

File No. 211049

Committee Item No. 5

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

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: Nov. 18, 2021

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"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <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

- |                                     |                          |                                                             |
|-------------------------------------|--------------------------|-------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>RPC Reso No. 2007-003 – July 15, 2021</u>                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Presidential Action Transfer Memo – October 26, 2021</u> |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____                                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____                                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____                                                       |

Prepared by: John Carroll

Date: Nov. 12, 2021

Prepared by: John Carroll

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

Prepared by: John Carroll

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

1 [Accept and Expend Grant - San Francisco Parks Alliance - Japanese Tea Garden  
2 Restoration Projects - Valued Up to \$400,000]

3 **Resolution authorizing the Recreation and Park Department to accept and expend cash**  
4 **and/or in-kind grants from the San Francisco Parks Alliance (SFPA) valued at up**  
5 **to \$400,000 for restoration projects in the Japanese Tea Garden project for the project**  
6 **term of upon approval of Board of Supervisors until Notice of Substantial Completion.**

7  
8 WHEREAS, The City, through the Recreation and Park Department (RPD), operates  
9 and maintains The Japanese Tea Garden in Golden Gate Park (Garden), located in  
10 Supervisorial District 1; and

11 WHEREAS, The Friends of the Japanese Tea Garden, in partnership with the RPD,  
12 launched the Japanese Tea Garden Revitalization Campaign; the Friends of the Japanese  
13 Tea Garden is a fiscally sponsored group of the San Francisco Parks Alliance (SFPA); the  
14 Revitalization Campaign will focus on the restoration of the Pagoda, as well as other priority  
15 projects which improve access to and enhance the Pagoda, including the landscaped area  
16 around the Pagoda, the Long Bridge, and the Temple Gate; and

17 WHEREAS, The estimated cost for the restoration projects in the Garden is  
18 approximately \$2,000,000; the Department has budgeted a total of \$1,700,000 for the  
19 projects; the SFPA, on behalf of the Friends of the Japanese Tea Garden, has offered to raise  
20 the remaining funds, estimated to be approximately \$300,000; if there are additional costs and  
21 if there are additional philanthropic funds, the Friends group has offered to donate up  
22 to \$400,000 (Grant); and

23 WHEREAS, On July 15, 2021, the Recreation and Park Commission, by Resolution  
24 No. 2007-003, recommended that the Board of Supervisors authorize RPD to accept and  
25 expend the cash and/or in-kind grants; now, therefore, be it

1 RESOLVED, That the Board of Supervisors approves the Grant and authorizes the  
2 Recreation and Park Department General Manager to accept the Grant, and to perform all  
3 acts required of the City there under; and, be it

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

10

11 Recommended:

12

13

14 /s/ \_\_\_\_\_

15 General Manager, Recreation and Park Department

16

17 Approved:

Approved:

18

19

20

21 /s/ \_\_\_\_\_

/s/ \_\_\_\_\_

22 Mayor

Controller

23

24

25

**RECREATION AND PARK COMMISSION**  
**City and County of San Francisco**

**Resolution Number 2007 - 003**

**JAPANESE TEA GARDEN – ACCEPT AND EXPEND AND UPDATED DONOR  
RECOGNITION PLAN**

RESOLVED, This Commission does (1) recommend that the Board of Supervisors authorize the Recreation and Park Department (RPD) to accept and expend cash and/or in-kind grants from the San Francisco Parks Alliance (SFPA) valued at up to \$400,000 for restoration projects in the Japanese Tea Garden; and (2) approve an updated donor recognition plan for the Japanese Tea Garden.

Adopted by the following vote

Ayes	6
Nos	0
Absent	1

I hereby certify that the foregoing resolution was adopted at the Recreation and Park Commission meeting held on 7/15/2021.



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Ashley Summers, Commission Liaison

**File Number:** \_\_\_\_\_  
(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: Japanese Tea Garden
- 2. Department: Recreation and Park Department
- 3. Contact Person: Abigail Maher, Deputy Director of Partnerships      Telephone: 415-831-2790
- 4. Grant Approval Status (check one):

Approved by funding agency                       Not yet approved

5. Amount of Grant Funding Approved or Applied for: up to \$400,000

6a. Matching Funds Required: \$0  
b. Source(s) of matching funds (if applicable): N/A

7a. Grant Source Agency: San Francisco Parks Alliance (SFPA)  
b. Grant Pass-Through Agency (if applicable): N/A

8. Proposed Grant Project Summary: The SFPA, on behalf of the Friends of the Japanese Tea Garden, has offered to donate up to \$400,000 to support restoration projects in the Garden.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: upon approval by the Board of Supervisors      End-Date: upon notice of substantial completion

10a. 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

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 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: Mayor’s Office of Disability reviewed and approved the paving material mock-up for the landscape area around the Garden’s Pagoda.

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

Alexis Ward  
(Name)

ADA Coordinator for Physical Access, Recreation and Park Department  
(Title)

Date Reviewed: 8/19/2021

DocuSigned by:  
*Alexis Ward*  
A730963EB6154A5...

(Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

Philip A. Ginsburg  
(Name)

General Manager, Recreation and Park Department  
(Title)

Date Reviewed: 8/19/2021

DocuSigned by:  
*Alexis Ward*  
A7308923EB696706494...

(Signature Required)



August 27, 2021

To: San Francisco Recreation & Park Department  
Re: In-kind award from San Francisco Parks Alliance - Friends of the Japanese Tea Garden for the Japanese Tea Garden

Dear San Francisco Recreation and Park Department,

The San Francisco Parks Alliance and its fiscally sponsored partner, Friends of the Japanese Tea Garden, are pleased to provide up to \$400,000 in cash and in-kind gifts for restoration projects in the Japanese Tea Garden. This may include construction and design services related to restoration projects including the Pagoda, landscaping around the Pagoda, and planning and design of the improvements to the Long Bridge.

Since 2013, the Friends of the Japanese Tea Garden has partnered with San Francisco Parks Alliance and the San Francisco Recreation and Park Department to support the community's engagement, advocacy, and development of greater financial resources to benefit the Japanese Tea Garden. It has been our pleasure to support RPD in promoting the Garden's historic and cultural heritage and providing a space for San Franciscans and visitors to experience this special space. We are excited and committed to the restoration projects, which we believe will enhance access in particular to the Pagoda, the area around the Pagoda, and the Long Bridge.

We also appreciate the plans for donor recognition on the traditional decorative hardware of the Pagoda as well as the additional recognition planned for the boulders.

Sincerely,

DocuSigned by:  
  
F33F21F2A100473...

Drew Becher  
CEO  
San Francisco Parks Alliance

Japanese Tea Garden Grant Budget

<u>Expense</u>	<u>Amount</u>	<u>Sources</u>
Design	\$176,000	San Francisco Parks Alliance
Construction	\$124,000	San Francisco Parks Alliance
Contingency	\$100,000	San Francisco Parks Alliance
TOTAL	\$400,000	San Francisco Parks Alliance





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

August 30, 2021

Melson Mangrobang, Fund Accountant Supervisor  
Office of the Controller  
City Hall, Room 316  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

Dear Mr. Mangrobang:

Thank you for your review of the accept and expend package for a grant valued at up to \$400,000 from the San Francisco Parks Alliance for restoration projects in the Japanese Tea Garden. The in kind donation consists of design services. The cash donation is to support the construction budget.

Sincerely,

/s/

Abigail Maher  
Deputy Director, Partnerships Division



President, District 10  
BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689

Tel. No. 554-6516  
Fax No. 554-7674  
TDD/TTY No. 544-6546

**Shamann Walton**

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**PRESIDENTIAL ACTION**

Date: 10/26/2021

To: Angela Calvillo, Clerk of the Board of Supervisors

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Madam Clerk,  
Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No. \_\_\_\_\_

\_\_\_\_\_  
(Primary Sponsor)

Title. \_\_\_\_\_

Transferring (Board Rule No 3.3)

File No. \_\_\_\_\_

211049

Mayor

\_\_\_\_\_  
(Primary Sponsor)

Title. \_\_\_\_\_

Accept and Expend Grant - San Francisco Parks Alliance - Japanese  
Tea Garden Restoration Projects - Valued Up to \$400,000

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From: Budget & Finance

\_\_\_\_\_  
Committee

To: Government Audit & Oversight

\_\_\_\_\_  
Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor: \_\_\_\_\_

Replacing Supervisor: \_\_\_\_\_

For: \_\_\_\_\_

(Date)


\_\_\_\_\_  
(Committee)

Meeting

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Temporary Assignment:  Partial  Full Meeting

  
\_\_\_\_\_  
Shamann Walton, President  
Board of Supervisors