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Ashley Summers, *Commission Liaison*

**RECREATION AND PARK COMMISSION MEETING**  
**THURSDAY, OCTOBER 17, 2019**  
**12:00 P.M.**  
**CITY HALL, ROOM 416**

**1. ROLL CALL**

**COMMUNICATIONS**

**Note:** Each item on the Consent or Regular agenda may include the following documents:

- a) Legislation
- b) Budget Analyst report
- c) Legislative Analyst report
- d) Recreation and Park Department cover letter and/or report
- e) Consultant report
- f) Public correspondence
- g) Report or correspondence from other Department or Agency

These items will be available for review at McLaren Lodge, 501 Stanyan St., Commission Room. If any materials related to an item on this agenda have been distributed to the Recreation and Park Commission after distribution of the agenda packet, those materials are available for public inspection at McLaren Lodge, Commission Room, 501 Stanyan Street, San Francisco, CA during normal office hours. The documents for each item may be found on the website at:

<http://sfrecpark.org/about/recreation-park-commission/>

**Note:** The Commission will hear public comment on each item on the agenda before or during consideration of that item.

**2. PRESIDENT'S REPORT (DISCUSSION ONLY)**

- a) Openings and Events
- b) Commission Administrative Matters
- c) Acknowledgements

**3. GENERAL MANAGER'S REPORT (DISCUSSION ONLY)**

- a) Financial Matters
- b) Capital Report
- c) Property Management
- d) Recreation Programs
- e) Park, Recreation and Open Space Advisory Committee Report
- f) Events
- g) Legislation

4. **GENERAL PUBLIC COMMENT - UP TO 15 MINUTES – THIS ITEM WILL BE CONTINUED TO ITEM 10**  
 At this time, members of the public may address the Commission on items of interest to the public that are within the subject matter jurisdiction of the Commission and that do not appear on the agenda. With respect to agenda items, you will have opportunity to address the Commission when the item is reached in the meeting.

5. **CONSENT CALENDAR (ACTION ITEM)**

A. **MINUTES**

Discussion and possible action to approve the minutes from the September 2019 Commission meeting.

B. **SAN FRANCISCO ZOOLOGICAL SOCIETY ANIMAL TRANSACTIONS**

Discussion and possible action to approve the following animal transactions for the San Francisco Zoological Society, which were processed under Resolution No. 13572.

DONATION TO:	ANIMAL SPECIES	PRICE	TOTAL DUE
Memphis Zoo 2000 Prentiss Place Memphis, TN 38112 901/333-6513	1.1 Sacred ibis <u>Thresklornis aethiopicus</u>	NIL	N/A
Sonoma County Wildlife Rescue 403 Mecham Road Petaluma, CA 94952 707/992-0274	0.1 Virginia opossum <u>Didelphis virginiana</u>	NIL	N/A
Deborah Wilkin 27 San Benito Road Brisbane, CA 94005 415/407-0220	1.0 Miniature horse <u>Equus caballus caballus American miniature</u>	NIL	N/A

C. **ACCEPTANCE OF GRANTS**

Discussion and possible action to accept the following grants: 1) From the Walter S. Johnson Foundation, a cash grant of \$12,000 to support grounds and building maintenance at the Palace of Fine Arts; and 2) From the Nob Hill Association, an in-kind grant valued at \$11,000 to support tree pruning in Huntington Park.  
 Staff: Nathan Tinclair - 831-6842

D. **LOCAL ASSISTANCE SPECIFIED GRANTS**

Discussion and possible action to: 1) adopt a resolution to authorize the Department to approve project applications for Local Assistance Specified Grant Funds for Merced Heights Park in the amount of \$1,370,000 and West Portal Playground in the amount of \$400,000; 2) authorize the General Manager to negotiate agreements with the State concerning the administration of the grants; and 3) recommend that the Board of Supervisors approve the grant agreements and authorize the Department to accept and expend the grants. *This item was referred from the Capital Committee to the Consent Calendar.*  
 Staff: Toni Moran – 581-2555

E. **BAY VIEW PLAYGROUND – ACCEPTANCE OF IN-KIND GRANT**

Discussion and possible action to recommend that the Board of Supervisors authorize the Department to accept from the San Francisco Public Health Foundation (1) an in-kind grant of Ross Recreation playground equipment and materials valued at approximately \$150,000; and (2) an in-kind grant of equipment credit valued up to \$30,000 from Ross Recreation Playground Equipment. *This item was referred from the Capital Committee to the Consent Calendar.*  
 Staff: Toni Moran – 581-2555

F. **TURK-HYDE MINI PARK – OPERATIONAL HOURS AND UNACCOMPANIED ADULTS**

Discussion and possible action to adopt a resolution setting new operational hours and authorizing unaccompanied adults in the playgrounds at certain times in Turk Hyde Mini Park. *This item was referred from the Operations Committee to the Consent Calendar.*  
 Staff: Mike DeGregorio – 581-2575

- G. **SERGEANT JOHN MACAULAY PARK – OPERATIONAL HOURS AND UNACCOMPANIED ADULTS**  
Discussion and possible action to adopt a resolution setting new operational hours and authorizing unaccompanied adults in the playgrounds at certain times in Sergeant John Macaulay Park. *This item was referred from the Operations Committee to the Consent Calendar.*  
Staff: Mike DeGregorio – 581-2575
- H. **HARVEY MILK PHOTO CENTER PHOTO PROCESSING LAB NAMING**  
Discussion and possible action to name the photo processing lab at Harvey Milk Photo Center the David Johnson Photo Processing Lab. *This item was referred from the Operations Committee to the Consent Calendar.*  
Staff: Lamonté Bishop – 831-2769
- I. **POTRERO HILL RECREATION CENTER - DONOR RECOGNITION**  
Discussion and possible action to approve the wording and location of a donor recognition plaque at Potrero Hill Recreation Center to recognize San Franciscans for Sports and Recreation’s grant to resurface tennis courts. *This item was referred from the Operations Committee to the Consent Calendar.*  
Staff: Nathan Tinclair – 831-6842

## **GENERAL CALENDAR**

6. **SAN FRANCISCO ZOO**  
Presentation and discussion only to update the Commission on operational and management issues at the San Francisco Zoo.(DISCUSSION ONLY) [Supporting Documents](#)
7. **COTTAGE ROW – PLAQUE PLACEMENT**  
Discussion and possible action to approve the placement of a plaque on a boulder in the Issei Garden in Cottage Row Mini Park and to approve the wording on the plaque. (ACTION ITEM) *This item was referred from the Operations Committee to the General Calendar with a recommendation to approve.*  
Staff: Abigail Maher – 831-2790 [Supporting Documents](#)
8. **MCLAREN PLAYGROUND AND GROUP PICNIC AREA - RENOVATION**  
Discussion and possible action to amend the contract with Cazadoro Construction, Inc. for the McLaren Playground and Group Picnic Area Renovation Project (contract number 1000010917) to increase the change order amount allowed under the contract from \$141,972 to an amount not to exceed \$1,269,472 which is greater than 10% over the original approved contract amount. (ACTION ITEM) *This item was referred from the Capital Committee to the General Calendar with a recommendation to approve.*  
Staff: Alexis Ward – 581-2549
9. **RECREATION AND PARK DEPARTMENT EQUITY ANALYSIS AND METRICS FY19**  
Discussion and possible action to approve the Equity Metrics with FY19 data. (ACTION ITEM)  
Staff: Taylor Emerson – 831-2081
10. **GENERAL PUBLIC COMMENT – CONTINUED FROM ITEM 4 IF NECESSARY**  
At this time members of the public who were not able to address the Commission on Item 4 may address the Commission on items that are within the subject matter jurisdiction of the Recreation and Park Commission and that do not appear on the agenda.
11. **COMMISSIONERS’ MATTERS**  
This item is designed to allow Commissioners to raise issues they believe the Commission should address at future meetings. There will be no discussion of these items at this time.
12. **NEW BUSINESS/AGENDA SETTING (DISCUSSION ONLY)**
- Lincoln Park Golf Course
  - Golden Gate Park Stables
  - Community Gardens Policy
  - Dolphin Club
  - Esprit Park
  - Visitacion Valley Greenway

- Golden Gate Park Middle Lake
- Willie “Woo Woo” Wong Playground
- Golden Gate Park Tennis Center
- Strategic Plan

13. **COMMUNICATIONS (DISCUSSION ONLY)**

- From Clifton Meek, Tom Joseph, David Owen, and Philip Tawil regarding appreciation for improvements made to the eastern median of The Panhandle.
- From James Wright regarding Upper Douglas Dog Park.

14. **ADJOURNMENT**

For questions about the meeting please contact 415-831-2750. The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE**

Government’s duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people’s business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review. For information on your rights under the Sunshine Ordinance (Chapters 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, please contact:

Sunshine Ordinance Task Force Administrator  
 City Hall – Room 244 1 Dr. Carlton B. Goodlett Place  
 San Francisco, CA 94102-4683  
 415-554-7724 (Office); 415-554-7854 (Fax)  
 E-mail: [SOTF@sfgov.org](mailto:SOTF@sfgov.org)

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City’s website at [www.sfgov.org](http://www.sfgov.org). Copies of explanatory documents are available to the public online at <http://www.sfbos.org/sunshine> or, upon request to the Commission Secretary, at the above address or phone number.

**ACCESSIBLE MEETING POLICY**

Per the American Disabilities Act and the Language Access Ordinance, interpreters will be available for American Sign Language, Chinese, Spanish, Filipino, and other languages upon request. Additionally, every effort will be made to provide a sound enhancement system, meeting materials in alternative formats, and/or a reader. Minutes may be translated after they have been adopted by the Commission. For all these requests, please contact Ashley Summers, Commission Liaison, at least 48 hours before the meeting at 415-831-2750. Late requests will be honored if possible. The hearing room is wheelchair accessible.

De acuerdo con la Ley sobre Estadounidenses con Discapacidades y la Ordenanza de Acceso a Idiomas, intérpretes para la Lengua de Signos Estadounidense, chino, español, filipino y otros idiomas estarán disponibles a petición. Además, se hará todo lo posible para proporcionar un sistema de refuerzo de sonido, los materiales de la reunión en formatos alternativos y un lector. Las actas se pueden traducir después de que la Comisión las haya adoptado. Para realizar todas estas peticiones, por favor contacte con Ashley Summers, Coordinadora de la Comisión, por lo menos 48 horas antes de la reunión al 415-831-2750. Si es posible, se honrarán las solicitudes tardías. La sala de audiencias es accesible para sillas de ruedas.

依據「美國殘疾人士法案」( American Disabilities Act ) 與「語言服務條例」( Language Access Ordinance )，傳譯員將根據請求予以提供美國手語、中文、西班牙文、菲律賓文或其他語言的傳譯服務。此外，亦將竭誠提供音效增強系統、其他形式的會議資料、和/或閱讀器。翻譯版本的會議記錄會在委員會通過後提供。所有的上述要求，請於會議前最少48小時致電415-831-2750聯絡委員會聯絡員，Ashley Summers。逾期提出的請求，若可能的話，亦會被考慮接納。聽證室設有輪椅通道。

Ayon sa American Disabilities Act at Language Access Ordinance may nakalaang mga tagapagsalin sa American Sign Language, Intsik, Espanyol, Filipino at sa iba pang wika kapag ito'y ini-rekwest. Dagdag pa, pagsisikapan ang lahat upang mapahusay ang sistema para sa mas malinaw na marinig ang mga ito, mga materyales ng pagpupulong sa alternatibong pormat, at/o tagapagbasa. Ang katitikan (minutes) ng pulong ay maaaring maisalin kapag ito'y inaprubahan na ng Komisyon. Sa lahat ng mga ganitong rekwest, kontakin lamang po si Ashley Summers, Commission Liaison, sa [415-831-2750](tel:415-831-2750) sa panahong di bababa sa 48 oras bago magpulong. Hangga't maaari, ang mga rekwest na nahuli (late) ay pagbibigyan. Ang silid pulongan ay may access para sa mga naka- wheelchair.

**In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.**

#### **DISABILITY ACCESS**

The Recreation and Park Commission meeting will be held in Room 416 at City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco. The meeting location is between Grove and McAllister Streets and is wheelchair accessible. The closet BART and Muni Metro Station is Civic Center, about three blocks from the meeting location. Accessible Muni lines nearest the meeting location are: 42 Downtown Loop, 49 Van Ness-Mission, F-Market & Muni Metro (Civic Center Station). For more information about Muni accessible services call 415-923-6142. There is accessible on-street parking available in the vicinity of the meeting location.

For assistance call 415-831-2750. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that others may be sensitive to various chemical based products. Please help the City accommodate these individuals.

#### **LOBBYIST ORDINANCE**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: [sfgov.org/ethics](http://sfgov.org/ethics).

#### **CEQA APPEALS**

**CEQA Appeal Rights under Chapter 31 of the San Francisco Administrative Code** If the Commission approves an action identified by an exemption or negative declaration as the Approval Action (as defined in S.F. Administrative Code Chapter 31, as amended, Board of Supervisors Ordinance Number 161-13), then the CEQA decision prepared in support of that Approval Action is thereafter subject to appeal within the time frame specified in S.F. Administrative Code Section 31.16. Typically, an appeal must be filed within 30 calendar days of the Approval Action. For information on filing an appeal under Chapter 31, contact the Clerk of the Board of Supervisors at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102, or call (415) 554-5184. If the Planning Department's Environmental Review Officer has deemed a project to be exempt from further environmental review, an exemption determination has been prepared and can be obtained on-line at <http://sf-planning.org/index.aspx?page=3447>. Under CEQA, in a later court challenge, a litigant may be limited to raising only those issues previously raised at a hearing on the project or in written correspondence delivered to the Board of Supervisors, Planning Commission, Planning Department or other City board, commission or department at, or prior to, such hearing, or as part of the appeal hearing process on the CEQA decision.

#### **WRITTEN COMMENTS**

Persons attending the meeting and those unable to attend may submit written comments regarding the subject of the meeting. Such comments will be made part of the official public record and will be brought to the attention of the Commission. Written comments should be submitted to:

**Mark Buell, President**  
Recreation and Park Commission  
McLaren Lodge, Golden Gate Park  
501 Stanyan Street  
San Francisco, CA 94117-1898  
[recpark.commission@sfgov.org](mailto:recpark.commission@sfgov.org)  
Fax Number: 415-831-2096



## SAN FRANCISCO ZOOLOGICAL SOCIETY (“SFZS”) RECREATION AND PARK COMMISSION REPORT

October 2019

- **ZOOtoberFest Is Here!**

October is a great time in the Bay Area, especially at SF Zoo & Gardens where we host ZOOtoberFest! With daily hay mazes and weekend concerts ZOOtoberFest is for the whole family!



- **SFZS Welcomes Back Stanford Students!**



SFZS’s mission is to “connect” people with wildlife, including college students! This year, we again hosted Stanford University students and their clinical class “*Life in the Zoo: Behavior, Welfare and Enrichment*”. The class is part of Stanford’s Sophomore College and co-taught by SFZS and Stanford staff. Students design and build animal enrichment devices to improve animal welfare. This is the 5th time the class has been offered and yet another example of how our Dianne Feinstein and Richard Blum Wellness Center serves as an important resource to the wider Bay

Area academic, educational, and animal-focused communities!

- **SFZS’ “Insect Zoo” Receives Praise for Damselfly Project**



SFZS was thrilled to show “odonate” experts Kathy and David Biggs our “Forktail Damselfly Project” located in our California Conservation Corridor. Kathy is the author of [Common Dragonflies of California: A Beginner’s Pocket Guide](#). In a note expressing her thanks to SFZS staff, Kathy wrote “Thanks so much for taking the time to show us around!! What you are doing is marvelous!!” SFZS is taking the lead in ensuring the survival of this beautiful and local damselfly by relocating the remaining

members of the species to more hospitable living environments in San Francisco!

- **A New Class of Turtles Has Arrived at the Zoo!**

As fall arrives, the leaves change colors, birds begin migrations, and pond turtles start to hatch! Eighteen western pond turtle eggs arrived at the Zoo from our Point Reyes research site last month, and so far 15 of 18 have successfully emerged from their eggshells. These tiny turtles range in size from 4.5 to 7.7 grams! The turtles will stay with us for two years until they are bigger than a potential predator bullfrog's mouth before being released back to Point Reyes or to locations in the Marin Headlands to restore the species' populations in our nearest National Park.



- **Thirty Years of Research on Global Amphibian Declines**



Last week, SFZS staff represented the Animal Wellness department at the Amphibian Population Declines Symposium at Redpath Museum in Montreal. This meeting marks 30 years of progress in confronting amphibian declines – first recognized

as a global problem at the 1989 1st World Congress of Herpetology meeting. After three decades of research, sixteen experts presented on past and current threats to amphibians. The leading concerns include disease, habitat loss, invasive species, and climate change. To save amphibians from extinction, conservation action such as San Francisco Zoo and Gardens' amphibian head start and research program is necessary to return endangered species to the wild.

- **St. Jude's Races Toward a Cure with the SF Zoo!**



On September 28<sup>th</sup>, more than 1,600 participants turned out at the Zoo for St. Jude's annual 5k run/walk to help end childhood cancer. Since 2013, supporters of St. Jude's have filled the Zoo on race day, running and walking to raise money for cancer treatment and research. This event was made possible by 150 staff and volunteers, and the Zoo was glad to be represented by our very own IT Director! The race continues to gain popularity, with this year seeing the highest participation yet! Our 90<sup>th</sup> Anniversary theme for September highlighted how the Zoo strives to be a good neighbor to our community, and St. Jude's 5k was a very fitting way to finish out the month's celebrations. The San Francisco Zoo is honored to partner with St. Jude's and to support such a vital cause, and we are thankful to all who make it happen year after year.

- **SFZS Teen Volunteer Goes Above and Beyond for Water Conservation**

This month, SFZS’ “Talk on the Wild Side” (TOWS) volunteers gathered family and friends to talk to Zoo visitors about the EarthEcho Water Challenge. At their water monitoring station in the Sculpture Learning Plaza, guests could test temperature, turbidity, dissolved oxygen, and pH, all while learning what water quality means for public health, and what they can do about it. Teen volunteers spoke to more than 200 guests, and had many amazing conversations!



- **Sketching at SF Zoo & Gardens with Walt Disney Family Museum!**



In celebration of both SFZS’ 90th Anniversary and the 10th Anniversary of the Walt Disney Family Museum, the two institutions partnered for a unique wildlife illustration experience. In the sold-out workshop offered at the Zoo’s Lurie Education Center on September 21st, attendees got up close and personal in drawing four ambassador animals from the Koret Animal Resource Center and two alpacas from the Children’s Zoo. Art

is just another way of connecting Zoo visitors to wildlife!

- **NOAA Visitors Enthusiastic to Continue SFZS Partnership**

On September 17th, SFZS welcomed John Armor, Director of the Office of National Marine Sanctuaries along with several of his colleagues from the National Oceanic and Atmospheric Administration (NOAA). SFZS staff met with the visitors and brought them to tour the Coastal Conservation Center. SF Zoo has had a longstanding partnership with NOAA in co-sponsoring past and current programs and looks forward to potential future collaborations between our two organizations!



# **RECREATION AND PARK COMMISSION GIFT POLICY**

**RESOLUTION NO. 15586**

**Adopted January 18, 1990**

**Amended January 16, 1997**

**Resolution No. 9716-230**

**(State Historic and National Landmark Plaques)**

**Amended March 20, 2001**

**Resolution No. 0103-042**

## **INTRODUCTION**

Every year hundreds of gifts are donated to the Recreation and Park Department ("Department") from individuals and organizations and nonprofits. Gifts may directly support recreation program objectives, enhance existing and developing horticultural features within San Francisco's many parks and squares, augment approved seismic upgrading, provide equipment, facility improvements or expansion and/or modification of recreational facilities. Other gifts are also offered that serve to commemorate particular individuals, events or organizations, or are of artistic merit.

## **TYPES OF GIFTS**

A gift may be monetary, a gift-in-place, an in-kind gift or a commemorative gift. All of these gifts may be defined as a major gift if the value is in excess of \$10,000.00. Gifts may fall into any of the above categories and have been defined below:

- Monetary gifts are cash donations.
- A gift-in-place is any gift that a donor gives the department which is not a cash gift but an actual item such as: capital improvements, artwork, sculpture or park amenities.
- In-kind gifts may be either services or equipment donated to the Department.
- A commemorative gift honors a person or an event and includes memorial gifts. A commemorative gift may include, but is not limited to sculpture, art work, monuments, plaques, fountains, gardens, benches, or park amenities.

# **POLICIES GOVERNING THE ACCEPTANCE OF GIFTS**

## **Compatibility with the Recreation and Park Department Mission**

### **Type of gifts encouraged**

The Department encourages such gifts as trees and benches, an endowment of a staff position, programs or equipment. The Recreation and Park Commission ("Commission") may approve and periodically update a list of specific projects or improvements that are suitable gifts which promote the overall mission of the Department.

### **Type of gifts generally discouraged**

The Department generally discourages gifts whose primary focus is the advertisement of a commercial entity and religious gifts.

## **Compatibility with Proposed Site**

### **Site Selection**

Site selection shall be determined by considering such matters as the quality, character, size and proportions of the gift, the contribution of the gift to park landscape or urban design; the relationship of the gift to priorities already established for the Department.

Several siting options should be considered when gifts are proposed. Donors may be asked to broaden their search for an appropriate location and consider other public or privately owned spaces which may provide a more suitable location.

Gift acceptance and placement should be in accordance with adopted policy; current and/or historic land use; and/or master plans, and should be in keeping with general Department goals. If there is no current or historic master plan, the Department shall prepare a "Statement of Character" which describes how the proposed gift relates to the design and character of the suggested park site. The location and design of the gift should be consistent with the character and design intentions of the park. The quality, scale, and character of the gift should be commensurate to the particular park setting.

The gift should significantly contribute to the park setting, from a functional or design standpoint, and significantly enhance the chosen location in a way that is meaningful to park visitors.

The location of the gift should not interfere with existing and proposed circulation and use patterns of the park.

**Restricted sites**

The Department has parks that are of particular historic or natural value. Gifts for these sites will receive extra scrutiny for suitability and compatibility. These parks include: Bernal Heights Park, Bayview Park, Billy Goat Hill, Brooks Property, Corona Heights Park, Dorothy Erskine Park, Duncan Castro Lots, Edgehill Mountain, Everson Digby Lots, Fairmont Plaza, Glen Canyon, Golden Gate Heights, Golden Gate Park, Grandview Heights, Hawk Hill, Interior Green Belt, Kite Hill, Lake Merced, Lake View Ashton Mini park, Park Presidio Blvd. (median strip), Twin Peaks and Tank Hill.

**Compatibility with Recreation and Park Department Programs, Policies and Guidelines for Gifts-In-Place and In-Kind Gifts**

Commemorative gifts will also be judged on the following criteria to determine appropriateness:

- Significance: If a person or event is being memorialized they/it must be deemed significant enough to merit such an honor.
  - The commemoration or memorial represents the mission of the Department.
  - The commemoration or memorial represents broad community values.
  - The commemoration or memorial has timeless qualities and makes a statement of significance to future generations.
- The location of memorials warrant special consideration. There should be specific geographic justification for the memorial being located at a specific site.

**Compliance with the City and County of San Francisco Policies and Guidelines****Gifts Not to Exceed \$10,000**

Pursuant to Section 10.116 of the Administrative Code, the Board of Supervisors authorizes Department heads to accept any gift of cash in an amount not to exceed \$10,000, or goods of market value not to exceed \$10,000, which may be offered to the City and County of San Francisco through any department, board or commission thereof, for the benefit of the designated department, board or commission and for such purposes within its prescribed legal jurisdiction as may be specified by the donors. The Board of Supervisors authorizes said departments, boards and commissions to receive and administer such gifts in accordance with the wishes of the donors.

**Cash Gifts**

In accordance with Section 10.116-1 of the Administrative Code, all cash gifts when received shall be deposited with the Treasurer of the City and County of San Francisco in accounts to be designated by the Controller. All disbursements from such accounts shall be made for the respective purposes, if any, specified by the donors, and in accordance with disbursing procedure as prescribed by the Controller.

**Equipment**

In accordance with Section 10.116-2 of the Administrative Code, all gifts of equipment worth, in total, \$10,000 or less, shall be promptly tagged and in writing reported by the department head to the Controller.

**Reports**

In accordance with Section 10.116-3 of the Administrative Code, the Department will furnish to the Board of Supervisors annually, within the first two weeks of July, a report showing gifts received, the nature or amount of said gifts and the disposition thereof.

**Gifts that have a value in excess of \$10,000**

Any gift in excess of \$10,000 must go to the Recreation and Park Commission for their recommendation to the Board of Supervisors to accept and expend such gift.

**Required Information From Donor**

Under the Sunshine Ordinance the Department is required to disclose the amount of the gift, the name of the contributor, and any financial interest the contributor has involving the City before the acceptance of any gift in aggregate of more than \$100.

In addition to the above requirements, staff should note if the donor wishes the gift to be used for a specific purpose. If the donor gives a gift for an unspecified purpose, staff should make a recommendation to its use.

**Religious Gifts**

It is the policy of this Commission not to accept gifts that are religious in nature.

**Recognition, Naming and Sponsorship**

From time to time a donor may request the naming rights to components of an existing facility or new park that the Commission deems appropriate. For recognition, naming and sponsorship where the allocated gift amount is at least 50% of the total project cost, the Commission may approve the opportunity to naming rights.

## **Improvements**

Improvements on land under the jurisdiction of the Commission become the property of the City and County of San Francisco.

## **Funding**

Funding includes costs for fabrication, installation, insurance and maintenance. These costs must be underwritten by the project sponsor.

## **Maintenance and Security**

### **Maintenance**

If a gift of basic park amenities meets park standards for construction and materials, the Department will assume maintenance responsibilities. If the donor requests materials and/or design that is not standard and will cause increased maintenance, the donor will be asked to provide a maintenance endowment at the time the gift is approved, as part of the acceptance agreement.

Any display or placement of artwork, whether temporary or permanent, must be backed by insurance, a bond or endowment fund adequate to ensure its care so that the gift will remain in a condition satisfactory to the donor and the Department. The posted insurance or bond must also cover costs of installation and/or removal. Maintenance includes not only care of the gift itself, but of the park land immediately surrounding the gift.

### **Security Requirement**

Some gifts will require special security or may be subject to vandalism. This is a factor that creates a liability to the Department and must be addressed in a gift proposal.

### **Durability**

Gifts must be designed of durable materials and placed in a manner that will reduce the potential for vandalism.

### **Safety**

Gifts must be safely designed and not present an attractive nuisance or create hazards for children.

### **Engineering Requirements**

Utility connections, site modifications, structural reinforcements or other engineering requirements or site modifications should be described in the gift proposal and developed in construction plans and specifications.

### **Relocation or Removal**

The Department reserves the right to resite or remove a gift if it becomes a hazard or liability or if the approved terms of acceptance are not fulfilled. The Commission, working with the Art Commission, may consider the deaccession of works of art.

**Accessibility**

In determining whether to accept a gift, the staff shall consider what measures may be required to make the gift accessible.

**PROCEDURES FOR THE REVIEW AND ACCEPTANCE OF GIFTS****Cash Gifts/Gifts-In-Place and Gifts-In-Kind less than \$10,000**

The Commission authorizes the General Manager of the Department to accept and expend any gift valued at less than \$10,000.

**Gifts-In-Place/In-Kind Gifts****Review of Gift Policy**

Project sponsor should review the gift policy to assure that proposed gifts are consistent with the approval criteria. Copies of the gift policy as well as the naming policy are available by contacting the Commission Secretary. Once the policy has been reviewed, the project sponsor should consult with staff as staff must prepare a write up on the gift. A project sponsor should call the Commission Secretary or the General Manager's Office to be directed to the appropriate staff.

**Submission of a Written Proposal**

A written proposal must be submitted to the General Manager of the Department. The proposal should include as much detail as possible and address the gift policy. Preliminary sketches, site alternatives, plaque wording and a schedule should be included in the written proposal. Donors should not select specific designs prior to "approval in principle" of the proposal and site. Conditions or restrictions attached to a gift may limit its placement on parklands and should be clearly delineated in any gift proposal.

**Staff Review and Recommendation**

Once approved by the General Manager, staff will prepare a recommendation for consideration by the Commission. If no current master plan exists, or if there is some reason to question the suggested location in light of circulation or use patterns, the proposal will be delayed until an analysis can be done. Where a master plan exists and a proposed gift is at variance to the master plan, the proposal will be processed as an amendment to the master plan. Staff may meet with the donor to request additional information or suggest modifications before a recommendation is conveyed to the Commission. Staff will determine if there is a need for additional public meetings, displays or hearings.

### **Committee Review**

It is the intent of the Commission that either the Parks and Planning Committee or the Finance and Administration Committee of the Commission review each major gift proposal at a public hearing to determine if said gift is consistent with the adopted gift policy and the land use and management objectives of the Commission. The Committee may recommend approval or denial by the full Commission, or request modification or continued consultation with staff.

### **Commission Approval**

Following Committee review and recommendation, a major gift proposal will be referred to the full Commission for consideration of acceptance of the conceptual design or plan. An acceptance agreement which includes a description of the proposed gift, the location selected, site modifications and the maintenance endowment requirements, and other pertinent information relative to the placement of the gift will be prepared and presented to the Commission when a gift is considered for final Commission approval.

### **Design Development**

After a gift has been accepted in conceptual design or plan by the full Commission, specific plans for site design, installation, maintenance and protection may be developed and undertaken in cooperation with the Department.

### **Art Commission**

The Art Commission must approve all public structures, including those given as gifts. In addition, the Art Commission must approve the design and location of all works of art.

### **Additional Approvals Required**

Gifts may require approvals from other agencies and jurisdictions or may be subject to an environmental evaluation. Project sponsors should consult with staff to determine if additional approvals are required.

### **Final Commission Approval**

Should any amendment be made to the original acceptance agreement after plans are developed and financing arranged, and subject to required approvals from other agencies and jurisdictions, the project, including a revised acceptance agreement shall be brought before the Commission for final consideration.

Any gift-in-place or in-kind gift valued in excess of \$10,000 must go to the Commission for their recommendation to the Board of Supervisors to accept and expend such gift before construction may begin or a gift is used.

### **Gifts from Foreign Governments**

Gifts offered by foreign governments for statuary or landscape development present special problems and shall be given special consideration to ensure that the location of a gift enhances San Francisco and does not lessen park values. A

committee shall be established composed of a representative from the Mayor's Office, a member of the Commission, a member of the Art Commission and the General Manager of the Department. As warranted, the Director of the Fine Arts Museums of San Francisco, The Director of the Academy of Sciences, the Director of the Department of Public Works, the Director of the Zoological Gardens or the Director of the Arboretum may be added as committee members. This Committee shall give expeditious consideration to such gifts and report their findings to the Mayor and to the Commission. Gifts presented by foreign governments are subject to the same approval criteria, including the requirement of a maintenance endowment fund as other proposed gifts.

## MATRIX OF GIFTS

GIFT	DESCRIPTION	GIFT-IN-PLACE	IN-KIND GIFT
Commemorative	Honors an event or deceased person. A commemorative gift may include, but is not limited to, any of the following: sculpture, art work, monuments, plaques, fountains, gardens, benches, or park amenities.	May be memorial	
Monuments	Structures, sculptures, or other objects such as a stone marker erected to perpetuate the memory of a person or of an event. Monuments may include inscriptions or plaques.	May be memorial	
Plaques	Plaques are either simple plates, disks, or slab of metal or other material affixed to a statue, ground, wall stone or other material with an inscription or ornamentation. The size should be a maximum of 2' x 2', or 587 square inches, preferably smaller. State historic or national landmark plaques shall also be permitted.	May be memorial	
Fountains	Water features which may be fairly simple or large and complex. Fountains typically require additional infrastructure (plumbing and electrical).	May be memorial	
Basic Park Amenities	Benches, picnic tables, drinking fountains and trash receptacles.	May be memorial	

### MATRIX OF GIFTS

Commemorative Trees	Trees planted in memory or honor of an individual, event or organization in keeping with the memorial tree program administered by the Urban Forestry Division of the Recreation and Park Department.	X	
Tree		X	
Park improvements	Could include building or landscape improvements	X	
Equipment	Could be recreation equipment or maintenance equipment		X
Recreational Programs	Could be recreational or volunteer activities		X
Design Plans	Could include architectural and/or landscape design plans		X
Property		X	