

File No. 130615

Committee Item No. \_\_\_\_\_

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

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: 06/27/13

Board of Supervisors Meeting

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

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" 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"/> | 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 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

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
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<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Victor Young Date June 20, 2013

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

1 [Accept and Expend Grant - National Science Foundation and Amendment to the Annual  
2 Salary Ordinance, FY2012-2013 - \$257,744]

3 **Ordinance authorizing the Department of Technology to retroactively accept and**  
4 **expend a grant in the amount of \$257,744 from the National Science Foundation for**  
5 **Intergovernmental Personnel Act assignment and amending Ordinance No. 165-12**  
6 **(Annual Salary Ordinance, FY2012-2013) to reflect the addition of one 1381 Special**  
7 **Assistant XXII position at the Department of Technology.**

8  
9 NOTE: Additions are *single-underline italics Times New Roman*;  
10 Deletions are *strike-through italics Times New Roman*.  
11 Board amendment additions are double-underlined;  
12 Board amendment deletions are ~~strikethrough-normal~~.

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

14 **Section 1. Findings**

15 On February 1, 2012, the National Science Foundation awarded the City and County  
16 of San Francisco a continuation grant in the amount of \$257,744 for its share of the cost of  
17 Mr. Chris Vein's Intergovernmental Personnel Act (IPA) assignment as Senior Science and  
18 Technology Advisor to the National Science Foundation. The agreement provides that all  
19 direct costs associated with the assignment, including salary and fringe benefit costs, will  
20 be reimbursed through the grant award. This award covers Mr. Vein's IPA assignment for  
21 the period of January 16, 2012 to January 15, 2013.

22 **Section 2. Authorization to Accept and Expend Funds.**

23 The Board of Supervisors hereby authorizes the Department of Technology to  
24 retroactively accept and expend \$257,744 in grant funds from the National Science  
25 Foundation and further authorizes the Department of Technology to execute any  
documents required for the implementation of these grants.

1 In addition, the Board of Supervisors hereby waives the inclusion of indirect costs in  
2 the grant budget.

3 **Section 3. Grant Funded Position; Amendment to Annual Salary Ordinance**

4 The hereinafter designated section of Ordinance No. 165-12 (Annual Salary  
5 Ordinance FY 2012-2013) is hereby amended to add the following grant-funded permanent  
6 exempt position, and to read as follows:

7 **Department: TIS (75) Department of Technology**

8 **Program: BIU Administration**

9 **Subfund: 2S GSF FNR**

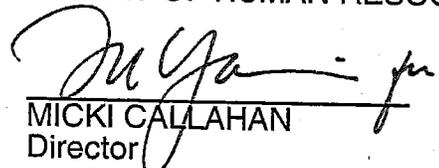
10 **Index Code: TISFIPAA**

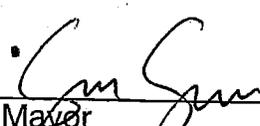
Amendment	FTE	Class and Item Number	Compensation
Add	1 FTE	1381 Special Assistant XXII	\$6,587-\$8,006

13 APPROVED AS TO FORM:

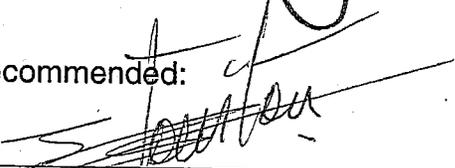
14  
15 By:   
16 WILLIAM K. SANDERS  
Deputy City Attorney

APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

17  
18 By:   
19 MICKI CALLAHAN  
Director

20 APPROVED:   
Mayor

21 APPROVED:   
Controller

22 Recommended:   
23 MARC Y. TOUITOU  
24 Director  
Department of Technology

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

**FROM:** Ken Bukowski, Deputy City Administrator-CFO

**DATE:** May 31, 2013

**SUBJECT:** Accept and Expend Ordinance for Subject Grant

**GRANT TITLE:** National Science Foundation – IPA Assignment Grant

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

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

Grant information form, including disability checklist

Grant budget - Budget detail on grant award letter

Grant application - N/A

Letter of Intent or grant award letter from funding agency

Ethics Form 126 (if applicable) – N/A

Contracts, Leases/Agreements (if applicable) – N/A

Other (Explain):

**Special Timeline Requirements:**

We respectfully request that accept and expend ordinance to be heard as additional item at the time of the Department of Technology budget hearing on June 17.

**Departmental representative to receive a copy of the adopted ordinance:**

Name:

Phone:

Interoffice Mail Address:

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).

**File Number:** \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors ordinances authorizing a Department to accept and expend grant funds.

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

1. Grant Title: National Science Foundation - Intergovernmental Personnel Act (IPA) Assignment
2. Department: Department of Technology
3. Contact Person: Kenneth Bukowski Telephone: 554-6172
4. Grant Approval Status (check one):  
 Approved by funding agency       Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$257,744 Approved
- 6a. Matching Funds Required: -\$0-  
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: National Science Foundation  
b. Grant Pass-Through Agency (if applicable): n/a
8. Proposed Grant Project Summary:
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: January 16, 2012      End-Date: January 15, 2013
10. Number of new positions created and funded: 1 position  
DT - 1 FTE 1381 Special Assistant XXII.
11. Explain the disposition of employees once the grant ends?  
Employee will be terminated concurrent with the grant end date.
- 12a. Amount budgeted for contractual services: \$0  
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?
- 13a. 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

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?

14. 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)**

15. 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)

16. 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:

SUE YEE

(Name)

HUMAN RESOURCES MANAGER

(Title)

Date Reviewed: 5-31-13

[Signature]  
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Marc Y. Touitou

(Name)

Director

(Title)

Date Reviewed: 5/31/2013

[Signature]  
(Signature Required)

NATIONAL SCIENCE FOUNDATION  
4201 WILSON BOULEVARD  
ARLINGTON, VIRGINIA 22230

FEB 1 2012

Mr. Steve Nakajima  
City Administrator, Office of General Services Agency  
Office of the Controller  
City and County of San Francisco  
City Hall, Room 316  
1 Dr Carlton B. Goodlett Pl.  
San Francisco, CA 94102

Re: Mr. Chris A. Vein  
Award No. CSE-1121206-001

Dear Mr. Nakajima:

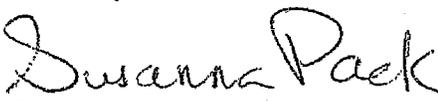
This will confirm that \$257,744 has been awarded to the City and County of San Francisco toward the National Science Foundation's share of the cost of Mr. Chris A. Vein's Intergovernmental Personnel Act (IPA) assignment. This award covers the second year of Mr. Vein's Intergovernmental Personnel Act (IPA) assignment (January 16, 2012 to January 15, 2013).

The cumulative amount of this award is \$515,488.

In order to request payments from this IPA award, you should follow the same procedures specified for research grants from NSF. Please keep in mind that funds should be drawn in amounts necessary to meet your current needs and that a final project report is not required for IPA grants. If you need additional information regarding payment procedures, please contact Ilene Caruso in our Division of Financial Management at (703) 292-8334.

I have enclosed a copy of the fully executed IPA extension agreement for your records and provided Mr. Vein with a copy. Should you have any questions regarding this assignment, you may contact Hugh A. Sullivan at (703) 292-4376 or [hsulliva@nsf.gov](mailto:hsulliva@nsf.gov).

Sincerely,

*for*   
Susanna Paek  
Pamela Hammett, Chief  
Executive and Visiting Personnel Branch

Enclosure

Assignment Agreement

Title IV of the Intergovernmental Personnel Act of 1970 (5 U.S.C. 3371 - 3376)

INSTRUCTIONS

This agreement constitutes the written record of the obligations and responsibilities of the parties to a temporary assignment arranged under the provisions of the Intergovernmental Personnel Act of 1970.

The term "State or local government," when appearing on this form, also refers to an institution of higher education, an Indian tribal government, and any other eligible organization.

Copies of the completed and signed agreement should be retained by each signatory.

**PART 1 - NATURE OF THE ASSIGNMENT AGREEMENT**

1. Check Appropriate Box  New Agreement  Modification  Extension

**PART 2 - INFORMATION ON PARTICIPATING EMPLOYEE**

2. Name (Last, First, Middle) VEIN, CHRIS ALLEN 3. Social Security Number

4. Home Address (Street, City, State, ZIP Code)  
1395 Lyon Street  
#8  
San Francisco CA 94115

5.- A. Have you ever been on a mobility assignment?  
 YES  NO

5.- B. If "YES", date of each assignment (Month and Year)  
From 01/16/2011 To 01/15/2012

**PART 3 - PARTIES TO THE AGREEMENT**

6. Federal Agency (List office, bureau or organizational unit which is party to the agreement) National Science Foundation

7. State or Local Government (Identify the governmental agency) City and County of San Francisco

8. Is assignment being made through a faculty fellows program? If "YES", give name of the program.  YES  NO

**PART 4 - POSITION DATA**

A - Position Currently Held

9. Employment Office Name and Address  
City and County of San Francisco  
One South Van Ness Avenue  
2nd Floor  
San Francisco CA 94103 0948

10. Employee's Position Title Chief Information Officer & Director

11. Office Telephone Number (415) 581-4001

12. Immediate Supervisor (Name and Title) Edwin M. Lee Mayor of San Francisco

B - Type of Current Appointment

13. Federal Employees (Check appropriate box.)  Career Competitive  Other (Specify): Grade Level

14. State and Local Employees State or Local Annual Salary \$199,712 based on 12.00 months Original Date Employed by the State or Local Government (Month, Day, Year) 05/01/2001

C - Position To Which Assignment Will Be Made

15. Employment Office Name and Address  
National Science Foundation  
4201 Wilson Blvd  
Arlington VA 22230 0001

16. Assignee's Position Title Senior Science and Technology

17. Office Telephone Number (703) 292-4554

18. Immediate Supervisor (Name and Title) Dr. Farnam Jahanian Assistant Director, CISE

**PART 5 - TYPE OF ASSIGNMENT**

19. Check Appropriate Boxes

- |   |   |
|---|---|
| <input type="checkbox"/> On detail from a Federal agency            | 100.00 % Work Effort                          |
| <input type="checkbox"/> On leave without pay from a Federal agency | <input checked="" type="checkbox"/> Full Time |
| <input checked="" type="checkbox"/> On detail to a Federal agency   | <input type="checkbox"/> Part Time            |
| <input type="checkbox"/> On appointment in a Federal agency         | <input type="checkbox"/> Intermittent         |

20. Period of Assignment (Month, Day, Year)

From	To
01/16/2012	01/15/2013

**PART 6 - REASON FOR MOBILITY ASSIGNMENT**

21. Indicate the reasons for this mobility assignment and discuss how the work will benefit the participating governments.

The assignee will serve as Senior Science and Technology Advisor in the Directorate for Computer and Information Science and Engineering, working on research and related policy implications of digital society and government. He will provide leadership that permits the exploration of new information tools, technologies, and methodologies that promote openness, participation, and collaboration and invite public participation in the creation of innovations in government. The assignee will also serve as an NSF liaison to OSTP and other Federal agencies and will lead efforts related to open government. He will set up the government "iLabs," a process and online space for experimenting with new tools and methodologies that promote openness, participation, and collaboration and invite public participation in the creation of innovations for government. He will work with the CIO/E-Government Administrator in OMB, the Office of Citizen Services and the Administrator of the GSA, GPO, NARA and other officials with responsibility for transparency and open government. Mr. Vein will collect and showcase information about best practices in openness and innovation in government and, working with the research community, develop metrics to measure and promote openness.

It is understood that the assignee must have a one year break in service from the National Science Foundation before being employed or retained as a Federal employee (consultant, temporary, permanent) by the National Science Foundation.

**PART 7 - POSITION DESCRIPTION**

22. List the major duties and responsibilities to be performed while on the mobility assignment.

The assignee will be responsible for long-range planning and budget development for the areas of science represented by the program; for managing an effective, timely merit review, award and declination process, and post-award management process; for communicating effectively the promise of the program and in so doing, advising the community of current and future funding opportunities; for coordinating and collaborating with other Programs in NSF, other Federal agencies and organizations; for advising and assisting the Division Director in the development of long-range plans that ensure the Directorate's investments are targeted to challenges and opportunities in the directorate's research and education fields; for collaboratively overseeing and managing the merit review process for assigned research, education or infrastructure proposals to ensure that investments are made in a diverse, rich mix of bold, cutting-edge projects that promise to advance the frontier and contribute to the attainment of NSF's strategic goals.

The assignee will be covered by an appropriate NSF performance management system. Assignees are responsible for understanding their performance plans, standards and/or expectations; and participating in their performance assessment discussions and activities, including providing information to the supervisor as requested. Home institutions will be provided with performance documents upon request of either the Assignee or the Division of Human Resource Management.

**PART 8 - EMPLOYEE BENEFITS**

23. Rate of Basic Pay During Assignment \$199,712

24. Special Pay Conditions

Amendments to permit increases in institution salary and fringe benefits are allowed subject to NSF policy limitations.

25. Leave Provisions (Indicate the annual and sick leave benefits for which the assigned employee is eligible. Specify the procedures for reporting, requesting and recording such leave.

Assignees continue under applicable leave provisions of the home institution while performing NSF work. Summer, winter and spring vacation periods of the home institution are regular work periods while the assignee serves under this agreement. Vacation may be taken at any time provided that it is approved in advance by the NSF supervisor. When the assignee is covered by leave provisions at the home institution, that institution will continue responsibility for leave administration, coordinating with the assignee and NSF as necessary. NSF will not reimburse the institution for unused leave at the end of the assignment. Assignee will be granted all Federal legal holidays. The duty period for the Assignee will be based on a 40-hour work week.

**PART 9 - FISCAL OBLIGATIONS**

Identify, where appropriate, the office to which invoices and time and attendance records should be sent.

**26. Federal Agency Obligations**

Total Cost of Assignment:	\$280,251
Agency will reimburse the Institution:	\$257,744
Salary:	\$199,712
Fringe Benefit:	\$58,032
Per Diem (paid directly to assignee):	\$22,507
Lost Consulting (paid directly to assignee):	\$0
Supplemental Pay (paid directly to assignee):	\$0

**27. State or Local Government Agency Obligations**

The institution will continue to make salary payments with appropriate deductions for fringe benefits. The institution agrees to submit salary and benefit reimbursement requests during the assignment period, but no later than 90 days after the assignment ends.

Institution:	
Salary:	\$0
Fringe Benefit:	\$0
Total Institution Cost Share %:	0.00

**PART 10 - CONFLICTS OF INTEREST AND EMPLOYEE CONDUCT**

- 28. Applicable Federal, State or local conflict-of-interest laws have been reviewed with the employee to assure that conflict-of-interest situations do not inadvertently arise during this assignment.
- 29. The employee has been notified of laws, rules and regulations, and policies on employee conduct which apply to him/her while on this assignment.

**PART 11 - OPTIONS**

30. Indicate coverage "N/A", if not applicable.

- A. Federal Employees Group Life Insurance  
 Covered  N/A
- B. Federal Civil Service Retirement system or Federal Employees Retirement System  
 Covered  N/A
- C. Federal Employee Health Benefits  
 Covered  N/A

**31. State or Local Agency Benefits**

All assignee benefits in effect at time of agreement will remain in effect and any revisions to benefits during the period of assignment will be applicable to assignee.

32. Other Benefits

Assignee will serve at the National Science Foundation on a detail basis without loss or adverse effect to assignee's standing at the home institution. Subject to supervisory approval, the assignee may undertake Independent Research/Development (IR/D) activities, to the extent and manner prescribed under current regulations. Approval of IR/D plan by NSF is required.

**PART 12 - TRAVEL AND TRANSPORTATION EXPENSES AND ALLOWANCES**

33. Indicate: (1) Whether the Federal agency or State or local agency will pay travel and transportation expenses to, from, and during the assignment.

Cost for personal travel has been authorized to NSF at the beginning of the assignment and from NSF at the end of the assignment.

NSF will reimburse assignee directly for official travel in accordance with Federal Travel Regulations. Travel must be approved in advance by NSF supervisor.

**PART 13 - APPLICABILITY OF RULES, REGULATIONS AND POLICIES**

34. Check Appropriate Boxes

- A. The rules and policies governing the internal operation and management of the agency to which my assignment is made under this agreement will be observed by me.
- B. I have been informed that my assignment may be terminated at any time at the option of the Federal agency or the State or local government.
- C. I have been informed that any travel and transportation expenses covered from Federal agency appropriations may be recoverable as a debt due the United States, if I do not serve until the completion of my assignment (unless terminated earlier by either employer) or one year, whichever is shorter.
- D. I have been informed of applicable provisions should my position with my permanent employer become subject to a reduction-in-force procedure.
- E. I agree to serve in the Civil Service upon the completion of my assignment for a period equal to that of my assignment. Should I fail to serve the required time, I have been informed that I will be liable to the United States for all expenses (except salary) of my assignment. (For Federal employees only)

**PART 14 - CERTIFICATION OF ASSIGNED EMPLOYEE**

In signing this agreement, I certify that I understand the terms of this agreement and agree to the rules, regulations and policies as indicated in Part 13 above.

35. Location of Assignment (Name of Organization) National Science Foundation	36. Date (Month, Day, Year) From 01/16/2012 To 01/15/2013
37. Signature of Assigned Employee VEIN, CHRIS ALLEN	38. Date of Signature (Month, Day, Year) 1/10/12

**PART 15 - CERTIFICATION OF APPROVING OFFICIALS**

In signing this agreement, we certify that:

- the description of duties and responsibilities is correct and fully and accurately describes those of the assigned employee;
- this assignment is being entered into to serve a sound, mutual public purpose and not solely for the employee's benefit;
- at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered into or a position of like seniority, status and pay.

39. Signature of Authorizing Officer Naomi Kelly	Federal Agency 40. Signature of Authorizing Officer S. Pamela Hammond
41. Date of Signature (Month, Day, Year) JANUARY 13, 2012	42. Date of Signature (Month, Day, Year) 1-20-12
43. Typed Name and Title NAOMI M. KELLY, CITY ADMINISTRATOR	44. Typed Name and Title Judith S. Sunley Interim HR Director

**PRIVACY ACT STATEMENT**

Sections 3373 and 3374, Assignment of Employees To or From State or Local Governments, of Title 5, U.S. Code, authorizes collection of this information. The data will be used primarily to formally document and record your temporary assignment to or from a State or local government, institution of higher education, Indian tribal government, or other eligible organization. This information may also be used as the legal basis for personnel and financial transactions, to identify you when requesting information about you, e.g., from prior employers, educational institutions, or law agencies, or by State, local, or Federal income

taxing agencies.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 8397, which permitted use of the SSN as an identifier of individual records maintained by Federal agencies. Furnishing your SSN or any other data requested is voluntary. However, failure to provide any of the requested information may result in your being ineligible for participation in the Intergovernmental Assignment Program.

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *EM* Mayor Edwin M. Lee *gk*  
RE: Accept and Expend Federal Grant – National Science Foundation and  
Amendment to the Annual Salary Ordinance, FY 2012-2013 - \$257,744  
DATE: June 11, 2013

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Attached for introduction to the Board of Supervisors is the ordinance authorizing the Department of Technology to retroactively accept and expend a grant in the amount of \$257,744 from the National Science Foundation for Intergovernmental Personnel Act (IPA) assignment and amending Ordinance No. 165-12 (Annual Salary Ordinance, FY 2012-2013) to reflect the addition of one 1381 Special Assistant XXII position at the Department of Technology.

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

I further request a waiver of the 30-day hold.

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

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2013 JUN 11 PM 3:11  
*gk*

130615