

File No. 130544

Committee Item No. 14

Board Item No. 27

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: 06/19/2013

06/21/2013

Board of Supervisors Meeting

Date: June 16, 2013

### Cmte Board

- |                                     |                          |  |
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| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance                                    |
| <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input 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 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)

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Completed by: Victor Young Date June 14, 2013

Completed by: Victor Young Date \_\_\_\_\_

1 [Administrative Code - Library Gift Fund and Grant Accept and Expend Procedure]

2  
3 **Ordinance amending the Administrative Code to create a San Francisco Public Library**  
4 **gift fund**; ~~and to amend the grant accept and expend procedure.~~

5 NOTE: Additions are single-underline italics Times New Roman;  
6 deletions are ~~strike through italics Times New Roman~~.  
7 Board amendment additions are double-underlined;  
8 Board amendment deletions are ~~strikethrough-normal~~.

8 Be it ordained by the People of the City and County of San Francisco:

9 Section 1. This section is uncodified.

10 This ordinance hereby ratifies the acceptance of all prior private gifts and grants of  
11 cash, goods, or services, including in-kind goods or services, received by the San Francisco  
12 Public Library.

13 Section 2. The Administrative Code is hereby amended by adding Section 10:100-87  
14 to read as follows:

15 **SEC. 10.100-87. LIBRARY GIFT FUND.**


16 (a) Establishment of Fund. The Library Gift Fund is established as a category eight fund to  
17 receive all private gifts up to \$100,000 of cash, goods, or services, including in-kind goods or  
18 services, which may be offered to the City and County of San Francisco to support San Francisco  
19 Public Library programs, facilities, and operations.

20 (b) Use of Fund. The fund is to be used exclusively for the purposes of supporting San  
21 Francisco Public Library programs, facilities, and operations, including but not limited to music-based  
22 children's literacy programs, services for the Blind & Print Disabled, and workshops for students.

23 (c) Administration of Fund. The Library will be the administering department for this fund.

1           [Uncodified Note: On June 21, 2013, the Budget and Finance Committee amended  
2 this legislation to delete Section 3 of the Ordinance, which would have added a new  
3 subsection to Administrative Code Section 10.170-1. As a result of the Committee's  
4 amendment, Section 3 has been removed from this Ordinance, and Administrative Code  
5 Section 10.170-1 remains unchanged.]

6  
7 APPROVED AS TO FORM:  
8 DENNIS J. HERRERA, City Attorney

9 By:   
10 ALICIA CABRERA  
11 Deputy City Attorney  
12 n:\legana\as2013\1300441\00855802.doc

**LEGISLATIVE DIGEST**  
(Amended in Committee on 6/21/13)

[Administrative Code – Library Gift Fund]

**Ordinance amending the Administrative Code to create a San Francisco Public Library gift fund.**

Existing Law

Currently, the Library does not have a special gift fund. The Library may accept and expend gifts worth up to \$10,000. The Library may not accept and expend gifts worth over \$10,000 without approval from the Board of Supervisors.

Amendments to Current Law

The proposed amendment would establish a category eight fund for purposes of supporting Library programs, facilities, and operations. Using this fund, the Library could accept and expends gifts worth up to \$100,000. Gifts worth over \$100,000 would still require Board of Supervisors approval.

On June 21, 2013, the Board of Supervisors Budget and Finance Committee amended the legislation to (1) add the \$100,000 limit, and (2) delete in its-entirety Section 3 of the proposed amendment that would have amended the grant procedures for the Library.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST  
FOR AMENDMENT OF BUDGET ITEMS  
FY 2013-14 AND FY 2014-15**

**DEPARTMENT:** LIB – LIBRARY

**Recommendation:**

Approve the proposed ordinance.

**OTHER RELATED LEGISLATION**

**File 13-0544:** The proposed ordinance amends the Administrative Code to (1) create a San Francisco Public Library gift fund; and (2) amend the procedures to accept and expend grants.

Currently, the Library does not have a gift fund to receive private gifts of cash, goods, or services. The proposed ordinance would create a gift fund to receive these private gifts, including in-kind goods or services, as a category eight fund, allowing appropriation of fund revenues without further Board of Supervisors approval.

The Budget and Legislative Analyst recommends amending the proposed ordinance to require Board of Supervisors approval by resolution of donations of a cash or market value greater than \$100,000.

The proposed ordinance would exclude grants from non-profit organizations to the Library to support the Library's activities from the existing Administrative Code provision requiring Board of Supervisors approval by resolution of the acceptance and expenditure of grants of \$100,000 or more. Under the proposed ordinance, the Controller would prescribe the rules for the acceptance and expenditure of such funds.

The Budget and Legislative Analyst recommends amending the proposed ordinance to delete this provision. Under the Budget and Legislative Analyst's recommendation, grants from non-profit organizations of \$100,000 or more would continue to require Board of Supervisors approval by resolution.

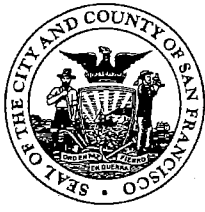
**Recommendations:**

Amend the proposed ordinance to (1) require Board of Supervisors approval by resolution of donations of a cash or market value of \$100,000 or more; and (2) delete the provision excluding grants to the Library from non-profit organizations from the requirement that the Board of Supervisors approve by resolution the acceptance and expenditure of grants of \$100,000 or more.

Approve the proposed ordinance, as amended.

130544

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 *JE*  
RE: Administrative Code – Library Gift Fund and Grant A&E  
DATE: May 31, 2013

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Attached for introduction to the Board of Supervisors is the ordinance amending the Administrative Code to create a San Francisco Public Library gift fund; and to amend the grant accept and expend procedure.

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

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

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
MAY 31 PM 1:07  
*JE*