

File No. 120618

Committee Item No. 1

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

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Land Use and Economic Development Date July 30, 2012

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 (for hearings)             |
| <input checked="" 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 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: Alisa Miller Date July 27, 2012

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

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

1 [Accept and Expend Gift - Polo Fields Maintenance - \$100,000]

2  
3 **Resolution authorizing the Recreation and Park Department to accept and expend a gift**  
4 **from the Baker Street Foundation for \$100,000 for the salary of a gardener at the Polo**  
5 **Fields in Golden Gate Park for at least a year.**

6  
7 WHEREAS, In 2011 the Polo Fields in Golden Gate Park underwent a nearly \$1 million  
8 renovation project that improved drainage and irrigation; and

9 WHEREAS, The Baker Street Foundation approached the Recreation and Park  
10 Department about funding a gardener in Golden Gate Park; and

11 WHEREAS, These fields were once maintained by two full-time gardeners but because  
12 of budget cuts are now maintained only on a part-time basis; and

13 WHEREAS, Recreation and Park Department staff determined that adding gardening  
14 staff at the Polo Fields was a high priority for the department in order to preserve quality of the  
15 turf at this 16-acre sports and events complex; and

16 WHEREAS, Without close attention gophers, weeds and heavy athletic use will  
17 undermine the quality of the turf; and

18 WHEREAS, These fields are used by youth and adults from across San Francisco for  
19 soccer, lacrosse, rugby and other sports and so serve a city-wide benefit; and

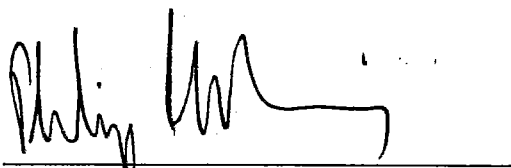
20 WHEREAS, On February 16, 2012, the Recreation and Park Commission voted to  
21 recommend that the Board of Supervisors accept this gift; now, therefore, be it

22 **RESOLVED**, That the Board of Supervisors approves the Gift and authorizes the  
23 Recreation and Park Department General Manager to accept and expend the Gift, and to  
24 perform all acts required of the City thereunder; and, be it

1 FURTHER RESOLVED, That all actions heretofore taken by the officers of the City  
2 with respect to the Gift are hereby approved, confirmed and ratified; and, be it

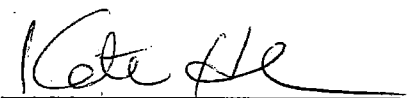
3 FURTHER RESOLVED, That the Board of Supervisors authorizes the Recreation and  
4 Park General Manager to enter into any modifications to the Gift that the Recreation and Park  
5 General Manager determines, in consultation with the City Attorney, are in the best interests  
6 of the City and do not materially increase the obligations or liabilities of the City, are  
7 necessary or advisable to effectuate the purposes of the Gift or this Resolution, and are in  
8 compliance with all applicable laws, including the City's Charter.

9  
10 Recommended:

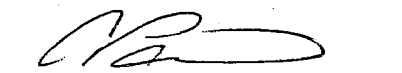
11  
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17 General Manager, Recreation and Park Department

18  
19 Approved:

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21  
22 

23  
24 Mayor

25 

Controller



Edwin M. Lee, Mayor  
Philip A. Ginsburg, General Manager

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Lisa Bransten, Assistant Director of Partnerships  
**DATE:** May 23, 2012  
**SUBJECT:** Accept and Expend Resolution for Private Grant  
**GRANT TITLE:** Polo Fields Maintenance, \$100,000

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

- Proposed grant resolution; original signed by Department, Controller
- Grant information form, including disability checklist
- Grant budget: Salary for 1.0 FTE gardener - \$100,000
- Grant award letter from funding agency
- Other (Explain): Copy of Recreation and Park Department Acceptance Letter and Copy of Check for \$100,000

**Special Timeline Requirements:**

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

Name: Lisa Bransten

Phone: 415/831-2704

Interoffice Mail Address: RPD, McLaren Lodge, 501 Stanyan Street

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:** 120418  
(Provided by Clerk of Board of Supervisors)

**Grant Resolution Information Form**  
(Effective July 2011)

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

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

- 1. Grant Title: Polo Fields Maintenance
- 2. Department: Recreation and Parks Department
- 3. Contact Person: Lisa Bransten Telephone: (415) 831-2704

4. Grant Approval Status (check one):  
 Approved by funding agency                       Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$100,000

6a. Matching Funds Required: NONE  
b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Baker Street Foundation  
b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The Baker Street Foundation gift supports the salary of a full-time gardener at the Polo Fields in Golden Gate Park for at least a year.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: Upon Approval                      End-Date: Upon dispersion of all funds if grant not renewed

10a. Amount budgeted for contractual services:  
b. Will contractual services be put out to bid?  
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  
 Other (please explain):

c2. If no indirect costs are included, what would have been the indirect 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 checked="" 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 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:

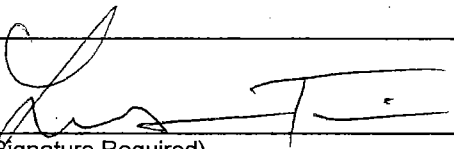
Comments:

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

Lucas Tobin  
(Name)

ADA Coordinator for Programmatic Access  
(Title)

Date Reviewed: 5/23/12

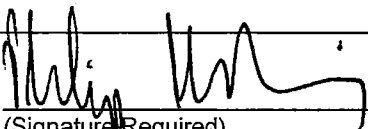
  
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Phil Ginsburg  
(Name)

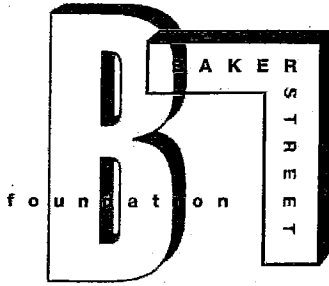
General Manager  
(Title)

Date Reviewed: \_\_\_\_\_

  
(Signature Required)

**Polo Fields Maintenance**

	Monthly	15.133 Month Grant Period
3417 Gardener Compensation		
Salary	\$4,720	\$70,800
Mandatory fringe benefits	\$1,888	\$28,320
Total Pay	\$6,608	\$100,000



135 MAIN STREET no. 1140 SAN FRANCISCO CA 94105

TEL 415 356 2012

FAX 415 543 2817

December 20, 2011

Lisa Bransten  
Assitant Director  
San Francisco Recreation & Parks Dept  
McLaren Lodge Golden Gate Park  
510 Stanyan Street  
San Francisco, Ca. 94117

Dear Lisa,

As a director of the Baker Street Foundation, it is my pleasure to enclose a check of \$100,000. It is our understanding these funds be will be applied to hiring a new gardener who will focus on maintaining the Polo Fields area.

In addition, please send me written confirmation of our contribution. This written confirmation should confirm to the IRS guidelines regarding substantiation of charitable contributions in excess of \$250.

**Finally, kindly note that the Baker Street Foundation wishes this contribution to remain completely anonymous.**

Please call should you have any questions.

Sincerely,

A handwritten signature in cursive script that reads 'Roy Bukstein'.

Roy Bukstein





Edwin M. Lee, Mayor  
Philip A. Ginsburg, General Manager

January 3, 2012

Roy Bukstein  
Baker Street Foundation  
135 Main Street, no. 1140  
San Francisco, CA 94105

Dear Roy:

I offer our deepest thanks to the Baker Street Foundation for generously donating \$100,000 to the Recreation & Parks Department on December 20, 2011. These funds will be used to hire a new gardener who will focus on maintaining the Polo Fields area of Golden Gate Park. We expect to hire this gardener in the late Spring.

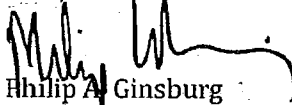
Gifts such as this are especially important to the department as we work to maintain beautiful parks, playgrounds and athletic fields despite budget cuts that leave the department about 200 gardeners short of ideal levels. This gift will allow the department to maintain the newly renovated Polo Fields so that San Francisco youth and adults will have safe smooth fields for sports and other activities.

This gift will be formally accepted by the San Francisco Board of Supervisors in coming weeks and, as my staff has discussed with you and with Nicola Miner, there will be no public acknowledgement of this donation other than in the city gift acceptance process.

For your records, the tax identification number of the City & County of San Francisco's Recreation and Park Department is: 94-6000417. In order for the Recreation and Park Department to be in accordance with the Sunshine Ordinance, please complete the enclosed donor disclosure form and return it to Lisa Bransten, Assistant Director, Sponsorships and Events. Please feel free to call Lisa with any questions at 415.831.2704 or email her at [lisa.bransten@sfgov.org](mailto:lisa.bransten@sfgov.org).

Thank you again for the gift. I am deeply grateful for your support.

Best,



Philip A. Ginsburg  
General Manager  
San Francisco Recreation and Park Department

cc: Nicola Miner  
Lisa Bransten, Assistant Director, Sponsorships and Events

*Roy -  
We are so very, very  
grateful. Phil*

