

File No. 250854

Committee Item No. 1

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date October 1, 2025

Board of Supervisors Meeting Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|--|
| ☐ | ☐ | Motion |
| ☒ | ☐ | Resolution |
| ☐ | ☐ | Ordinance |
| ☐ | ☐ | Legislative Digest |
| ☐ | ☐ | Budget and Legislative Analyst Report |
| ☐ | ☐ | Youth Commission Report |
| ☒ | ☐ | Introduction Form |
| ☒ | ☐ | Department/Agency Cover Letter and/or Report |
| | | • Public Works Letter 7/1/2025 |
| | | • REC Memo 7/9/2025 |
| ☐ | ☐ | 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)

- | | | |
|-------------------------------------|--------------------------|---|
| ☒ | ☐ | <u>REC Commission Resolution No. 2503-005 3/20/2025</u> |
| ☒ | ☐ | <u>REC Presentation 10/1/2025</u> |
| ☐ | ☐ | _____ |
| ☐ | ☐ | _____ |
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| ☐ | ☐ | _____ |

Completed by: Brent Jalipa Date September 25, 2025

Completed by: Brent Jalipa Date _____

1 [Accept and Expend Grant - Dogpatch and Northwest Potrero Hill Green Benefit District -
2 22nd Street Pathway Steps - \$580,000]

3 **Resolution authorizing the Recreation and Park Department (RPD) to accept and**
4 **expend an in-kind grant from the Dogpatch and Northwest Potrero Hill Green Benefit**
5 **District valued at approximately \$580,000 for the design and construction of the 22nd**
6 **Street Trail Steps; and to authorize the General Manager of RPD to enter into**
7 **modifications to the grant agreement that do not materially increase the obligations or**
8 **liabilities to the City and are necessary to effectuate the purposes of the contract or**
9 **this Resolution.**

10
11 WHEREAS, The City, through the Recreation and Park Department (RPD), operates
12 and maintains Potrero Hill Recreation Center, located between 22nd Street, Missouri Street,
13 23rd Street and Arkansas Street, in Supervisorial District 10; and

14 WHEREAS, The unaccepted right-of-way on 22nd Street between Missouri Street and
15 Connecticut Street, which is Public Works jurisdiction but directly adjacent to Potrero Hill
16 Recreation Center, includes a steep informal dirt trail that users traverse to access Potrero Hill
17 Recreation Center and the surrounding neighborhood; and

18 WHEREAS, The Friends of Potrero Hill Recreation Center, a local organization working
19 to improve Potrero Hill Recreation Center through the Dogpatch & Northwest Potrero Hill
20 Green Benefit District as their fiscal sponsor, has raised funds and offered to donate to the
21 Recreation and Park Department an in-kind grant (Grant) of the design and construction of
22 box steps along the unaccepted right-of-way on 22nd Street between Missouri Street and
23 Connecticut Street (Pathway Steps), valued at approximately \$580,000; and

24 WHEREAS, The Recreation and Park Department has agreed to maintain the steps
25 once construction is completed; and

1 WHEREAS, On March 20, 2024, the Recreation and Park Commission, by Resolution
2 No. 2503-005, recommended that the Board of Supervisors authorize RPD to accept and
3 expend the in-kind grant; now, therefore, be it

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

7 FURTHER RESOLVED, That the Board of Supervisors authorizes the Recreation and
8 Park General Manager to enter into any modifications to the Grant or the Grant Agreement;
9 including accepting and expending funds and in-kind services that increase the total Grant
10 value by up to 20% above the estimate stated in this Resolution, provided that the General
11 Manager determines, in consultation with the City Attorney, that any such modifications are in
12 the best interests of the City, do not materially increase the obligations or liabilities of the City,
13 are necessary or advisable to effectuate the purposes of the Grant or this Resolution, and are
14 in compliance with all applicable laws, including the City's Charter; and, be it

15 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of
16 indirect costs as part of the Grant budget; and, be it

17 FURTHER RESOLVED, That within 30 days of the Grant Agreement being fully-
18 executed by all parties, the Recreation and Park Department shall provide the final Grant
19 Agreement to the Clerk of the Board for inclusion into the official file.
20
21
22
23
24
25

1 Recommended:

2
3
4 _____ /s/

5 General Manager, Recreation and Park Department

6
7 Approved:

Approved:

8
9
10 _____ /s/

11 Mayor

_____ /s/

Controller

File Number: 250854
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective March 2005)

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: 22nd Street Trail Steps
2. Department: Recreation and Park Department
3. Contact Person: Tamar Barlev Telephone: (415) 831-6842
4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$580,000

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Dogpatch & Northwest Potrero Hill Green Benefit District (fiscal sponsor for Friends of Potrero Hill Recreation Center)

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The Friends of Potrero Hill Recreation Center, through its fiscal sponsor Dogpatch & Northwest Potrero Hill Green Benefit District, is proposing an in-kind grant for the design and construction of a set of pathway steps along an Unaccepted Right of Way adjacent to the Potrero Hill Recreation Center on 22nd Street between Missouri and Connecticut Streets. The cost estimate for this project is approximately \$580,000 which the Friends of Potrero Hill Recreation Center and their fiscal sponsor, Dogpatch & Northwest Potrero Hill Green Benefit District have raised for this project.

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:

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 MBE/WBE 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?

c. If no, why are indirect costs not included?

- ☐ Not allowed by granting agency
☐ Other (please explain):

☒ To maximize use of grant funds on direct services

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****

13. This Grant is intended for activities at (check all that apply):

- | | | |
|--|--|--|
| ☒ Existing Site(s) | ☐ Existing Structure(s) | ☐ Existing Program(s) or Service(s) |
| ☐ Rehabilitated Site(s) | ☐ Rehabilitated Structure(s) | ☐ New Program(s) or Service(s) |
| ☐ New Site(s) | ☒ New Structure(s) | |

14. The Departmental ADA Coordinator and/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 access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments: Compliance includes but is not limited to:

1. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the RPD Disability Access Coordinator (DAC) or the DPW DAC.
2. Having staff trained in how to provide reasonable modifications in policies, practices, and procedures.
3. Having auxiliary aids and services available in a timely manner to ensure communication access.

Departmental Disability Access Coordinator: John Romaidis, CASp

Date Reviewed: 7/15/2025

(Name)
DocuSigned by:

John Romaidis

(Signature)
841618CA9C08142B

Department Approval: Phillip A. Ginsburg
(Name)

General Manager
(Title)

DocuSigned by:

ph

AF27F6596709494...

(Signature)

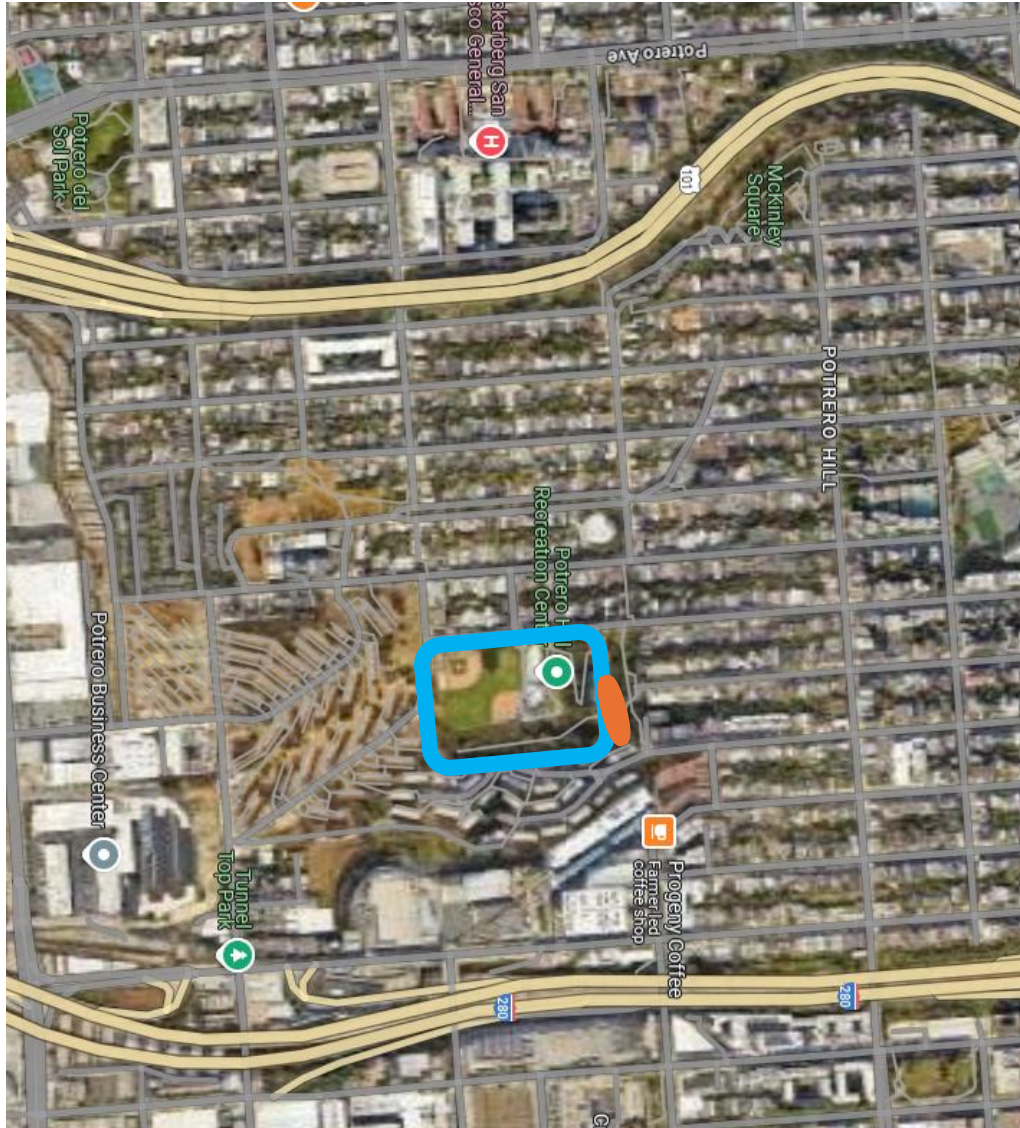
22nd Street Pathway Stairs at Potrero Hill Recreation Center

Request to Accept In-Kind Donation
Budget & Finance Committee
October 1, 2025



22nd Street Pathway Stairs at Potrero Hill Recreation Center

Potrero Hill Neighborhood



 Potrero Hill Recreation Center

 Existing trail



Connecticut St.

Missouri St

22nd St.



22nd Street Pathway Stairs at Potrero Hill Recreation Center

Existing trail



22nd Street Pathway Stairs at Potrero Hill Recreation Center

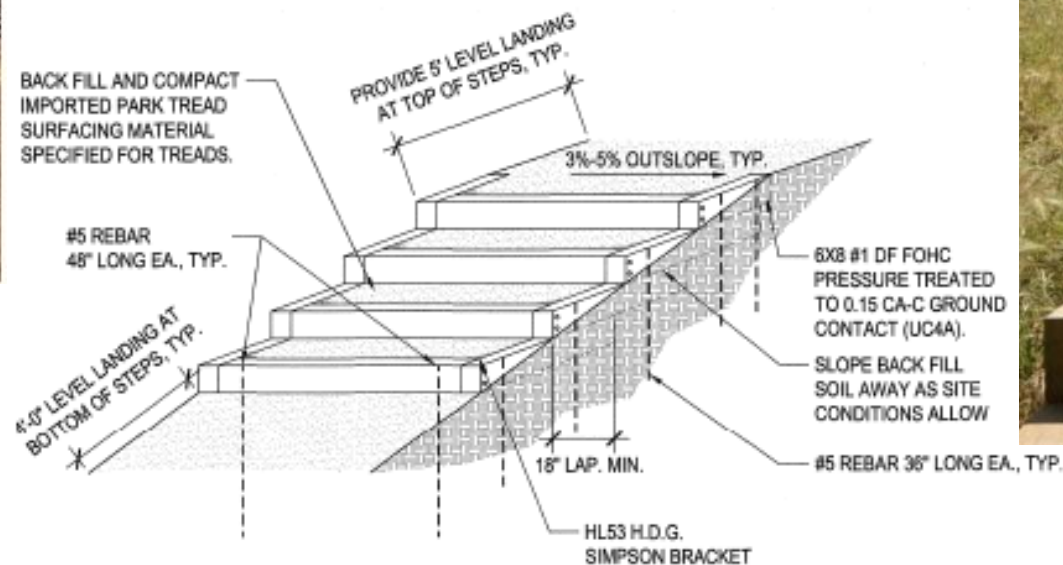
Existing Trail Conditions



22nd Street Pathway Stairs at Potrero Hill Recreation Center

Proposed Trail Steps

Similar to trails steps installed at Twin Peaks & other recreational spaces throughout San Francisco



22nd Street Pathway Stairs at Potrero Hill Recreation Center

In-Kind Grant from Dogpatch & NW Potrero Hill Green Benefit District

SITE ANALYSIS & DESIGN COSTS:	\$ 60,000
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ESTIMATED PERMIT FEES:	\$ 5,400
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CONSTRUCTION COSTS:	\$ 425,500
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10% CONTINGENCY:	\$ 57,000
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ADMINISTRATIVE FEES:	\$ 29,000
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TOTAL IN –KIND GRANT:	\$ 576,900
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22nd Street Pathway Stairs at Potrero Hill Recreation Center

Anticipated Construction Timeline

Fall 2025

- Obtain Requisite Permits
- Enter in to contract with Contractor
- Commence Construction

Winter 2025/26

- Construction Continues

Spring 2026

- Substantial Completion Achieved
- Final Completion



22nd Street Pathway Stairs at Potrero Hill Recreation Center

Project Team:



RPD Staff –
Partnerships ,
Policy & Public
Affairs, Operations



Community Partner:
Friends of Potrero Hill
Recreation Center (fiscal
sponsor – Dogpatch & NW
Potrero Hill GBD)



Designer Team: RHAA
Landscape Architects



Permitting Agency:
DPW



Funding: UCSF, MOHCD,
Power Station, Kieth
Goldstein & Donna
Warrington

Supporters Include:

- Shamann Walton, D10 Supervisor
- UCSF
- Potrero Boosters
- Dogpatch Neighborhood Association
- Friends of Jackson Park
- Potrero Dogpatch Merchants Association
- PREFund
- Dogpatch Business Association



22nd Street Pathway Stairs at Potrero Hill Recreation Center

THANK YOU!

QUESTIONS?



TAMAR.BARLEV@SFGOV.ORG

Potrero Hill 22nd St Trail Steps Project Budget

7/8/2025

EXPENSES	
Site Analysis	\$ 28,595
Design & Management	\$ 31,334
Construction & Materials	\$ 425,450
Estimated City Review /Permit Fees	\$ 5,400
Fiscal Sponsor Fees	\$ 29,075
Total Project Cost	\$ 519,854

Project Contingency 10%	\$ 57,000
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TOTAL COST	\$ 576,854
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July 3, 2025

Via Email

San Francisco Recreation & Park Department

Re: In-kind award from the Dogpatch and NW Potrero Hill Green Benefit District and the- Friends of Potrero Hill Recreation Center, 22nd Street Stairs Project

The Dogpatch and Northwest Potrero Hill Green Benefit District (GBD) and its fiscally sponsored partner, Friends of Potrero Hill Recreation Center, are pleased to provide an in-kind grant of design and construction of trail stairs directly adjacent to Potrero Hill Recreation Center open space valued at approximately \$580,000 (Five Hundred and Eighty Thousand Dollars). This grant includes the design and construction of a set of wood box trail stairs that will replace an informal footpath on unaccepted right-of-way along 22nd Street between Missouri and Connecticut Streets.

The GBD was created by Dogpatch and Potrero Hill neighbors to better focus the power and resources of City government through a local lens - the awareness and insights of neighborhood residents and business owners. We are San Francisco's only Benefit District focused on nurturing community through urban green and are honored to be able to support the Friends of Potrero Hill Rec Center in the creation of this vital pedestrian connection between Potrero Hill and Dogpatch.

The GBD has a longstanding relationship with the Friends of the Potrero Hill Rec Center and the 22nd St. Stairs Project dating back to our endorsement of the project in 2016 / 17 to be included in the short list of UCSF cushioning projects. The GBD Board supported the construction of the 22nd St pedestrian way between Texas and Arkansas, of which the stair is a critical segment, in the Central Waterfront-Dogpatch Public Realm Plan. On May 29th the GBD Board unanimously voted to support the creation of the fiscal sponsorship agreement with the FoPHRC for the creation of the 22nd St. Stairs..

The Friends of the Potrero Hill Rec Center and GBD have successfully secured grants from UCSF and the Mayor's Office of Housing & Community Development as well as donations from private donors for this project.

Sincerely,

Donovan Lacy, Acting Executive Director
Dogpatch & NW Potrero Hill Green Benefit District
GreenBenefit.org

RECREATION AND PARK COMMISSION
City and County of San Francisco
Resolution Number 2503-005

**22ND STREET PATHWAY STAIRS (POTRERO HILL RECREATION
CENTER) – SACCEPT AND EXPEND**

RESOLVED, This Commission does recommend that the Board of Supervisors authorize the Recreation and Park Department to accept and expend an in-kind grant from the San Francisco Parks Alliance, on behalf of the Friends of Potrero Hill Recreation Center, valued at approximately \$610,000 for the design and construction of trail steps on Unaccepted Right of Way adjacent to Potrero Hill Recreation Center.

Adopted by the following vote:

Ayes	7
Noes	0
Absent	0

I hereby certify that the foregoing resolution was adopted at the Recreation and Park Commission meeting held on March 20, 2025.



Ashley Summers, Commission Liaison



Carla Short, Director | Director's Office

carla.short@sfdpw.org | T. 628.271.3078 | 49 South Van Ness Ave. Suite 1600, San Francisco, CA 94103

July 1, 2025

San Francisco Board of Supervisors
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

RE: Letter of Support for the San Francisco Recreation and Park Department's Acceptance of an in-kind grant for the 22nd Street Pathway Stairs Project

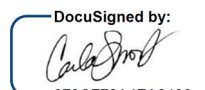
Dear Honorable Members of the Board of Supervisors:

On behalf of San Francisco Public Works, I am writing to express our full support for the proposed legislation authorizing the Recreation and Park Department to accept and expend an in-kind grant valued at approximately \$580,000 from the Dogpatch and NW Potrero Hill Green Benefit District for the design and construction of the 22nd Street Pathway Stairs Project.

The project will enhance a currently unimproved public right of way located on 22nd Street between Missouri and Connecticut streets – a steep dirt path under the jurisdiction of Public Works that informally connects the Potrero Hill Recreation Center with the surrounding neighborhood. This pathway has long been used by the public despite its lack of infrastructure and the addition of box steps will greatly improve safety and accessibility for all users. While the site falls under our jurisdiction, the pathway directly adjoins Recreation and Park Department-managed parkland and serves as a critical link to community recreational space. We recognize the value this project brings to the neighborhood and commend the community-driven efforts to bring it to fruition. In the long term, we are interested in seeing a more permanent public stairway constructed, pending dedicated funding for the site. In the meantime, we support this more immediate interim measure.

This project is an excellent example of interagency and community collaboration to improve San Francisco's public spaces and advance accessibility. We look forward to continuing our support through coordination, as needed, during the design and construction phases.

Thank you for your consideration of this matter.

DocuSigned by:

073CF73A4EA6486...

Carla Short
Director, San Francisco Public Works



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

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Philip A. Ginsburg, General Manager
Recreation and Park Department

DATE: July 9, 2025

SUBJECT: Accept and Expend Grant –Dogpatch & Northwest Potrero
Green Benefit District– Potrero Hill Recreation Center –
\$580,000

GRANT TITLE: 22nd Street Trail Steps

Attached please find the original of each of the following:

- X Proposed grant resolution; original signed by Department, Controller, Mayor
- X Grant Information Form, including disability check list
- X Project Budget
- X Award Letter
- X Recreation and Park Commission Resolution

Special Timeline Requirements: We would like legislation introduced as soon as possible.

The in-kind award will be used to design and construct a set of box steps in the unaccepted public right of way directly south and adjacent to Potrero Hill Recreation Center between Missouri & Connecticut Streets.

Departmental representative to receive copy of the adopted resolution:

Name: Tamar Barlev Phone: 831-6842

Interoffice Mail Address: Tamar.Barlev@sfgov.org

Certified copy required: Yes ☐ No ☒



(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.)



Introduction Form

(by a Member of the Board of Supervisors or the Mayor)

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

- ☐ 1. For reference to Committee (Ordinance, Resolution, Motion or Charter Amendment)
- ☐ 2. Request for next printed agenda (For Adoption Without Committee Reference)
(Routine, non-controversial and/or commendatory matters only)
- ☐ 3. Request for Hearing on a subject matter at Committee
- ☐ 4. Request for Letter beginning with "Supervisor inquires..."
- ☐ 5. City Attorney Request
- ☐ 6. Call File No. from Committee.
- ☐ 7. Budget and Legislative Analyst Request (attached written Motion)
- ☐ 8. Substitute Legislation File No.
- ☐ 9. Reactivate File No.
- ☐ 10. Topic submitted for Mayoral Appearance before the Board on

The proposed legislation should be forwarded to the following (please check all appropriate boxes):

- ☐ Small Business Commission ☐ Youth Commission ☐ Ethics Commission
- ☐ Planning Commission ☐ Building Inspection Commission ☐ Human Resources Department

General Plan Referral sent to the Planning Department (proposed legislation subject to Charter 4.105 & Admin 2A.53):

- ☐ Yes ☐ No

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

Sponsor(s):

Subject:

Long Title or text listed:

Signature of Sponsoring Supervisor: