

File No. 170691

Committee Item No. 9  
Board Item No. \_\_\_\_\_

**COMMITTEE/BOARD OF SUPERVISORS**  
AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date June 16, 2017

Board of Supervisors Meeting

Date \_\_\_\_\_

**Cmte Board**

|                                     |                          |  |
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| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution                                   |
| <input 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"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input 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 checked="" 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)

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Completed by: Linda Wong Date June 8, 2017  
Completed by: Linda Wong Date \_\_\_\_\_

1 [Accept and Expend Grant - Friends of San Francisco Public Library - Annual Grant Award -  
2 FY2017-2018 - Up to \$753,851 of In-Kind Gifts, Services, and Cash Monies]

3 **Resolution authorizing the San Francisco Public Library to accept and expend a grant**  
4 **in the amount of up to \$753,851 of in-kind gifts, services, and cash monies from the**  
5 **Friends of the San Francisco Public Library for direct support for a variety of public**  
6 **programs and services in FY2017-2018.**

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

10 WHEREAS, The Public Library submits proposals annually to the Friends for public  
11 programs and services; and

12 WHEREAS, The types of programs and services supported by these grants include  
13 Youth Programs, Adult Programs, Collections, Public Relations, Staff Development, and  
14 Innovation Programs; and

15 WHEREAS, Highlights of the upcoming FY2017-2018 program year support include  
16 Grants to Branches, Friends Initiatives to support *One City One Book* and the publication *At*  
17 *the Library*, and program support for Summer Stride, the Public Library's summer learning  
18 initiative; and

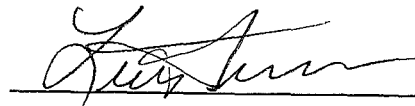
19 WHEREAS, The Department proposes to maximize use of available grant funds on  
20 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

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 \$753,851 of in-kind gifts, services, and cash monies awarded by the Friends of San  
25

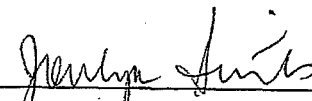
1 Francisco Public Library to support Library programs and services and related literary and  
2 educational programs in FY2017-2018.

3  
4 Recommended:

5   
6

7 Department Head

Approved:   
for Mayor

Approved:   
for Controller

File Number: 170691  
(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 Annual Grant Award, FY 17-18

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 \$753,851 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 provide direct support for a variety of public programs and services. The types of programs and services supported by these grants include: Youth Programs, Adult Programs, Collections, Staff Development, Public Relations, and Innovation Programs.

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

Start-Date: July 1, 2017

End-Date: June 30, 2018

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:

Marti Goddard  
(Name)

Access Services Manager  
(Title)

Date Reviewed: 5/05/2017

Marti Goddard  
(Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

Luis Herrera  
(Name)

City Librarian  
(Title)

Date Reviewed: 5-10-17

Luis Herrera  
(Signature Required)

April 10, 2017

Luis Herrera  
City Librarian  
San Francisco Public Library  
100 Larkin Street  
San Francisco, CA 94102

Dear Luis,

On behalf of our Board of Directors, I am pleased to inform you that Friends of the San Francisco Public Library has approved funding for the requests you submitted for Fiscal Year 2017-2018.

Included in this total is **\$753,851** in direct funding for programs and services throughout the system.

We are pleased to approve **\$337,700** in traditionally funded programs: Children and Youth Services (\$125,500); Public Affairs (\$25,000); Programs & Exhibitions (\$76,000); Library Support Fund (\$40,000); and Professional Development (\$41,700); Grants to Branches (\$7,500); and Friends Initiatives (\$22,000).

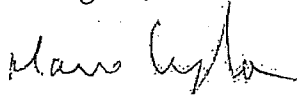
In addition to the direct grants mentioned above, **\$416,151** will be available through donor-designated funds which Friends holds in trust for your use. Thank you for the analysis of the amount you plan to use in each designated fund and the timeline for expenditures. Please recall that we are asking for quarterly estimates for use of these funds to enable us to calculate our cash flow needs.

Funds granted in this cycle have become available at the beginning of the new fiscal year, beginning July 1, 2017. We appreciate the assessment and reporting done by you and your staff during the course of the past year to measure and reflect their impact, both on the library and the community which it serves. This information helps Friends seek additional funding of these programs, and also gives our Board and donors a clear and compelling picture of the effects of their generosity.

We look forward to Friends being acknowledged on all materials developed through our funding as well as at programs in the libraries and to continue to receive any evaluations or other measures of the programs. This information will help us make the case to funders that libraries are a sound investment of their philanthropic dollars.

Thank you for this opportunity to support San Francisco Public Library—the City's greatest public asset. We look forward to an exciting year!

Best regards,



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

Cc: David Stringer Calvert, Chair of the Board of Directors  
Betsy Klein, Treasurer  
Bob Daffeh, Director of Finance and Administration, Friends

SFPL Grant Funded Program Proposals FY 17/18  
Friends of the San Francisco Public Library  
Branches

| Program/Project Title | Branch or Agency | Project Description and Purpose                            | Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Premier Urban Library; 2) Redefining Literacy & Learning; 3) Engaging Youth; 4) Digital Strategy; 5) Partnerships for Excellence; 6) Organizational Excellence  | What are your anticipated outcomes?<br>How will you evaluate whether the program has been successful?   | Timeline                                     | Total Cost of Project | Amount Requested from Friends |
|-----------------------|------------------|--|--|---|--|-----------------------|-------------------------------|
| Branch Open House     | All 27 branches  | Open house to commemorate the anniversary of the branches. | <p>This program supports all Strategic Priorities by:</p> <ul style="list-style-type: none"> <li>• Renewing and/or creating partnerships with community groups by inviting them to join in</li> <li>• Showcasing literacy and learning and youth engagement, by encouraging and engaging community to participate in library events</li> <li>• Showcasing premier library/organizational excellence in a relaxing and welcoming environment</li> </ul> | <p>Attracting 100 or more patrons (as in years past); community partners who agree to participate in the program gets tremendous exposure to their organizations and services, as well as commitments from patrons to join or participate their programs. Creating increased patron awareness of Library's services and resources</p> | These event will happen through out the year | \$600 each            | \$7,500                       |



SFPL Grant Funded Program Proposals FY 17/18  
Friends of the San Francisco Public Library  
Youth Services

| Program/Project Title    | Project Description and Purpose  | Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Premier Urban Library; 2) Literacy & Learning; 3) Youth Engagement; 4) Digital Strategy; 5) Partnerships for Excellence; 6) Organizational Excellence   | What are your anticipated outcomes? How will you evaluate whether the program has been successful?  | Timeline | Total Cost of Project | Amount Requested from Friends |
|--------------------------|--|--|---|----------|-----------------------|-------------------------------|
| Children's Programming   | Funding provides high quality children's literary, arts and STEM programming free of charge on a regular basis in the Main Library Children's Center and all the neighborhood libraries during the traditional school year (August-May). Funding continues to support the annual system-wide programs. In FY17, coordinated themes were Middle Eastern Heritage, Made in San Francisco, Performing Arts Festival, We Need Diverse Books, Big SF Playdate and annual Tricycle Music Fest. Funding provides each library with resources for paid performers and program supplies to meet and reflect local community interests. Funding replenishes the STEM programming kits such as LEGO, Rock the Bike smoothie, portable Marble Machines, digital media tools as well as professional development trainings for SFPL children's librarians and special events.   | The Children's Programming Fund provides essential resources to forward the library's strategic priorities. In FY16, SFPL presented 9638 free programs for children age birth to 12 and their families to build literacy skills, provide active learning experiences, connect with different cultures, and raise awareness of the library as a vibrant resource and destination. All programs forward the library's strategic priorities of Literacy and Learning, Youth Engagement, Partnerships for Excellence, Organizational Excellence and position SFPL as a Premier Urban Library. Programs range from Tricycle Music Fest with Grammy winning bands, author talks, live performance, music and movement, maker, digital literacy, special events, and play all address core literacy development and community building. FY18 funds will continue the refreshment and expansion of STEM resources and hands-on engagement programming and more digital experiences with the LEGO Robotics aligned with the system-wide program themes such as We Love Diverse Books. SFPL continues to collaborate with many community organizations to present programs both in the library system and out in the community supporting strategic partnerships. Key programmatic partners include First 5, SFUSD, DCVF, Jumpstart, SF Ballet, Contemporary Jewish Museum, Bay Area Discovery Museum, Exploratorium, Children's Creativity Museum and other community based organizations.  | 1) Children, caregivers, parents, and service providers know that the Library is a place they can come to experience arts, literary and science based programming at no charge and at their local library. 2) San Francisco learning organizations know that the library is an agency with whom they can collaborate on engagement programming projects. 3) SFUSD students participate in the Scholar Card program and become library users. Evaluation: Attendance figures are collected and reported for all programs. Results from the annual Storytime survey is shared with City Librarian, Friends, and other stakeholders. Librarians receive daily feedback from parents, children, and caregivers about the programming offered. Scholar Card data report. Family Engagement Coordinator and Early Learning Coordinator will collect feedback from on-site visits to assess growth opportunities.  | FY18     | \$48,000              | \$48,000                      |
| Summer Reading Program   | Summer Stride is the library's premier summer learning program. Informed by the National Summer Learning Association, Urban Library Council and peer libraries, SFPL has transformed the traditional "summer reading" program into a vibrant city-wide youth engagement campaign. SFPL is an active player in providing free enrichment opportunities to support student learning and combat summer loss. The all ages, all abilities program presents 800+ free programs for youth and 200+ for adults. Funding provides graphics, paid programming, supplies for STEM programs led by youth librarians, incentive prize and publicity materials. Building on the success of the previous year, this summer's program will feature one game board, one library tote bag as the prize, one master program guide, 800+ free programs free shuttles to local national parks, co-developed reading list with SFUSD, game boards to every PreK-5th grader at SFUSD, and city-wide marketing campaign.  | When school closes, the library stays open to provide active learning experiences during the summer months. The Summer Learning Program supports the following SFPL Strategic Priorities: Literacy & Learning - the most basic purpose of the program is to encourage San Franciscans to read, listen, and learn during the summer. It encourages younger readers to practice and enhance their reading skills by offering an opportunity to read for pleasure and prize. All participants are encouraged to enter weekly raffles at each library to win experiential prizes (e.g., pass to museum, Cal Academy of Sciences, local gift certificates) thus reinforcing the summer learning priority. Youth Engagement is a priority for all programming for children and teens and is implemented many ways. First, young people are actively involved in the reading program by reading, tracking their hours and ultimately succeeding in reaching a reading goal. Second, youth are encouraged to visit the library and engage with library staff and services at programs. Third, teens volunteer to support Summer Stride. For many, this is their first "job" where they learn about the expectations of work through this volunteer opportunity. Strategic partnerships continue to be a vital part of SLP. Since 2015, the library has partnered with Chronicle Books to commission original art/visuals for the program. Beginning in 2016, the library has partnered with the National Park Service to provide Ranger Talks, weekend shuttles to local national parks, raffle prizes, trailheads and shared graphics to cross-promote services. The library collaborates with DCVF to bring the free Summer Lunch Program into libraries, thus encouraging low income youth to visit and use the library; and with Read Write Discover to bring one-on-one library tutoring to elementary age children at five branches. Other partnerships are also a strong component of the program. Many community attractions and organizations provide programs or prizes free or at reduced rates, including the SF Giants, Golden State Warriors, California Academy of Sciences, Exploratorium, and more. SLP redefines literacy and learning by providing over 800 free programs for children, teen and adults. Programs from musical events to science, dance to storytelling, and cooking and nutrition to LEGOs, provide a wide array of diverse program options. Librarian Led programs have a STEM focus to keep young brains active during the summer. In addition, programming reflects the rich cultural diversity of our City. The SLP is presented in partnership with Chronicle Books, National Park Service, Golden Gate Parks Conservancy and most importantly Friends of SFPL. | The goal is to increase awareness of the library as a summer learning partner and increase participation by 10%. Anticipated outcomes include: 1) San Franciscans will read more during the summer; 2) Children, teens, adults and families will visit the library during the summer months and view it as a place for programs and activities for people of all ages; 3) Children, teens, adults and families will be exposed to free arts, literary, science and culturally diverse programming in their neighborhoods; 4) Teens will view the library as a safe, inviting environment; 5) Teens and teen volunteers will be engaged and gain work experience, bolster their confidence and sense of responsibility and form a closer connection with the library and staff through summer youth volunteer program; 6) Other community organizations are made aware of the importance of continued reading/learning during the summer and the role of the library in helping to achieve that. Evaluation: Statistics are gathered on the number of readers enrolled, how many complete the program, how many volunteers participate, how many volunteer hours are worked, how many programs are provided, how many people attend those programs, and how many people entered the raffle. We also track data from outcomes survey post program including self-reporting the impact Summer Learning is having on their reading skills, use of the library and summer experiences. | FY18     | \$80,000              | \$47,500                      |
| Teen General Programming | Funding provides high quality programming for tweens and teens in The Mix and neighborhood libraries during the traditional school year (August-May). Program tracks focus on providing youth workforce development opportunities, digital media, content creation, maker technology, and literary arts. Funding continues to support the annual system-wide programs. In FY17, coordinated themes were Middle Eastern Heritage, Made in San Francisco, Performing Arts Festival, We Need Diverse Books, and Teen/Tween Winter Read. Funds provide libraries with resources for paid performers, events and program supplies to meet and reflect local community interests. Funding supports staff development by providing training and resources such as kits for librarian-led programs. Funding supports author visits and programming at the Juvenile Justice Center (JJC) and Log Cabin Ranch (LCR) serving high-need group of incarcerated juveniles, most of whom come from underserved communities and backgrounds and have below-average literacy and life skills. | Teen General Programming funding provides key resources to forward the library's strategic priorities of Premier Urban Library, Literacy & Learning, Youth Engagement, Digital Strategy, and Partnerships for Excellence. The library is focused on expanding youth workforce opportunities and Mix programming into the branches. In FY16, SFPL presented 2,397 programs for teens. Funding will provide training and resources such as programming kits to realize this goal. The Mix helped establish SFPL as a Premier Urban Library in the areas of innovation, partnership and youth engagement. Funding support provides the necessary resources to establish SFPL as the place of literacy and learning for local teens. With youth driven programs and mentorship by staff, SFPL will bolster Youth Engagement efforts through enhanced teen volunteer opportunities, Connected Learning based services and expansion of the Board of Advising Youth (BAY).   | With the opening of The Mix at SFPL in FY16 and expansion of teen services throughout the system in FY17, the library will provide relevant, participatory, connected learning opportunities for every 13-18 in San Francisco. Programs will be youth driven by design and range from high tech digital to low tech maker inspired. Expanded partnerships and outreach by teen services librarians will heighten the awareness of the library as a safe, welcoming, and dynamic learning environment for teens. Community Agencies serving youth will have increased awareness of The Mix, volunteer opportunities, SAT workshops, Scholar Card, Teacher Card and other pertinent library resources. Evaluation: Attendance statistics are collected and reported for every program. Publicity is tracked by distribution. Content creation in the library will be a new measurement of engagement and uploaded to social media sharing sites like SoundCloud. Another source is Scholar Card data. The Youth Development Coordinator will collect feedback from on-site visits at every location to assess growth opportunities.   | FY18     | \$33,200              | \$26,200                      |

SFPL Grant Funded Program Proposals FY 17/18  
Friends of the San Francisco Public Library  
Youth Services

| Program/Project Title    | Project Description and Purpose  | Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Premier Urban Library; 2) Literacy & Learning; 3) Youth Engagement; 4) Digital Strategy; 5) Partnerships for Excellence; 6) Organizational Excellence  | What are your anticipated outcomes?<br>How will you evaluate whether the program has been successful?   | Timeline | Total Cost of Project | Amount Requested from Friends |
|--------------------------|--|---|---|----------|-----------------------|-------------------------------|
| Book Buddies             | This funding has traditionally supported the longstanding reading program that teams volunteers with local hospitals to read to patients in the pediatrics' ward. The \$1,300 budget provided bookmarks, publicity materials and refreshments for trainings.   | The Book Buddies program meets the Literacy and Learning and Youth Engagement priorities. The volunteers are reading library selected books to children who would not otherwise have this service. Children are engaged in an enriching activity with a caring person, giving the opportunity to form a bond around the pleasure of sharing books. The BB volunteers are ambassadors of SFPL to the children and their families. Partnerships for Excellence: We partner with the member hospitals in this program, and we use volunteers recruited from the community who are in turn parts of other communities (including businesses).   | 1) Each participating hospital has the services of library recruited and trained BB volunteers to read to the children in their pediatric sections. 2) Children's hospital experiences will be brightened through the connection made with a caring non-medical adult as well as through the escape and diversion that a good story provides. 3) Families who may not be familiar with the concept of reading aloud with their children become aware of this and see how to do it. 4) Volunteers who wish to contribute to their community in a way that involves reading and children have the satisfaction of being able to do just that. The program this year will be administered by CPP's special projects staff and the Library's Volunteer Program Coordinator, which will assess aspects of the long-running program; plan annual in-service programs; initiate new projects and make changes as needed. | FY18     | \$1,300               | \$1,300                       |
| Effie Lee Morris Lecture | The Effie Lee Morris Lecture is an annual event initiated in 1997 by the San Francisco Chapter of the Women's National Book Association (WNBA) in collaboration with SFPL. The lecture is hosted by the Fisher Children's Center staff in conjunction with Youth Services Team. The lecture is recognized nationally as an important contribution to the world of Children's Literature. The public program includes a renowned author or illustrator, an original presentation, an exhibition, and a reception. | The prestigious annual Effie Lee Morris Lecture at the Main Library positions SFPL as a Premier Urban Library, while highlighting a children's author or illustrator which meets the priority for Youth Engagement. Thanks to longtime partnerships with the WNBA and SFUSD, the program also meets our Partnerships for Excellence priority. The lecture engages the audience to read the various works of the speaker. Past speakers have been authors/illustrators with an established repertoire of award winning children's literacy. The 2016 speaker was Christian Robinson, winner of the 2016 Caldecott Honor and Coretta Scott King Honor and the 2016 Summer Learning illustrator. The lecture promotes diversity by selecting authors/illustrators representing the Bay Area's melting pot. | SFPL is recognized as a Premier Library and convener of literary arts. Evaluation: Attendance statistics are collected and reported for every program. Publicity/marketing of the program includes social media plus a feature in the ATL to reach a broader audience. Another goal is to honor Miss Effie Lee Morris who was a pioneer in the field of children's services and celebrate her many contributions to SFPL services for children.   | FY18     | \$2,500               | \$2,500                       |
| Total                    |  |   |   |          | \$161,130             | \$125,500                     |

Friends of the San Francisco Public Library 17/18  
Public Affairs/Programs Exhibitions/Friends Initiatives

| Program/Project Title                  | Project Description and Purpose  | Please indicate how your proposed project supports one or more of the following Library Strategic Priorities:<br>1) Premier Urban Library; 2) Literacy & Learning; 3) Youth Engagement; 4) Digital Strategy; 5) Partnerships for Excellence;<br>6) Organizational Excellence  | What are your anticipated outcomes?<br>How will you evaluate whether the program has been successful?   | Timeline | Total Cost of Project | Amount Requested from Friends |
|--|--|---|---|----------|-----------------------|-------------------------------|
| Public Relations                       | The Public Relations grant supports the library's marketing and promotional efforts to reach out to the community. Funding is used to support library participation in heritage street fairs and festivals such as Autumn Moon Festival in Chinatown and the Glen Park street fair. Other funds are spent on exhibition openings and other special events. Monies are also used for advertising, signage, marketing collateral, photography, and promotional efforts. The fund also supports SFPL's participation in the very popular Discover & Go free museum and attraction pass program. In 2017-18 we expect to leverage funds for strategic marketing and branding of general library services, highlighting new digital resources, and for efforts to communicate and advertise any potential service changes such as highlighting the Open Hours hearings in the fall. We also use this fund to support the summer learning campaign and draw attention to the robust programming we offer for all ages all year round.  | The Public Relations grant supports outreach and increases Library visibility around all five strategic priorities. Our marketing efforts engage the community in both traditional and innovative ways to inform them about library programs and services, such as traditional forms of press releases and outdoor advertising along with additional efforts online such as advertising on social media sites. These funds also enable staff to participate in diversity festivals, attend museums and support direct, in-person outreach on behalf of patron satisfaction. In addition to the priorities mentioned, we use our PR efforts to draw attention to issues such as increased library usage and the importance of libraries to the community.  | We anticipate our public relations efforts will result in increased public awareness of library programs and initiatives. We evaluate all efforts based on media and community response, increased attendance at events and increased circulation of materials, and general public awareness of library activities.   | FY18     | \$25,000              | \$25,000                      |
| Exhibitions & Public Programming       | In 2017/18 the Office of Exhibitions & Programming will have an eclectic mix of exhibitions that will reach the diverse San Francisco audience, starting with the Summer of Love exhibit. This is part of a city wide celebration of 50 years of the Summer of Love. Also in the Jewett gallery we are partnering with the Cartoon Art Museum on an exhibition of graphic novels. This exhibit will appeal to teens and adults. We will also feature an exhibit on Play which will appeal to all ages. In the Skylight we will have an international calligraphy exhibit. This will feature calligraphy styles from all over the world including Middle East, Far East, Europe as well as the U.S. The Patient No More exhibit commemorates the 40th anniversary of the People with Disabilities Act. The protests that pushed passing of the act started here in San Francisco and this exhibit celebrates those who fought for this act. We will also have an exhibit on the African American experience in baseball. In the Affinity Centers, branches and other areas of the library: The Office of Exhibitions & Programming maintains an active exhibit schedule throughout the library system. Some highlights include a James C. Hormel Gay & Lesbian Center exhibit featuring photos of the Castro from 1981, the annual AfroSolo art exhibit in the African American Center and supporting exhibits in other areas of the Main Library, including the Library for the Blind & Print Disabled, Deaf Services, the Children's Center and the Mix Teen Center. We also support branch exhibits such as the annual Potrero Art Show and exhibits at Eureka Valley/Harvey Milk branch library. Each of these exhibits is also accompanied by a robust slate of programs. The Cultural Awareness Committee (CAC) also benefits from this fund as it creates system wide practices and policies related to library programming. These programs draws on library values and San Francisco's rich historical and cultural history. During the current fiscal year, the committee launched 4 new themes including We Love Diverse Books, Middle Eastern Heritage Month, Made in SF and Live at the Library-while continuing to support traditionally supported library programs such as Black History Month, Latino-Hispanic Heritage and Asian Pacific Islander Heritage programs and special events. | The library's strategic priorities are considered by the Cultural Awareness Committee as a guideline for decisions on exhibitions and programming in the current fiscal year.<br>Of note:<br>Premier Urban Library: SFPL is one of a select group of libraries nationwide that has dedicated exhibition spaces, making SFPL a premier library in terms of its exhibitions. Additionally, SFPL-created exhibits have travelled to other museums and libraries, showcasing the excellent work of our library staff. Programs and exhibitions are one of the primary touchpoints between the library and the community, and the public perception of the library is shaped in large part through public interactions with programming and exhibitions staff.<br>Literacy and Learning and Engaging Youth: our upcoming exhibit on Play is all about reaching out to youth and families. Other exhibits such as Patient No More and Baseball teach youth about important history. The Cartoon Art exhibit will feature graphic novels which will appeal to teens.<br>Partnerships for Excellence: All of our exhibits have partners. This past year we worked with many environmental organizations, homeless advocacy groups, LGBTQ groups, Islamic groups and the disabled community.<br>Digital Strategy: Through our Bridge at Main learning center, we continue to promote digital inclusiveness with classes and workshops aimed at bridging the digital divide. We also provide assisted listening devices at all of our programs, and many of our programs are filmed and added to our online presence.<br>Partnerships for Excellence: With most of the exhibitions we work with outside organizations to help sponsor the exhibits and public programs. These organizations really help with community outreach.<br>Organizational Excellence: Exhibitions and programs offer great opportunities for staff engagement through innovation and fiscal stewardship in managing their programming and exhibitions activities and budget allocations. Combining our fiscal and human resources on a system-wide level allows for better coordinating of efforts by individual staff members to present programs and exhibits for the benefit of all library patrons at all locations. It also gives everyone a better overarching view of how the library operates as a whole, since we pull from all units in the library to make programming and exhibitions a joint effort. Also, we make excellent use of the exhibit spaces at the Main, and we carefully maintain our valuable exhibit display cases and other equipment. | Our expected outcomes are to continue to reach the diverse populations of San Francisco through exhibitions and programs. We expect exhibition and public program attendance to meet or beat last years' attendance levels. We also leverage social media to directly market events to our public in order to continue to get the word out about the different system wide programs happening at the library.   | FY18     | \$70,000              | \$70,000                      |
| Volunteer Programming and Appreciation | The Volunteer Program works to increase visibility and outreach by creating a sustainable volunteer program that is able to engage library users and others throughout the city. The program provides support to library staff by offering volunteer assistance for a variety of tasks and public programs, including Project Read adult literacy tutoring. By identifying tasks that support library staff, volunteer programming enables library personnel to continue to address capacity-building ideas and initiatives. The volunteer program allows each branch library to broaden its reach into the neighborhood community by engaging with community members directly. The program also addresses community needs by providing valuable education and job training skills for adults and teens. It also links community members back to the services of SFPL. The Volunteer Program has created several sustainable programs (Conversational Language Learning, Homework Help, Computer Lab Assistants), helped with numerous events and activities, and created several partnerships. Through this grant, SFPL is also to celebrate the hard work of all volunteers with a year-end celebratory appreciation event. It also funds the licensing of a simple volunteer database which allows the Library to track the presence of volunteers at each location, and allows volunteers to independently report their hours.   | <b>Redefining Literacy and Learning:</b> Volunteers are an active and important part of the Bridge at Main learning center and create programmatic opportunities for language learning, financial literacy, business literacy, legal literacy and resume workshops. The program provides opportunities for volunteers to share various expertise with the library's general public. <b>Digital Strategy:</b> The Volunteer Program added capacity to Digital Strategy initiatives by supplying numerous volunteers to computer classes throughout the library system. This coming year we will continue to solicit volunteers from among the tech community to strengthen our programming efforts in that area and are already working in that direction with the Digital Inclusion Week efforts. <b>Engaging Youth:</b> The Volunteer Program is integrating the Teen Computer Corps program (formerly Teens Teaching Seniors), which offers teens the opportunity to share their technological expertise with seniors at neighborhood branches; <b>Volunteer Services</b> also places numerous volunteers in the Homework Help program throughout several branch locations; and serves to place numerous youth volunteers and provide ideas to children and teen services for youth activities through the Summer Squad program and community service requirements for youth. <b>Partnerships for Excellence:</b> The Volunteer Program Coordinator forges new partnerships every year. Some of the standout partnerships have been with Girls Who Code and the SF Office of Small Business Administration.   | 1) Each participating hospital has the services of library-trained BB volunteers to read to the children in their pediatric sections. 2) Children's hospital experiences will be brightened through the connection made with a caring non-medical adult as well as through the escape and diversion that a good story provides. 3) Families who may not be familiar with the concept of reading aloud with their children become aware of this and see how to do it. 4) Volunteers who wish to contribute to their community in a way that involves reading and children have the satisfaction of being able to do just that. The program this year will be administered by CPP's special projects staff and the Library's Volunteer Program Coordinator, who will assess aspects of the long-running program; plan annual in-service programs; initiate new projects and make changes as needed. |          | \$4,000               | \$4,000                       |

SFPL Grant Funded Program Proposals FY 17/18  
Friends of the San Francisco Public Library  
Library Support Fund

| Program/Project Title | Branch or Agency | Project Description and Purpose  | Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Premier Urban Library; 2) Literacy & Learning; 3) Youth Engagement; 4) Digital Strategy; 5) Partnerships for Excellence; 6) Organizational Excellence   | What are your anticipated outcomes?<br>How will you evaluate whether the program has been successful? | Timeline | Amount Requested from Friends |
|-----------------------|------------------|--|--|---|----------|-------------------------------|
| Library Support Fund  | City Librarian   | The Library Support Fund enables the city librarian and management team to provide funding for operational support, special projects and library initiatives that are not funded through the city's budget process. Key priorities in FY 18 will be to focus on organizational development related to the Future of the Library Forum (FLF), which may entail some level of external vendor support for consulting services. Finally the LSF provides nominal support for professional development including conference attendance, travel and association membership. | San Francisco Public Library seeks continued employee engagement in FY18 with an internal cohort of thought leaders and key influencers who make up the Future of the Library Forum. SFPL recognizes our human resources are the institution's most valued asset as we continue to develop leadership capacity to maintain our status as a top innovator amongst peer urban libraries. Phase II activities of the Future of the Library Forum, including service design and data analytics, support the Library's strategic priority for Organizational Excellence. The Library Support Fund has been a valuable source helping position the library as a premier urban library. |   | FY18     | \$40,000                      |

SFPL Grant Funded Program Proposals FY 17/18  
Friends of the San Francisco Public Library  
Professional Development

| Program/Project Title                     | Branch or Agency | <p>Please indicate how your proposed project supports one or more of the following Library Strategic Priorities:<br/>1) Premier Urban Library; 2) Literacy &amp; Learning; 3) Youth Engagement; 4) Digital Strategy; 5) Partnerships for Excellence; 6) Organizational Excellence</p>                                    |
|---|------------------|--|
| Educational Opportunities Committee (EOC) | Human Resources  | <p><b>1. Organizational Excellence.</b> EOC funds are used to access professional development activates that support all of the Strategic Priorities. Our ability to access these funds allows for broad participation in professional events and creates strong SFPL representation nationally and internationally.</p> |
| Annual Staff Recognition Awards           | Human Resources  | <p><b>1. Organizational Excellence.</b> The program rewards and recognizes outstanding performance at SFPL. This year, guidance was written into the nomination form asking for how the employee/s' actions furthered the strategic Priorities of SFPL.</p>  |
| Staff Holiday Party                       | Human Resources  | <p><b>1. Organizational Excellence.</b> Creating opportunities outside of the work day allows for the deepening of professional employee relationships and breaks down divisional silos. Creating cross divisional relationships directly impacts employee effectiveness.</p>  |
| Training and Refreshment Funds            | Human Resources  | <p><b>1. Organizational Excellence.</b> Staff training experiences that are repetitive or administration can me offset by providing breaks with refreshments. It is a single way to make training more engaging.</p>   |
|   |                  |  |

SFPL Grant Funded Program Proposals FY 17/18  
Friends of the San Francisco Public Library  
Professional Development

| What are your anticipated outcomes?<br>How will you evaluate whether the program has been successful?   | Timeline                        | Total Cost<br>of Project | Amount<br>Requested<br>from Friends |
|---|---------------------------------|--------------------------|-------------------------------------|
| Staff are required to submit a report upon completion of the event and prior to reimbursement outlining highlights of the event, utility to participants and value to SFPL of staff attendance. | July 1, 2017 -<br>June 30, 2018 | \$30,000                 | \$30,000                            |
| A successful staff recognition event, and high levels of participation by awardees in the planning of the event the following year.   | July 1, 2017 -<br>June 30, 2018 | \$3,000                  | \$3,000                             |
| Feedback from staff informs effectiveness of the event.   | December 2017                   | \$8,000                  | \$7,000                             |
| The ability to provide such breaks are evidence of effectiveness.   | July 1, 2017 -<br>June 30, 2018 | \$2,000                  | \$1,700                             |
|   | <b>TOTAL</b>                    | <b>\$43,000</b>          | <b>\$41,700</b>                     |

Friends of the San Francisco Public Library 17/18  
Public Affairs/Programs Exhibitions/Friends Initiatives

| Program/Project Title                     | Project Description and Purpose  | Please indicate how your proposed project supports one or more of the following Library Strategic Priorities:<br>1) Premier Urban Library; 2) Literacy & Learning; 3) Youth Engagement; 4) Digital Strategy; 5) Partnerships for Excellence;<br>6) Organizational Excellence   | What are your anticipated outcomes?<br>How will you evaluate whether the program has been successful?  | Timeline  | Total Cost of Project | Amount Requested from Friends |
|---|--|--|--|---|-----------------------|-------------------------------|
| Collection Development Discretionary Fund | This project continues to allow SFPL the flexibility to purchase titles that are urgently needed or difficult to source with CCSF purchase orders. Particularly because of the explosive growth in self-publishing and micro-publishing, it can be hard or impossible to obtain certain materials sold from small organizations, websites (including Amazon) that do not accept purchase orders or fulfill other City purchasing requirements.   | In previous years this grant has supported all five strategic priorities. While we encourage staff to submit book needs related to their programming well in advance, there can be extenuating circumstances requiring us to obtain materials that we need in short order or that we can't get via City purchasing processes. A good example of a recent purchase is copies for our youth collections of a lovely memoir by a Japanese American man that was only available via a local historical society. Another example is copies we were able to purchase of The Good Run by Ben Tucker, an independently published memoir by a local African American author and runner whose life experience in the Bay Area extends from the post-WWII era to the Civil Rights movement, including 25 years of working as an administrator at UC Berkeley and for the UC President's office.   | Each year that we have had this fund, the diversity of the individual purchases has demonstrated a pattern of working with community individuals and organizations to obtain needed materials difficult to source with City purchasing rules and purchasing for use in important library programs and initiatives.   |   | \$2,000               | \$2,000                       |
|   |  |  |  |   | Subtotal              | \$101,000                     |
| At the Library Newsletter                 | The At the Library newsletter is produced each month, providing an important publicity vehicle to highlight the many programs, events, collections and services at our libraries. The publication also provides an important service for all patrons and library staff by printing a monthly calendar of adult, teen and children's events at all branches and the Main Library. This past year, monthly newsletters have begun highlighting our many social media initiatives along with collections and services particularly digital collections, bookmobile services, and other innovations. A full page each month is dedicated to Friends events and initiatives and was redesigned last year to better meet the needs of Friends' marketing efforts. The newsletter is produced in an eight-page tabloid format with four additional pages produced, usually for the June and October issues to support the enhanced calendars and articles for summer reading programs and the additional events around fall literacy programs like Tricycle Music Fest and One City One Book. The publication is widely read and has a print circulation of approximately 12,000. It is mailed to all Friends members and distributed to all branches and the Main, plus taken to various street fairs and festivals at which library staff participate. At the Library is also offered as an online publication on the Library's Web site and linked from the Friends' Web site. | The ability to maintain a widely read print newsletter, accessible to all, places San Francisco Public Library as a premier urban library. As an internal outreach and marketing vehicle, it has been instrumental in leveraging our value for partnerships, highlighting Partnerships for Excellence, in terms of Digital Strategy, the newsletter allows us to highlight technological innovations and eResources collections at the Library. Highlighting our varied and robust level of public programming generally hits all of our strategic priorities.   | The newsletter serves to drive awareness and, ultimately, attendance for Library sponsored programs and events. Our success is evaluated by general public awareness of Library programs and increased attendance at programs and circulation of library materials, as well as through the continued readership and interest in the newsletter. This year, we saw an overall increase in attendance at public programs. Currently the ATL has a print circulation of 12,000. However, there could be more additional readers who view it online from our home page. We have also expanded content to include a digital eNewsletter as well as the ability to continue to offer a full PDF of the print edition. We have also brought some of the printing costs internally using the Library's city budget and this fund now only covers the cost of printing the editions for Friends membership (with Friends Indicia).  | FY18  | \$9,000               | \$9,000                       |
| One City One Book                         | In 2017, we will mark the 13th annual One City One Book, a citywide book club that promotes San Francisco's mission to celebrate the joy of reading and engage our diverse community. While we have yet to select the annual book for this fall, we plan to select a title in alignment with citywide, Summer of Love programs. We anticipate some wonderful opportunities for innovative programming that highlights that moment in San Francisco history. The goal and purpose of the program is to encourage members of the San Francisco community to read the same book at the same time and uncover and discover its themes throughout the City. By building bridges between communities and generations (from high school students to seniors) through the reading - and most importantly the discussion of one book - we hope to make reading a lifelong pursuit and to build a more literate society.   | The One City One Book program engages with all of SFPL's current strategic priorities:<br>1) Redefining Literacy and Learning: The cornerstone of OCOB is encouraging adults and teens to read and learn together, to bring the solitary act of reading into a place for sharing and public engagement. Because each year's selection is intended to be so strongly tied to the fabric of San Francisco, we hope to encourage as many neighborhood branch library book clubs to read this year's title as well as encourage it as a source for the adult literacy program's Wednesday night readers club.<br>2) Digital Strategy: OCOB has always been forward-thinking in terms of engaging the digital audience through social media - we have a Facebook page and Twitter account; we run unique online contests to encourage more social media participation; and we partner with blogs and other popular websites to promote the program and encourage online dialogue.<br>3) Engaging Youth: Public high school engagement is central to OCOB and we will again aim to have author make multiple visits to high schools this year. We provide supporting print materials and free books to select schools and encourage the inclusion of the book/theme in summer reading lists and curriculum.<br>4) Partnerships for Excellence: Ongoing partnerships for OCOB include Bay Area bookstores, high schools, local companies, media and more.<br>5) Organizational Excellence: Every year we develop unique and diverse programming (from book clubs to scavenger hunts, film screenings to craft programs) for multiple library locations, ensuring that our programming efforts for OCOB are carried forth system wide. | One City One Book builds community spirit through shared reading and discussion experience; provides engaging programs to diverse neighborhoods, communities and schools; provides a creative resource for new and established book groups and readers; builds stronger partnerships between the library and literary organizations and bookstores; creates greater visibility for the library through marketing materials, ads, billboards, street banners and vehicle decals; and provides increasing recognition of the OCOB program and its sponsors and supporters. Because this year's title will draw upon the history and values stemming from the Summer of Love, we anticipate high community engagement. Every year, more than 10,000 teens and adults participate in the program, along with over various sponsors and partners. We anticipate continued participation and engaging of new audiences in 2016. We evaluate success by looking at book circulations, book sales, program attendance, online participation and word-of-mouth feedback. We also tap into our network of local booksellers to assess community feedback they have received in addition to their book sales. | Spring 2017 - Book selected. Initiation of media, school & bookstore sponsorship and partner relationships. Summer 2017 - Public announcement. Sept/Oct 2017 - Marketing materials & ads, website goes live. Programming commences & continues throughout fall. | \$25,000              | \$13,000                      |
|   |  |  |  |   | Subtotal              | \$22,000                      |
|   |  |  |  |   | Grand Total           | \$123,000                     |

| <b>SFPL Grant AWARD Funding Request to FRIENDS</b>       |                  |
|--|------------------|
|  |                  |
| <b>A. UNRESTRICTED ("Traditionally Funded" Programs)</b> | <b>FY 18</b>     |
|  |                  |
| <b>Grants to Branches</b>                                | <b>\$7,500</b>   |
|  |                  |
| <b>Children &amp; Youth Services</b>                     |                  |
| General Systemwide Programming                           | \$48,000         |
| Summer Reading Programming                               | \$47,500         |
| Teen Services  | \$26,200         |
| Effie Lee Morris Program                                 | \$2,500          |
| Book Buddies   | \$1,300          |
|  | <b>\$125,500</b> |
|  |                  |
| <b>Public Affairs</b>                                    |                  |
| Community Relations/Promotions & Marketing               | <b>\$25,000</b>  |
|  |                  |
| <b>Programs &amp; Exhibitions</b>                        |                  |
| Exhibitions & Programming                                | \$70,000         |
| Volunteer Services Recognition Event                     | \$4,000          |
| Collection Development Discretionary Fund                | \$2,000          |
|  | <b>\$76,000</b>  |
|  |                  |
| <b>Library Support Fund</b>                              | <b>\$40,000</b>  |
|  |                  |
| <b>Professional Development</b>                          |                  |
| Educational Opportunities                                | \$30,000         |
| Staff Recognition Event                                  | \$3,000          |
| Staff Holiday Party                                      | \$7,000          |
| Training Refreshment Fund                                | \$1,700          |
|  | <b>\$41,700</b>  |
|  |                  |
| <b>Friends Initiatives</b>                               |                  |
| At the Library   | \$9,000          |
| One City, One Book                                       | \$13,000         |
|  | <b>\$22,000</b>  |
|  |                  |
| <b>A. UNRESTRICTED TOTAL</b>                             | <b>\$337,700</b> |
|  |                  |
| <b>B. DONOR RESTRICTED</b>                               |                  |
| <b>B. DONOR RESTRICTED TOTAL</b>                         | <b>\$416,151</b> |
|  |                  |
| <b>TOTAL FUNDING REQUEST</b>                             | <b>\$753,851</b> |



OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

To: Angela Calvillo, Clerk of the Board of Supervisors  
From: Melissa Whitehouse, Mayor's Acting Budget Director  
Date: June 1, 2017  
Re: Mayor's FY 2017-18 and FY 2018-19 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 1<sup>st</sup>, corresponding legislation, and related materials for Fiscal Year 2017-18 and Fiscal Year 2018-19.

In addition to the Annual Appropriation Ordinance, Annual Salary Ordinance, and Mayor's Proposed FY 2017-18 and FY 2018-19 Budget Book, the following items are included in the Mayor's submission:

- The budget for the Treasure Island Development Authority for FY 2017-18 and FY 2018-19
- The budget for the Office of Community Investment and Infrastructure for FY 2017-18
- 21 separate pieces of legislation (see list attached)
- A Transfer of Function letter detailing the transfer of 3.0 positions from the City Administrator's Office to the Public Utilities Commission
- An Interim Exception letter
- A letter addressing funding levels for consumer price index increases for nonprofit corporations or public entities for the coming two fiscal years

If you have any questions, please contact me at (415) 554-6253.

Best Regards,

A handwritten signature in dark ink, appearing to read "Melissa Whitehouse".

Melissa Whitehouse  
Mayor's Budget Director

cc: Members of the Board of Supervisors  
Harvey Rose  
Controller

| DEPT  | Budget & Finance<br>Committee Calendar<br>Date | Description or Title of Local Legislation   | Type of<br>Legislation |
|-------|--|---|------------------------|
| PAB   | June 8 - Thursday                              | Administrative Code - Board of Appeals Surcharges on Permit Fees  | Ordinance              |
| MTA   | June 15 -Thursday                              | Re-Appropriation – 2014 Transportation and Road Improvements General Obligation Bonds Series 2015B Projects - \$26,200,000 - FY2017-18                              | Ordinance              |
| ADM   | June 15 -Thursday                              | Administrative Code - Cannabis Regulation   | Ordinance              |
| AIR   | June 15 -Thursday                              | Appropriation - Airport Hotel Project of \$70,060,000 and Re-Appropriation - Hotel Special Facility Revenue Bond of \$25,000,000 - Airport Commission - FY2016-2017 | Ordinance              |
| CON   | June 15 -Thursday                              | Neighborhood Beautification and Graffiti Clean-up Fund Tax Designation Ceiling  | Ordinance              |
| CON   | June 15 -Thursday                              | Resolution Adjusting the Access Line Tax with the Consumer Price Index of 2017  | Resolution             |
| CON   | June 15 -Thursday                              | Authorization the Examination of Prepaid Mobile Telephony Service Surcharge and Local Charge Records.   | Resolution             |
| CON   | June 15 -Thursday                              | Proposition J Contract Certification—Security Guard Services  | Resolution             |
| CON   | June 15 -Thursday                              | Proposition J Contract Certification Specified Contracted-Out Services Previously Approved  | Resolution             |
| MOHCD | June 15 -Thursday                              | Planning Code - Establish Fee for Monitoring of Student Housing by Mayor's Office of Housing and Community Development  | Ordinance              |
| PUC   | June 15 -Thursday                              | Appropriation – Proceeds from Waster Enterprise Fund Balance Revenue Bonds - Property Purchase Located at Rollins Road - FY 2017-2018 - \$9,132,962                 | Ordinance              |
| PUC   | June 15 -Thursday                              | Amending Ordinance 112-16---Public Utilities Commission Water Revenue Bond Issuance---Not to Exceed \$274,130,430   | Ordinance              |
| ART   | June 16 -Friday                                | Administrative Code - Arts Commission Contracting Authority   | Ordinance              |
| DPH   | June 16 -Friday                                | Business and Tax Regulations Code - Emergency Medical Services Fees   | Ordinance              |
| DPH   | June 16 -Friday                                | Health Code - Patient Rates 2017-2019   | Ordinance              |
| DPH   | June 16 -Friday                                | Accept and Expend Grants- Recurring State Grant Funds - Department of Public Health- FY2017-2018  | Resolution             |
| DPH   | June 16 -Friday                                | Agreement – Department of Public Health – Proposition 47 Grant Program  | Resolution             |
| DPH   | June 16 -Friday                                | Agreement – Department of Public Health – LEAD SF Pilot Program   | Resolution             |
| FIR   | June 16 -Friday                                | Fire Code - Fire Department Fees  | Ordinance              |
| HOM   | June 16 -Friday                                | Homelessness and Supportive Housing Fund - FYs 2017-2018 and 2018-2019 Expenditure Plans  | Resolution             |
| LIB   | June 16 -Friday                                | Accept and Expend Grant - Friends of San Francisco Public Library - Annual Grant Award, FY2017-2018 - Up to \$753,851 of In-Kind Gifts, Services, and Cash Monies   | Resolution             |

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
2017 JUN -1 AM 11:55  
RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *Ed* Mayor Edwin M. Lee  
RE: Mayor's Proposed FY 2017-2018 2018-2019 Budget Trailing Legislation  
DATE: June 1, 2017

Attached for introduction to the Board of Supervisors is Mayor's FY 2017-2018 2018-2019 Proposed Budget Trailing legislation.

**June 8, 2017 Budget & Finance Committee**

- Resolution approving the Interim Budget of the Treasure Island Development Authority for FY2017-2018 and FY2018-2019.
- Resolution approving the Budget of the Treasure Island Development Authority for FY2017-2018 and FY2018-2019.
- Ordinance amending the Administrative Code to adjust existing surcharges on permit fees, license fees, permit review fees, and permit and license renewal fees for permits and licenses issued by the Planning Department, Department of Building Inspection, Department of Public Health and Police Department that may be appealed to the Board of Appeals.
- Resolution approving the Fiscal Year (FY) 2017-2018 Budget of the Office of Community Investment and Infrastructure (OCII), operating as the Successor Agency to the San Francisco Redevelopment Agency.

**June 15, 2017 Budget & Finance Committee**

- Ordinance amending the Administrative Code to establish an Office of Cannabis; to authorize the Director of the Office of Cannabis to issue permits to cannabis-related businesses; and to delegate to the Director of the Office of Cannabis the authority to establish permit application and annual license fees, subject to approval by the Controller.
- Ordinance adopting the Neighborhood Beautification and Graffiti Clean-up Fund Tax designation ceiling for tax year 2017.
- Resolution concurring with the Controller's establishment of the Consumer Price Index for 2017, and adjusting the Access Line Tax by the same rate.
- Resolution authorizing the Controller's Office and Office of the Treasurer and Tax Collector to examine the prepaid mobile telephony services surcharge and local charges collected by the State Board of Equalization.

- Resolution concurring with the Controller's certification that services previously approved can be performed by private contractor for a lower cost than similar work performed by City and County employees, for the following services: budget analyst (Board of Supervisors); citywide custodial services (excluding City Hall), citywide security services, central shops security, convention facilities management (General Services Agency—City Administrator); mainframe system support (General Services Agency—Technology); security services (Human Services Agency); food services for jail inmates (Sheriff); assembly of vote-by-mail envelopes (Department of Elections)
- Resolution concurring with the Controller's certification that security services at the new Medical Examiner facility at 1 Newhall St. can be performed by a private contractor for a lower cost than similar work performed by City and County employees at the General Services Agency—City Administrator.
- Ordinance amending the Planning Code to establish a fee for the Mayor's Office of Housing and Community Development to monitor Student Housing, affirming the Planning Department's determination under the California Environmental Quality Act; and making findings of public convenience, necessity, and welfare under Planning Code Section 302.
- Ordinance amending Ordinance No. 112-16 to authorize an increase of the issuance and sale of tax-exempt or taxable Water Revenue Bonds and other forms of indebtedness (as described below) by the San Francisco Public Utilities Commission (Commission) in an aggregate principal amount not to exceed \$274,130,430 to finance the costs of various capital water projects benefitting the Water Enterprise, including in addition the Rollins Road Property (as described below) pursuant to amendments to the Charter of the City and County of San Francisco enacted by the voters on November 5, 2002 as Proposition E; authorizing the issuance of Water Revenue Refunding Bonds; declaring the Official Intent of the Commission to Reimburse Itself with one or more issues of tax-exempt or taxable bonds or other forms of indebtedness; and ratifying previous actions taken in connection therewith.
- Ordinance appropriating \$9,132,962 of proceeds from Water Enterprise Revenue Bonds to purchase the property located at 1657-1663 Rollins Road, Burlingame that has been served as the primary work location for SFPUC staff from the Water Quality Division, the Natural Resources & Land Management Division, and the Water Supply & Treatment Division in FY 2017-2018; and placing \$9,132,962 of proceeds on Controller's Reserve pending receipt of proceeds of indebtedness.
- Ordinance appropriating \$70,060,000, consisting of \$35,000,000 of proceeds from the sale of Airport Capital Plan Bonds and \$60,000 from fund balance, and \$35,000,000 of proceeds transfer from Hotel Special Facility Revenue Bonds to support San Francisco International Airport Hotel Project and placing \$70,000,000 on Controller's Reserve pending receipt of proceeds of indebtedness; de-appropriating and re-appropriating \$25,000,000 of Hotel Special Facility Revenue Bonds.

- Ordinance Re-appropriating \$26,200,000 of 2014 Transportation and Road Improvements General Obligation Bonds Series 2015B funded Better Market Street projects and Muni Forward and Pedestrian Safety Improvements Projects to Transit projects including Muni Facility Upgrades in FY2017-18. (8<sup>th</sup> or 15<sup>th</sup>?)

**June 16, 2017 Budget & Finance Committee**

- Ordinance amending the Administrative Code to authorize the Arts Commission to contract for the development, fabrication, maintenance, conservation, removal, or installation of art work.
- Ordinance amending the Business and Tax Regulations Code to require that payment of emergency medical services fees be made to the Department of Public Health rather than the Department of Emergency Management.
- Ordinance amending the Health Code to set patient rates and other services provided by the Department of Public Health for patient and other services rendered, starting July 1, 2017, and continuing through June 30, 2019.
- Resolution authorizing the acceptance and expenditure of State grant funds by the San Francisco Department of Public Health of FY2017-2018.
- Resolution authorizing the Director of Health to sign an agreement, on behalf of the City and County of San Francisco, with the California Board of State and Community Corrections for participation in the Law Enforcement Assisted Diversion Pilot Program for the period of July 1, 2017 to June 30, 2019.
- Ordinance amending the Fire Code to increase the fees for certain Fire Department services, and affirming the Planning Department's determination under the California Environmental Quality Act.
- Resolution approving the FYs 2017-2018 and 2018-2019 Expenditure Plans for the Department of Homelessness and Supportive Housing Fund.
- Resolution authorizing the San Francisco Public Library to accept and expend a grant in the amount of up to \$753,851 of in-kind gifts, services, and cash monies from the Friends of the San Francisco Public Library for direct support for a variety of public programs and services in FY2017-2018.
- Resolution authorizing the Director of Health to sign an agreement, on behalf of the City and County of San Francisco, with the California Board of State and Community Corrections for participation in the Proposition 47 Grant Program for the period of July 1, 2017 to August 15, 2020.

Should you have any questions, please contact Mawuli Tugbenyoh (415) 554-5168.

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

**FROM:** Maureen Singleton, Finance Office

**DATE:** May 5, 2017

**SUBJECT:** Accept and Expend Resolution for SFPL Grant

**GRANT TITLE:** Friends of the San Francisco Public Library – Annual Grant Award

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

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

X  Grant information form, including disability checklist

X  Grant budget

X  Grant application

X  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).

**Lew, Lisa (BOS)**

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**From:** Tavakoli, Shahde (MYR)  
**Sent:** Thursday, June 01, 2017 1:26 PM  
**To:** BOS Legislation, (BOS)  
**Cc:** Tugbenyoh, Mawuli (MYR); Whitehouse, Melissa (MYR); Campbell, Severin (BUD); Heller, Nereida (MYR); Kirkpatrick, Kelly (MYR); Chan, Yoyo (BOS)  
**Subject:** Mayor\_Resolution\_SFPL Grant  
**Attachments:** 6.1.2017\_SFPL Friends Grant Reso Attachment 1.doc; 6.1.2017\_SFPL Friends Grant Reso Attachment 2.doc; 6.1.2017\_SFPL Friends Grant Reso Attachment 3.pdf; 6.1.2017\_SFPL Friends Grant Reso Attachment 4.pdf; 6.1.2017\_SFPL Friends Grant Reso Attachment 5.xlsx; 6.1.2017\_SFPL Friends Grant Reso Attachment 6.xlsx; 6.1.2017\_SFPL Friends Grant Reso Attachment 7.xlsx; 6.1.2017\_SFPL Friends Grant Reso Attachment 8.xlsx; 6.1.2017\_SFPL Friends Grant Reso Attachment 9.xlsx; 6.1.2017\_SFPL Friends Grant Reso Attachment 10.xls; 6.1.2017\_SFPL Friends Grant Reso.doc

**Categories:** 170691

Attached for introduction to the Board of Supervisors is a resolution authorizing the San Francisco Public Library to accept and expend a grant in the amount of up to \$753,851 of in-kind gifts, services, and cash monies from the Friends of the San Francisco Public Library for direct support for a variety of public programs and services in FY2017-2018.

We respectfully request that this item be heard in Budget & Finance on June 16, 2017.

Should you have any questions, please contact Mawuli Tugbenyoh (415) 554-5168.

**Shahde Tavakoli**

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