

File No. 161020

Committee Item No. 4

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

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date January 11, 2017

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

#### OTHER (Use back side if additional space is needed)

- |                                     |                          |                                   |
|-------------------------------------|--------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Fire Commission Resolution</u> |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____                             |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____                             |
| <input type="checkbox"/>            | <input type="checkbox"/> | _____                             |
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| <input type="checkbox"/>            | <input type="checkbox"/> | _____                             |

Completed by: Linda Wong Date January 6, 2017  
Completed by: Linda Wong Date \_\_\_\_\_

1 [Accept and Expend Gift - AAA Northern California, Nevada, & Utah - Neighborhood  
2 Emergency Response Team Supplies - \$25,000]

3 **Resolution retroactively authorizing the Fire Department to accept and expend a**  
4 **donation of \$25,000 from AAA Northern California, Nevada, & Utah for Neighborhood**  
5 **Emergency Response Team supplies and Public Safety Education programs and**  
6 **materials.**

7  
8 WHEREAS, AAA Northern California, Nevada, & Utah has gifted the San Francisco  
9 Fire Department an amount of \$25,000 as part of its partnerships with first responders; and

10 WHEREAS, The purpose of this donation was for the purchase of hard hats and  
11 disaster kits for Neighborhood Emergency Response Team (NERT) graduates as well as  
12 supplies, fire safety education materials and fire safety training programs; and

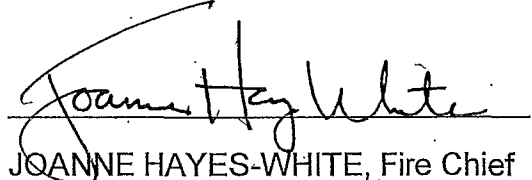
13 WHEREAS, At its regular meeting on Wednesday, February 10, 2016, the Fire  
14 Commission voted to recommend that the Board of Supervisors approve the gift and  
15 authorize the Chief of the Fire Department to accept the donation to the Department; and

16 WHEREAS, The Fire Commission Resolution is on file with the Clerk of the Board of  
17 Supervisors in File No. 161020, which is hereby declared to be a part of this resolution as if  
18 set forth fully herein; now, therefore, be it

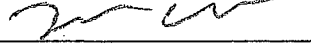
19 **RESOLVED**, That the Board of Supervisors approves the donation and authorize the  
20 Chief of the Fire Department to retroactively accept and expend the gift of \$25,000 from AAA  
21 Northern California, Nevada & Utah for use by the San Francisco Fire Department for its  
22 NERT program and for fire safety materials.

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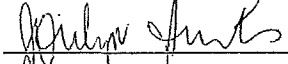
Recommended:

  
JOANNE HAYES-WHITE, Fire Chief

03/18/2016

Approved: 

for EDWIN M. LEE, Mayor

Approved: 

for BEN ROSENFELD, Controller

File Number: 161020  
(Provided by Clerk of Board of Supervisors)

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

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

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

1. Grant Title: Gift of one donation of \$25,000.00
2. Department: Fire Department
3. Contact Person: Mark Corso Telephone: 415-558-3417
4. Grant Approval Status (check one):  
 Approved by funding agency  Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$ 25,000.00
6. a. Matching Funds Required: \$ 0  
b. Source(s) of matching funds (if applicable): N/A
7. a. Grant Source Agency: Gift from entity – AAA Northern California, Nevada & Utah  
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: AAA Northern California, Nevada & Utah has donated \$25,000.00 to the San Francisco Fire Department.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
N/A – One-time donation
10. Number of new positions created and funded: 0
11. Explain the disposition of employees once the grant ends? N/A
12. a. Amount budgeted for contractual services: N/A  
b. Will contractual services be put out to bid? N/A  
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? N/A  
d. Is this likely to be a one-time or ongoing request for contracting out? N/A
13. a. Does the budget include indirect costs?  
 Yes  No  
b. 1. If yes, how much? \$0  
b. 2. How was the amount calculated?  
c. 1. If no, why are indirect costs not included?  
 Not allowed by granting agency  To maximize use of grant funds on direct services  
 Other (please explain): One-time donation  
c. 2. If no indirect costs are included, what would have been the indirect costs? None

14. Any other significant grant requirements or comments:

**\*\*Disability Access Checklist\*\***

15. This Grant is intended for activities at (check all that apply):

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Existing Site(s)      | <input type="checkbox"/> Existing Structure(s)      | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s)                 |
| <input type="checkbox"/> New Site(s)           | <input type="checkbox"/> New Structure(s)           |   |

16. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

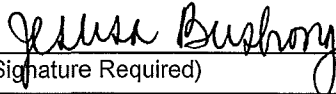
Jesusa Bushong

(Name)

HR Director

(Title)

Date Reviewed: 7/11/16

  
(Signature Required)

Overall Department Head or Designee Approval:

Mark Corso

(Name)

Chief Financial Officer

(Title)

Date Reviewed: 7/7/16

  
(Signature Required)

# San Francisco Fire Department Gift Budget

Donation - \$25,000 donation to the SFFD

Budget:

	<u>Item</u>	<u>Description</u>	<u>Cash Value</u>	<u>Index</u>	<u>Grant</u>
Donation		Cash Donation	\$ 15,000	310063	FCG313
Donation		Cash Donation	\$ 10,000	310062	FCG268 0003
		<b>Total:</b>	<b>\$ 25,000</b>		

**FIRE COMMISSION**  
City and County of San Francisco  
Edwin M. Lee, Mayor

Francee Covington, *President*  
Ken Cleaveland, *Vice President*  
Stephen A. Nakajo, *Commissioner*  
Michael Hardeman, *Commissioner*



698 Second Street  
San Francisco, CA 94107  
Telephone 415.558.3451  
Fax 415.558.3413  
Maureen Conefrey, *Secretary*

**RESOLUTION 2016-01**

**RESOLUTION RECOMMENDING THAT THE BOARD OF SUPERVISORS  
AUTHORIZE THE SAN FRANCISCO FIRE DEPARTMENT TO ACCEPT A  
GIFT IN THE AMOUNT OF \$25,000 FROM AAA NORTHERN CALIFORNIA,  
NEVADA & UTAH FOR FOR NERT SUPPLIES AND PUBLIC SAFETY  
EDUCATION PROGRAMS AND MATERIALS**

WHEREAS, AAA Northern California, Nevada & Utah has gifted the San Francisco Fire Department an amount of \$25,000 as part of its partnerships with first responders; and,

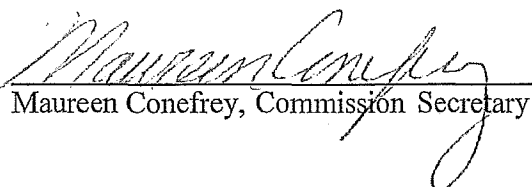
WHEREAS, The purpose of this donation was for the purchase of hard hats and disaster kits for NERT graduates as well as supplies, fire safety education materials and fire safety training programs; now, therefore, be it

RESOLVED, That the Fire Commission recommends the Board of Supervisors approve the gift and authorize the Chief of the Fire Department to retroactively accept the gift of \$25,000 from AAA Northern California, Nevada & Utah for use by the San Francisco Fire Department for its NERT program and for fire safety materials; And, be it

FURTHER RESOLVED, That the Fire Commission and Fire Department extend their gratitude to AAA Northern California, Nevada & Utah for the gift to the City and County of San Francisco in support of the Fire Department and public safety.

Adopted at the Regular Meeting of the San Francisco Fire Commission on February 10, 2016.

Ayes: 4  
Nays: 0

  
Maureen Conefrey, Commission Secretary







AAA Northern California,  
Nevada & Utah

1900 Powell Street, Suite 1200  
Emeryville, CA 94608

December 4, 2013

Joanne Hayes White  
Fire Chief, San Francisco Fire Department  
698 2<sup>nd</sup> Street  
San Francisco, CA 94107

Dear Chief Hayes White,

On behalf of AAA Northern California, Nevada & Utah, I am pleased to send you the enclosed check in the amount of \$5,000 payable to the San Francisco Fire Department. These funds represent payment from the proceeds for the October 20th, 2013 regular-season AAA Save of the Game cause-related marketing program with the San Francisco 49ers. These funds are designated for station fire safety equipment and supplies, public fire safety education programs and materials, or fire safety training programs.

Please complete and return the enclosed *Donation Acknowledgement Receipt* within fifteen days for our records.

It is important for us to support and partner with organizations working to build a stronger, safer, more informed, prepared and resilient community. Thank you for all you do to strengthen and protect the communities that we serve.

Sincerely,

A handwritten signature in black ink that reads "Robert Brown".

Robert Brown  
Public Affairs Director

Enc: Check: 275492  
Donation Acknowledgement Receipt

January 2, 2014

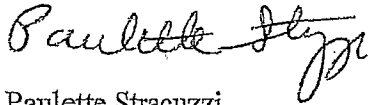
Joanne Hayes White  
Fire Chief, San Francisco Fire Department  
698 2<sup>nd</sup> Street  
San Francisco, CA 94107

Dear Chief Hayes White,

Please sign and date the receipt below, and return this document within 15 days to:

Paulette Stracuzzi  
AAA Northern California, Nevada & Utah  
1900 Powell Street, Suite 1200  
Emeryville, CA 94609

Sincerely,



Paulette Stracuzzi  
Public Affairs

---

**Donation Acknowledgement Receipt**

<b>Grant Recipient:</b>	Joanne Hayes White Fire Chief, San Francisco Fire Department 698 2 <sup>nd</sup> Street San Francisco, CA 94107
<b>Organization Tax ID #:</b>	94-0997140
<b>Grant Amount:</b>	\$5,000.00
<b>Check Number:</b>	279396
<b>Funding Purpose:</b>	Fire safety equipment and supplies, public fire safety education programs and materials, or fire safety training programs.

The undersigned hereby acknowledges receipt of the above funds.

---

Joanne Hayes White

---

Date

November 18, 2013

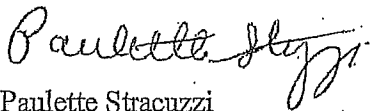
Joanne Hayes White  
Fire Chief, San Francisco Fire Department  
698 2<sup>nd</sup> Street  
San Francisco, CA 94107

Dear Chief Hayes White,

Please sign and date the receipt below, and return this document within 15 days to:

Paulette Stracuzzi  
AAA Northern California, Nevada & Utah  
1900 Powell Street, Suite 1200  
Emeryville, CA 94609

Sincerely,

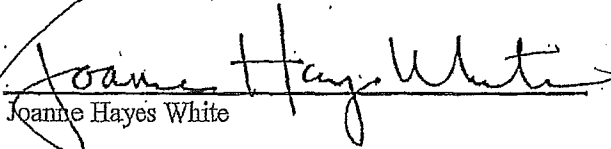


Paulette Stracuzzi  
Public Affairs

**Donation Acknowledgement Receipt**

Grant Recipient:	Joanne Hayes White Fire Chief, San Francisco Fire Department 698 2 <sup>nd</sup> Street San Francisco, CA 94107
Organization Tax ID #:	94-0997140
Grant Amount:	\$5,000.00
Check Number:	273828
Funding Purpose:	Fire safety equipment and supplies, public fire safety education programs and materials, or fire safety training programs.

The undersigned hereby acknowledges receipt of the above funds.



Joanne Hayes White

Thank you!

11/22/2013

Date

November 12, 2013

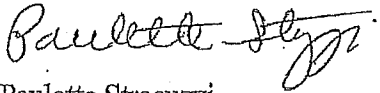
Joanne Hayes White  
Fire Chief, San Francisco Fire Department  
698 2<sup>nd</sup> Street  
San Francisco, CA 94107

Dear Chief Hayes White,

Please sign and date the receipt below, and return this document within 15 days to:

Paulette Stracuzzi  
AAA Northern California, Nevada & Utah  
1900 Powell Street, Suite 1200  
Emeryville, CA 94609

Sincerely,

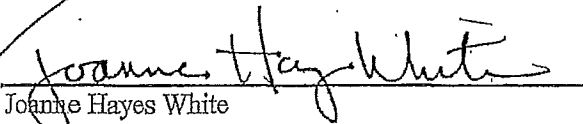


Paulette Stracuzzi  
Public Affairs

**Donation Acknowledgement Receipt**

Grant Recipient:	Joanne Hayes White Fire Chief, San Francisco Fire Department 698 2 <sup>nd</sup> Street San Francisco, CA 94107
Organization Tax ID #:	94-0997140
Grant Amount:	\$5,000.00
Check Number:	272529
Funding Purpose:	fire safety equipment and supplies, public fire safety education programs and materials, or fire safety training programs.

The undersigned hereby acknowledges receipt of the above funds.



Joanne Hayes White

11/22/2013  
Date

Thank you

October 11, 2013

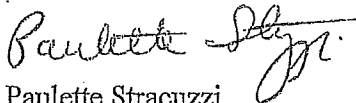
Lt. Erica Arteseros  
San Francisco Fire Department  
N.E.R.T. Program  
698 Second Street  
San Francisco, CA 94107

Dear Lt. Arteseros,

Please sign and date the receipt below, and return this document within 15 days to:

Paulette Stracuzzi  
AAA Northern California, Nevada & Utah  
1900 Powell Street, Suite 1200  
Emeryville, CA 94609

Sincerely,

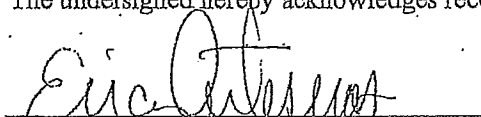


Paulette Stracuzzi  
Public Affairs

**Donation Acknowledgement Receipt**

Grant Recipient:	Lt. Erica Arteseros San Francisco Fire Department N.E.R.T. Program 698 Second Street San Francisco, CA 94107
Organization Tax ID #:	94-6000417
Grant Amount:	\$5,000.00
Check Number:	267363
Funding Purpose:	Disaster kits and hard hats for graduating students

The undersigned hereby acknowledges receipt of the above funds.

  
Erica Arteseros

10/16/2013  
Date

AAA NCNU  
1900 Powell Street  
Emeryville, CA 94608

Bank of America  
S.F. Regional Commercial Banking Office 7499  
315 Montgomery St.  
San Francisco, CA 94104

70-2328 7719

09/30/2013 267363

PAY TO THE  
ORDER OF

SAN FRANCISCO FIRE DEPARTMENT

\$\$\$5,000.00

Five Thousand and 00/100 \*\*\*\*\* US Dollar

VOID IF NOT CASHED WITHIN SIX (6) MONTHS FROM DATE OF ISSUE

SAN FRANCISCO FIRE DEPARTMENT  
698 Second Street  
San Francisco, CA 94107

  
AUTHORIZED SIGNATURE

⑈ 267363⑈ ⑆ 071923284⑆ 87656⑈ 18046⑈

AAA NCNU  
1900 Powell Street  
Emeryville, CA 94608

Bank of America  
S.F. Regional Commercial Banking Office 1499  
315 Montgomery St.  
San Francisco, CA 94104

70-2328/719

12/31/2013 279396

PAY TO THE  
ORDER OF

SAN FRANCISCO FIRE DEPARTMENT

\$\*\*\*5,000.00

Five Thousand and 00/100 \*\*\*\*\* US Dollar

VOID IF NOT CASHED WITHIN SIX (6) MONTHS FROM DATE OF ISSUE

SAN FRANCISCO FIRE DEPARTMENT  
698 Second Street  
San Francisco, CA 94107



AUTHORIZED SIGNATURE

⑈ 279396⑈ ⑆ 071923284⑆ 87656⑈ 18046⑈

AAA NCNU  
1500 Powell Street  
Emeryville, CA 94608

Bank of America  
S.F. Regional Commercial Banking Office 1499  
315 Montgomery St.  
San Francisco, CA 94104

70-2328 / 719

11/26/2013 275492

PAY TO THE ORDER OF SAN FRANCISCO FIRE DEPARTMENT

\$\*\*\*5,000.00

Five Thousand and 00/100 \*\*\*\*\* US Dollar

VOID IF NOT CASHED WITHIN SIX (6) MONTHS FROM DATE OF ISSUE

SAN FRANCISCO FIRE DEPARTMENT  
698 Second Street  
San Francisco, CA 94107

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

⑈ 275492 ⑈ ⑆ 071923284 ⑆ 87656 ⑈ 18046 ⑈



00261163

AAA NCNU

SAN FRANCISCO FIRE DEPARTMENT

Check:272529

11/05/2013

Invoice Date	Reference	Invoice Amount	Discount	Payment
10/30/2013	PR6150103013SA	5,000.00	0.00	5,000.00
TOTAL				5,000.00

AAA NCNU

SAN FRANCISCO FIRE DEPARTMENT

Check:272529

11/05/2013

Invoice Date	Reference	Invoice Amount	Discount	Payment
10/30/2013	PR6150103013SA	5,000.00	0.00	5,000.00
TOTAL				5,000.00

AAA NCNU  
1800 Powell Street  
Emeryville, CA 94608

Bank of America  
S.F. Regional Commercial Banking Office 1499  
315 Montgomery St.  
San Francisco, CA 94104

70-2328 / 119

11/05/2013 272529

PAY TO THE ORDER OF SAN FRANCISCO FIRE DEPARTMENT

\$\*\*\*5,000.00

Five Thousand and 00/100 \*\*\*\*\* US Dollar

VOID IF NOT CASHED WITHIN SIX (6) MONTHS FROM DATE OF ISSUE

SAN FRANCISCO FIRE DEPARTMENT  
698 Second Street  
San Francisco, CA 94107



AUTHORIZED SIGNATURE

⑈ 272529⑈ ⑆071923284⑆ 87656⑈ 18046⑈

00162471

AAA NCNU

SAN FRANCISCO FIRE DEPARTMENT

Check:273828

11/13/2013

Invoice Date	Reference	Invoice Amount	Discount	Payment
11/06/2013	PR6150110613SF	5,000.00	0.00	5,000.00
TOTAL				5,000.00

AAA NCNU

SAN FRANCISCO FIRE DEPARTMENT

Check:273828

11/13/2013

Invoice Date	Reference	Invoice Amount	Discount	Payment
11/06/2013	PR6150110613SF	5,000.00	0.00	5,000.00
TOTAL				5,000.00

AAA NCNU  
1900 Rowell Street  
Emeryville, CA 94608

Bank of America  
S.F. Regional Commercial Banking Office 1499  
315 Montgomery St.  
San Francisco, CA 94104

70-2328 / 719

11/13/2013 273828

PAY TO THE ORDER OF SAN FRANCISCO FIRE DEPARTMENT

\$\*\*\*5,000.00

Five Thousand and 00/100

US Dollar

VOID IF NOT CASHED WITHIN SIX (6) MONTHS FROM DATE OF ISSUE

SAN FRANCISCO FIRE DEPARTMENT  
698 Second Street  
San Francisco, CA 94107

AAA  
AUTHORIZED SIGNATURE

273828 071923284 87856 18046

DONOR DISCLOSURE/GIFT ACKNOWLEDGEMENT FORM

Thank you for your generous contribution to the San Francisco Fire Department.

In order to help the San Francisco Fire Department comply with San Francisco's Sunshine Ordinance\*, we ask that you please complete this form and return it as soon as possible to: 698 Second Street, San Francisco, CA. 94107 Attn: Donor Disclosure

Thank you again for contributing to the San Francisco Fire Department.

Donor: AAA N. CALIFORNIA, NEVADA - UTAH Date: 10/30/13

Gift: \$5000 - NEXT Estimated value: (For gifts other than cash gifts)

Contact Information:

Name: PAUL H. STRACUZZI Address: 1900 POWELL ST. SUITE 1200 Telephone: 510-596-5311
Street Apt.
Emeryville, CA 94608
City State Zip

The above contact information is:
[X] Business [ ] Residence

Financial Interest: The Sunshine Ordinance requires that a department that receives a gift of money, goods or services worth \$100 or more report any financial interest that the donor has involving the San Francisco City government. Please check the appropriate box or boxes that describe your financial interest(s) in the City.

- [ ] Contract with City (Please describe):
[ ] Grant from the City (Please describe):
[ ] Lease of Space to or from the City (Please describe):
[ ] City License, Permit or Entitlement for Use (Please describe):
[ ] Pending request for a City Contract, Grant, Permit or Other Entitlement for Use (Please describe):
[ ] Other Financial Interest (Please describe):
[X] No Financial Interest

\*The San Francisco Sunshine Ordinance (San Francisco Administrative Code Chapter 67) as approved by the San Francisco voters in 1999, provides that: SEC. 67.29-6 Sources of Outside Funding No official or employee or agent of the city shall accept, allow to be collected, or direct or influence the spending of, any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and source of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.

SAN FRANCISCO  FIRE DEPARTMENT

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Mark Corso, Finance, San Francisco Fire Department  
DATE: July 20, 2016  
SUBJECT: Accept and Expend Resolution for Gift

GIFT TITLE: Cash Donation for the SFFD – AAA Northern California

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

- Proposed gift ordinance; original signed by Department, Mayor, Controller
- Grant (gift) information form, including disability checklist
- Gift budget
- Grant application
- Letter of Intent or grant award letter from funding agency
- Other (Explain): San Francisco Fire Commission Resolution 2016-01 requesting approval by the Board of Supervisors

Special Timeline Requirements: N/A

Departmental representative to receive a copy of the adopted ordinance:

Name: Mark Corso Phone: 558-3417

Interoffice Mail Address: 698 Second Street, San Francisco 94107

Certified copy required Yes  No

RECEIVED  
2016 JUL - 21 11:38  
CITY & COUNTY OF S.F.  
CONTROLLERS - AOSD

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *for* Mayor Edwin M. Lee *AK*  
RE: Accept and Expend Gift – AAA Northern California, Nevada, & Utah -  
\$25,000.00  
DATE: September 20, 2016

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Attached for introduction to the Board of Supervisors is a resolution authorizing the San Francisco Fire Department to retroactively accept and expend a donation of \$25,000.00 from AAA Northern California, Nevada, & Utah for NERT supplies and Public Safety Education programs and materials.

Should you have any questions, please contact Nicole Elliott (415) 554-7940.

RECEIVED  
CLERK OF SUPERVISORS  
SAN FRANCISCO  
2016 SEP 20 PM 3:33  
*AK*

