



London N. Breed, Mayor  
Philip A. Ginsburg, General Manager

October 2, 2023

Mayor London N. Breed  
City and County of San Francisco  
City Hall, Rm. 200  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

The Honorable Board of Supervisors  
City Hall, Rm. 244, Attention: Ms. Angela Calvillo  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

Mr. Ben Rosenfield, Controller  
City and County of San Francisco, City Hall, Rm. 316  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

**Subject: Trocadero Clubhouse Repairs  
Emergency Contract - Declaration of Emergency**

Dear Mayor Breed, Members of the Board and Mr. Rosenfield:

On October 2, 2023, in accordance with Administrative Code Sections 6.60, I declared an actual emergency exists at the Trocadero Clubhouse in Sigmond Stern Grove Park.

On the morning of March 11, 2023, during a winter storm event, an 85-foot Eucalyptus tree adjacent to the clubhouse fell into and through the building damaging the second story of the building and created water damage to other spaces in the structure.

The Trocadero Clubhouse is an historically significant building and is recognized as a City Landmark #301 through the City Planning Department. The building was constructed in 1892 and currently serves as a recreation venue hosting special events.

The Department is currently working with FEMA to assist the City on a funding reimbursement plan for this project under the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Program. Under this program, we are bound by a strict timeline to get approvals and execute the required repairs. Due to this timeline, it is critical that we maintain an aggressive schedule to complete this work.

- **60 days to report all disaster-related damage (8/21/2023 deadline)**
- **18 months to complete Permanent Work (10/3/2024 deadline)**

Since the damage to the facility, Staff has engaged with a local, well recognized historic architecture/construction firm and has already completed the design drawings which meet the historic requirements (Secretary of the Interior Standards) needed for this historic building. We have also engaged and



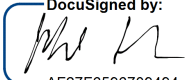
received the approval from the Historic Preservation Division of the Planning Department and secured the required building permit from the Department of Building Inspections.

The ability for the Recreation and Park Department to engage with a qualified contractor and have them start work as outlined in the schedule above as well as prior to the 2023 winter rain season will be critical to completing the repair work on the important City asset.

The estimated construction cost for this work, including contingency, is \$1,850,000.

Sincerely,

DocuSigned by:

A handwritten signature in black ink, appearing to read "Philip Ginsburg", enclosed within a blue rounded rectangular border.

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Philip Ginsburg

General Manager, Recreation and Park Department