File No. 221166 **Committee Item No.** 7
Board Item No. 3

COMMITTEE/BOARD OF SUPERVISORS

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Committee: Budget and Finance Committee **Date** January 11, 2023
Board of Supervisors Meeting **Date** January 24, 2023

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☐	☐	**Ordinance**
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OTHER **(Use back side if additional space is needed)**

☒	☒	Gift Value
☒	☒	Gift Acknowledgement Form
☒	☒	POL Resolution No. 22-134 10/5/2022
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Completed by: Brent Jalipa **Date** January 5, 2023
Completed by: Brent Jalipa **Date** January 19, 2023

[Accept and Expend In-Kind Gift - Retroactive - Union Square Alliance - Two Utility Vehicles for High Visibility Patrol - Estimated Market Value $38,644.58]

Resolution retroactively authorizing the Police Department to accept and expend an in-kind gift of two utility vehicles with an estimated market value of $38,644.58 from the Union Square Alliance to support officers working in the Union Square Alliance area for high visibility patrol; the utility vehicles will be an outright gift to the Police Department effective September 1, 2022.

WHEREAS, The Union Square Alliance, formerly known as the Union Square Business Improvement District, is a non-profit organization that serves members and creates a high quality visitor experience by managing and activating public spaces, attracting new investment, and advocating for the District's future success; and

WHEREAS, The Union Square Alliance enhances the experiences of visitors to the area by continuing to provide the maintenance and public safety services; and

WHEREAS, The Union Square Alliance would like to purchase and donate two utility vehicles to the Police Department; and

WHEREAS, The two utility vehicles will help support Police Department officers in the Union Square area to provide high visibility patrol and crime-deterrence against organized retail theft and with efficient transportation during events such as the Macy's Tree Lighting ceremony, the Chinese New Year's Parade, and the St. Patrick's Day Parade; and

WHEREAS, Under the San Francisco Administrative Code, Section 10.100.305, the Police Department must obtain Board of Supervisors' approval to accept a donation with a market value of more than $10,000; now, therefore, be it

RESOLVED, That the Board of Supervisors approves the in-kind gift with an estimated market value of $38,644.58 and authorizes the Police Department to accept the two utility vehicles to support officers working in the Union Square Alliance area; and, be it

FURTHER RESOLVED, That the gift from the Union Square Alliance will be accepted in a manner consistent with Administrative Code Sections governing the acceptance of gifts to the City and County of San Francisco, including Administrative Code, Section 10.100.305; and, be it

FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in the gift budget; and, be it

FURTHER RESOLVED, That the Board of Supervisors extends its gratitude to the Union Square Alliance for the generous gift to the Police Department.

Recommended: Approved: /s/_____

Mayor

/s/_____

Department Head Approved: /s/_____

Controller

File Number: 221166
(Provided by Clerk of Board of Supervisors)

Grant / Gift 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: **In-Kind Gift of Two Utility Vehicles**

2. Department: **San Francisco Police Department**

3. Contact Person: **Katherine Chiu / Katie Lee** Telephone: **415-837-7210**

4. Grant Approval Status (check one):

   [**X**] Approved by funding agency [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: **Two (2) Utility Vehicles, with an estimated market value of $38,644.58**

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

7. a. Grant Source Agency: **Union Square Alliance**
   b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: **Two (2) Utility Vehicles to support officers working in the Union Square Alliance area for high visibility patrol.**

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

   Start-Date: September 1, 2022 **End-Date: N/A**

10. a. Amount budgeted for contractual services: **N/A**
    b. Will contractual services be put out to bid? **N/A**
    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**

11. a. Does the budget include indirect costs? [ ] Yes [**X**] No
    b. 1. If yes, how much? **N/A**
       2. How was the amount calculated? **N/A**
    c. 1. If no, why are indirect costs not included?
       [ ] Not allowed by granting agency [ ] To maximize use of grant funds on direct services
       [**X**] Other (please explain): **this is an in-kind gift**
       2. If no indirect costs are included, what would have been the indirect costs? **If calculated at 10% of the estimated in-kind gift value, the indirect costs would have been approximately $3,864.**

12. Any other significant grant requirements or comments: **None**

****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):

[ ] Existing Site(s)	[ ] Existing Structure(s)	[X] 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 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:

Penny Si
(Name)

Departmental ADA Coordinator
(Title)

Date Reviewed: 9/20/2022

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

William Scott
(Name)

Chief of Police
(Title)

Date Reviewed: 9/26/2022

William Scott
(Signature Required)

CONCORD TRAILER WORLD INC.

Salesperson Details
Name: Gabriel Nichols Phone: 925-682-9777 Email: gabe@concordpolaris.com

CONCORD POLARIS & TRAILER WORLD
1124 CAVEN WAY
CONCORD, CA 94520
925-682-9777

Buyer Information

N/U	Year	Make	Model	Stock #	VIN
New	0			TEMP	

Customer Notes
2022 POLARIS RANGER 1000 GREEN

Pricing Details	
Freight & Dealer Prep	$2,999.00
Subtotal (Total Before Discount)	$2,999.00
Discount	$13,999.00
Unit Subtotal	$16,998.00
Document Fee	$80.00
Other Extras & Fees	$86.00
Tax	$1,343.60
Net Selling Price	**$18,507.60**
Amount Financed	**$18,507.60**
Estimated Payment	**$319.91 for 72 Months @ 7.49%**

Customer _____ Date _____

Dealer Representative _____ Date _____

Printed 03/11/2022

CONCORD TRAILER WORLD INC.

Salesperson Details
Name: Gabriel Nichols Phone: 925-682-9777 Email: gabe@concordpolaris.com

CONCORD POLARIS & TRAILER WORLD
1124 CAVEN WAY
CONCORD, CA 94520
925-682-9777

Buyer Information

N/U	Year	Make	Model	Stock #	VIN
New	0			TEMP	

Customer Notes
2022 POLARIS RANGER CREW 1000-GREEN

Pricing Details	
Freight & Dealer Prep	$2,999.00
Subtotal (Total Before Discount)	$2,999.00
Discount	**$15,499.00**
Unit Subtotal	$18,498.00
Document Fee	$80.00
Other Extras & Fees	$86.00
Tax	$1,472.98
Net Selling Price	**$20,136.98**
Amount Financed	**$20,136.98**
Estimated Payment	**$348.07 for 72 Months @ 7.49%**

Customer _____ Date _____

Dealer Representative _____ Date _____

Printed 03/11/2022

DONOR DISCLOSURE/GIFT ACKNOWLEDGEMENT FORM

Thank you for your generous contribution to San Francisco Police Department - Central Station.
In order to help the San Francisco Polcie Department- Central Station comply with San Francisco's Sunshine Ordinance,* we ask that you please complete this form and return it as soon as possible to: 766 Vallejo Street, San Francisco, Ca. 94133 **Attention: Donor Disclosure.**

Thank you again for contributing to San Francisco Police Department - Central Station.

Donor: Union Square Alliance — Date: to be determined upon approval and purchase

Gift: Two (2) Utility Vehicles (UTV's) — Estimated Value: $38,644.58
(For Gifts other that cash gifts)

Contact Information:

Name: Ben Horne — Address: 291 Geary Boulevard (Street / Apt.) — Telephone: 415-781-7880

San Francisco, Ca. 94109
City, State, Zip Code

The above contact information is:

☒ Business ☐ Residence

Financial Interest: The sunshine Ordinance requires that a department that receives a gift of money, goods or services worth $100 or more report any financial interest that the donor has involving the San Francisco City government. Please check the appropriate box or boxes below that describe your financial interest(s) in the City.

☒	Contract with City	(Please describe):
☒	Grant from the City	(Please describe):
☐	Lease of Space to or from the City	(Please describe):
☐	City License, Permit or Entitlement for Use	(Please describe):
☒	Pending request for a City Contract, Grant, Lease, License, Permit or Other Entitlement for Use.	(Please describe):
☐	Other Financial Interest	(Please describe):
☐	No Financial Interest	

*The San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67), as approved by the San Francisco voters in 1999, provides that:

SEC. 67.29-6. Sources of Outside Funding

No official or employee or agent of the city shall accept, allow to be collected, or direct or influence the spending of, any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and source of all such funds is disclosed as public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City

The Police Commission

CITY AND COUNTY OF SAN FRANCISCO

CINDY ELIAS
President

MAX CARTER-OBERSTONE
Vice President

LARRY YEE
Commissioner

JAMES BYRNE
Commissioner

JESUS YANEZ
Commissioner

KEVIN BENEDICTO
Commissioner

DEBRA WALKER
Commissioner

Sergeant Stacy Youngblood
Secretary

October 5, 2022

Honorable Board of Supervisors
City Hall, Room 244
#1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Dear Honorable Supervisors:

At the meeting of the Police Commission on Wednesday, October 5, 2022, the following resolution was adopted:

RESOLUTION NO. 22-134

APPROVAL TO ADOPT A RESOLUTION URGING THE BOARD OF SUPERVISORS TO AUTHORIZE THE CHIEF OF POLICE TO ACCEPT AND EXPEND AN IN-KIND GIFT OF TWO (2) UTILITY VEHICLES WITH AN ESTIMATED MARKET VALUE OF $38,644.58 FROM THE UNION SQUARE ALLIANCE

RESOLVED, that the Police Commission hereby urge the Board of Supervisors to authorize the Chief of Police to accept and Expend an In-Kind Gift Of Two (2) Utility Vehicles With An Estimated Market Value Of $38,644.58 From The Union Square Alliance.

AYES: Commissioner Walker, Benedicto, Yanez, Carter-Oberstone, Byrne, Yee, Elias

Very truly yours,

Sergeant Stacy Youngblood
Secretary
THE POLICE COMMISSION

1211/ks

cc: Grants Unit

SAN FRANCISCO POLICE DEPARTMENT HEADQUARTERS, 1245 3RD STREET, 6TH FLOOR, SAN FRANCISCO, CA 94158
(415) 837-7070 FAX (415) 575-6083 EMAIL: sfpd.commission@sfgov.org

UNION SQUARE ALLIANCE

September 1, 2022

Commander Julian Ng
San Francisco Police Department
1245 3rd St.
San Francisco, 94158

Dear Commander Ng,

Please let this letter serve as confirmation that the Union Square Alliance is gifting two (2) utility vehicles referenced in the attached document to the City and County of San Francisco for use by the San Francisco Police Department.

After the unprecedent mob style looting incidents, unsafe conditions in our public garages, and severely understaffed police, these gators are gifted to enhance the safety of Union Square's public realm and garages. They may also be used sparingly to support large scale police events, such as parades, large park events and riots, when not being used by Union Square.

With this letter, I am confirming that the gift of the two (2) utility vehicles is an outright gift. The fair value of the asset is $38,644.58, based on the attached documentation. The original gift period for this equipment was Winter 2021.

Sincerely,

Marisa Rodriguez
Executive Director

CITY AND COUNTY OF SAN FRANCISCO
POLICE DEPARTMENT
HEADQUARTERS
1245 3RD Street
San Francisco, California 94158

LONDON N. BREED
MAYOR

WILLIAM SCOTT
CHIEF OF POLICE

TO: **Angela Calvillo, Clerk of the Board of Supervisors**

FROM: **San Francisco Police Department**

DATE: **September 20, 2022**

SUBJECT: **Accept and Expend Resolution for In-Kind Gift**

GIFT TITLE: **In-Kind Gift of Two Utility Vehicles for High Visibility Patrol**

The following documents are attached to this memo:

X 1. Proposed Gift Resolution

X 2. Grant/Gift Information Form, including disability checklist

X 3. Value of In-Kind Gift

X 4. Donor Disclosure/Gift Acknowledgement Form

X 5. Union Square Alliance Donor Letter

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: **Katherine Chiu / Katie Lee** Phone: **415-837-7210**

Interoffice Mail Address: **SFPD Fiscal Division**
1245 3rd Street, 6th Floor, SF, CA 94158

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).