




MEMORANDUM

June 9, 2023

TO: MEMBERS, PORT COMMISSION
Hon. Kimberly Brandon, President
Hon. Willie Adams, Vice President
Hon. Gail Gilman
Hon. Ed Harrington
Hon. Steven Lee

FROM: Elaine Forbes
Executive Director 

SUBJECT: Request Authorization for the Port to enter into a Memorandum of Agreement for a temporary maintenance and operating agreement with the Office of Community Investment and Infrastructure (OCII) for Mission Bay Parks P19, 21, 22, 23 and 24 beginning July 1, 2023 for a term not to exceed six months. The Port will be reimbursed up to \$510,028 for costs associated with the maintenance and operations from OCII using the Community Facilities District #5 proceeds.

DIRECTOR'S RECOMMENDATION: Approve the Attached Resolution No. 23-25

EXECUTIVE SUMMARY

The Port, OCII and Recreation and Parks Department (RPD) have been collaborating on a parks management and operations agreement for the Mission Bay Parks system. The Port and RPD will take over management of the Parks consistent with the State of California's requirement for OCII to divest itself of assets and asset management as required by the dissolution of Redevelopment authority.

At the February 14th Port Commission meeting, Port staff presented an overview of the proposed transfer of Mission Bay Parks to the Port and RPD¹. Port staff identified the

¹ https://sfport.com/files/2023-02/021423_item_12a_fy23-24_supplemental_appropriation.pdf

Parks within Mission Bay that are located on both Port and City lands. The Port and RPD have developed a logical division of the Mission Bay parks for operations and maintenance, which is not strictly limited to City and Port jurisdiction, but to align with the user experience, operational efficiencies, and systems management.

The transfer of Mission Bay Parks to the Port and City has always been anticipated, however because of the dissolution of Redevelopment authority and the State's mandate, management and operations are coming back to the Port and City earlier than expected. This Memorandum of Agreement (MOA) is a 6-month agreement, which will be replaced with a permanent agreement. The Port, City, OCII and RPD need additional time for certain actions to be undertaken before a permanent multi-agency Memorandum of Understanding (MOU) is entered into for park management and operations. Under this MOA, the Port will be reimbursed for the cost for parks management and operations through funds secured through Community Financing District # 5. However, and as discussed in at the February 14th Port Commission meeting, the Port anticipates total parks operating costs to exceed available CFD funds in approximately five years, such that the Port will only be partially reimbursed for its costs under the future MOU.

STRATEGIC OBJECTIVE

Management of Mission Bay Parks on Port lands supports the goals of the Port's Strategic Plan goals:

Sustainability:

Advance environmental stewardship to limit climate change and protect the Bay.

Evolution:

Evolve the waterfront to respond to changing public and Port needs.

Engagement:

Engage constituents and public on Port functions and activities.

BACKGROUND

In 1998, the Port Commission and Board of Supervisors approved the Redevelopment Plans for Mission Bay North and South² which provide for, among other things, the development of parks on City lands, including both Port and non-Port lands (see *Attachment 1 for a parks map*). The parks on non-Port lands are currently under the jurisdiction of City's Real Estate Division (RED). The parks were constructed on City and Port lands under the direction of the former Redevelopment Agency ("Former Agency"), which has been dissolved and is now managed by the Office of Community Investment and Infrastructure (OCII). The parks were built by the Mission Bay Development Group, utilizing Tax Increment and Mello-Roos funds and are maintained by OCII contractors

² See Board of Supervisors Ordinance No. 327-98 (Oct. 26, 1998) and Ordinance No. 335-98 (Nov. 2, 1998); as well as Port Commission Resolutions 98-86 through 98-98.

utilizing Community Facilities District (CFD) funds collected from parcel owners (Community Facilities District #5). Parklands were leased to the developer during construction, then upon completion and acceptance by the City, the ground lease with the developer was terminated and the parklands transferred into a Master Ground lease with OCII. The termination of the Master Ground lease between RED, the Port and OCII, was always anticipated to occur, but was not expected to occur until approximately 2044.

The California Redevelopment Dissolution Law requires OCII to dispose of the Former Agency's real property interests, including the parks Master Ground Lease. The California Department of Finance has approved a long-range property management plan for OCII that requires, among other things, OCII to terminate its leasehold interests in the park parcels but acknowledges OCII's continuing administration of CFD No. #5 maintenance funds, which are authorized under state authority separate from the Redevelopment Dissolution Law.

Because the contract with the existing parks management company expires on June 30, 2023 and additional time is required for the agencies to further negotiate and develop the permanent MOU, the Port and OCII propose to enter into a MOA for up to 6 months for the parks management and operations. Port staff will return to the Commission to seek approval for the long-term MOU.

MOA OVERVIEW

The MOA between OCII and the Port include provisions describing:

- a) the terms of the agreement and agencies roles;
- b) identifies the parks to be managed by the Port;
- c) includes an operations plan and anticipated budget (*see Attachments 1 & 2*);
- d) describe how and when the Port will be reimbursed for cost;
- e) recognizes insurance and indemnification as being held by OCII;
- f) outlines methods to coordinate on maintenance and operational issues with both RPD and OCII;
- g) recognizes the jurisdiction of necessary park rules, regulations and enforcement;
- h) recognizes the use regulations consistent with the Public Trust and Bay Conservation and Development Commission permit requirements.

FUTURE MOU

The Port is working with OCII, RED and RPD, as well as other relevant City agencies on an MOU that transfers park management permanently to the Port and RPD for maintenance and operations utilizing the CFD funds. OCII will continue to manage the CFD funds collected for park maintenance and operations and distribute it to the Port and RPD. The park parcel ownership is currently divided between the Port and RED, which includes Port park parcels generally along the Bay and along the Mission Creek shoreline and RED park parcels generally being inland park parcels. Some of the park parcels are split jurisdiction partially on Port lands and partially on RED. Port and City staff have been working to divide park maintenance and operations management between the Port and

RPD. Specifically, the Port anticipates managing and operating park parcels P18, P19, P21, P22, P23 and P24 (see Attachment 3- Mission Bay Parks- Port Maintenance) all of which are on Port lands along the Bayside edge and RPD will manage all other parcels.

The location of the parks will also allow the Port to leverage resources required to support other new and improved Port open spaces in the vicinity. While RPD will manage some Port park parcels, this is recommended to support ease of use by park visitors and recognize efficiencies of management and operations. Based upon the division of park management responsibility, both the Port and RPD have developed preliminary budgets to maintain and operate the parks, which will be the basis for the distribution of the CFD funds.

COMMUNITY OUTREACH

The Port, RPD and OCII have met on several occasions with the Mission Bay Citizens Advisory Committee (Mission Bay CAC) and the Port's Southern Advisory Committee to review the approach outlined above to transfer Mission Bay Parks back from OCII management to the Port and RPD. Moving forward the Port and RPD will both make themselves available at Mission Bay CAC and other CAC's to keep the public apprised of park operations.

NEXT STEPS

The OCII Commission also needs to approve this MOA and the Port, OCII and RPD will continue to work towards the permanent MOU for the Mission Bay Parks operations and management, which will be brought back to the Port, RPD and OCII Commissions and ultimately will also require Board of Supervisors approval.

Prepared by: David Beaupre,
Deputy Director for Planning and Environment

Attachments: Attachment 1
Attachment 2
Attachment 3

ATTACHMENT 1

Mission Bay Open Space Parks Operations Plan

The Port and Recreation and Parks Departments will be responsible for the overall management of the property including landscape, janitorial, general maintenance, and security services, as well as any special conditions of the Mission Bay Open Space System improvements. The Departments will be responsible for *their respective* areas and components of the park improvements as shown on the plans, specifications, and project manuals provided to the Departments for each park as they are added to the Memorandum of Agreement.

The Departments 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. Recreation and Parks defines first class condition as the park maintenance standards set by the City Controller. 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.

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. Port will:

1. Manage parks with internal Departmental staff skilled in park operations and maintenance. A staffing plan will be reviewed and approved by OCII on an annual basis.
2. Oversee the coordination of any services of subcontractors.
3. Maintain all park systems and improvements.
4. Certify that all the park improvements have been built in accordance with the plans and specifications.
5. Provide general supervision of field operations.
6. Act as public liaison and liaison with OCII for the park system.
7. Utilize, if needed, independent sub-contractors to fulfill its property management responsibilities under the Scope of Services. However, the Departments, will have final responsibility for the management, operation, maintenance, and security of the Mission Bay Open Space System.

8. Negotiate, secure and manage all subcontracts necessary for the provision of services in accordance with City Purchasing Policies.
9. Resolve conflicts with members of the public and day-to-day issues as they arise.
10. 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 workplace safety and toxic chemicals.
11. Conduct and assure quality control of all operations to the satisfaction of OCII and any technical consultants such as landscape architects, horticulturists, engineers, security advisors and others, which OCII may retain.
12. Assure that appropriate licensing and bonding is maintained for any Mission Bay Open Space System worker providing services where licensing or bonding is required.
13. Assure that appropriate training is given to all City staff.
14. Work cooperatively with the San Francisco Department of Public Works (“SFDPW”) on 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.
15. Purchase any appropriate additional furnishing, fixtures and equipment (FF&E) necessary for operations.
16. Update and implement 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 follow existing departmental policies and procedures and 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.
17. 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.
18. Be responsible for emergency preparedness training and relevant practice drills for all employees and subcontractors who work in the Mission Bay Open Space System.
19. Promptly obtain proper medical assistance for Departmental staff, Subcontractors, or any member of the public, as the need arises.

20. Guided by existing city policies, screen potential Departmental staff for any behavior or past record, which might indicate inappropriateness for employment in a family-oriented environment.
 21. Maintain good working relations with adjacent users near Mission Creek and in the surrounding Mission Bay neighborhood. The Departments will also attend meetings of the Mission Bay Citizens Advisory Committee (“CAC”) and respond to any concerns that the CAC may have.
 22. Provide information about the Mission Bay parks on each Department’s respective websites. Content shall include but not be limited to permitting and event information and general park information.
- B. Permits and Reservations. Departments will:
1. Allocate all fee revenue into a projected solely used for the operations and maintenance of parks in Mission Bay
 2. Ensure that limitations on occupancy and other life-safety codes are strictly enforced for all events.
 3. Require that any event sponsor secures all appropriate local, state, and federal permits.
- C. Management of Performance Areas. Departments will:
1. Be reimbursed for event services on a per event basis, by the event client for out-of-pocket staff charges incurred for a particular event.
 2. 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.
- D. Special Conditions.
1. Public Use. Departments will:
 - i. Ensure that operations are planned and executed 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.
 - ii. The Departments will follow the Mission Bay Good Neighbor Policy and city code concerning noise producing activities and will consult with OCII on addressing community concerns.
 - iii. Generally schedule automatic irrigation systems for operations when the Mission Bay parks are closed.
 - iv. Ensure that movement of equipment or materials will be minimized in duration and impact to visitors.

2. Coordination with Adjacent Users. Departments will:
 - i. Coordinate with the affected user any park activity that 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 Oracle Park, Chase Center, 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.
 - ii. Coordinate with adjacent users to minimize and mitigate any potential negative impact on the Mission Bay parks by any adjacent use.
 - iii. Schedule any noise-gathering event or maintenance activity that might affect the Mission Creek Harbor Association, UCSF, or any adjacent user on days that would avoid or minimize such conflict.
 - iv. Coordinate its pedestrian and traffic control efforts, including street crosswalk control, with adjacent users.

E. Administration Support. Departments 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.
3. Respond to all audit requests.
4. Separately budget and track all revenue and expenditure related to special events.
5. Separately track and budget all capital expenditure.
6. Provide all necessary office supplies and small equipment.
7. 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 Departments are 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 Departments at Contract Commencement.

F. Engineering. The Departments shall perform the following tasks 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, irrigation) systems
- iv. Scavenger service.
- v. Portions of the stormwater drainage system for the bioswales within designated parks within the Mission Bay Open Space System is the responsibility of the San Francisco Public Utilities Commission (“PUC”) and is excluded from this contract as outlined in Attachment J, Mission Bay Green Infrastructure Maintenance Manual. However, Recreation and Parks will coordinate with the PUC when maintenance of the stormwater drainage system in the bioswales is necessary. Port 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 are included in the contract and shall be maintained as described in this Scope of Services and in accordance with Attachment J, Mission Bay Green Infrastructure Maintenance Manual, as may be amended from time to time.

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 and valves on a periodic basis
- v. Service domestic hot water pumps.
- vi. Locate and map all water service valves.
- vii. Inspect all faucets and drinking fountains 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. Maintain all electrical panels mechanical and lighting.
- ii. Complete regular rounds around the parks.
- iii. Replace lamps as necessary.
- iv. Clean fixtures regularly to provide full light levels.
- v. Inspect regularly for necessary maintenance or repair.
- vi. Routine maintenance per manufacturer’s recommendations.
- vii. Responsibility for damage to utility lines and other site improvements resulting from maintenance work being performed.

5. Inspections. Where necessary and in consultation with OCII, schedule and coordinate the following inspections by subject matter experts or professionals:
 - i. Safety inspection.
 - ii. Storm system inspection.
 - iii. Drainage inspection.
 - iv. Woodwork inspection.
 - v. Lighting inspection.
 - vi. Vandalism inspection.
 - vii. Horticultural inspection.

6. 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. Keep free of any plant material.

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

- G. Construction/Project Management. Departments will:
 1. Attend construction related meetings during the development and construction of the Mission Bay Phase-In Parcels. Departments will provide advice and comments to OCII's on all matters related to park management, maintenance, operation, and security.
 2. Inspect and work collaboratively with SFDPW on 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.
 5. Concept design for parcels on City property will be reviewed and approved by the Recreation and Park Commission.

- H. Signage. Departments will:
 1. Departments will install park hours and rules signs on their respective parcels.
 2. Implement OCII-approved informational signage program throughout the Mission Bay Open Space System.

3. Replace signs as information is updated or if damaged.

II. Landscape Maintenance

A. General. Departments will:

1. 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.
2. Oversee all landscape operations for all park parcels.
3. The Departments will make any necessary major repairs or replacement of landscape items. The Departments will make repairs and replacement in a timely manner and in accordance with appropriate specifications.
4. Provide all landscape maintenance supplies and all equipment necessary for landscape maintenance tasks, including fuel and maintenance and repair tools.
5. Maintain all areas in a neat and orderly appearance. Remove all debris generated by maintenance work at the end of each day.
6. Attend maintenance walk-throughs with OCII (subcontractors to be present as requested)
7. Provide soil fertility and other test reports, with analysis, from testing laboratories if requested by OCII.
8. Provide vandalism and horticultural inspections upon request of OCII
9. Properly dispose of all rubbish, green waste, and recycling materials in the appropriate trash bins.
10. Port shall comply with all requirements of San Francisco's Integrated Pest Management ("IPM") Ordinance (Chapter 3, San Francisco Environment Code), and San Francisco's Zero Waste Ordinance

B. Plantings. Departments 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, edging, 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. 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 if necessary, 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.
5. Weed control
 - i. Hand weeding preferred.
 - ii. RPD shall comply with all requirements of San Francisco's Integrated Pest Management ("IPM") Ordinance in their weed management activities.
6. Fertilization
 - i. Fertilize as necessary to maintain vigorous, healthy growth.
7. Insect and Pest Management
 - i. Departments shall comply with all requirements of San Francisco's Integrated Pest Management ("IPM") Ordinance (Chapter 3, San Francisco Environment Code).

These requirements include but are not limited to: Using pesticides as a last resort, using only pesticides on the current SF Reduced Risk Pesticide List, posting notifications of all pesticide applications three days before treatment, leaving these postings for at least four days after treatment, and reporting all pesticide use in a format acceptable to the San Francisco Department of the Environment.

- ii. Department shall implement IPM activities under the guidance of it's IPM program staff 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. Departments shall implement IPM activities as outlined below:
- iii. Inspect for diseases and pests and control any discovered diseases and pests using approved methods under the direction of the Departments IPM supervisor.
- iv. Monitor pest ecosystem to determine pest population, size, occurrence and natural predator population, if present.
- v. 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.
- vi. 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.
- vii. Determine the most effective treatment time, based on pest biology and other variables, such as weather, seasonal changes in wildlife use and local conditions.
- viii. Monitor treatment to evaluate effectiveness and continue monitoring records as part of the IPM program.

8. Root Care

- i. Inspect shrubs and raise any whose root crowns have settled below soil level.
- ii. Inspect trees and provide necessary root pruning for trees according to appropriate standards.

9. Replacement of Plant Material

- i. Replace 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 system inspections and maintenance a minimum of once per month.
- 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 - Departments will perform the tasks in Section III as applicable.

A. General. Departments will:

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 Department.
2. 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. All Any additional janitorial services for special events to be paid for by event client.
3. Provide all janitorial and general maintenance supplies and equipment.
4. Properly dispose of all rubbish, green waste, and recycling materials in the appropriate Scavenger trash bins.

B. Exterior Structure & Grounds Services. Departments 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 as needed.
 - iii. Keep recyclable glass, metal and paper separate, as provided by the trash receptacles, where possible and in accordance with SFE policy.
 - iv. Immediately remove litter from all paths, pavilion 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.
 - i. Provide litter control following major events to be paid on a per event basis by the event client.
2. Hardscape (including sports courts and kids play areas)
 - i. Sweep daily or as needed.
 - ii. Hose down as necessary.
 - iii. Inspect weekly for lifted, separated, cracked or other damaged paving.
 - iv. Clean all hardscape in all common areas on an as-needed basis.
 - v. Keep free of any plant materials.
3. Walls & Exterior Surfaces
 - i. Inspect and clean surfaces on a regular basis.
 - ii. Immediately remove postings.

- iii. Remove and treat for graffiti pursuant to the specifications and manufacturer's recommendations.
- 4. Woodwork
 - i. Per approved standards, allow wood to weather naturally.
 - ii. Inspect regularly for cracking, splintering or other damage.
 - iii. Remove and treat for graffiti, in a manner according to appropriate standards.
- 5. Site Furniture and Kids Play Equipment
 - 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.

IV. Security Services

A. Security

- 1. Port will staff Mission Bay with a combination of contracted security and Port assigned SFPD officers to enforce the Port Code and provide security. 2 SFPD officers will be available 7 days per week from 9:00AM to 7:00PM. Port contracted security will have patrols available 24 hours per day, seven days per week. Emergencies will be dealt with through the 911 system.

B. General Duties. Departments will:

- 1. Contracted security and Port assigned SFPD officers will be deployed according to the Departments policies and procedures for the work unit.
- 2. Provide additional security for special events on a per event basis with reimbursement provided by the event client.
- 3. Provide all security supplies and maintenance of security equipment.
- 4. Assist Mission Bay visitors with information as requested and maintain a helpful and courteous manner at all times.
- 5. Require that contract security personnel be uniformed and unarmed.

6. Endeavor to provide the same security officers to the same shift where possible and minimize changes in personnel.
7. Coordinate Mission Bay security activities with those of adjacent users, including Oracle Park, Chase Center, UCSF, residents, and other stakeholders.
8. Coordinate Mission Bay security activities with the San Francisco Police Department.
9. Refer violators of the City/Port Code to the appropriate social service agencies. The Departments 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.
10. Be responsible for all “incident response”, in collaboration with appropriate city agencies and within the scope and duties of the SFPD, and enforce the Port Code, including hours of operation.

P18 Port of SF Frequency Schedule of Landscape Maintenance

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					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	Pest Control							
a.	Monitor	X						
b.	Snails					4X		
c.	Other Treatments							
9	Prune						X	Based on species/season
10	Edge						X	Based on species/season
11	Cultivate						X	Based on species/season
C.	Tree & Shrub Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	IPM							
a.	Monitor	X						
b.	Snails					4X		
c.	Treat trees					3X		
10	Pruning-Size, Lifting, Thinning						X	Based on species, season and age
11	Pruning-Tree Roots						X	
	Inspect shrubs	X						
	Raise plants that have settled						X	
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						
2	Trash Removal	X						
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			
2	Landscape Maint.Report					4X		
3	Irrigation Report					4X		
5	Replace Controller Batteries						X	
6	Soil Moisture Checks		X	X				Trees bi-weekly
7	Soil Sample Testing					2X		
8	Soil Compaction Tests					4X		
9	Clean Valve Boxes					1X		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment							NA

P18 Port of SF Frequency Schedule General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	As Needed	Comments
Litter Control							
Control litter	X						
Empty trash receptacles	X						
Control litter after events						X	Extra per event
Signage							
Inspect	X						
Remove postings/graffiti						X	Immediately
Clean	X						
Hardscape pathways							
Inspect	X						
Repair						X	Secure area and repair immediately
Preventative Maintenance					4X		
Site Furniture							
Inspect	X						
Cleaned			X			X	
Maintain/Repair						X	Per manufacturers recommendation
Lighting and Electrical							
Preventative Maintenance					2X		
Plumbing							
Inspect drains				X			
Storm System, Sanitary System, City Water & Fire Loop							
Inspect to ensure working order	X						
Repair breaks/damage						X	immediately
Clear pipes and clean outs						X	

P21 Port of SF Frequency Schedule of Landscape Maintenance

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					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	Pest Control							
	a. Monitor	X						
	b. Snails					4X		
	c. Other Treatments							
9	Prune						X	Based on species/season
10	Edge						X	Based on species/season
11	Cultivate						X	Based on species/season
C.	Tree & Shrub Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	IPM							
	a. Monitor	X						
	b. Snails					4X		
	c. Treat trees					3X		
10	Pruning-Size, Lifting, Thinning						X	Based on species, season and age
11	Pruning-Tree Roots						X	
	Inspect shrubs	X						
	Raise plants that have settled						X	
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						
2	Trash Removal	X						
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			
2	Landscape Maint.Report					4X		
3	Irrigation Report					4X		
5	Replace Controller Batteries						X	
6	Soil Moisture Checks		X	X				Trees bi-weekly
7	Soil Sample Testing					2X		
8	Soil Compaction Tests					4X		
9	Clean Valve Boxes					1X		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

P21 Port of SF Frequency Schedule General Maintenance

	Daily	X/Wk	Weekly	Monthly	X/Year	As Needed	Comments
Litter Control							
Control litter	X						
Empty trash receptacles	X						
Control litter after events						X	Extra per event
Signage							
Inspect	X						
Remove postings/graffiti						X	Immediately
Clean	X						
Hardscape pathways							
Inspect	X						
Repair						X	Secure area and repair immediately
Preventative Maintenance					4X		
Bike racks							
Inspect	X						
Repair						X	
Walls and Exterior Surfaces							
Clean sitting wall surfaces			X				
Inspect	X						
Touch-up or repaint						X	
Site Furniture							
Inspect	X						
Cleaned			X			X	
Maintain/Repair						X	Per manufacturers recommendation
Lighting and Electrical							
Inventory all light bulbs and build stock							On-going
Replace lamps						X	
Clean fixtures					2X		
Inspect			X				
Repair						X	
Preventative Maintenance					2X		
Plumbing							
Inspect drains				X			
Preventive Maintenance Drains					3X		Enzymes or flush
Backflow device testing					1X		
Inspect water meters					1X		Or as needed
Preventive Maintenance Pumps				X			Repair as needed
Storm System, Sanitary System, City Water & Fire Loop							
Inspect to ensure working order	X						
Repair breaks/damage						X	immediately
Clear pipes and clean outs						X	

P22 Port of SF Frequency Schedule of Landscape Maintenance

A.	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Clipping Removal		X					
3	Neat Appearance	X						
4	Weed Control- Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		
8	Pest Control							
	a. Monitor	X						
	b. Treat turf with Fertilizer including Dimension							As needed by Pest Control subcontractor
9	Mow		X					Seasonal Summer/Winter
10	Edge		X					
11	Aeration					2X		Spot aeration 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					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	Pest Control							
	a. Monitor	X						
	b. Snails					4X		
	c. Other Treatments							
9	Prune						X	Based on species/season
10	Edge						X	Based on species/season
11	Cultivate						X	Based on species/season
C.	Tree & Shrub Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	IPM							
	a. Monitor	X						
	b. Snails					4X		
	c. Treat trees					3X		
10	Pruning-Size, Lifting, Thinning						X	Based on species, season and age
11	Pruning-Tree Roots						X	
	Inspect shrubs	X						
	Raise plants that have settled						X	
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						
2	Trash Removal	X						
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			
2	Landscape Maint.Report					4X		
3	Irigation Report					4X		
5	Replace Controller Batteries						X	
6	Soil Moisture Checks		X	X				Trees bi-weekly
7	Soil Sample Testing					2X		
8	Soil Compaction Tests					4X		
9	Clean Valve Boxes					1X		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

P22 Port of SF Frequency Schedule General Maintenance								
	Daily	X/Wk	Weekly	Monthly	X/Year	As Needed	Comments	
Litter Control								
Control litter	X							
Empty trash receptacles	X							
Control litter after events						X	Extra per event	
Signage								
Inspect	X							
Remove postings/graffiti						X	Immidately	
Clean	X							
Hardscape pathways								
Inspect	X							
Repair						X	Secure area and repair immediately	
Preventative Maintenance					4X			
Bike racks								
Inspect	X							
Repair						X		
Walls and Exterior Surfaces								
Clean sitting wall surfaces			X					
Inspect	X							
Touch-up or repaint						X		
Site Furniture								
Inspect	X							
Cleaned			X			X		
Maintain/Repair						X	Per manufacturers recommendation	
Lighting and Electrical								
Inventory all light bulbs and build stock								On-going
Replace lamps						X		
Clean fixtures					2X			
Inspect			X					
Repair						X		
Preventative Maintenance					2X			
Plumbing								
Inspect drains				X				
Preventive Maintenance Drains					3X		Enzymes or flush	
Backflow device testing					1X			
Inspect water meters					1X		Or as needed	
Preventive Maintenance Pumps				X			Repair as needed	
Storm System, Sanitary System, City Water & Fire Loop								
Inspect to ensure working order	X							
Repair breaks/damage						X	immediately	
Clear pipes and clean outs						X		

P23 Port of SF Frequency Schedule of Landscape Maintenance

A.	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Clipping Removal		X					
3	Neat Appearance	X						
4	Weed Control- Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		
8	Pest Control							
	a. Monitor	X						
	b. Treat turf with Fertilizer including Dimension							As needed by Pest Control subcontractor
9	Mow		X					Seasonal Summer/Winter
10	Edge		X					
11	Aeration					2X		Spot aeration 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					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	Pest Control							
	a. Monitor	X						
	b. Snails					4X		
	c. Other Treatments							
9	Prune						X	Based on species/season
10	Edge						X	Based on species/season
11	Cultivate						X	Based on species/season
C.	Tree & Shrub Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	IPM							
	a. Monitor	X						
	b. Snails					4X		
	c. Treat trees					3X		
10	Pruning-Size, Lifting, Thinning						X	Based on species, season and age
11	Pruning-Tree Roots						X	
	Inspect shrubs	X						
	Raise plants that have settled						X	
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						
2	Trash Removal	X						
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			
2	Landscape Maint.Report					4X		
3	Irrigation Report					4X		
5	Replace Controller Batteries						X	
6	Soil Moisture Checks		X	X				Trees bi-weekly
7	Soil Sample Testing					2X		
8	Soil Compaction Tests					4X		
9	Clean Valve Boxes					1X		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

P23 Port of SF Frequency Schedule General Maintenance							
	Daily	X/Wk	Weekly	Monthly	X/Year	As Needed	Comments
Litter Control							
Control litter	X						
Empty trash receptacles	X						
Control litter after events						X	Extra per event
Signage							
Inspect	X						
Remove postings/graffiti						X	Immediately
Clean	X						
Hardscape pathways							
Inspect	X						
Repair						X	Secure area and repair immediately
Preventative Maintenance					4X		
Bike racks							
Inspect	X						
Repair						X	
Walls and Exterior Surfaces							
Clean sitting wall surfaces			X				
Inspect	X						
Touch-up or repaint						X	
Site Furniture							
Inspect	X						
Cleaned			X			X	
Maintain/Repair						X	Per manufacturers recommendation
Lighting and Electrical							
Inventory all light bulbs and build stock							On-going
Replace lamps						X	
Clean fixtures					2X		
Inspect			X				
Repair						X	
Preventative Maintenance					2X		
Plumbing							
Inspect drains				X			
Preventive Maintenance Drains					3X		Enzymes or flush
Backflow device testing					1X		
Inspect water meters					1X		Or as needed
Preventive Maintenance Pumps				X			Repair as needed
Storm System, Sanitary System, City Water & Fire Loop							
Inspect to ensure working order	X						
Repair breaks/damage						X	immediately
Clear pipes and clean outs						X	

P24 Port of SF Frequency Schedule of Landscape Maintenance

A.	Lawn Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Clipping Removal		X					
3	Neat Appearance	X						
4	Weed Control- Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		
8	Pest Control							
	a. Monitor	X						
	b. Treat turf with Fertilizer including Dimension							As needed by Pest Control subcontractor
9	Mow		X					Seasonal Summer/Winter
10	Edge		X					
11	Aeration					2X		Spot aeration 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					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	Pest Control							
	a. Monitor	X						
	b. Snails					4X		
	c. Other Treatments							
9	Prune						X	Based on species/season
10	Edge						X	Based on species/season
11	Cultivate						X	Based on species/season
C.	Tree & Shrub Care	Daily	Weekly	Bi-Weekly	Monthly	X/Year	As Needed	Comments
1	Leaf Litter Removal		2X					Seasonal / Location
2	Trash Removal	X						
3	Neat Appearance	X						
4	Weed Control - Hand pulling	X					X	
5	Irrigation Programming					2X		Seasonal/Water Conservation/Event
6	Irrigation Check				X			
7	Fertilize					2X		Or as required based on plant selection
8	IPM							
	a. Monitor	X						
	b. Snails					4X		
	c. Treat trees					3X		
10	Pruning-Size, Lifting, Thinning						X	Based on species, season and age
11	Pruning-Tree Roots						X	
	Inspect shrubs	X						
	Raise plants that have settled						X	
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						
2	Trash Removal	X						
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			
2	Landscape Maint.Report					4X		
3	Irrigation Report					4X		
5	Replace Controller Batteries						X	
6	Soil Moisture Checks		X	X				Trees bi-weekly
7	Soil Sample Testing					2X		
8	Soil Compaction Tests					4X		
9	Clean Valve Boxes					1X		
10	Equipment Cleaning/Maintenance		X					
11	Mulch Replenishment				X			

P24 Port of SF Frequency Schedule General Maintenance							
	Daily	X/Wk	Weekly	Monthly	X/Year	As Needed	Comments
Litter Control							
Control litter	X						
Empty trash receptacles	X						
Control litter after events						X	Extra per event
Signage							
Inspect	X						
Remove postings/graffiti						X	Immediately
Clean	X						
Hardscape pathways							
Inspect	X						
Repair						X	Secure area and repair immediately
Preventative Maintenance					4X		
Bike racks							
Inspect	X						
Repair						X	
Walls and Exterior Surfaces							
Clean sitting wall surfaces			X				
Inspect	X						
Touch-up or repaint						X	
Site Furniture							
Inspect	X						
Cleaned			X			X	
Maintain/Repair						X	Per manufacturers recommendation
Lighting and Electrical							
Inventory all light bulbs and build stock							On-going
Replace lamps						X	
Clean fixtures					2X		
Inspect			X				
Repair						X	
Preventative Maintenance					2X		
Plumbing							
Inspect drains				X			
Preventive Maintenance Drains					3X		Enzymes or flush
Backflow device testing					1X		
Inspect water meters					1X		Or as needed
Preventive Maintenance Pumps				X			Repair as needed
Inspect restroom faucets and toilets	X						Repair as needed
Storm System, Sanitary System, City Water & Fire Loop							
Inspect to ensure working order	X						
Repair breaks/damage						X	immediately
Clear pipes and clean outs						X	

ATTACHMENT 2. Estimated Budget

Half Year (except P22 1/4 year)	
Sources	
OCII Funding	\$ 510,028
Total Sources	\$ 510,028
Uses	
Maintenance Staffing	197,249
Youth Employment	12,500
Parks Management Staffing	36,540
Security and Pest Control	18,020
Utilities	19,550
Materials and Supplies, Equipment	101,775
Overhead	170,344
Subtotal	\$ 555,978
P21-22 Savings Due to Mid Year	
Delivery and Landscaping Warranty	(45,950)
Total Uses	\$ 510,028

ATTACHMENT 3: Mission Bay Parks - Port Maintenance



**PORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. 23-25

- WHEREAS, Charter Section B3.581 empowers the Port Commission with the power and duty to use, conduct, operate, maintain, manage, regulate and control Port area of the City and County of San Francisco; and
- WHEREAS, The San Francisco Office of Community Investment and Infrastructure (OCII) is required to divest its assets and management of public assets including the Mission Bay parks consistent with the State of California's requirement of Redevelopment dissolution; and
- WHEREAS, In 1998 the San Francisco Board of Supervisors, and many other agencies including the Port, approved the Mission Bay Redevelopment Plans North and South, which included agreements between the Redevelopment Agency and certain City agencies ; and
- WHEREAS, The Mission Bay Redevelopment Area and associated agreements, required that certain lands within Mission Bay under the jurisdiction of the Port be improved and maintained by OCII using Tax Increment and Mello Roos funds and maintenance funds through a Community Financing District (#5); and
- WHEREAS, The Mission Bay Redevelopment Plan anticipated that the parks on Port lands would eventually return to the Port for maintenance and operations; and
- WHEREAS, Due to State mandate to dissolve Redevelopment, the transfer of parks on certain Port lands will be temporarily transferred to the Port for maintenance and operation for a period of 6 months; and
- WHEREAS, The Port, OCII, RPD and other relevant City Agencies are working towards a Memorandum of Understanding (MOU) on the permanent transfer of the management and operations to the Port and RPD; and
- WHEREAS, The cost of management and maintenance for the parks and open spaces will be funded through the CFD #5 for an amount not to exceed \$510,028, which will be distributed by OCII; and
- WHEREAS, The Port, RPD and OCII will coordinate operations, management, including park rules, regulations, security and public outreach and communications; and

WHEREAS, The Port, RPD and OCII have done extensive outreach with the Mission Bay Citizen Advisory Committee, Port Southern Advisory Committee and the Parks and Recreation Open Space Advisory Committee; and therefore it be

RESOLVED, That the Port Commission authorizes the Executive Director or her designee, to enter into a Memorandum of Agreement with OCII for the operations and maintenance of Mission Bay Parks P19, P21, P22 and P23; and be it further

RESOLVED, That Port Staff will bring the permanent transfer Memorandum of Understanding to The Port Commission in early 2024.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of June 13, 2023.

Secretary