103 Attn: Donor Disclosure. Thank you again for contributing to SFE.

Donor: Honeywell Date: 4/26/13

Gift: energy monitoring software Estimated value: \$ 18,000
(for gifts other than cash gifts)

Contact information:

Name: Mac Parfet Phone: 510-715-7311

Address: 353 A Vintage Park Dr. Email: mac.parfet@honeywell.com
Foster City, CA 94404

The above contact information is: Business Residence

Financial Interest: The Sunshine Ordinance requires that a department that receives a gift of money, goods or services worth \$100 or more report any financial interest that the donor has involving the San Francisco City government. Please check the appropriate box or boxes below that describe your financial interest(s) in the City.

Please Describe:

- Contract with City _____
- Grant from the City _____
- Lease of Space to or from the City _____
- City License, Permit or Entitlement for Use _____
- Pending request for a City Contract, Grant, Lease, License, Permit or Other Entitlement for Use _____
- Other Financial Interest _____
- XX No Financial Interest

Service and System Agreements / One South Van Ness, Moscone Convention Ctr, San Francisco International Airport

Jancy Kaster 5-13-13
Signed

Jancy Kaster District General Manager
Print Name/Title

* See Reverse

*The San Francisco Sunshine Ordinance (SF Administrative Code Chapter 67), as approved by the San Francisco voters in 1999, provides that:

SEC. 67.29-6. Sources of Outside Funding

No official or employee or agent of the city shall accept, allow to be collected, or direct or influence the spending of any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and sources of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: *for* Mayor Edwin M. Lee *ja*
RE: Accept Gifts – EcoCenter - \$114,600
DATE: June 18, 2013

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2013 JUN 18 PM 3:57
ja

Attached for introduction to the Board of Supervisors is the resolution authorizing the San Francisco Department of the Environment to retroactively accept gifts with a total value of \$114,600 to build out the Department of the Environment's EcoCenter at 1455 Market Street.

I request that this item be calendared in Budget and Finance Committee.

Should you have any questions, please contact Jason Elliott (415) 554-5105.

