

File No. 210664

Committee Item No. 8

Board Item No. 26

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Appropriations Committee

Date June 16, 2021

Board of Supervisors Meeting

Date July 20, 2021

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- 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)

- Mayor's Budget Submission Memo
- _____
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- _____

Completed by: Linda Wong

Date June 11, 2021

Completed by: Linda Wong

Date July 7, 2021

1 [Accept and Expend Grant - Friends of San Francisco Public Library - Mission Branch
2 Renovation Capital Project Grant Award - FYs 2021-2022 and 2024-2025 - Up to \$875,500 of
3 In-Kind Gifts, Services, and Cash Monies]

4 **Resolution authorizing the San Francisco Public Library to accept and expend a grant**
5 **in the amount of up to \$875,500 of in-kind gifts, services, and cash monies from the**
6 **Friends of the San Francisco Public Library for direct support for the Mission Branch**
7 **Renovation Project within the period of Fiscal Years (FYs) 2021-2022 and 2024-2025.**

8
9 WHEREAS, The Friends of the San Francisco Public Library (Friends) is a non-profit
10 organization that advocates, fundraises, and provides critical support for the San Francisco
11 Public Library and related literary and educational programs; and

12 WHEREAS, The Public Library submits proposals annually to the Friends for public
13 programs and services delivered in and through Public Library facilities; and

14 WHEREAS, The Public Library will be advancing to construction on the Mission Branch
15 Renovation project in FY2021-2022; and

16 WHEREAS, The Public Library has identified a need to support the Mission Branch
17 Renovation project with funds for one-time project costs related to furniture, fixtures, and
18 equipment in order to deliver excellent library services in the renovated facility;

19 WHEREAS, The Department proposes to maximize use of available grant funds on
20 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

21 **RESOLVED**, That the Board of Supervisors hereby waives inclusion of indirect costs in
22 the grant budget; and, be it

23 **FURTHER RESOLVED**, That the Public Library is authorized to accept and expend up
24 to \$875,500 of in-kind gifts, services, and cash monies awarded by the Friends of San
25 Francisco Public Library to support the Mission Branch Renovation project.

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Recommended:

_____ /s/ _____

Department Head

Approved: _____ /s/ _____

Mayor

Approved: _____ /s/ _____

Controller

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 of in-kind gifts, services and cash grant funds.

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

1. Grant Title: Friends of the San Francisco Public Library Mission Branch Renovation Project Grant Award, FY22

2. Department: Public Library

3. Contact Person: Christine Murdoch Telephone: 557-4246

4. Grant Approval Status (check one):

Approved by funding agency Not yet approved

5. Amount of Grant Funding Approved or Applied for: Up to \$875,500 of in-kind gifts, services and cash monies.

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

7a. Grant Source Agency: Friends of the San Francisco Public Library
b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The Friends of the San Francisco Public Library (Friends) is a non-profit organization that advocates, fundraises, and provides critical support for the San Francisco Public Library and related literary and educational programs. This grant allows the Library to deliver excellent library .

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: July 1, 2021 End-Date: June 30, 2025

10a. Amount budgeted for contractual services: \$0

- 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? There is not an indirect cost plan and we do not have an estimate of what these costs would be.

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 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:

Tom Fortin
(Name)

Chief of Main
(Title)

Date Reviewed: 5/14/2021

DocuSigned by:
Thomas Fortin
9FAF357E1BA148B...

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Michael Lambert
(Name)

City Librarian
(Title)

Date Reviewed: 5/14/2021

DocuSigned by:
Michael Lambert
C9DF0B3992E246F...

(Signature Required)

Mission Branch Capital Project
Budget for Friends of the SFPL support

Furniture, Fixture, & Equipment	<u>875,500</u>
Total budget	875,500

April 29, 2021

Michael Lambert
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Dear Librarian Lambert,

On behalf of our Board of Directors, I am pleased to inform you that Friends of the San Francisco Public Library has approved our intention to raise and make available funds up to \$875,500 for furniture, fixtures, and equipment for the renovation of the Mission Branch Library. Expenditures for the project be made within the period of fiscal year 2021-2022 and fiscal year 2024-2025.

At the direction of the Board of Directors, I have also signed the addendum to the Memorandum of Understanding between the San Francisco Public Library and the Friends and Foundation of the San Francisco Public Library defining the project proposal, acceptance of funds, fundraising, reporting, project management, overhead, and request for disbursements.

We look forward to Friends being acknowledged in this project as a community partner. Thank you for this opportunity to support San Francisco Public Library—the City's greatest public shared asset.

Best regards,



Marie Ciepiela
Executive Director
(415) 477-5220
marie.ciepiela@friendssfpl.org

Cc: Sarah Smith-Jones, Chair of the Board of Directors
Gabrielle Bozmarova, Treasurer
Bob Daffeh, Director of Finance and Administration



San Francisco Public Library

**Addendum to the Memorandum of Understanding
between
the San Francisco Public Library
and
the Friends and Foundation of the San Francisco Public Library
regarding
the Mission Branch Renovation Capital Project**

THIS ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING, is made and entered into on April 29, 2021, by and between the San Francisco Public Library (“Library”), and the Friends and Foundation of the San Francisco Public Library, a California non-profit public benefit corporation (“Friends”), pursuant to Article 2, Section B, of the Memorandum of Understanding between the Library and Friends dated August 21, 2017 (“MOU”).

ARTICLE 1

Background

- A. **The Library.** The Library is a Department of the City and County of San Francisco (“City”) governed by the San Francisco Public Library Commission (“Commission”) and the City Librarian. The Library’s mission is to provide free and equal access to information, knowledge, independent learning and to promote the joys of reading for the City’s diverse community.
- B. **The Friends.** The Friends is a non-profit 501(c)(3) corporation and is a legally distinct entity from the Library. The Library does not have oversight of the Friends. The Friends’ mission is to strengthen, support, and advocate for a superior free public library system in San Francisco. Friends’ fundraising is intended to supplement the funding for the Library and not to replace traditional sources or levels of City funding, and to support the Friends’ programs, advocacy, and operating costs.
- C. **Existing MOU.** Article 2, Section B of the MOU states that in addition to Annual Support from the Friends raised for the purpose of enhancing City funding for programs, services, and operations of the Library, the Library may request Friends support for capital and special fundraising projects from time to time. It states that capital campaigns typically include funding for furniture, fixtures, and equipment, but can include funding for other costs. The terms and conditions for each such campaign are to be detailed in an addendum to the MOU.

ARTICLE 2

Mission Branch Renovation Capital Project

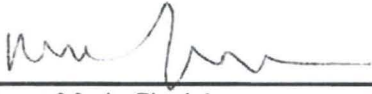
- A. **Project Proposal.** In collaboration with the community, the Library seeks to transform the Mission Branch Library into an energy efficient, safe, and resilient neighborhood library while maintaining its inherent charm and connection to the surrounding communities. SFPL plans to incorporate contemporary library practices, buildings systems, and technology into this landmark 1916 Carnegie library building. The goals of this project include the restoration of community meeting space, returning the primary building entrance to its original location on 24th Street, returning a grand central staircase to the building, improving the facilities for children and teens, adding restroom capacity, and restoring the grand reading room on the upper level. Friends funds raised in support of this project are expected to support furniture, fixture, and equipment purchases in support of these goals.
- B. **Acceptance of Funds.** The Library will seek City authorization from the Board of Supervisors to accept funds in support of the Mission Branch Renovation project in an amount not to exceed \$875,500 (eight hundred and seventy-five thousand and five hundred dollars). This request for authorization will be incorporated in the Library's budget approval process for FY 21-22. Friends will attend any meetings regarding the acceptance of such funds, as needed.
- C. **Fundraising.** Friends will develop a fundraising plan and present it to the City Librarian for comment. Friends will conduct fundraising activities as contemplated by the approved fundraising plan and will periodically report the status of fundraising activities to the Library. Friends will provide advance notice to the Library of the terms and conditions of any gifts or funds for the project, the use of which is restricted in any way. The fundraising plan may include a proposed structure for naming opportunities for Friends to offer in connection with the campaign, including possible locations for naming, dollar thresholds, and naming formats. The naming proposal must be approved by the Library prior to Friends offering naming rights in connection with any donation.
- D. **Reporting.** Expenditures, invoices, and inventory info made through direct spending by Friends on the Mission Branch Renovation project should be shared monthly with SFPL Finance and Facilities staff. SFPL expenditures of Friends cash received should be shared monthly with Friends. The Library will report the status of the project to the Library Commission, as necessary. Friends will comply with all donor reporting requirements under the MOU with respect to funds raised for this capital project.
- E. **Project Management.** Consistent with San Francisco Administrative Code Chapter 6, the Library will deliver this project through the San Francisco Department of Public Works ("Public Works"). Public Works staff will manage the budget and schedule for the project for the Library as a client.
- F. **Overhead.** Friends overhead administrative costs do not count towards the not-to-exceed project fundraising amount, and that figure will not be reported publicly on any SFPL documents as part of the Friends contribution to the project.
- G. **Requests for Disbursement.** The Parties will handle disbursement processing, and cooperate in reconciliation thereof, in substantially the same manner as with respect to the Annual Fund, noting that SFPL Finance and Facilities staff should be consulted prior to purchasing. In the event there are unspent monies once the Mission Branch Renovation project has been closed out, SFPL and Friends will agree to a mutually acceptable use of funds, both those funds transferred to SFPL and those held by Friends.

- H. **Term.** The term of this project's MOU should cover the duration of the Mission Branch Renovation capital project, including project close-out, and shall expire on June 30, 2025 (the "Expiration Date"); provided, however, that either Party may, in their respective sole and absolute discretion, terminate this Addendum any time upon 90 days written notice to the other Party.
- I. All other provisions of the MOU remain in full force and effect, other than any provision that conflicts with the terms of this Addendum.

In witness thereof, the parties have executed this MOU addendum.

Friends and Foundation of the San Francisco Public Library

San Francisco Public Library



Name: Marie Ciepiela
Title: Executive Director



Name: Michael Lambert
Title: City Librarian

DATE: 04/29/2021

DATE: 4/29/2021

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Christine Murdoch, SFPL Finance Office

DATE: April 30, 2021

SUBJECT: Accept and Expend Resolution for SFPL Grant

**GRANT TITLE: Friends of the San Francisco Public Library – Mission
Renovation Capital Project Grant Award**

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

Proposed grant resolution; original signed by Department, Mayor, Controller

Grant information form, including disability checklist

Grant budget

Grant application

Grant award letter from funding agency

Ethics Form 126 (if applicable)

Contracts, Leases/Agreements (if applicable)

Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Christine Murdoch

Phone: 557-4246

Interoffice Mail Address: Public Library #41

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).



To: Angela Calvillo, Clerk of the Board of Supervisors
From: Ashley Groffenberger, Mayor's Budget Director
Date: June 1, 2021
Re: Mayor's FY 2021-22 and FY 2022-23 Budget Submission

Madam Clerk,

In accordance with City and County of San Francisco Charter, Article IX, Section 9.100, the Mayor's Office hereby submits the Mayor's proposed budget by June 1st, corresponding legislation, and related materials for Fiscal Year (FY) 2021-22 and FY 2022-23.

In addition to the Mayor's Proposed FY 2021-22 and FY 2022-23 Budget Book, the following items are included in the Mayor's submission:

- The Annual Appropriation Ordinance and Annual Salary Ordinance, along with Administrative Provisions, physical copies of which will be delivered by the Controller's Office
- The proposed budget for the Office of Community Investment and Infrastructure for FY 2021-22
- 22 separate pieces of trailing legislation (see list attached)
- A Transfer of Function letter detailing the transfer of positions from one City department to another
- An Interim Exception letter
- A letter addressing funding levels for nonprofit corporations or public entities for the coming two fiscal years
- Memo to the Board President requesting for 30-day rule waivers on ordinances
- Request for release of Budget and Appropriations Committee Reserve

Please note the following:

- Technical adjustments to the budget are being prepared, but are not submitted with this set of materials.

Sincerely,

Ashley Groffenberger
Mayor's Budget Director

cc: Members of the Board of Supervisors
Budget & Legislative Analyst's Office
Controller

DEPT	Item	Relevance to Budget	Type of Legislation
ADM	Critical Repair/Recovery Stimulus COPs	Authorizes COPs to finance or refinance the capital plan in the budget.	Ordinance
CON	Prop J Certification - new	Costs related to Prop J services assumed in budget.	Resolution
CON	Prop J Certification - previously approved	Costs related to Prop J services assumed in budget.	Resolution
CON	Access Line Tax	Sets Access Line Tax. Revenues assumed in budget.	Resolution
CON	Neighborhood Beautification Fund	Neighborhood Beautification Fund contribution levels assumed in budget.	Ordinance
CON	Supplemental Enterprise Budget - AAO	Amendment to the AAO for the Airport, Port, and the PUC	Ordinance
CON	Supplemental Enterprise Budget - ASO	Amendment to the ASO for the Airport, Port, and the PUC	Ordinance
DPH	Annual Update to Patient Rates	Fee revenue assumed in budget.	Ordinance
DPH	Recurring State Grants	Grant revenue assumed in budget.	Resolution
DPH	DPH City Option Payouts	Approves the execution of a payment agreement assumed in budget.	Resolution
DPH	Emergency Medical Services Fee Transfer of Function	Transfer of function for positions reflected in the budget	Ordinance
HSH	Annual HSH Fund Expenditures	Expenditure plan assumed in budget.	Resolution
LIB	In-Kind Grant of Friends of San Francisco Public Library	Grant assumed in budget.	Resolution
LIB	In-Kind Grant of Friends of San Francisco Public Library Mission Branch	Grant assumed in budget.	Resolution
PUC	Hetch Hetchy Capital Budget	Appropriates funds to support PUC Hetch Hetchy capital budget expenditures.	Ordinance
PUC	Wastewater Capital Budget	Appropriates funds to support PUC Wastewater Enterprise capital budget expenditures.	Ordinance
PUC	Hetch Hetchy Debt Authorization	Authorizes bond issuance to finance Hetch Hetchy capital projects.	Ordinance
PUC	Wastewater Debt Authorization	Authorizes bond issuance to finance Wastewater capital projects.	Ordinance
REC	Continuing Flexible Pricing Model for REC Owned Gardens	Continues current pricing model for REC-owned gardens-- revenues reflected in budget.	Ordinance
REC	Parking Rates and Codes Revision	Authorizes SFMTA to implement paid parking and revise existing rates at certain parking lots-- revenues reflected in budget.	Ordinance
RNT	Direct Administration of the Rent Board Fee	Legislation that allows the Rent Board to directly collect the annual fee on rent-controlled units-- revenues reflected in budget.	Ordinance
TTX	Street Artist Fee	Lowers the fee of a street artist certificate— revenues reflected in budget.	Ordinance