

File No. 210463

Committee Item No. 7

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

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date June 9, 2021

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

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- 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
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

#### OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Linda Wong Date June 2, 2021

Completed by: Linda Wong Date \_\_\_\_\_

1 [Accept and Expend Gift - Retroactive - Ocean Avenue Association - Ocean Avenue Greening  
2 Project - \$15,000]

3 **Resolution retroactively authorizing Public Works to accept and expend a gift of**  
4 **\$15,000 from the Ocean Avenue Association for costs associated with work performed**  
5 **as part of the Ocean Avenue Greening Project for the period of January 1, 2020,**  
6 **through May 31, 2020.**

7  
8 WHEREAS, Public Works is responsible for tree planting and improvements in the  
9 right-of-way; and

10 WHEREAS, The Ocean Avenue Association requested that Public Works complete a  
11 tree planting and sidewalk garden installation project within the boundaries of the Ocean  
12 Avenue Community Benefit District; and

13 WHEREAS, In January 2020, the Ocean Avenue Association offered a gift of \$15,000  
14 to Public Works for costs associated with planting trees and installing sidewalk gardens  
15 around the intersections of Ocean Avenue and Plymouth, Harold, Miramar, and Capitol  
16 Avenues; and

17 WHEREAS, The project budget was \$15,000 and does not include indirect 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 \$15,000 in Ocean Avenue Association funds for the project  
22 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 Ocean Avenue Association  
25 funds.

1 Recommended:  
2  
3 /s/ \_\_\_\_\_  
4 Alaric Degrafinried  
5 Acting Director of Public Works  
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Approved: /s/ \_\_\_\_\_  
Mayor

Approved: /s/ \_\_\_\_\_  
Controller

**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: **Ocean Avenue Association for Ocean Greening Project**
- 2. Department: **San Francisco Public Works**
- 3. Contact Person: **Jeremy Spitz** Telephone: **(415) 361-2368**
- 4. Gift Approval Status (check one):  
 Approved by funding agency                       Not yet approved
- 5. Amount of Gift Funding Approved or Applied for: **\$15,000**
- 6. a. Matching Funds Required: **N/A**  
b. Source(s) of matching funds (if applicable): **N/A**
- 7. a. Gift Source Agency: **Ocean Avenue Association**  
b. Gift Pass-Through Agency (if applicable): **N/A**
- 8. Proposed Gift Project Summary:

**Planting trees and installing sidewalk gardens at Ocean Avenue and**

- 9. Gift Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: January 2020                      End-Date: May 2020
- 10. a. Amount budgeted for contractual services:  
**\$0**
- b. Will contractual services be put out to bid?  
**No.**
- c. If so, will contract services help to further the goals of the Department’s Local Business Enterprise (LBE) requirements?  
**N/A.**
- d. Is this likely to be a one-time or ongoing request for contracting out?  
**N/A**
- 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 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:

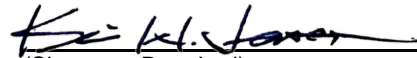
Comments:

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

Kevin Jensen  
(Name)

Disability Access Coordinator  
(Title)

Date Reviewed: February 11, 2021

  
(Signature Required)

Department Head or Designee Approval of Gift Information Form:

Alaric Degrafinried  
(Name)

Acting Director, San Francisco Public Works  
(Title)

Date Reviewed: 2/18/2021 | 11:17:09 AM PST

DocuSigned by:  
  
(Signature Required) 8179338C84404A5...



Ocean Avenue Association  
1728 Ocean Ave PMB 154  
San Francisco, CA 94112

April 6, 2021

RE: Sidewalk gardens and tree planting

Dear City and County of San Francisco,

Ocean Ave CBD agrees to the estimate provided by SF Public Works Bureau of Urban Forestry (BUF) to plant trees and install sidewalk landscaping that the CBD will maintain and water. These trees and gardens are at properties that front Ocean Ave and include a plant palette agreed upon between the CBD and BUF staff. The CBD agrees to pay \$15,000 by check for the labor and materials. The CBD will further contribute in-kind labor to maintain by removing litter and performing regular landscape maintenance and will water the trees weekly for 3 years to establish them.

At Ocean and Harold, the sidewalk was cut and demolished with the debris hauled away. Three trees were planted, and drought tolerant plants were installed with a boulder to protect the plants from vehicular traffic. At Ocean and Plymouth, a basin was cut in the sidewalk with the debris hauled away. A new tree was planted and staked.

At Ocean and Capitol, one large sidewalk garden was installed after cutting and demolishing the existing sidewalk with the debris hauled away. New trees were planted and staked, and drought tolerant plants were installed with boulders to protect the plants.

Sincerely,

Dan Weaver  
Executive Director  
Ocean Avenue Association

298 x Harold Ave (PG&E marked all 3 as clear)

This falls within CBD jurisdiction.

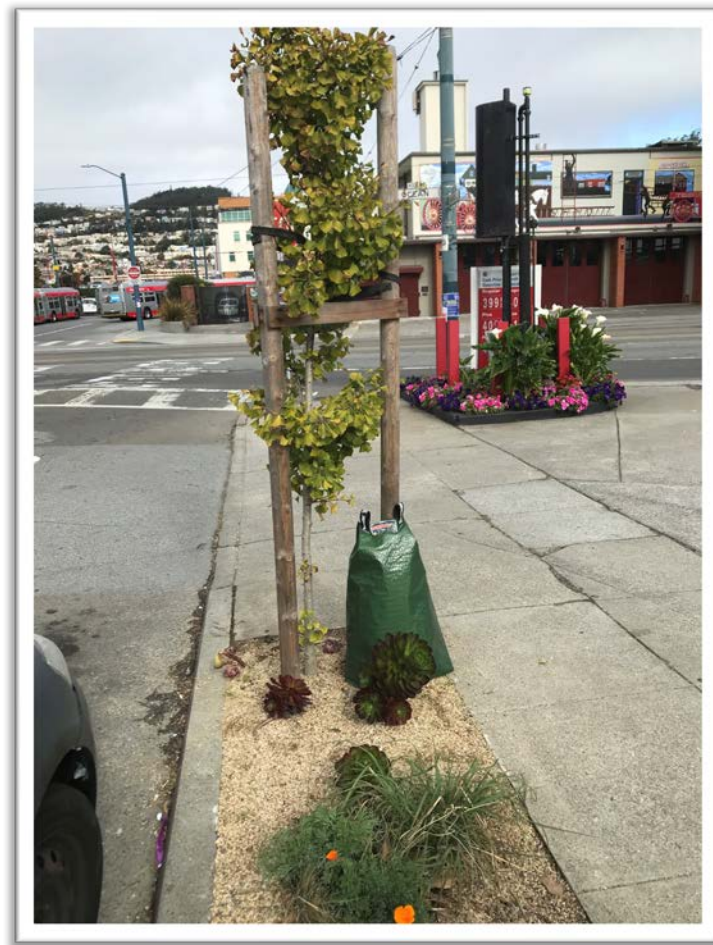
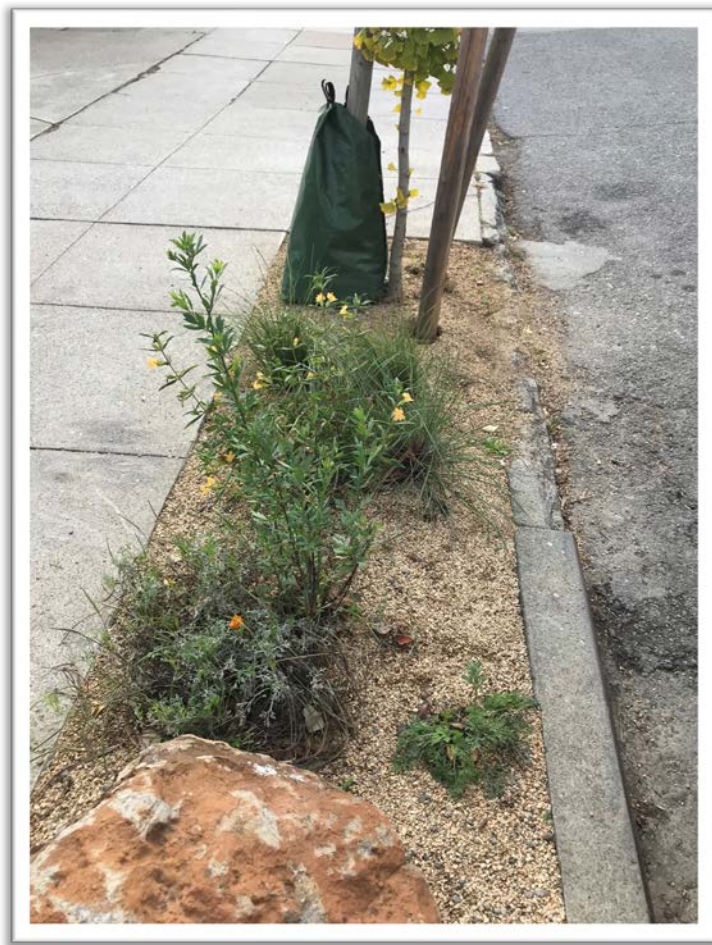
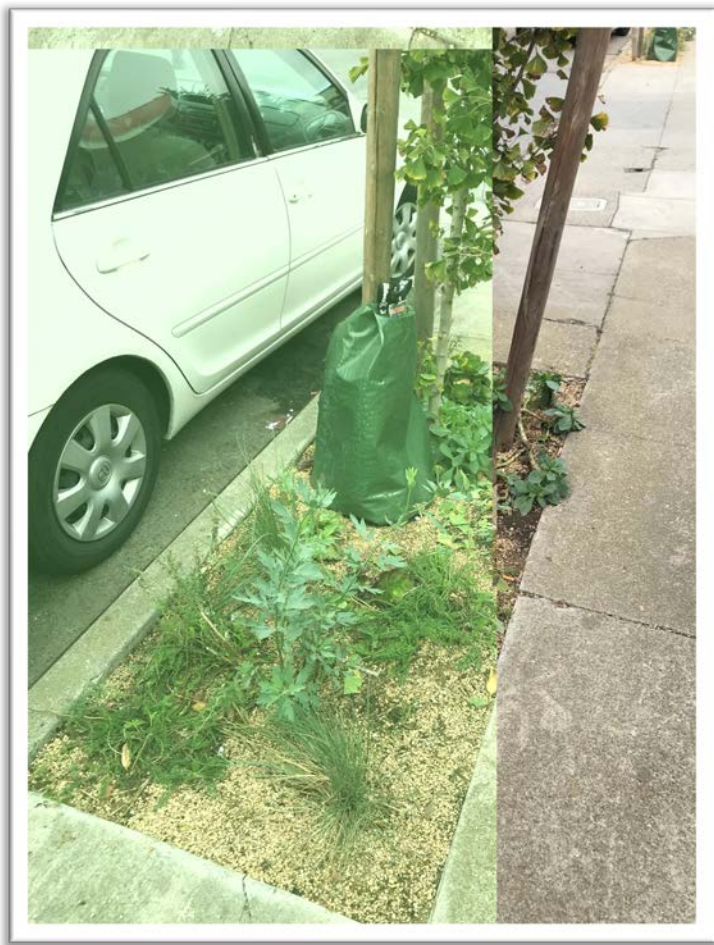
BUF to cut basin for Site 1 and install 1 tree. CBD to water.

BUF to cut a large, connected basin and install 2 trees for Sites 2 and 3. CBD to water.





# Harold After Photos



1198 X Plymouth

Tree basin was cut  
as marked in the  
photo with a tree  
planted and staked  
there now.

(no after photo  
available)

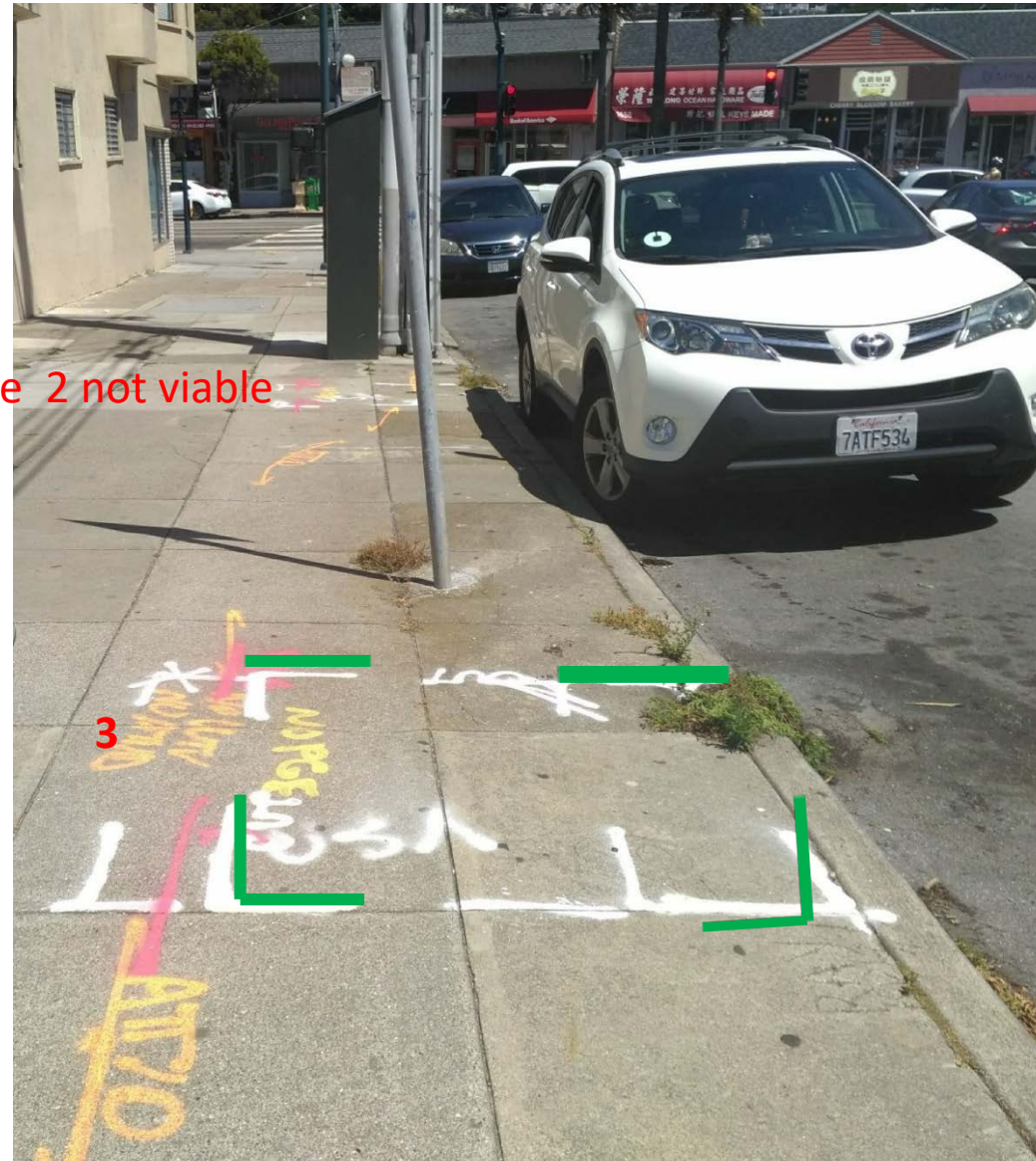
CBD to water  
weekly for 3 years  
to establish.



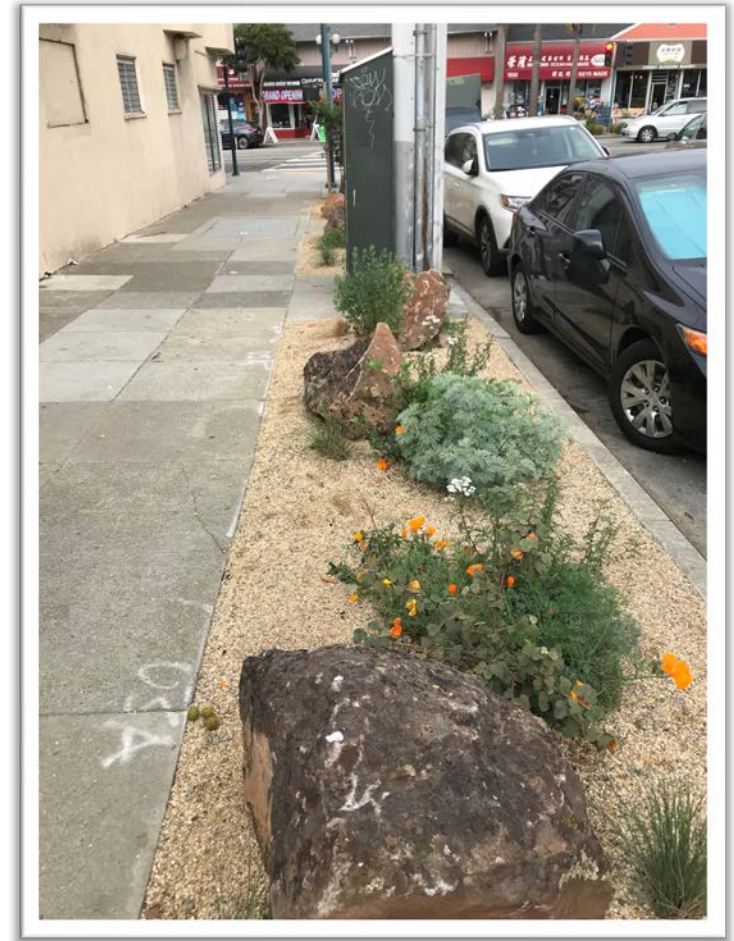
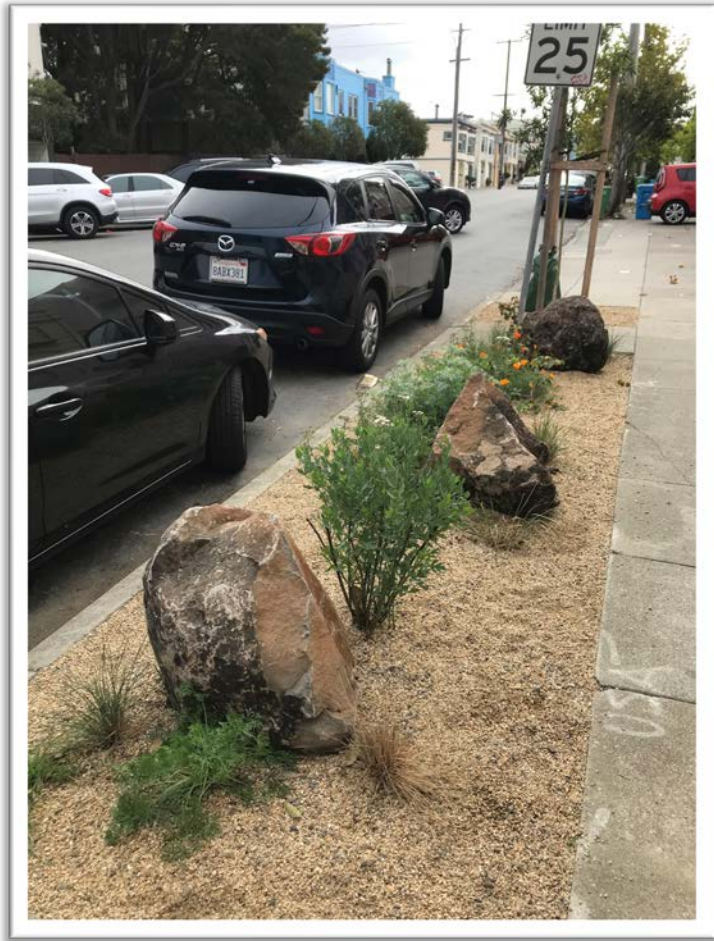
1299 Capitol. CBD jurisdiction. BUF to plant cut basin for Site 1 and Site 3. BUF to install Brisbane Box at Site 1. BUF to install Bay Laurel (*Laurus nobilis*) at Site 3 due to overhead lines. CBD to water.



Site 2 not viable



# Capitol After Photos



# Introduction Form

By a Member of the Board of Supervisors or Mayor

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor  inquiries"
- 5. City Attorney Request.
- 6. Call File No.  from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Topic submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.**

Sponsor(s):

Subject:

The text is listed:

Signature of Sponsoring Supervisor:

For Clerk's Use Only

**From:** [Fieber, Jennifer \(BOS\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Spitz, Jeremy \(DPW\)](#); [Melgar, Myrna \(BOS\)](#); [Low, Jen \(BOS\)](#); [Carrillo, Lila \(BOS\)](#); [Imperial, Megan \(BOS\)](#)  
**Subject:** FOR INTRODUCTION TODAY: Sponsorship Request, Accept and Expend Gift - Retroactive – Ocean Avenue Association – Ocean Avenue Greening Project - \$15,000  
**Date:** Tuesday, April 27, 2021 12:15:33 PM

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Dear Clerk Staff,

Please find attached **Melgar – Resolution - Accept and Expend Gift - Retroactive – Ocean Avenue Association – Ocean Avenue Greening Project - \$15,000**. All of the attachments with approvals are provided and Jeremy Spitz from Public Works is cc'ed if you need any other documentation or signatures.

Thank you,

Jennifer Fieber  
Office of Supervisor Melgar, District 7