OCII
office of
COMMUNITY INVESTMENT
and INFRASTRUCTURE

126-212016-002

Agenda Item **No. 5 (e)**
Meeting of July 19, 2016

MEMORANDUM

TO: Community Investment and Infrastructure Commissioners

FROM: Tiffany Bohee, Executive Director

SUBJECT: Authorizing A Personal Services Contract With MJM Management Group, a California Corporation, for Property Management of the Mission Bay Open Space System for an Initial Term of Three Years, with One Three-Year Option to Extend The Contract, for a Total Aggregate Management Fee Not To Exceed $1,215,135, Authorizing the Initial Fiscal Year 2016-2017 Operating Budget in the Amount of $1,930,935 and Authorizing the Executive Director to Approve Subsequent Annual Operating Budgets; Mission Bay North And South Redevelopment Project Areas

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EXECUTIVE SUMMARY

Under the Mission Bay North and South Owner Participation Agreements (OPAs), the Office of Community Investment and Infrastructure ("OCII") is responsible for managing 41 acres of Mission Bay public open space being developed by FOCIL-MB, LLC ("FOCIL" or "Mission Bay Master Developer") on parcels owned by the City, acting through the Department of Real Estate ("DRE") and the Port of San Francisco ("Port"), and leased to OCII. Funding for OCII's management of the open space comes from Mission Bay property owners through a Mello-Roos Community Facilities District.

In October 2015, OCII released a Request for Qualifications ("RFQ") for comprehensive property management services for the Mission Bay open space system, including landscaping, janitorial, and security services. Under the RFQ, responses were due to OCII on December 14, 2015. The sole respondent to the RFQ was MJM Management Group. The MJM team was found by staff to provide the experience and quality of work required to provide services requested in the RFQ.

The proposed Contract will have an initial term of three years, beginning on the effective date of July 1, 2016, with an OCII option to renew for an additional three-year period. The scope of services provides for management of the existing twelve Mission Bay park parcels, as well as ten

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additional parcels which are expected to be finished during the term of the Contract. The Contract sets the maximum cumulative management fee to MJM at $1,215,135 for the initial and option terms together. The annual operating budget for the first year under the Contract is set at $1,930,935, including a management fee of $158,136. Subsequent annual operating budgets will be approved by the Executive Director.

MJM has assembled a well-qualified team that meets OCII's Small Business Enterprise ("SBE") contracting goals, with 100% of the operating and management fee budget (excluding costs such as utilities) going to SBEs. MJM's subcontractors are Aim to Please Janitorial Services; A1 Protective Services, Inc.; and Robert W. Poyas, Inc., all of which are San Francisco-based SBEs. MJM is a San Francisco-based woman-owned small business firm. MJM and its subcontractors all have strong minority and female workforce representation, and MJM is working with the South of Market Employment Center on recruiting and training additional employees.

Staff recommends approval of the Personal Services Contract.

BACKGROUND

Mission Bay Open Space System

In November 1998, the former redevelopment agency (the "SFRA") and the Mission Bay Master Developer entered into the Mission Bay North and South OPAs authorizing a mixed-use, mixed-income transit-oriented development on 300 acres of land. Planning for the Mission Bay North and Mission Bay South projects are closely intertwined and the public's ability to realize the full benefits of each separate project depends on the successful development of both projects. Under the OPAs, the Mission Bay Master Developer is required, among other things, to develop Open Space Parcels on land owned by the City and County of San Francisco ("City"). Also in 1998, the Developer, the City, and the City acting through the Port, executed land transfer agreements to facilitate the appropriate land uses under the Redevelopment Plans ("Land Transfer Agreements"). The Land Transfer Agreements include the Amended and Restated Mission Bay City Land Transfer Agreement ("CLTA"), the Amended and Restated Mission Bay Port Land Transfer Agreement ("PLTA"), and the Amended and Restated Agreement Concerning the Public Trust, which included as a party the State of California ("Public Trust Agreement").

The OPAs, the CLTA and the PLTA all require the City and the Port to lease approximately 40 acres of City-owned land designated as parks in the Mission Bay Redevelopment Plan to the SFRA ("Open Space Parcels"). OCII, as the Successor Agency, is required to lease, in phases, the Open Space Parcels from the City (as they are developed into parks) and maintain them using funds generated from a Mellos-Roos community facilities district ("Mission Bay Maintenance District" or "CFD No. 5").

A 2001 Ground Lease with the City, which terminates in 2045, implements OCII's obligation to lease and maintain the Mission Bay Open Space Parcels (the "Agency Lease"). The Agency Lease currently covers the Completed Parks. The OPA and Agency Lease require OCII to add Future Parks to the leasehold after the City and Agency have received the Mission Bay Master Developer's notice that an Open Space Parcel has been developed in accordance with the Plan documents.

In December 1999, as required by the OPA, the Former Redevelopment Agency Commission formed, by Former Agency Resolution No. 217-99, CFD No. 5 to collect taxes for the purpose of operating, maintaining, and repairing the Open Space Parcels for 45 years. Under the CFD No. 5 formation documents, OCII administers the CFD until fiscal year 2043-44. All funding for the operations of the Mission Bay Open Space Parcels, including the proposed contract, comes from special taxes paid by Mission Bay private property owners, including UCSF, under CFD No. 5. OCII affordable housing sites are exempt from this assessment. OCII is the administrator of the CFD No. 5 and annually adjusts the level of special taxes collected from CFD No. 5 to fund the operations of the growing Mission Bay Open Space System. In 2004 the Former Redevelopment Agency Commission approved Resolution 49-2004, which established Park Rules for the Mission Bay Open Space System.

Redevelopment Dissolution Law requires OCII to dispose of any fee interests or leasehold interests it has in real property. In light of the dissolution of redevelopment and the wind down of former redevelopment agency activities, OCII proposed to the California Department of Finance ("DOF") in the Mission Bay chapter of OCII's Long Range Property Management Plan ("Mission Bay PMP") a disposition plan providing for the early termination of the OCII's Lease for the Open Space Parcels in phases as each phase is complete subject to the Mission Bay Master Developer's consent. The phased leasehold termination, if approved by the Mission Bay Master Developer, will wind down OCII's obligation under the OPA related to the Open Space Parcels while still allowing for single-asset management under the CFD No. 5. In December 2015, DOF approved the Mission Bay PMP.

Twelve segments of the Mission Bay open space system, totaling 17 acres, have been completed and transferred to OCII for management and operations. These parcels include the completed portions of Mission Creek Park, including the sports courts (Parks P1 and NP1-NP5). In addition, two parks along Terry François Boulevard (Parks P18 and P21), the first two segments of the Mission Bay Commons Park (Parks P16 and P17), Park P10, a small, 0.85-acre open space parcel located at the western gateway to Mission Bay along Mission Bay Drive, and, effective July 1, 2016, the Mission Bay Kids Park (Park P6) in the center of the Mission Bay South residential neighborhood, are open to the public and managed under OCII's responsibility.

In addition, there are several open space parcels in Mission Bay South that are currently nearing completion and working their way through the City process for acceptance of infrastructure, which is a required perquisite to opening the parks to the public. Near-term open space development includes the opening of Mariposa Park (Park P26) near the UCSF children's hospital, the dog park (Park P5) at El Dorado and Channel Streets, and a stormwater retention and buffer park along Owens Street (Park P11/11a). The Mission Creek parks (Parks P2/P8 and P3), several smaller parks (Parks P19 and P27), and a major park along the Bay (Parks P22 and P23/24) are estimated to be completed over the next three years.

Current Open Space System Management

On December 1, 2009, the Former Redevelopment Agency Commission approved a Personal Services Contract ("2009 Contract") with MJM Management Group ("MJM") to provide overall management of the Mission Bay parks (Resolution No. 146-2009). The Contract was awarded through an RFQ process that included extensive outreach. The 2009 Contract was amended by the Former Redevelopment Agency Commission on January 17, 2012 by Resolution No. 2-2012 to include Park P10, and amended by the OCII Commission on March 3, 2015 by Resolution No. 10-2015 to include several park parcels nearing completion.

MJM's 2009 Contract had an initial term of three years, with an option for the Executive Director to renew the Contract for an additional three years. Since MJM was performing well and meeting the requirements of the Contract, including OCII's policies regarding contract compliance, OCII exercised this option and the Contract was extended for an additional three years. The contract was amended for a third time on December 15, 2015 by Resolution No. 76-2015 to extend the term by six months in order to allow time to complete the RFQ process. MJM's Contract expired on June 30, 2016. The Mission Bay Citizens Advisory Committee and general community have expressed strong support of MJM's work in the Mission Bay parks.

DISCUSSION

The Request For Qualifications and Contractor Selection

On October 13, 2015, OCII released the RFQ for Open Space Management Services seeking statements of qualifications from experienced professional property management firms, together with appropriate subcontractors, to provide property management, landscape maintenance, janitorial, general maintenance, security, and other services related to the operations of the Mission Bay open space system. Like the 2009 Contract, the new personal services contract will be structured so that additional open space parcels can be added to the management system as they are completed.

Contracted services would be reimbursed at cost, together with a fixed management fee. Since the management and operations of the Mission Bay open space system is funded by CFD No. 5, OCII will not be required to expend any additional funds for this Contract.

Extensive notification of the RFQ was provided to contractors (including Small Business Enterprises and minority- and woman-owned contractors), other community stakeholders through OCII's Citizens Advisory Committees email lists, newspaper advertising, and the RFQ will be available on OCII's and the City's Office of Contract Administration web sites. Additionally, RFQ announcements were emailed to property management firms registered as Small Business Enterprises with both OCII and the City.

OCII issued the RFQ on October 13, 2015, with a submittal due date of December 14, 2015. OCII received one application in response to the RFQ from MJM Management Group ("MJM"), a San Francisco based woman-owned firm, that was found to be substantially complete and provided all requested services. OCII staff reviewed the RFQ response with a selection panel composed of representatives from the Mission Bay Citizens Advisory Committee ("CAC"), Public Works, as the City department involved in permitting and inspecting parks, Department of Real Estate, and the Port. OCII staff and the selection panel determined that MJM, along with the proposed subconsultants, all of which are certified Small Business Enterprises, is well qualified to provide property management services for the Mission Bay Open Space System and recommends MJM and their team for the new Personal Services Contract to the Commission.

Mission Bay Open Space Management Contract

Staff has negotiated a personal services contract with MJM for Mission Bay open space management ("Contract"). The Contract is in compliance with the Mission Bay Park Rules established through Former Agency Resolution 49-2004. The major terms of the proposed Contract are outlined below.

Term

As described in the RFQ, which was reviewed by the Commission, the Contract will have an initial term of three years, with an option for the Executive Director to renew the Contract for an additional three years. As presented in the RFQ Info Memo presented to Commission on October 6, 2015, consistent with prior practice and based on the complexity of the Mission Bay open space system's overall management, the scope and magnitude of the project, and the benefits of consistent, high quality operations, staff recommends that the Personal Services Contract term with the selected contractor be for an initial term of three years, with an OCII option to extend the contract for an additional three-year term, for a total contract term not to exceed six years. Upon Commission approval, the proposed Contract will be effective as of July 1, 2016.

Scope of Services

MJM's responsibilities will include overall management of the parks, landscape gardening, janitorial and general maintenance, and security. As described above, the open space parcels are being developed over time. However, they are all part of a single open space system, which can be best and most efficiently managed through a single management contract. As described in the RFQ, therefore, the intention is to add all Mission Bay park parcels into the MJM Contract as they are constructed and leased to OCII by the City. The first parcels that will be managed by MJM under the contract include the parks that are already completed and open to the public, specifically: Parks P1, NP1-5, P10, P16, P17, P18, P21, and P6 ("Completed Parcels"). An additional ten parks, P26, P27, P11/11a, P19, P5, P3, P2/P8, P22, P23, and P24, are anticipated to be constructed and completed by FOCIL during the term of the Contract. The Contract specifically provides for the addition of these "Phase-in Parcels," with detailed work plans for each parcel included in the scope of services and the budget. If additional open space parcels are developed during the term of the Contract, and they will be added by amendments to the scope of services by future Commission action.

The proposed Contract includes a detailed scope of services for all aspects of the open space management system. The scope describes the responsibilities of MJM and each of the subcontractors, and includes specifications on the tasks to be committed by each firm and the frequency with which tasks are to be performed. The scope of work includes:

1. Management and General Operations: Oversight of Mission Bay park operations, including tasks such as coordinating and supervising all landscaping, janitorial, maintenance, and security services through subcontractors; providing an on-site property manager and engineer; maintenance of all mechanical and constructed systems; coordinating and promoting special events; issuing permits for use of facilities; maintaining financial accounts; preparing annual budgets; and resolving day-to-day problems as they arise.
2. Landscape Maintenance: Maintenance of all landscaped and planted areas in a healthy, attractive, and safe condition, including lawn areas, trees, shrubs, plantings, and ground cover.
3. Janitorial: Daily trash removal, sweeping, and janitorial services, as well as graffiti abatement and general maintenance services for all hardscape and constructed areas, including pathways, and all site furnishings, as well as of park structures.
4. Security: A 24-hour-a-day park security by uniformed security guards. Additional security will be provided as needed for special events.

Budget

All funds for the Contract will be paid by CFD No. 5 or by parks usage fee revenues, and no additional OCII funds will be used for maintenance of the parks.

Consistent with the existing property management contract, the Contract will be structured on a reimbursement basis, with OCII paying the operating costs of managing the open space system, plus a negotiated management fee.

Operating Budget

As noted above, the initial Contract scope includes the Completed Parcels which will come under the Contract immediately, as they are already operational and in active use by the public. The ten Phase-in Parcels will come under the Contract as they are completed and added to the OCII lease. The first year approved operating budget for 2016/17 includes the Completed Parcels, with specific Phase-In Parcels budgeted in 2016/17 based on anticipated park opening dates. Should actual park opening dates differ from the budget, the actual park opening date will be used for the purpose of incurring operational costs.

The operating budget includes an estimate of fee revenues generated from parks permitting and services reimbursement fees for private events. The FY 2016/17 fee revenues are estimated from the Commercial and Non-Commercial Fee Schedule for the Mission Bay Open Space System (Fee Schedule) multiplied by the projected annual number and type of private events based on prior year history of demand.

Consistent with Former Agency Commission Resolutions No. 49-2004 and No. 182-95, which adopted park rules and regulations for the Mission Bay Open Space System and permit and reservation regulations for parks under OCII jurisdiction, the Fee Schedule, which is included in the Contract as Attachment B, sets parks usage fees for private events based on several goals, including:

- Recovery of costs associated with private events (janitorial, event management, security) and wear and tear on the parks.
- Providing for the opportunity for private groups of a range of sizes and needs to host events.
- Helping ensure the public's access to and enjoyment of the parks by discouraging the over-programming of private events.
- Helping defray costs of free public parks programming throughout the year.

Management Fee

The Contract identifies a maximum six-year cumulative management fee of $1,215,135 for which MJM may be reimbursed over Contract period to provide the company income for managing the Mission Bay Open Space System. The management fee is in addition to the budget allocated to MJM for regular operating costs, such as utilities, subcontractors, and materials. This management fee is based on a set dollar amount identified for each park parcel. The Contract specifies that MJM can only bill for its management fee for parcels that are under its management at any time. The management fee is based on several factors, such as the type of park programming, the amount of hardscape and softscape, anticipated usage of park, and the size of the park. For example, P6, the Kids Park, will have a much more intensive use that will require a higher frequency of maintenance than a park with passive recreational activities.

The Contract sets MJM's cumulative maximum management fee at $1,215,135, with a potential maximum of $519,588 earned over the initial three year term of the Contract, or an average of $173,196 annually. Like the operating budget, the Contract sets the management fee on a parcel-by-parcel basis for the Completed Parcels and the ten Phase-in Parcels, so that MJM earns its fees only for those open space parcels actively under management. The actual management fee over the Contract term may therefore be less than the maximum. The Contract provides for one three-percent (3%) increase in the per-parcel management fee after three years, during the option term. The maximum fee over the option term is set at $695,547, or $231,849 annually.

The 2016/17 annual operating budget is summarized below:

Operating costs	$ 1,651,159	Includes direct personnel; janitorial, landscaping and security subcontracts; utility costs; site office expenses; and maintenance materials and supplies.
Capital costs	$ 26,500	Maintenance, site furnishings, and site office equipment purchases.
Special events	$ 95,140	Budget for costs of private permitted events and special free public programming, such as Kite Day and Spring Egg Hunt, funded from private event permit fees. (Not funded from CFD No. 5.)
Management fee	$ 158,136	Approximately 8.1% of annual budget, to cover all MJM management, overhead, and profit.
Total	$ 1,930,935	

This first year budget has been extensively negotiated by staff based on prior experience of managing the parks, and staff believes it is an appropriate budget for the scope of work. Subsequent annual budgets will be adjusted as necessary, and will be subject to approval by the Executive Director. In no event will the budget exceed the funding available from CFD No. 5. The Fee Schedule and the private event programming assumptions that inform the Special Events budget line item are also reviewed and established annually through the operating budget approval process.

CITIZENS ADVISORY COMMITTEE

The RFQ selection panel, whose recommendation of MJM was unanimous, included a representative from the Mission Bay Citizens Advisory Committee. The selection panel's recommendation of MJM for the Mission Bay Open Space Management Contract was discussed at the CAC's April 2016 meeting and was received very positively. The CAC and general community in and around Mission Bay have expressed strong support for MJM's work in managing the Mission Bay Open Space System.

SMALL BUSINESS ENTERPRISE PROGRAM COMPLIANCE

Contracting teams must reflect a commitment and ability to successfully adhere to OCII policies regarding Small Business Enterprises, nondiscrimination in contracts and benefits, minimum compensation and prevailing wage labor standards, and health care accountability. MJM, as the selected contractor, has performed sufficient good

faith efforts to include Small Business Enterprises ("SBEs") in the performance of the contract. MJM intends to perform this contract with 100% SBE participation, exceeding the OCII SBE goal of 50%.

The MJM team meets the OCII's equal opportunity program goals for Mission Bay. MJM, the prime contractor, is a San Francisco-based woman-owned small business, and all three of its subcontractors are San Francisco-based SBE firms. Two of the subcontractors are Minority Business Enterprises ("MBE") and the other subcontractor is a Minority Woman Business Enterprise ("MWBE"). Biographical summaries of MJM and its SBE subcontractors are included as Attachment 3. Aside from operating costs, such as utility payments, SBE's will receive 100% of the contract amount.

MJM and its subcontractors are in compliance with all of the OCII's purchasing and contracting policies, including policies on non-discrimination in benefits, minimum compensation, healthcare accountability and prevailing wages.

CALIFORNIA ENVIRONMENTAL QUALITY ACT

Under the Contract, the ongoing maintenance of the Mission Bay open space system will provide quality active and passive recreational opportunities for residents of the Mission Bay North and South Redevelopment Project Areas and the general public. Approval of the Contract with MJM is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15301 because it authorizes the operation, repair, maintenance or minor alteration of existing open space facilities or topographical features with negligible or no expansion of existing uses.

STAFF RECOMMENDATION

Staff recommends this Commission approve and authorize the Executive Director to execute a Personal Services Contract with MJM Management Group, a California Corporation, for property management of the Mission Bay Open Space System in the Mission Bay North and South Redevelopment Project Areas for an initial term of three years with one three-year option to extend the contract, and authorizing a total aggregate management fee amount not to exceed $1,215,135, the initial FY 2016-17 operating budget in the amount of $1,930,935, and to allow the Executive Director to approve subsequent annual operating budgets for the term of the contract.

(Originated by Hilde Myall, Senior Development Specialist, and Marc Slutzkin, Project Manager)

Tiffany Bohee
Executive Director

Attachment 1:	Mission Bay Open Space System Map
Attachment 2:	Personal Services Contract with MJM Management Group
Attachment 3:	SBE Biographical Summaries

Attachment #1



MISSION BAY OPEN SPACE SYSTEM

Attachment 2

OFFICE OF COMMUNITY INVESTMENT AND INFRASTRUCTURE/
SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY AND COUNTY OF SAN FRANCISCO

PERSONAL SERVICES CONTRACT

This PERSONAL SERVICES CONTRACT ("Contract") is entered into as of July 1, 2016 by and between the OFFICE OF COMMUNITY INVESTMENT AND INFRASTRUCTURE/SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY AND COUNTY OF SAN FRANCISCO, a public body, corporate and politic ("OCII"), and MJM Management Group ("MJM"), a California Corporation ("Contractor").

RECITALS

A. Under Chapter 5, Statutes of 2011, Assembly Bill No. 1X26 (Chapter 5, Statutes of 2011-12, First Extraordinary Session) ("AB 26"), and Assembly Bill No. 1484 (Chapter 26, Statutes of 2011-12, Regular Session) ("AB 1484"), the San Francisco Redevelopment Agency ("Former Agency") was dissolved and the non-housing assets and obligations of the Former Agency were transferred to the Successor Agency to the Redevelopment Agency of the City and County of San Francisco ("Successor Agency"), commonly known as the Office of Community Investment and Infrastructure or "OCII". AB26 and AB1484 as codified in Cal. Health & Safety Code §34161 et. seq. and as amended from time to time, are referred to as "Dissolution Law."

B. On October 2, 2012, the Board of Supervisors in its capacity as the governing body of the Successor Agency adopted Ordinance No. 215-12, acknowledging that OCII is a separate legal entity as a result of AB 1484, creating the Successor Agency Commission (the "Commission"), and delegating to the Commission the authority to act in place of the Former Agency to implement, modify, enforce and complete the Former Agency's enforceable obligations, and to approve all contracts and actions related to the assets transferred to or retained by OCII consistent with the applicable enforceable obligations.

C. On October 26, 1998, the Board of Supervisors of the City and County of San Francisco approved and adopted the Redevelopment Plan for the Mission Bay North Redevelopment Project Area; on November 2, 1998, it approved and adopted the Redevelopment Plan for the Mission Bay South Redevelopment Project Area (collectively the "Plans"). The Plans and their implementing documents, as defined in the Plans, constitute the Plan Documents.

D. In November 1998, the Former Agency and Catellus Development Corporation entered into two owner participation agreements establishing development obligations within their respective Plan areas: one for Mission Bay North (the "North OPA") and one for Mission Bay South (the "South OPA") (collectively, the "OPAs"). Under the OPAs, the Owner (as defined therein) is required to finance and build 41 acres of public open space on parcels of land in the Plans' areas owned by the City and County of San Francisco

("City") or the Port of San Francisco ("Open Space Parcels"), 33which are to be leased to the Successor Agency at the time of improvement (once constructed and so leased, the "Mission Bay Open Space System"). The Open Space Parcels are constructed in phases together with associated residential and/or commercial development. Under the Plan Documents, the Successor Agency is responsible for managing and operating the Mission Bay Open Space System until 2043.

E. On December 19, 1999, the Former Agency Commission by Resolution No. 217-99 formed Community Facilities District No. 5 ("CFD No. 5") and authorized the levy of special taxes, which levy was also approved on January 11, 2000 by Former Agency Ordinance No. 2-99. All costs for the OCII operation and management of the Mission Bay Open Space System will be paid through the special taxes levied in. CFD No. 5.

F. Under the OPAs, OCII, acting in a property management function, is required to lease the completed Open Space Parcels from the City, acting through its Department of Real Estate or through the Port, under a ground lease (the "Ground Lease") and maintain them using funds from CFD No. 5, which runs until fiscal year 2043-44. OCII is the administrator of the CFD No. 5.

G. Dissolution Law requires OCII to dispose of any fee interests or leasehold interests it has in real property under a Long-Range Property Management Plan ("PMP"), which must be submitted to the State of California Department of Finance ("DOF"). DOF approved the Successor Agency's PMP on December 7, 2015. The PMP proposes the early termination of OCII's Ground Lease for the Open Space Parcels in phases after completion.

H. On April 20, 2004, the Former Agency Commission by Resolution No. 49-2004 adopted park rules and regulations for the Mission Bay Open Space System, including an event permitting process consistent with Former Agency Commission Resolution No. 182-95.

I. On December 1, 2009, the Former Agency Commission by Resolution No. 146-2009 approved a Personal Services Contract ("2009 Contract") with MJM Management Group ("MJM") to provide overall management of the Mission Bay parks. The 2009 Contract was awarded through an RFQ process that included extensive outreach. The 2009 Contract was amended by the Former Agency Commission on January 17, 2012 by Resolution No. 2-2012 to include Park P10, and amended by the Commission on March 3, 2015 by Resolution No. 10-2015 to include several park parcels nearing completion.

J. The 2009 Contract had an initial term of three years, with an option for the Executive Director to renew the Contract for an additional three years, and, because MJM was performing well and meeting the requirements of the Contract, including OCII's policies regarding contract compliance, the Executive Director exercised this option and the 2009 Contract was extended for an additional three years. The 2009 Contract was amended for a third time on December 15, 2015 by Commission Resolution No. 76-2015 to extend the term by six months in order to allow time to complete a Request for Qualifications process. The Mission Bay Citizens Advisory Committee and general community have expressed strong support of MJM's work in the Mission Bay parks.

K. On October 13, 2015, OCII issued a Request for Qualifications ("RFQ") for property management services for the Mission Bay Open Space System (the "Contract"). As described in the RFQ, the selected contractor would manage all completed Open Space Parcels, including those phased in during the term of the Contract.

L. OCII received one application in response to the RFQ from MJM, a woman-owned business, that was found to be substantially complete and provided all requested services.

M. OCII staff determined that MJM Management Group ("MJM"), along with the proposed subcontractors, all of which are certified Small Business Enterprises, are well qualified to provide property management services for the Mission Bay Open Space System. MJM currently is under contract to provide the property management services for the Mission Bay Open Space System and has performed well throughout the term of the existing personal services contract. This Contract will allow the Contractor to continue to provide such services.

NOW, THEREFORE, OCII and the Contractor agree as follows:

1. SCOPE OF SERVICES

Contractor shall provide comprehensive property management services, including management, landscape, janitorial, general maintenance, and security services to maintain the Mission Bay Open Space System in a first class condition for public use and enjoyment as generally described herein and as described in more detail in the services described on **Attachment A**, "Scope of Services" and will provide the reports specified in **Attachment G,** "Reporting Requirements".

A. Completed Open Space Parcels. The following open space parcels have already been completed and are open to the public ("**Completed Parcels**"). The Completed Parcels are illustrated in **Attachment H**, "Mission Bay Open Space System". Commencing upon the start of the Contract Term (as hereinafter defined), the Contractor shall provide property management services (as described in **Attachment A**) to and on the Completed Parcels, which are listed below and depicted on **Attachment H** hereto:

Completed Parcels
P1 of Mission Creek Park
P10
P16 of Mission Bay Commons
P17 of Mission Bay Commons
P18 of Bayfront Park
P21 of Bayfront Park
NP1 - NP3 of Mission Creek Park*
NP4 of Mission Creek Park
NP5 of Mission Creek Park

** Parcels NP1, NP2, and NP3 are considered one open space parcel for the purpose of this Contract.*

B. Phase-in Parcels. As additional Open Space Parcels are completed and included in the Mission Bay Open Space System, they will also be included in this Contract and subject to Contractor's management obligation ("**Phase-in Parcels**"). The Phase-In Parcels are listed below and depicted in **Attachment H** and in Attachment 2 of the Mission Bay North and the Mission Bay South Redevelopment Plans. The currently expected Phase-in Parcels, listed in **Attachment A**, "Scope of Services", are:

Phase-in Parcels
P2/P8
P3
P5
P6 Kids Park
P11/11a
P19
P22 of Bayfront Park
P23 of Bayfront Park
P24 of Bayfront Park
P26/27 of Mariposa Park

1. Notification for Phase-in Parcels. OCII will provide the Contractor with a fifteen (15) day prior written notice specifying the Phase-in Parcel(s) to be included under the Contract and subject to Contractor's property management obligation.

C. Modifications to the Scope of Services. OCII, in consultation with the Contractor, may modify the Scope of Services to provide the level of services necessary to adequately maintain the Completed and Phase-in Parcels. Any scope modification that exceeds the Approved Budget and results in a continuous, ongoing budget expense or is an unforeseen, capital expense that occurs through no fault of the Contractor must be processed through the Budget Amendment process described in Section 5.D, Budget Amendments.

D. Subcontractors

1. Approval of Subcontractors. The Contractor is authorized to enter into contracts to obtain the services, materials, and other incidentals necessary to carrying out its responsibilities set forth in this Contract, subject to the Contractor's compliance with OCII's Purchasing Policy (dated July 21, 2009 as it may be amended from time to time) and subcontractor's compliance with all OCII policies applicable to Contractor hereunder. The Contractor will submit the qualifications of any future or substitute subcontractors to OCII for approval. If OCII fails to approve or disapprove the qualifications of a proposed subcontractor within fifteen (15) business days of the Contractor's requested approval, the Contractor may retain the subcontractor on a temporary basis pending OCII approval. In an

emergency situation, the Contractor may immediately substitute a new subcontractor pending OCII approval.

2. Approved Subcontractors. In compliance with OCII's Purchasing Policy, the Contractor has engaged qualified professional contractors that are additionally required to carry out the Scope of Services ("**Subcontractors**"). The initial Subcontractors approved by OCII are Robert W. Poyas, Inc., a Small Business Enterprise, for landscape services; Aim to Please Janitorial Services, a Small Business Enterprise, for janitorial and general maintenance services; and A1 Protective Services, Inc., a Small Business Enterprise, for security services.

3. Contractor Responsibility. The Contractor is fully responsible for the performance and for the quality of the products and services provided to OCII by the Contractor and its subcontractors. The Contractor will coordinate and manage the services of its subcontractors and ensure adherence to the Approved Budget (as defined in Section 5) and schedules by the subcontractors.

2. TERM

Subject to the early termination provisions herein, the term of this Contract shall begin on July 1, 2016 and end on June 30, 2019 ("Initial Contract Term"), unless extended pursuant to the provisions of Section 3, below, in which case the term shall end on June 30, 2022 (the "Contract Extension Term"). The Initial Contract Term and the Contract Extension Term (to the extent so extended) are collectively referred to herein as the "Contract Term".

3. OPTION TO EXTEND

A. Option to Extend. At the sole discretion of OCII's Executive Director, the Contract may be extended for one additional three (3) year period. The Executive Director shall exercise this option to extend, if at all, by providing the Contractor with written notice ninety (90) days prior to the expiration of the initial Contract Term.

B. Contract Extension Term Management Fee Increase. The monthly management fee schedule, described in Section 4.A, Compensation: Management Fee, herein, shall increase by three percent (3%) for the Contract Extension Term.

4. COMPENSATION AND METHOD OF PAYMENT

A. Compensation. The management fee payable under this Contract shall be paid based on a per-parcel monthly management fee for each Open Space Parcel then under management by the Contractor.

The following monthly management fees are payable for the Completed Parcels upon the commencement of Contract Term:

Completed Parcels $8,927

- P1 of Mission Creek Park
- P16, P17 and P18 of Mission Bay Commons
- P21 of Bayfront Park
- NP1 – NP3 of Mission Creek Park*
- NP4 of Mission Creek Park
- NP5 of Mission Creek Park

** Parcels NP1, NP2 & NP3 are considered one open space parcel for the purpose of this Contract.*

The following monthly management fees are payable for the Phase-In Parcels upon their inclusion under this Contract:

Phase-in Parcels

• P6 – Kids Park	$1,548.00
• P26/P27 of Mariposa Park	$1,197.00
• P11/11a	$184.00
• P19 of Mission Bay Commons	$182.00
• P5 – Dog Park	$190.00
• P2/P8 of Mission Creek Park	$200.00
• P3 of Mission Creek Park	$580.00
• P22 of Bayfront Park	$4,800.00
• P23 of Bayfront Park	$400.00
• P24 of Bayfront Park	$550.00

The per-parcel management fee for each of the Phase-in Parcels is not payable until the Contractor assumes property management responsibility over the particular parcel pursuant to OCII's written notification to the Contractor under Section 1.B, above. The Contractor shall submit a monthly invoice for the monthly management fee to OCII by the 20th day of the month for which the fee is owed. Upon OCII staff approval, payment will be made to the Contractor within thirty (30) days.

The total management fee payable for the Initial Contract Term is not to exceed $519,588; the total management fee payable for the Contract Extension Term is not to exceed $695,547. The actual management fee payable may be less if OCII does not turn over any or some of the Phase-in Parcels to the Contractor for property management services, and if the actual schedule for the Phase-in Parcels is different than the expected schedule. To the extent the addition of a Phase-In Parcel would result in an exceedance of the maximum total management fee then applicable, such additional Phase-in Parcel(s) will be added to this Contract by amendments to the Scope of Services, Compensation, and Budget sections of this Contract.

The total aggregate management fee under the Contract, including the management fee of $519,588 for the Initial Contract Term and the management fee of $695,547 for the Contract Extension Term, shall not exceed $1,215,135. Contractor warrants that it will provide the

services and produce the deliverables described in **Attachment A**, "Scope of Services", and **Attachment G**, "Reporting Requirements", at no additional compensation from OCII.

B. Taxes. No payroll or employment taxes of any kind will be withheld or paid by OCII on behalf of Contractor. OCII will not treat Contractor as an employee with respect to the Contract services for any purpose, including federal and state tax purposes. Contractor understands and agrees that it is Contractor's responsibility to pay all taxes required by law, including self-employment social security tax. OCII will issue an IRS 1099 Form, or other appropriate tax-reporting document, to Contractor for the Contract services.

C. Benefits. Contractor will not be eligible for, and will not participate in, any health, pension, or other benefit of OCII which exists solely for the benefit of OCII employees during the Contract Term.

D. Payment of Subcontractors. The Contractor will be solely responsible for the timely and prompt payment of its Subcontractors.

5. APPROVED BUDGET

A. General. As used herein, the "**Approved Budget**" shall mean the budget approved by OCII for each year of the Contract and funded by CFD No. 5. In no event shall the Approved Budget for a particular year of the Contract exceed the funds available within the CFD No. 5 and projected permit fee revenues for that year. OCII and the Contractor will follow the process set forth in this Section 5 for establishing the Approved Budgets for each year of the Contract.

B. Fiscal Year 2016-2017. The Contractor will provide the services and produce the deliverables described in **Attachment A**, "Scope of Services", and **Attachment G**, "Reporting Requirements" in accordance with the Approved Budget for fiscal year 2016-2017 ("**Contract Year 1**"), attached hereto as **Attachment B**, "Contract Year 1 Budget". The Contract Year 1 Approved Budget is comprised of capital expenses in the amount of $26,500, operating expenses in the amount of $1,809,295 and special event expenses in the amount of $95,140. The capital and operating costs for Contract Year 1 shall not exceed $1,930,395.

C. Preliminary Budgets. Beyond fiscal year 2016-2017, the Contractor will prepare and submit a preliminary operations work plan and budget ("**Preliminary Budget**") to OCII by February 1st for the next fiscal year, as described in **Attachment G** "Reporting Requirements", Section E. OCII and the Contractor will consult and work cooperatively to refine the Preliminary Budget in order to have a revised annual operations work plan and budget, in substantially complete form, prepared by March 1st.

D. Approved Budget Process. The Contractor will submit the revised annual operations work plan and budget to OCII for Executive Director review and approval by March 1st for the next fiscal year, as described in detail in Approved Budget, **Attachment G**, "Reporting Requirements". Upon receipt, OCII staff will review the budget and provide any modifications to the Contractor. The Executive Director and the Contractor will meet as needed

to review OCII's budget changes, and if necessary the Contractor will submit a revised budget for the Executive Director's approval. OCII's Executive Director, or her designee, is authorized to approve the annual budget for each subsequent Contract Year, subject to the availability of funds from CFD. No. 5, which budget shall become the Approved Budget.

E. Budget Amendment. The Executive Director may amend the Approved Budget and the Commercial and Non-Commercial Fee Schedule as defined in **Attachment G**, "Reporting Requirements", subject to the availability of funds in CFD No. 5, for unforeseen expenses, which exceed the Approved Budget and result in a continuous ongoing budget expense, or is an unforeseen capital expense that occurs through no fault or mismanagement by the Contractor. The Contractor shall submit a budget amendment request with supporting documentation, including cost estimates in accordance with OCII's Purchasing Policy. OCII staff will review all budget amendments as expeditiously as possible. The Contractor shall employ appropriate accounting practices to accurately track budget amendments and variances, which shall be detailed in the Monthly Property Management Report as described in **Attachment G**, "Reporting Requirements".

F. Bank Accounts. The Contractor will maintain the following separate bank accounts:

1. Interest-bearing money market account: For the deposit of permit fees, OCII reimbursements of operating expenses, working capital, and any other revenues generated at the Mission Bay Open Space System. Funds will be transferred as needed from this account to the general checking account for disbursement of operating expenses.

2. General checking account: For disbursement of all Mission Bay Open Space System operating expenses.

3. The Contractor will provide a monthly reconciliation of both bank accounts along with copies of all deposit receipts to OCII as indicated in **Attachment G**, "Reporting Requirements".

4. The Contractor may only maintain the Mission Bay Open Space funds in the bank accounts specified above and may not commingle said funds in any other accounts, or with funds from other contracts with OCII, or any public or private entity.

G. Permit Fees. After recovering Contractor's costs, if any, for facilitating permitted events, Contractor's use of revenue generated from event permit fees shall be limited to offsetting the cost of OCII-sponsored free public events within the Mission Bay Open Space System, unless otherwise approved by the Executive Director. Contractor will collect and deposit in an interest-bearing money market account, all permit fees received in connection with its event management responsibilities described in Section I.C.(5) of **Attachment A**, "Scope of Services". Contractor will include a monthly reconciliation of the permit fees in its Monthly Property Management Report described in **Attachment G**, "Reporting Requirements".

H. Miscellaneous Revenue. Revenue generated from donations, if any, shall be used to help offset the cost of OCII-sponsored free public events within the Mission Bay Open Space System, unless otherwise approved by the Executive Director. Contractor will collect and deposit in an interest-bearing money market account, all miscellaneous revenues received in connection with its event management responsibilities described in Section I.C.(5) of **Attachment A**, "Scope of Services". Contractor will include a monthly reconciliation of the miscellaneous revenues in its Monthly Property Management Report described in **Attachment G**, "Reporting Requirements".

I. Books and Records. The Contractor will maintain a set of books devoted exclusively to the operations of the Mission Bay Open Space System. The Contractor will use forms, accounting methods, internal controls, and procedures acceptable to the Executive Director. The books will be available in the Mission Bay Open Space System site office for examination by authorized OCII personnel.

1. The Contractor will furnish additional financial reports, statistical reports, financial analyses, and other data as requested by OCII personnel.

2. Additionally, the Contractor will maintain and upgrade as needed computer programs for (1) cost accounting, (2) maintenance scheduling and tracking, and (3) event scheduling. All computer programs, including any programs not listed in this section, utilized in the operations of the Mission Bay Open Space System will remain the property of OCII.

J. Supplies. The Contractor, and/or its subcontractors, will be responsible for purchasing all supplies for the operation of the Mission Bay Open Space System from funds provided in the Approved Budget. The Contractor, and/or its subcontractors, will exercise prudent judgment in the purchase of expendable supplies, making volume purchases when appropriate and obtaining goods and services at competitive prices.

1. The Contractor may purchase supplies from its subsidiaries and affiliates, but in no event shall the purchase price exceed prevailing competitive prices.

2. OCII will be credited with the full amount of any discounts or commissions obtained by the Contractor on any and all purchases.

K. Capital Purchases. All personal property, including any systems, fixtures, furniture, and equipment, purchased by the Contractor on behalf of OCII pursuant to the Approved Budget including the Capital Budget, and all personal property relating to or used in the operation and maintenance of the Mission Bay Open Space System, except any personal property which was paid for and is owned by the Contractor, shall be assigned, transferred, and conveyed to OCII upon expiration or termination of this Contract.

L. Donations and Contributions. Unless expressly approved by the Executive Director, the Contractor is prohibited from fundraising or otherwise soliciting funds in the name of, or on behalf of, OCII or the Mission Bay Open Space System, from entering into agreements

for private sponsorship, and from accepting private sponsorship monies, including, without limitation, advertising sponsorships. From time to time, the Contractor may request permission from the Executive Director to accept donations to the Mission Bay Open Space System or to investigate the potential for private sponsorships to help fund costs for special public events, such as family holiday events (Spring Egg Hunt, Kite Day for Kids) and cultural events (dance performances, summer concerts) and other activities (yoga in the parks) and/or to help fund services that are in addition to the General Park Management, Landscaping Maintenance, Janitorial Services and Security Services that are described in the Attachment A, Scope of Services. The Executive Director shall review such requests and, in her sole discretion, approve or disapprove requests. The Executive Director's approval or disapproval shall be given in writing. Any funds received by the Contractor pursuant to an OCII-approved request shall be considered revenues and shall be deposited to the Mission Bay Open Space System Bank Accounts pursuant to Section 5 Approved Budget of this Contract.

6. NO PERSONAL LIABILITY

Neither OCII, nor its respective commissioners, members, officers, agents or employees shall be liable personally to Contractor or any successor in interest in the event of any default or breach by OCII or for any amount which may become due to Contractor or any successor or on any obligation under the terms of this Contract.

7. ASSIGNMENT OF CONTRACT

Contractor shall not assign this Contract, or any part thereof, without the prior express written consent of OCII.

OCII Assignment with Termination of Ground Lease. Contractor acknowledges that OCII is subject to the state law dissolving redevelopment agencies and that it must dispose of its assets under a Long-Range Property Management Plan ("PMP"). In its PMP, which is a disposition plan for all of OCII's real property assets, OCII proposed terminating the Ground Lease with the City for the Open Space Parcels. Contractor acknowledges that the Ground Lease may be terminated and that this Contract may be assigned, under the same terms and conditions, to the City, as the owner of the Open Space Parcels, upon termination of the Ground Lease.

8. INTENTIONALLY OMITTED

9. NON-FEDERAL LABOR STANDARDS

Contractor agrees for itself and on behalf of its subcontractors that any employees performing work or services for Contractor or its subcontractors shall be paid not less than the prevailing wage rate and shall be subject to the same hours and working conditions and shall receive the same benefits provided for similar work or services performed in San Francisco. Contractor further agrees to comply with OCII's Prevailing Wage Provisions (see **Attachment D-1**, "Prevailing Wage Provisions (Labor Standards)"). Contractor further agrees that the inclusion of the above provisions in this Contract shall not be construed to relieve Contractor or any subcontractor from the pertinent requirements of any applicable Federal labor standards

provisions; and Contractor also agrees that the limitations, if any, in these non-Federal labor standards provisions upon hours per day, per week, or per month which the employees engaged on the work covered by this Contract may be required to work thereon shall not be exceeded. Where minimum rates of pay required under State or local law are higher than the minimum rates of pay required by or set forth in applicable Federal labor standards, said State or local minimum rates shall be the applicable minimum rates of pay for such classifications. Contractor shall at all times comply with California's Prevailing Wage Law (Labor Code Section 1720, et seq.) to the extent that law applies to Contractor's scope of work.

10. INDEMNIFICATION

To the fullest extent allowable by law, Contractor shall hold harmless, defend at its own expense and indemnify OCII, the City and County of San Francisco, the San Francisco Port Commission and their respective commissioners, members, officers, agents and employees against any and all liability, claims, losses, damages or expenses, including reasonable attorney's fees, arising directly or indirectly from all acts or omissions to act of Contractor or its officers, agents, subcontractors or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from OCII's negligence or willful acts and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on Contractor, its officers, agents or employees. In addition to Contractor's obligation to indemnify OCII, Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend OCII from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Contractor by OCII and continues at all times thereafter. This section does not apply to contracts for construction design services provided by a design professional, as defined in California Civil Code Section 2782.8.

11. INDEPENDENT CONTRACTOR

Contractor hereby declares that it is engaged in an independent business and agrees to perform its services as an independent contractor and not as the agent or employee of OCII. Contractor has and hereby retains the right to exercise full control and supervision of the services and work to be provided under this Contract and full control over the employment, direction, compensation and discharge of all persons assisting it in the performance of the services and work hereunder. Contractor agrees to be solely responsible for all matters relating to payment of employees, including, but not limited to, compliance with all federal, state and local payroll tax and withholding requirements, workers' compensation requirements and all regulations governing such matters. Contractor agrees to be solely responsible for its own acts and those of its subordinates and employees during the term of the Contract.

12. INSURANCE

A. Contractor must procure and maintain for the duration of the Contract, including any extensions, insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work under this Contract by the

Contractor, its agents, representatives, employees or subcontractors. If the Contractor maintains additional coverages and/or higher limits than the minimums shown in this Article 12, OCII requires and shall be entitled to the additional coverage and/or the higher limits maintained by the Contractor.

B. Minimum Scope of Insurance. Coverage must be at least as broad as:

(1) Insurance Services Office Commercial General Liability coverage (occurrence form CG 00 01).

(2) Insurance Services Office Automobile Liability coverage, code 1 (form number CA 00 01- any auto).

(3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.

(4) Blanket Fidelity Bond or other form of Commercial Crime insurance acceptable to OCII covering all officers and employees of Contractor for loss of OCII- or City-owned property caused by dishonesty. The OCII and City shall be named as obligee and should such a loss of property occur, Contractor agrees to diligently pursue recovery under the bond and to assign or remit to the OCII all funds recovered.

C. Minimum Limits of Insurance. Contractor must maintain limits no less than:

(1) General Liability: $5,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit must apply separately to this project/location or the general aggregate limit must be twice the required occurrence limit.

(2) Automobile Liability: $5,000,000 per accident for bodily injury and property damage.

(3) Workers' Compensation and Employer's Liability: Workers' Compensation limits as required by the State of California and Employer's Liability limits of $1,000,000 for bodily injury by accident and $1,000,000 per person and in the annual aggregate for bodily injury by disease. (Required only if Contractor has employees).

(4) Umbrella or Excess Liability: $5,000,000 per occurrence.

(5) Fidelity Bond or other form of Commercial Crime insurance acceptable to OCII naming OCII and City as Loss Payee: $100,000.

D. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by OCII. At the option of OCII, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to OCII, the City and County of San Francisco, the San Francisco Port Commission and its respective commissioners, members, officers, agents and employees; or Contractor shall provide a financial guarantee satisfactory to OCII guaranteeing payment of losses and related investigations, claim administration and defense expenses.

E. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

(1) The "Office of Community Investment and Infrastructure/Successor Agency to the Redevelopment Agency of the City and County of San Francisco and its respective commissioners, members, officers, agents and employees" are to be covered as additional insureds as respects to: liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor; and liability arising out of work or operations performed by or on behalf of the Contractor.

(2) For any claims related to this Contract, the Contractor's insurance coverage must be primary insurance as respects to OCII and its respective commissioners, members, officers, agents, and employees. Any insurance or self-insurance maintained by OCII, the City and County of San Francisco and their respective commissioners, members, officers, agents or employees shall be in excess of Contractor's insurance and shall not contribute with it.

(3) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to OCII and its respective commissioners, members, officers, agents or employees.

(4) Each insurance policy required by this clause must be endorsed to state that coverage will not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to OCII.

(6) Contractor hereby grants to OCII a waiver of any right to subrogation which any insurer of said Contractor may acquire against OCII by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not OCII has received a waiver of subrogation endorsement from the insurer.

(7) If any of the required policies provide coverage on a claims-made basis:

a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the contract of work.

c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five years after completion of contract work.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A. M. Best's rating of no less than A:VII, unless otherwise approved by OCII's Risk Manager.

G. Verification of Coverage. Contractor must furnish OCII with certificates of insurance and with original endorsements evidencing coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements may be on forms provided by OCII. All certificates and endorsements are to be received and approved by OCII prior to execution of this Contract, and the Contractor shall maintain current certificates on file with OCII. OCII reserves the right to require complete, certified copies of all required insurance policies, including endorsements demonstrating the coverage required by these specifications at any time.

H. Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all the requirements stated herein.

11. RECORDS, REPORTS AND AUDITS

A. Records

(1) Records shall be established and maintained in accordance with OCII requirements with respect to all matters covered by this Contract. Except as otherwise authorized by OCII, such records shall be maintained for a period of four years from the date of the termination of the Contract; except that records that are the subject of audit findings shall be retained for four years or until such audit findings have been resolved, whichever is later.

(2) All costs shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents

pertaining in whole or in part to this Contract shall be clearly identified and readily accessible.

B. Reports and Information

At such times and in such forms as OCII, the City and County of San Francisco may require, there shall be furnished to OCII or its designated representative such statements, records, reports, data and information as OCII, the City and County of San Francisco may request pertaining to matters covered by this Contract.

C. Audits and Inspections

At any time during normal business hours and as often as OCII, the City and County of San Francisco or HUD, and/or the Comptroller General of the United States, if the Contract is funded with CDBG funds, may deem necessary, there shall be made available to OCII or its representatives for examination all records with respect to all matters covered by this Contract and Contractor will permit OCII, the City and County of San Francisco, HUD and/or the Comptroller General of the United States to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Contract.

12. CONFLICTS

Except for approved eligible administrative or personnel costs, no employee, agent, contractor, officer or official of OCII who exercises any functions or responsibilities with respect to this Contract or who is in a position to participate in a decision making process or gain inside information with regard to it, shall obtain a personal or financial interest in or benefit from any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom they have family or business ties, during his or her tenure or for two years thereafter. The term "Contractor" also includes the employees, officers (including board members), agents and subcontractors of a Contractor under this Contract. In order to carry out the purposes of this Section, Contractor shall incorporate, or cause to be incorporated, in all contracts and subcontracts relating to activities pursuant to this Contract, a provision similar to that of this Section.

13. CONTRACTOR'S DUTY OF LOYALTY

Contractor for itself and subcontractors, if any, agrees to abide by OCII's duty of loyalty, which appears at Section IX.H. (Prohibited Activities of Present and Former Employees, Commissioners and Consultants) of OCII's Personnel Policy (dated September 2015 as it may be amended from time to time) and which states in part the following: "Unless approved in advance in writing by OCII, no present or former employee, Commissioner or consultant of OCII shall knowingly act for anyone other than OCII in connection with any particular matter in which OCII is a party, or has a direct and substantial interest, and in which he or she participated personally and substantially as an OCII employee, Commissioner or consultant whether through

decisions, recommendations, advice, investigation or otherwise. Violation of this section by a present employee, consultant or Commissioner may, in the case of an employee or consultant, be grounds for discharge or termination of the consultant contract, and in the case of a Commissioner, be considered misconduct in office pursuant of California Health and Safety Code Section 33115."

14. LIMITATIONS ON CONTRIBUTIONS

Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the San Francisco Campaign and Governmental Conduct Code, which prohibits any person who contracts with OCII for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) the Mayor or members of the Board of Supervisors, (2) a candidate for Mayor or Board of Supervisors, or (3) a committee controlled by such office holder or candidate, at any time from the commencement of negotiations for the contract until the later of either the termination of negotiations for such contract or six months after the date the contract is approved. Contractor acknowledges that the foregoing restriction applies only if the contract or a combination or series of contracts approved by the same individual or board in a fiscal year have a total anticipated or actual value of $50,000 or more. Contractor further acknowledges that the prohibition on contributions applies to each prospective party to the contract; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Contractor; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Contractor. Additionally, Contractor acknowledges that Contractor must inform each of the persons described in the preceding sentence of the prohibitions contained in section 1.126.

Finally, Contractor agrees to provide to OCII the names of each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Contractor; any subcontractor listed in the bid or contract; and any committee that is not sponsored or controlled by Contractor.

15. CONFIDENTIALITY/PROPERTY OF AGENCY

All of the reports, information, data or other materials prepared or assembled by Contractor under this Contract, including Contractor's opinions and conclusions based upon such items, are confidential. Contractor agrees that such reports, information, opinions or conclusions shall not be made available to or discussed with any individual or organization, including the news media, without the prior written approval of OCII. Unless otherwise stated in the Scope of Services, all such reports, information, data or other materials and work product shall become the property of OCII.

16. COMPLIANCE WITH CALIFORNIA GOVERNMENT CODE

It is understood and agreed that Contractor shall comply with California Government Code Section 7550. California Government Code Section 7550 provides in part that when the total cost for work performed for a local agency by nonemployees of such agency exceeds $5,000.00, any document or written report prepared in whole or in part by nonemployees for such agency shall contain, in a separate section, the numbers and dollar amount of all contracts and subcontracts relating to the preparation of such document or written report.

17. COMPLIANCE WITH MISSION BAY PLAN DOCUMENTS

In assuming property management responsibilities for completed open space parcels under this contract, the Contractor agrees to comply with:

A. All requirements of the Ground Lease.

B. All requirements of the CFD No. 5 as they relate to the eligible use of CFD funds to operate, maintain, and repair the Open Space Parcels as represented in the Approved Budget.

C. The Risk Management Plan for the Mission Bay Area ("RMP") as the RMP applies to parcels on which construction of improvements is complete, including but not limited to Sections 6.4.3, 5.3.5 and Appendix C of the RMP. Contractor and its Subcontractors agree to refrain from interfering with the City's or OCII's compliance with the RMP in undertaking property management activities and any other activities that may disturb soil or groundwater.

D. The OCII-adopted park rules and regulations for the Mission Bay Open Space System per the Former Agency Commission by Resolution No. 49-2004 of April 20, 2004 and including an event permitting process consistent with Former Agency Commission Resolution No. 182-95, a copy of which is attached to this Contract as Attachment I, Mission Bay Open Space System Rules and Regulations.

18. NONDISCRIMINATION AND EQUAL BENEFITS

A. There shall be no discrimination against or segregation of any person, or group of persons, on account of race, color, religion, creed, national origin or ancestry, sex, gender identity, age, marital or domestic partner status, sexual orientation or disability (including HIV or AIDS status) in the performance of this Contract. Contractor will ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, creed, national origin or ancestry, sex, gender identity, age, marital or domestic partner status, sexual orientation or disability (including HIV or AIDS status) or other protected class status. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship; and provision of any services or accommodations to clients or the general public.

B. Contractor will, in all solicitations or advertisements for employees placed by it or on its behalf, state it is an equal opportunity employer.

C. Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

D. Contractor agrees not to discriminate in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, and shall comply fully with all provisions of OCII's Nondiscrimination in Contracts Policy ("Policy"), adopted by Former Agency Resolution No. 175-97, as such Policy may be amended from time to time. The City and County of San Francisco has certified Contractor as being in compliance with Chapter 12B of the San Francisco Administrative Code (the "Equal Benefits Ordinance"). See vendor no. 33345 on list of Vendors that Comply with Chapter 12B Equal Benefits Ordinance, available at http://sfgsa.org/index.aspx?page=6128 (as of June 17, 2016). Accordingly, OCII deems this certification under the Equal Benefits Ordinance as compliance with the Policy.

E. Contractor shall provide all services to the public under this Contract in facilities that are accessible to persons with disabilities as required by state and federal law and execute **Attachment C** "Nondiscrimination in Contracts and Benefits Form".

19. COMPLIANCE WITH SMALL BUSINESS ENTERPRISE PROGRAM

OCII implements a Small Business Enterprises ("SBE") Program that was adopted by Successor Agency Resolution No. 43-2015 and that requires consideration in awarding contracts in the following order: 1) Project Area SBEs, 2) San Francisco-based SBEs (outside an Agency Project Area), and 3) All other SBEs. Non San Francisco-based SBEs should be used to satisfy participation goals only if Project Area SBEs or San Francisco-based SBEs are not available, qualified, or if their bids or fees are significantly higher than those of non San Francisco-based SBEs (see **Attachment D** "SBE Agreement").

Under the SBE Program, the Contractor, in awarding subcontracts, must make good faith efforts to achieve SBE participation of 50% for professional, personal services, and construction contracts; provided, however, that this goal may vary depending on the extent of subcontracting opportunities under OCII contract and the availability of SBE subcontractors capable of providing goods or services required by the contract; and provided further, that OCII has the sole discretion to modify the 50% SBE participation goal consistent with the SBE Program, as specified in the SBE Agreement.

OCII relies on the information that a business may have provided to qualify under another public entities' business certification program in determining whether that business qualifies as an SBE under OCII's SBE Program. Those other programs include: City and County of San Francisco Local Disadvantaged Business Enterprises (LBE) certification, *information available at* - http:// sfgsa.org/index.aspx?page=5364; and State of California –

Small Business Enterprises certification - http://www.dgs.ca.gov/pd/Programs/OSDS/GetCertified.aspx. OCII retains the discretion, however, to determine if the information provided for those other programs meets SBE eligibility under OCII's SBE Program.

20. COMPLIANCE WITH MINIMUM COMPENSATION POLICY AND HEALTH CARE ACCOUNTABILITY POLICY

Contractor agrees, as of the date of this Contract and during the term of this Contract, to comply with the provisions of OCII's Minimum Compensation Policy and Health Care Accountability Policy (the "Policies"), adopted by Former Agency Resolution 168-2001, as such policies may be amended from time to time (See **Attachment E** "Minimum Compensation Policy" and **Attachment F** "Health Care Accountability Policy"). Such compliance includes providing all "Covered Employees," as defined under Section 2.7 of the Policies, a minimum level of compensation and offering health plan benefits to such employees or to make payments to the City and County of San Francisco's Department of Public Health, or to participate in a health benefits program developed by the City and County of San Francisco's Director of Health.

21. TERMINATION

OCII may terminate this Contract at any time without cause upon written Notice of Termination to the Contractor; provided, however, that in the event of such termination, OCII shall compensate the Contractor for work completed to the satisfaction of OCII as of the date of such notice or the date of termination specified in and directed by such notice.

22. MISCELLANEOUS PROVISIONS

A. Notices

All notices, demands, consents or approvals required under this Contract shall be in writing and shall be deemed given when delivered personally or by facsimile transmission or three (3) business days after being deposited in the U.S. Mail, first class postage prepaid, return receipt requested, addressed as follows:

If to OCII: Office of Community Investment and Infrastructure/Successor Agency to the San Francisco Redevelopment Agency
One South Van Ness Avenue, Fifth Floor
San Francisco, CA 94103
Attention: Executive Director

If to Contractor: **MJM Management Group**
414 Mason Street, Suite 510
San Francisco, CA 94102
Attention: **Mary J. McCue, President/CEO**

or to such other addresses as the parties may designate by notice as set forth above.

B. Time of Performance

(1) Time is of the essence in the performance of all the terms and conditions of this Contract.

(2) All performance and cure periods expire at 5 p.m., San Francisco, California time, on the applicable date.

(3) A performance or cure date which otherwise would be a Saturday, Sunday or OCII holiday shall be extended to the next OCII working day.

C. Successors and Assigns

This Contract shall be binding upon and inure to the benefit of the successors and assigns of OCII and the Contractor. Where the term "Contractor" or "OCII" is used in this Contract, it shall mean and include their respective successors and assigns; provided, however, that OCII shall have no obligation under this Contract to, nor shall any benefit of this Contract accrue to, any unapproved successor or assign of Contractor where OCII approval of a successor or assign is required by this Contract.

D. Modification, Waiver and Amendment

Any modification, waiver or amendment of any of the provisions of this Contract must be in writing and signed by both OCII and Contractor.

E. Entire Contract

This Contract represents the complete agreement between the parties as to the matters described herein, and there are no oral understandings between Contractor and OCII affecting this Contract not set forth herein. This Contract supersedes all previous negotiations, arrangements, agreements and understandings between Contractor and OCII with respect to the subject matter hereof.

F. Severability

If any provision of this Contract shall be determined to be illegal or unenforceable, such determination shall not affect any other provision and all such other provisions shall remain in full force and effect.

G. Governing Law

This Contract shall be governed by the laws of the State of California. It is the responsibility of Contractor to be informed of local, state and federal laws and requirements

applicable to this Contract and to perform all work in compliance with those laws and requirements.

H. Headings

Titles of parts or sections of this Contract are inserted for convenience only and shall be disregarded in construing or interpreting its provisions.

I. Attorneys' Fees

In any action or proceeding arising out of this Contract, the prevailing party shall be entitled to reasonable attorneys' fees and costs.

J. Authority

The undersigned represents and warrants that he or she has full power and authority to enter into this Contract and to bind the Contractor in accordance with its terms.

K. Designated Representative

The initial designated representative for OCII for this Contract is _____. The initial Contractor designated representative for this Contract is _____.

IN WITNESS WHEREOF OCII and Contractor have executed this Contract as of the date first above written.

MJM Management Group, a California corporation

By:_____
Mary J. McCue
President/CEO
Federal Tax Identification No.94-3141456

SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY AND COUNTY OF SAN FRANCISCO, a public body, corporate and politic

By:_____
Tiffany Bohee
Executive Director

APPROVED AS TO FORM:

By:_____
James B. Morales
General Counsel

Authorized by Resolution No. _____, adopted _____.

Attachment 2

ATTACHMENTS

Attachment A:	Scope of Services
Attachment B:	Budget
Attachment C:	Nondiscrimination in Contracts and Benefits Form
Attachment D:	Small Business Enterprise Agreement
Attachment D-1:	Prevailing Wage Provisions
Attachment E:	Minimum Compensation Policy Declaration
Attachment F:	Health Care Accountability Policy Declaration
Attachment G:	Reporting Requirements
Attachment H:	Map of Mission Bay Open Space System
Attachment I:	Mission Bay Open Space System Rules and Regulations

ATTACHMENT A

SCOPE OF SERVICES

The Contractor will be responsible for the overall management of the property including landscape, janitorial and general maintenance, and security services, as well as any special conditions of the Mission Bay Open Space System improvements on the Completed Parcels and the Phase-in Parcels. The Contractor will be responsible for *all* areas and components of the park improvements as shown on the plans, specifications, and project manuals provided to the Contractor for each park as they are added to the Contract.

The Contractor will maintain the parks in a first-class condition and operate the parks so as to enhance the enjoyment and safety of the general public. All park improvements will be maintained in accordance with the park plans, as-built plans, project manual specifications, and manufacturer specifications, unless otherwise agreed upon by OCII's Executive Director. The Mission Bay Open Space System will also be operated pursuant to (1) "Rules and Regulations", as adopted by Former Agency Commission Resolution No. 49-2004, including an event permitting process consistent with Former Agency Commission Resolution No. 182-95and (2) the "Event Guidelines," which have been established by the Contactor in consultation with OCII's Executive Director, and which may be amended from time to time as described in Attachment G, Reporting Requirements.

This Scope of Work is broken into four main sections: I) General Park Management, II) Landscaping Maintenance, III) Janitorial Services, and IV) Security Services.

I. Management

A. General Management. Contractor will:

1. Provide a Mission Bay Property Manager who will be responsible for the oversight of all operations, and who will be trained, skilled and experienced in all applicable aspects of property management. Additionally, the Contractor will provide an Engineer to commission the park parcels as they are phased-in for operation and to ensure that the park improvements have been built in accordance with the plans and specifications. Under the direction of the Property Manager, a Park Property Assistant will assist with administrative duties, event management and monitoring of park property. A Utility Maintenance Person will perform maintenance duties such as painting, small repairs and assisting the Engineer with large projects. The Utility Maintenance Person will take direction from the Property Manager and Engineer. Phase in of additional parcels may require the introduction of additional administrative and engineering maintenance staff members.

2. Oversee the coordination of all of the services of the subcontractors including landscaping, janitorial, and security services.

3. Maintain all park systems and improvements.

4. Inventory and track all park materials and supplies.

5. Certify that all the park improvements have been built in accordance with the plans and specifications.

6. Provide general supervision of field operations.

7. Act as public liaison and liaison with OCII for the park system.

8. Utilize, if needed, independent contractors to fulfill its property management responsibilities under the Scope of Services. However, the Contractor, will have final responsibility for the management, operation, maintenance, and security of the Mission Bay Open Space System.

9. Negotiate, secure and manage all subcontracts necessary for the provision of services in accordance with OCII's Purchasing Policy.

10. Resolve conflicts with members of the public and day-to-day issues as they arise.

11. Attend to all legal responsibilities entailed in operations of the Mission Bay Open Space System. Assure compliance with all local, state and federal codes and regulations pertaining to the work, including those pertaining to work place safety and toxic chemicals.

12. Conduct and assure quality control of all operations to the satisfaction of OCII's Executive Director and any technical consultants such as landscape architects, horticulturists, engineers, security advisors and others, which OCII may retain.

13. Assure that appropriate licensing and bonding is maintained for any Mission Bay Open Space System worker providing services where licensing or bonding is required.

14. Assure that appropriate training is given to all Mission Bay Open Space System workers and that the same workers are assigned to Mission Bay on a regular basis.

15. Act as OCII's agent to enforce the Open Space Parcels' construction guarantee during the warranty period as described in the Public Improvement Agreement or Improvement Permit for each Open Space Parcel as provided by OCII.

16. Review plans for future development as it relates to the Mission Bay Open Space System by provided by OCII, and advise the OCII Executive Director on park

design operational aspects or impact on Mission Bay Open Space System operations.

17. Assist OCII in determining and purchasing appropriate furnishing, fixtures and equipment (FF&E) necessary for the operations of the Mission Bay Open Space System.

18. Prepare and implement an annual Mission Bay Open Space System Work Plan and Budget for OCII Executive Director approval as listed in Attachment G, Reporting Requirements.

19. Prepare and submit to OCII's Executive Director an annual Mission Bay Open Space System Operations Summary, as listed in Attachment G, Reporting Requirements that includes possible proposed changes to operating procedures.

20. As listed in Attachment G, Reporting Requirements, perform the following Capital Renewal and Facility Management tasks: maintain, update, and generate reports from OCII's facility management software program called Condition Management Estimation Technology (COMET). An assessment of the property must be made to utilize the COMET program. Until that time, Contractor shall prepare and provide to OCII a Capital Asset Management Plan that outlines an inventory of all OCII owned-equipment and includes recommendations for necessary repairs, replacement, or new capital equipment expenditures for the following year

21. Update and implement, upon OCII Executive Director approval, an Emergency Preparedness Plan ("Plan") providing for the protection of life and property during emergencies, which may affect the Mission Bay Open Space System as listed in Attachment G, Reporting Requirements. The Plan will outline management and staff responsibilities, evacuation procedures, management and staff duties in an emergency situation, and preventative maintenance such as maintaining life safety inspection and records logs. The Contractor will work cooperatively with the San Francisco Police Department and San Francisco Fire Department on entrance and exit procedures and will coordinate the Plan with adjacent uses.

22. Be responsible for emergency preparedness training and relevant practice drills for all employees and subcontractors who work in the Mission Bay Open Space System.

23. Promptly obtain proper medical assistance for Contractor's staff, Subcontractors, or any member of the public, as the need arises.

24. Screen potential Mission Bay Open Space System personnel for any behavior or past record, which might indicate inappropriateness for employment in a family-oriented environment.

25. Maintain good working relations with adjacent users near Mission Creek and in the surrounding Mission Bay neighborhood. The Contractor will also attend meetings of the Redevelopment OCII's Mission Bay Citizens Advisory Committee ("CAC") and respond to any concerns that the CAC may have.

26. Provide comprehensive insurance for all operations in accordance with the insurance provisions of Section 12 of this Contract.

B. Site Office. Contractor will:

1. Maintain a Mission Bay Open Space System site office in Park NP5. The Contractor shall be present at the site office to oversee the management and operations of the open space system in accordance with the staffing specified in Section I.A., General Management.

C. Management of Event Programming. Contractor will:

1. Update and implement the Mission Bay Open Space System Event Guidelines for commercial and non-commercial events as listed in Attachment G, Reporting Requirements.

2. Develop and implement a Mission Bay Open Space System Event Programming Plan, as listed in Attachment G, Reporting Requirements, for the Mission Bay Open Space System to promote the use of the Mission Bay Open Space System to members of the general public and the private sector.

    i. The Programming Plan will describe appropriate programming that will take advantage the design and location of the Mission Bay Open Space System. Appropriate events, include, but are not limited to, the following small to medium-sized events:
        a. Brown bag lunch lectures to interface with UCSF and the Mission Bay Branch Library
        b. Lunchtime dance and music performances
        c. Art shows - open air arts exhibitions
        d. Cultural and food exhibits
        e. Library/book reading events
        f. Children's events
        g. Energy awareness educational programs, such as wind, water demonstrations
        h. Installation arts with an environmental theme that would be planned in conjunction with local arts organizations
        i. Non-profit sports events, such as the use of the parks as a start or finish line for cycling and walk-a-thons
        j. Photo/video/film shoots that will use the Mission Bay Open Space System environment as a scenic backdrop

k. Corporate and private events, such as receptions and product launches, company picnics, weddings, family reunions and the like
l. Formal exercise classes – (permitted as space allows)
m. League and special promotional events utilizing sports courts

ii. Work with the San Francisco Convention and Visitors Bureau in an effort to bring awareness to the Mission Bay Open Space System. The Contractor will also conduct walk-throughs of the parks with representatives and destination managers from various fields to assist the Contractor's assessment of the types of events that would promote the Mission Bay Open Space System as a destination.

3. Ensure that the commercial rental events are appropriate uses for the Mission Bay Open Space System.

4. Ensure that limitations on occupancy and other life-safety codes are strictly enforced for all events.

5. Update and implement a Commercial and Non-Commercial Fee Schedule for the use of the Mission Bay Open Space System for events as listed in Attachment G, Reporting Requirements. The Contractor will provide logistical, technical, security, and janitorial support for all events at no cost to OCII. OCII's Executive Director and Contractor will review the fees as needed, at least annually.

6. Issue permits for organized activities in the Mission Bay Open Space System pursuant to OCII policies, including collection of fees and evidence of insurance. The Contractor shall ensure that event sponsors secure all appropriate local, state, and federal permits, as applicable, prior to the Contractor's issuance of an event permit. The issuance of permits will be done in accordance with the Mission Bay Open Space System Event Guidelines to be submitted by Contractor for OCII Executive Director approval as listed in Attachment G, Reporting Requirements.

7. Will conduct training sessions for Contractor's staff and subcontractors on how to obtain city permits, i.e. sound permits, itinerant show permits, health permits and applicable fire or alcohol permits.

8. Develop and implement a Mission Bay Open Space System Event Management Plan as listed in Attachment G, Reporting Requirements, to coordinate the scheduling and logistics of all activities in or affecting the Mission Bay Open Space System, including deliveries, servicing maintenance, and special events in order to minimize potential conflicts with nearby businesses and neighbors, such as UCSF and AT&T Park.

9. The Contractor will develop a monthly calendar that will be used to develop a communication system with neighboring residential developments including the Mission Creek Harbor Association, businesses and members of the community to institute a system of sharing information about upcoming events to prevent possible conflicts and keep all relevant parties informed about upcoming events.

10. Develop and coordinate quarterly Mission Bay Parks Coordination meetings for the purpose of introducing and reviewing potential events and other park related issues. Outreach for meeting attendees will include local residents, businesses and agencies within the Mission Bay area.

D. Management of Performance Areas. Contractor will:

1. Provide trained labor and technical assistance as necessary to set-up, operate, break down and store any on-site equipment and materials.

2. Be reimbursed for event services on a per event basis, by the event client for complete set-up, operation, break down and storage of equipment and materials, or on an hourly basis for lesser amounts of assistance, which may be required by a particular event.

3. Provide sufficient technical supervision to assure that any staging materials and equipment are properly installed and used during events, and that all park improvements are protected from damage.

4. Maintain the performance areas located in P1 (the landscaped steps and performance area) and P17 (the IPE wood deck) in good operating order and advise OCII of any repairs that may become necessary.

E. Special Conditions.

A. Public Use. Contractor will:

1. Ensure that operations are planned and executed so as to maximize the public enjoyment of the Mission Bay Open Space System and minimize any disruption or inconvenience to the heavy public use of the site, which is expected.

2. Ensure that potentially disruptive site work, including mowing, planting and service vehicular traffic, is scheduled during non-peak use times, generally before 11 a.m. and between 2:00 pm and 5:00 pm. No noisy work will commence before 8:00 am and shall not take place on Sundays.

3. Generally schedule irrigation when the Mission Bay parks are closed.

4. Ensure that movement of equipment or materials to and from the Mission Bay Open Space System site office and any storage space will generally occur at the

beginning and end of each work-day and will be minimized in duration and impact to visitors.

B. Coordination with Adjacent Users. Contractor will:

1. Coordinate with the affected user any park activity, which might affect an adjacent user to the Mission Bay Open Space System, and make every reasonable effort to minimize the negative impact of any activity on such users. The other users include AT&T Park, UCSF, and the residential developments on the surrounding blocks. Such coordination will also extend to users on the blocks surrounding the park parcels should any Mission Bay Open Space System activity appear likely to negatively impact them.

2. Coordinate with adjacent users to minimize and mitigate any potential negative impact on the Mission Bay parks by any adjacent use.

3. Schedule any noise-gathering event or maintenance activity, which might affect the Mission Creek Harbor Association, UCSF, or any adjacent user on days that would avoid or minimize such conflict.

4. Coordinate its pedestrian and traffic control efforts, including street crosswalk control, with adjacent users.

5. Avoid P1 café service deliveries and pick-ups during peak usage hours.

F. Administration Support. Contractor will:

1. Provide all necessary office support as it relates to the management of the property including issuing permits and providing public information.

2. Provide professional bookkeeping necessary to maintain the records as specified in this Contract. Books shall be kept on-site at the Mission Bay Open Space System site-office at all times.

3. Provide all necessary office supplies and small equipment.

4. Provide and maintain a computerized scheduling program consolidating information about all events and activities in or affecting Mission Bay, including information about AT&T Park, UCSF and other neighborhood activities.

5. Maintain Inventory Control Systems for all Mission Bay Open Space System supplies and materials. As listed in Attachment G, Reporting Requirements, the Contractor will submit for OCII Executive Director approval, a proposal for stock-on-hand. The Contractor will maintain supplies of approved stock-on-hand throughout the term of the Contract.

6. Enter into contract with supervised labor as necessary to maintain all outdoor areas and components and all related systems in an attractive, usable and safe condition, pursuant to OCII plans and specifications and manufacturer's recommendations. The Contractor is responsible for all systems and improvements within the Mission Bay Open Space System. As-built record drawings for all park improvements will be provided to the Contractor at Contract Commencement.

G. Engineering. Contractor shall perform the following tasks at the frequencies indicated in Exhibits as applicable:

1. Manage the provision of all site utilities at all times, including but not limited to the following:
    i. Lighting & electrical systems
    ii. Irrigation electrical systems
    iii. Water (drinking fountains, rest rooms, snack bar/P1 café building, maintenance building) systems
    iv. Scavenger service.
    v. The stormwater drainage system for the bioswales in Park P10 and P11/11a is the responsibility of the San Francisco Public Utilities Commission ("PUC") and is excluded from this contract. However, Contractor will coordinate with the PUC as necessary when maintenance of the stormwater drainage system in the bioswales by the PUC is necessary and Contractor will notify the PUC if it notices any drainage issues, though the PUC retains liability for the drainage system. The surface landscaping and other non-stormwater drainage system features in the bioswales and the rest of Park P10 are included in the contract and will be maintain as described in this Scope of Services.

2. Plumbing
    i. Clean sand traps yearly.
    ii. Inspect and clean drains daily.
    iii. Establish an annual testing program for back flow devices in accordance with the Public Utility Commission requirements.
    iv. Check water meters daily.
    v. Service domestic hot water pumps.
    vi. Locate and map all water service valves.
    vii. Inspect all faucets, valves, and toilets daily and repair any problems immediately.

3. Storm System, Sanitary System, City Water
    i. Inspect regularly to assure proper working order.
    ii. Immediately repair any breaks or other damage.
    iii. Clear pipes and clean outs as necessary.
    iv. Inspect and maintain sand interceptors.
    v. Clear lines as necessary using approved mechanical methods.

4. Lighting & Electrical
    i. Inventory all light bulbs and build stock.
    ii. Maintain a pm program for all electrical panels mechanical and lighting.
    iii. Complete regular rounds around the parks.
    iv. Replace lamps as necessary.
    v. Clean fixtures regularly to provide full light levels.
    vi. Inspect regularly for necessary maintenance or repair.
    vii. Routine maintenance per manufacturer's recommendations.
    viii. Responsibility for damage to utility lines and other site improvements resulting from maintenance work being performed.

5. HVAC
    i. Clean condenser coils on rooftop HVAC.
    ii. Set up semi-annual maintenance on HVAC units.
    iii. Replace filters as required.

6. Inspections. Provide the following inspections by OCII-approved experts or professionals, at frequencies determined by OCII:
    i. Safety inspection.
    ii. Storm system inspection.
    iii. Drainage inspection.
    iv. Woodwork inspection.
    v. Lighting inspection.
    vi. Vandalism inspection.
    vii. Horticultural inspection.

7. Decomposed Granite Paths
    i. In the event that any decomposed granite paths are included in any parks, maintain compaction in the decomposed granite paths at the firmness and stability level specified in the park specification manuals.

    ii. Provide monthly reports of firmness and stability testing to OCII staff.

    iii. Keep free of any plant material.

8. Public Boat Launch
    i. Inspect all gate, railings and horizontal surfaces for conditions that may require repair and initiate repairs as necessary using appropriate contractors.

ii. Consult with marine construction specialists for care of boat launch materials located on or below surface of water.

9. Sports Courts
    i. Inspect condition of court surfaces, backboards and nets. Coordinate repairs and replacements as necessary.

H. Construction/Project Management. Contractor will:

1. Attend construction related meetings during the development and construction of the Mission Bay Phase-In Parcels. Contractor will provide advice and comments to OCII's Executive Director on all matters related to park management, maintenance, operation, and security.

2. Inspect the Phase-In Parcels during the construction period and review construction work to ensure that work has been built in accordance with the park plans and specifications, and local building codes.

3. Review work plans, drawings, and schedules associated with the development and construction of the Mission Bay Phase-In Parcels.

4. Conduct inspections of Phase-In Parcels upon completion and assist OCII with the development of punch lists for outstanding construction items.

I. Signage. Contractor will:

1. Implement OCII-approved informational signage program throughout the Mission Bay Open Space System.

2. Replace informational sign insert plates as information is updated or if damaged.

II. Landscape Maintenance – Contractor will perform the tasks in Sections II at the frequencies indicated in as applicable.

A. General. Contractor will:

1. Maintain the outdoors and landscape components in an attractive, usable, and safe condition, pursuant to OCII specifications and manufacturer specifications.

2. Provide supervised labor as necessary to maintain the outdoors and landscape components in an attractive, usable, and safe condition, pursuant to OCII specifications and manufacturer specifications.

3. Oversee all landscape operations for all park parcels.

4. Advise OCII's Executive Director immediately of any necessary major repairs or replacement of landscape items. Contractor will submit cost estimates of repairs for OCII Executive Director approval. Repairs or replacements required as a result of Contractor's negligence will be made at Contractor's expense. The Contractor will make approved repairs and replacement in a timely manner and in accordance with OCII specifications.

5. Provide all landscape maintenance supplies and all equipment necessary for landscape maintenance tasks, including fuel and maintenance and repair tools.

6. Maintain all areas in a neat and orderly appearance. Remove all debris generated by maintenance work at the end of each day.

7. Attend maintenance walk-throughs with OCII staff (subcontractors to be present as requested) and provide follow-up reports.

8. Provide soil fertility and other test reports, with analysis, from testing laboratories approved by OCII, at frequencies determined by OCII.

9. Provide the vandalism and horticultural inspections by OCII-approved experts or professionals, at frequencies determined by OCII.

10. Maintain and submit the following to OCII staff:
    i. Inspection reports.
    ii. Product submittals for any proposed repair work.
    iii. Monthly horticultural summary.

11. Properly dispose of all rubbish, green waste, and recycling materials in the appropriate Scavenger trash bins.

B. Plantings. Contractor will perform the following tasks:

1. Lawn
   i. Provide all work necessary to maintain lawn in vigorous, healthy condition, including but not limited to, mowing, watering, clipping removal, edging, thatching, aerating, fertilizing, weeding, disease and pest control.

2. Ground cover
   i. Provide all work specified for lawn, except mowing and thatching.
   ii. Trim as necessary to re-invigorate growth and maintain neat appearance.
   iii. Cultivate at least twice yearly.
   iv. Control any erosion potential.

3. Trees
   i. Provide all work necessary to achieve continued, healthy growth, includes watering, checking, adjusting, and replacing stakes and ties, fertilizing, weeding, disease and pest control.
   ii. Prune as needed to create and maintain an attractive, strong, healthy and hazard-free branching structure.
   iii. Prune to maintain and accentuate each species' natural growing habits per instructions of the landscape architect.
   iv. Maintain limb clearances of street trees, as specified in the plans and specifications, pursuant to City standards.

4. Shrubs & perennials
   i. Provide all work as specified for trees, as applicable.
   ii. Shrubs shall be pruned as often as is necessary to maintain vigorous growth and a neat appearance.
   iii. Apply special mulching and fertilizers to any acid-loving plants.

5. Weed control
   i. Hand weeding preferred.
   ii. Obtain OCII approval of any chemical use, if necessary to control proliferation of weeds.

6. Fertilization
   i. Fertilize as necessary to maintain vigorous, healthy growth.
   ii. Obtain OCII approval of materials and rates.

7. Insect and Pest Management
   i. Contractor in carrying out its operations shall assume pesticides are potentially hazardous to human and environmental health and shall follow the integrated pest management ("IPM") approach in accordance with the provisions of Chapter 39 San Francisco Integrated Pest Management Program adopted by the Board of Supervisors on October, 1996. Contractor shall identify and

implement an IPM plan that shall minimize the use of toxic chemical and gets rid of pests by methods that pose a lower risk to public and environmental health. Contractor shall identify and implement an IPM plan as outlined:

1. Inspect for diseases and pests and control any discovered diseases and pests using approved methods under the direction of a licensed Agricultural Pest Control Operator.

2. Monitor pest ecosystem to determine pest population, size, occurrence and natural predator population, if present.

3. Consider a range of potential treatments for the pest problem and select control strategies that may be implemented effectively and in a manner that is long-lasting and the least disruptive effect on the environment.

4. Employ non-pesticide management tactics first. Consider the use of chemicals only as a last resort and select and use chemicals only within an IPM Program.

5. Determine the most effective treatment time, based on pest biology and other variables, such as weather, seasonal changes in wildlife use and local conditions.

6. Monitor treatment to evaluate effectiveness and continue monitoring records for inclusion in the IPM implementation plan.

8. Root Care
   i. Inspect shrubs and raise any whose root crowns have settled below soil level.
   ii. Provide root pruning for trees as directed by OCII staff.

9. Replacement of Plant Material
   i. Replace, at Contractor's expense, plant material, which is damaged or disfigured as a result of negligent acts or omissions in the performance of the work. Replacements shall be of similar size and species as damaged or disfigured plants.

10. Irrigation Scheduling and Maintenance
    i. Schedule for maintenance a minimum of twice a week.
    ii. Set seasonal programming for the irrigation system.

11. Maintenance of Mulch and Decomposed Granite at Treewells
    i. Replenish bark areas and decomposed granite as needed.

III. Janitorial Services - Contractor will perform the tasks in Section III at the frequencies indicated in the attached Exhibits as applicable.

A. General. Provide supervised labor as necessary to provided services outlined in Section III.

1. Provide daily janitorial service to the public restrooms and daily service to the Mission Bay open space site office, to be established by the Contractor.

2. Provide daily janitorial service to the P1 café building including the storage areas, breezeway, interior café spaces, and trash room. Upon the occupancy of the P1 café by a café tenant, janitorial service will cease for interior of P1 café and exterior plazas during business hours of café, if included in the tenant's lease.

3. Provide additional janitorial services to the open space event areas in all parks as well as the public restrooms after each event use as requested by OCII staff. All additional janitorial services for special events to be paid for by event client.

4. Provide all janitorial and general maintenance supplies and equipment.

5. Properly dispose of all rubbish, green waste, and recycling materials in the appropriate Scavenger trash bins.

B. Exterior Structure & Grounds Services. Contractor will:

1. Litter Control & Trash Collection
   - i. Control litter throughout site daily.
   - ii. Empty all external trash receptacles every morning or as needed and wipe them down.
   - iii. Keep recyclable glass, metal and paper separate, as provided by the trash receptacles.
   - iv. Immediately remove litter from all paths, café areas, and the public sidewalk adjacent to all park parcels.
   - v. Keep Scavenger Service trash enclosure clean and free of debris. Hose and wipe down area as needed.
   - vi. Provide litter control following major events to be paid on a per event basis by the event client.

2. Hardscape (including sports courts)
   - i. Sweep daily.
   - ii. Hose down as necessary.
   - iii. Inspect weekly for lifted, separated, cracked or other damaged paving.
   - iv. Clean all hardscape in all common areas daily in the summer and five days per week in the winter. Clean (buff) stone pavers with a stone scrubber machine.
   - v. Keep free of any plant materials.

3. Walls & Exterior Surfaces
    i. Inspect and clean surfaces on a daily basis.
    ii. Immediately remove postings.
    iii. Remove and treat for graffiti pursuant to the specifications and manufacturer's recommendations.
    iv. Clean P1 café's glass walls and doors (interior and exterior) and P18 pumpstation glass/tile walls and doors (exterior) twice a year.
    v. Clean P1 café's and P18 pumpstation glass doors daily or as needed.

4. Woodwork
    i. Per OCII instructions, allow wood to weather naturally.
    ii. Inspect regularly for cracking, splintering or other damage.
    iii. Remove and treat for graffiti, in a manner agreed upon with OCII.

5. Site Furniture
    i. Maintain per manufacturer's recommendations.
    ii. Inspect daily for necessary maintenance or repair.

6. Signage
    i. Clean as needed to remove dirt or rust.
    ii. Immediately remove any postings or graffiti.

7. Shoreline
    i. Remove litter and debris from shoreline area along Mission Creek Channel.

8. Dog Play Area
    i. Remove dog waste from grounds and receptacles daily.
    ii. Ensure stone mulch is rinsed with water regularly.

9. Sand Volleyball Court
    i. Monitor site daily for removal of waste and debris. Rake as prescribed by Park Management to ensure groomed look.

C. Rest Rooms. Contractor will:

1. Provide a rest room attendant for additional hours of operation, outside of 9 AM to 6 PM, during special events, or other events as requested by OCII staff, with an hourly reimbursement to be provided by the event client.

2. Require the rest room attendant to immediately advise any individual whom he or she suspects of violating any portion of the Mission Bay Rules & Regulations, or of engaging in behavior which may be offensive to other users of the Mission Bay facilities, to stop the offending behavior, and should the behavior continue, the

attendant shall immediately advise the Mission Bay security staff of the situation and request its assistance.

3. Maintain rest room condition reports which detail items for repair due to use or vandalism.

4. Restroom Service Specifications.
   i. Daily Service. Contractor will provide the following daily services (seven times per week):
      a. Restock all restrooms with supplies from the stock, including paper towels, toilet tissue, seat covers and hand soap, as required.
      b. Wash and polish all mirrors, dispensers, faucets, flush meters and brightwork with non-scratch disinfectant cleaner. Wipe dry all sinks.
      c. Polish all stainless steel thoroughly.
      d. Wash and sanitize all toilets, toilet seats, urinals, sinks and showers with non-scratch disinfectant cleaner.
      e. Remove stains, descale toilets, urinals and sinks, as required.
      f. Mop all restroom floors with disinfectant solution.
      g. Empty and sanitize all waste, sanitary napkin and tampon receptacles.
      h. Remove all restroom trash.
      i. Disinfect and polish all partitions, tile walls, dispensers, doors and receptacles.

   ii. Weekly Service. Contractor will provide the following services on a weekly basis:
      a. Dust all low reach and high reach areas, including, but not limited to, structural ledges, mirror tops, partition tops and edges, air conditioning diffusers and return air grilles within the P1 café building and maintenance building, until the time when there is a café tenant in the P1 café building, at which time the Contractor will not provide this service to the P1 café building, but will continue to provide it to the maintenance building in NP4.

   iii. Monthly Services. Contractor will provide the following services on a monthly basis:
      a. Wipe down all tile walls and metal partitions. Partitions shall be left clean and unstreaked after this work.
      b. Clean all ventilation grills.
      c. Dust all doors and door jambs.

D. Site Office (to be established by Contractor)

1. Daily Service. Contractor will provide the following daily services (seven times per week):
    a. Vacuum and spot clean any carpets.

    b. Dust mop all resilient and composition floors with treated dust mops. Damp mop to remove spills and water stains as required.

    c. Dust all desks, office furniture, and conference room tables with treated dust cloths. No oil or polish will be used, nor will papers and folders on desks be moved.

    d. Empty all wastepaper baskets and other trash containers. Wipe exterior of containers and change liners, if needed.

    e. Adhere to building recycling program. Remove paper or cardboard to designated recycling area.

    f. Remove all trash from floors and place in the designated trash areas.

    g. Remove fingerprints, dirt smudges, graffiti, etc., from all door frames, glass partitions, light switches, and walls.

    h. Return chairs and wastebaskets to proper positions.

    i. Clean, sanitize and polish drinking fountains and/or water dispensers. Empty waste water as needed.

2. Weekly Service. Contractor will provide the following services on a weekly basis:
    a. Dust inside of all door jambs.

    b. Wipe clean and polish all brightwork.

    c. Edge vacuum all carpeted areas.

3. Monthly Services. Contractor will provide the following services on a monthly basis:
    a. Dust all high reach areas including, but not limited to, tops of door frames, structural and furniture ledges, air-condition diffusers and return grilles, tops of partitions, picture frames, and other exterior surface high reach areas.

    b. Dust all low reach areas including, but not limited to, chair rungs, structural and furniture ledges, baseboards, window sills, door louvers, wood paneling, molding, and other exterior surface low reach areas.

c. Sanitize all telephone receivers.

E. Janitorial Closet Service Specifications:

1. Daily Services. Contractor will provide the following services daily (seven times a week):
   a. Maintain the service closet in a neat and orderly fashion.
   b. Discard any old chemicals and general trash.
   c. Sweep and/or mop flooring.
   d. Clean and disinfect slop sink.

F. Health and Safety. Contractor will provide the following services at all times:

1. Ensure that all cleaning chemicals are labeled and placed in a locked box in the Janitorial Closet and that the necessary Materials Safety Data Sheets ("MSDS") for the cleaning chemicals used at Mission Bay are current and are posted in Maintenance Bay 2.
2. Keep the Safety Handbook in the Janitorial Closet.
3. Post emergency phone numbers in the Janitorial Closet.
4. Comply with all local, state, and federal health and safety laws.

IV. Security Services

A. Security Schedule

The Contractor will provide 24-hour, daily coverage, seven (7) days a week through the following security service shifts to best deter and address any potential violations of the Mission Bay Rules and Regulations Code: a Day Shift, 7:00 AM-3:00 PM; a Swing Shift, 3:00 PM-11:00 PM; and a Graveyard Shift, 11:00 PM – 7:00 AM. Number of staff allocated per shift to be approved by OCII's Executive Director.

B. Staffing. Contractor will:

1. Provide security services through a professional, bonded security subcontractor or in-house at the schedule above via mobile security officers on bicycles for all shifts. In addition, the Contractor will provide a roving security supervisor in a mobile vehicle to verify the Graveyard Shift.

C. General Duties. Contractor will:

1. Update and maintain for OCII's Executive Director approval, a Mission Bay Open Space System Security Plan, as listed in Attachment G, Reporting Requirements. The Security Plan will address the security requirements needed to ensure public safety during daytime and evening activities and protection of the Mission Bay Open Space System. The Plan will also describe the manner and conduct of security officers with respect to the handling of particular situations, include a system for the review and follow-up of patrol and incident reports and other procedures related to the security and protection of the Mission Bay Open Space System.

2. Ensure that security patrol officers maintain radio contact with the security office and Contractor's Property Manager.

3. Provide additional officers for special events on a per event basis with reimbursement provided by the event client.

4. Provide a Mobile Supervisor Patrol in emergencies.

5. Provide all security supplies and maintenance of security equipment.

6. Require that all security personnel will be trained in accordance with specifications approved by OCII's Executive Director. Training shall include crowd control techniques and appropriate demeanor for dealing with the general public. Contractor shall provide OCII with verification of each officer's qualifications and training, including on-site training at Mission Bay, prior to their permanent assignment to Mission Bay.

7. Assist Mission Bay visitors with information as requested and maintain a helpful and courteous manner at all times.

8. Require that security personnel be uniformed and unarmed.

9. Endeavor to provide the same security officers to the same shift and minimize changes in personnel.

10. Coordinate Mission Bay security activities with those of adjacent users, including AT&T Park, UCSF, residents, and other stakeholders.

11. Coordinate Mission Bay security activities with the San Francisco Police Department.

12. Refer violators of the Mission Bay Rules and Regulations to the appropriate social service agencies. The Contractor will also refer those in need to appropriate social service agencies and will coordinate with such agencies to assist these agencies in the provision of the needed services.

13. Be responsible for all "incident response" and will enforce the Mission Bay Rules and Regulations, including hours of operation.

Attachment A – Scope of Services

Exhibit 1

NP1, NP2 and NP3 - Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks			**X**				
Repair						As needed	Per specifications
Hardscape pathways							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Pavers							
Inspect	**X**						
Repair							As soon as possible
Preventative Maintenance					**4X**		
Bike racks							
Inspect	**X**						
Repair						As needed	
Walls and Exterior Surfaces							
Apply & maintain graffiti sealant					**1**		
Clean glass block surfaces				**X**			
Inspect	**X**						
Touch-up or repaint						As needed	
Site Furniture							
Maintain			**X**				
Inspect	**X**					Regularly	
Lighting and Electrical							
Inventory all light bulbs and build stock				**X**			Initially and on an ongoing basis
Replace lamps							As necessary
Clean fixtures							As necessary
Inspect for maintenance					**4**	Regularly	Per manufacturers

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
							recommendations
Routine maintenance			**X**				
Perform a preventative maintenance program for mechanical & lighting						As needed	
Plumbing							
Inspect drains				**X**		As needed	
Backflow device testing					**1**		
Inspect water meters				**X**			
Inspect water pumps	**X**						
Service water pumps	**X**						
Storm System, Sanitary							
System, City Water & Fire Loop							
Inspect to ensure working order	**X**					Regularly	
Repair breaks/damage							Immediately
Clear pipes and clean outs				**X**		As necessary	
Clear lines				**X**			As necessary
Irrigation Oversight							
Maintenance						As needed	
Inspect subcontractors maintenance				**X**			
Signage							Change information as necessary
Inspect	**X**						
Repair						**As needed**	I
Boat Launch (including gate, railings, walkway and dock							
Inspect	**X**						
Repair						As needed	Per Specifications

Attachment A – Scope of Services

Exhibit 2

NP4 and NP5 -Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks			**X**				
Repair						As needed	Per specifications
Hardscape pathways							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Colored asphalt							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Pavers							
Inspect	**X**						
Repair							As soon as possible
Preventative Maintenance					**4X**		
Bike racks							
Inspect	**X**						
Repair						As needed	
Walls and Exterior Surfaces							
Clean glass block surfaces				**X**			
Inspect	**X**						
Touch-up or repaint						As needed	
Site Furniture							
Maintain			**X**				
Inspect	**X**					Regularly	
Lighting and Electrical							
Inventory all light bulbs and build stock				**X**			Initially and on an ongoing basis

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Replace lamps							As necessary
Clean fixtures							As necessary
Inspect for maintenance					**4**	Regularly	Per manufacturers recommendations
Routine maintenance			**X**				
Perform a preventative maintenance program for mechanical & lighting						As needed	
Plumbing							
Inspect drains				**X**		As needed	
Backflow device testing					**1**		
Inspect water meters				**X**			
Inspect water pumps	**X**						
Service water pumps	**X**						
Inspect all restroom faucets & toilets	**X**						
Repair all restroom faucets and toilets							Immediately
Storm System, Sanitary System, City Water & Fire Loop							
Inspect to ensure working order	**X**					Regularly	
Repair breaks/damage							Immediately
Clear pipes and clean outs				**X**		As necessary	
Clear lines				**X**			As necessary
Inspect and clean roof drainage/gutter systems					**X**		Prior to rainy season
HVAC Maintenance Bldg.							
Inspect condenser coils			**X**				
Maintain					**4**		
Replace filters					**2**		
Irrigation Oversight							
Maintenance						As needed	
Inspect subcontractors maintenance				**X**			
Signage	**X**						Change information as necessary
Inspect	**X**						
Repair						**As needed**	
Sports Courts Equipment							
Inspect	**X**						
Repair							Immediately
Boat Launch							
Inspect		**X**					
Consult with marine construction specialist						**As needed**	

Attachment A – Scope of Services

Exhibit 3

P1 -Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks			**X**				
Repair						As needed	Per specifications
Hardscape pathways							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Colored asphalt							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Pavers							
Inspect	**X**						
Repair							As sppn as possible
Preventative Maintenance					**4X**		
Bike racks							
Inspect	**X**						
Repair						As needed	
Walls and Exterior Surfaces							
Apply & maintain graffiti sealant					**1**		
Clean glass block surfaces				**X**			
Inspect	**X**						
Touch-up or repaint						As needed	
Site Furniture							
Maintain			**X**				
Inspect	**X**					Regularly	

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Lighting and Electrical							
Inventory all light bulbs and build stock				**X**			Initially and on an ongoing basis
Replace lamps							As necessary
Clean fixtures							As necessary
Inspect for maintenance					**4**	Regularly	Per manufacturers recommendations
Routine maintenance			**X**				
Perform a preventative maintenance program for mechanical & lighting						As needed	
Plumbing							
Inspect drains				**X**		As needed	
Backflow device testing					**1**		
Inspect water meters				**X**			
Inspect water pumps	**X**						
Service water pumps	**X**						
Inspect all restroom faucets & toilets	**X**						
Repair all restroom faucets and toilets							Immediately
Storm System, Sanitary							
System, City Water & Fire Loop							
Inspect to ensure working order	**X**					Regularly	
Repair breaks/damage							Immediately
Clear pipes and clean outs				**X**		As necessary	
Clear lines				**X**			As necessary
Inspect and clean roof drainage/gutter systems					**X**		Prior to rainy season
HVAC Pavilion							
Inspect condenser coils			**X**				
Maintain					**4**		
Replace filters					**2**		
Irrigation Oversight							
Maintenance						As needed	
Inspect subcontractors maintenance				**X**			
Signage	**X**						Change information as necessary
Inspect	**X**						
Repair						**As needed**	

Attachment A – Scope of Services

Exhibit 4

P16 and P17 - Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks			**X**				
Repair						As needed	Per specifications
Hardscape pathways							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Pavers							
Inspect	**X**						
Repair							As soon as possible
Preventative Maintenance					**4X**		
Bike racks							
Inspect	**X**						
Repair						As needed	
Exterior Surfaces							
Apply & maintain graffiti sealant					**1**		
Touch-up or repaint						As needed	
P17 Wood Platform							
Inspect for checking/splintering			**X**				
Repair							Immediately
Maintenance					**1**		
Site Furniture							
Maintain			**X**				
Inspect	**X**					Regularly	
Lighting and Electrical							
Inventory all light bulbs and				**X**			Initially and on an

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
build stock							ongoing basis
Replace lamps							As necessary
Clean fixtures							As necessary
Inspect for maintenance					**4**	Regularly	Per manufacturers recommendations
Routine maintenance			**X**				
Perform a preventative maintenance program for mechanical & lighting						As needed	
Plumbing							
Inspect drains				**X**		As needed	
Backflow device testing					**1**		
Inspect water meters				**X**			
Inspect water pumps	**X**						
Service water pumps	**X**						
Storm System, Sanitary							
System, City Water & Fire Loop							
Inspect to ensure working order	**X**					Regularly	
Repair breaks/damage							Immediately
Clear pipes and clean outs				**X**		As necessary	
Clear lines				**X**			As necessary
Irrigation Oversight							
Maintenance						As needed	
Inspect subcontractors maintenance				**X**			
Signage	**X**						Change information as necessary
Inspect	**X**						
Repair						**As needed**	

Attachment A – Scope of Services

Exhibit 5

P18 -Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks			**X**				
Repair						As needed	Per specifications
Hardscape pathways							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Colored asphalt							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Pavers							
Inspect	**X**						
Repair							As soon as possible
Preventative Maintenance					**4X**		
Bike racks							
Inspect	**X**						
Repair						As needed	
Exterior Building Surfaces							
Apply & maintain graffiti sealant					**1**		Following OCII approval
Inspect	**X**						
Touch-up or repaint						As needed	
Site Furniture							
Maintain			**X**				
Inspect	**X**					Regularly	
Lighting and Electrical							
Inventory all light bulbs and				**X**			

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
build stock							
Replace lamps							As necessary
Clean fixtures							As necessary
Inspect for maintenance					**4**	Regularly	Per manufacturers recommendations
Routine maintenance			**X**				
Perform a preventative maintenance program for mechanical & lighting						As needed	
Plumbing							
Inspect drains				**X**		As needed	
Backflow device testing					**1**		
Inspect water meters				**X**			
Storm System, Sanitary System, City Water & Fire Loop							
Inspect to ensure working order	**X**					Regularly	
Repair breaks/damage							Immediately
Clear pipes and clean outs				**X**		As necessary	
Clear lines				**X**			As necessary
Irrigation Oversight							
Maintenance						As needed	
Inspect subcontractors maintenance				**X**			
Signage	**X**						Change information as necessary
Inspect	**X**						
Repair						**As needed**	

Attachment A – Scope of Services

Exhibit 6

P21 - Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks			**X**				
Repair						As needed	Per specifications
Infill					**2X**		
Hardscape pathways							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Colored asphalt							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Pavers							
Inspect	**X**						
Repair							As soon as possible
Preventative Maintenance					**4X**		
Repair							Immediately
Maintenance					**1**		
Lighting and Electrical							
Inventory all light bulbs and build stock				**X**			Initially and on an ongoing basis
Replace lamps							As necessary
Clean fixtures							As necessary
Inspect for maintenance					**4**	Regularly	Per manufacturers recommendations
Routine maintenance			**X**				
Perform a preventative						As needed	

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
maintenance program for mechanical & lighting							
Plumbing							
Inspect drains				**X**		As needed	
Backflow device testing					**1**		
Inspect water meters				**X**			
Inspect water pumps	**X**						
Service water pumps	**X**						
Irrigation Oversight							
Maintenance						As needed	
Inspect subcontractors maintenance				**X**			
Signage	**X**						Change information as necessary
Inspect	**X**						
Repair						**As needed**	

Attachment A – Scope of Services

Exhibit 7

P23 and P24 -Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks		**2X**				As needed	Per specifications
Repair						As needed	Per specifications
Hardscape pathways							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Colored asphalt							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Pavers							
Inspect	**X**						
Repair							As soon as possible
Preventative Maintenance					**4X**		
Bike racks	**X**						
Inspect	**X**						
Repair						As needed	
Walls and Exterior Surfaces							
Clean glass block surfaces				**X**			
Inspect	**X**						
Touch-up or repaint			**X**			As needed	
Site Furniture							
Maintain			**X**				
Inspect	**X**					Regularly	
Lighting and Electrical							
Inventory all light bulbs and build stock				**X**			Initially and on an ongoing basis
Replace lamps							As necessary
Clean fixtures							As necessary
Inspect for maintenance					**4**	Regularly	Per manufacturers recommendations

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Routine maintenance			**X**				
Perform a preventative maintenance program for mechanical & lighting						As needed	
Plumbing							
Inspect drains				**X**		As needed	
Backflow device testing					**1**		
Inspect water meters				**X**			
Inspect water pumps	**X**						
Service water pumps	**X**						
Storm System, Sanitary System, City Water & Fire Loop							
Inspect to ensure working order	**X**					Regularly	
Repair breaks/damage							Immediately
Clear pipes and clean outs				**X**		As necessary	
Clear lines				**X**			As necessary
Maintenance Storage Area							
Inspect	**X**						
Maintain				**X**			
Repair						As needed	
Irrigation Oversight							
Maintenance						As needed	
Inspect subcontractors maintenance			**X**				
Signage	**X**						Change information as necessary
Inspect	**X**						
Repair						**As needed**	
Sports Courts Equipment							
Inspect	**X**						
Repair							Immediately

Attachment A – Scope of Services

Exhibit 8

Frequency Schedule of Landscape Maintenance

NP1, NP2 and NP3

A.	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		X					
2	Clipping Removal		X					
3	Neat Appearance		X					
4	Weed Control- Hand pulling		X					
5	Irrigation Programming		X					
6	Irrigation Check					2X		
7	Fertilize					4X		Various areas will performed each week
8	Pest Control							
	a. Monitor		X					
	b. Treat turf with Fertilizer including Dimension					4		
9	Mow		X					
10	Edge		X					
11	Aeration					4		Spot aeration of turf areas after events as needed.
12	Dethatch						X	As Needed
13	Overseed turf after events						X	
B.	**Ground Cover Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check					2X		
7	Fertilize					4X		
8	Pest Control							
	a. Monitor		X					
	b. Snails					4		
	c. Other Treatments					4		
9	Prune						X	
10	Edge						As needed	
11	Cultivate						X	
C.	**Tree & Shrub Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal		X					
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming		X					
6	Irrigation Check		X			1		
7	Fertilize					4		
8	IPM							
	a. Monitor		X					
	b. Snails					4		
	c. Treat trees					3		
10	Pruning-Size						X	
11	Pruning-Tree Roots							As needed
	Inspect shrubs		X					
	Raise plants that have							As needed

	settled							
13	Staking-Remove/Adjust				X			
14	Vine Training				X			
D.	**Paved Area Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					Pathways to be cleared after mowing
2	Trash Removal		X					Cuttings and other debris to be removed after trimming
3	Neat Appearance		X					
4	Weed Control		X					
G.	**Special Considerations**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Site Reviews/Inspections				X			With OCII staff
2	Landscape Maintenance Report				X			Includes Water Management
3	Irrigation Report					1		Provide specifics, Re: condition of system
5	Replace Controller Batteries					1		
6	Soil Moisture Checks		X	X				Bi-weekly - trees
7	Soil Sample Testing					2		
8	Soil Compaction Tests					4		
9	Clean Valve Boxes					1		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

Attachment A – Scope of Services

Exhibit 9

Frequency Schedule of Landscape Maintenance

NP4 and NP5

A.	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		X					
2	Clipping Removal		X					
3	Neat Appearance		X					
4	Weed Control- Hand pulling		X					
5	Irrigation Programming		X					
6	Irrigation Check					2X		
7	Fertilize					4X		Various areas will performed each week
8	Pest Control							
	a. Monitor		X					
	b. Treat turf with Fertilizer including Dimension					4		
9	Mow		X					
10	Edge		X					
11	Aeration					4		Spot aeration of turf areas after events as needed.
12	Dethatch						X	As Needed
13	Overseed turf after events						X	
B.	**Ground Cover Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check					2X		
7	Fertilize					4X		
8	Pest Control							
	a. Monitor		X					
	b. Snails					4		
	c. Other Treatments					4		
9	Prune						X	
10	Edge						As needed	
11	Cultivate						X	
C.	**Tree & Shrub Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal		X					
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming		X					
6	Irrigation Check		X			1		
7	Fertilize					4		
8	IPM							
	a. Monitor		X					
	b. Snails					4		
	c. Treat trees					3		
10	Pruning-Size						X	
11	Pruning-Tree Roots							As needed
	Inspect shrubs		X					
	Raise plants that have							As needed

	settled							
13	Staking-Remove/Adjust				X			
14	Vine Training				X			
D.	**Paved Area Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					Pathways to be cleared after mowing
2	Trash Removal		X					Cuttings and other debris to be removed after trimming
3	Neat Appearance		X					
4	Weed Control		X					
G.	**Special Considerations**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Site Reviews/Inspections				X			With OCII staff
2	Landscape Maintenance Report				X			Includes Water Management
3	Irrigation Report					1		Provide specifics, Re: condition of system
5	Replace Controller Batteries					1		
6	Soil Moisture Checks		X	X				Bi-weekly - trees
7	Soil Sample Testing					2		
8	Soil Compaction Tests					4		
9	Clean Valve Boxes					1		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

Attachment A – Scope of Services

Exhibit 10

Frequency Schedule of Landscape Maintenance

P1, P16, P17 & P18

A.	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		X					
2	Clipping Removal		X					
3	Neat Appearance		X					
4	Weed Control- Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check					2X		
7	Fertilize					4		And as needed
8	Pest Control							
	a. Monitor		X					
	b. Treat turf with Fertilizer					4		
9	Mow		X					
10	Edge		X					
11	Aeration					4		Spot aeration of turf areas after events as needed.
12	Dethatch						X	
13	Overseed turf after events						X	
B.	**Ground Cover Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming		X					
6	Irrigation Check		X					
7	Fertilize					4		
8	Pest Control							
	a. Monitor		X					
	b. Snails							As needed
	c. Other Treatments							As needed
9	Prune						X	
10	Edge						X	
11	Cultivate						X	
C.	**Tree & Shrub Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming		X					
6	Irrigation Check		X					
7	Fertilize					4		
8	IPM							
	a. Monitor		X					
	b. Snails							As needed
	c. Treat trees							As needed
10	Pruning-Size						X	
11	Pruning-Tree Roots							As needed
	Inspect shrubs		X					
	Raise plants that have settled							As needed

13	Staking-Remove/Adjust				X			
14	Vine Training				X			
D.	**Paved Area Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					Pathways to be cleared after mowing
2	Trash Removal		X					Cuttings and other debris to be removed after trimming
3	Neat Appearance		X					
4	Weed Control		X					
G.	**Special Considerations**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Site Reviews/Inspections				X			With OCII staff
2	Landscape Maintenance Report				X			Includes Water Management
3	Irrigation Report					1		Provide specifics, Re: condition of system
5	Replace Controller Batteries					1		
6	Soil Moisture Checks		X	X				Bi-weekly - trees
7	Soil Sample Testing					2		
8	Soil Compaction Tests					4		
9	Clean Valve Boxes					1		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

Attachment A – Scope of Services

Exhibit 11

Frequency Schedule of Landscape Maintenance

P21

A.	Ground Cover Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming		X					
6	Irrigation Check		X					
7	Fertilize					4		
8	Pest Control							
	a. Monitor		X					
	b. Snails							As needed
	c. Other Treatments							As needed
9	Prune				X			
10	Edge				X			
11	Cultivate						X	
B.	**Tree Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming		X					
6	Irrigation Check		X					
7	Fertilize					4		
8	IPM							
	a. Monitor		X					
	b. Snails							As needed
	c. Treat trees							As needed
10	Pruning-Size					2X		
11	Pruning-Tree Roots							As needed
12	Raise plants that have settled							As needed
13	Staking-Remove/Adjust				X			
C.	**Paved Area Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					Pathways to be cleared after mowing
2	Trash Removal		X					Cuttings and other debris to be removed after trimming
3	Neat Appearance		X					
4	Weed Control		X					
D.	**Special Considerations**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Site Reviews/Inspections		X		X			With OCII staff
2	Landscape Maintenance Report				X			Includes Water Management
3	Irrigation Report					1		Provide specifics, Re: condition of system
5	Replace Controller Batteries					1		
6	Soil Moisture Checks		X	X				Bi-weekly - trees
7	Soil Sample Testing					2		
8	Soil Compaction Tests					4		
9	Clean Valve Boxes					1		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

Attachment A – Scope of Services

Exhibit 12

Frequency Schedule of Landscape Maintenance

P23 and P24

A.	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		1X					
2	Clipping Removal		X					
3	Neat Appearance		X					
4	Weed Control- Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check				X			
7	Fertilize					4		
8	Pest Control							
	a. Monitor		X					
	b. Treat turf with Fertilizer including Dimension					4		
9	Mow		X					
10	Edge		X					
11	Aeration					4		Spot aeration of turf areas after events as needed.
12	Dethatch						X	As Needed
13	Overseed turf after events						X	
B.	**Ground Cover Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check		X			2X		
7	Fertilize					4X		
8	Pest Control							
	a. Monitor		X					
	b. Snails					4		
	c. Other Treatments					4		
9	Prune						X	
10	Edge						X	
11	Cultivate						X	
C.	**Tree & Shrub Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check		X			1		
7	Fertilize					4		
8	IPM							
	a. Monitor		X					
	b. Snails					4		
	c. Treat trees					3		
10	Pruning-Size						X	
11	Pruning-Tree Roots							As needed
	Inspect shrubs		X					
	Raise plants that have							As needed

	settled							
13	Staking-Remove/Adjust				X			
14	Vine Training				X			
D.	**Paved Area Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					Pathways to be cleared after mowing
2	Trash Removal		X					Cuttings and other debris to be removed after trimming
3	Neat Appearance		X					
4	Weed Control		X					
G.	**Special Considerations**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Site Reviews/Inspections				X			With OCII staff
2	Landscape Maintenance Report				X			Includes Water Management
3	Irrigation Report					1		Provide specifics, Re: condition of system
5	Replace Controller Batteries					1		
6	Soil Moisture Checks		X	X				Bi-weekly - trees
7	Soil Sample Testing					2		
8	Soil Compaction Tests					4		
9	Clean Valve Boxes					1		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

Attachment A – Scope of Services

Exhibit 13

NP1, NP2 and NP3 - Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	**X**						
Empty trash receptacles	**X**						
Control litter after events						Per event	
Pavement (concrete, pavers)							
Sweep	**X**						
Steam Clean (excluding pavers)						As needed	
Buff Clean – Pavers						As needed	With stone scrubber machine
Inspect for growth in cracks			**X**				Provide condition report to Property Mgr.
Walls and Interior/Exterior Surfaces							
Remove postings/graffiti	**X**						Immediately
Site furniture							
Cleaned	**X**						
Signage							
Inspect	**X**						
Remove postings/graffiti							Immediately
Clean			**X**				
Shoreline							
Litter Control & Trash Collection	**X**						
Boat Launch							
Litter Control	**X**						
Clean			**X**				Per Specifications

Attachment A – Scope of Services

Exhibit 14

NP4 and NP5 -Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	**X**						
Empty trash receptacles	**X**						
Control litter after events						Per event	
Pavement (colored asphalt, concrete, & pavers)							
Sweep	**X**						
Steam Clean (excluding pavers)						As needed	
Buff Clean – Pavers						As needed	With stone scrubber machine
Inspect for growth in cracks			**X**				Provide condition report to Property Mgr.
Walls and Interior/Exterior Surfaces							
Clean Surfaces	**X**						
Remove postings/graffiti	**X**						Immediately
Clean glass Maintenance Building and doors					**2**		
Wipe fingerprints on doors	**X**						
Site furniture							
Cleaned	**X**						
Signage							
Inspect	**X**						
Remove postings/graffiti							Immediately
Clean			**X**				
Interior spaces							
Storage room		**1**					
Mechanical Room				**2X**			
Other incidental spaces		**1**					
Empty trash receptacles	**X**						
High and low cleanings			**X**				
Rest rooms	**X**						
Cleaned	**X**						Continuously
Stocked	**X**						Continuously
Clean janitorial closet & disinfect slop sink	**X**						
Dog Play Area							
Litter/Pet Waste removal	**X**						

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Rinse stone mulch							As needed
Shoreline							
Litter Control & Trash Collection	**X**						

Attachment A – Scope of Services

Exhibit 15

P1 -Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	**X**						
Empty trash receptacles	**X**						
Control litter after events						Per event	
Pavement (colored asphalt, concrete, & pavers)							
Sweep	**X**						
Steam Clean (excluding pavers)						As needed	
Buff Clean – Pavers						As needed	With stone scrubber machine
Inspect for growth in cracks			**X**				Provide condition report to Property Mgr.
Walls and Interior/Exterior Surfaces							
Clean Surfaces	**X**						
Remove postings/graffiti	**X**						Immediately
Clean glass Pavilion and doors					**2**		
Wipe fingerprints on doors	**X**						
Site furniture							
Cleaned	**X**						
Signage							
Inspect	**X**						
Remove postings/graffiti							Immediately
Clean			**X**				
Interior spaces							
Storage room		**1**					
Mechanical Room				**2X**			
Other incidental spaces		**1**					
Empty trash receptacles	**X**						
High and low cleanings			**X**				
Rest rooms	**X**						
Cleaned	**X**						Continuously
Stocked	**X**						Continuously
Clean janitorial closet & disinfect slop sink	**X**						
Shoreline							
Litter Control & Trash Collection						As needed	

Attachment A – Scope of Services

Exhibit 16

P16 and P17 -Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	**X**						
Empty trash receptacles	**X**						
Control litter after events						Per event	
Pavement (concrete, pavers)							
Sweep	**X**						
Steam Clean (excluding pavers)						As needed	
Buff Clean – Pavers						As needed	With stone scrubber machine
Inspect for growth in cracks			**X**				Provide condition report to Property Mgr.
Site furniture							
Cleaned	**X**						
Signage							
Inspect	**X**						
Remove postings/graffiti							Immediately
Clean			**X**				

Attachment A – Scope of Services

Exhibit 17

P18 -Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	**X**						
Empty trash receptacles	**X**						
Control litter after events						Per event	
Pavement (colored asphalt, concrete, & pavers)							
Sweep	**X**						
Steam Clean						As needed	
Buff Clean – Pavers						As needed	With stone scrubber machine
Inspect for growth in cracks			**X**				Provide condition report to Property Mgr.
Exterior Building Surfaces							
Clean Surfaces	**X**						
Remove postings/graffiti	**X**						Immediately
Wipe fingerprints on doors	**X**						
Site furniture							
Clean	**X**						
Signage							
Inspect	**X**						
Remove postings/graffiti	**X**						Immediately
Clean			**X**				

Attachment A – Scope of Services

Exhibit 18

P21 - Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	**X**						
Empty trash receptacles	**X**						
Control litter after events						Per event	
Pavement (asphalt)							
Sweep	**X**						
Steam Clean						As needed	
Inspect for growth in cracks			**X**				Provide condition report to Property Mgr.
Signage							
Inspect	**X**						
Remove postings/graffiti							Immediately
Clean			**X**				
Shoreline							
Litter Control & Trash Collection						As needed	

Attachment A – Scope of Services

Exhibit 19

P23 and P24 -Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	**X**						
Empty trash receptacles	**X**						
Control litter after events						Per event	
Pavement (colored asphalt, concrete, & pavers)							
Sweep	**X**						
Steam Clean (excluding pavers)						As needed	
Buff Clean – Pavers						As needed	With stone scrubber machine
Inspect for growth in cracks			**X**				Provide condition report to Property Mgr.
Walls and Interior/Exterior Surfaces							
Clean Surfaces	**X**						
Remove postings/graffiti	**X**						Immediately
Clean maintenance facility					**2**		
Site furniture							
Cleaned	**X**						
Signage							
Inspect	**X**						
Remove postings/graffiti							Immediately
Clean			**X**				
Interior spaces							
Storage room		**1**					
Mechanical Room				**2X**			
Other incidental spaces		**1**					
Empty trash receptacles	**X**						
High and low cleanings			**X**				

Attachment A – Scope of Services

Exhibit 20

P10 -Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks			**X**				
Repair						As needed	Per specifications
Concrete Wall							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Turf Block Driveway							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Bike racks							
Inspect	**X**						
Repair						As needed	
Lighting and Electrical							
Inventory all light bulbs and build stock				**X**			
Replace lamps							As necessary
Clean fixtures							As necessary
Inspect for maintenance					**4**	Regularly	Per manufacturers recommendations
Routine maintenance			**X**				
Perform a preventative maintenance program for mechanical & lighting						As needed	
Plumbing							
Inspect drains				**X**			
Backflow device testing					**1**		
Inspect water meters				**X**			
Storm System, Sanitary System, City Water & Fire Loop[1]							
Inspect to ensure working order	**X**					Regularly	

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Repair breaks/damage							Immediately
Clear pipes and clean outs				**X**		As necessary	
Clear lines				**X**			As necessary
Irrigation Oversight							
Maintenance						As needed	
Inspect subcontractors maintenance				**X**			
Signage	**X**						Change information as necessary
Inspect	**X**						
Repair						**As needed**	

[1] The stormwater collection system associated with the bioswales is the responsibility of the San Francisco Public Utilities Commission and not included in this contract.

Attachment A – Scope of Services

Exhibit 21

Frequency Schedule of Landscape Maintenance

P10

A.	Ground Cover Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check		X					
7	Fertilize					4		
8	Pest Control							
	a. Monitor		X					
	b. Snails							As needed
	c. Other Treatments							As needed
9	Prune				X			
10	Edge						X	
11	Cultivate						X	
B.	**Tree Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check		X					
7	Fertilize					4		
8	IPM							
	a. Monitor		X					
	b. Snails							As needed
	c. Treat trees							As needed
10	Pruning-Size						X	
11	Pruning-Tree Roots							As needed
12	Raise plants that have settled							As needed
13	Staking-Remove/Adjust				X			
C.	**Paved Area Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					Pathways to be cleared after mowing
2	Trash Removal		X					Cuttings and other debris to be removed after trimming
3	Neat Appearance		X					
4	Weed Control		X					
D.	**Special Considerations**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Site Reviews/Inspections				X			With OCII staff
2	Landscape Maintenance Report				X			Includes Water Management
3	Irrigation Report					1		Provide specifics, Re: condition of system
5	Replace Controller Batteries					1		
6	Soil Moisture Checks		X	X				Bi-weekly - trees
7	Soil Sample Testing					2		
8	Soil Compaction Tests					4		
9	Clean Valve Boxes					1		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

Attachment A – Scope of Services

Exhibit 22

P10 - Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	**X**						
Empty trash receptacles	**X**						
Control litter after events						Per event	
Concrete Wall							
Sweep	**X**						
Steam Clean						As needed	
Inspect for Growth in cracks			**X**				Provide condition report to Property Mgr.
Signage							
Inspect	**X**						
Remove postings/graffiti							Immediately
Clean			**X**				
Gravel Mulch							
Sweep	**X**						
Rake		**1**					

Attachment A – Scope of Services

Exhibit 23

P6 -Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks			**X**				
Repair						As needed	Per specifications
Hardscape pathways							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Colored asphalt							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Pavers							
Inspect	**X**						
Repair							As soon as possible
Preventative Maintenance					**4X**		
Bike racks							
Inspect	**X**						
Repair						As needed	
Walls and Exterior Surfaces							
Inspect	**X**						
Touch-up or repaint						As needed	
Site Furniture							
Maintain			**X**				
Inspect	**X**					Regularly	
Lighting and Electrical							
Inventory all light bulbs and build stock				**X**			Initially and on an ongoing basis
Replace lamps							As necessary

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Clean fixtures						As needed	
Inspect for maintenance					**4**	Regularly	Per manufacturers recommendations
Routine maintenance			**X**				
Perform a preventative maintenance program for mechanical & lighting						As needed	
Plumbing							
Inspect drains				**X**			
Backflow device testing					**1**		
Inspect water meters				**X**			
Inspect water pumps							
Service water pumps	**X**						
Storm System, Sanitary System, City Water & Fire Loop							
Inspect to ensure working order	**X**					Regularly	
Repair breaks/damage							Immediately
Clear pipes and clean outs				**X**		As necessary	
Clear lines				**X**			As necessary
Irrigation Oversight							
Maintenance						As needed	
Inspect subcontractors maintenance				**X**			
Signage	**X**						Change information as necessary
Inspect	**X**						
Repair						As needed	
Children's Play Equipment							
Inspect	**X**						
Repair							Immediately

Attachment A – Scope of Services

Exhibit 24

Frequency Schedule of Landscape Maintenance

P6

A.	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		X					
2	Clipping Removal		X					
3	Neat Appearance		X					
4	Weed Control- Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check				X			
7	Fertilize				X			Various areas will performed each week
8	Pest Control							
	a. Monitor		X					
	b. Treat turf with Fertilizer					4		
9	Mow		X					
10	Edge		X					
11	Aeration					4		Spot aeration of turf areas after events as needed.
12	Dethatch						X	As Needed
13	Overseed turf after events						X	
B.	**Ground Cover Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check		X			2		
7	Fertilize					4		
8	Pest Control							
	a. Monitor		X					
	b. Snails					4		
	c. Other Treatments					4		
9	Prune				X			
10	Edge				X			
11	Cultivate						X	
C.	**Tree & Shrub Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check		X			1		
7	Fertilize					4		
8	IPM							
	a. Monitor		X					
	b. Snails					4		
	c. Treat trees					3		
10	Pruning-Size						X	
11	Pruning-Tree Roots							As needed
	Inspect shrubs		X					
	Raise plants that have settled							As needed

13	Staking-Remove/Adjust				X			
D.	**Paved Area Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					Pathways to be cleared after mowing
2	Trash Removal		X					Cuttings and other debris to be removed after trimming
3	Neat Appearance		X					
4	Weed Control		X					
G.	**Special Considerations**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Site Reviews/Inspections				X			With OCII staff
2	Landscape Maintenance Report				X			Includes Water Management
3	Irrigation Report					1		Provide specifics, Re: condition of system
5	Replace Controller Batteries					1		
6	Soil Moisture Checks		X	X				Bi-weekly - trees
7	Soil Sample Testing					2		
8	Soil Compaction Tests					4		
9	Clean Valve Boxes					1		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

Attachment A – Scope of Services

Exhibit 25

P6 -Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	**X**						
Empty trash receptacles	**X**						
Control litter after events						Per event	
Pavement (colored asphalt, concrete, & pavers)							
Sweep	**X**						
Steam Clean (excluding pavers)						As needed	As per schedule
Buff Clean – Pavers						As needed	With stone scrubber machine
Inspect for growth in cracks			**X**				Provide condition report to Property Mgr.
Walls and Exterior Surfaces							
Clean Surfaces	**X**						
Remove postings/graffiti	**X**						Immediately
Site furniture and play equipment							
Cleaned	**X**						
Signage							
Inspect	**X**						
Remove postings/graffiti							Immediately
Clean			**X**				

Attachment A – Scope of Services

Exhibit 26

P11/11a -Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks			**X**				
Repair						As needed	Per specifications
Plumbing							
Inspect drains				**X**			
Backflow device testing					**1**		
Inspect water meters				**X**			
Storm System, Sanitary System, City Water & Fire Loop[1]							
Inspect to ensure working order	**X**					Regularly	
Repair breaks/damage							Immediately
Clear pipes and clean outs				**X**		As necessary	
Clear lines				**X**			As necessary
Irrigation Oversight							
Maintenance						As needed	
Inspect subcontractors maintenance				**X**			
Signage	**X**						Change information as necessary
Inspect	**X**						
Repair						As needed	

[1] The stormwater collection system associated with the bioswales is the responsibility of the San Francisco Public Utilities Commission and not included in this contract.

Attachment A – Scope of Services

Exhibit 27

Frequency Schedule of Landscape Maintenance

P11/11a

A.	Ground Cover Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check		X					
7	Fertilize					4		
8	Pest Control							
	a. Monitor		X					
	b. Snails							As needed
	c. Other Treatments							As needed
9	Prune				X			
10	Edge				X			
11	Cultivate						X	
B.	**Tree Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming		X					
6	Irrigation Check		X					
7	Fertilize					4		
8	IPM							
	a. Monitor		X					
	b. Snails							As needed
	c. Treat trees							As needed
10	Pruning-Size					4		
11	Pruning-Tree Roots							As needed
12	Raise plants that have settled							As needed
13	Staking-Remove/Adjust				X			
C.	**Paved Area Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					Pathways to be cleared after mowing
2	Trash Removal		X					Cuttings and other debris to be removed after trimming
3	Neat Appearance		X					
4	Weed Control		X					
D.	**Special Considerations**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Site Reviews/Inspections				X			With OCII staff
2	Landscape Maintenance Report				X			Includes Water Management
3	Irrigation Report					1		Provide specifics, Re: condition of system
5	Replace Controller Batteries					1		
6	Soil Moisture Checks		X	X				Bi-weekly - trees
7	Soil Sample Testing					2		
8	Soil Compaction Tests					4		
9	Clean Valve Boxes					1		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

Attachment A – Scope of Services

Exhibit 28

P11/11a - Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	**X**						
Control litter after events						Per event	
Signage							
Inspect	**X**						
Remove postings/graffiti							Immediately
Clean			**X**				

Attachment A – Scope of Services

Exhibit 29

P19 -Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks			**X**				
Repair						As needed	Per specifications
Hardscape pathways							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Colored asphalt							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Pavers							
Inspect	**X**						
Repair							As soon as possible
Preventative Maintenance					**4X**		
Bike racks							
Inspect	**X**						
Repair						As needed	
Site Furniture							
Maintain			**X**				
Inspect	**X**					Regularly	
Lighting and Electrical							
Replace lamps							As necessary
Clean fixtures							As necessary
Inspect for maintenance							Per manufacturers recommendations
Routine maintenance			**X**				
Perform a preventative maintenance program for						As needed	

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
mechanical & lighting							
Plumbing							
Inspect drains						As needed	
Backflow device testing					**1**		
Inspect water meters				**X**			
Storm System, Sanitary System, City Water & Fire Loop							
Inspect to ensure working order	**X**					Regularly	
Repair breaks/damage							Immediately
Clear pipes and clean outs				**X**		As necessary	
Clear lines				**X**			As necessary
Irrigation Oversight							
Maintenance						As needed	
Inspect subcontractors maintenance				**X**			
Signage	**X**						Change information as necessary
Inspect	**X**						
Repair						As needed	

Attachment A – Scope of Services

Exhibit 30

Frequency Schedule of Landscape Maintenance

P19

A.	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		X					
2	Clipping Removal		X					
3	Neat Appearance		X					
4	Weed Control- Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check				X			
7	Fertilize					4		And as needed
8	Pest Control							
	a. Monitor		X					
	b. Treat turf with Fertilizer					4		
9	Mow		X					
10	Edge		X					
11	Aeration					4		Spot aeration of turf areas after events as needed.
12	Dethatch						X	
13	Overseed turf after events						X	
B.	**Ground Cover Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming		X					
6	Irrigation Check		X					
7	Fertilize					4		
8	Pest Control							
	a. Monitor		X					
	b. Snails							As needed
	c. Other Treatments							As needed
9	Prune				X			
10	Edge				X			
11	Cultivate						X	
C.	**Tree & Shrub Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming		X					
6	Irrigation Check		X					
7	Fertilize					4		
8	IPM							
	a. Monitor		X					
	b. Snails							As needed
	c. Treat trees							As needed
10	Pruning-Size					4		
11	Pruning-Tree Roots							As needed
	Inspect shrubs		X					
	Raise plants that have settled							As needed

13	Staking-Remove/Adjust				X			
14	Vine Training				X			
D.	**Paved Area Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					Pathways to be cleared after mowing
2	Trash Removal		X					Cuttings and other debris to be removed after trimming
3	Neat Appearance		X					
4	Weed Control		X					
G.	**Special Considerations**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Site Reviews/Inspections				X			With OCII staff
2	Landscape Maintenance Report				X			Includes Water Management
3	Irrigation Report					1		Provide specifics, Re: condition of system
5	Replace Controller Batteries					1		
6	Soil Moisture Checks		X	X				Bi-weekly - trees
7	Soil Sample Testing					2		
8	Soil Compaction Tests					4		
9	Clean Valve Boxes					1		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

Attachment A – Scope of Services

Exhibit 31

P18 -Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	**X**						
Empty trash receptacles	**X**						
Control litter after events						Per event	
Pavement (colored asphalt, concrete, & pavers)							
Sweep	**X**						
Steam Clean						As needed	
Buff Clean – Pavers						As needed	With stone scrubber machine
Inspect for growth in cracks			**X**				Provide condition report to Property Mgr.
Site furniture							
Clean	**X**						
Signage							
Inspect	**X**						
Remove postings/graffiti	**X**						Immediately
Clean			**X**				

Attachment A – Scope of Services

Exhibit 32

P26/P27 -Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks			**X**				
Repair						As needed	Per specifications
Hardscape pathways							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Colored asphalt							
Inspect	**X**						
Repair							Immediately
Preventative Maintenance					**4X**		
Pavers							
Inspect	**X**						
Repair							As soon as possible
Preventative Maintenance					**4X**		
Bike racks							
Inspect	**X**						
Repair						As needed	
Walls and Exterior Surfaces							
Inspect	**X**						
Touch-up or repaint						As needed	
Site Furniture							
Maintain			**X**				
Inspect	**X**					Regularly	
Lighting and Electrical							
Inventory all light bulbs and build stock				**X**			Initially and on an ongoing basis
Replace lamps							As necessary

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Clean fixtures						As needed	
Inspect for maintenance					**4**	Regularly	Per manufacturers recommendations
Routine maintenance			**X**				
Perform a preventative maintenance program for mechanical & lighting						As needed	
Plumbing							
Inspect drains				**X**			
Backflow device testing					**1**		
Inspect water meters				**X**			
Inspect water pumps							
Service water pumps	**X**						
Storm System, Sanitary System, City Water & Fire Loop							
Inspect to ensure working order	**X**					Regularly	
Repair breaks/damage							Immediately
Clear pipes and clean outs				**X**		As necessary	
Clear lines				**X**			As necessary
Irrigation Oversight							
Maintenance						As needed	
Inspect subcontractors maintenance				**X**			
Signage	**X**						Change information as necessary
Inspect	**X**						
Repair						As needed	
Children's Play Equipment							
Inspect	**X**						
Repair							Immediately

Attachment A – Scope of Services

Exhibit 33

Frequency Schedule of Landscape Maintenance

P26/27

A.	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		X					
2	Clipping Removal		X					
3	Neat Appearance		X					
4	Weed Control- Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check				X			
7	Fertilize				X			Various areas will performed each week
8	Pest Control							
	a. Monitor		X					
	b. Treat turf with Fertilizer					4		
9	Mow		X					
10	Edge		X					
11	Aeration					4		Spot aeration of turf areas after events as needed.
12	Dethatch						X	As Needed
13	Overseed turf after events						X	
B.	**Ground Cover Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check		X			2		
7	Fertilize					4		
8	Pest Control							
	a. Monitor		X					
	b. Snails					4		
	c. Other Treatments					4		
9	Prune				X			
10	Edge				X			
11	Cultivate						X	
C.	**Tree & Shrub Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance		X					
4	Weed Control - Hand pulling		X					
5	Irrigation Programming						X	
6	Irrigation Check		X			1		
7	Fertilize					4		
8	IPM							
	a. Monitor		X					
	b. Snails					4		
	c. Treat trees					3		
10	Pruning-Size						X	
11	Pruning-Tree Roots							As needed
	Inspect shrubs		X					
	Raise plants that have settled							As needed

13	Staking-Remove/Adjust				X			
D.	**Paved Area Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					Pathways to be cleared after mowing
2	Trash Removal		X					Cuttings and other debris to be removed after trimming
3	Neat Appearance		X					
4	Weed Control		X					
G.	**Special Considerations**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Site Reviews/Inspections				X			With OCII staff
2	Landscape Maintenance Report				X			Includes Water Management
3	Irrigation Report					1		Provide specifics, Re: condition of system
5	Replace Controller Batteries					1		
6	Soil Moisture Checks		X	X				Bi-weekly - trees
7	Soil Sample Testing					2		
8	Soil Compaction Tests					4		
9	Clean Valve Boxes					1		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

Attachment A – Scope of Services

Exhibit 34

P26/27 -Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	**X**						
Empty trash receptacles	**X**						
Control litter after events						Per event	
Pavement (colored asphalt, concrete, & pavers)							
Sweep	**X**						
Steam Clean (excluding pavers)						As needed	As per schedule
Buff Clean – Pavers						As needed	With stone scrubber machine
Inspect for growth in cracks			**X**				Provide condition report to Property Mgr.
Walls and Exterior Surfaces							
Clean Surfaces	**X**						
Remove postings/graffiti	**X**						Immediately
Site furniture and play equipment							
Cleaned	**X**						
Signage							
Inspect	**X**						
Remove postings/graffiti							Immediately
Clean			**X**				

Attachment A – Scope of Services

Exhibit 35

P2/P8 Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks			X				
Repair						As needed	Per specifications
Decomposed Granite							
Inspect for consistency			X				
Infill					2X		
Hardscape pathways							
Inspect	X						
Repair							Immediately
Preventative Maintenance					4X		
Colored asphalt							
Inspect	X						
Repair							Immediately
Preventative Maintenance					4X		
Pavers							
Inspect	X						
Repair							Immediately
Preventative Maintenance					4X		
Bikeracks							
Inspect	X						
Repair							Immediately

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Walls and Exterior Surfaces							
Apply & maintain graffiti sealant					1		
Clean glass block surfaces				X			
Inspect	X						
Touch-up or repaint						As needed	
Site Furniture							
Maintain			X				
Inspect	X					Regularly	
Lighting and Electrical							
Inventory all light bulbs and build stock							Initially and on an ongoing basis
Replace lamps							As necessary
Clean fixtures				X			
Inspect for maintenance					4	Regularly	Per manufacturers recommendations
Routine maintenance			X				
Perforrm a preventitive maintenance program for mechanical & lighting						As needed	
Plumbing							
Inspect drains				X			
Backflow device testing					1		
Inspect water meters	X						
Inspect water pumps	X						
Service water pumps	X						
Storm System, Sanitary							
System, City Water & Fire Loop							
Inspect to ensure working order	X					Regularly	
Repair breaks/damage							Immediately
Clear pipes and clean outs				X		As necessary	
Clear lines				X			As necessary
Replace filters					2		
Irrigation Oversight							
Maintenance						As needed	
Inspect subcontractors maintenance				X			
Signage	X						Change information as necessary

Attachment A – Scope of Services

Exhibit 36

Frequency Schedule of Landscape Maintenance

*P2/P8

A.	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal	X						As Needed
2	Clipping Removal	X						
3	Neat Appearance	X						
4	Weed Control- Hand pulling		X					
5	Irrigation Programming	X						
6	Irrigation Check				X			
7	Fertilize				X			Various areas will performed each week
8	Pest Control		X					
	a. Monitor							
	b. Treat turf with Fertilizer including Dimension					4		April, July, September, and October to suppress Poa annua
9	Mow		X					
10	Edge		X					
11	Aeration					4		Spot aeration of turf areas after events as needed.
12	Dethatch						X	As Needed
13	Overseed turf after events						X	
B.	**Ground Cover Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling		X					
5	Irrigation Programming	X						
6	Irrigation Check		X			1		
7	Fertilize					6		
8	Pest Control							
	a. Monitor	X						
	b. Snails					4		
	c. Other Treatments					4		
9	Prune				X			
10	Edge				X			
11	Cultivate						X	
C.	**Tree & Shrub Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling		X					
5	Irrigation Programming		X					
6	Irrigation Check		X			1		
7	Fertilize					4		
8	IPM							
	a. Monitor	X						
	b. Snails					4		
	c. Treat trees					3		
10	Pruning-Size					4	X	
11	Pruning-Tree Roots							As needed
	Inspect shrubs	X						
	Raise plants that have							As needed

	settled							
13	Staking-Remove/Adjust				X			
14	Vine Training				X			
D.	**Paved Area Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					Pathways to be cleared after mowing
2	Trash Removal		X					Cuttings and other debris to be removed after trimming
3	Neat Appearance		X					
4	Weed Control		X					
G.	**Special Considerations**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Site Reviews/Inspections		2X					With Agency staff
2	Landscape Maintenance Report							Includes Water Management
3	Irrigation Report					1		Provide specifics, Re: condition of system
5	Replace Controller Batteries					1		
6	Soil Moisture Checks		X	X				Bi-weekly - trees
7	Soil Sample Testing					2		
8	Soil Compaction Tests					4		
9	Clean Valve Boxes					1		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

* P2 & P8 frequencies are together because they have similar grounds, turf, beds and trees and therefore similar tasks will be done on both.

Attachment A – Scope of Services

Exhibit 37

P2/P8 - Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	X						
Empty trash receptacles	X						
Control litter after events						Per event	
Pavement (concrete, pavers)							
Sweep	X						
Steam Clean (excluding pavers)		5					As per schedule
Buff Clean – Pavers		5					With stone scrubber machine
Inspect for lifts/cracks			X				Provide condition report to Property Mgr.
Walls and Interior/Exterior Surfaces							
Remove postings/graffiti	X						Immediately
Site furniture							
Cleaned	X						
Signage							
Inspect	X						
Remove postings/graffiti							Immediately
Clean			X				
Shoreline							
Litter Control & Trash Collection	X						

Attachment A – Scope of Services

Exhibit 38

P3 Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks			X				
Repair						As needed	Per specifications
Decomposed Granite							
Inspect for consistency			X				
Infill					2X		
Hardscape pathways							
Inspect	X						
Repair							Immediately
Preventative Maintenance					4X		
Colored asphalt							
Inspect	X						
Repair							Immediately
Preventative Maintenance					4X		
Pavers							
Inspect	X						
Repair							Immediately
Preventative Maintenance					4X		
Bikeracks							
Inspect	X						
Repair							Immediately

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Touch-up or repaint						As needed	
Site Furniture							
Maintain			X				
Inspect	X					Regularly	
Lighting and Electrical							
Inventory all light bulbs and build stock							Initially and on an ongoing basis
Replace lamps							As necessary
Clean fixtures				X			
Inspect for maintenance					4	Regularly	Per manufacturers recommendations
Routine maintenance			X				
Perforrm a preventitive maintenance program for mechanical & lighting						As needed	
Plumbing							
Inspect drains				X			
Backflow device testing					1		
Inspect water meters	X						
Inspect water pumps	X						
Service water pumps	X						
Inspect all restroom faucets & toilets	X						
Repair all restroom faucets and toilets							Immediately
Storm System, Sanitary							
System, City Water & Fire Loop							
Inspect to ensure working order	X					Regularly	
Repair breaks/damage							Immediately
Clear pipes and clean outs				X		As necessary	
Clear lines				X			As necessary
Inspect and clean roof drainage/gutter systems				X			During rainy season
Maintenance						As needed	
Inspect subcontractors maintenance				X			
Signage	X						Change information as necessary

Attachment A – Scope of Services

Exhibit 39

Frequency Schedule of Landscape Maintenance

P3

A	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal	X						As needed
2	Clipping Removal	X						
3	Neat Appearance	X						
4	Weed Control- Hand pulling		X					
5	Irrigation Programming	X						
6	Irrigation Check			X				
7	Fertilize			X				Various areas will performed each week
8	Pest Control		X					
	a. Monitor							
	b. Treat turf with Fertilizer including Dimension					4		April, July, September, and October to suppress Poa annua
9	Mow		X					
10	Edge		X					
11	Aeration					4		Spot aeration of turf areas after events as needed.
12	Dethatch						X	As Needed
13	Overseed turf after events						X	
B	**Ground Cover Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling		X					
5	Irrigation Programming	X						
6	Irrigation Check		X			1		
7	Fertilize					6		
8	Pest Control							
	a. Monitor	X						
	b. Snails					4		
	c. Other Treatments					4		
9	Prune				X			
10	Edge				X			
11	Cultivate						X	
C	**Tree & Shrub Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		3X					
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling		X					
5	Irrigation Programming		X					
6	Irrigation Check		X			1		
7	Fertilize					4		
8	IPM							
	a. Monitor	X						
	b. Snails					4		
	c. Treat trees					3		
10	Pruning-Size					4	X	
11	Pruning-Tree Roots							As needed
	Inspect shrubs	X						
	Raise plants that have							As needed

	settled							
13	Staking-Remove/Adjust				X			
14	Vine Training				X			
D.	**Paved Area Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					Pathways to be cleared after mowing
2	Trash Removal		X					Cuttings and other debris to be removed after trimming
3	Neat Appearance		X					
4	Weed Control		X					
G.	**Special Considerations**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Site Reviews/Inspections		X		X			With Agency staff
2	Landscape Maintenance Report				X			Includes Water Management
3	Irrigation Report					1		Provide specifics, Re: condition of system
5	Replace Controller Batteries					1		
6	Soil Moisture Checks		X	X				Bi-weekly - trees
7	Soil Sample Testing					2		
8	Soil Compaction Tests					4		
9	Clean Valve Boxes					1		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

Attachment A – Scope of Services

Exhibit 40

P3 - Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	X						
Empty trash receptacles	X						
Control litter after events						Per event	
Pavement (concrete, pavers)							
Sweep	X						
Steam Clean (excluding pavers)		5					As per schedule
Buff Clean – Pavers		5					With stone scrubber machine
Inspect for lifts/cracks			X				Provide condition report to Property Mgr.
Walls and Interior/Exterior Surfaces							
Remove postings/graffiti	X						Immediately
Site furniture							
Cleaned	X						
Signage							
Inspect	X						
Remove postings/graffiti							Immediately
Clean			X				
Shoreline							
Litter Control & Trash Collection	X						

Attachment A – Scope of Services

Exhibit 41

P5 Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks			X				
Repair						As needed	Per specifications
Decomposed Granite							
Inspect for consistency			X				
Infill					2X		
Hardscape pathways							
Inspect	X						
Repair							Immediately
Preventative Maintenance					4X		
Colored asphalt							
Inspect	X						
Repair							Immediately
Preventative Maintenance					4X		
Pavers							
Inspect	X						
Repair							Immediately
Preventative Maintenance					4X		
Bikeracks							
Inspect	X						
Repair							Immediately

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Site Furniture							
Maintain			X				
Inspect	X					Regularly	
Lighting and Electrical							
Inventory all light bulbs and build stock							Initially and on an ongoing basis
Replace lamps							As necessary
Clean fixtures				X			
Inspect for maintenance					4	Regularly	Per manufacturers recommendations
Routine maintenance			X				
Perforrm a preventitive maintenance program for mechanical & lighting						As needed	
Plumbing							
Inspect drains				X			
Backflow device testing					1		
Inspect water meters	X						
Inspect water pumps	X						
Service water pumps	X						
Inspect all restroom faucets & toilets	X						
Repair all restroom faucets and toilets							Immediately
Storm System, Sanitary							
System, City Water & Fire Loop							
Inspect to ensure working order	X					Regularly	
Repair breaks/damage							Immediately
Clear pipes and clean outs				X		As necessary	
Clear lines				X			As necessary
Inspect and clean roof drainage/gutter systems				X			During rainy season
Irrigation Oversight							
Maintenance						As needed	
Inspect subcontractors maintenance				X			
Signage	X						Change information as necessary

Attachment A – Scope of Services

Exhibit 42

Frequency Schedule of Landscape Maintenance

P5

A.	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal	X						As Needed
2	Clipping Removal	X						
3	Neat Appearance	X						
4	Weed Control- Hand pulling		X					
5	Irrigation Programming	X						
6	Irrigation Check			X				
7	Fertilize				X			Various areas will performed each week
8	Pest Control		X					
	a. Monitor							
	b. Treat turf with Fertilizer including Dimension					4		April, July, September, and October to suppress Poa annua
9	Mow		X					
10	Edge		X					
11	Aeration					4		Spot aeration of turf areas after events as needed.
12	Dethatch						X	As Needed
13	Overseed turf after events						X	
B.	**Ground Cover Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling		X					
5	Irrigation Programming	X						
6	Irrigation Check		X			1		
7	Fertilize					6		
8	Pest Control							
	a. Monitor	X						
	b. Snails					4		
	c. Other Treatments					4		
9	Prune				X			
10	Edge				X			
11	Cultivate						X	
C.	**Tree & Shrub Care**	**Daily**	**Weekly**	**Bi-Weekly**	**Monthly**	**X/Year**	**As Needed**	**Comments**
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling		X					
5	Irrigation Programming		X					
6	Irrigation Check		X			1		
7	Fertilize					4		
8	IPM							
	a. Monitor	X						
	b. Snails				X			
	c. Treat trees					3		
10	Pruning-Size					4	X	
11	Pruning-Tree Roots							As needed
	Inspect shrubs	X						
	Raise plants that have							As needed

	settled							
13	Staking-Remove/Adjust				X			
14	Vine Training				X			
D.	Paved Area Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		X					Pathways to be cleared after mowing
2	Trash Removal		X					Cuttings and other debris to be removed after trimming
3	Neat Appearance		X					
4	Weed Control		X					
G.	Special Considerations	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Site Reviews/Inspections		X		X			With Agency staff
2	Landscape Maintenance Report				X			Includes Water Management
3	Irrigation Report					1		Provide specifics, Re: condition of system
5	Replace Controller Batteries					1		
6	Soil Moisture Checks		X	X				Bi-weekly - trees
7	Soil Sample Testing					2		
8	Soil Compaction Tests					4		
9	Clean Valve Boxes					1		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

Attachment A – Scope of Services

Exhibit 43

P5 - Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	X						
Empty trash receptacles	X						
Control litter after events						Per event	
Pavement (concrete, pavers)							
Sweep	X						
Steam Clean (excluding pavers)		5					As per schedule
Buff Clean – Pavers		5					With stone scrubber machine
Inspect for lifts/cracks			X				Provide condition report to Property Mgr.
Walls and Interior/Exterior Surfaces							
Remove postings/graffiti	X						Immediately
Site furniture							
Cleaned	X						
Signage							
Inspect	X						
Remove postings/graffiti							Immediately
Clean			X				
Shoreline							
Litter Control & Trash Collection	X						

Attachment A – Scope of Services

Exhibit 44

P22 Frequency Schedule Hardscape/Engineering Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Pavement							
Inspect for lifts/cracks			X				
Repair						As needed	Per specifications
Decomposed Granite							
Inspect for consistency			X				
Infill					2X		
Hardscape pathways							
Inspect	X						
Repair							Immediately
Preventative Maintenance					4X		
Colored asphalt							
Inspect	X						
Repair							Immediately
Preventative Maintenance					4X		
Pavers							
Inspect	X						
Repair							Immediately
Preventative Maintenance					4X		
Bikeracks							
Inspect	X						
Repair							Immediately

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Site Furniture							
Maintain			X				
Inspect	X					Regularly	
Lighting and Electrical							
Inventory all light bulbs and build stock							Initially and on an ongoing basis
Replace lamps							As necessary
Clean fixtures				X			
Inspect for maintenance					4	Regularly	Per manufacturers recommendations
Routine maintenance			X				
Perform a preventative maintenance program for mechanical & lighting						As needed	
Plumbing							
Inspect drains				X			
Backflow device testing					1		
Inspect water meters	X						
Inspect water pumps	X						
Service water pumps	X						
Inspect all restroom faucets & toilets	X						
Repair all restroom faucets and toilets							Immediately
Storm System, Sanitary							
System, City Water & Fire Loop							
Inspect to ensure working order	X					Regularly	
Repair breaks/damage							Immediately
Clear pipes and clean outs				X		As necessary	
Clear lines				X			As necessary
Inspect and clean roof drainage/gutter systems				X			During rainy season
Irrigation Oversight							
Maintenance						As needed	
Inspect subcontractors maintenance				X			
Signage	X						Change information as necessary

Attachment A – Scope of Services

Exhibit 45

Frequency Schedule of Landscape Maintenance

P22

A	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal	X						As Needed
2	Clipping Removal	X						
3	Neat Appearance	X						
4	Weed Control- Hand pulling		X					
5	Irrigation Programming	X						
6	Irrigation Check				X			
7	Fertilize				X			Various areas will performed each week
8	Pest Control		X					
	a. Monitor							
	b. Treat turf with Fertilizer including Dimension					4		April, July, September, and October to suppress Poa annua
9	Mow		X					
10	Edge		X					
11	Aeration					4		Spot aeration of turf areas after events as needed.
12	Dethatch						X	As Needed
13	Overseed turf after events						X	
B	Ground Cover Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling		X					
5	Irrigation Programming	X						
6	Irrigation Check		X			1		
7	Fertilize					6		
8	Pest Control							
	a. Monitor	X						
	b. Snails					4		
	c. Other Treatments					4		
9	Prune				X			
10	Edge				X			
11	Cultivate						X	
C	Tree & Shrub Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		X					
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling		X					
5	Irrigation Programming		X					
6	Irrigation Check		X			1		
7	Fertilize					4		
8	IPM							
	a. Monitor	X						
	b. Snails				X			
	c. Treat trees					3		
10	Pruning-Size					4	X	
11	Pruning-Tree Roots							As needed
	Inspect shrubs	X						
	Raise plants that have							As needed

	settled							
13	Staking-Remove/Adjust				X			
14	Vine Training				X			
D.	Paved Area Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		X					Pathways to be cleared after mowing
2	Trash Removal		X					Cuttings and other debris to be removed after trimming
3	Neat Appearance		X					
4	Weed Control		X					
E.	Special Considerations	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Site Reviews/Inspections		2X					With Agency staff
2	Landscape Maintenance Report							Includes Water Management
3	Irrigation Report					1		Provide specifics, Re: condition of system
5	Replace Controller Batteries					1		
6	Soil Moisture Checks		X	X				Bi-weekly - trees
7	Soil Sample Testing					2		
8	Soil Compaction Tests					4		
9	Clean Valve Boxes					1		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

* P2 & P8 frequencies are together because they have similar grounds, turf, beds and trees and therefore similar tasks will be done on both.

Attachment A – Scope of Services

Exhibit 46

P22 - Frequency Schedule Janitorial and General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	Other	Comments
Litter Control							
Control litter	X						
Empty trash receptacles	X						
Control litter after events						Per event	
Pavement (concrete, pavers)							
Sweep	X						
Steam Clean (excluding pavers)		5					As per schedule
Buff Clean – Pavers		5					With stone scrubber machine
Inspect for lifts/cracks			X				Provide condition report to Property Mgr.
Walls and Interior/Exterior Surfaces							
Remove postings/graffiti	X						Immediately
Site furniture							
Cleaned	X						
Signage							
Inspect	X						
Remove postings/graffiti							Immediately
Clean			X				
Shoreline							
Litter Control & Trash Collection	X						

Attachment B

Mission Bay Open Space System

FY 2016-2017 Annual Operating Budget

and Fee Schedule

MISSION BAY
PARKS

MISSION BAY

PARKS BUDGET

2016 – 2017

Presented to:

Hilde Myall- Senior Development Specialist

Marc Slutzkin – Project Manager

MJM Management Group

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Mission Bay Budget Overview –2016/2017

Overview from 2015/2016

During 2015 and the interim contract period of the first six months of 2016, MJM Management Group provided property management services, property maintenance, and activation of the Mission Bay Parks System. Several major accomplishments during this time period are as follows.

- MJM conducted pilot programs for drought resistant turf in several parcels to find both grasses that performed better in a drought to reduce water consumption, and to maintain appearance and resilience of the turf. This allowed to integrate these benefits into other parcels by over-seeding with drought tolerant grasses, interspersing seeds to improve turf resilience, and improving appearance.

- Implementing resource efficiency on multiple fronts. MJM has completed sizable water and energy efficiency projects during the first 4 months of 2016 that will reduce cost on utilities over time and extend the life cycle of the property. This included the replacement of sprinkler heads for more targeted water saturation, and the use of energy efficient lighting, most notably at the Sports Courts.

- We have successfully increased funding opportunities to assist with the budget by underwriting of event costs, maintenance costs and supply costs through increased activation of the parks. Our new website has attracted a much stronger flow of interest in event rentals, and the on-line application has increased the community's use of Mission Bay Parks for their events. MJM has laid the groundwork for these alternative funding sources to continue and expand in the future.

- We have developed our events program, increasing the number of events in the park while ensuring that the size, scope and nature of the events did not negatively impact the surrounding community, but still provided fees to continue our program.

- Providing continued leadership around public safety in Mission Bay Parks and the surrounding neighborhood. MJM continues to maintain a 24-hour security dispatch line for the public. In addition, MJM has collaborated with SFPD Southern Station to host park-related community meetings and trainings at the Mission Creek Pavilion open to and well-attended by the public.

- Engaging the local community in Mission Bay Parks. In addition to the quarterly Parks Coordination meetings, MJM staff have led park tours and given presentations for numerous community groups and HOAs in 2015 and early 2016. MJM has also sought to increase community involvement in public park events, establishing a community planning committee and engaging local volunteers for events.

MJM is grateful for the opportunity to continue to serve the Mission Bay Parks System. Through the end of the interim contract, MJM projects surplus funds in both its operating and capital budgets.

An estimated surplus of $100,000 is projected for the operations budget at the end of the 2016 interim contract term. 80% of this surplus is comprised of funds earmarked for new parks which have not come on line as soon as anticipated. The remaining 20% is comprised of cost savings achieved in the operating budget for existing parks.

The Capital items proposed in the 2016/2017 budget reflect a continuation of projects started in early 2016, and allowances for certain unanticipated events with both landscaping and plumbing, as well as paving work and plant replacement. We have implemented many items in the first half of 2016, including lighting upgrades, irrigation upgrades and paving work, and hope that accomplishing those projects will have a positive impact on the overall budget going forward.

Summary of budget

Following is the proposed 2016/2017 budget for the Mission Bay Park System. MJM Management Group strives to ensure that all properties are carefully maintained providing a safe and attractive destination for visitors, local residents and those conducting business in the area.

The proposed budget includes funds for the Fiscal year starting July 1, 2016. The budget covers expenses for existing Parcels NP1, 2, 3, 4, and 5, and P1, 10, 16, 17, 18, and 21. Expenses for these parcels have been combined under one spreadsheet, Mission Bay Parks. The budget for each of these parcels was estimated based on actual costs incurred during 2016. The budget projects expenses for several new parks slated to come on line in 2016, including Parcels P6, P26, P11/11a, P27, P19, P23/24 BMP, P5, and P23/24. The budget for each of these parcels was estimated based on actual costs incurred while maintaining similar existing parcels. Consideration was made for the differences in the properties and their anticipated level of usage by the public. With the possibility of transfers of some of the above properties to the park system happening after the start of this contract up to June 30, 2017, this would decrease the budget by the monthly amounts attributed to any parcels not fully commissioned during this

budget year, or eliminate those costs for parcels commissioned after July 1, 2017.

General Operations Expenditures

We anticipate that the size of the Mission Bay Park System will grow significantly in 2016/2017. P6, the children's park; P26, Mariposa Park; P27; and P11/11a are projected to come on line in 3rd Quarter 2016. P19 is projected to come on line in late 2016. P5 is projected to come on line in early 2017

The budget proposes to continue cost saving measures put in place in 2015 under Materials and Supplies, Contractual Services, Utilities, and Administration. We have made further cuts based on actual costs in several of these areas in order to increase personnel funds available to remain competitive in seeking leadership for the parks site manager position and to provide appropriate increases to support staff. The cost savings in cuts offset the increases in personnel, keeping the budget the same.

Under Personnel Services, contractual obligations and costs associated with Stationary Engineers' Local 39 go into effect on July 2016, and are reflected in this budget. The negotiated contract includes a percentage raise and other benefits that are calculated in the rate. The budget allows for a 3% cost of living increase for the Site Manager and Park Property Assistant. MJM Management Group's Chief Engineer will continue to provide oversight for parcels currently on line and assist with plans for future parcels as necessary. The Mission Bay Team will continue to be actively involved in the facilitation of public and private events while assisting with the planning process for new sites in Mission Bay.

MJM experienced significant cuts to materials and subcontracted staffing in past years, and has carefully monitored the ability of service contractors to ensure a clean, safe, and attractive property for visitors and neighbors. We have attempted to keep costs for materials and subcontracted staffing at or near approved 2016 Interim Budget levels wherever possible. We have based the subcontracted work on actual costs savings versus budget, and have reduce the three subcontractor amounts by a total of $13,708. As we need to be competitive in the workforce for recruitment of top talent, we used this savings to offset increases in personnel costs. Wherever we increased the budget because of increase supply costs, we tried to offset those increases with a reduction in budget for other areas. We were able to budget for decreases costs in Roof repairs, Steam Cleaning, Mailing Services to help offset increases in Security System repairs, Hardscape maintenance, plumbing repairs and Insurance.

Budgeted amounts associated with utilities are based on costs incurred in 2015 and the first quarter of 2016, and projected increases for fiscal year 2016/2017, including the potential continuation of mandatory drought pricing for water and the addition of many new parcels to the park system. We anticipate the cost of

power to remain stable and within the budgeted amount for the new contract term for existing parks. The Water and Sewer line item was kept stable to reflect continuing mandatory drought pricing. Garbage line item remained stable as well. Telephone-office has also remained stable, as higher costs in 2015 continue into future years. A baseline of actual costs has been established for all new parcels and is reflected in the 2016/2017 operational budget.

Under Administration, Accounting/Payroll costs, after a large increase last year to reflect actual costs, has remained the same for the upcoming year. As well, other increases in prior years are now providing adequate funding for these areas without the need for further increases. No additional expenses for administration have been added for any new parcels.

In 2016/2017, we have projected an income of $95,946 from special event permit fees, service cost recovery fees and pet waste bag program in the 7000 series of the budget for the fiscal year. This projection accurately reflects the capacity for income generation of the Mission Bay Parks system, and factors in anticipated income from upcoming parks. As in previous years, we will use this projected income to cover expenses related to producing public events. Park Management will continue to cultivate organized activities in the area and provide community outreach for the Mission Bay project. We anticipate repeating many of the popular events from past years, including a Spring Egg Hunt and Kite Day for Kids. Park management will investigate the opportunity to integrate additional public events into the season, including monthly yoga in the park, cultural dance performances, and a summer concert. Consistent with the Mission Bay Park System Event Guidelines, private events will be balanced to achieve maximum public benefit and to minimize potential negative impacts on the public's use of the parks.

In summary, projected operational costs for the management, maintenance and promotion of the Mission Bay Parks System for the 2016/2017 Fiscal Year will increase 4.0% over the 2016 Interim budget for existing parks The total is $1,529,219 for Existing Parcels. Including all new parcels anticipated to come on line in 2016/2017, the operational costs are $1,809,295 for 2016/2017.

Capital Expenditures – 2016/2017

As stated above, we are proposing the following for Capital Expenditures:

Paver / settlement projects:	$ 6,000
Plant replacement fund:	$12,500
Tree replacement fund:	$ 5,000
Plumbing Replacement Fund	$ 3,000
Total:	**$26,500**

Mission Bay Parks
Combined Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
	Operations													
5,110	Permit Fees													
5,161	Facility use fees													
5,998	**Total Operational Income**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,000	**Personnel Services**													
6,110	Admin. Salaries & Wages	11,032	11,032	16,548	11,032	11,032	11,032	11,149	11,149	16,724	11,149	11,149	11,149	144,177
6,120	Admin. Payroll Taxes	1,434	1,434	2,151	1,434	1,434	1,434	1,449	1,449	2,174	1,449	1,449	1,449	18,743
6,130	Admin. Employee Benefits	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
6,140	Admin. Workers' Compensation	221	221	331	221	221	221	223	223	334	223	223	223	2,884
6,199	**Total Admin. Payroll**	13,687	13,687	20,030	13,687	13,687	13,687	13,821	13,821	20,232	13,821	13,821	13,821	**177,804**
6,210	Maint. Salary & Wages	9,100	9,100	13,650	9,100	9,100	9,100	9,100	9,100	13,650	9,100	9,100	9,100	118,300
6,220	Maint. Payroll Taxes	1,183	1,183	1,775	1,183	1,183	1,183	1,183	1,183	1,775	1,183	1,183	1,183	15,379
6,230	Maint. Payroll Benefits	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	51,600
6,240	Maint. Workers' Comp	1,820	1,820	2,730	1,820	1,820	1,820	1,820	1,820	2,730	1,820	1,820	1,820	23,660
6,299	**Total Maintenance Payroll**	**16,403**	**16,403**	**22,455**	**16,403**	**16,403**	**16,403**	**16,403**	**16,403**	**22,455**	**16,403**	**16,403**	**16,403**	**208,939**
6,311	**Total Personnel Services**	**30,090**	**30,090**	**42,485**	**30,090**	**30,090**	**30,090**	**30,224**	**30,224**	**42,687**	**30,224**	**30,224**	**30,224**	**386,743**
6,400	**Materials & Supplies**													
6,410	Janitorial/Restroom Supplies	819	819	819	819	819	819	819	819	819	819	819	819	9,828
6,420	Lighting Supplies	350	350	350	350	350	350	350	350	350	350	350	350	4,200
6,430	Back flow prevention Maint.	480	480	480	480	480	1,180	480	480	480	480	480	1,180	7,160
6,435	Stone/Hardscape Maint. Supplies	277	277	277	277	277	277	277	277	277	277	277	277	3,324
6,440	Plumbing Supplies	147	147	147	147	147	147	147	147	147	147	147	147	1,764
6,450	Electrical Supplies	60	60	60	60	60	60	60	60	60	60	60	60	720
6,452	Vehicle Supplies/Fuel	125	125	125	125	125	125	125	125	125	125	125	125	1,500
6,455	Hardware	90	90	90	90	90	90	90	90	90	90	90	90	1,080
6,460	Uniform Supplies	250	250	250	250	250	250	292	292	292	292	292	292	3,252
6,480	Small Tools & Equipment	167	167	167	167	167	167	167	167	167	167	167	167	2,004
6,490	General Maint. Supplies	1,344	1,344	1,344	1,344	1,344	1,344	1,385	1,385	1,385	1,385	1,385	1,385	15,874
6,493	Sports Courts Equip./Materials	132	132	132	132	132	132	132	132	132	132	132	132	1,584
6,495	Pet Waste	140	140	140	140	140	140	140	140	140	140	140	140	1,400
6,499	**Total Material & Supplies**	**4,381**	**4,381**	**4,381**	**4,381**	**4,381**	**5,081**	**4,464**	**4,464**	**4,464**	**4,464**	**4,464**	**5,164**	**53,690**
6,500	**Contractual Services**													
6,511	Landscape Contract	31,709	31,709	31,709	31,709	31,709	31,709	31,709	31,709	31,709	31,709	31,709	31,709	380,508
6,512	Landscape Extras	934	934	934	934	934	934	934	934	934	934	934	934	11,208
6,513	Landscape - Pest Control	0	0	0	0	0	0	0	0	0	0	0	0	0
6,519	**Total Landscape**	**32,643**	**32,643**	**32,643**	**32,643**	**32,643**	**32,643**	**32,643**	**32,643**	**32,643**	**32,643**	**32,643**	**32,643**	**391,716**
6,521	Security Contract	16,643	16,643	16,643	16,643	16,643	16,643	16,643	16,643	16,643	16,643	16,643	16,643	199,716
6,522	Security Equipment and Supplies	120	120	120	120	120	120	120	120	120	120	120	120	1,440
6,523	Security Contingency	125	125	125	125	125	125	125	125	125	125	125	125	1,500
6,529	**Total Security**	**16,888**	**16,888**	**16,888**	**16,888**	**16,888**	**16,888**	**16,888**	**16,888**	**16,888**	**16,888**	**16,888**	**16,888**	**202,656**
6,530	**Janitorial**													
6,531	Janitorial Contract	16,481	16,481	16,481	16,481	16,481	16,481	16,481	16,481	16,481	16,481	16,481	16,481	197,772
6,532	Janitorial Extras	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
6,539	**Total Janitorial**	**18,981**	**18,981**	**18,981**	**18,981**	**18,981**	**18,981**	**18,981**	**18,981**	**18,981**	**18,981**	**18,981**	**18,981**	**227,772**
6,540	Special Maintenance Projects	1,475	1,475	1,475	1,475	1,475	1,475	1,600	1,600	1,600	1,600	1,600	1,600	18,450
6,540	**Total Special Maintenance Projects**	**1,475**	**1,475**	**1,475**	**1,475**	**1,475**	**1,475**	**1,600**	**1,600**	**1,600**	**1,600**	**1,600**	**1,600**	**18,450**
6,551	Fire/Life/ Safety Testing	0	0	0	0	0	0	0	0	0	0	0	0	0
6,552	Fire/Life/Monitoring	600	600	600	600	600	600	600	600	600	600	600	600	7,200
6,554	Electrical Panel Service	0	0	0	0	0	0	0	0	0	0	0	0	0
6,559	**Total Fire/Life /Safety**	**600**	**600**	**600**	**600**	**600**	**600**	**600**	**600**	**600**	**600**	**600**	**600**	**7,200**
6,561	HVAC Maint.	70	70	70	70	70	70	70	70	70	70	70	70	840
6,562	HVAC Central Plant	0	0	0	0	0	0	0	0	0	0	0	0	0
6,563	HVAC Supplies	40	40	40	40	40	40	40	40	40	40	40	40	480
6,569	**Total HVAC**	**110**	**110**	**110**	**110**	**110**	**110**	**110**	**110**	**110**	**110**	**110**	**110**	**1,320**
6,570	Pest Control	500	500	500	500	500	500	500	500	500	500	500	500	6,000
6,571	Security System M&R	50	50	50	50	50	50	50	50	50	50	50	50	600
6,572	Stone/Hardscape M&R	400	400	400	400	400	400	400	400	400	400	400	400	4,800
6,575	Electrical M&R	150	150	150	150	150	150	150	150	150	150	150	150	1,800
6,580	Plumbing/Drain Maint M&R	150	150	150	150	150	150	150	150	150	150	150	150	1,800
6,585	Roof Repairs	100	100	100	100	100	100	100	100	100	100	100	100	1,200
6,594	Artwork M&R	100	100	100	100	100	100	100	100	100	100	100	100	1,200
6,595	Steam Cleaning	600	600	600	600	600	600	600	600	600	600	600	600	7,200
6,596	Equipment/Vehicle M&R	200	200	200	200	200	200	194	194	194	194	194	194	2,364

Mission Bay Parks
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Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,597	Vehicle Leasing	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400
6,599	**Total Contractual Services**	**74,147**	**74,147**	**74,147**	**74,147**	**74,147**	**74,147**	**74,266**	**74,266**	**74,266**	**74,266**	**74,266**	**74,266**	**890,478**
6,600	**Utilities**													
6,610	Electricity-Hetch Hetchy	3,682	3,682	3,682	3,682	3,682	3,682	3,682	3,682	3,682	3,682	3,682	3,682	44,184
6,630	Water & Sewer	12,955	12,955	12,955	12,955	12,955	12,955	12,955	12,955	12,955	12,955	12,955	12,955	155,460
6,650	Garbage	2,365	2,365	2,365	2,365	2,365	2,365	2,365	2,365	2,365	2,365	2,365	2,365	28,380
6,661	Telephone - Office	750	750	750	750	750	750	750	750	750	750	750	750	9,000
6,662	Telephone - Maintenance	80	80	80	80	80	80	80	80	80	80	80	80	960
6,663	Telephone - Security	80	80	80	80	80	80	80	80	80	80	80	80	960
6,664	Telephone -Extras	30	30	30	30	30	30	30	30	30	30	30	30	360
6,667	Telephone Answering Service	0	0	0	0	0	0	0	0	0	0	0	0	0
6,699	**Total Utilities**	**19,942**	**19,942**	**19,942**	**19,942**	**19,942**	**19,942**	**19,942**	**19,942**	**19,942**	**19,942**	**19,942**	**19,942**	**239,304**
6,710	Management Fees	13,178	13,178	13,178	13,178	13,178	13,178	13,178	13,178	13,178	13,178	13,178	13,178	158,136
6,711	**Total Management Fees**	**13,178**	**13,178**	**13,178**	**13,178**	**13,178**	**13,178**	**13,178**	**13,178**	**13,178**	**13,178**	**13,178**	**13,178**	**158,136**
6,720	Insurance	26,500	0	0	0	0	0	0	0	0	0	0	0	26,500
6,721	**Total Insurance**	**26,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**26,500**
6,741	Rent - Office	0	0	0	0	0	0	0	0	0	0	0	0	0
6,742	Rent - Storage	0	0	0	0	0	0	0	0	0	0	0	0	0
6,750	**Total Rent**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,800	**Administration**													0
6,805	General Office	120	120	120	120	120	120	120	120	120	120	120	120	1,440
6,806	**Total General Office**	**120**	**120**	**120**	**120**	**120**	**120**	**120**	**120**	**120**	**120**	**120**	**120**	**1,440**
6,811	Postage	50	50	50	50	50	50	50	50	50	50	50	50	600
6,812	Messenger Service	50	50	50	50	50	50	50	50	50	50	50	50	600
6,819	**Total Postage & Messenger**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**1,200**
6,821	Office Equipment Rental	350	350	350	350	350	350	350	350	350	350	350	350	4,200
6,822	Communcications Equipment Rental	0	0	0	0	0	0	0	0	0	0	0	0	0
6,823	Office Equipment M&R	50	50	50	50	50	50	50	50	50	50	50	50	600
6,829	**Total Office & Comm**	**400**	**400**	**400**	**400**	**400**	**400**	**400**	**400**	**400**	**400**	**400**	**400**	**4,800**
6,831	Office Supplies	250	250	250	250	250	250	250	250	250	250	250	250	3,000
6,839	**Total Supplies**	**250**	**250**	**250**	**250**	**250**	**250**	**250**	**250**	**250**	**250**	**250**	**250**	**3,000**
6,841	Membership & Dues	0	0	0	0	0	0		0	0	0	0	0	0
6,842	Seminars	220	220	220	220	220	220	220	220	220	220	220	220	2,640
6,843	Subscriptions & Books	0	0	0	0	0	0	0	0	0	0	0	0	0
6,849	**Total Dues & Subscription**	**220**	**220**	**220**	**220**	**220**	**220**	**220**	**220**	**220**	**220**	**220**	**220**	**2,640**
6,851	Temporary help	225	225	225	225	225	225	225	225	225	225	225	225	2,700
6,852	Accounting/payroll costs	1,497	1,497	1,497	1,497	1,497	1,497	1,497	1,497	1,497	1,497	1,497	1,497	17,964
6,855	Supervisory Fees	0	0	0	0	0	0	0	0	0	0	0	0	0
6,857	Other Consulting	600	600	600	600	600	600	600	600	600	600	600	600	7,200
6,859	**Total Professional Fees**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**27,864**
6,861	Travel	0	0	0	0	0	0	0	0	0	0	0	0	0
6,862	Parking	0	0	0	0	0	0	0	0	0	0	0	0	0
6,863	Business Meals	0	0	0	0	0	0	0	0	0	0	0	0	0
6,864	Lodging	0	0	0	0	0	0	0	0	0	0	0	0	0
6,865	Mileage	0	0	0	0	0	0	0	0	0	0	0	0	0
6,869	**Total Travel & Parking**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,877	Stationary	75	75	75	75	75	75	75	75	75	75	75	75	900
6,879	**Total Advertising & Marketing**	**75**	**75**	**75**	**75**	**75**	**75**	**75**	**75**	**75**	**75**	**75**	**75**	**900**
6,899	**Total Administration**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**41,844**
6,900	Contingency	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	12,600
6,910	**Total Contingency**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**12,600**
6,991	**Total Operating Expenses**	**172,775**	**146,275**	**158,670**	**146,275**	**146,275**	**146,975**	**146,611**	**146,611**	**159,074**	**146,611**	**146,611**	**147,311**	**1,809,295**
7,000	**Special Events**													
	Special Events Revenues													
7,001	Permit Fees	0	0	0	0	0	0	0	0	0	0	0	0	0
7,001	Service Reimbursement Fees	-1,933	-1,933	-1,933	-1,933	-1,933	-1,933	-1,933	-1,933	-1,933	-1,933	-1,933	-1,933	-23,196
7,002	**Total Special Events Inc.**	**-1,933**	**-1,933**	**-1,933**	**-1,933**	**-1,933**	**-1,933**	**-1,933**	**-1,933**	**-1,933**	**-1,933**	**-1,933**	**-1,933**	**-23,196**
7,025	Pet waste bag contribution/donation	-375	-125	-125	-125	0	0	0	0	0	0	0	0	-750
7,100	General (SE)	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-95,196
7,101	**Total General (SE)**	**-8,308**	**-8,058**	**-8,058**	**-8,058**	**-7,933**	**-7,933**	**-7,933**	**-7,933**	**-7,933**	**-7,933**	**-7,933**	**-7,933**	**-95,946**
	Special Events Expenses													
7,111	Landscape (SE)	800	800	800	800	800	800	800	800	800	800	800	800	9,600
7,121	Security (SE)	170	170	170	170	170	170	170	170	170	170	170	170	2,040
7,131	Janitorial (SE)	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	15,720

Mission Bay Parks
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Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
7,161	**CONTRACT (SE)**	**2,280**	**2,280**	**2,280**	**2,280**	**2,280**	**2,280**	**2,280**	**2,280**	**2,280**	**2,280**	**2,280**	**2,280**	**27,360**
7,171	Garbage (SE)	70	70	70	70	70	70	70	70	70	70	70	70	840
7,181	Equipment Rental (SE)	0	0	0	0	0	0	0	0	0	0	0	0	0
7,191	Other (SE)	560	560	560	560	560	560	560	560	560	560	560	560	6,720
7211.00	Staff Time - Maintenance (SE)	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
7,221	Staff Time - Admin. (SE)	250	250	250	250	250	250	250	250	250	250	250	250	3,000
7,311	Materials & Supplies (SE)	85	85	85	85	85	85	85	85	85	85	85	85	1,020
7,871	Event materials- Free Events	550	0	0	550	0	0	550	0	0	550	0	0	2,200
7,872	Program/Activation - Free Events	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	21,000
7,873	Pet Waste Bags	750	750	750	750	750	750	750	750	750	750	750	750	9,000
7,991	**Total Special Events Exp.**	**6,015**	**5,465**	**5,465**	**6,015**	**5,465**	**5,465**	**6,015**	**5,465**	**5,465**	**6,015**	**5,465**	**5,465**	**67,780**
7,992	**Total Special Events**	**8,295**	**7,745**	**7,745**	**8,295**	**7,745**	**7,745**	**8,295**	**7,745**	**7,745**	**8,295**	**7,745**	**7,745**	**95,140**
8,000	**Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,100	Capital Equipment Purchases	365	365	365	365	365	365	365	365	365	365	365	365	4,380
8,200	Capital Professional Services	1,844	1,844	1,844	1,844	1,844	1,844	1,844	1,844	1,844	1,844	1,844	1,844	22,128
8,991	**Total Capital Purchases**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**26,508**
9,200	**Prior Year Expenses**	**0**	**0**	**0**	0	0	**0**	0	**0**	**0**	**0**	**0**	0	**0**
9,999	End of Statement	0	0	0	0	0	0	0	0	0	0	0	0	0

Mission Bay
2016/2017 Budget Narrative for Mission Bay Parks Management Fees

FEE	DESCRIPTION
$107,124	**Mission Bay Parks (Completed Parks P1, P10, P16, P17, P18, P21, NP1, NP2, NP3, NP4, and NP5)** The existing parks will continue to require the active management and oversight provided in the last contract. These fees represent a 3% increase in costs from the last contract.
$18,576	**P6 management fee** P6 will require more oversight than any other new park parcel coming online in 2016. Given that this space will be a highly active recreational area dedicated to children, it will require a high level of attention to maintain exceptional safety, cleanliness, positive activation, and proper maintenance.
$11,952	**P26 management fee** P26 is a larger parcel. We anticipate that the large recreational area will be frequented by UCSF patients and staff, as well as becoming a regional draw for pet owners from Mission Bay and surrounding neighborhoods. It will involve interfacing with and fielding complaints of park patrons from new communities, including Potrero and Dogpatch neighborhoods. Given its size and project level of activity, this area will require more intensive oversight.
$2,208	**P11/11a management fee** P11/11a is a small, passive BMP parcel where we do not anticipate much traffic from park patrons. Nonetheless, P11/11a will require a fair amount of attention in terms of vehicle traffic. Given MJM's experience maintaining the traffic circle and median at P10, we anticipate that careless drivers will intermittently drive onto the features at P11/11a, an occurrence that we see multiple times per year at P10.
$2,184	**P19 management fee** P19 is a small, passive parcel where we do not anticipate much traffic from park patrons. We anticipate an oversight level on par with the current level at P18. The management fee matches that of this existing parcel.
$2,414	**P27 management fee** P27 is a small, passive parcel where we do not anticipate much traffic from park patrons. Given its isolated location, it may require additional oversight and organization around its security. MJM anticipates coordinating with public agencies (law enforcement and social services), as well as UCSF hospital and police department staff, to keep this area safe and free of unwanted uses.

Mission Bay
2016/2017 Budget Narrative for Mission Bay Parks
Management Fees

$5700

P23/24 BMP management fee

Management fees for phase-in parcels P23 and P24 were set in the 2005 contract at $400 for P23 and $550 for P24, for a total of $950. In 2016, park phasing will result in P23/24 BMP stormwater management features coming online two months prior to the remainder of the park parcel. Thus, the total management fee has been divided in half, resulting in a $475 fee for P23/24 BMP. In subsequent budgets when both phases of P23/24 are online, the management fee will be combined and reflected as $950.

$2280

P5 Management Fee

P5 is a small parcel, but will have a very active use as a dog run and dog park. This will require more active oversight of the parcel to keep this parcel clean, safe and properly maintained.

$5700

P23/24 management fee

Management fees for phase-in parcels P23 and P24 were set in the 2005 contract at $400 for P23 and $550 for P24, for a total of $950. In 2016, park phasing will result in P23/24 BMP stormwater management features coming online two months prior to the remainder of the park parcel. Thus, the total management fee has been divided in half, resulting in a $475 fee for P23/24. In subsequent budgets when both phases of P23/24 are online, the management fee will be combined and reflected as $950.

Mission Bay
2016-2017 Budget Narrative for Mission Bay Parks
Special Events Budget

ACCOUNT CODE		DESCRIPTION
7101	$95,946	**General (SE) (Income)** Projected income from permits, rentals, and services for private events. Income projection reflects actual event income level generated in past years plus anticipated additional rentals at new parks. This assumes a variety of event types, with 18 corporate rentals of terrace space or pavilion ($2,000 ea.), 9 commercial film or site shoots ($5,000 ea.), 24 family events ($500 ea.), 24 children's party rentals ($115 ea.) and 24 sports court rentals ($50.00)
7111	$9,600	**Landscape (SE)** Minor plant material replacements due to possible damages from events. Tree pruning, mulching and other maintenance not covered by contract to maintain attractive event spaces.
7121	$2,040	**Security (SE)** Additional security services scheduled during special events. The rate for cost recovery is $40.00 per hour.
7131	$15,720	**Janitorial (SE)** Additional janitorial services scheduled during special events. Additional 8 hours of janitorial added per weekend to cover pressure washing and hardscape restoration after events as needed. The rate for cost recovery is $40.00 per hour.
7191	$6,720	**Other (SE)** Funds for special maintenance projects resulting from impacts to property from private events or improvements made in preparation for better serving events. This is contingency, and goes against unanticipated costs such as those for production of the free events for sound technicians, power cord rentals, and event costs such as dry-cleaning the bunny suit for the egg hunt.
7211	$24,000	**Staff Time – Maint. (SE)** Facilities Staff personnel to augment park security and janitorial maintenance on weekends, 16 hours per week. Expenses offset by event income.
7221	$3,000	**Staff Time – Admin. (SE)** Event administration including client intake, assistance, and day of management.
7311	$1,020	**Materials and Supplies (SE)** Miscellaneous Materials to produce events, such as gaffing tape, twist ties, or other small items to assist in event production. This includes items specific to events like Kite Day and the Egg Hunt,

such as kites or candies/eggs

7871	$2,200	**Event materials** Miscellaneous materials to promote and manage public free events.
7872	$21,000	**Program/Activation** Materials, supplies, and resources to plan and manage public event season and enhance marketing and execution.
7873	$750	**Pet waste bags** Pet waste bags for all park parcels.

Mission Bay
2016/2017 Budget Narrative for Mission Bay Parks
Capital Project Costs

DESCRIPTION

We anticipate the following new capital costs in 2016. We will continue with these efforts as budget allows.

$3,000 **Plumbing Materials Replacement**
Anticipated costs to replace/upgrade failing fixtures in the restrooms..

$6,000 **Paver / settlement projects**
Fund to contract services to address larger scale hardscape issues throughout park parcels that cannot be adequately improved by park engineer.

$12,500 **Plant replacement fund**
Replace high maintenance and/or declining plant material with lower maintenance, drought resistant plant choices.

$5,000 **Tree Replacement fund**
Replace any trees that fail in parks outside of warranty.

$26,500 **TOTAL**

Mission Bay Parks (P1, P10, P16, P17, P18, and P21 as well asNP1, NP2, NP3, NP4 and NP5)

Operations Budget

FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
	Operations													
5110.00	Permit Fees													
5161.00	Facility use fees													
5998.00	**Total Operational Income**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6000.00	**Personnel Services**													
6110.00	Admin. Salaries & Wages	11,032	11,032	16,548	11,032	11,032	11,032	11,149	11,149	16,724	11,149	11,149	11,149	144,177
6120.00	Admin. Payroll Taxes	1,434	1,434	2,151	1,434	1,434	1,434	1,449	1,449	2,174	1,449	1,449	1,449	18,743
6130.00	Admin. Employee Benefits	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
6140.00	Admin. Workers' Compensation	221	221	331	221	221	221	223	223	334	223	223	223	2,884
6199.00	**Total Admin. Payroll**	**13,687**	**13,687**	**20,030**	**13,687**	**13,687**	**13,687**	**13,821**	**13,821**	**20,232**	**13,821**	**13,821**	**13,821**	**177,804**
6210.00	Maint. Salary & Wages	9,100	9,100	13,650	9,100	9,100	9,100	9,100	9,100	13,650	9,100	9,100	9,100	118,300
6220.00	Maint. Payroll Taxes	1,183	1,183	1,775	1,183	1,183	1,183	1,183	1,183	1,775	1,183	1,183	1,183	15,379
6230.00	Maint. Payroll Benefits	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	51,600
6240.00	Maint. Workers' Comp	1,820	1,820	2,730	1,820	1,820	1,820	1,820	1,820	2,730	1,820	1,820	1,820	23,660
6299.00	**Total Maintenance Payroll**	**16,403**	**16,403**	**22,455**	**16,403**	**16,403**	**16,403**	**16,403**	**16,403**	**22,455**	**16,403**	**16,403**	**16,403**	**208,939**
6311.00	**Total Personnel Services**	**30,090**	**30,090**	**42,485**	**30,090**	**30,090**	**30,090**	**30,224**	**30,224**	**42,687**	**30,224**	**30,224**	**30,224**	**386,743**
6400.00	**Materials & Supplies**													
6410.00	Janitorial/Restroom Supplies	547	547	547	547	547	547	547	547	547	547	547	547	6,564
6420.00	Lighting Supplies	300	300	300	300	300	300	300	300	300	300	300	300	3,600
6430.00	Back flow prevention Maint.	200	200	200	200	200	200	200	200	200	200	200	200	2,400
6435.00	Stone/Hardscape Maint. Supplies	107	107	107	107	107	107	107	107	107	107	107	107	1,284
6440.00	Plumbing Supplies	147	147	147	147	147	147	147	147	147	147	147	147	1,764
6450.00	Electrical Supplies	60	60	60	60	60	60	60	60	60	60	60	60	720
6452.00	Vehicle Supplies/Fuel	125	125	125	125	125	125	125	125	125	125	125	125	1,500
6455.00	Hardware	90	90	90	90	90	90	90	90	90	90	90	90	1,080
6460.00	Uniform Supplies	250	250	250	250	250	250	292	292	292	292	292	292	3,252
6480.00	Small Tools & Equipment	167	167	167	167	167	167	167	167	167	167	167	167	2,004
6490.00	General Maint. Supplies	706	706	706	706	706	706	747	747	747	747	747	747	8,718
6493.00	Sports Courts Equip./Materials	92	92	92	92	92	92	92	92	92	92	92	92	1,104
6495.00	Pet Waste													0
6499.00	**Total Material & Supplies**	**2,791**	**2,791**	**2,791**	**2,791**	**2,791**	**2,791**	**2,874**	**2,874**	**2,874**	**2,874**	**2,874**	**2,874**	**33,990**
6500.00	**Contractual Services**													
6511.00	Landscape Contract	22,629	22,629	22,629	22,629	22,629	22,629	22,629	22,629	22,629	22,629	22,629	22,629	271,548
6512.00	Landscape Extras	934	934	934	934	934	934	934	934	934	934	934	934	11,208
6513.00	Landscape - Pest Control													0
6519.00	**Total Landscape**	**23,563**	**23,563**	**23,563**	**23,563**	**23,563**	**23,563**	**23,563**	**23,563**	**23,563**	**23,563**	**23,563**	**23,563**	**282,756**
6521.00	Security Contract	16,518	16,518	16,518	16,518	16,518	16,518	16,518	16,518	16,518	16,518	16,518	16,518	198,216
6522.00	Security Equipment and Supplies	120	120	120	120	120	120	120	120	120	120	120	120	1,440
6523.00	Security Contingency	125	125	125	125	125	125	125	125	125	125	125	125	1,500
6529.00	**Total Security**	**16,763**	**16,763**	**16,763**	**16,763**	**16,763**	**16,763**	**16,763**	**16,763**	**16,763**	**16,763**	**16,763**	**16,763**	**201,156**
6530.00	**Janitorial**													
6531.00	Janitorial Contract	15,375	15,375	15,375	15,375	15,375	15,375	15,375	15,375	15,375	15,375	15,375	15,375	184,500
6532.00	Janitorial Extras	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
6539.00	**Total Janitorial**	**17,875**	**17,875**	**17,875**	**17,875**	**17,875**	**17,875**	**17,875**	**17,875**	**17,875**	**17,875**	**17,875**	**17,875**	**214,500**
6540.00	Special Maintenance Projects	1,475	1,475	1,475	1,475	1,475	1,475	1,600	1,600	1,600	1,600	1,600	1,600	18,450
6540.00	**Total Special Maintenance Projects**	**1,475**	**1,475**	**1,475**	**1,475**	**1,475**	**1,475**	**1,600**	**1,600**	**1,600**	**1,600**	**1,600**	**1,600**	**18,450**
6551.00	Fire/Life/ Safety Testing													0
6552.00	Fire/Life/Monitoring	600	600	600	600	600	600	600	600	600	600	600	600	7,200
6554.00	Electrical Panel Service													0
6559.00	**Total Fire/Life /Safety**	**600**	**600**	**600**	**600**	**600**	**600**	**600**	**600**	**600**	**600**	**600**	**600**	**7,200**
6561.00	HVAC Maint.	70	70	70	70	70	70	70	70	70	70	70	70	840
6562.00	HVAC Central Plant													0

Mission Bay Parks (P1, P10, P16, P17, P18, and P21 as well asNP1, NP2, NP3, NP4 and NP5)

Operations Budget

FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6563.00	HVAC Supplies	40	40	40	40	40	40	40	40	40	40	40	40	480
6569.00	**Total HVAC**	**110**	**110**	**110**	**110**	**110**	**110**	**110**	**110**	**110**	**110**	**110**	**110**	**1,320**
6570.00	Pest Control	500	500	500	500	500	500	500	500	500	500	500	500	6,000
6571.00	Security System M&R	50	50	50	50	50	50	50	50	50	50	50	50	600
6572.00	Stone/Hardscape M&R	400	400	400	400	400	400	400	400	400	400	400	400	4,800
6575.00	Electrical M&R	150	150	150	150	150	150	150	150	150	150	150	150	1,800
6580.00	Plumbing/Drain Maint M&R	150	150	150	150	150	150	150	150	150	150	150	150	1,800
6585.00	Roof Repairs	100	100	100	100	100	100	100	100	100	100	100	100	1,200
6594.00	Artwork M&R	100	100	100	100	100	100	100	100	100	100	100	100	1,200
6595.00	Steam Cleaning	50	50	50	50	50	50	50	50	50	50	50	50	600
6596.00	Equipment/Vehicle M&R	200	200	200	200	200	200	194	194	194	194	194	194	2,364
6597.00	Vehicle Leasing	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	14,400
6599.00	**Total Contractual Services**	**63,286**	**63,286**	**63,286**	**63,286**	**63,286**	**63,286**	**63,405**	**63,405**	**63,405**	**63,405**	**63,405**	**63,405**	**760,146**
6600.00	**Utilities**													
6610.00	Electricity-Hetch Hetchy	2,816	2,816	2,816	2,816	2,816	2,816	2,816	2,816	2,816	2,816	2,816	2,816	33,792
6630.00	Water & Sewer	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	7,600	91,200
6650.00	Garbage	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
6661.00	Telephone - Office	750	750	750	750	750	750	750	750	750	750	750	750	9,000
6662.00	Telephone - Maintenance	80	80	80	80	80	80	80	80	80	80	80	80	960
6663.00	Telephone - Security	80	80	80	80	80	80	80	80	80	80	80	80	960
6664.00	Telephone -Extras	30	30	30	30	30	30	30	30	30	30	30	30	360
6667.00	Telephone Answering Service													0
6699.00	**Total Utilities**	**13,356**	**13,356**	**13,356**	**13,356**	**13,356**	**13,356**	**13,356**	**13,356**	**13,356**	**13,356**	**13,356**	**13,356**	**160,272**
6710.00	Management Fees	8,927	8,927	8,927	8,927	8,927	8,927	8,927	8,927	8,927	8,927	8,927	8,927	107,124
6711.00	**Total Management Fees**	**8,927**	**8,927**	**8,927**	**8,927**	**8,927**	**8,927**	**8,927**	**8,927**	**8,927**	**8,927**	**8,927**	**8,927**	**107,124**
6720.00	Insurance	26,500												26,500
6721.00	**Total Insurance**	**26,500**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**26,500**
6741.00	Rent - Office													0
6742.00	Rent - Storage													0
6750.00	**Total Rent**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6800.00	**Administration**													
6805.00	General Office	120	120	120	120	120	120	120	120	120	120	120	120	1,440
6806.00	**Total General Office**	**120**	**120**	**120**	**120**	**120**	**120**	**120**	**120**	**120**	**120**	**120**	**120**	**1,440**
6811.00	Postage	50	50	50	50	50	50	50	50	50	50	50	50	600
6812.00	Messenger Service	50	50	50	50	50	50	50	50	50	50	50	50	600
6819.00	**Total Postage & Messenger**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**1,200**
6821.00	Office Equipment Rental	350	350	350	350	350	350	350	350	350	350	350	350	4,200
6822.00	Communcications Equipment Rental													0
6823.00	Office Equipment M&R	50	50	50	50	50	50	50	50	50	50	50	50	600
6829.00	**Total Office & Comm**	**400**	**400**	**400**	**400**	**400**	**400**	**400**	**400**	**400**	**400**	**400**	**400**	**4,800**
6831.00	Office Supplies	250	250	250	250	250	250	250	250	250	250	250	250	3,000
6839.00	**Total Supplies**	**250**	**250**	**250**	**250**	**250**	**250**	**250**	**250**	**250**	**250**	**250**	**250**	**3,000**
6841.00	Membership & Dues													0
6842.00	Seminars	220	220	220	220	220	220	220	220	220	220	220	220	2,640
6843.00	Subscriptions & Books													0
6849.00	**Total Dues & Subscription**	**220**	**220**	**220**	**220**	**220**	**220**	**220**	**220**	**220**	**220**	**220**	**220**	**2,640**
6851.00	Temporary help	225	225	225	225	225	225	225	225	225	225	225	225	2,700
6852.00	Accounting/payroll costs	1,497	1,497	1,497	1,497	1,497	1,497	1,497	1,497	1,497	1,497	1,497	1,497	17,964
6855.00	Supervisory Fees													0
6857.00	Other Consulting	600	600	600	600	600	600	600	600	600	600	600	600	7,200
6859.00	**Total Professional Fees**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**2,322**	**27,864**
6861.00	Travel													0
6862.00	Parking													0

Mission Bay Parks (P1, P10, P16, P17, P18, and P21 as well asNP1, NP2, NP3, NP4 and NP5)

Operations Budget

FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6863.00	Business Meals													0
6864.00	Lodging													0
6865.00	Mileage													0
6869.00	**Total Travel & Parking**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6877.00	Stationary	75	75	75	75	75	75	75	75	75	75	75	75	900
6879.00	**Total Advertising & Marketing**	**75**	**75**	**75**	**75**	**75**	**75**	**75**	**75**	**75**	**75**	**75**	**75**	**900**
6899.00	**Total Administration**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**3,487**	**41,844**
6900.00	Contingency	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	12,600
6910.00	**Total Contingency**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**1,050**	**12,600**
6991.00	**Total Operating Expenses**	**149,487**	**122,987**	**135,382**	**122,987**	**122,987**	**122,987**	**123,323**	**123,323**	**135,786**	**123,323**	**123,323**	**123,323**	**1,529,219**
7000.00	**Special Events**													
	Special Events Revenue													
7001.00	Permit Fees	-1,933	-1,933	-1,933	-1,933	-1,933	-1,933	-1,933	-1,933	-1,933	-1,933	-1,933	-1,933	-23,196
7001.10	Services Reimbursement Fees	-6,000	-6,000	-6,000	-6,000	-6,000	-6,000	-6,000	-6,000	-6,000	-6,000	-6,000	-6,000	-72,000
7002.00	**Total Special Events Income**	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-95,196
7025.00	Pet waste bag contribution/donation	-375	-125	-125	-125	0	0	0	0	0	0	0	0	-750
7100.00	General (SE)	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-7,933	-95,196
7101.00	**Total General (SE)**	**-8,308**	**-8,058**	**-8,058**	**-8,058**	**-7,933**	**-7,933**	**-7,933**	**-7,933**	**-7,933**	**-7,933**	**-7,933**	**-7,933**	**-95,946**
	Special Events Expenses													
7111.00	Landscape (SE)	800	800	800	800	800	800	800	800	800	800	800	800	9,600
7121.00	Security (SE)	170	170	170	170	170	170	170	170	170	170	170	170	2,040
7131.00	Janitorial (SE)	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	15,720
7161.00	**CONTRACT (SE)**	**2,280**	**2,280**	**2,280**	**2,280**	**2,280**	**2,280**	**6,145**	**2,280**	**2,280**	**2,280**	**2,280**	**2,280**	**27,360**
7171.00	Garbage (SE)	70	70	70	70	70	70	70	70	70	70	70	70	840
7181.00	Equipment Rental (SE)													0
7191.00	Other (SE)	560	560	560	560	560	560	560	560	560	560	560	560	6,720
7211.00	Staff Time - Maintenance (SE)	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
7221.00	Staff Time - Admin. (SE)	250	250	250	250	250	250	250	250	250	250	250	250	3,000
7311.00	Materials & Supplies (SE)	85	85	85	85	85	85	85	85	85	85	85	85	1,020
7871.00	Event materials -Free Events	550	0	0	550	0	0	550	0	0	550	0	0	2,200
7872.00	Program/Activation- Free Events	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	21,000
7873.00	Pet Waste Bags	750	750	750	750	750	750	750	750	750	750	750	750	9,000
7991.00	**Total Special Events Exp.**	**6,015**	**5,465**	**5,465**	**6,015**	**5,465**	**5,465**	**6,015**	**5,465**	**5,465**	**6,015**	**5,465**	**5,465**	**67,780**
7992.00	**Total Special Events**	**8,295**	**7,745**	**7,745**	**8,295**	**7,745**	**7,745**	**12,160**	**7,745**	**7,745**	**8,295**	**7,745**	**7,745**	**95,140**
8000.00	**Capital Purchases**													
8100.00	Capital Equipment Purchases	365	365	365	365	365	365	365	365	365	365	365	365	4,380
8200.00	Capital Professional Services	1,844	1,844	1,844	1,844	1,844	1,844	1,844	1,844	1,844	1,844	1,844	1,844	22,128
8991.00	**Total Capital Purchases**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**2,209**	**26,508**
9200.00	**Prior Year Expenses**	0	0	0	0	0	0	0	0	0	0	0	0	0
9999.00	End of Statement	0	0	0	0	0	0	0	0	0	0	0	0	0

Mission Bay
2016/2017 Budget Narrative for Mission Bay Parks
(Completed Parks P1, P10, P16, P17, P18, P21, NP1, NP2, Np3, NP4, and NP5)
Annual Costs

ACCOUNT CODE		DESCRIPTION
6311	$386,743	**Personnel Services** Cost reflects full time Site Manager, Park Property Assistant, and Union Site Engineer to facilitate care of properties, events, and the coordination of subcontractors at Mission Bay Parks. Allows for a 3% cost of living increase for Site Manager and Park Property Assistant. Contractual obligations and costs associated with Stationary Engineers' Local 39 will go into effect July 2016, and have been reflected in the budget for personnel costs.
6410	$6,564	**Janitorial & Restroom Supplies** This item is for paper products, cleansers and trash bags for restrooms and park maintenance. No increase from annualized 2016 interim budget.
6420	$3,600	**Lighting Supplies** Re-lamping of this property is on-going. Amount reflects costs for different lamps and fixtures. No increase from annualized 2016 interim budget. .
6430	$2,400	**Backflow Prevention Maintenance** This is required maintenance and certification by the City and County of San Francisco. There are 9 existing backflow devices on this property. No increase from annualized 2016 interim budget.
6435	$1,284	**Stone/Hardscape Maintenance Supplies** Specialty products that are purchased for specific applications. No increase from annualized 2016 interim budget.
6440	$1,764	**Plumbing Supplies** Repair kits and minor purchases to keep a stocked inventory based on anticipated costs for operating property. No increase from annualized 2016 interim budget.
6450	$720	**Electrical Supplies** Minor purchases to keep a stocked inventory for repairs. No increase from annualized 2016 interim budget.
6452	$1,500	**Vehicle Supplies/Fuel** This cost is based on our experience for types of vehicles and amount of usage that we anticipate for Mission Bay. No increase from annualized 2016 interim budget.

Mission Bay
2016/2017 Budget Narrative for Mission Bay Parks
(Completed Parks P1, P10, P16, P17, P18, P21, NP1, NP2, Np3, NP4, and NP5)
Annual Costs

6455	$1,080	**Hardware** Miscellaneous hardware purchases including locks, padlocks, push-plates, soap dispensers, toilet paper dispensers. No increase from annualized 2016 interim budget.
6460	$3,252	**Uniform Supplies** Supply and laundering of uniforms for the Engineer. Purchase of hats, patches and jackets with Mission Bay logo for staff and the replacement of damaged articles and rain gear. Decrease from annualized 2016 interim budget of $252.00
6480	$2,004	**Small Tools & Equipment** New purchases specific to Mission Bay to augment a full shop and replenish items known to have short life span. No increase from annualized 2016 interim budget.
6490	$8,718	**General Maintenance Supplies** Paint and paint remover, caulking, work gloves, adhesives, caution tape and cones, shelving, waterproofing, and other miscellaneous maintenance supplies required in the on-going operations of Mission Bay. $246 decrease from annualized 2016 interim budget.
6493	$1,104	**Sports Courts Equipment/Materials** Replacement and repair costs for sports court equipment. No increase from annualized 2016 interim budget.
6495	$0	**Pet Waste Supplies** Waste bags, cleansers and signage to manage pet waste. We will be funding this item through the Special Events budget
6511	$271,548	**Landscape Contract** Contracted amount to ensure proper maintenance of parcels. Allows for 3 employees, 5 days per week. Every parcel is maintained every week. $3,808 decrease from annualized 2016 interim budget.
6512	$11,208	**Landscape Extras** Minor plant material replacements due to possible vandalism and acts of nature. Tree pruning, some mulching projects and other maintenance not covered by contract. $1500 decrease from annualized 2016 interim budget.
6521	$198,216	**Security Contract** Contracted amount provides 3 security shifts covering 24 hours 7 days per week. $8,400 decrease from annualized 2016 interim budget.

Mission Bay
2016/2017 Budget Narrative for Mission Bay Parks
(Completed Parks P1, P10, P16, P17, P18, P21, NP1, NP2, Np3, NP4, and NP5)
Annual Costs

6522	$1,440	**Security Equipment and Supplies** For minor material replacements not covered under warranty. Includes radios and batteries, flashlights, tire tubes and raingear. No increase from annualized 2016 interim budget.
6523	$1,500	**Security Contingency** Supplemental funds targeted toward coverage for security needs such as 10B officers. No increase from annualized 2016 interim budget.
6531	$184,500	**Janitorial Contract** Contracted amount provides 2 janitors every day 5 days per week (Mon – Fri) and 1 janitor 2 days per week (Sat and Sun). On Saturday and Sunday, supplemental janitorial tasks will be covered by Facilities Staff person. $1,660 decrease from annualized 2016 interim budget.
6532	$30,000	**Janitorial Extras** For janitorial special projects. 3.4% increase from annualized 2016 interim budget to maintain parks with existing staffing plan.
6540	$18,450	**Special Maintenance Projects** Staffing or contractors necessary for completion of maintenance projects that do not require the skill level of an engineer, i.e. painting. $750 decrease from annualized 2016 interim budget.
6551	$0	**Fire/Life Safety Testing** Included in contract with alarm services vendors.
6552	$7,200	**Fire/Life Monitoring** Phone lines/24 hour monitoring for Pavilion/Maintenance buildings. No increase from annualized 2016 interim budget.
6561	$840	**HVAC Maintenance** Routine maintenance of HVAC for Pavilion and Maintenance buildings. 11% increase from annualized 2016 interim budget, but this may decrease depending on potential lease with pavilion operator.
6563	$480	**HVAC Supplies** To cover incidental costs outside the maintenance performed such as replacing component parts, including thermostats, filters, actuators and a module due to normal wear and tear or vandalism. 6.6% increase from annualized 2016 interim budget due to rising supply costs.

Mission Bay
2016/2017 Budget Narrative for Mission Bay Parks
(Completed Parks P1, P10, P16, P17, P18, P21, NP1, NP2, Np3, NP4, and NP5)
Annual Costs

6570	$6,000	**Pest Control** Monthly pest control service plus contingency for infestations or mass trapping. No increase from annualized 2016 interim budget.
6571	$600	**Security System M/R** Repairs to pavilion and maintenance building security systems. 20% increase from annualized 2016 interim budget for increase in software costs.
6572	$4,800	**Stone/Hardscape M&R** Replacement of cracked stones and repair to damaged areas caused by graffiti, grease, settlement or wear and tear. 3.8% increase from annualized 2016 interim budget to cover extra settlement issues.
6575	$1,800	**Electrical M&R** Electrical sockets and other minor maintenance and repair. 17% increase from annualized 2016 interim budget to cover increased costs of supplies and aging electrical infrastructure.
6580	$1,800	**Plumbing M&R** Cost of plumbing repairs includes leaks, toilets, faucets, etc. 3.4% increase from annualized 2016 interim budget.
6585	$1200	**Roof Repairs** Repairs as necessary to pavilion or maintenance building roofs. 14% decrease from annualized 2016 interim budget.
6594	$1200	**Artwork M&R** Special maintenance to any signs and other customized furniture, fixtures and equipment. No increase from annualized 2016 interim budget.
6595	$600	**Steam Cleaning** Cost associated with supplemental cleaning of the perimeter sidewalks and pedestrian pathways, including fuel. 50% decrease from annualized 2016 interim budget in response to drought conditions.
6596	$2,364	**Equipment/Vehicle M&R** General maintenance of vehicles to comply with warranties and upkeep. Cost also reflects registration and insurance. Small increase from annualized 2016 interim budget to cover increased maintenance costs.
6597	$14,400	**Vehicle Leasing** Leasing of maintenance vehicle(s) for project including lifts to replace lamps at high locations. No increase from annualized 2016 interim budget.

Mission Bay
2016/2017 Budget Narrative for Mission Bay Parks
(Completed Parks P1, P10, P16, P17, P18, P21, NP1, NP2, Np3, NP4, and NP5)
Annual Costs

6610	$33,792	**Electricity** Projected usage costs for park lighting, irrigation control, buildings and maintenance yard. Slight decrease from annualized 2016 interim budget reflects lower costs.
6630	$91,200	**Water & Sewer** Projected costs based on billing during 2015 and mandatory drought pricing. Small decrease from annualized 2016 interim budget.
6650	$24,000	**Garbage** Cost of garbage utility. Based on actual costs. No increase from annualized 2016 interim budget.
6661	$9,000	**Telephone – Office** Telephone costs are for office phones, cell phones and DSL for computers. No increase from annualized 2016 interim budget.
6662	$960	**Telephone – Maintenance** Cost of Engineer's cell phone service. No increase from annualized 2016 interim budget.
6663	$960	**Telephone – Security** Cell phone service for security officer. No increase from annualized 2016 interim budget.
6664	$360	**Telephone – Extras** Accessories or replacement thereof. No increase from annualized 2016 interim budget.
6710	$107,124	**Management Fee** Contracted fee for management services. Increased fees of 3% fees over annualized 2016 interim budget.
6720	$26,500	**Insurance** Costs for general liability, property and vehicle insurance. Small ($760) yearly increase from annualized 2016 interim budget to cover increased insurance costs
6805	$1,440	**General Office** Funds to assist with running 3 person office with subcontractors. 5% increase from annualized 2016 interim budget.

Mission Bay
2016/2017 Budget Narrative for Mission Bay Parks
(Completed Parks P1, P10, P16, P17, P18, P21, NP1, NP2, Np3, NP4, and NP5)
Annual Costs

6811	$600	**Postage** Cost for general mailing and outreach. $200. increase from annualized 2016 interim budget.
6812	$600	**Messenger Service** Allowance for messenger service to OCII, MJM Corporate office and other parties as appropriate. 28% reduction from annualized 2016 interim budget. .
6821	$4,200	**Office Equipment Rental** Rental and operation costs associated with copy machine and other equipment as necessary. Small ($180.) increase from annualized 2016 interim budget to cover increase costs.
6822	$0	**Communications Equipment Rental**
6823	$600	**Office Equipment M&R** Repairs for office machines and two way radios. $72 increase from annualized 2016 interim budget to reflect increased costs in services.
6831	$3,000	**Office Supplies** Budget is based on current costs for a three person office with subcontractors. No increase from annualized 2016 interim budget.
6841	$0	**Membership & Dues**
6842	$2,640	**Seminars** Costs for professional seminars for management and maintenance staff to stay abreast of industry development including new laws, regulations, products or methods that might impact operations and/or prove cost effective. No significant increase from annualized 2016 interim budget. .
6851	$2,700	**Temporary Help** Extra staff necessary for various projects and special events. No increase from annualized 2016 interim budget.
6852	$17,964	**Accounting/Payroll Costs** Accounting/Payroll for administrative and maintenance personnel. Small decrease ($198.) from annualized 2016 interim budget. .

Mission Bay
2016/2017 Budget Narrative for Mission Bay Parks
(Completed Parks P1, P10, P16, P17, P18, P21, NP1, NP2, Np3, NP4, and NP5)
Annual Costs

6857	$7,200	**Other-Consulting** Fees for project consultation. No increase from annualized 2016 interim budget. Increased web traffic has required more website content updates, but fees and costs remain at 2016 levels.
6877	$900	**Stationary** Logo Stationary, Business Cards, Rules Regulations Cards. No increase from annualized 2016 interim budget
6900	$12,600	**Contingency** This item reflects unanticipated costs that may be necessary to maintain the present condition of Mission Bay Parks. Small increase from annualized 2016 interim budget.

Mission Bay Parks
Parcel 6 (P6) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
	Operations													
5,110.00	Permit Fees													
5,161.00	Facility use fees													
5,998.00	**Total Operational Income**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,000.00	**Personnel Services**													
6,110.00	Admin. Salaries & Wages													
6,120.00	Admin. Payroll Taxes													
6,130.00	Admin. Employee Benefits													0
6,140.00	Admin. Workers' Compensation													0
6,199.00	**Total Admin. Payroll**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,210.00	Maint. Salary & Wages													
6,220.00	Maint. Payroll Taxes													0
6,230.00	Maint. Payroll Benefits													0
6,240.00	Maint. Workers' Comp													0
6,299.00	**Total Maintenance Payroll**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,311.00	**Total Personnel Services**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,400.00	**Materials & Supplies**													
6,410.00	Janitorial/Restroom Supplies	60	60	60	60	60	60	60	60	60	60	60	60	720
6,420.00	Lighting Supplies													0
6,430.00	Back flow prevention Maint.						280						280	560
6,435.00	Stone/Hardscape Maint. Supplies	40	40	40	40	40	40	40	40	40	40	40	40	480
6,440.00	Plumbing Supplies													0
6,450.00	Electrical Supplies													0
6,452.00	Vehicle Supplies/Fuel													0
6,455.00	Hardware													0
6,460.00	Uniform Supplies													0
6,480.00	Small Tools & Equipment													0
6,490.00	General Maint. Supplies	200	200	200	200	200	200	200	200	200	200	200	200	2,400
6,493.00	Sports Courts Equip./Materials													0
6,495.00	Pet Waste	20	20	20	20	20	20	20	20	20	20	20	20	240
6,499.00	**Total Material & Supplies**	**320**	**320**	**320**	**320**	**320**	**600**	**320**	**320**	**320**	**320**	**320**	**600**	**4,400**
6,500.00	**Contractual Services**													
6,511.00	Landscape Contract	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	15,600
6,512.00	Landscape Extras													0
6,513.00	Landscape - Pest Control													0
6,519.00	**Total Landscape**	**1,300**	**1,300**	**1,300**	**1,300**	**1,300**	**1,300**	**1,300**	**1,300**	**1,300**	**1,300**	**1,300**	**1,300**	**15,600**
6,521.00	Security Contract													0
6,522.00	Security Equipment and Supplies													0
6,523.00	Security Contingency													0
6,529.00	**Total Security**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,530.00	**Janitorial**													
6,531.00	Janitorial Contract													0
6,532.00	Janitorial Extras													0
6,539.00	**Total Janitorial**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,540.00	Special Maintenance Projects													0
6,540.00	**Total Special Maintenance Projects**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,551.00	Fire/Life/ Safety Testing													0
6,552.00	Fire/Life/Monitoring													0
6,554.00	Electrical Panel Service													0
6,559.00	**Total Fire/Life /Safety**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,561.00	HVAC Maint.													0
6,562.00	HVAC Central Plant													0

Mission Bay Parks
Parcel 6 (P6) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,563.00	HVAC Supplies													0
6,569.00	**Total HVAC**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,570.00	Pest Control													0
6,571.00	Security System M&R													0
6,572.00	Stone/Hardscape M&R													0
6,575.00	Electrical M&R													0
6,580.00	Plumbing/Drain Maint M&R													0
6,585.00	Roof Repairs													0
6,594.00	Artwork M&R													0
6,595.00	Steam Cleaning	150	150	150	150	150	150	150	150	150	150	150	150	1,800
6,596.00	Equipment/Vehicle M&R													0
6,597.00	Vehicle Leasing													0
6,599.00	**Total Contractual Services**	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	17,400
6,600.00	**Utilities**													
6,610.00	Electricity-Hetch Hetchy	149	149	149	149	149	149	149	149	149	149	149	149	1,788
6,630.00	Water & Sewer	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
6,650.00	Garbage	100	100	100	100	100	100	100	100	100	100	100	100	1,200
6,661.00	Telephone - Office													0
6,662.00	Telephone - Maintenance													0
6,663.00	Telephone - Security													0
6,664.00	Telephone -Extras													0
6,667.00	Telephone Answering Service													0
6,699.00	**Total Utilities**	1,499	1,499	1,499	1,499	1,499	1,499	1,499	1,499	1,499	1,499	1,499	1,499	17,988
6,710.00	Management Fees	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	18,576
6,711.00	**Total Management Fees**	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	1,548	18,576
6,720.00	Insurance													0
6,721.00	**Total Insurance**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,741.00	Rent - Office													0
6,742.00	Rent - Storage													0
6,750.00	**Total Rent**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,800.00	**Administration**													
6,805.00	General Office													0
6,806.00	**Total General Office**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,811.00	Postage													0
6,812.00	Messenger Service													0
6,819.00	**Total Postage & Messenger**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,821.00	Office Equipment Rental													0
6,822.00	Communcications Equipment Rental													0
6,823.00	Office Equipment M&R													0
6,829.00	**Total Office & Comm**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,831.00	Office Supplies													0
6,839.00	**Total Supplies**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,841.00	Membership & Dues													
6,842.00	Seminars													0
6,843.00	Subscriptions & Books													0
6,849.00	**Total Dues & Subscription**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,851.00	Temporary help													0
6,852.00	Accounting/payroll costs													0
6,855.00	Supervisory Fees													0
6,857.00	Other Consulting													0
6,859.00	**Total Professional Fees**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,861.00	Travel													0
6,862.00	Parking													0

Mission Bay Parks
Parcel 6 (P6) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,863.00	Business Meals													0
6,864.00	Lodging													0
6,865.00	Mileage													0
6,869.00	**Total Travel & Parking**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,877.00	Stationary													0
6,879.00	**Total Advertising & Marketing**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,899.00	**Total Administration**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,900.00	Contingency													0
6,910.00	**Total Contingency**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,991.00	**Total Operating Expenses**	4,817	4,817	4,817	4,817	4,817	5,097	4,817	4,817	4,817	4,817	4,817	5,097	58,364
7,000.00	**Special Events**													
	Special Events Revenue													
7,001.00	Permit Fees													0
7,001.01	Service Reimbursement Fee													0
7,002.00	**Total Special Events Inc.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,025.00	Pet waste bag contribution/donation													
7,100.00	General (SE)													0
7,101.00	**Total General (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
	Special Events Expenses													
7,111.00	Landscape (SE)													0
7,121.00	Security (SE)													0
7,131.00	Janitorial (SE)													0
7,161.00	**CONTRACT (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,171.00	Garbage (SE)													0
7,181.00	Equipment Rental (SE)													0
7,191.00	Other (SE)													0
7211.00	Staff Time - Maintenance (SE)	0	0	0	0	0	0	0	0	0	0	0	0	0
7,221.00	Staff Time - Admin. (SE)													0
7,311.00	Materials & Supplies (SE)													0
7,871.00	Event materials													0
7,872.00	Program/Activation- Free events													0
7,873.00	Pet Waste Bags													
7,991.00	**Total Special Events Exp.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,992.00	**Total Special Events**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,000.00	**Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,100.00	Capital Equipment Purchases													0
8,200.00	Capital Professional Services													
8,991.00	**Total Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0
9,200.00	**Prior Year Expenses**	0	0	0	0	0	0	0	0	0	0	0	0	0
9,999.00	End of Statement													0

Mission Bay
2016/2017 Budget Narrative for P6
Annual Costs

ACCOUNT CODE		DESCRIPTION
6311	$0	**Personnel Services** See Mission Bay Parks (MBP) for costs.
6410	$720	**Janitorial & Restroom Supplies** Projected costs incurred for janitorial supplies to maintain parcel.
6420	$0	**Lighting Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6430	$560	**Backflow Prevention Maintenance** This is required maintenance and certification by the City and County of San Francisco. There are 2 backflow assemblies.
6435	$480	**Stone/Hardscape Maintenance Supplies** Specialty products that are purchased for specific applications.
6440	$0	**Plumbing Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6450	$0	**Electrical Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6452	$0	**Vehicle Supplies/Fuel** Costs to be absorbed by MBP.
6455	$0	**Hardware** Costs to be absorbed by MBP.
6460	$0	**Uniform Supplies** Costs to be absorbed by MBP.
6480	$0	**Small Tools & Equipment** Costs to be absorbed by MBP.
6490	$2,400	**General Maintenance Supplies** Miscellaneous supplies required in the ongoing operations of Mission Bay, such as paint and paint remover, caulking, work gloves, adhesives, caution tape and cones, shelving, waterproofing, etc.
6493	$0	**Sports Courts Equipment/Materials**

N/A

6495	$240	**Pet Waste Supplies** Waste bags, cleansers and signage to manage pet waste.
6511	$15,600	**Landscape Contract** Contracted amount to ensure proper maintenance of parcel for months after the parcel comes on line.
6512	$0	**Landscape Extras** No additional landscape materials or projects anticipated for the first year the parcel is on line.
6521	$0	**Security Contract** No additional staffing anticipated in the first year the parcel is on line.
6522	$0	**Security Equipment and Supplies** Costs to be absorbed by MBP.
6523	$0	**Security Contingency** Costs to be absorbed by MBP.
6531	$0	**Janitorial Contract** Additional janitorial staff hours to ensure that parcel is clean and well maintained for visitors and neighbors.
6532	$0	**Janitorial Extras** No additional janitorial projects anticipated for the first year that the parcel is on line.
6540	$0	**Special Maintenance Projects** No special maintenance projects anticipated for the first year that the parcel is on line.
6551	$0	**Fire/Life Safety Testing** N/A
6552	$0	**Fire/Life Monitoring** N/A
6561	$0	**HVAC Maintenance** N/A
6563	$0	**HVAC Supplies** N/A

6570	$0	**Pest Control** Costs to be absorbed by MBP.
6571	$0	**Security System M/R** N/A
6572	$0	**Stone/Hardscape M&R** Repair of hardscape should be covered under warranty during first year that the parcel is on line.
6575	$0	**Electrical M&R** Repairs should be covered under warranty during first year that the parcel is on line.
6580	$0	**Plumbing M&R** Repairs should be covered under warranty during first year that the parcel is on line.
6585	$0	**Roof Repairs** N/A
6594	$0	**Artwork M&R** Costs to be absorbed by MBP.
6595	$1,800	**Steam Cleaning** Cost associated with supplemental cleaning of the perimeter sidewalks and pedestrian pathways, including fuel.
6596	$0	**Equipment/Vehicle M&R** Costs to be absorbed by MBP.
6597	$0	**Vehicle Leasing** Costs to be absorbed by MBP.
6610	$1,788	**Electricity** Projected usage costs to run lighting and irrigation.
6630	$15,000	**Water & Sewer** Projected costs for irrigation and water to maintain parcel.
6650	$1,200	**Garbage** Costs to be absorbed by MBP.
6661	$0	**Telephone – Office** N/A

6662	$0	**Telephone – Maintenance** N/A
6663	$0	**Telephone – Security** N/A
6664	$0	**Telephone – Extras** N/A
6710	$18,576	**Management Fee** Costs to provide comprehensive oversight for the parcel.
6720	$0	**Insurance** Costs to be absorbed by MBP.
6805	$0	**General Office** N/A
6811	$0	**Postage** N/A
6812	$0	**Messenger Service** N/A
6821	$0	**Office Equipment Rental** N/A
6822	$0	**Communications Equipment Rental** N/A
6823	$0	**Office Equipment M&R** N/A
6831	$0	**Office Supplies** N/A
6841	$0	**Membership & Dues** N/A
6842	$0	**Seminars** N/A
6851	$0	**Temporary Help**

N/A

6852	$0	**Accounting/Payroll Costs** N/A
6857	$0	**Other-Consulting** N/A
6877	$0	**Stationary** N/A
6900	$0	**Contingency** Cost to be absorbed by MBP.

Mission Bay Parks
Parcel 26 (P26) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
	Operations													
5,110	Permit Fees													
5,161	Facility use fees													
5,998	**Total Operational Income**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,000	**Personnel Services**													
6,110	Admin. Salaries & Wages													
6,120	Admin. Payroll Taxes													
6,130	Admin. Employee Benefits													0
6,140	Admin. Workers' Compensation													0
6,199	**Total Admin. Payroll**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,210	Maint. Salary & Wages													
6,220	Maint. Payroll Taxes													0
6,230	Maint. Payroll Benefits													0
6,240	Maint. Workers' Comp													0
6,299	**Total Maintenance Payroll**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,311	**Total Personnel Services**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,400	**Materials & Supplies**													
6,410	Janitorial/Restroom Supplies	40	40	40	40	40	40	40	40	40	40	40	40	480
6,420	Lighting Supplies													0
6,430	Back flow prevention Maint.						280						280	560
6,435	Stone/Hardscape Maint. Supplies	40	40	40	40	40	40	40	40	40	40	40	40	480
6,440	Plumbing Supplies													0
6,450	Electrical Supplies													0
6,452	Vehicle Supplies/Fuel													0
6,455	Hardware													0
6,460	Uniform Supplies													0
6,480	Small Tools & Equipment													0
6,490	General Maint. Supplies	110	110	110	110	110	110	110	110	110	110	110	110	1,320
6,493	Sports Courts Equip./Materials													0
6,495	Pet Waste	20	20	20	20	20	20	20	20	20	20	20	20	240
6,499	**Total Material & Supplies**	**210**	**210**	**210**	**210**	**210**	**490**	**210**	**210**	**210**	**210**	**210**	**490**	**3,080**
6,500	**Contractual Services**													
6,511	Landscape Contract	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,000
6,512	Landscape Extras													0
6,513	Landscape - Pest Control													0
6,519	**Total Landscape**	**3,000**	**3,000**	**3,000**	**3,000**	**3,000**	**3,000**	**3,000**	**3,000**	**3,000**	**3,000**	**3,000**	**3,000**	**36,000**
6,521	Security Contract													0
6,522	Security Equipment and Supplies													0
6,523	Security Contingency													0
6,529	**Total Security**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,530	**Janitorial**													
6,531	Janitorial Contract													0
6,532	Janitorial Extras													0
6,539	**Total Janitorial**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,540	Special Maintenance Projects													0
6,540	**Total Special Maintenance Projects**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,551	Fire/Life/ Safety Testing													0
6,552	Fire/Life/Monitoring													0
6,554	Electrical Panel Service													0
6,559	**Total Fire/Life /Safety**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,561	HVAC Maint.													0
6,562	HVAC Central Plant													0
6,563	HVAC Supplies													0
6,569	**Total HVAC**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Mission Bay Parks
Parcel 26 (P26) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,570	Pest Control													0
6,571	Security System M&R													0
6,572	Stone/Hardscape M&R													0
6,575	Electrical M&R													0
6,580	Plumbing/Drain Maint M&R													0
6,585	Roof Repairs													0
6,594	Artwork M&R													0
6,595	Steam Cleaning	60	60	60	60	60	60	60	60	60	60	60	60	720
6,596	Equipment/Vehicle M&R													0
6,597	Vehicle Leasing													0
6,599	**Total Contractual Services**	**3,060**	**3,060**	**3,060**	**3,060**	**3,060**	**3,060**	**3,060**	**3,060**	**3,060**	**3,060**	**3,060**	**3,060**	**36,720**
6,600	**Utilities**													
6,610	Electricity-Hetch Hetchy	272	272	272	272	272	272	272	272	272	272	272	272	3,264
6,630	Water & Sewer	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290	15,480
6,650	Garbage	100	100	100	100	100	100	100	100	100	100	100	100	1,200
6,661	Telephone - Office													0
6,662	Telephone - Maintenance													0
6,663	Telephone - Security													0
6,664	Telephone -Extras													0
6,667	Telephone Answering Service													0
6,699	**Total Utilities**	**1,662**	**1,662**	**1,662**	**1,662**	**1,662**	**1,662**	**1,662**	**1,662**	**1,662**	**1,662**	**1,662**	**1,662**	**19,944**
6,710	Management Fees	996	996	996	996	996	996	996	996	996	996	996	996	11,952
6,711	**Total Management Fees**	**996**	**996**	**996**	**996**	**996**	**996**	**996**	**996**	**996**	**996**	**996**	**996**	**11,952**
6,720	Insurance													0
6,721	**Total Insurance**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,741	Rent - Office													0
6,742	Rent - Storage													0
6,750	**Total Rent**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,800	**Administration**													
6,805	General Office													0
6,806	**Total General Office**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,811	Postage													0
6,812	Messenger Service													0
6,819	**Total Postage & Messenger**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,821	Office Equipment Rental													0
6,822	Communcications Equipment Rental													0
6,823	Office Equipment M&R													0
6,829	**Total Office & Comm**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,831	Office Supplies													0
6,839	**Total Supplies**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,841	Membership & Dues													
6,842	Seminars													0
6,843	Subscriptions & Books													0
6,849	**Total Dues & Subscription**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,851	Temporary help													0
6,852	Accounting/payroll costs													0
6,855	Supervisory Fees													0
6,857	Other Consulting													0
6,859	**Total Professional Fees**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,861	Travel													0
6,862	Parking													0
6,863	Business Meals													0
6,864	Lodging													0
6,865	Mileage													0
6,869	**Total Travel & Parking**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Mission Bay Parks
Parcel 26 (P26) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,877	Stationary													0
6,879	**Total Advertising & Marketing**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,899	**Total Administration**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,900	Contingency													0
6,910	**Total Contingency**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,991	**Total Operating Expenses**	5,928	5,928	5,928	5,928	5,928	6,208	5,928	5,928	5,928	5,928	5,928	6,208	71,696
7,000.00	**Special Events**													
	Special Events Revenue													
7,001.00	Permit Fees													0
7,001.01	Service Reimbursement Fee													0
7,002.00	**Total Special Events Inc.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,025.00	Pet waste bag contribution/donation													
7,100.00	General (SE)													0
7,101.00	**Total General (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
	Special Events Expenses													
7,111.00	Landscape (SE)													0
7,121.00	Security (SE)													0
7,131.00	Janitorial (SE)													0
7,161.00	**CONTRACT (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,171.00	Garbage (SE)													0
7,181.00	Equipment Rental (SE)													0
7,191.00	Other (SE)													0
7211.00	Staff Time - Maintenance (SE)	0	0	0	0	0	0	0	0	0	0	0	0	0
7,221.00	Staff Time - Admin. (SE)													0
7,311.00	Materials & Supplies (SE)													0
7,871.00	Event materials													0
7,872.00	Program/Activation- Free events													0
7,873.00	Pet Waste Bags													
7,991.00	**Total Special Events Exp.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,992.00	**Total Special Events**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,000.00	**Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,100.00	Capital Equipment Purchases													0
8,200.00	Capital Professional Services													
8,991.00	**Total Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0

Mission Bay
2016/2017 Budget Narrative for P26
Annual Costs

ACCOUNT CODE		DESCRIPTION
6311	$0	**Personnel Services** See Mission Bay Parks (MBP) for costs.
6410	$480	**Janitorial & Restroom Supplies** Projected costs incurred for janitorial supplies to maintain parcel.
6420	$0	**Lighting Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6430	$560	**Backflow Prevention Maintenance** This is required maintenance and certification by the City and County of San Francisco. There are 2 backflow assemblies.
6435	$480	**Stone/Hardscape Maintenance Supplies** Specialty products that are purchased for specific applications.
6440	$0	**Plumbing Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6450	$0	**Electrical Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6452	$0	**Vehicle Supplies/Fuel** Costs to be absorbed by MBP.
6455	$0	**Hardware** Costs to be absorbed by MBP.
6460	$0	**Uniform Supplies** Costs to be absorbed by MBP.
6480	$0	**Small Tools & Equipment** Costs to be absorbed by MBP.
6490	$1320	**General Maintenance Supplies** Miscellaneous supplies required in the ongoing operations of Mission Bay, such as paint and paint remover, caulking, work gloves, adhesives, caution tape and cones, shelving, waterproofing, etc.
6493	$0	**Sports Courts Equipment/Materials**

N/A

6495	$240	**Pet Waste Supplies** Waste bags, cleansers and signage to manage pet waste.
6511	$36,000	**Landscape Contract** Contracted amount to ensure proper maintenance of parcel for months after the parcel comes on line.
6512	$0	**Landscape Extras** No additional landscape materials or projects anticipated for the first year the parcel is on line.
6521	$0	**Security Contract** No additional staffing anticipated in the first year the parcel is on line.
6522	$0	**Security Equipment and Supplies** Costs to be absorbed by MBP.
6523	$0	**Security Contingency** Costs to be absorbed by MBP.
6531	$0	**Janitorial Contract** Additional janitorial staff hours to ensure that parcel is clean and well maintained for visitors and neighbors.
6532	$0	**Janitorial Extras** No additional janitorial projects anticipated for the first year that the parcel is on line.
6540	$0	**Special Maintenance Projects** No special maintenance projects anticipated for the first year that the parcel is on line.
6551	$0	**Fire/Life Safety Testing** N/A
6552	$0	**Fire/Life Monitoring** N/A
6561	$0	**HVAC Maintenance** N/A
6563	$0	**HVAC Supplies** N/A

6570	$0	**Pest Control** Costs to be absorbed by MBP.
6571	$0	**Security System M/R** N/A
6572	$0	**Stone/Hardscape M&R** Repair of hardscape should be covered under warranty during first year that the parcel is on line.
6575	$0	**Electrical M&R** Repairs should be covered under warranty during first year that the parcel is on line.
6580	$0	**Plumbing M&R** Repairs should be covered under warranty during first year that the parcel is on line.
6585	$0	**Roof Repairs** N/A
6594	$0	**Artwork M&R** Costs to be absorbed by MBP.
6595	$720	**Steam Cleaning** Cost associated with supplemental cleaning of the perimeter sidewalks and pedestrian pathways, including fuel.
6596	$0	**Equipment/Vehicle M&R** Costs to be absorbed by MBP.
6597	$0	**Vehicle Leasing** Costs to be absorbed by MBP.
6610	$3264	**Electricity** Projected usage costs to run lighting and irrigation.
6630	$15540	**Water & Sewer** Projected costs for irrigation and water to maintain parcel.
6650	$1200	**Garbage** Costs to be absorbed by MBP.
6661	$0	**Telephone – Office** N/A

6662	$0	**Telephone – Maintenance** N/A
6663	$0	**Telephone – Security** N/A
6664	$0	**Telephone – Extras** N/A
6710	$11,952	**Management Fee** Costs to provide comprehensive oversight for the parcel.
6720	$0	**Insurance** Costs to be absorbed by MBP.
6805	$0	**General Office** N/A
6811	$0	**Postage** N/A
6812	$0	**Messenger Service** N/A
6821	$0	**Office Equipment Rental** N/A
6822	$0	**Communications Equipment Rental** N/A
6823	$0	**Office Equipment M&R** N/A
6831	$0	**Office Supplies** N/A
6841	$0	**Membership & Dues** N/A
6842	$0	**Seminars** N/A
6851	$0	**Temporary Help**

N/A

6852	$0	**Accounting/Payroll Costs** N/A
6857	$0	**Other-Consulting** N/A
6877	$0	**Stationary** N/A
6900	$0	**Contingency** Cost to be absorbed by MBP.

Mission Bay Parks
Parcel 27 (P27) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
	Operations													
5,110	Permit Fees													
5,161	Facility use fees													
5,998	**Total Operational Income**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,000	**Personnel Services**													
6,110	Admin. Salaries & Wages													
6,120	Admin. Payroll Taxes													
6,130	Admin. Employee Benefits													0
6,140	Admin. Workers' Compensation													0
6,199	**Total Admin. Payroll**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,210	Maint. Salary & Wages													
6,220	Maint. Payroll Taxes													0
6,230	Maint. Payroll Benefits													0
6,240	Maint. Workers' Comp													0
6,299	**Total Maintenance Payroll**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,311	**Total Personnel Services**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,400	**Materials & Supplies**													
6,410	Janitorial/Restroom Supplies	10	10	10	10	10	10	10	10	10	10	10	10	120
6,420	Lighting Supplies													0
6,430	Back flow prevention Maint.						140						140	280
6,435	Stone/Hardscape Maint. Supplies													0
6,440	Plumbing Supplies													0
6,450	Electrical Supplies													0
6,452	Vehicle Supplies/Fuel													0
6,455	Hardware													0
6,460	Uniform Supplies													0
6,480	Small Tools & Equipment													0
6,490	General Maint. Supplies	15	15	15	15	15	15	15	15	15	15	15	15	180
6,493	Sports Courts Equip./Materials													0
6,495	Pet Waste													0
6,499	**Total Material & Supplies**	**25**	**25**	**25**	**25**	**25**	**165**	**25**	**25**	**25**	**25**	**25**	**165**	**580**
6,500	**Contractual Services**													
6,511	Landscape Contract	500	500	500	500	500	500	500	500	500	500	500	500	6,000
6,512	Landscape Extras													0
6,513	Landscape - Pest Control													0
6,519	**Total Landscape**	**500**	**500**	**500**	**500**	**500**	**500**	**500**	**500**	**500**	**500**	**500**	**500**	**6,000**
6,521	Security Contract													0
6,522	Security Equipment and Supplies													0
6,523	Security Contingency													0
6,529	**Total Security**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,530	**Janitorial**													
6,531	Janitorial Contract													0
6,532	Janitorial Extras													0
6,539	**Total Janitorial**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,540	Special Maintenance Projects													0
6,540	**Total Special Maintenance Projects**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,551	Fire/Life/ Safety Testing													0
6,552	Fire/Life/Monitoring													0
6,554	Electrical Panel Service													0
6,559	**Total Fire/Life /Safety**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,561	HVAC Maint.													0

Mission Bay Parks
Parcel 27 (P27) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,562	HVAC Central Plant													0
6,563	HVAC Supplies													0
6,569	**Total HVAC**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,570	Pest Control													0
6,571	Security System M&R													0
6,572	Stone/Hardscape M&R													0
6,575	Electrical M&R													0
6,580	Plumbing/Drain Maint M&R													0
6,585	Roof Repairs													0
6,594	Artwork M&R													0
6,595	Steam Cleaning													0
6,596	Equipment/Vehicle M&R													0
6,597	Vehicle Leasing													0
6,599	**Total Contractual Services**	500	500	500	500	500	500	500	500	500	500	500	500	6,000
6,600	**Utilities**													
6,610	Electricity-Hetch Hetchy													0
6,630	Water & Sewer	270	270	270	270	270	270	270	270	270	270	270	270	3,240
6,650	Garbage	15	15	15	15	15	15	15	15	15	15	15	15	180
6,661	Telephone - Office													0
6,662	Telephone - Maintenance													0
6,663	Telephone - Security													0
6,664	Telephone -Extras													0
6,667	Telephone Answering Service													0
6,699	**Total Utilities**	285	285	285	285	285	285	285	285	285	285	285	285	3,420
6,710	Management Fees	201	201	201	201	201	201	201	201	201	201	201	201	2,412
6,711	**Total Management Fees**	201	201	201	201	201	201	201	201	201	201	201	201	2,412
6,720	Insurance													0
6,721	**Total Insurance**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,741	Rent - Office													0
6,742	Rent - Storage													0
6,750	**Total Rent**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,800	**Administration**													
6,805	General Office													0
6,806	**Total General Office**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,811	Postage													0
6,812	Messenger Service													0
6,819	**Total Postage & Messenger**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,821	Office Equipment Rental													0
6,822	Communcications Equipment Rental													0
6,823	Office Equipment M&R													0
6,829	**Total Office & Comm**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,831	Office Supplies													0
6,839	**Total Supplies**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,841	Membership & Dues													
6,842	Seminars													0
6,843	Subscriptions & Books													0
6,849	**Total Dues & Subscription**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,851	Temporary help													0
6,852	Accounting/payroll costs													0
6,855	Supervisory Fees													0
6,857	Other Consulting													0
6,859	**Total Professional Fees**	0	0	0	0	0	0	0	0	0	0	0	0	0

Mission Bay Parks
Parcel 27 (P27) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,861	Travel													0
6,862	Parking													0
6,863	Business Meals													0
6,864	Lodging													0
6,865	Mileage													0
6,869	**Total Travel & Parking**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,877	Stationary													0
6,879	**Total Advertising & Marketing**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,899	**Total Administration**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,900	Contingency													0
6,910	**Total Contingency**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,991	**Total Operating Expenses**	1,011	1,011	1,011	1,011	1,011	1,151	1,011	1,011	1,011	1,011	1,011	1,151	12,412
7,000.00	**Special Events**													
	Special Events Revenue													
7,001.00	Permit Fees													0
7,001.01	Service Reimbursement Fee													0
7,002.00	**Total Special Events Inc.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,025.00	Pet waste bag contribution/donation													
7,100.00	General (SE)													0
7,101.00	**Total General (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
	Special Events Expenses													
7,111.00	Landscape (SE)													0
7,121.00	Security (SE)													0
7,131.00	Janitorial (SE)													0
7,161.00	**CONTRACT (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,171.00	Garbage (SE)													0
7,181.00	Equipment Rental (SE)													0
7,191.00	Other (SE)													0
7211.00	Staff Time - Maintenance (SE)	0	0	0	0	0	0	0	0	0	0	0	0	0
7,221.00	Staff Time - Admin. (SE)													0
7,311.00	Materials & Supplies (SE)													0
7,871.00	Event materials													0
7,872.00	Program/Activation- Free events													0
7,873.00	Pet Waste Bags													
7,991.00	**Total Special Events Exp.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,992.00	**Total Special Events**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,000.00	**Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,100.00	Capital Equipment Purchases													0
8,200.00	Capital Professional Services													

Mission Bay
2016/2017 Budget Narrative for P27
Annual Costs

ACCOUNT CODE		DESCRIPTION
6311	$0	**Personnel Services** See Mission Bay Parks (MBP) for costs.
6410	$120	**Janitorial & Restroom Supplies** Projected costs incurred for janitorial supplies to maintain parcel.
6420	$0	**Lighting Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6430	$240	**Backflow Prevention Maintenance** This is required maintenance and certification by the City and County of San Francisco. There are 2 backflow assemblies.
6435	$0	**Stone/Hardscape Maintenance Supplies** Specialty products that are purchased for specific applications.
6440	$0	**Plumbing Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6450	$0	**Electrical Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6452	$0	**Vehicle Supplies/Fuel** Costs to be absorbed by MBP.
6455	$0	**Hardware** Costs to be absorbed by MBP.
6460	$0	**Uniform Supplies** Costs to be absorbed by MBP.
6480	$0	**Small Tools & Equipment** Costs to be absorbed by MBP.
6490	$180	**General Maintenance Supplies** Miscellaneous supplies required in the ongoing operations of Mission Bay, such as paint and paint remover, caulking, work gloves, adhesives, caution tape and cones, shelving, waterproofing, etc.
6493	$0	**Sports Courts Equipment/Materials**

N/A

6495	$0	**Pet Waste Supplies** Waste bags, cleansers and signage to manage pet waste.
6511	$6,000	**Landscape Contract** Contracted amount to ensure proper maintenance of parcel for months after the parcel comes on line.
6512	$0	**Landscape Extras** No additional landscape materials or projects anticipated for the first year the parcel is on line.
6521	$0	**Security Contract** No additional staffing anticipated in the first year the parcel is on line.
6522	$0	**Security Equipment and Supplies** Costs to be absorbed by MBP.
6523	$0	**Security Contingency** Costs to be absorbed by MBP.
6531	$0	**Janitorial Contract** Additional janitorial staff hours to ensure that parcel is clean and well maintained for visitors and neighbors.
6532	$0	**Janitorial Extras** No additional janitorial projects anticipated for the first year that the parcel is on line.
6540	$0	**Special Maintenance Projects** No special maintenance projects anticipated for the first year that the parcel is on line.
6551	$0	**Fire/Life Safety Testing** N/A
6552	$0	**Fire/Life Monitoring** N/A
6561	$0	**HVAC Maintenance** N/A
6563	$0	**HVAC Supplies** N/A

6570	$0	**Pest Control** Costs to be absorbed by MBP.
6571	$0	**Security System M/R** N/A
6572	$0	**Stone/Hardscape M&R** Repair of hardscape should be covered under warranty during first year that the parcel is on line.
6575	$0	**Electrical M&R** Repairs should be covered under warranty during first year that the parcel is on line.
6580	$0	**Plumbing M&R** Repairs should be covered under warranty during first year that the parcel is on line.
6585	$0	**Roof Repairs** N/A
6594	$0	**Artwork M&R** Costs to be absorbed by MBP.
6595	$0	**Steam Cleaning** Cost associated with supplemental cleaning of the perimeter sidewalks and pedestrian pathways, including fuel.
6596	$0	**Equipment/Vehicle M&R** Costs to be absorbed by MBP.
6597	$0	**Vehicle Leasing** Costs to be absorbed by MBP.
6610	$0	**Electricity** Projected usage costs to run lighting and irrigation.
6630	$3240	**Water & Sewer** Projected costs for irrigation and water to maintain parcel.
6650	$180	**Garbage** Costs to be absorbed by MBP.
6661	$0	**Telephone – Office** N/A

6662	$0	**Telephone – Maintenance** N/A
6663	$0	**Telephone – Security** N/A
6664	$0	**Telephone – Extras** N/A
6710	$2412	**Management Fee** Costs to provide comprehensive oversight for the parcel.
6720	$0	**Insurance** Costs to be absorbed by MBP.
6805	$0	**General Office** N/A
6811	$0	**Postage** N/A
6812	$0	**Messenger Service** N/A
6821	$0	**Office Equipment Rental** N/A
6822	$0	**Communications Equipment Rental** N/A
6823	$0	**Office Equipment M&R** N/A
6831	$0	**Office Supplies** N/A
6841	$0	**Membership & Dues** N/A
6842	$0	**Seminars** N/A
6851	$0	**Temporary Help**

		N/A
6852	$0	**Accounting/Payroll Costs** N/A
6857	$0	**Other-Consulting** N/A
6877	$0	**Stationary** N/A
6900	$0	**Contingency** Cost to be absorbed by MBP.

Mission Bay Parks
Parcel 11 11a (P11.11a) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
	Operations													
5,110	Permit Fees													
5,161	Facility use fees													
5,998	**Total Operational Income**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,000	**Personnel Services**													
6,110	Admin. Salaries & Wages													
6,120	Admin. Payroll Taxes													
6,130	Admin. Employee Benefits													0
6,140	Admin. Workers' Compensation													0
6,199	**Total Admin. Payroll**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,210	Maint. Salary & Wages													
6,220	Maint. Payroll Taxes													0
6,230	Maint. Payroll Benefits													0
6,240	Maint. Workers' Comp													0
6,299	**Total Maintenance Payroll**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,311	**Total Personnel Services**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,400	**Materials & Supplies**													
6,410	Janitorial/Restroom Supplies	50	50	50	50	50	50	50	50	50	50	50	50	600
6,420	Lighting Supplies													0
6,430	Back flow prevention Maint.													0
6,435	Stone/Hardscape Maint. Supplies													0
6,440	Plumbing Supplies													0
6,450	Electrical Supplies													0
6,452	Vehicle Supplies/Fuel													0
6,455	Hardware													0
6,460	Uniform Supplies													0
6,480	Small Tools & Equipment													0
6,490	General Maint. Supplies	80	80	80	80	80	80	80	80	80	80	80	80	960
6,493	Sports Courts Equip./Materials													0
6,495	Pet Waste	20	20	20	20	20	20	20	20	20	20	20	20	240
6,499	**Total Material & Supplies**	**150**	**150**	**150**	**150**	**150**	**150**	**150**	**150**	**150**	**150**	**150**	**150**	**1,800**
6,500	**Contractual Services**													**0**
6,511	Landscape Contract	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	1,080	12,960
6,512	Landscape Extras													0
6,513	Landscape - Pest Control													0
6,519	**Total Landscape**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**12,960**
6,521	Security Contract													0
6,522	Security Equipment and Supplies													0
6,523	Security Contingency													0
6,529	**Total Security**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,530	**Janitorial**													
6,531	Janitorial Contract													0
6,532	Janitorial Extras													0
6,539	**Total Janitorial**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,540	Special Maintenance Projects													0
6,540	**Total Special Maintenance Projects**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,551	Fire/Life/ Safety Testing													0
6,552	Fire/Life/Monitoring													0
6,554	Electrical Panel Service													0
6,559	**Total Fire/Life /Safety**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,561	HVAC Maint.													0

Mission Bay Parks
Parcel 11 11a (P11.11a) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,562	HVAC Central Plant													0
6,563	HVAC Supplies													0
6,569	**Total HVAC**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,570	Pest Control													0
6,571	Security System M&R													0
6,572	Stone/Hardscape M&R													0
6,575	Electrical M&R													0
6,580	Plumbing/Drain Maint M&R													0
6,585	Roof Repairs													0
6,594	Artwork M&R													0
6,595	Steam Cleaning													0
6,596	Equipment/Vehicle M&R													0
6,597	Vehicle Leasing													0
6,599	**Total Contractual Services**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**1,080**	**12,960**
6,600	**Utilities**													
6,610	Electricity-Hetch Hetchy													0
6,630	Water & Sewer	600	600	600	600	600	600	600	600	600	600	600	600	7,200
6,650	Garbage	50	50	50	50	50	50	50	50	50	50	50	50	600
6,661	Telephone - Office													0
6,662	Telephone - Maintenance													0
6,663	Telephone - Security													0
6,664	Telephone -Extras													0
6,667	Telephone Answering Service													0
6,699	**Total Utilities**	**650**	**650**	**650**	**650**	**650**	**650**	**650**	**650**	**650**	**650**	**650**	**650**	**7,800**
6,710	Management Fees	184	184	184	184	184	184	184	184	184	184	184	184	2,208
6,711	**Total Management Fees**	**184**	**184**	**184**	**184**	**184**	**184**	**184**	**184**	**184**	**184**	**184**	**184**	**2,208**
6,720	Insurance			0	0	0	0	0	0	0	0	0	0	0
6,721	**Total Insurance**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,741	Rent - Office													0
6,742	Rent - Storage													0
6,750	**Total Rent**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,800	**Administration**													
6,805	General Office													0
6,806	**Total General Office**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,811	Postage													0
6,812	Messenger Service													0
6,819	**Total Postage & Messenger**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,821	Office Equipment Rental													0
6,822	Communcications Equipment Rental													0
6,823	Office Equipment M&R													0
6,829	**Total Office & Comm**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,831	Office Supplies													0
6,839	**Total Supplies**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,841	Membership & Dues													
6,842	Seminars													0
6,843	Subscriptions & Books													0
6,849	**Total Dues & Subscription**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,851	Temporary help													0
6,852	Accounting/payroll costs													0
6,855	Supervisory Fees													0
6,857	Other Consulting													0
6,859	**Total Professional Fees**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Mission Bay Parks
Parcel 11 11a (P11.11a) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,861	Travel													0
6,862	Parking													0
6,863	Business Meals													0
6,864	Lodging													0
6,865	Mileage													0
6,869	**Total Travel & Parking**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,877	Stationary													0
6,879	**Total Advertising & Marketing**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,899	**Total Administration**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,900	Contingency													0
6,910	**Total Contingency**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,991	**Total Operating Expenses**	2,064	2,064	2,064	2,064	2,064	2,064	2,064	2,064	2,064	2,064	2,064	2,064	24,768
7,000.00	**Special Events**													
	Special Events Revenue													
7,001.00	Permit Fees													0
7,001.01	Service Reimbursement Fee													0
7,002.00	**Total Special Events Inc.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,025.00	Pet waste bag contribution/donation													
7,100.00	General (SE)													0
7,101.00	**Total General (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
	Special Events Expenses													
7,111.00	Landscape (SE)													0
7,121.00	Security (SE)													0
7,131.00	Janitorial (SE)													0
7,161.00	**CONTRACT (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,171.00	Garbage (SE)													0
7,181.00	Equipment Rental (SE)													0
7,191.00	Other (SE)													0
7211.00	Staff Time - Maintenance (SE)	0	0	0	0	0	0	0	0	0	0	0	0	0
7,221.00	Staff Time - Admin. (SE)													0
7,311.00	Materials & Supplies (SE)													0
7,871.00	Event materials													0
7,872.00	Program/Activation- Free events													0
7,873.00	Pet Waste Bags													
7,991.00	**Total Special Events Exp.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,992.00	**Total Special Events**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,000.00	**Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,100.00	Capital Equipment Purchases													0
8,200.00	Capital Professional Services													
8,991.00	**Total Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0

Mission Bay
2016/2017 Budget Narrative for P11/11a
Annual Costs

ACCOUNT CODE		DESCRIPTION
6311	$0	**Personnel Services** See Mission Bay Parks (MBP) for costs.
6410	$600	**Janitorial & Restroom Supplies** Projected costs incurred for janitorial supplies to maintain parcel.
6420	$0	**Lighting Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6430	$0	**Backflow Prevention Maintenance** This is required maintenance and certification by the City and County of San Francisco. There is 1 backflow assembly.
6435	$0	**Stone/Hardscape Maintenance Supplies** N/A
6440	$0	**Plumbing Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6450	$0	**Electrical Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6452	$0	**Vehicle Supplies/Fuel** Costs to be absorbed by MBP.
6455	$0	**Hardware** Costs to be absorbed by MBP.
6460	$0	**Uniform Supplies** Costs to be absorbed by MBP.
6480	$0	**Small Tools & Equipment** Costs to be absorbed by MBP.
6490	$960	**General Maintenance Supplies** Miscellaneous supplies required in the ongoing operations of Mission Bay, such as paint and paint remover, caulking, work gloves, adhesives, caution tape and cones, shelving, waterproofing, etc.
6493	$0	**Sports Courts Equipment/Materials** N/A

Mission Bay
2016/2017 Budget Narrative for P11/11a
Annual Costs

6495	$240	**Pet Waste Supplies** Waste bags, cleansers and signage to manage pet waste.
6511	$12,960	**Landscape Contract** Contracted amount to ensure proper maintenance of parcel for months after the parcel comes on line.
6512	$0	**Landscape Extras** No additional landscape materials or projects anticipated for the first year the parcel is on line.
6521	$0	**Security Contract** No additional staffing anticipated in the first year the parcel is on line.
6522	$0	**Security Equipment and Supplies** Costs to be absorbed by MBP.
6523	$0	**Security Contingency** Costs to be absorbed by MBP.
6531	$0	**Janitorial Contract** Additional janitorial staff hours to ensure that parcel is clean and well maintained for visitors and neighbors.
6532	$0	**Janitorial Extras** No additional janitorial projects anticipated for the first year that the parcel is on line.
6540	$0	**Special Maintenance Projects** No special maintenance projects anticipated for the first year that the parcel is on line.
6551	$0	**Fire/Life Safety Testing** N/A
6552	$0	**Fire/Life Monitoring** N/A
6561	$0	**HVAC Maintenance** N/A
6563	$0	**HVAC Supplies** N/A

6570	$0	**Pest Control** Costs to be absorbed by MBP.
6571	$0	**Security System M/R** N/A
6572	$0	**Stone/Hardscape M&R** Repair of hardscape should be covered under warranty during first year that the parcel is on line.
6575	$0	**Electrical M&R** Repairs should be covered under warranty during first year that the parcel is on line.
6580	$0	**Plumbing M&R** Repairs should be covered under warranty during first year that the parcel is on line.
6585	$0	**Roof Repairs** N/A
6594	$0	**Artwork M&R** Costs to be absorbed by MBP.
6595	$0	**Steam Cleaning** N/A
6596	$0	**Equipment/Vehicle M&R** Costs to be absorbed by MBP.
6597	$0	**Vehicle Leasing** Costs to be absorbed by MBP.
6610	$0	**Electricity** Projected usage costs to run lighting and irrigation.
6630	$7200	**Water & Sewer** Projected costs for irrigation and water to maintain parcel.
6650	$600	**Garbage** Costs to be absorbed by MBP.
6661	$0	**Telephone – Office** N/A

6662	$0	**Telephone – Maintenance** N/A
6663	$0	**Telephone – Security** N/A
6664	$0	**Telephone – Extras** N/A
6710	$2208	**Management Fee** Costs to provide comprehensive oversight for the parcel.
6720	$0	**Insurance** Costs to be absorbed by MBP.
6805	$0	**General Office** N/A
6811	$0	**Postage** N/A
6812	$0	**Messenger Service** N/A
6821	$0	**Office Equipment Rental** N/A
6822	$0	**Communications Equipment Rental** N/A
6823	$0	**Office Equipment M&R** N/A
6831	$0	**Office Supplies** N/A
6841	$0	**Membership & Dues** N/A
6842	$0	**Seminars** N/A
6851	$0	**Temporary Help**

N/A

6852	$0	**Accounting/Payroll Costs** N/A
6857	$0	**Other-Consulting** N/A
6877	$0	**Stationary** N/A
6900	$0	**Contingency** Cost to be absorbed by MBP.

Mission Bay Parks
Parcel 5 (P5) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
	Operations													
5,110	Permit Fees													
5,161	Facility use fees													
5,998	**Total Operational Income**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,000	**Personnel Services**													
6,110	Admin. Salaries & Wages													0
6,120	Admin. Payroll Taxes													0
6,130	Admin. Employee Benefits													0
6,140	Admin. Workers' Compensation													0
6,199	**Total Admin. Payroll**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,210	Maint. Salary & Wages													
6,220	Maint. Payroll Taxes													0
6,230	Maint. Payroll Benefits													0
6,240	Maint. Workers' Comp													0
6,299	**Total Maintenance Payroll**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,311	**Total Personnel Services**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,400	**Materials & Supplies**													
6,410	Janitorial/Restroom Supplies	50	50	50	50	50	50	50	50	50	50	50	50	600
6,420	Lighting Supplies	50	50	50	50	50	50	50	50	50	50	50	50	600
6,430	Back flow prevention Maint.													0
6,435	Stone/Hardscape Maint. Supplies	50	50	50	50	50	50	50	50	50	50	50	50	600
6,440	Plumbing Supplies													0
6,450	Electrical Supplies													0
6,452	Vehicle Supplies/Fuel													0
6,455	Hardware													0
6,460	Uniform Supplies													0
6,480	Small Tools & Equipment													0
6,490	General Maint. Supplies	108	108	108	108	108	108	108	108	108	108	108	108	1,296
6,493	Sports Courts Equip./Materials													0
6,495	Pet Waste	40	40	40	40	40	40	40	40	40	40	40	40	360
6,499	**Total Material & Supplies**	298	298	298	298	298	298	298	40	298	298	298	298	3,456
6,500	**Contractual Services**													
6,511	Landscape Contract	400	400	400	400	400	400	400	400	400	400	400	400	4,800
6,512	Landscape Extras													0
6,513	Landscape - Pest Control													0
6,519	**Total Landscape**	400	400	400	400	400	400	400	400	400	400	400	400	4,800
6,521	Security Contract	125	125	125	125	125	125	125	125	125	125	125	125	1,500
6,522	Security Equipment and Supplies													0
6,523	Security Contingency													0
6,529	**Total Security**	125	125	125	125	125	125	125	125	125	125	125	125	1,500
6,530	**Janitorial**													
6,531	Janitorial Contract	350	350	350	350	350	350	350	350	350	350	350	350	4,200
6,532	Janitorial Extras													0
6,539	**Total Janitorial**	350	350	350	350	350	350	350	350	350	350	350	350	4,200
6,540	Special Maintenance Projects													0
6,540	**Total Special Maintenance Projects**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,551	Fire/Life/ Safety Testing													0
6,552	Fire/Life/Monitoring													0
6,554	Electrical Panel Service													0
6,559	**Total Fire/Life /Safety**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,561	HVAC Maint.													0
6,562	HVAC Central Plant													0
6,563	HVAC Supplies													0
6,569	**Total HVAC**	0	0	0	0	0	0	0	0	0	0	0	0	0

Mission Bay Parks
Parcel 5 (P5) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,570	Pest Control													0
6,571	Security System M&R													0
6,572	Stone/Hardscape M&R													0
6,575	Electrical M&R													0
6,580	Plumbing/Drain Maint M&R													0
6,585	Roof Repairs													0
6,594	Artwork M&R													0
6,595	Steam Cleaning	250	250	250	250	250	250	250	250	250	250	250	250	3,000
6,596	Equipment/Vehicle M&R													0
6,597	Vehicle Leasing													0
6,599	**Total Contractual Services**	**1,125**	**1,125**	**1,125**	**1,125**	**1,125**	**1,125**	**1,125**	**1,125**	**1,125**	**1,125**	**1,125**	**1,125**	**13,500**
6,600	**Utilities**													
6,610	Electricity-Hetch Hetchy	50	50	50	50	50	50	50	50	50	50	50	50	600
6,630	Water & Sewer	380	380	380	380	380	380	380	380	380	380	380	380	4,560
6,650	Garbage													0
6,661	Telephone - Office													0
6,662	Telephone - Maintenance													0
6,663	Telephone - Security													0
6,664	Telephone -Extras													0
6,667	Telephone Answering Service													0
6,699	**Total Utilities**	**430**	**430**	**430**	**430**	**430**	**430**	**430**	**430**	**430**	**430**	**430**	**430**	**5,160**
6,710	Management Fees	190	190	190	190	190	190	190	190	190	190	190	190	2,280
6,711	**Total Management Fees**	**190**	**190**	**190**	**190**	**190**	**190**	**190**	**190**	**190**	**190**	**190**	**190**	**2,280**
6,720	Insurance													0
6,721	**Total Insurance**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,741	Rent - Office													0
6,742	Rent - Storage													0
6,750	**Total Rent**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,800	**Administration**													
6,805	General Office													0
6,806	**Total General Office**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,811	Postage													0
6,812	Messenger Service													0
6,819	**Total Postage & Messenger**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,821	Office Equipment Rental													0
6,822	Communcications Equipment Rental													0
6,823	Office Equipment M&R													0
6,829	**Total Office & Comm**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,831	Office Supplies													0
6,839	**Total Supplies**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,841	Membership & Dues													
6,842	Seminars													0
6,843	Subscriptions & Books													0
6,849	**Total Dues & Subscription**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,851	Temporary help													0
6,852	Accounting/payroll costs													0
6,855	Supervisory Fees													0
6,857	Other Consulting													0
6,859	**Total Professional Fees**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,861	Travel													0
6,862	Parking													0
6,863	Business Meals													0
6,864	Lodging													0
6,865	Mileage													0
6,869	**Total Travel & Parking**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Mission Bay Parks
Parcel 5 (P5) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,877	Stationary													0
6,879	**Total Advertising & Marketing**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,899	**Total Administration**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,900	Contingency													0
6,910	**Total Contingency**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,991	**Total Operating Expenses**	2,043	2,043	2,043	2,043	2,043	2,043	2,043	1,785	2,043	2,043	2,043	2,043	24,396
7,000.00	**Special Events**													
	Special Events Revenue													
7,001.00	Permit Fees													0
7,001.01	Service Reimbursement Fee													0
7,002.00	**Total Special Events Inc.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,025.00	Pet waste bag contribution/donation													
7,100.00	General (SE)													0
7,101.00	**Total General (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
	Special Events Expenses													
7,111.00	Landscape (SE)													0
7,121.00	Security (SE)													0
7,131.00	Janitorial (SE)													0
7,161.00	**CONTRACT (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,171.00	Garbage (SE)													0
7,181.00	Equipment Rental (SE)													0
7,191.00	Other (SE)													0
7211.00	Staff Time - Maintenance (SE)	0	0	0	0	0	0	0	0	0	0	0	0	0
7,221.00	Staff Time - Admin. (SE)													0
7,311.00	Materials & Supplies (SE)													0
7,871.00	Event materials													0
7,872.00	Program/Activation- Free events													0
7,873.00	Pet Waste Bags													
7,991.00	**Total Special Events Exp.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,992.00	**Total Special Events**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,000.00	**Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,100.00	Capital Equipment Purchases													0
8,200.00	Capital Professional Services													
8,991.00	**Total Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0

Mission Bay
2016/2017 Budget Narrative for P5
Annual Costs

ACCOUNT CODE		DESCRIPTION
6311	$0	**Personnel Services** See Mission Bay Parks (MBP) for costs.
6410	$600	**Janitorial & Restroom Supplies** Projected costs incurred for janitorial supplies to maintain parcel.
6420	$600	**Lighting Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line. This should cover bulb replacement
6435	$50	**Stone/Hardscape Maintenance Supplies** Specialty products that are purchased for specific applications.
6450	$0	**Electrical Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6452	$0	**Vehicle Supplies/Fuel** Costs to be absorbed by MBP.
6455	$0	**Hardware** Costs to be absorbed by MBP.
6460	$0	**Uniform Supplies** Costs to be absorbed by MBP.
6480	$0	**Small Tools & Equipment** Costs to be absorbed by MBP.
6490	$1,296	**General Maintenance Supplies** Miscellaneous supplies required in the ongoing operations of Mission Bay, such as paint and paint remover, caulking, work gloves, adhesives, caution tape and cones, shelving, waterproofing, etc. Also includes water bubbler replacement kit, which will be done once a year.
6493	$0	**Sports Courts Equipment/Materials** N/A
6495	$360	**Pet Waste Supplies** Waste bags, cleansers and signage to manage pet waste.
6511	$4,800	**Landscape Contract** Contracted amount to ensure proper maintenance of parcel for months after the parcel comes on line. This includes money for tree

pruning.

6512	$0	**Landscape Extras** No additional landscape materials or projects anticipated for the first year the parcel is on line.
6521	$1500	**Security Contract** With active use, there will be additional staffing anticipated in the this parcel.
6522	$0	**Security Equipment and Supplies** Costs to be absorbed by MBP.
6523	$0	**Security Contingency** Costs to be absorbed by MBP.
6531	$350	**Janitorial Contract** Additional janitorial staff hours to ensure that parcel is clean and well maintained for visitors and neighbors.
6532	$0	**Janitorial Extras** No additional janitorial projects anticipated for the first year that the parcel is on line.
6540	$0	**Special Maintenance Projects** No special maintenance projects anticipated for the first year that the parcel is on line.
6551	$0	**Fire/Life Safety Testing** N/A
6552	$0	**Fire/Life Monitoring** N/A
6561	$0	**HVAC Maintenance** N/A
6563	$0	**HVAC Supplies** N/A
6570	$0	**Pest Control** Costs to be absorbed by MBP.

Mission Bay
2016/2017 Budget Narrative for P5
Annual Costs

6571	$0	**Security System M/R** N/A
6572	$0	**Stone/Hardscape M&R** Repair of hardscape should be covered under warranty during first year that the parcel is on line.
6575	$0	**Electrical M&R** Repairs should be covered under warranty during first year that the parcel is on line.
6580	$0	**Plumbing M&R** Repairs should be covered under warranty during first year that the parcel is on line.
6585	$0	**Roof Repairs** N/A
6594	$0	**Artwork M&R** Costs to be absorbed by MBP.
6595	$3000	**Steam Cleaning** Cost associated with supplemental cleaning of the perimeter sidewalks and pedestrian pathways, including fuel. Higher need with pet use of park
6596	$0	**Equipment/Vehicle M&R** Costs to be absorbed by MBP.
6597	$0	**Vehicle Leasing** Costs to be absorbed by MBP.
6610	$600	**Electricity** Projected usage costs to run lighting and irrigation.
6630	$4650	**Water & Sewer** Projected costs for irrigation and water to maintain parcel. And provide potable water for fountain
6650	$0	**Garbage** Costs to be absorbed by MBP.
6661	$0	**Telephone – Office** N/A
6662	$0	**Telephone – Maintenance**

N/A

6663	$0	**Telephone – Security** N/A
6664	$0	**Telephone – Extras** N/A
6710	$2280	**Management Fee** Costs to provide comprehensive oversight for the parcel.
6720	$0	**Insurance** Costs to be absorbed by MBP.
6805	$0	**General Office** N/A
6811	$0	**Postage** N/A
6812	$0	**Messenger Service** N/A
6821	$0	**Office Equipment Rental** N/A
6822	$0	**Communications Equipment Rental** N/A
6823	$0	**Office Equipment M&R** N/A
6831	$0	**Office Supplies** N/A
6841	$0	**Membership & Dues** N/A
6842	$0	**Seminars** N/A
6851	$0	**Temporary Help** N/A

Mission Bay
2016/2017 Budget Narrative for P5
Annual Costs

6852	$0	**Accounting/Payroll Costs** N/A
6857	$0	**Other-Consulting** N/A
6877	$0	**Stationary** N/A
6900	$0	**Contingency** Cost to be absorbed by MBP.

Mission Bay Parks
Parcel 19 (P19) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
	Operations													
5,110	Permit Fees													
5,161	Facility use fees													
5,998	**Total Operational Income**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,000	**Personnel Services**													
6,110	Admin. Salaries & Wages													0
6,120	Admin. Payroll Taxes													0
6,130	Admin. Employee Benefits													0
6,140	Admin. Workers' Compensation													0
6,199	**Total Admin. Payroll**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,210	Maint. Salary & Wages													
6,220	Maint. Payroll Taxes													0
6,230	Maint. Payroll Benefits													0
6,240	Maint. Workers' Comp													0
6,299	**Total Maintenance Payroll**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,311	**Total Personnel Services**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,400	**Materials & Supplies**													
6,410	Janitorial/Restroom Supplies	12	12	12	12	12	12	12	12	12	12	12	12	144
6,420	Lighting Supplies													0
6,430	Back flow prevention Maint.													0
6,435	Stone/Hardscape Maint. Supplies													0
6,440	Plumbing Supplies													0
6,450	Electrical Supplies													0
6,452	Vehicle Supplies/Fuel													0
6,455	Hardware													0
6,460	Uniform Supplies													0
6,480	Small Tools & Equipment													0
6,490	General Maint. Supplies													0
6,493	Sports Courts Equip./Materials													0
6,495	Pet Waste	20	20	20	20	20	20	20	20	20	20	20	20	180
6,499	**Total Material & Supplies**	**32**	**32**	**32**	**32**	**32**	**32**	**32**	**20**	**32**	**32**	**32**	**32**	**324**
6,500	**Contractual Services**													
6,511	Landscape Contract	800	800	800	800	800	800	800	800	800	800	800	800	9,600
6,512	Landscape Extras													0
6,513	Landscape - Pest Control													0
6,519	**Total Landscape**	**800**	**800**	**800**	**800**	**800**	**800**	**800**	**800**	**800**	**800**	**800**	**800**	**9,600**
6,521	Security Contract													0
6,522	Security Equipment and Supplies													0
6,523	Security Contingency													0
6,529	**Total Security**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,530	**Janitorial**													
6,531	Janitorial Contract													0
6,532	Janitorial Extras													0
6,539	**Total Janitorial**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,540	Special Maintenance Projects													0
6,540	**Total Special Maintenance Projects**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,551	Fire/Life/ Safety Testing													0
6,552	Fire/Life/Monitoring													0
6,554	Electrical Panel Service													0
6,559	**Total Fire/Life /Safety**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,561	HVAC Maint.													0
6,562	HVAC Central Plant													0
6,563	HVAC Supplies													0
6,569	**Total HVAC**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Mission Bay Parks
Parcel 19 (P19) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,570	Pest Control													0
6,571	Security System M&R													0
6,572	Stone/Hardscape M&R													0
6,575	Electrical M&R													0
6,580	Plumbing/Drain Maint M&R													0
6,585	Roof Repairs													0
6,594	Artwork M&R													0
6,595	Steam Cleaning	30	30	30	30	30	30	30	30	30	30	30	30	360
6,596	Equipment/Vehicle M&R													0
6,597	Vehicle Leasing													0
6,599	**Total Contractual Services**	**830**	**830**	**830**	**830**	**830**	**830**	**830**	**830**	**830**	**830**	**830**	**830**	**9,960**
6,600	**Utilities**													
6,610	Electricity-Hetch Hetchy	45	45	45	45	45	45	45	45	45	45	45	45	540
6,630	Water & Sewer	365	365	365	365	365	365	365	365	365	365	365	365	4,380
6,650	Garbage													0
6,661	Telephone - Office													0
6,662	Telephone - Maintenance													0
6,663	Telephone - Security													0
6,664	Telephone -Extras													0
6,667	Telephone Answering Service													0
6,699	**Total Utilities**	**410**	**410**	**410**	**410**	**410**	**410**	**410**	**410**	**410**	**410**	**410**	**410**	**4,920**
6,710	Management Fees	182	182	182	182	182	182	182	182	182	182	182	182	2,184
6,711	**Total Management Fees**	**182**	**182**	**182**	**182**	**182**	**182**	**182**	**182**	**182**	**182**	**182**	**182**	**2,184**
6,720	Insurance													0
6,721	**Total Insurance**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,741	Rent - Office													0
6,742	Rent - Storage													0
6,750	**Total Rent**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,800	**Administration**													
6,805	General Office													0
6,806	**Total General Office**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,811	Postage													0
6,812	Messenger Service													0
6,819	**Total Postage & Messenger**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,821	Office Equipment Rental													0
6,822	Communcications Equipment Rental													0
6,823	Office Equipment M&R													0
6,829	**Total Office & Comm**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,831	Office Supplies													0
6,839	**Total Supplies**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,841	Membership & Dues													
6,842	Seminars													0
6,843	Subscriptions & Books													0
6,849	**Total Dues & Subscription**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,851	Temporary help													0
6,852	Accounting/payroll costs													0
6,855	Supervisory Fees													0
6,857	Other Consulting													0
6,859	**Total Professional Fees**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,861	Travel													0
6,862	Parking													0
6,863	Business Meals													0
6,864	Lodging													0
6,865	Mileage													0
6,869	**Total Travel & Parking**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Mission Bay Parks
Parcel 19 (P19) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,877	Stationary													0
6,879	**Total Advertising & Marketing**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,899	**Total Administration**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,900	Contingency													0
6,910	**Total Contingency**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,991	**Total Operating Expenses**	1,454	1,454	1,454	1,454	1,454	1,454	1,454	1,442	1,454	1,454	1,454	1,454	17,388
7,000.00	**Special Events**													
	Special Events Revenue													
7,001.00	Permit Fees													0
7,001.01	Service Reimbursement Fee													0
7,002.00	**Total Special Events Inc.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,025.00	Pet waste bag contribution/donation													
7,100.00	General (SE)													0
7,101.00	**Total General (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
	Special Events Expenses													
7,111.00	Landscape (SE)													0
7,121.00	Security (SE)													0
7,131.00	Janitorial (SE)													0
7,161.00	**CONTRACT (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,171.00	Garbage (SE)													0
7,181.00	Equipment Rental (SE)													0
7,191.00	Other (SE)													0
7211.00	Staff Time - Maintenance (SE)	0	0	0	0	0	0	0	0	0	0	0	0	0
7,221.00	Staff Time - Admin. (SE)													0
7,311.00	Materials & Supplies (SE)													0
7,871.00	Event materials													0
7,872.00	Program/Activation- Free events													0
7,873.00	Pet Waste Bags													
7,991.00	**Total Special Events Exp.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,992.00	**Total Special Events**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,000.00	**Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,100.00	Capital Equipment Purchases													0
8,200.00	Capital Professional Services													
8,991.00	**Total Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0

Mission Bay
2016/2017 Budget Narrative for P19
Annual Costs

ACCOUNT CODE		DESCRIPTION
6311	$0	**Personnel Services** See Mission Bay Parks (MBP) for costs.
6410	$144	**Janitorial & Restroom Supplies** Projected costs incurred for janitorial supplies to maintain parcel.
6420	$0	**Lighting Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6430	$0	**Backflow Prevention Maintenance** This is required maintenance and certification by the City and County of San Francisco. There is 1 backflow assembly.
6435	$0	**Stone/Hardscape Maintenance Supplies** Specialty products that are purchased for specific applications.
6440	$0	**Plumbing Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6450	$0	**Electrical Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6452	$0	**Vehicle Supplies/Fuel** Costs to be absorbed by MBP.
6455	$0	**Hardware** Costs to be absorbed by MBP.
6460	$0	**Uniform Supplies** Costs to be absorbed by MBP.
6480	$0	**Small Tools & Equipment** Costs to be absorbed by MBP.
6490	$0	**General Maintenance Supplies** Miscellaneous supplies required in the ongoing operations of Mission Bay, such as paint and paint remover, caulking, work gloves, adhesives, caution tape and cones, shelving, waterproofing, etc.
6493	$0	**Sports Courts Equipment/Materials**

N/A

6495	$180	**Pet Waste Supplies** Waste bags, cleansers and signage to manage pet waste.
6511	$9,600	**Landscape Contract** Contracted amount to ensure proper maintenance of parcel for months after the parcel comes on line.
6512	$0	**Landscape Extras** No additional landscape materials or projects anticipated for the first year the parcel is on line.
6521	$0	**Security Contract** No additional staffing anticipated in the first year the parcel is on line.
6522	$0	**Security Equipment and Supplies** Costs to be absorbed by MBP.
6523	$0	**Security Contingency** Costs to be absorbed by MBP.
6531	$0	**Janitorial Contract** Additional janitorial staff hours to ensure that parcel is clean and well maintained for visitors and neighbors.
6532	$0	**Janitorial Extras** No additional janitorial projects anticipated for the first year that the parcel is on line.
6540	$0	**Special Maintenance Projects** No special maintenance projects anticipated for the first year that the parcel is on line.
6551	$0	**Fire/Life Safety Testing** N/A
6552	$0	**Fire/Life Monitoring** N/A
6561	$0	**HVAC Maintenance** N/A
6563	$0	**HVAC Supplies** N/A

6570	$0	**Pest Control** Costs to be absorbed by MBP.
6571	$0	**Security System M/R** N/A
6572	$0	**Stone/Hardscape M&R** Repair of hardscape should be covered under warranty during first year that the parcel is on line.
6575	$0	**Electrical M&R** Repairs should be covered under warranty during first year that the parcel is on line.
6580	$0	**Plumbing M&R** Repairs should be covered under warranty during first year that the parcel is on line.
6585	$0	**Roof Repairs** N/A
6594	$0	**Artwork M&R** Costs to be absorbed by MBP.
6595	$360	**Steam Cleaning** Cost associated with supplemental cleaning of the perimeter sidewalks and pedestrian pathways, including fuel.
6596	$0	**Equipment/Vehicle M&R** Costs to be absorbed by MBP.
6597	$0	**Vehicle Leasing** Costs to be absorbed by MBP.
6610	$540	**Electricity** Projected usage costs to run lighting and irrigation.
6630	$4380	**Water & Sewer** Projected costs for irrigation and water to maintain parcel.
6650	$0	**Garbage** Costs to be absorbed by MBP.
6661	$0	**Telephone – Office** N/A

6662	$0	**Telephone – Maintenance** N/A
6663	$0	**Telephone – Security** N/A
6664	$0	**Telephone – Extras** N/A
6710	$2184	**Management Fee** Costs to provide comprehensive oversight for the parcel.
6720	$0	**Insurance** Costs to be absorbed by MBP.
6805	$0	**General Office** N/A
6811	$0	**Postage** N/A
6812	$0	**Messenger Service** N/A
6821	$0	**Office Equipment Rental** N/A
6822	$0	**Communications Equipment Rental** N/A
6823	$0	**Office Equipment M&R** N/A
6831	$0	**Office Supplies** N/A
6841	$0	**Membership & Dues** N/A
6842	$0	**Seminars** N/A
6851	$0	**Temporary Help**

N/A

6852	$0	**Accounting/Payroll Costs** N/A
6857	$0	**Other-Consulting** N/A
6877	$0	**Stationary** N/A
6900	$0	**Contingency** Cost to be absorbed by MBP.

Mission Bay Parks
Parcels 23 24 (P23.24) BMP Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
	Operations													
5,110	Permit Fees													
5,161	Facility use fees													
5,998	**Total Operational Income**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,000	**Personnel Services**													
6,110	Admin. Salaries & Wages													0
6,120	Admin. Payroll Taxes													0
6,130	Admin. Employee Benefits													0
6,140	Admin. Workers' Compensation													0
6,199	**Total Admin. Payroll**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,210	Maint. Salary & Wages													0
6,220	Maint. Payroll Taxes													0
6,230	Maint. Payroll Benefits													0
6,240	Maint. Workers' Comp													0
6,299	**Total Maintenance Payroll**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,311	**Total Personnel Services**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,400	**Materials & Supplies**													
6,410	Janitorial/Restroom Supplies	25	25	25	25	25	25	25	25	25	25	25	25	300
6,420	Lighting Supplies													0
6,430	Back flow prevention Maint.	140	140	140	140	140	140	140	140	140	140	140	140	1,680
6,435	Stone/Hardscape Maint. Supplies													0
6,440	Plumbing Supplies													0
6,450	Electrical Supplies													0
6,452	Vehicle Supplies/Fuel													0
6,455	Hardware													0
6,460	Uniform Supplies													0
6,480	Small Tools & Equipment													0
6,490	General Maint. Supplies	25	25	25	25	25	25	25	25	25	25	25	25	300
6,493	Sports Courts Equip./Materials													0
6,495	Pet Waste													0
6,499	**Total Material & Supplies**	**190**	**190**	**190**	**190**	**190**	**190**	**190**	**190**	**190**	**190**	**190**	**190**	**2,280**
6,500	**Contractual Services**													
6,511	Landscape Contract	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
6,512	Landscape Extras													0
6,513	Landscape - Pest Control													0
6,519	**Total Landscape**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**12,000**
6,521	Security Contract													0
6,522	Security Equipment and Supplies													0
6,523	Security Contingency													0
6,529	**Total Security**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,530	**Janitorial**													
6,531	Janitorial Contract	252	252	252	252	252	252	252	252	252	252	252	252	3,024
6,532	Janitorial Extras													0
6,539	**Total Janitorial**	**252**	**252**	**252**	**252**	**252**	**252**	**252**	**252**	**252**	**252**	**252**	**252**	**3,024**
6,540	Special Maintenance Projects													0
6,540	**Total Special Maintenance Projects**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,551	Fire/Life/ Safety Testing													0
6,552	Fire/Life/Monitoring													0
6,554	Electrical Panel Service													0
6,559	**Total Fire/Life /Safety**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,561	HVAC Maint.													0
6,562	HVAC Central Plant													0
6,563	HVAC Supplies													0
6,569	**Total HVAC**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,570	Pest Control													0
6,571	Security System M&R													0
6,572	Stone/Hardscape M&R													0

Mission Bay Parks
Parcels 23 24 (P23.24) BMP Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,575	Electrical M&R													0
6,580	Plumbing/Drain Maint M&R													0
6,585	Roof Repairs													0
6,594	Artwork M&R													0
6,595	Steam Cleaning													0
6,596	Equipment/Vehicle M&R													0
6,597	Vehicle Leasing													0
6,599	**Total Contractual Services**	1,252	1,252	1,252	1,252	1,252	1,252	1,252	1,252	1,252	1,252	1,252	1,252	15,024
6,600	**Utilities**													
6,610	Electricity-Hetch Hetchy													0
6,630	Water & Sewer	600	600	600	600	600	600	600	600	600	600	600	600	7,200
6,650	Garbage	50	50	50	50	50	50	50	50	50	50	50	50	600
6,661	Telephone - Office													0
6,662	Telephone - Maintenance													0
6,663	Telephone - Security													0
6,664	Telephone -Extras													0
6,667	Telephone Answering Service													0
6,699	**Total Utilities**	650	650	650	650	650	650	650	650	650	650	650	650	7,800
6,710	Management Fees	475	475	475	475	475	475	475	475	475	475	475	475	5,700
6,711	**Total Management Fees**	475	475	475	475	475	475	475	475	475	475	475	475	5,700
6,720	Insurance													0
6,721	**Total Insurance**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,741	Rent - Office													0
6,742	Rent - Storage													0
6,750	**Total Rent**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,800	**Administration**													
6,805	General Office													0
6,806	**Total General Office**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,811	Postage													0
6,812	Messenger Service													0
6,819	**Total Postage & Messenger**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,821	Office Equipment Rental													0
6,822	Communcications Equipment Rental													0
6,823	Office Equipment M&R													0
6,829	**Total Office & Comm**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,831	Office Supplies													0
6,839	**Total Supplies**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,841	Membership & Dues													0
6,842	Seminars													0
6,843	Subscriptions & Books													0
6,849	**Total Dues & Subscription**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,851	Temporary help													0
6,852	Accounting/payroll costs													0
6,855	Supervisory Fees													0
6,857	Other Consulting													0
6,859	**Total Professional Fees**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,861	Travel													0
6,862	Parking													0
6,863	Business Meals													0
6,864	Lodging													0
6,865	Mileage													0
6,869	**Total Travel & Parking**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,877	Stationary													0
6,879	**Total Advertising & Marketing**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,899	**Total Administration**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,900	Contingency													0
6,910	**Total Contingency**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,991	**Total Operating Expenses**	2,567	2,567	2,567	2,567	2,567	2,567	2,567	2,567	2,567	2,567	2,567	2,567	30,804

Mission Bay Parks
Parcels 23 24 (P23.24) BMP Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
7,000.00	**Special Events**													
	Special Events Revenue													
7,001.00	Permit Fees													0
7,001.01	Service Reimbursement Fee													0
7,002.00	**Total Special Events Inc.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,025.00	Pet waste bag contribution/donation													
7,100.00	General (SE)													0
7,101.00	**Total General (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
	Special Events Expenses													
7,111.00	Landscape (SE)													0
7,121.00	Security (SE)													0
7,131.00	Janitorial (SE)													0
7,161.00	**CONTRACT (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,171.00	Garbage (SE)													0
7,181.00	Equipment Rental (SE)													0
7,191.00	Other (SE)													0
7211.00	Staff Time - Maintenance (SE)	0	0	0	0	0	0	0	0	0	0	0	0	0
7,221.00	Staff Time - Admin. (SE)													0
7,311.00	Materials & Supplies (SE)													0
7,871.00	Event materials													0
7,872.00	Program/Activation- Free events													0
7,873.00	Pet Waste Bags													
7,991.00	**Total Special Events Exp.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,992.00	**Total Special Events**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,000.00	**Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,100.00	Capital Equipment Purchases													0
8,200.00	Capital Professional Services													
8,991.00	**Total Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0
9,200.00	**Prior Year Expenses**	0	0	0	0	0	0	0	0	0	0	0	0	0

Mission Bay Parks
Parcels 23 24 (P23.24) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
	Operations													
5,110	Permit Fees													
5,161	Facility use fees													
5,998	**Total Operational Income**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,000	**Personnel Services**													
6,110	Admin. Salaries & Wages													0
6,120	Admin. Payroll Taxes													0
6,130	Admin. Employee Benefits													0
6,140	Admin. Workers' Compensation													0
6,199	**Total Admin. Payroll**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,210	Maint. Salary & Wages													
6,220	Maint. Payroll Taxes													0
6,230	Maint. Payroll Benefits													0
6,240	Maint. Workers' Comp													0
6,299	**Total Maintenance Payroll**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,311	**Total Personnel Services**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,400	**Materials & Supplies**													
6,410	Janitorial/Restroom Supplies	25	25	25	25	25	25	25	25	25	25	25	25	300
6,420	Lighting Supplies													0
6,430	Back flow prevention Maint.	140	140	140	140	140	140	140	140	140	140	140	140	1,680
6,435	Stone/Hardscape Maint. Supplies	40	40	40	40	40	40	40	40	40	40	40	40	480
6,440	Plumbing Supplies													0
6,450	Electrical Supplies													0
6,452	Vehicle Supplies/Fuel													0
6,455	Hardware													0
6,460	Uniform Supplies													0
6,480	Small Tools & Equipment													0
6,490	General Maint. Supplies	100	100	100	100	100	100	100	100	100	100	100	100	700
6,493	Sports Courts Equip./Materials	40	40	40	40	40	40	40	40	40	40	40	40	480
6,495	Pet Waste	20	20	20	20	20	20	20	20	20	20	20	20	140
6,499	**Total Material & Supplies**	**365**	**365**	**365**	**365**	**365**	**365**	**365**	**365**	**365**	**365**	**365**	**365**	**3,780**
6,500	**Contractual Services**													
6,511	Landscape Contract	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
6,512	Landscape Extras													0
6,513	Landscape - Pest Control													0
6,519	**Total Landscape**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**12,000**
6,521	Security Contract													0
6,522	Security Equipment and Supplies													0
6,523	Security Contingency													0
6,529	**Total Security**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,530	**Janitorial**													
6,531	Janitorial Contract	504	504	504	504	504	504	504	504	504	504	504	504	6,048
6,532	Janitorial Extras													0
6,539	**Total Janitorial**	**504**	**504**	**504**	**504**	**504**	**504**	**504**	**504**	**504**	**504**	**504**	**504**	**6,048**
6,540	Special Maintenance Projects													0
6,540	**Total Special Maintenance Projects**		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,551	Fire/Life/ Safety Testing													0
6,552	Fire/Life/Monitoring													0
6,554	Electrical Panel Service													0
6,559	**Total Fire/Life /Safety**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,561	HVAC Maint.													0

Mission Bay Parks
Parcels 23 24 (P23.24) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,562	HVAC Central Plant													0
6,563	HVAC Supplies													0
6,569	**Total HVAC**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,570	Pest Control													0
6,571	Security System M&R													0
6,572	Stone/Hardscape M&R													0
6,575	Electrical M&R													0
6,580	Plumbing/Drain Maint M&R													0
6,585	Roof Repairs													0
6,594	Artwork M&R													0
6,595	Steam Cleaning	60	60	60	60	60	60	60	60	60	60	60	60	720
6,596	Equipment/Vehicle M&R													0
6,597	Vehicle Leasing													0
6,599	**Total Contractual Services**	**1,564**	**1,564**	**1,564**	**1,564**	**1,564**	**1,564**	**1,564**	**1,564**	**1,564**	**1,564**	**1,564**	**1,564**	**18,768**
6,600	**Utilities**													
6,610	Electricity-Hetch Hetchy	350	350	350	350	350	350	350	350	350	350	350	350	4,200
6,630	Water & Sewer	600	600	600	600	600	600	600	600	600	600	600	600	7,200
6,650	Garbage	50	50	50	50	50	50	50	50	50	50	50	50	600
6,661	Telephone - Office													0
6,662	Telephone - Maintenance													0
6,663	Telephone - Security													0
6,664	Telephone -Extras													0
6,667	Telephone Answering Service													0
6,699	**Total Utilities**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**1,000**	**12,000**
6,710	Management Fees	475	475	475	475	475	475	475	475	475	475	475	475	5,700
6,711	**Total Management Fees**	**475**	**475**	**475**	**475**	**475**	**475**	**475**	**475**	**475**	**475**	**475**	**475**	**5,700**
6,720	Insurance													0
6,721	**Total Insurance**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,741	Rent - Office													0
6,742	Rent - Storage													0
6,750	**Total Rent**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,800	**Administration**													
6,805	General Office													0
6,806	**Total General Office**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,811	Postage													0
6,812	Messenger Service													0
6,819	**Total Postage & Messenger**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,821	Office Equipment Rental													0
6,822	Communcications Equipment Rental													0
6,823	Office Equipment M&R													0
6,829	**Total Office & Comm**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,831	Office Supplies													0
6,839	**Total Supplies**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,841	Membership & Dues													
6,842	Seminars													0
6,843	Subscriptions & Books													0
6,849	**Total Dues & Subscription**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
6,851	Temporary help													0
6,852	Accounting/payroll costs													0
6,855	Supervisory Fees													0
6,857	Other Consulting													0
6,859	**Total Professional Fees**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Mission Bay Parks
Parcels 23 24 (P23.24) Budget
FY 2016/2017

Acct #	General Account	July 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total
6,861	Travel													0
6,862	Parking													0
6,863	Business Meals													0
6,864	Lodging													0
6,865	Mileage													0
6,869	**Total Travel & Parking**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,877	Stationary													0
6,879	**Total Advertising & Marketing**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,899	**Total Administration**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,900	Contingency													0
6,910	**Total Contingency**	0	0	0	0	0	0	0	0	0	0	0	0	0
6,991	**Total Operating Expenses**	3,404	3,404	3,404	3,404	3,404	3,404	3,404	3,404	3,404	3,404	3,404	3,404	40,248
7,000.00	**Special Events**													
	Special Events Revenue													
7,001.00	Permit Fees													0
7,001.01	Service Reimbursement Fee													0
7,002.00	**Total Special Events Inc.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,025.00	Pet waste bag contribution/donation													
7,100.00	General (SE)													0
7,101.00	**Total General (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
	Special Events Expenses													
7,111.00	Landscape (SE)													0
7,121.00	Security (SE)													0
7,131.00	Janitorial (SE)													0
7,161.00	**CONTRACT (SE)**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,171.00	Garbage (SE)													0
7,181.00	Equipment Rental (SE)													0
7,191.00	Other (SE)													0
7211.00	Staff Time - Maintenance (SE)	0	0	0	0	0	0	0	0	0	0	0	0	0
7,221.00	Staff Time - Admin. (SE)													0
7,311.00	Materials & Supplies (SE)													0
7,871.00	Event materials													0
7,872.00	Program/Activation- Free events													0
7,873.00	Pet Waste Bags													
7,991.00	**Total Special Events Exp.**	0	0	0	0	0	0	0	0	0	0	0	0	0
7,992.00	**Total Special Events**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,000.00	**Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0
8,100.00	Capital Equipment Purchases													0
8,200.00	Capital Professional Services													
8,991.00	**Total Capital Purchases**	0	0	0	0	0	0	0	0	0	0	0	0	0

Mission Bay
2016/2017 Budget Narrative for P23/24
Annual Costs

ACCOUNT CODE		DESCRIPTION
6311	$0	**Personnel Services** See Mission Bay Parks (MBP) for costs.
6410	$300	**Janitorial & Restroom Supplies** Projected costs incurred for janitorial supplies to maintain parcel.
6420	$0	**Lighting Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6430	$1680	**Backflow Prevention Maintenance** This is required maintenance and certification by the City and County of San Francisco. There is 1 backflow assembly.
6435	$0	**Stone/Hardscape Maintenance Supplies** Specialty products that are purchased for specific applications.
6440	$0	**Plumbing Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6450	$0	**Electrical Supplies** Repairs and supplies should be covered under warranty during first year parcel is on line.
6452	$0	**Vehicle Supplies/Fuel** Costs to be absorbed by MBP.
6455	$0	**Hardware** Costs to be absorbed by MBP.
6460	$0	**Uniform Supplies** Costs to be absorbed by MBP.
6480	$0	**Small Tools & Equipment** Costs to be absorbed by MBP.
6490	$300	**General Maintenance Supplies** Miscellaneous supplies required in the ongoing operations of Mission Bay, such as paint and paint remover, caulking, work gloves, adhesives, caution tape and cones, shelving, waterproofing, etc.
6493	$0	**Sports Courts Equipment/Materials**

N/A

6495	$0	**Pet Waste Supplies** Waste bags, cleansers and signage to manage pet waste.
6511	$12,000	**Landscape Contract** Contracted amount to ensure proper maintenance of parcel for months after the parcel comes on line.
6512	$0	**Landscape Extras** No additional landscape materials or projects anticipated for the first year the parcel is on line.
6521	$0	**Security Contract** No additional staffing anticipated in the first year the parcel is on line.
6522	$0	**Security Equipment and Supplies** Costs to be absorbed by MBP.
6523	$0	**Security Contingency** Costs to be absorbed by MBP.
6531	$3024	**Janitorial Contract** Additional janitorial staff hours to ensure that parcel is clean and well maintained for visitors and neighbors.
6532	$0	**Janitorial Extras** No additional janitorial projects anticipated for the first year that the parcel is on line.
6540	$0	**Special Maintenance Projects** No special maintenance projects anticipated for the first year that the parcel is on line.
6551	$0	**Fire/Life Safety Testing** N/A
6552	$0	**Fire/Life Monitoring** N/A
6561	$0	**HVAC Maintenance** N/A
6563	$0	**HVAC Supplies** N/A

6570	$0	**Pest Control** Costs to be absorbed by MBP.
6571	$0	**Security System M/R** N/A
6572	$0	**Stone/Hardscape M&R** Repair of hardscape should be covered under warranty during first year that the parcel is on line.
6575	$0	**Electrical M&R** Repairs should be covered under warranty during first year that the parcel is on line.
6580	$0	**Plumbing M&R** Repairs should be covered under warranty during first year that the parcel is on line.
6585	$0	**Roof Repairs** N/A
6594	$0	**Artwork M&R** Costs to be absorbed by MBP.
6595	$0	**Steam Cleaning** Cost associated with supplemental cleaning of the perimeter sidewalks and pedestrian pathways, including fuel.
6596	$0	**Equipment/Vehicle M&R** Costs to be absorbed by MBP.
6597	$0	**Vehicle Leasing** Costs to be absorbed by MBP.
6610	$0	**Electricity** Projected usage costs to run lighting and irrigation.
6630	$7200	**Water & Sewer** Projected costs for irrigation and water to maintain parcel.
6650	$600	**Garbage** Costs to be absorbed by MBP.
6661	$0	**Telephone – Office** N/A

6662	$0	**Telephone – Maintenance** N/A
6663	$0	**Telephone – Security** N/A
6664	$0	**Telephone – Extras** N/A
6710	$5700	**Management Fee** Costs to provide comprehensive oversight for the parcel.
6720	$0	**Insurance** Costs to be absorbed by MBP.
6805	$0	**General Office** N/A
6811	$0	**Postage** N/A
6812	$0	**Messenger Service** N/A
6821	$0	**Office Equipment Rental** N/A
6822	$0	**Communications Equipment Rental** N/A
6823	$0	**Office Equipment M&R** N/A
6831	$0	**Office Supplies** N/A
6841	$0	**Membership & Dues** N/A
6842	$0	**Seminars** N/A
6851	$0	**Temporary Help**

N/A

6852	$0	**Accounting/Payroll Costs** N/A
6857	$0	**Other-Consulting** N/A
6877	$0	**Stationary** N/A
6900	$0	**Contingency** Cost to be absorbed by MBP.

Budget Attachment 1

Mission Bay Open Space System
Commercial and Non-Commercial Fee Schedule

Budget Attachment 1

Mission Bay Parks Events Permit Fees and Associated Events Costs

Consistent with Former Agency Commission Resolutions No. 49-2004 and No. 182-95, which adopted park rules and regulations for the Mission Bay Open Space System and permit and reservation regulations for parks under OCII jurisdiction, the Mission Bay Parks fee schedule consists of Permit Fees and Service Reimbursement Fees, and was determined to accomplish several things:

- To provide opportunities for private groups to host events in the beautiful Mission Bay Parks setting
- To assist in funding free-to-the –public events throughout the year
- To recover any costs associated with the private events (janitorial, event management, security)
- To set rates at a level that would allow events to happen, while discouraging over-use by private events, in order to ensure the public's enjoyment of the parks.

The fees go to either fund free programming or are for cost recovery.

Permit Fees generated in Mission Bay Parks for the Programming Account are used solely to fund the free programming.

Service Reimbursement Fees are for cost recovery for services provided, including janitorial, security, and event management personnel costs.

Permit Fees go entirely to cover the costs of free-to-the-public events. Labor and other fee rates contained in the Service Reimbursement Fee Sheet represent our best estimates, primarily for cost recovery, to insure that the property is in good condition. Occasionally, after cost recovery expenses are compared with the income, and bills from contractors might be slightly less, any extra funds are used against other property expenses.

Our methodology for calculating these fees is based on the time it takes to clean, maintain and restore the property, including labor and supplies after each event. With certain events, there are also preparation costs, depending on the nature of the event, that protect the property, and mitigate the impacts on the property.

Rates are included in the Permit Fee Sheet for permit fees and in Service Reimbursement Fee Sheet for recovery fees.

Budget Attachment 1

MISSION BAY PARKS

PERMIT FEES RATE SHEET

(UPDATED 2016)

PERMITTEES MAY BE REQUIRED TO PROVIDE INSURANCE FOR THEIR EVENT- PLEASE SEE INSURANCE INFORMATION

TYPE OF EVENT	COMMERCIAL OR CORPORATE	NON-COMMERCIAL Non-Profit Organizations must show proof of status
PHOTO SHOOT: SMALL/SIMPLE **Less than 18 people**	$200.00 < 4 HOURS ($50 EA ADDTL. HOUR)	$100.00 < 4 ($35.00 EA ADDTL. HOUR)
FILM SHOOT: SMALL/SIMPLE **Less than 18 people**	$350 < 4 HOURS ($87.50 EA ADDTL. HOUR)	$175.00 < 4 ($43.75 EA ADDTL. HOUR)
FILM OR PHOTO SHOOT: **MEDIUM** **19 – 35 people**	$1,000.00 < 8 HRS ($125 EA ADDTL. HOUR) **(PLUS SECURITY, MANAGER, ETC.)**	$500.00 < 8 ($125.00 EA ADDTL. HOUR) **(PLUS SECURITY, MANAGER, ETC.)**
TV PROGRAMS, COMMERCIALS & FEATURE FILMS	$1,500.00 + UP < 8 HRS ($187.50 EA ADDTL. HOUR) **(PLUS SECURITY, MANAGER, ETC.)**	
ART SHOWS	$400.00 < 8 HRS + Service Reimbursement Fees	$200.00 < 8 HRS + Service Reimbursement Fees
DOCUMENTARY	$500.00 + UP < 8 HRS	$250.00 + UP < 8 HRS
CONCERTS **(PERMIT FEES DEPENDENT ON MAGNITUDE OF EVENT)**	$500.00 + Service Reimbursement Fees	
CORPORATE EVENTS **(PERMIT FEES DEPENDENT ON MAGNITUDE OF EVENT)**	$750.00 - $7,500.00 + Service Reimbursement Fees	$500.00 - $2,500.00 + Service Reimbursement Fees
CULTURAL/COMMUNITY EVENTS	With out FOOD - $500.00 + UP With FOOD - $750.00 + UP	Without FOOD - $500.00 + UP With FOOD - $750.00 + UP
NON-PROFIT SPORTING EVENTS	FEES WILL BE ASSESSED ACCORDING TO THE NATURE AND THE SCOPE OF THE EVENT	FEES WILL BE ASSESSED ACCORDING TO THE NATURE AND THE SCOPE OF THE EVENT
LOUDSPEAKER/AMPLIFIED SOUND PERMIT	$100	$100
LUNCHTIME PROGRAMS **DANCE, MUSIC, LIBRARY/BOOK READING**	FEES WILL BE ASSESSED ACCORDING TO THE NATURE AND SCOPE OF THE EVENT AS OUTLINED ABOVE	TO BE PROGRAMMED BY THE MANAGEMENT COMPANY
EDUCATIONAL PROGRAMS	FEES WILL BE ASSESSED ACCORDING TO THE NATURE AND THE SCOPE OF THE EVENT	TO BE PROGRAMMED BY THE MANAGEMENT COMPANY
MISSION CREEK PARK SPACES		
PAVILION SPACE ONLY	$200.00 - $400.00 PER DAY + Service Reimbursement Fees $50 per hr	$200.00 - $400.00 PER DAY + Service Reimbursement Fees $50 per hr
NORTH PATIO	$25 PER HOUR W/RENTAL OF PAVILION INT.	$25 PER HOUR W/RENTAL OF PAVILION INT.

Budget Attachment 1

WEST PATIO	$25 PER HOUR W/RENTAL OF PAVILION INT.	$25 PER HOUR W/RENTAL OF PAVILION INT.
WEST PLAZA	$500 PER 4 HOUR	$500 PER 4 HOUR
MISSION CREEK PARK LAWN AREAS		
Central Lawn	$500 PER 4 HR - $125 PER HOUR	$500
Hilly Lawn	$500 PER 4 HR - $125 PER HOUR	$500
For Fundraising Walks – ALL of P1	n/a	$1200
For Corporate Events – ALL of P1 – BUT LEFT OPEN TO PUBLIC TO PASS THROUGH	$2000	n/a
AMPHITHEATER	$300 MIN. $75 PER HR.	$300 MIN. $75 PER HR.
SPORTS COURTS	2 HOUR MIN. – 4 HOUR MAX $25 PER HOUR – ½ COURTS $50 PER HOUR – VOLLEYBALL COURT $50 PER HOUR – FULL BASKETBALL COURT $50 PER HOUR – TENNIS COURT 2 hour min – 4 hour max for one day events	2 HOUR MIN. – 4 HOUR MAX $25 PER HOUR – ½ COURTS $50 PER HOUR – VOLLEYBALL COURT $50 PER HOUR – FULL BASKETBALL COURT $50 PER HOUR – TENNIS COURT 2 hour min – 4 hour max for one day events
LAWN AREAS AT SPORTS FACILITY	$150 PER HR.	$150 PER HR.
Picnic Table Reservations	$35 per table for 4 hrs.	
Birthday Party Packages	Please see attached Party Packages Rate Sheet – Attachment 4	
MISSION BAY COMMONS		
"P17" WITH STAGE	$750 for 4 hrs	$750 for 4 hrs
"P16" (3RD & MB BLVD)	$750 for 4 hrs	$750 for 4 hrs
Sports Camps/Personal Trainer Fees	Please see attached rate sheet – Attachment 5	N/A

See Service Reimbursement Fees Sheet for Service Reimbursement Fee Rates

See Rental Rates Sheet for Rental Rates

All permit fees are subject to a 10% administrative charge

(Updated 2016)

Service Reimbursement Fee Rate Sheet

Service Reimbursement Fees will be charged on a time and materials basis per the rates below on this page, plus an administrative charge, if those services are necessary for private events.

A Services Reimbursement Fee Estimate will be provided after the application for a private event is submitted, and once all details have been determined with Mission Bay staff. Permittee will be invoiced for actual Services Reimbursement Fee costs after event.

Services	Reimbursement Rates
Event Manager	**$45.00 per hour, 4 hour minimum**
Event Staff	**$40.00 per hour, 4 hour minimum**
Security	**$40.00 per hour, 4 hour minimum**
Janitorial	**$40.00 per hour, 4 hour minimum**
Site Engineer	**$80.00 per hour, 4 hour minimum**
Debris Container and Removal	**$100.00**

All service reimbursement fees are subject to a 10% Administration Charge

(Updated 2016)

Rental Fee Rate Sheet

Mission Bay Parks Staff is happy to assist in providing rental items for your event. Please see below for our rates for furniture, fixtures and equipment.

Item	Rental Rates
Tables, 6' long, both adult and child heights available.	$5.00 per table per day
Chairs, , both adult and child heights available.	$1.00 per chair per day
Large Screen T.V. (Rental inside Pavilion only)	$100.00 per day
Barricades	$7.50 per day
Tents- 10' by 10' canopies	$25.00 per day
Small Sound System	$150.00 per day
Large Sound System with Sound Engineer	$1500.00 per day
PORTABLE TRUSSING SYSTEM FOR BANNERS OR LIGHTING	$150.00 per day

All rental fees are subject to a 10% Administration Charge

Budget Attachment 1

Package Options for Children's Park Parties

Package A
$190
For up to 35 adults + children

Includes:
-2 Picnic Tables
-Permit to Gather
-On-site roving monitor
-No additional furniture

Package times:

9am-1pm or 2pm-6pm

Package B
$715

Includes:
-2 Picnic Tables
-Permit to Gather for up to 50 children & adults
-Up to 2 10'x10' canopies
-Up to 3 Tables
-Up to 18 Chairs
-Staff on-site to set-up/breakdown canopies, tables and chairs and monitor during party.

Package times:

9am-1pm or 2pm-6pm

Package C
$990

Includes:
2 Picnic Tables
Permit to Gather for up to 70 children & adults
Up to 3 10'x10' canopies
Up to 4 Tables
Up to 24 Chairs

Staff on-site to set-up/breakdown canopies, tables and chairs and monitor during party.

Package times:

9am-1pm or 2pm-6pm

All Applicants Must:

1. Complete Application forms
2. Provide a Certificate of Insurance for any rental or reservation of park property
3. Pay 7 days in advance of the event by check or money order

- No outside furniture without permit.
- No outside canopies permitted, unless from reputable professional tent rental company.
- No pets or animals in Children's Park.
- No alcohol or smoking allowed, No Exceptions.
- Parties of 25 or more must obtain a Permit to Gather.
- No Bounce Houses Permitted at Kids Park or Mariposa Park

MISSION BAY PARKS

Mission Creek Park permit fee schedule for personal trainers and boot camps

Class size	Monthly fee	Fee per additional class per month
	(up to 10 one hour classes per month)	
One on one	$40.00	$3.00
2-4 students	$60.00	$4.50
5-9 students	$80.00	$6.00
10-14 students	$120.00	$9.00
15-20 students	$150.00	$11.50
21-35 students	$180.00	$13.50

Class size	Monthly fee	Fee per additional class per month
	(up to 10 two hour classes per month)	
One on one	$60.00	$4.50
2-4 students	$90.00	$7.00
5-9 students	$120.00	$9.00
10-14 students	$180.00	$13.50
15-20 students	$225.00	$17.00
21-35 students	$270.00	$20.00

Class size	Individual class fees
One on one	$10.00
2-4 students	$12.50
5-9 students	$15.00
10-14 students	$17.50
15-20 students	$20.00
21-35 students	$22.50

Additional 10% administrative charge applies to above fees

OFFICE OF COMMUNITY INVESTMENT AND INFRASTRUCTURE (OCII)
(SUCCESSOR TO THE SAN FRANCISCO REDEVELOPMENT AGENCY)
DECLARATION FORM
Nondiscrimination in Contracts and Benefits

Section A

Is your company/organization currently certified by the City and County of San Francisco in compliance with Administrative Code 12B Equal Benefits Ordinance and will your company/organization ensure nondiscrimination in contracts and benefits pursuant to 12B on OCII contracts? If yes, please indicate below, skip Section B, and execute the Declaration in Section C. If no, please skip Section A and complete Sections B and C.

☑ My company/organization is certified and compliant with the 12B Equal Benefits Ordinance of the City and County of San Francisco and there has been no change in our 12B Declaration since certification. My company/organization agrees to ensure nondiscrimination in contracts and benefits pursuant to 12B on OCII contracts. (Please check box to affirm, if applicable)

Section B

1. Nondiscrimination—Protected Classes

a. Is it your company/organization's policy that you will not discriminate against your employees, applicants for employment, employees of the Office of Community Investment and Infrastructure (successor to the San Francisco Redevelopment Agency) (Agency), or City and County of San Francisco (City), or members of the public for the following reasons:

• Race	☑ Yes	☐ No
• color	☑ Yes	☐ No
• Creed	☑ Yes	☐ No
• Religion	☑ Yes	☐ No
• ancestry	☑ Yes	☐ No
• national origin	☑ Yes	☐ No
• Age	☑ Yes	☐ No
• sex	☑ Yes	☐ No
• sexual orientation	☑ Yes	☐ No
• gender identity	☑ Yes	☐ No
• marital status	☑ Yes	☐ No
• domestic partner status	☑ Yes	☐ No
• Disability	☑ Yes	☐ No
• AIDS or HIV status	☑ Yes	☐ No

b. Do you agree to insert a similar nondiscrimination provision in any subcontract you enter into for the performance of a substantial portion of the contract that you have with the Agency or the City?

☑ Yes ☐ No

If you answered "no" to any part of Question 1a or 1b, the Agency or the City cannot do business with you.

2. Nondiscrimination—Equal Benefits (Question 2 does not apply to subcontracts or subcontractors)

a. Do you provide, or offer access to, any benefits to employees with spouses or to spouses of employees?

☑ Yes ☐ No

b. Do you provide, or offer access to, any benefits to employees with domestic partners (Partners) or to domestic partners of employees?

☑ Yes ☐ No

If you answered "no" to both Questions 2a and 2b, skip 2c and 2d, and sign, date and return this form. If you answered "yes" to Question 2a or 2b, continue to 2c.

c. If "yes," please indicate which ones. This list is not intended to be exhaustive. Please list any other benefits you provide (even if the employer does not pay for them).

Benefit	Yes, for Spouses	Yes, for Partners	No
• Medical (health, dental, vision)	☑	☑	☐
• Pension	☐	☐	☑
• Bereavement	☐	☐	☑
• Family leave	☐	☐	☑
• Parental leave	☐	☐	☑
• Employee assistance programs	☐	☐	☑
• Relocation and travel	☐	☐	☑
• Company discounts, facilities, events	☐	☐	☑
• Credit union	☐	☐	☑
• Child care	☐	☐	☑
• Other _____	☐	☐	☑
• Other _____	☐	☐	☐

d. If you answered "yes" to Question 2a or 2b, and in 2c indicated that you do not provide equal benefits, you may still comply with the Policy if you have taken all reasonable measures to end discrimination in benefits, have been unable to do so, and now provide employees with a cash equivalent.

(1) Have you taken all reasonable measures? ☐ Yes ☐ No

(2) Do you provide a cash equivalent? ☐ Yes ☐ No

3. Documentation for Nondiscrimination in Benefits (Questions 2c and 2d only)

If you answered "yes" to any part of Question 2c or Question 2d, you must attach to this form those provisions of insurance policies, personnel policies, or other documents you have which verify your compliance with Question 2c or Question 2d. Please include the policy sections that list the benefits for which you indicated "yes" in Question 2c. If documentation does not exist, attach an explanation, e.g., some of your personnel policies are unwritten. If you answered "yes" to Question 2d(1) complete and attach form SFRA/CC-103, "Nondiscrimination in Benefits—Reasonable Measures Affidavit," which is available from the Agency. You need not document your "yes" answer to Question 1a or Question 1b.

Section C

I declare (or certify) under penalty of perjury that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this 14 day of DECEMBER, 20 15, at SAN FRANCISCO (City), CA. (State).

Name of Company/Organization: MJM MANAGEMENT GROUP

Doing Business As (DBA): _____

Also Known As (AKA): _____

General Address: 414 MASON ST. #501, S.F. CA 94102

Remittance Address (if different from above): _____

Name of Signatory: MARY J. McCUE (Please Print) Title: PRESIDENT/CEO

Signature: Mary J. McCue

Phone Number: (415) 477-2600 Federal Tax Identification Number: 94-3141456

Approximate number of employees in the U.S.: 90 Vendor Number: 33345 (if known)

☑ Check here if your address has changed.
☐ Check here if your organization is a non-profit.
☐ Check here if your organization is a governmental entity.

THIS FORM MUST BE RETURNED WITH THE ORIGINAL SIGNATURE

Please return this form to: Office of Community Investment and Infrastructure (successor to the San Francisco Redevelopment Agency), One South Van Ness Avenue, 5th Floor, San Francisco, CA 94103

ATTACHMENT D

SMALL BUSINESS ENTERPRISE AGREEMENT

The company or entity executing this Small Business Enterprise Agreement, by and through its duly authorized representative, hereby agrees to use good faith efforts to comply with all of the following:

I. PURPOSE. The purpose of entering into this Small Business Enterprise Program agreement ("**SBE Program**") is to establish a set of Small Business Enterprise ("SBE") participation goals and good faith efforts designed to ensure that monies are spent in a manner which provides SBEs with an opportunity to compete for and participate in contracts by or at the behest of the Successor Agency to the San Francisco Redevelopment Agency ("**Agency**") and/or the Agency-Assisted Contractor. A genuine effort will be made to give First Consideration to Project Area SBEs and San Francisco-based SBEs before looking outside of San Francisco.

II. APPLICATION. The SBE Program applies to all Contractors and their subcontractors seeking work on Agency-Assisted Projects on or after November 17, 2004 and any Amendment to a Pre-existing Contract.

III. GOALS. The Agency's SBE Participation Goals are:

CONSTRUCTION	**50%**
PROFESSIONAL SERVICES	**50%**
SUPPLIERS	**50%**

IV. TRAINEE HIRING GOAL. In addition to the goals set forth above in Section III, there is a trainee hiring goal for all design professionals (architects, engineers, planners, and environmental consultants) on contracts or subcontracts over $100,000. The trainee hiring goal requires architects, engineers and other design professionals only to hire qualified San Francisco residents as trainees. The trainee hiring goal is based upon the total amount of the design professional's contract as follows:

Trainees	**Design Professional Fees**
0	$ 0 – $99,000
1	$ 100,000 – $249,999
2	$ 250,000 – $499,999
3	$ 500,000 – $999,999
4	$1,000,000 – $1,499,999
5	$1,500,000 – $1,999,999
6	$2,000,000 - $4,999,999
7	$5,000,000 - $7,999,999
8	$8,000,000 – or more

A. Procedures For Trainee Hires

1. **Compliance with the Trainee Hiring Goal**

Design professionals will be deemed in compliance with this Agreement by meeting or exceeding the trainee hiring goal or by take the following steps in good faith towards compliance.

2. **Execution and Incorporation of this Agreement to Sub-agreements**

The Agency-Assisted Contractor shall execute this Agreement and shall incorporate by reference or attach this Agreement to its contract(s) with the architects, engineers and other design professionals. Thus, each design professional (regardless of tier) will be obligated to comply with the terms of this Agreement. The Agency-Assisted Contractor and/or the design professionals shall retain the executed Agreements and make them available to the Agency Compliance Officer upon request.

3. **Contact Educational Institutions**

Each design professional shall call the City and County of San Francisco Office of Economic and Workforce Development (OEWD) or educational institution(s) and request referrals for the required trainee positions. The request will indicate generally: (1) the number of trainees sought; (2) the required skills set (keeping in mind that these are trainee positions); (3) a brief description of job duties; (4) the duration of the trainee period; and (5) any other information that would be helpful or necessary for the educational institution or OEWD to make the referral. The minimum duration of assignment is part-time for one semester. However, design professionals are strongly encouraged to offer longer trainee employment periods to allow a more meaningful learning experience. (For example, a half-time or full-time assignment over the summer.) Although the initial contact shall be made by phone, the educational institution(s) or OEWD may require the design professionals to send a confirming letter or complete its form(s). Each design professional is required to timely provide all of the information requested by the OEWD or educational institution(s) in order to get the referrals.

4. **Response from Educational Institutions**

Each educational institution may have a different way of referring applicants, such as: sending resumes directly to the design professional; having the applicant contact the design professional by phone; require design professionals to conduct on-campus interviews; or some other method. The timing and method of the response will normally be discussed with the design professional during the initial phone request. The design professional is required to follow the process set by the educational institution(s) in order to get the referrals.

5. **Action by Design Professionals When Referrals Available**

The design professional shall interview each applicant prior to making the decision to hire or not to hire. The design professional shall make the final determination whether the applicant is qualified for the trainee position and the ultimate hiring decision. The Agency strongly encourages the design professional to hire a qualified San Francisco resident referred by the educational institution(s). The design professional shall notify the educational institution in writing of the hiring decision.

6. **Action by Design Professionals When Referrals Unavailable**

If after contacting two or more educational institutions the design professional is informed that no San Francisco residents are currently available, then the design professional should wait thirty (30) days and contact the educational institutions a second time to inquire whether qualified San Francisco residents are currently available for hire as trainees. If no qualified San Francisco residents are currently available after the second request, then the design professional has fulfilled its obligation under this Agreement, provided that the design professional has acted in good faith. The design professional must retain its file on all of the steps it took to comply with this Section IV and submit a copy of its file to the Agency Compliance Officer upon request.

7. **Action by Design Professional When No Response From Educational Institutions**

If a design professional has not received a response to its request for referrals from any of the

educational institutions within five (5) business days after the design professional has fully complied with the procedures, if any, set by the educational institution(s) for obtaining referrals, then the design professional should immediately advise the Agency Compliance Officer by phone, fax or email. The Agency Compliance Officer or his/her designee shall cause the educational institution(s) to respond to the design professional within five (5) business days of the Agency Compliance Officer being notified. If the design professional still has not received a response from the educational institution(s) after this additional five (5) business day period has run, then the design professional has fulfilled its obligation under this Section IV, provided that the design professional has acted in good faith. Each design professional must retain its file on all of the steps it took to comply with this Agreement and submit a copy of its file to the Agency Compliance Officer upon request.

8. **Termination of Trainee for Cause**

If at any time during the Term, it becomes necessary to terminate for cause a trainee who was hired under this Agreement and the design professional has not met the minimum duration requirements under this policy, then the design professional shall hire a new trainee by following the process set forth above.

B. Reporting Requirements For Trainee Hires

1. **Reporting**

Upon completion of the Term of the Agreement or the term of the design professional's contract with the Agency-Assisted Contractor, whichever is less, the design professional (i.e. Employer) shall fax or email a report to the Agency Compliance Officer stating in detail: (1) the names of the San Francisco resident(s) interviewed for trainee positions; (2) the date(s) of each interview; (3) the reasons for not hiring the San Francisco resident(s) interviewed; (4) the name, address, gender and racial/ethnic background of the successful candidate for the trainee position; and (5) the number of San Francisco residents hired as trainees.

2. **Report on Terminations**

In the event a San Francisco resident hired pursuant to this Agreement is terminated for cause, the responsible design professional shall within five (5) days fax or email a termination report to the Agency Compliance Officer stating in detail: (1) the name of the trainee(s) terminated; (2) his/her job title and duties; (3) the reasons and circumstances leading to the termination(s); and (4) whether the design professional replaced the trainee(s).

V. TERM. The obligations of the Agency-Assisted Contractor and/or Contractor(s) with respect to SBE Program shall remain in effect until completion of all work to be performed by the Agency-Assisted Contractor in connection with the original construction of the site and any tenant improvements on the site performed by or at the behest of the Agency-Assisted Contractor unless another term is specified in the Agency-Assisted Contract or Contract.

VI. FIRST CONSIDERATION. First consideration will be given by the Agency or Agency-Assisted Contractor in awarding contracts in the following order: (1) Project Area SBEs, (2) San Francisco-based SBEs (outside an Agency Project or Survey Area, but within San Francisco), and (3) Non-San Francisco-based SBEs. Non-San Francisco-based SBEs should be used to satisfy participation goals only if Project Area SBEs or San Francisco-based SBEs are not available, qualified, or if their bids or fees are significantly higher than those of non-San Francisco-based SBEs.

VII. ASSOCIATIONS AND JOINT VENTURES (JV). OCII will recognize JVs and Associations between non-SBE firms and SBE firms where the SBE partner performs at least 35% of the work defined in the JV or Association agreement, and receives at least 35% (or a proportionate share, whichever is higher) of the dollars to be earned by the JV or Association. Under this arrangement, OCII will deem the JV or Association to be an SBE for the purposes of meeting the SBE goal. Due to the technical nature of the disciplines and the various standards of each industry, OCII will not require a standardized agreement. However, each JV and Association agreement must be in writing and contain, at a minimum, the following terms:

- Define the management of the agreement between the parties;
- Define the technical and managerial responsibilities of each party;
- Define the scope of work to be performed by each party, and where possible identify the percentage and break-down of scope of work for each party;
- Identify any additional subcontractors or consultants that will perform the work under the agreement;
- Define the schedule, duration, and deliverable of the agreement;
- Detail the fee schedule, fee breakdown, or division of compensation;
- Specify insurance requirements and/or if each party shall maintain its own insurance;
- Specify how additional work or changes in scope shall be negotiated or determined and which party shall be responsible for notifying OCII of the changes;
- Specify how claims and disputes will be resolved.

A copy of the JV or Association agreement must be provided to OCII for approval in order for the JV or Association to be recognized.

VIII. CERTIFICATION. The Agency no longer certifies SBEs but instead relies on the information provided in other public entities' business certifications to establish eligibility for the Agency's program. Only businesses certified by the Agency as SBEs whose certification has not expired and economically disadvantaged businesses that meet the Agency's SBE Certification Criteria will be counted toward meeting the participation goals. The SBE Certification Criteria are set forth in the SBE Policy.

IX. INCORPORATION. Each contract between the Agency, Agency-Assisted Contractor or Contractor on the one hand, and any subcontractor on the other hand, shall physically incorporate as an attachment or exhibit and make binding on the parties to that contract, a true and correct copy of this SBE Agreement.

X. DEFINITIONS. Capitalized terms not otherwise specifically defined in this SBE Agreement have the meaning set forth in the Agency's SBE Policy adopted on November 16, 2004 and amended on July 21, 2009 ("**Policy**") or as defined in the Agency-Assisted Contract or Contract. In the event of a conflict in the meaning of a defined term, the SBE Policy shall govern over the Agency-Assisted Contract or Contract which in turn shall govern over this SBE Agreement.

Affiliates means an affiliation with another business concern is based on the power to control, whether exercised or not. Such factors as common ownership, common management and identity of interest (often found in members of the same family), among others, are indicators of affiliation. Power to control exists when a party or parties have 50 percent or more ownership. It may also exist with considerably less than 50 percent ownership by contractual arrangement or when one or more parties own a large share compared to other parties. Affiliated business concerns need not be in the same line of business.

Agency-Assisted Contract means, as applicable, the Development and Disposition Agreement ("**DDA**"), Land Disposition Agreement ("**LDA**"), Lease, Loan and Grant Agreements, and other similar contracts, and agreement that the Agency executed with for-profit or non-profit entities.

Agency-Assisted Contractor means any person(s), firm, partnership, corporation, or combination thereof, who is negotiating or has executed an Agency-Assisted Contract.

Agency Contract means personal services contracts, purchase requisitions, and other similar contracts and operations agreements that the Agency executes with for-profit or non-profit entities.

Amendment to a Pre-existing Contract means a material change to the terms of any contract, the term of which has not expired on or before the date that this Small Business Enterprise Policy ("SBE Policy") takes effect, but shall not include amendments to decrease the scope of work or decrease the amount to be paid under a contract.

Annual Receipts means "total income" (or in the case of a sole proprietorship, "gross income") plus "cost of goods sold" as these terms are defined and reported on Internal Revenue Service tax return forms. The term does not include net capital gains or losses; taxes collected for and remitted to a taxing authority if included in gross or total income, such as sales or other taxes collected from customers and excluding taxes levied on the concern or its employees; proceeds from transactions between a concern and its domestic or foreign affiliates; and amounts collected for another by a travel agent, real estate agent, advertising agent, conference management service provider, freight forwarder or customs broker For size determination purposes, the only exclusions from receipts are those specifically provided for in this paragraph. All other items, such as subcontractor costs, reimbursements for purchases a contractor makes at a customer's request, and employee-based costs such as payroll taxes, may not be excluded from receipts. Receipts are averaged over a concern's latest three (3) completed fiscal years to determine its average annual receipts. If a concern has not been in business for three (3) years, the average weekly revenue for the number of weeks the concern has been in business is multiplied by 52 to determine its average annual receipts.

Arbitration Party means all persons and entities who attend the arbitration hearing pursuant to Section XIII, as well as those persons and entities who are subject to a default award provided that all of the requirements in Section XIII.L. have been met.

Association means an agreement between two parties established for the purpose of completing a specific task or project. The associate agreement shall provide the SBE associate a significant project management role and the SBE associate shall be recognized in marketing and collateral material. The Association shall be distinguished from traditional subcontracting arrangements via a written Association agreement that defines the management of the agreement, technical and managerial responsibilities of the parties, and defined scopes and percentages of work to be performed by each party with its own resources and labor force. Unlike the more formal Joint Venture, an Association does not require formation of a new business enterprise between the parties. The Associate agreement shall contain, at a minimum, provisions required by Section VII and be subject to OCII approval.

Commercially Useful Function means that the business is directly responsible for providing the materials, equipment, supplies or services in the City and County of San Francisco ("City") as required by the solicitation or request for quotes, bids or proposals. Businesses that engage in the business of providing brokerage, referral or temporary employment services shall not be deemed to perform a "commercially useful function" unless the brokerage, referral or temporary employment services are required and sought by the Agency.

Contract means any agreement between the Agency and a person(s), firm, partnership, corporation, or combination thereof, to provide or procure labor, supplies or services to, for, or on behalf of the Agency.

Contractor means any person(s), firm, partnership, corporation, or combination thereof, who is negotiating or has executed a Contract.

Joint Venture means an entity established between two parties for the purposes of completing a venture or project. The Joint Venture agreement typically creates a separate business entity and requires acquisition of additional insurance for the newly created joint business entity. The Joint Venture agreement shall contain, at a minimum, provisions required by Section VII and be subject to OCII approval.

Non-San Francisco-based Small Business Enterprise means a SBE that has fixed offices located outside the geographical boundaries of the City.

Office" or "Offices means a fixed and established place(s) where work is performed of a clerical, administrative, professional or production nature directly pertinent to the business being certified. A temporary location or movable property or one that was established to oversee a project such as a construction project office does not qualify as an "office" under this SBE Policy. Work space provided in exchange for services (in lieu of monetary rent) does not constitute an "office." The office is not required to be the headquarters for the business but it must be capable of providing all the services to operate the business for which SBE certification is sought. An arrangement for the right to use office space on an "as needed" basis where there is no office exclusively reserved for the business does not qualify as an office. The prospective SBE must submit a rental agreement for the office space, rent receipt or cancelled checks for rent payments. If the office space is owned by the prospective SBE, the business must submit property tax or a deed documenting ownership of the office.

Project Area Small Business Enterprise means a business that meets the above-definition of Small Business Enterprise and that: (a) has fixed offices located within the geographical boundaries of a Redevelopment Project or Survey Area where a commercially useful function is performed; (b) is listed in the Permits and License Tax Paid File with a Project Area or Survey Area business street address; (c) possesses a current Business Tax Registration Certificate at the time of the application for certification as a SBE; (d) has been located and doing business in a Project Area or Survey Area for at least six months preceding its application for certification as a SBE; and (e) has a Project Area or Survey Area office in which business is transacted that is appropriately equipped for the type of business for which the enterprise seeks certification as a SBE. Post office box numbers of residential addresses alone shall not suffice to establish a firms' location in a Project Area or Survey Area.

Project Area means an area of San Francisco that meets the requirements under Community Redevelopment Law, Health and Safety Code Section 33320.1. These areas currently include the Bayview Industrial Triangle, Bayview Hunters Point (Area B), Hunters Point Shipyard, Mission Bay (North), Mission Bay (South), Rincon Point/South Beach, South of Market, and Transbay.

San Francisco-based Small Business Enterprise means a SBE that: (a) has fixed offices located within the geographical boundaries of the City where a commercially useful function is performed; (b) is listed in the Permits and License Tax Paid File with a San Francisco business street address; (c) possesses a current Business Tax Registration Certificate at the time of the application for certification as a SBE; (d) has been located and doing business in the City for at least six months preceding its application for certification as a SBE; and (e) has a San Francisco office in which business is transacted that is appropriately equipped for the type of business for which the enterprise seeks certification as a

SBE. Post office box numbers or residential addresses alone shall not suffice to establish a firm's status as local.

Small Business Enterprise (SBE) means an economically disadvantaged business that: is an independent and continuing business for profit; performs a commercially useful function; is owned and controlled by persons residing in the United States or its territories; has average gross annual receipts in the three years immediately preceding its application for certification as a SBE that do not exceed the following limits:

Industry	OCII SBE Size Standard
Construction Contractors	$20,000,000
Specialty Construction Contractors	$14,000,000
Suppliers (goods/materials/ equipment and general services)	$10,000,000
Professional Services	$2,500,000
Trucking	$3,500,000

In addition, an economically disadvantaged business shall meet the other certification criteria described in Exhibit I of the SBE Policy in order to be considered an SBE by the Agency.

In order to determine whether or not a firm meets the above economic size definitions, the Agency will use the firm's three most recent business tax returns (i.e., 1040 with Schedule C for Sole Proprietorships, 1065s with K-1s for Partnerships, and 1120s for Corporations) to calculate the firm's three year average annual gross receipts. In addition, the calculation of a firm's size shall include the receipts of all affiliates.

Once a business reaches the 3-year average size threshold for the applicable industry the business ceases to be economically disadvantaged, it is not an eligible SBE and it will not be counted towards meeting SBE contracting requirements (or goals).

Specialty Construction Contractor means a contractor licensed by the Contractors State License Board under the "C" classification license pursuant to California Business and Professions Code Section 7058.

Survey Area means an area of San Francisco that meets the requirements of the Community Redevelopment Law, Health and Safety Code Section 33310. These areas currently include the Bayview Hunters Point Redevelopment Survey Area C.

XI. GOOD FAITH EFFORTS TO MEET SBE GOALS Compliance with the following steps will be the basis for determining if the Agency-Assisted Contractor and/or Consultant has made good faith efforts to meet the goals for SBEs:

A. **Outreach**. Not less than 30 days prior to the opening of bids or the selection of contractors, the Agency-Assisted Contractor or Contractor shall:

1. **Advertise**. Advertise for SBEs interested in competing for the contract, in general circulation media, trade association publications, including timely use of the ***Bid and Contract Opportunities*** newsletter published by the City and County of San Francisco Purchasing Department and

media focused specifically on SBE businesses such as the ***Small Business Exchange***, of the opportunity to submit bids or proposals and to attend a pre-bid meeting to learn about contracting opportunities.

2. **Request List of SBEs**. Request from the Agency's Contract Compliance Department a list of all known SBEs in the pertinent field(s), particularly those in the Project and Survey Areas and provide written notice to all of them of the opportunity to bid for contracts and to attend a pre-bid or pre-solicitation meeting to learn about contracting opportunities.

B. Pre-Solicitation Meeting. For construction contracts estimated to cost $5,000 or more, hold a pre-bid meeting for all interested contractors not less than 15 days prior to the opening of bids or the selection of contractors for the purpose answering questions about the selection process and the specifications and requirements. Representatives of the Contract Compliance Department will also participate.

C. Follow-up. Follow up initial solicitations of interest by contacting the SBEs to determine with certainty whether the enterprises are interested in performing specific items involved in work.

D. Subdivide Work. Divide, to the greatest extent feasible, the contract work into small units to facilitate SBE participation, including, where feasible, offering items of the contract work which the Contractor would normally perform itself.

E. Provide Timely and Complete Information. The Agency-Assisted Contractor or Contractor shall provide SBEs with complete, adequate and ongoing information about the plans, specifications and requirements of construction work, service work and material supply work. This paragraph does not require the Agency-Assisted Contractor or Contractor to give SBEs any information not provided to other contractors. This paragraph does require the Agency Assisted Contractor and Contractor to answer carefully and completely all reasonable questions asked by SBEs and to undertake every good faith effort to ensure that SBEs understand the nature and the scope of the work.

F. Good Faith Negotiations. Negotiate with SBEs in good faith and demonstrate that SBEs were not rejected as unqualified without sound reasons based on a thorough investigation of their capacities.

G. Bid Shopping Prohibited. Prohibit the shopping of the bids. Where the Agency-Assisted Contractor or Contractor learns that bid shopping has occurred, it shall treat such bid shopping as a material breach of contract.

H. Other Assistance. Assist SBEs in their efforts to obtain bonds, lines of credit and insurance. (Note that the Agency has a Surety Bond Program that may assist SBEs in obtaining necessary bonding.) The Agency-Assisted Contractor or Contractor(s) shall require no more stringent bond or insurance standards of SBEs than required of other business enterprises.

I. Delivery Scheduling. Establish delivery schedules which encourage participation of SBEs.

J. Utilize SBEs as Lower Tier Subcontractors. The Agency-Assisted Contractor and its Contractor(s) shall encourage and assist higher tier subcontractors in undertaking good faith efforts to utilize SBEs as lower tier subcontractors.

K. Maximize Outreach Resources. Use the services of SBE associations, federal, state and local SBE assistance offices and other organizations that provide assistance in the recruitment and

placement of SBEs, including the Small Business Administration and the Business Development Agency of the Department of Commerce. However, only SBEs certified by the Agency shall count towards meeting the participation goal.

L. **Replacement of SBE.** If during the term of this SBE Agreement, it becomes necessary to replace any subcontractor or supplier, the Agency's Contract Compliance Specialist should be notified prior to replacement due to the failure or inability of the subcontractor or supplier to perform the required services or timely delivery the required supplies, then First Consideration should be given to a certified SBE, if available, as a replacement.

XII. ADDITIONAL PROVISIONS

A. **No Retaliation.** No employee shall be discharged or in any other manner discriminated against by the Agency-Assisted Contractor or Contractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding under or relating to enforcement of this Agreement.

B. **No Discrimination.** There shall be no discrimination against or segregation of any person, or group of persons, on account of race, color, religion, creed, national origin or ancestry, sex, gender identity, age, marital or domestic partner status, sexual orientation or disability (including HIV or AIDS status) in the performance of an Agency-Assisted Contract or Contract. The Agency-Assisted Contractor or Contractor will ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, creed, national origin or ancestry, sex, gender identity, age, marital or domestic partner status, sexual orientation or disability (including HIV or AIDS status) or other protected class status. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship; and provision of any services or accommodations.

C. **Compliance with Prompt Payment Statute.** Construction contracts and subcontracts awarded for $5,000 or more shall contain the following provision:

> "Amounts for work performed by a subcontractor shall be paid within seven (7) days of receipt of funds by the contractor, pursuant to California Business and Professions Code Section 7108.5 *et seq*. Failure to include this provision in a subcontractor or failure to comply with this provision shall constitute an event of default which would permit the Agency to exercise any and all remedies available to it under contract, at law or in equity."

In addition to and not in contradiction to the Prompt Payment Statute (California Business and Professions Code Section 7108.5 *et seq*.), if a dispute arises which would allow a Contractor to withhold payment to a subcontractor due to a dispute, the Contractor shall only withhold that amount which directly relates to the dispute and shall promptly pay the remaining undisputed amount, if any.

D. **Submission Of Electronic Certified Payrolls**. For any Agency-Assisted Contract which requires the submission of certified payroll reports, the requirements of Section VII of the Agency's Small Business Enterprise Policy shall apply. Please see the Small Business Enterprise Policy for more details.

XIII. PROCEDURES

A. **Notice to Agency**. The Agency-Assisted Contractor or Contractor(s) shall provide the Agency with the following information within 10 days of awarding a contract or selecting subconsultant:

1. the nature of the contract, e.g. type and scope of work to be performed;
2. the dollar amount of the contract;
3. the name, address, license number, gender and ethnicity of the person to whom the contract was awarded; And
4. SBE status of each subcontractor or subconsultant.

B. **Affidavit**. If the Agency-Assisted Contractor or Contractor(s) contend that the contract has been awarded to a SBE, the Agency-Assisted Contractor or Contractor(s) shall, at the same time also submit to the Agency a SBE Application for Certification and its accompanying Affidavit completed by the SBE owner. However, a SBE that was previously certified by the Agency shall submit only the short SBE Eligibility Statement.

C. **Good Faith Documentation**. If the 50% SBE Participation Goals are not met in each category (Construction, Professional Services and Suppliers), the Agency-Assisted Contractor or Contractor(s) shall meet and confer with the Agency at a date and time set by the Agency. If the issue of the Agency-Assisted Contractor's or Contractor's good faith efforts is not resolved at this meeting, the Agency-Assisted Contractor or Contractor shall submit to the Agency within five (5) days, a declaration under penalty of perjury containing the following documentation with respect to the good faith efforts ("**Submission**"):

1. A report showing the responses, rejections, proposals and bids (including the amount of the bid) received from SBEs, including the date each response, proposal or bid was received. This report shall indicate the action taken by the Agency-Assisted Contractor or Contractor(s) in response to each proposal or bid received from SBEs, including the reasons(s) for any rejections.

2. A report showing the date that the bid was received, the amount bid by and the amount to be paid (if different) to the non-SBE contractor that was selected. If the non-SBE contractor who was selected submitted more than one bid, the amount of each bid and the date that each bid was received shall be shown in the report. If the bidder asserts that there were reasons other than the respective amounts bid for not awarding the contract to an SBE, the report shall also contain an explanation of these reasons.

3. Documentation of advertising for and contacts with SBEs, contractor associations or development centers, or any other agency which disseminates bid and contract information to small business enterprises.

4. Copies of initial and follow-up correspondence with SBEs, contractor associations and other agencies, which assist SBEs.

5. A description of the assistance provided SBE firms relative to obtaining and explaining plans, specifications and contract requirements.

6. A description of the assistance provided to SBEs with respect to bonding, lines of credit, etc.

7. A description of efforts to negotiate or a statement of the reasons for not negotiating with SBEs.

8. A description of any divisions of work undertaken to facilitate SBE participation.

9. Documentation of efforts undertaken to encourage subcontractors to obtain small business enterprise participation at a lower tier.

10. A report which shows for each private project and each public project (without a SBE program) undertaken by the bidder in the preceding 12 months, the total dollar amount of the contract and the percentage of the contract dollars awarded to SBEs and the percentage of contract dollars awarded to non-SBEs.

11. Documentation of any other efforts undertaken to encourage participation by small business enterprises.

D. Presumption of Good Faith Efforts. If the Agency-Assisted Contractor or Contractor(s) achieves the Participation Goals, it will not be required to submit Good Faith Effort documentation.

E. Waiver. Any of the SBE requirements may be waived if the Agency determines that a specific requirement is not relevant to the particular situation at issue, that SBEs were not available, or that SBEs were charging an unreasonable price.

F. SBE Determination. The Agency shall exercise its reasonable judgment in determining whether a business, whose name is submitted by the Agency-Assisted Contractor or Contractor(s) as a SBE, is owned and controlled by a SBE. A firm's appearance in any of the Agency's current directories will be considered by the Agency as prima facie evidence that the firm is a SBE. Where the Agency-Assisted Contractor or Contractor(s) makes a submission the Agency shall make a determination, as to whether or not a business which the Agency-Assisted Contractor or Contractor(s) claims is a SBE is in fact owned and controlled by San Francisco-based SBEs. If the Agency determines that the business is not a SBE, the Agency shall give the Agency-Assisted Contractor or Contractor a Notice of Non-Qualification and provide the Agency-Assisted Contractor or Contractor with a reasonable period (not to exceed 20 days) in which to meet with the Agency and if necessary make a Submission, concerning its good faith efforts. If the Agency-Assisted Contractor or Contractor disagrees with the Agency's Notice of Non-Qualification, the Agency-Assisted Contractor or Contractor may request arbitration pursuant to Section XIII.

G. Agency Investigation. Where the Agency-Assisted Contractor or Contractor makes a Submission and, as a result, the Agency has cause to believe that the Agency-Assisted Contractor or Contractor has failed to undertake good faith efforts, the Agency shall conduct an investigation, and after affording the Agency-Assisted Contractor or Contractor notice and an opportunity to be heard, shall recommend such remedies and sanctions as it deems necessary to correct any alleged violation(s). The Agency shall give the Agency-Assisted Contractor or Contractor a written Notice of Non-Compliance setting forth its findings and recommendations. If the Agency-Assisted Contractor or Contractor disagrees with the findings and recommendations of the Agency as set forth in the Notice of Non-Compliance, the Agency-Assisted Contractor or Contractor may request arbitration pursuant to this SBE Agreement.

XIV. ARBITRATION OF DISPUTES.

A. Arbitration by AAA. Any dispute regarding this SBE Agreement shall be determined by arbitration through the American Arbitration Association, San Francisco, California office ("AAA") in accordance with the Commercial Rules of the AAA then applicable, but subject to the further revisions thereof. The arbitration shall take place in the City and County of San Francisco.

B. Demand for Arbitration. Where the Agency-Assisted Contractor or Contractor disagrees with the Agency's Notice of Non-Qualification or Notice of Non-Compliance, **the Agency-Assisted Contractor or Contractor shall have seven (7) business days, in which to file a Demand for Arbitration,** unless otherwise stipulated by the parties. The Demand for Arbitration shall contain at a minimum: (1) a cover letter demanding arbitration under this provision and identifying any entities believed to be involved in the dispute; (2) a copy of the Notice of Non-Qualification or Notice of Non-Compliance; and (3) any written response to the Notice of Non-Qualification or Notice of Non-Compliance. If the Agency-Assisted Contractor and Contractor fail to file a timely Demand for Arbitration, the Agency-Assisted Contractor and Contractor shall be deemed to have accepted and to be bound by the finding of Non-Qualification or the findings and recommendations contained in the Notice of Non-Compliance.

C. Parties' Participation. The Agency and all persons or entities who have a contractual relationship affected by the dispute shall be made an Arbitration Party. Any such person or entity not made an Arbitration Party in the Demand for Arbitration may intervene as an Arbitration Party and in turn may name any other such person or entity as an Arbitration Party, provided however, that the Agency-Assisted Contractor or Contractor made an initial timely Demand for Arbitration pursuant to Section XIII.B. above.

D. Agency Request to AAA. Within seven (7) business days after service of a Demand for Arbitration, the Agency shall transmit to AAA a copy of the Demand for Arbitration, the Notice of Non-Qualification or Notice of Non-Compliance, and any written response thereto from the affected party. Such material shall be made part of the arbitration record.

E. Selection of Arbitrator. One arbitrator shall arbitrate the dispute. The arbitrator shall be selected from the panel of arbitrators from AAA by the parties to the arbitration in accordance with the AAA rules. The parties shall act diligently in this regard. If the Arbitration Parties fail to agree on an arbitrator within seven (7) days from the receipt of the panel, AAA shall appoint the arbitrator. A condition to the selection of any arbitrator shall be that person's agreement to render a decision within ninety (90) days from the arbitrator's fulfillment of the disclosure requirements set forth in California Code of Civil Procedure Section 1281.9.

F. Setting of Arbitration Hearing. A hearing shall be held within ninety (90) days of the date of the filing of the Request, unless otherwise agreed by the parties. The arbitrator shall set the date, time and place for the arbitration hearing(s) within the prescribed time periods by giving notice by hand delivery or first class mail to each Arbitration Party.

G. Discovery. In arbitration proceedings hereunder, discovery shall be permitted in accordance with Code of Civil Procedure §1283.05.

H. Burden of Proof. The burden of proof with respect to SBE status and/or Good Faith Efforts shall be on the Agency-Assisted Contractor and/or Contractor. The burden of proof as to all other alleged breaches by the Agency-Assisted Contractor and/or Contractor shall be on the Agency.

I. **California Law Applies.** Except where expressly stated to the contrary in this SBE Agreement, California law, including the California Arbitration Act, Code of Civil Procedure §§ 1280 through 1294.2, shall govern all arbitration proceedings.

J. **Arbitration Remedies and Sanctions.** The arbitrator may impose only the remedies and sanctions set forth below:

1. Order specific, reasonable actions and procedures, in the form of a temporary restraining order, preliminary injunction or permanent injunction, to mitigate the effects of the non-compliance and/or to bring any non-compliant Arbitration Party into compliance.

2. Require any Arbitration Party to refrain from entering into new contracts related to work covered by the Agency-Assisted Contract or this SBE Agreement, or from granting extensions or other modifications to existing contracts related to services covered by the Agency-Assisted Contract or this SBE Agreement, other than those minor modifications or extensions necessary to enable compliance with this SBE Agreement.

3. Direct any Arbitration Party to cancel, terminate, suspend or cause to be cancelled, terminated or suspended, any contract or portion(s) thereof for failure of any party to the arbitration to comply with any of the SBE Program requirements in the Agency-Assisted Contract or this SBE Agreement. Contracts may be continued upon the condition that a program for future compliance is approved by the Agency.

4. If any Arbitration Party is found to be in willful breach of its obligations hereunder, the arbitrator may impose a monetary sanction not to exceed Fifty Thousand Dollars ($50,000.00) or ten percent (10%) of the base amount of the breaching party's contract, whichever is less, for each such willful breach; provided that, in determining the amount of any monetary sanction to be assessed, the arbitrator shall consider the financial capacity of the breaching party. No monetary sanction shall be imposed pursuant to this paragraph for the first willful breach of this SBE Agreement unless the breaching party has failed to cure after being provided notice and a reasonable opportunity to cure. Monetary sanctions may be imposed for subsequent willful breaches by any Arbitration Party whether or not the breach is subsequently cured. For purposes of this paragraph, "willful breach" means a knowing and intentional breach.

5. Direct any Arbitration Party to produce and provide to the Agency any records, data or reports which are necessary to determine if a violation has occurred and/or to monitor the performance of any Arbitration Party.

K. **Arbitrator's Decision.** The arbitrator shall make his or her award within twenty (20) days after the date that the hearing is completed; provided that where a temporary restraining order is sought, the arbitrator shall make his or her award not later than twenty-four (24) hours after the hearing on the motion. The arbitrator shall send the decision by certified or registered mail to each Arbitration Party.

L. **Default Award; No Requirement to Seek an Order Compelling Arbitration.** The arbitrator may enter a default award against any person or entity who fails to appear at the hearing, provided that: (1) said person or entity received actual notice of the hearing; and (2) the complaining party has a proof of service for the absent person or entity. In order to obtain a default award, the complaining party need not first seek or obtain an order to arbitrate the controversy pursuant to Code of Civil Procedure §1281.2.

M. **Arbitrator Lacks Power to Modify.** Except as otherwise provided, the arbitrator shall

have no power to add to, subtract from, disregard, modify or otherwise alter the terms of the Agency-Assisted Contract, this SBE Agreement or any other agreement between the Agency, the Agency-Assisted Contractor or Contractor or to negotiate new agreements or provisions between the parties.

N. **Jurisdiction/Entry of Judgment.** The inquiry of the arbitrator shall be restricted to the particular controversy which gave rise to the Demand for Arbitration. A decision of the arbitrator issued hereunder shall be final and binding upon all Arbitration Parties. The non-prevailing Arbitration Party(ies) shall pay the arbitrator's fees and related costs of arbitration (or reimburse the Arbitration Parties that advanced such arbitration fees and costs). Each Arbitration Party shall pay its own attorneys' fees, provided, however, that attorneys' fees may be awarded to the prevailing party if the arbitrator finds that the arbitration action was instituted, litigated, or defended in bad faith. Judgment upon the arbitrator's decision may be entered in any court of competent jurisdiction.

O. **Exculpatory Clause.** Agency-Assisted Contractor or Contractor (regardless of tier) expressly waive any and all claims against the Agency for damages, direct or indirect, including, without limitation, claims relative to the commencement, continuance and completion of construction and/or providing professional and consulting services ("the Work"). Agency-Assisted Contractor or Contractor (regardless of tier) acknowledge and agree that the procedures set forth herein for dealing with alleged breaches or failure to comply with the obligations and requirements of this SBE Agreement are reasonable and have been anticipated by the parties in securing financing, in inviting, submitting and receiving bids and proposals for the planning, design and construction of the improvements and in determining the times for commencement and completion of the planning, design and construction and/or for providing consulting, professional or personal services.

P. **Severability**. The provisions of this SBE Agreement are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of this SBE Agreement or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of this SBE Agreement or the validity of their application to other persons or circumstances.

Q. **Arbitration Notice:** BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS SUCH RIGHTS ARE SPECIFICALLY INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.

WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE "ARBITRATION OF DISPUTES" PROVISION TO NEUTRAL ARBITRATION.

_____	Mary J. McCue
Agency	Agency-Assisted Contractor

XV. AGREEMENT EXECUTION

I, hereby certify that I have authority to execute this SBE Agreement on behalf of the business, organization or entity listed below and that it will use good faith efforts to comply with the Agency's 50% SBE Participation Goals. I declare under penalty of perjury under the laws of the State of California that the above statement is true and correct.

Mary J. McCue
Signature

DECEMBER 14, 2015
Date

MARY J. McCUE
Print Your Name

PRESIDENT / CEO
Title

MJM MANAGEMENT GROUP (415) 477-2600
Company Name and Phone Number

PREVAILING WAGE PROVISIONS
(LABOR STANDARDS)

1. **Applicability**. These Prevailing Wage Provisions (hereinafter referred to as "Labor Standards") apply to any and all contracts for construction, alteration, demolition, installation, repair, or maintenance of public facilities or improvements.

2. **All Contracts and Subcontracts for construction and construction-related improvements shall contain the Labor Standards.**

   (a) All specifications relating to the construction of the improvements shall contain these Labor Standards and the Contractor shall have the responsibility to assure that all contracts and subcontracts, regardless of tier, incorporate by reference the specifications containing these Labor Standards. If for any reason said Labor Standards are not included, the Labor Standards shall nevertheless apply. The Contractor shall supply the Agency with true copies of each contract relating to the construction of the improvements showing the specifications that contain these Labor Standards promptly after due and complete execution thereof and before any work under such contract commences. Failure to do shall be a violation of these Labor Standards.

3. **Definitions**. The following definitions shall apply for purposes of this Attachment 1.2:

   (a) "Contractor" is the Contractor if permitted by law to act as a contractor, the general contractor, and any contractor as well as any subcontractor of any tier subcontractor having a contract or subcontract that exceeds $10,000, and who employs Laborers, Mechanics, working foremen, and security guards to perform the construction on all or any part of the improvements.

   (b) "Laborers" and "Mechanics" are all persons providing labor to perform the construction, including working foremen and security guards.

   (c) "Working foreman" is a person who, in addition to performing supervisory duties, performs the work of a Laborer or Mechanic during at least 20 percent of the work week.

4. **Prevailing Wage**.

   (a) All Laborers and Mechanics employed in the construction of the improvements will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by §5) the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at the time of payment computed at rates not less than those contained in the General Prevailing Wage Determination (hereinafter referred to as the "Wage

Determination") made by the Director of Industrial Relations pursuant to California Labor Code Part 7, Chapter 1, Article 2, sections 1770, 1773 and 1773.1, regardless of any contractual relationship which may be alleged to exist between the Contractor and such Laborers and Mechanics. A copy of the applicable Wage Determination is on file in the offices of the Agency.

All Laborers and Mechanics shall be paid the appropriate wage rate and fringe benefits for the classification of work actually performed, without regard to skill. Laborers or Mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein provided that the Contractor's payroll records accurately set forth the time spent in each classification in which work is performed.

(b) Whenever the wage rate prescribed in the Wage Determination for a class of Laborers or Mechanics includes a fringe benefit which is not expressed as an hourly rate, the Contractor shall either pay the benefit in the manner as stated therein i.e. the vacation plan, the health benefit program, the pension plan and the apprenticeship program, or shall pay an hourly cash equivalent thereof.

(c) If the Contractor does not make payments to a trustee or other third person, the Contractor may consider as part of the wages of any Laborer or Mechanic the amount of any costs reasonably anticipated in providing benefits under a plan or program of a type expressly listed in the Wage Determination, provided that the Executive Director of the Agency has found, upon the written request of the Contractor, made through the Contractor that the intent of the Labor Standards has been met. Records of such costs shall be maintained in the manner set forth in subsection (a) of §8. The Executive Director of the Agency may require the Contractor to set aside in a separate interest bearing account with a member of the Federal Deposit Insurance Corporation, assets for the meeting of obligations under the plan or program referred to above in subsection (b) of this §4. The interest shall be accumulated and shall be paid as determined by the Agency acting at its sole discretion.

(d) Regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs, which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period.

5. **Permissible Payroll Deductions**. The following payroll deductions are permissible deductions. Any others require the approval of the Agency's Executive Director.

(a) Any withholding made in compliance with the requirements of Federal, State or local income tax laws, and the Federal social security tax.

(b) Any repayment of sums previously advanced to the employee as a bona fide prepayment of wages when such prepayment is made without discount or

interest. A "bona fide prepayment of wages" is considered to have been made only when case or its equivalent has been advanced to the employee in such manner as to give him or her complete freedom of disposition of the advanced funds.

(c) Any garnishment, unless it is in favor of the Contractor (or any affiliated person or entity), or when collusion or collaboration exists.

(d) Any contribution on behalf of the employee, to funds established by the Contractor, representatives of employees or both, for the purpose of providing from principal, income or both, medical or hospital care, pensions or annuities on retirement, death benefits, compensation for injuries, illness, accidents, sickness or disability, or for insurance to provide any of the foregoing, or unemployment benefits, vacation pay, savings accounts or similar payments for the benefit of employees, their families and dependents provided, however, that the following standards are met:

1. The deduction is not otherwise prohibited by law; and

2. It is either:

   a. Voluntarily consented to by the employee in writing and in advance of the period in which the work is to be done and such consent is not a condition either for obtaining or for the continuation of employment, or

   b. Provided for in a bona fide collective bargaining agreement between the Contractor and representatives of its employees; and

3. No profit or other benefit is otherwise obtained, directly or indirectly, by the Contractor (or any affiliated person or entity) in the form of commission, dividend or otherwise; and

4. The deduction shall serve the convenience and interest of the employee.

(e) Any authorized purchase of United States Savings Bonds for the employee.

(f) Any voluntarily authorized repayment of loans from or the purchase of shares in credit unions organized and operated in accordance with Federal and State credit union statutes.

(g) Any contribution voluntarily authorized by the employee for the American Red Cross, United Way and similar charitable organizations.

(h) Any payment of regular union initiation fees and membership dues, but not including fines or special assessments provided, that a collective bargaining

agreement between the Contractor and representatives of its employees provides for such payment and the deductions are not otherwise prohibited by law.

6. **Apprentices and Trainees**. Apprentices and trainees will be permitted to work at less than the Mechanic's rate for the work they perform when they are employed pursuant to and are individually registered in an apprenticeship or trainee program approved by the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training ("BAT") or with the California Department of Industrial Relations, Division of Apprenticeship Standards ("DAS") or if a person is employed in his or her first 90 days of probationary employment as an apprentice or trainee in such a program, who is not individually registered in the program, but who has been certified by BAT or DAS to be eligible for probationary employment. Any employee listed on a payroll at an apprentice or trainee wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate for a Mechanic. Every apprentice or trainee must be paid at not less than the rate specified in the registered program for the employee's level of progress, expressed as a percentage of a Mechanic's hourly rate as specified in the Wage Determination. Apprentices or trainees shall be paid fringe benefits in accordance with the provisions of the respective program. If the program does not specify fringe benefits, employees must be paid the full amount of fringe benefits listed in the Wage Determination.

7. **Overtime**. No Contractor contracting for any part of the construction of the improvements which may require or involve the employment of Laborers or Mechanics shall require or permit any such Laborer or Mechanic in any workweek in which he or she is employed on such construction to work in excess of eight hours in any calendar day or in excess of 40 hours in such workweek unless such Laborer or Mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of eight hours in any calendar day or in excess of 40 hours in such workweek, whichever is greater.

8. **Payrolls and Basic Records**.

   (a) Payrolls and basic records relating thereto shall be maintained by the Contractor during the course of its construction of the improvements and preserved for a period of one year thereafter for all Laborers and Mechanics it employed in the construction of the improvements. Such records shall contain the name, address and social security number of each employee, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for fringe benefits or cash equivalents thereof), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the wages of any Laborer or Mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program, the Contractor shall maintain records which show the costs anticipated or the actual costs incurred in providing such benefits and that the plan or program has been communicated in writing to the Laborers or Mechanics affected. Contractors employing apprentices or trainees under

approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage prescribed in the applicable programs or the Wage Determination.

(b) 1. The Contractor shall submit to the Agency on each Wednesday at noon a copy of the payrolls for the week preceding the previous week in which any construction of the improvements was performed. The payrolls submitted shall set out accurately and completely all of the information required by the Agency's Optional Form, an initial supply of which may be obtained from the Agency. The Contractor if a prime contractor or the Contractor acting as the Contractor is responsible for the submission of copies of certified payrolls by all subcontractors; otherwise each Contractor shall timely submit such payrolls.

2. Each weekly payroll shall be accompanied by the Statement of Compliance that accompanies the Agency's Optional Form and properly executed by the Contractor or his or her agent, who pays or supervises the payment of the employees.

(c) The Contractor shall make the records required under this §8 available for inspection or copying by authorized representatives of the Agency, and shall permit such representatives to interview employees during working hours on the job. On request the Executive Director of the Agency shall advise the Contractor of the identity of such authorized representatives.

9. **Occupational Safety and Health**. No Laborer or Mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous to his or her safety and health as determined under construction safety and health standards promulgated by Cal-OSHA or if Cal-OSHA is terminated, then by the federal OSHA.

10. **Equal Opportunity Program**. The utilization of apprentices, trainees, Laborers and Mechanics under this part shall be in conformity with the Agency's equal opportunity program set forth in Attachments 1-4.

11. **Nondiscrimination Against Employees for Complaints**. No Laborer or Mechanic to whom the wage, salary or other Labor Standards of this Agreement are applicable shall be discharged or in any other manner discriminated against by the Contractor because such employee has filed any complaint or instituted or caused to be instituted any proceeding under or relating to these Labor Standards.

12. **Posting of Notice to Employees**. A copy of the Wage Determination referred to in subsection (a) of §4 together with a copy of a "Notice to Employees," in the form appearing on the last page of these Labor Standards, shall be given to the Contractor at the close of escrow. The Notice to Employees and the Wage Determination shall both be

posted and maintained by the Contractor in a prominent place readily accessible to all applicants and employees performing construction of the improvements before construction commences. If such Notice and Wage Determination is not so posted or maintained, the Agency may do so.

13. Violation and Remedies.

(a) Liability to Employee for Unpaid Wages. The Contractor shall be liable to the employee for unpaid wages, overtime wages and benefits in violation of these Labor Standards.

(b) Stop Work--Contract Terms, Records and Payrolls. If there is a violation of these Labor Standards by reason of the failure of any contract or subcontract for the construction of the improvements to contain the Labor Standards as required by §2 ("Non-Conforming Contract"); or by reason of any failure to submit the payrolls or make records available as required by §8 ("Non-Complying Contractor"), the Executive Director of the Agency may, after written notice to the Contractor with a copy to the Contractor involved and failure to cure the violation within five working days after the date of such notice, stop the construction work under the Non-Conforming Contract or of the Non-Complying Contractor until the Non-Conforming Contract or the Non-Complying Contractor comes into compliance.

(c) Stop Work and Other Violations. For any violation of these Labor Standards the Executive Director of the Agency may give written notice to the Contractor, with a copy to the Contractor involved, which notice shall state the claimed violation and the amount of money, if any, involved in the violation. Within five working days from the date of said notice, the Contractor shall advise the Agency in writing whether or not the violation is disputed by the Contractor and a statement of reasons in support of such dispute (the "Notice of Dispute"). In addition to the foregoing, the Contractor, upon receipt of the notice of claimed violation from the Agency, shall with respect to any amount stated in the Agency notice withhold payment to the Contractor of the amount stated multiplied by 45 working days and shall with the Notice of Dispute, also advise the Agency that the moneys are being or will be withheld. If the Contractor fails to timely give a Notice of Dispute to the Agency or to advise of the withhold, then the Executive Director of the Agency may stop the construction of the improvements under the applicable contract or by the involved Contractor until such Notice of Dispute and written withhold advice has been received.

Upon receipt of the Notice of Dispute and withhold advice, any stop work which the Executive Director has ordered shall be lifted, but the Contractor shall continue to withhold the moneys until the dispute has been resolved either by agreement, or failing agreement, by arbitration as is provided in §14.

(d) Withholding Certificates of Completion. The Agency may withhold any or all certificates of completion of the improvements provided for in this Agreement, for any violations of these Labor Standards until such violation has been cured.

(e) General Remedies. In addition to all of the rights and remedies herein contained, but subject to arbitration, except as hereinafter provided, the Agency shall have all rights in law or equity to enforce these Labor Standards including, but not limited to, a prohibitory or mandatory injunction. Provided, however, the stop work remedy of the Agency provided above in subsection (b) and (c) is not subject to arbitration.

14. Arbitration of Disputes.

(a) Any dispute regarding these Labor Standards shall be determined by arbitration through the American Arbitration Association, San Francisco, California office ("AAA") in accordance with the Commercial Rules of the AAA then applicable, but subject to the further provisions thereof.

(b) The Agency and all persons or entities who have a contractual relationship affected by the dispute shall be made a party to the arbitration. Any such person or entity not made a party in the demand for arbitration may intervene as a party and in turn may name any such person or entity as a party.

(c) The arbitration shall take place in the City and County of San Francisco.

(d) Arbitration may be demanded by the Agency, the Contractor or the Contractor.

(e) With the demand for arbitration, there must be enclosed a copy of these Labor Standards, and a copy of the demand must be mailed to the Agency and the Contractor, or as appropriate to one or the other if the Contractor or the Agency is demanding arbitration. If the demand does not include the Labor Standards they are nevertheless deemed a part of the demand. With the demand if made by the Agency or within a reasonable time thereafter if not made by the Agency, the Agency shall transmit to the AAA a copy of the Wage Determination (referred to in §4) and copies of all notices sent or received by the Agency pursuant to §13. Such material shall be made part of the arbitration record.

(f) One arbitrator shall arbitrate the dispute. The arbitrator shall be selected from the panel of arbitrators of the AAA by the parties to the arbitration in accordance with the AAA rules. The parties shall act diligently in this regard. If the parties fail to select an arbitrator, within seven (7) days from the receipt of the panel, the AAA shall appoint the arbitrator. A condition to the

selection of any arbitrator shall be that person's agreement to render a decision within 30 days from appointment.

(g) Any party to the arbitration whether the party participates in the arbitration or not shall be bound by the decision of the arbitrator whose decision shall be final and binding on all of the parties and any and all rights of appeal from the decision are waived except a claim that the arbitrator's decision violates an applicable statute or regulation. The decision of the arbitrator shall be rendered on or before 30 days from appointment. The arbitrator shall schedule hearings as necessary to meet this 30 day decision requirement and the parties to the arbitration, whether they appear or not, shall be bound by such scheduling.

(h) Any party to the arbitration may take any and all steps permitted by law to enforce the arbitrator's decision and if the arbitrator's decision requires the payment of money the Contractor shall make the required payments and the Contractor shall pay the Contractor from money withheld.

(i) Costs and Expenses. Each party shall bear its own costs and expenses of the arbitration and the costs of the arbitration shall be shared equally among the parties.

15. **Non-liability of the Agency**. The Contractor and each Contractor acknowledge and agree that the procedures hereinafter set forth for dealing with violations of these Labor Standards are reasonable and have been anticipated by the parties in securing financing, in inviting, submitting and receiving bids for the construction of the improvements, in determining the time for commencement and completion of construction and in proceeding with construction work. Accordingly the Contractor, and any Contractor, by proceeding with construction expressly waives and is deemed to have waived any and all claims against the Agency for damages, direct or indirect, arising out of these Labor Standards and their enforcement and including but not limited to claims relative to stop work orders, and the commencement, continuance or completion of construction.

ATTACHMENT E

MINIMUM COMPENSATION POLICY (MCP) DECLARATION

What the Policy does. The Office of Community Investment and Infrastructure (OCII) (Successor Agency to the San Francisco Redevelopment Agency) adopted the Minimum Compensation Policy (MCP), which became effective on September 25, 2001. The MCP requires contractors and subcontractors to provide the following to their employees covered by the MCP on OCII contracts and subcontracts for services: for Commercial Business MCP the wage rate is $13.02 per hour effective January 1, 2015; for Nonprofit MCP the wage rate is $12.25 per hour for work performed in San Francisco and $11.03 per hour for work performed outside of San Francisco. The Minimum Compensation rate is adjusted on January 1 each year. In addition, 12 paid days off per year (or cash equivalent) and 10 days off without pay per year shall be offered.

The OCII may require contractors to submit reports on the number of employees affected by the MCP

Effect on OCII contracting. For contracts and amendments signed on or after September 25, 2001, the MCP will have the following effect:

- in each contract, the contractor will agree to abide by the MCP and to provide its employees the minimum benefits the MCP requires, and to require its subcontractors subject to the MCP to do the same.

- if a contractor does not provide the MCP minimum benefits, OCII can award a contract to that contractor only if the contract is exempt under the MCP, or if the contract has received a waiver from OCII.

What this form does. Your signed declaration will help OCII's contracting practice. Sign this form if you can assure OCII that, beginning with the first OCII contract or amendment you receive after September 25, 2001 and until further notice, you will provide the minimum benefit levels specified in the MCP to your covered employees, and will ensure that your subcontractors also subject to the MCP do the same.

If you cannot make this assurance now, please do not return this form.

For more information, please see the complete text of the MCP, available from the OCII's Contract Compliance Department at (415) 749-2400 or http://www.sfocii.org/index.aspx?page=126.

Routing. Return this form to: Contract Compliance Department, Office of Community Investment and Infrastructure (Successor to the San Francisco Redevelopment Agency), 1 South Van Ness, Fifth Floor, San Francisco, CA 94103.

Declaration

Effective with the first OCII contract or amendment this company receives on or after September 25, 2001, this company will provide the minimum benefit levels specified in the MCP to our covered employees, and will ensure that our subcontractors also subject to the MCP do the same, until further notice. This company will give such notice as soon as possible.

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Mary J. McCue
Signature

Dec. 15, 2015
Date

MARY J. McCUE
Print Name

MJM MANAGEMENT GROUP
Company Name

(415) 477-2600
Phone

ATTACHMENT F

HEALTH CARE ACCOUNTABILITY POLICY (HCAP) DECLARATION

What the Policy does. The San Francisco Redevelopment Agency adopted the San Francisco Health Care Accountability Policy (the "HCAP"), which became effective on September 25, 2001; the Office of Community Investment and Infrastructure ("OCII") (as Successor Agency to the Redevelopment Agency) continues to enforce the HCAP. The HCAP requires contractors and subcontractors that provide services to OCII, contractors and subcontractors that enter into leases with OCII, and parties providing services to tenants and sub-tenants on OCII property to choose between offering health plan benefits to their employees or making payments to OCII or directly to their employees.

Specifically, contractors can either: (1) offer the employee minimum standard health plan benefits approved by the OCII Commission; (2) pay OCII $4.25 per hour for each hour the employee works on the covered contract or subcontract or on property covered by a lease (but not to exceed $170 in any week) and OCII will appropriate the money for staffing and other resources to provide medical care for the uninsured; or (3) participate in a health benefits program developed by OCII.

The OCII may require contractors to submit reports on the number of employees affected by the HCAP

Effect on OCII contracting. For contracts and amendments signed on or after September 25, 2001, the HCAP will have the following effect:

- in each contract, the contractor will agree to abide by the HCAP and to provide its employees the minimum benefits the HCAP requires, and to require its subcontractors to do the same.
- if a contractor does not provide the HCAP's minimum benefits, OCII can award a contract to that contractor **only** if the contract is exempt under the HCAP, or if the contract has received a waiver from OCII.

What this form does. Your signed declaration will help OCII's contracting practice. Sign this form if you can assure OCII that, beginning with the first OCII's contract or amendment you receive after September 25, 2001 and until further notice, you will provide the minimum benefit levels specified in the HCAP to your covered employees, and will ensure that your subcontractors also subject to the HCAP do the same.

If you cannot make this assurance now, please do not return this form.

For more information, please see the complete text of the HCAP, available from the OCII's Contract Compliance Department at: (415) 749-2400.

Routing. Return this form to: Contact Compliance Department, Office of Community Investment and Infrastructure (Successor to the San Francisco Redevelopment Agency), 1 South Van Ness Avenue, Fifth Floor, San Francisco, CA 94103.

Declaration

Effective with the first OCII contract or amendment this company receives on or after September 25, 2001, this company will provide the minimum benefit levels specified in the HCAP to our covered employees, and will ensure that our subcontractors also subject to the HCAP do the same, until further notice. This company will give such notice as soon as possible.

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Mary J. McCue
Signature

DEC. 14, 2015
Date

MARY J. McCUE
Print Name

MJM MANAGEMENT GROUP
Company Name

(415) 477-2600
Phone

ATTACHMENT G

REPORTING REQUIREMENTS

The Contractor will be responsible for providing reports and/or deliverables to the Executive Director of OCII, or their designee, as indicated in the following chart:

Report and/or Deliverable	Frequency and/or Due Date
A. Security Plan	
1. The Contractor will implement and update as necessary upon Executive Director approval a Security Plan, which addresses the security requirements needed to ensure public safety during daytime and evening activities and protection of the Mission Bay Open Space System. The Plan will also describe the manner and conduct of security officers with respect to the handling of particular situations, develop a system for the review and follow-up of patrol and incident reports and other procedures related to the security and protection of the Mission Bay Open Space System.	For review at Executive Director's request.
B. Miscellaneous Reports:	
1. **Inventory Control Systems**. The Contractor will maintain inventory control systems for all Mission Bay Open Space System supplies and materials.	Submitted with monthly reports.
2. **Emergency Preparedness Plan**. The Contractor will implement and update as necessary upon Executive Director approval an Emergency Preparedness Plan for the protection of life and property during emergencies, which may affect the Mission Bay Open Space System. The Plan will outline management and staff responsibilities, evacuation procedures, management and staff duties in an emergency situation, and preventative maintenance such as maintaining life safety inspection and records logs. The Contractor will work cooperatively with the San Francisco Police Department and the San Francisco Fire Department on entrance and exit procedures and will coordinate such procedures with adjacent uses.	For review at Executive Director's request.

C. <u>Mission Bay Open Space System Rules and Regulations</u> 1. The Contractor will submit recommendations for any proposed changes to the Rules and Regulations for the Mission Bay Open Space System. The OCII Commission shall approve any changes to the Rules and Regulations.	Within 90 Days of Contract Commencement Date of new parcels and review as-needed at Executive Director's request.
D. <u>Special Events</u>: 1. **<u>Mission Bay Open Space System Event Guidelines</u>**. The Contractor will prepare and submit for Executive Director approval of any changes to Mission Bay Open Space System Event Guidelines for commercial and non-commercial events. 2. **<u>Mission Bay Open Space System Event Programming Plan</u>**. The Contractor will implement and update upon Executive Director approval the Mission Bay Open Space System Event Programming Plan. The Programming Plan will describe appropriate programming that will take place within the open space system, including possible OCII sponsored events, and detail strategies for activating the open space and creating the open space as a destination for the public. 3. **<u>Commercial and Non-Commercial Fee Schedule</u>**. The Contractor will maintain and update for Executive Director approval a commercial and non-commercial fee schedule for the use of the Mission Bay Open Space System for events. 4. **<u>Mission Bay Open Space System Event Management Plan</u>**. The Contractor will develop and activate a plan to coordinate the scheduling and logistics of all activities in or affecting the Mission Bay Open Space System, including deliveries, servicing maintenance, and special events in order to minimize potential conflicts with nearby businesses and neighbors, including but not limited to, UCSF and AT&T Park.	Review Annually and as needed. Review Annually and as needed. Review Annually and as needed. Review Annually and as needed.
E. <u>Mission Bay Open Space System Work Plan and Budget</u>: 1. **<u>Preliminary Budget</u>**. The Contractor will prepare and submit a preliminary operations work plan and budget and a preliminary capital expense budget to the Executive Director by February 1st for the upcoming fiscal year. The preliminary	Annually – February 1st

capital expense budget will include current capital facilities and equipment needs and will project the total capital expense budget for the upcoming year. The Executive Director and the Contractor will consult and work cooperatively as needed to refine the Preliminary Budget by March 1st.	
2. **Approved Budget**. Based on discussions with the Executive Director regarding the Preliminary Budget, the Contractor will prepare and submit a revised operations work plan and budget for Executive Director approval by March 1st. The budget will include projected income and an estimate of expenses itemized into the following six expense categories: (1) Personnel Service, (2) Materials and Supplies, (3) Contractual Services, (4) Management Fee, and (5) Insurance and Utilities. The Contractor will supply appropriate backup detail supporting the expense categories. The budget will also include a budget narrative and a five-year capital facilities and equipment plan that details current capital facilities and equipment needs and projected replacements and improvements for the succeeding 5-year period (using COMET as described in this Table, Section F., Capital Renewal and Facility Management Reports). Third party selected by OCII to provide initial assessment and data for the COMET program.	Annually – March 1st
2.1 Upon receipt, the Executive Director will review the budget and provide any modifications to the Contractor. The Executive Director and the Contractor will meet as needed to review the OCII's budget changes.	Annually – June 1st
2.2 If necessary, the Contractor will submit a revised budget for Executive Director approval. The Executive Director is authorized to approve the budget for each subsequent Contract Year, subject to the availability of funds from CFD. No. 5, which budget shall become the "Approved Budget." The Executive Director will notify the Contractor of their approval of the finalized budget within 15 days of (re)submittal.	
F. Capital Renewal and Facility Management Reports:	
1. The Contractor will routinely maintain, update, and generate reports from the OCII's facility management software program, called Condition Management Estimation Technology (COMET).	As-needed basis

2. In preparation for the submission of the annual "Approved Budget" to the Executive Director, the Contractor will prepare and provide a Capital Asset Management Plan ("Plan") utilizing COMET. This Plan details current capital facilities and equipment needs and projected replacements and improvements for the succeeding 20-year period, and calculates the capital budget it recommends for the upcoming year ("Capital Budget"). The Executive Director will review the recommendations, and if acceptable, approve the Capital Budget, which shall become a component of the Approved Budget.	Annually – March 1st
3. The Contractor will prepare and provide an inventory of all OCII-owned equipment that includes recommendations for necessary repairs, replacements, or suggested new equipment purchases.	Annually – March 1st
G. <u>Monthly Management Report</u>: The Contractor will provide the following in the Monthly Management Report to the Executive Director: 1. <u>Management Status Report</u>. The Management Status Report will describe the month activities in an executive summary. 2. <u>Reimbursement Requests and Financial Reports</u>. The Contractor will submit financial statements for the previous month and year-to-date-, including month-end general ledger, checking account registers (with copies of checks and invoices) variance reports, and account reconciliation of the interest-bearing money market account and general checking account. 2.1 The Contractor will submit: a Summary of Proposed Costs Reimbursement Report, a Budget Variance Report, and a Permit Issuance and Account Reconciliation Report. 3. <u>Maintenance Report</u>. The Contractor will maintain and submit these landscape and site maintenance reports on a monthly basis: a. OCII inspection reports: i. Safety inspection ii. Storm system inspection iii. Drainage inspection iv. Woodwork inspection v. Lighting inspection	Monthly – 20th of the Month

vi. Vandalism inspection vii. Horticultural Inspection b. Landscaping Report c. Horticultural Summary 3.1 The Contractor will provide the following landscape test reports, with analysis, from testing laboratories approved by the Executive Director on a quarterly basis: a. Soil Fertility 4. Property Conditions Report. The Contractor will provide: a. Security Incidents Summary Report b. Summary of Site Log (including, but not limited to, daily record of events, incidents of vandalism or graffiti, user comments) 5. Special Events Summary. The Contractor will submit a report summarizing the special events that occurred.	
H. Mission Bay Open Space Operation Summary 1. The Contractor will prepare and submit a Mission Bay Open Space System Operations Summary that includes possible changes to operating procedures for the following year.	Annually – March 1st
I. Contract Compliance 1. The Contractor will prepare and provide Equal Opportunity Program Reports and Workforce Reports as indicated in Attachment E, Equal Opportunity Program.	Annually – March 1st

Attachment H



MISSION BAY OPEN SPACE SYSTEM

Attachment I

Mission Bay Open Space System

Rules and Regulations

RESOLUTION NO. 49-2004

Adopted April 20, 2004

ESTABLISHING PARK RULES FOR THE MISSION BAY OPEN SPACE SYSTEM; MISSION BAY NORTH AND SOUTH REDEVELOPMENT PROJECT AREAS

BASIS FOR RESOLUTION

1. On September 17, 1998, by Resolution No. 185-98 and Resolution No. 190-98, the Redevelopment Agency of the City and County of San Francisco ("Agency") approved the proposed Redevelopment Plans for the Mission Bay North and South Redevelopment Project Areas ("North Plan" and "South Plan," respectively). On the same date, the Agency adopted related resolutions, including Resolution Nos. 188-98 and 193-98 authorizing execution of Owner Participation Agreements ("OPAs") and related documents between Catellus Development Corporation ("Catellus") and the Agency. The Plan and its implementing documents, as defined in the Plan, constitute the "Plan Documents" for each Project.

2. Under the Plan Documents, Catellus is developing 51 acres of public open space on parcels of land in the North Plan and South Plan areas owned by the City and County of San Francisco ("City") and Port of San Francisco, which parcels are leased to the Agency at the time of improvement ("Mission Bay Open Space System"). Under the Plan Documents, the Agency is responsible for managing and operating the Mission Bay Open Space System until 2043.

3. On December 19, 1999, the Agency by Resolution No. 217-99 formed Community Facilities District No. 5 (Mission Bay Maintenance District) ("CFD No. 5") and authorized the levy of special taxes, which levy was also approved on January 11, 2000 by Redevelopment Ordinance No. 2-99. All costs for the Agency's operation and management of the Mission Bay Open Space System will be paid through the special taxes levied in CFD No. 5.

4. On November 18, 2003, by Resolution No. 172-2003, the Agency approved a personal services contract with KTB Realty Partners, Inc., doing business as KTB Management Group ("KTB"), for property management of the Mission Bay Open Space System ("Contract"). Open space parcel P1 of Mission Creek Park is the first of the Mission Bay open space parcels (or "parks") to be completed. On January 5, 2004, KTB commenced property management services for open space parcel P1 of Mission Creek Park. Pursuant to the Contract, KTB will manage and operate additional open space parcels on behalf of the Agency as these parks are developed over time.

5. The Agency's Contract with KTB for the Mission Bay Open Space System requires that KTB develop recommendations for park rules and regulations. The Contract requires Commission approval of the proposed rules and regulations. Pursuant to the Contract, KTB has worked with the Agency and the Mission Bay Citizens Advisory Committee to develop public rules and regulations for public use of the Mission Bay Open Space System for Commission consideration.

6. Portions of open space parcel P1 as well as portions of other Mission Bay parks to be developed are under the Port of San Francisco's jurisdiction. Section 7.1 of the San Francisco Port Code provides that the Agency has the exclusive authority to adopt rules and regulations for any Port park located within the Mission Bay North or South Plan subject to prior approval of the Port's Executive Director. The Port's Executive Director issued his approval of the proposed park rules in a letter dated April 7, 2004.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED by the Redevelopment Agency of the City and County of San Francisco that the park rules and regulations attached hereto as Exhibit A are hereby adopted for the Mission Bay Open Space System in the Mission Bay North and South Redevelopment Project Areas.

APPROVED AS TO FORM:

James B. Morales
for Agency General Counsel

EXHIBIT A

MISSION BAY OPEN SPACE SYSTEM
PARK RULES AND REGULATIONS

1. The following activities are prohibited: littering or dumping; camping; boat launching; off-leash animals; motorized vehicles except wheelchairs or other motorized devices used by the disabled; feeding or disturbing birds, animals, or fish; and bicycle riding, skateboarding, roller skating or roller blading except on designated paved paths.

2. Barbeques or open flames, amplified sound, alcoholic beverages, and posting signs are prohibited except in conjunction with a special event permit. Permits will be issued in a process consistent with the Agency's *Permit and Reservation Regulations for Parks under Agency Jurisdiction* adopted by the Agency on September 12, 1995 by Agency Resolution 182-95.

RESOLUTION NO. 182-95
(Adopted September 12, 1995)

ESTABLISHING PERMIT AND RESERVATION REGULATIONS FOR PARKS UNDER THE JURISDICTION OF THE REDEVELOPMENT AGENCY

BASIS FOR RESOLUTION

1. The San Francisco Park Code ("Park Code") was recently amended to apply to Yerba Buena Gardens ("Gardens") which is owned by the Agency, and may be amended in the future to apply to South Beach and Rincon Parks.

2. Article 8A of the Park Code provides that the Agency's Commission has the exclusive authority to set implementing regulations for the Gardens; Section 7.05 of the Park Code requires the Agency to adopt procedures governing the filing and processing of applications for permits to allow the general public to engage in various activities set forth in the Park Code; and Section 7.20 of the Park Code requires the Agency to adopt procedures for the appeal of the denial of an application for a permit to engage in the activities set forth in Section 7.03.

3. Section 8A.01 of the Park Code provides that the Commission has the exclusive authority to designate persons who will perform all other functions for the Gardens which would be performed by the General Manager, Superintendent of Recreation and Superintendent of Parks for other parks under the Park Code.

4. Activities in the Gardens are presently governed by temporary rules promulgated by the Agency on September 21, 1993. The temporary rules differ from the Park Code provisions and contain no termination provision.

5. The Agency wishes to conform regulations governing Yerba Buena Gardens to the requirements of the Park Code, and to establish a fair process governing the issuance of permits for activities in the Gardens as well as in any other parks which the Park Code places under the Agency's jurisdiction.

AGENCY FINDINGS

1. The Agency recognizes that the right of citizens to hold assemblies is a treasured right in our society; and the Agency acknowledges that the use of park property for public assemblies is a privilege to be exercised by those who accept the attendant duty of protecting and preserving the Gardens or other park property against damage and who agree to comply with all relevant laws;

2. The Agency finds that events involving substantial numbers of people may cause property damage and would pose police, noise, traffic or other public safety problems for persons attending the events or others who happen to be in the vicinity of the Gardens or other parks, and the unregulated duration of amplified sound in the Gardens or other parks would have an adverse impact upon the surrounding neighbors' quiet enjoyment of their property and interfere unreasonably with their right of privacy; and

3. The Agency finds that the Gardens were created to offer a unique urban setting so that citizens would have available to them a serene environment for their aesthetic and recreational enjoyment; and the Gardens contain delicate works of public art, plants, flora and other vegetation and an unrestricted use of the Gardens by large crowds is substantially likely to cause damage.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED THAT:

1. The temporary rules for Yerba Buena Gardens promulgated by paragraph 1 of Agency Resolution 200-93 are hereby repealed immediately as of the date of this Resolution.

2. The Permit and Reservation Regulations attached hereto as Exhibit A are hereby adopted for Yerba Buena Gardens and any other parks which the San Francisco Park Code places under the jurisdiction of the Agency.

3. The Executive Director is designated to perform the functions which the Park Code otherwise assigns to the General Manager, Superintendent of Recreation and Superintendent of Parks, or to delegate those functions as he or she deems appropriate.

APPROVED AS TO FORM:

for David M. Madway
Agency General Counsel

EXHIBIT A

PERMIT AND RESERVATION REGULATIONS FOR PARKS UNDER REDEVELOPMENT AGENCY JURISDICTION

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PERMIT AND RESERVATION REGULATIONS
FOR PARKS UNDER REDEVELOPMENT AGENCY JURISDICTION

I. GENERAL INFORMATION

A. AUTHORITY. Article 8 of the San Francisco Park Code ("Park Code") vests in the Commission of the Redevelopment Agency of the City and County of San Francisco ("Agency") the exclusive authority to set rules, issue permits and perform other regulatory functions for certain public park property ("Parks" or "Park"). Sections 7.05 and 7.20 of the Park Code require that regulations be adopted governing the filing and processing of permits to engage in various activities in Parks, and several other sections of the Park Code allow regulations to be set governing other matters.

B. APPLICABILITY. These Permit and Reservation Regulations ("Regulations") apply in all Parks which the Park Code places under the regulatory jurisdiction of the Agency. Where a provision of these Regulations applies only to a certain Park or portion of a Park, that limitation is explicitly noted.

C. DEFINITIONS. Capitalized words or phrases will have the meanings set out in parenthesis when they are first used.

II. PROCEDURE FOR OBTAINING ALL PERMITS REQUIRED BY THE PARK CODE

A. APPLICATIONS

1. Deadlines for filing.

(a) Except for permits for events with an expected attendance of 500 or more ("Large Events") and permits for the sale of food or distribution of free food, written application for any permit required by the Park Code must be made to the Agency at least fifteen (15) business days in advance so that the Agency will have adequate time to process requests properly, meet with interested parties, and coordinate with other affected entities.

(b) Written applications for permits for Large Events or for the sale or distribution of free food must be made to the Agency at least thirty (30) business days in advance so that the Agency will have adequate time to prepare for the activity.

(c) The time requirements in this section for advance applications may be waived by the Agency, upon request in writing by the applicant, if the Agency determines that the event or

events for which the permit is sought do not reasonably allow an applicant time to file a permit application within the required time or if an unusual event or combination of events renders such requirement an unreasonable restriction on the right of free speech.

2. Contents. Applications must include the following information:

(a) The name, address and telephone number of the applicant;

(b) The name(s) of all sponsoring, participating and/or performing groups;

(c) A description of the activity for which a permit is sought;

(d) The date, starting time, place and the estimated length of time of the event;

(e) The number of persons that are expected to attend and the reasons for anticipating such a number;

(f) For Large Events, an acknowledgment that the granting of the permit is conditioned upon development by the applicant of a transportation management plan detailing measures for minimizing traffic and promoting public transit use, as well as plans for minimizing litter, congestion and noise at the preferred or desired location and the surrounding areas that would be affected by the proposed event;

(g) Where the applicant is an individual, the signature of the applicant, and where the applicant is an entity other than an individual, the signature, name, address and telephone number of the individual executing the application on behalf of the applicant; and

(h) Other relevant information reasonably requested by the Agency.

B. PROCESSING OF APPLICATIONS

1. Time for processing.

(a) Fully completed permit applications for the same desired location will be processed in order of receipt. Revision of an application will not cause an application to lose priority as to the location desired, unless the revision includes a request for a new location.

(b) Fully completed permit applications received less than thirty (30) business days but more than fifteen (15) business days prior to the date of the proposed event will be processed within ten (10) business days. Such applications will be deemed processed if the approval or denial is mailed to the address contained in the permit application or is communicated orally to the applicant within ten (10) business days after the day it is received. A copy of any written approval or denial of an application will be kept on file by the Agency for at least six (6) months and shall be made available to the applicant upon request.

(c) Fully completed permit applications received thirty (30) business days or more before the date of the proposed activity will be processed as time allows, but in no event will notice of approval or denial be mailed or communicated less than twenty (20) calendar days prior to the date of the proposed activity.

(d) Permit applications received less than fifteen (15) business days in advance will be processed within a reasonable time, provided that the Agency has waived the advance application requirement as set forth in Section II. A. 1 (c) above. At the time that the applicant is notified of such waiver, the Agency will inform the applicant when his or her application is expected to be acted upon.

2. Incomplete applications. An incomplete permit application will be returned to the applicant with an explanation as to why it is incomplete whenever the Agency has insufficient information to enable it to process the application.

3. Notice of denial. Notice of the denial of a permit application will be accompanied by a statement of the grounds upon which the application was denied.

4. Revised applications. If a permit application is revised, the time within which the application must be processed will be computed from the date of the revision.

C. GENERAL CONDITIONS OF PERMITS

1. Basis for conditions on each permit. In order to insure that public enjoyment of the Parks and the public's comfort, convenience, safety and welfare are not disturbed and that public or private property is not damaged, the Agency may impose reasonable conditions on approval of permit applications, including but not limited to, the conditions that the applicant provide debris boxes, chemical toilet units, protective coverings, monitors, transportation management measures and security personnel, and that the applicant ensure that any stage, booth, platform, tent or other erected structure complies with applicable City codes.

2. Publicity. Applicants are hereby advised that any publicity by the applicant before a permit is issued is undertaken at the applicant's own risk.

3. Sound amplification. Applicants are hereby advised that City ordinances regulate the use of amplified sound and require the issuance of sound amplification permits by the Police Department.

4. Planning with other entities. Prior to issuing a permit, the Agency may consult or require the applicant to consult with the Police Department, Municipal Railway, Fire Department, Health Department, Emergency Ambulance Service, Department of Public Works or other relevant public or private entities if any aspect of a permit request requires consent from any

such entity. The Agency reserves the right to consult with the Recreation and Park Commission to determine if another park facility in the City is more appropriate to accommodate the proposed event, and, if the alternate park facility is available, to deny a permit.

5. Recycling and parking control. Following any Large Event, the permittee must recycle or cause to be recycled any newspaper, glass or aluminum items generated by the event. The term "recycle" means packaging newspaper, glass and aluminum items separately and making arrangements to have these items delivered to neighborhood recycling centers in the City. In consultation with the Agency, permittees may make other arrangements for the disposal of recyclable items. For Large Events, the Agency may require the applicant to pay an additional fee for the cost of providing parking control for the event.

6. Sales of food or alcohol. The Agency may issue one-day permits for the sale of food products with the approval of the Health Department. All food permits must be filed thirty (30) business days in advance of the event. The Agency may, in its sole discretion, authorize the serving or selling of beer and/or wine under one-day permits so long as the applicant has obtained the necessary approval from the Alcoholic Beverages Commission ("ABC").

7. Health Department and ABC permits. Permittees must secure a proper Health Department Notice to Operate and, if alcohol is involved, a permit from ABC. The ABC permit and the Health Department Notice to Operate must be visibly displayed on each booth or location.

8. Planning meeting. Prior to issuing a permit, the Agency may arrange or require the applicant to arrange a meeting of all public and private entities involved in: (i) any Large Event or (ii) an event which would require special services or permission from the affected public or private entities which cannot be arranged through written or telephone consultation with those entities.

9. Mylar balloons. The sale and use of mylar balloons in Parks are prohibited.

10. Other balloons. All other balloons are allowed, but the permittee must remove them following the event unless the Agency consents to leaving them there. The release of balloons in Parks is prohibited.

11. Fee waiver for nonprofit permittees. The Agency may enter into an agreement with a nonprofit organization seeking to use Parks to waive the applicable use fees in exchange for receiving services that may be provided to the Agency or the City, provided that the value of the fees waived does not exceed the value of the services rendered.

12. Discrimination prohibited. The Agency will process all permits without discrimination with regard to the race, color, religion, ancestry, national origin, age, sex, political affiliation, sexual orientation, or disability of applicants.

13. Structures. Any permittee requesting to erect a stage, booth, platform, tent or other structure must submit an anchoring plan for such structure(s) before the Agency will allow the permittee to bring its equipment into a Park. The anchoring plan must detail the method to be used to secure such structure(s) in place in a safe and stable condition. No Park benches, light standards, trash receptacles, buildings, trees, shrubs or the like may be used for the purpose of securing any structure(s) unless prior written approval is received from the Agency. The Agency may review the anchoring plan prior to any installation of the structures and reserves the right to require changes.

14. Misrepresentation by permittees

(a) Material misrepresentations of fact in an application, in circumstances where the applicant reasonably knew or should have known that assertions in the application were not true, may be considered by the Agency in determining whether the permit application should be denied or revoked because of the applicant's inability to be responsible for the use of a Park in compliance with the Park Code, the Regulations, any other applicable law and any permit conditions imposed by the Agency.

(b) If the Agency has reason to believe that advertising or publicity for an event for which an application is on file or permit has been issued describes or refers to the event in a manner which indicates that the event is different from that described in the application, the Agency may request the applicant or permittee to submit such advertising or publicity material. The Agency will examine the same for the purpose of determining whether there is reason to conclude that the application inaccurately or incompletely describes the planned event. If it so determines, in cases where the permit has not been granted, the Agency will immediately notify applicant of the discrepancy and schedule a meeting to determine whether the applicant must modify its application. In cases where the application has been granted, the Agency may revise the scope of the permit or revoke it in light of the changed circumstances.

D. FEES AND SECURITY DEPOSITS

1. Permit fees. Fees will be charged according to a schedule, revised annually, that reflects the Agency's costs in preparing for an event, wear and tear on the Park, the income, if any, a permittee intends to earn from the event, the permittee's ability to pay a rental fee, and other factors outlined in the Park Code and these Regulations. The Agency will collect the entire fee from the permittee at the time a permit is issued.

2. Security deposits. The Agency may require security deposits pursuant to a schedule set by the Agency and revised annually to insure that Parks are restored and cleaned at the conclusion of permitted activities.

3. Additional deposits. For Large Events, the Agency may require an applicant to post a deposit in an amount higher than shown on the security deposit schedule, so long as the amount of the deposit is reasonably related to the anticipated costs of restoring or cleaning the park property used in connection with the event.

4. Form of deposit. The security deposit will be in the form of a cashiers check payable to the Agency or other entity designated by the Agency, and must be received no later than the time the permit is issued. The security deposit will be returned after the event as soon as it is determined that every area of a Park used in connection with the event has been cleaned and restored to the same or equivalent condition that existed immediately prior to the permitted event. In no case will the security deposit be returned unless the Park is returned to its prior condition or the permittee has paid the cost of cleaning and restoring the area used in connection with the event.

5. Waiver of security deposit. The Agency may waive or decrease the security deposit normally required if an applicant has a history of using Agency property and has consistently left the property used in good condition and no circumstances exist which indicate that the applicant might fail to restore the Park after the proposed event.

6. Exercise of Constitutional rights. When an applicant for a permit to perform an activity which is protected by the First Amendment to the U.S. or California Constitution and for which a security deposit must be posted produces evidence that providing a security deposit would be impossible or so financially burdensome that it would preclude the applicant from using the Park for the proposed activity, the Agency may accept in its place appropriate written assurances that all necessary measures will be undertaken by applicant to protect the Park against damage, but only if the Agency determines that the measures proposed by the applicant will be performed and will adequately protect the Park.

7. Applicants who have damaged parks. If an applicant has used a Park in the past and has caused damage or injury to property or failed to restore or clean the Park at the conclusion of its activity, the Agency may: (i) deny the permit or (ii) require the applicant to post a security deposit in an amount greater than normally required, so long as the increased amount is reasonably related to the anticipated costs of restoring or cleaning the Park.

8. Costs of repairs and liquidated damages. In addition to assuming the payment of the direct costs associated with restoring and cleaning a Park following an event, a permittee must acknowledge and agree in writing that some violations of the Park Code or Regulations may result in damages which are extremely difficult to estimate. Such damages include, but are not limited to: the public's lost use of a Park or lost enjoyment of the flora, fauna or vegetation while the Park is being cleaned or restored; increased administrative costs resulting from patrolling the Park; general impairment of the Park environment as a public recreational source; or the loss of future concession revenues from individuals who are discouraged from using the Park as a result of the applicant's violations. Accordingly, in the event a permittee fails to substantially comply with the Park Code, Regulations, or any other permit conditions, permittee shall be liable for liquidated damages in the amount of $250 or twenty-five percent (25%) of the total security deposit, whichever is greater. This liability is in addition to any direct costs associated with cleaning and restoring the Park, for which the permittee is also liable. Any costs for damages assessed by the Agency which cannot be recovered from the security deposit are payable to the Agency upon demand. Permittee has the right to appeal the assessment of liquidated damages to the Agency's Executive Director.

9. Remedies for violations of applicable law, Regulations, and permit conditions. If the permittee fails to comply with the Park Code, the Regulations or any other permit conditions, and the Agency reasonably believes there are risks of serious damage to property or a substantial interference with the use and enjoyment of the Park by other persons, the Agency may issue a warning that any further violations may result in a revision of the conditions of the permit or an order to leave the Park. In addition, the Agency may take any actions reasonably required to protect the Park or the health and safety of the public, and the permittee must reimburse the Agency for its costs incurred in doing so. Following the event, the Agency may issue an order denying the group or organization a permit to use a Park for a period not to exceed one year. However, groups or organizations which only sponsor an annual event will be denied a permit through the following calendar year. In determining the length of time a group or organization will be excluded from the Parks, the Agency will consider only the nature, extent and duration of the violation(s).

E. INSURANCE REQUIREMENTS

1. Applicability. Insurance coverage of the type and amount described below is required for all events for which the Park Code requires a permit.

2. Coverage required. The insurance requirements generally are as follows: Liability insurance covering all operations, including but not limited to those on Park property, personal injuries and injury to property for single limits of not less than $1,000,000 applying to bodily injuries (including death at any time resulting therefrom), and property damage or a combination of said injuries. In addition, any event at which food is sold or given to persons other

than those in one's own organized group must be covered by the following insurance: Food Products Liability of $1,000,000 when sale of food is contemplated as part of a requested permit. The Agency may impose additional reasonable insurance requirements and require satisfactory verification of compliance with all applicable insurance requirements.

3. Waiver. These insurance coverage requirements may be waived for applicants who propose to engage in an activity protected by the First Amendment to the U.S. or California Constitution when the applicant produces evidence that complying with those provisions is impossible or so financially burdensome that it would preclude the applicant from using a Park for the proposed activity. However, in no event will the requirement for food products liability coverage be waived when the permittee is selling or distributing food to the general public.

4. Special events coverage. The Agency may offer special events liability coverage which may be purchased for single events to facilitate permittees' compliance with these insurance requirements.

F. HOLD HARMLESS AGREEMENT

A permittee who engages in an activity for which a security deposit or insurance coverage is required will also be required to sign an agreement to reimburse the Agency for any costs incurred by it in restoring damage to property caused by the action of the permittee, its officers, employees, or agents, or any person who was, or reasonably should have been, under the permittee's control, and to defend the Agency against, and indemnify and hold the Agency harmless from, any liability to any person resulting from any damage or injury caused by actions of the permittee, its officers, employees or agents, or any person who was or reasonably should have been under the permittee's control whenever the performance bond or insurance coverage is waived.

G. REQUIREMENTS FOR ADDITIONAL AUTHORIZATION FOR SPECIFIC ACTIVITIES

1. Sign posting. No signs may be posted on any Park property without written approval of the Agency. Whenever approval is sought to post a sign in the Gardens, a written request for such approval must be submitted to the Agency three (3) business days before posting occurs.

2. Athletic instruction for compensation. Applications pursuant to Park Code Section 3.08 for permits to provide athletic instruction for compensation must be made in writing to the Agency thirty (30) business days before the instruction occurs.

3. Peddling goods, wares or merchandise. Applications pursuant to Park Code Section 3.08 for permits to peddle or vend goods, wares or merchandise must be made to the Agency at least ten (10) business days before such activities take place.

H. DESIGNATION OF PERMIT-ISSUING AGENT. For the purposes of this Section II. only, the term "Agency" may refer to a professional management agent or entity which the Agency, in its reasonable discretion, has retained to manage Parks and issue permits.

III. LIMITS ON USES OF PARK FACILITIES

A. GENERAL RULES

1. Uses must be consistent with purpose of facilities. Any portions of Parks serving a specific function may not be the site of any event which, in the reasonable judgment of the Agency, would conflict with what is intended as that portion's primary functions.

2. Multiple day permits. Multiple day events may be considered for permits based on the nature of the event, the proposed location, the anticipated attendance and any other facts and circumstances that relate to any potential adverse impact on the Parks, the neighborhood or the public.

B. SPECIFIC RESTRICTED ACTIVITIES

1. Airplanes, helicopters and hot air balloons. No permits may be granted for launching airplanes, helicopters, hot air balloons or other apparatus of aviation.

2 Camping. No permits for camping or housing accommodations may be granted.

3. Sleeping overnight. No permits for sleeping overnight may be granted.

4. Rides and mechanical devices. Permits may not be granted for the installation and use of portable mechanical rides and amusement devices.

5. Distribution of free food. Pursuant to Park Code Section 7.03(k), a permit is required to provide free food to persons in Parks. The Agency has established these provisions to govern such permits:

(a) Except as provided in Section III. 7. (b), without a permit from the Agency as set forth below, no person may distribute, provide or sell food to the general public in a Park.

(i) The Agency may approve a permit application for the distribution, provision or sale of food to the general public when the proposed activity takes place in conjunction with an indoor facility adjacent to a Park or is in connection with a permitted recreational activity in a Park.

(ii) Applications for the distribution, provision or sale of food not subject to subsection (a) above may be approved only with the consent of the Executive Director of the Agency.

(b) A permit to provide food to persons in a Park is not required when a person participating in a picnic or social gathering of 25 or fewer persons provides food to others who are also participating in that picnic or social gathering. This exception shall not be construed to allow any person to use a Park, without a permit, as a mobile or stationary kitchen, eating establishment, restaurant or similar purpose to provide or sell food to the general public.

C. PARK-SPECIFIC PROVISIONS.

1. Yerba Buena Gardens. The following provisions are applicable to Yerba Buena Gardens ("Gardens") only:

(a) The Agency or its designated agent will not schedule an event at the Gardens if it has reason to conclude that the event will attract an audience which will exceed the maximum capacity of the Gardens which is 10,000. The Agency reserves the right to limit events which take place on the lawn area to allow recovery of the turf.

(b) Amplified sound in the Gardens must not exceed limits imposed by City ordinance, or the following, whichever are lower: Monday through Friday from 12 noon to 1:30 p.m., 85 decibels, weekends and holidays from 9:00 a.m. to sunset, 85 decibels; all other times, 70 decibels.

(c) The Agency finds that the Gardens are in great demand for activities and events by many different persons and organizations and that approval of applications received from one person or organization for use of the Gardens for numerous multiple dates unfairly restricts the number of persons who may use them. In considering applications for permits, the Agency or its designated agent may deny the permit for the proposed event if the applicant has used the Gardens on numerous occasions.

(d) No permits will be issued for weddings in the Gardens.

IV. APPEAL PROCEDURE

1. Written request for appeal. Any applicant or permittee may appeal the denial of a permit application, revocation of a permit or subsequent assessment of liquidated damages, by mailing or delivering a written request for an informal hearing with the Executive Director of the Agency. The request must state succinctly the grounds upon which it is asserted that the determination of the Agency should be modified or reversed.

Attachment 3

SBE Biographical Summaries

Qualifications to Undertake Scope





Qualifications and Experience to Undertake Scope

MJM Management Group is uniquely qualified to manage the Mission Bay Parks System. Our passion is finding innovative, sustainable and fiscally beneficial solutions to complex urban settings. Since 1991, our award-winning strategists, advisors and managers have activated, re-envisioned and maintained parks, districts and developments to improve their financial and social performance. We are dedicated and involved community stewards. We are a single source for full-service integrated property management needs, placemaking development, and special assessment district formation and services.

Founder Mary J. McCue leads a San Francisco-based team that partners with public and private entities to increase the value of a site — creating public spaces that generate new revenue streams and that contribute to a community's social, cultural and economic fabric.

MJM has earned a reputation over two decades for responsible management practices, creative and innovative solutions to operating challenges in complex urban setting, as well as committed community involvement. Prominent among these is a comprehensive sustainability program that ensures the highest levels of recycling, reuse, composting, and landscape management through non-toxic integrated pest management. Thus, the firm specializes in the management of properties that are not only clean and safe urban oases, but are friendly, inviting, and active.

MJM partners with public agencies, special assessment districts, real estate developers and property owners to achieve their public space goals. We are adept at working with city, county and state governments, government agencies and nonprofit service providers. Our clients are in renowned, respected and challenging locations. MJM manages Union Square Park for the San Francisco Recreation and Park Department and Yerba Buena Gardens for the City of San Francisco. We oversee service operations for seven assessment districts in San Francisco, such as Yerba Buena Community Benefit District, Central Market Community Benefit District and Civic Center Community Benefit District.

MJM has a proven track record of working with our clients to improve the urban experience to benefit the community, property owners and local businesses. For over 20 years, we have managed San Francisco's Yerba Buena Gardens, once a parking lot, and today a place visited by over 6 million people annually. At Yerba Buena Gardens, MJM serves as the asset manager, the property manager, and the permitting authority for this lively gem in the heart of San Francisco. MJM assumed management of Union Square Park in 2002, which continues today. Union Square Park is a benchmark for how public spaces can be great places. Our Union Square Live

performance series transforms Union Square Park in San Francisco to bring thousands downtown in support of local businesses and to improve the urban experience.

MJM has had the unique opportunity of managing the Mission Bay Parks System since they were first opened in 2003. This has allowed us to apply the firm's proven approach that expands the traditional property management role in order to create a powerful sense of place. This takes the property manager's role well beyond the basic but important provision of cleanliness, maintenance, and security and into the realm of "placemaking." We do this by activating a site through a blending of programmatic creativity with energetic collaboration – a formula that is especially effective in emerging urban neighborhoods.

This understanding of the value of collaboration is rooted in MJM's view of their role as property managers who are, in fact, community stewards and trustees of valuable civic assets on behalf of the Office of Community Investment and Infrastructure. This approach has resulted in strong, supportive, and mutually reinforcing relationships with area residents, building managers, businesses, and institutions throughout the Mission Bay community. Some of these relationships include productive links with UCSF, San Francisco Giants, Mission Creek Harbor Association, as well as residential property managers and property developers throughout the Mission Bay neighborhood.

MJM brings the benefits and knowledge base of these relationships, as well as the distinct advantage of our years of operating history provides, to this Statement of Qualifications. This, along with our experience with other premier public destinations in San Francisco and nationally, has given us a unique perspective that we can apply to the increasing scale and scope of development that will occur as new phases add to the complexity of the evolving Mission Bay community. Our experience to date, both Mission Bay and Yerba Buena, has provided the perspective and tools for working in an environment that includes housing, retail, and educational institutions as well as active and passive parks and gardens. We are skilled in working with developers as new phases are planned and constructed, and our effectiveness stems from an appreciation of the special needs and stresses that occur when construction occurs in a functional community.

MJM believes that the best public places are not only clean, well-maintained and secure; they are also vibrant, active and inviting through proactive, prevention-oriented programs that contribute to safe yet stimulating and inclusive urban settings. This happens when there is an opportunity for the public place to be the center of the community. It succeeds when effective means are in place for communicating with stakeholders and activating parks in ways that are relevant, diverse in appeal, entertaining, and in keeping with community values.

MJM's Team

MJM Management Group proposed to continue managing the Mission Bay Parks System as a true team, working in close coordination with our selected contractors.

Landscaping: Robert W. Poyas, Inc. Qualifications (LBE/MBE)

Robert W. Poyas, Inc. is committed to improving public spaces and cultivating beauty in the urban environment. With over 30 years of experience in San Francisco Bay Area urban landscapes, Robert W. Poyas operates as a minority-owned local business enterprise under the leadership of owner Saul Vargas. Robert W. Poyas's Integrated Pest Management program is the strongest of all the local small business enterprises, emphasizing natural forms of pest prevention over the use of chemicals. Robert W. Poyas staff will work with a cadre of scientists brought to consult by MJM, including those specializing in trees, turf, water, and soil. Landscape maintenance staff are experienced water managers that have successfully met the challenges of the current drought while ensuring the health and vitality of the landscapes that they manage. The firm performs monthly trainings on industry innovations and staff safety and well-being, including trainings focused on working under the rigors of dense urban environments. The firm's corporate office is located within the Mission Bay project area on Pier 54, a stone's throw away from the upcoming Bay Front Park.

Janitorial: Aim to Please Janitorial Service Qualifications (LBE/MBE)

Aim to Please Janitorial Service serves a large and growing client base of commercial, industrial and residential clients throughout Northern California. The firm has over two decades of experience. Founded in 1994, as a sole proprietorship, Aim to Please is a full service-cleaning provider located in San Francisco, California. Their facility occupies nearly 2,000 square feet of storage and administrative space, employs two principals, Christopher Washington and Leo Stewart, 26 janitors, utilizes a supervisor-to-staff ratio 1:4, and provides a complete cleaning service on an ongoing basis to commercial, residential and industrial clients. Aim to Please currently serves as the janitorial contractor for the MJM team.

The prime objective of their janitorial work plan is to provide a positive and memorable experience for all who visit the parks and utilize the facilities. In pursuit of this goal Aim to Please has put in place processes and schedules that ensure quality results which invite the public to utilize all facilities offered by Mission Bay Parks.

Highlights of the firm's achievements are as follows:

- Enthusiastically provide Green Cleaning Services
- Employ efficient techniques for grooming sand volleyball court, artificial grass, and shoreline
- Utilize techniques to promote the efficient use of water resources
- Provide dedicated team members that are uniquely skilled
- Promote the City goal of "Zero Waste".

In addition to providing a consistent team of janitors that are experts at meeting the unique cleaning opportunities encountered at Mission Bay Parks, Aim to Please is attentive to the need of flexible staffing resources to meet changing business needs. To this end, the Project Manager is empowered to move employees to different roles without the need for formal processes to be followed. This secures the firm's ability to guarantee the continuity of service delivery, the timely delivery of key projects and to ensure customer satisfaction.

Aim to Please is committed to staying financially strong, and is confident in its ongoing financial health. They run their business with a sound capital structure and position the company for long-term strength and stability. Capital structure and liquidity are sound, and internal controls and business standards are designed to keep clients satisfied.

With a desire to infuse each project with experience and professionalism, Aim to Please abides by a philosophy in which they serve their clients with caring, thorough service for a valued price. In brief, they endeavor to support our clients, employees and the community so as to inspire a higher quality of life. Through their efforts to provide thorough cleaning on a regular basis, Aim to Please believes they make a major contribution to the efficient functioning and improved morale at each business they serve.

Security: A1 Protective Services Qualifications (LBE/MBE/WBE)

A1 Protective Services aims to provide the highest quality roving security officer services to Mission Bay Parks, with the most recent technology and state of the art training offered by any qualified small business in San Francisco. The firm has over 20 years of experience, including relevant outdoor, roving, public service experience. Operating as a certified woman- and minority-owned local business enterprise, owner Paula Jones established A1 Protective Services in 1998 after retiring from the San Francisco Police Department and accruing over forty years of experience in the law enforcement and private security industry. A1 Protective Services will dedicate a robust management apparatus and a security vehicle to the Mission Bay Parks System to enhance service to the neighborhood as the park system grows.

A1 Protective Service's mission is to employ the best tactics and techniques in the security industry. Their goal is to ensure that they meet all of their client's needs by securing their property and assets. They focus their efforts on delivering security guard service which surpasses their client's expectations by training their guards to become an interconnected part of the community. They specifically recruit local residents to their workforce to instill a sense of pride and ownership in the work. This approach leads to a mutual level of respect between A1 officers and the constituents they serve.

A1 Protective Service's workforce capacity consists of two hundred on-call staff within San Francisco. A1 Protective Service's Owner and CEO has been certified by the U.S. Department of Consumer Affairs as a Security Officer Training Instructor. The firm's training curriculum exceeds the mandated forty hour requirement by the State of California. Accompanying the English language, over half of the staff are bilingual in languages including but not limited to Mandarin, Tagalog, Cantonese, Spanish, and French.

The firm maintains a fleet of approximately thirteen company vehicles and will dedicate one security vehicle full time to Mission Bay Parks. Currently, vehicles are utilized for dispatch, patrol, and/or emergencies to accommodate clients. The dedicated vehicle for Mission Bay Parks will be a DS IQ Electric Club Car. Routine maintenance is part of the daily reporting and inspections for each shift.