

File No. 110728

Committee Item No. _____

Board Item No. 50

COMMITTEE/BOARD OF SUPERVISORS
AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date July 19, 2011

Cmte Board

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

OTHER

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Completed by: Andrea Ausberry Date July 14, 2011

Completed by: _____ Date _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document is in the file.

1 [Accept and Expend Grant - Altamont Education Advisory Board - \$10,000]

2
3 **Resolution authorizing the Department of the Environment to accept and expend a**
4 **grant in the amount of \$10,000 from Altamont Education Advisory Board to expand**
5 **recycling and lunchroom composting programs at schools in San Francisco.**

6
7 WHEREAS, Based on evaluation of responses to an Altamont Education Advisory
8 Board request for proposals in the area of Waste Reduction and Environmental Education, the
9 Department of the Environment's School Education Program was selected to be the recipient
10 of \$10,000.00 in funding to support the San Francisco Unified School District and other city
11 schools in diverting 50% of their waste by the end of June 2012 by providing compostable
12 bags to schools and stipends to custodians and other support persons; and

13 WHEREAS, While the City achieved 77% city-wide waste diversion in 2008, San
14 Francisco Unified School District only diverted approximately 53% of its waste in the 2010/11
15 school year; and

16 WHEREAS, On December 9, 2003, the San Francisco Board of Education adopted
17 landfill diversion goals of 50% by 2006, 75% by 2015 and 85% by 2025; and

18 WHEREAS, A school's waste stream is generally comprised of 41% paper,
19 2% glass, 4% metal, 12% plastic, and 32% organic matter such as food scraps, yard
20 trimmings, and soiled paper, which means schools with comprehensive recycling and
21 composting programs could potentially divert up to 97% of their waste; and

22 WHEREAS, For eighteen years, San Francisco's public and private schools have
23 sought the assistance of the Department of the Environment to teach environmental concepts,
24 implement successful resource conservation and waste diversion programs, and create
25 positive behavior changes towards the environment; and

1 WHEREAS, The Department of the Environment operates one of the most progressive
2 waste diversion programs in the country and is ideally positioned to apply its recycling and
3 recovery knowledge to schools; and

4 WHEREAS, Many schools struggle to implement waste diversion programs without
5 adequate classroom recycling bins, compostable bags, and the on-going participation of
6 custodians; and

7 WHEREAS, The Department of the Environment's School Education Program has
8 partnered with the San Francisco Unified School District and Recology Waste Management
9 Company to address the challenges faced by schools; and

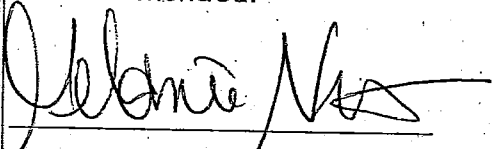
10 WHEREAS, Funding from this grant will help provide compostable bags and stipends
11 to assist in implementing waste diversion programs; and

12 WHEREAS, The grant budget includes provision for indirect costs of \$910; and

13 WHEREAS, This grant does not require an ASO amendment; now, therefore, be it

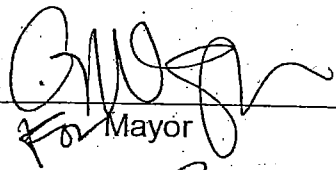
14 RESOLVED, That the San Francisco Board of Supervisors authorizes the Director of
15 the Department of the Environment to accept and expend funding in the amount of
16 \$10,000.00 from the Altamont Education Advisory Board to expand recycling and lunchroom
17 composting programs at schools in San Francisco.

18
19 Recommended:

20 
21 _____

22 Department Head

Approved:


For Mayor

Approved:



Controller, Grant Division

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Department of the Environment
DATE: June 23, 2011
SUBJECT: Accept and Expend Resolution for Subject Grant
GRANT TITLE: Food to Flowers

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

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

Grant information form, including disability checklist

Grant budget

Grant application

Grant award letter from funding agency

Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Rachel Buerkle

Phone: 355-3704

Interoffice Mail Address:

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: 110728
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

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

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

1. Grant Title: Food to Flowers!
2. Department: Department of the Environment
3. Contact Person: Rachel Buerkle Telephone: 415-355-3704
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$10,000

- 6a. Matching Funds Required: \$ 0
b. Source(s) of matching funds (if applicable):

- 7a. Grant Source Agency: Altamont Education Advisory Board
b. Grant Pass-Through Agency (if applicable): none

8. Proposed Grant Project Summary:

While the City of San Francisco reported a diversion rate of 77% for 2008, the San Francisco Unified School District (SFUSD) only reported a diversion rate of 53% for the 2010/11 school year. In an effort to increase diversion, the Board of Education passed a resolution that set landfill diversion goals of 50% by 2006, 75% by 2015 and 85% by 2025. In recognition of SFUSD's need for support in order to reach their diversion goals, SFE requests funding from the Altamont Education Advisory Board to help pay for compostable bags for the green compost carts at schools and provide stipends to those working at schools that achieve a diversion rate greater than 50%.

By providing compostable bags and diversion stipends, this project addresses implementation barriers experienced by individual schools-- messy compost bins and lack of cooperation from custodians. Through on-site audits, staff training, school-wide assemblies, and ongoing monitoring, SFE will ensure that schools receiving these resources will achieve the required diversion rates.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: July 1, 2011 End-Date: June 30, 2012

10. Number of new positions created and funded: 0

11. If new positions are created, explain the disposition of employees once the grant ends?

12a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid?

Compostable bags will be purchased through contracts entered into under standard city contracting procedures.

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?

Yes.

d. Is this likely to be a one-time or ongoing request for contracting out?
Ongoing.

13a. Does the budget include indirect costs? Yes No

b1. If yes, how much? \$910

b2. How was the amount calculated? 10% of the total direct costs requested is the amount approved by the funding agency

c. 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):

14. Any other significant grant requirements or comments:

This project will greatly benefit environmental quality through increasing the amount of materials being reused, recycled and composted by schools. Food to Flowers! serves as an important model for other school districts interested in implementing lunchroom composting and aggressive recycling programs and setting district diversion goals.

****Disability Access Checklist****

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

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

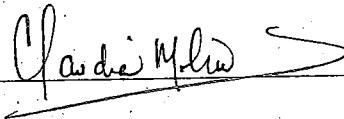
New Site(s)

New Structure(s)

16. The Departmental ADA Coordinator and/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 or Mayor's Office of Disability Reviewer: _____



(Name) Claudia Molina

Date Reviewed: 6/21/11

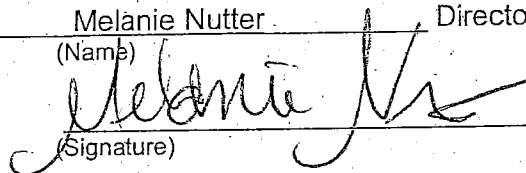
Department Approval: _____

Melanie Nutter

Director

(Name)

(Title)



(Signature)

**Department of the Environment-City and County of San Francisco
Altamont Education Advisory Board Grant Budget
Accept and Expend**

			AEAB
Non-personnel			
	Diversion Stipends	To award chosen custodians, lunchroom personnel, teachers, student groups, administrators with stipends for the rate of waste diversion at their respectful schools.	\$4,000
	Compostable Bags	Compostable bags will be purchased through contracts under standard city contracting procedures.	\$5,090
	TOTAL Non-personnel		\$9,090
TOTAL DIRECT COSTS			\$9,090
	Indirect Costs @ 10%	Designated for SF Environment by the funding souce: rent, utilties, phones, mail.	\$910
TOTAL PROJECT (Direct + Indirect)			\$10,000



Proposal to the Altamont Education Advisory Board

The Department of the Environment for the City and County of San Francisco (SF Environment) respectfully requests \$20,700 from the Altamont Education Advisory Board to increase diversion in the San Francisco Unified School District (SFUSD) and San Francisco's private schools by expanding our School Educational program. In conjunction with a variety of educational program offerings, we will help schools develop infrastructure to support and increase waste diversion and provide the resources needed to sustain those programs. This project will work in partnership with Recology, San Francisco's permitted waste and recycling hauler, as well as San Francisco Unified School District and private schools.

Organizational Summary

In 1995, San Francisco voters approved the creation of a new Commission and Department of the Environment. SF Environment has the mission of improving, enhancing, and preserving the environment, and promoting San Francisco's long-term well-being. To that end, SF Environment's programs address waste reduction, energy conservation, toxics, green building, the urban forest, and environmental justice.

For over twenty-four years, the City of San Francisco has been home to the award winning Recycling Program responsible for helping San Francisco achieve a diversion rate of 77% for 2008. The program received national recognition when the San Francisco Board of Supervisors adopted the goal of achieving a 75% diversion rate by 2010 and a zero-waste target in 2020.

School Education Program Summary

The purpose of SF Environment's School Education Program is to provide K-12 students with standards-based environmental education programs that motivate and empower students to protect the environment by composting and recycling. SF Environment's work continues to create a lasting impact in environmental education. We have collaborated with the California Integrated Waste Management Board to develop standardized curriculum, and received the 2005 Governor's Environmental and Economic Leadership Award for our outstanding environmental education program. From our lunchroom composting program to classroom presentations and field trips, the School Education Program works with more than 17,000 students a year.

Food to Flowers! is SF Environment's school lunchroom composting program, which includes a comprehensive education package. After attending faculty meetings to inform teachers about the program and answer questions, SF

Environment's staff partners with teachers to provide classroom presentations to train student compost monitors. Staff then conducts assemblies that teach students how recycling and composting help protect nature and divert waste from local landfills. Finally, staff assists compost monitors in the lunchroom during the first week or two of implementation.

The success of *Food to Flowers!* is largely due to a clear and dynamic program identity featuring our kids' mascot, *Phoebe the Phoenix*, who appears on prompts such as banners and compost monitor aprons. A larger-than-life *Phoebe the Phoenix* makes guest appearances at school assemblies and is a resounding success with teachers and students who are eager to learn from her how to compost their school lunches using the City's green cart program.

Need for the Project

While the City of San Francisco reported a diversion rate of 77% for 2008, SFUSD's diversion rate remains below that of the rest of the city, at 52%. In an effort to increase diversion, the Board of Education passed a resolution that set landfill diversion goals of 75% by 2015 and 85% by 2025. SFUSD's Custodial Services are prioritizing these goals and identifies school sites where SF Environment can easily implement programs.

SF Environment has found that the number one barrier for schools with lunchroom composting programs, and the number one concern for schools thinking about starting lunchroom composting is the responsibility of moving the carts in and out for pickup, and maintaining their cleanliness. Depending on the school, varied members of the school community—including custodians, lunchroom personnel, teachers, and students—are responsible for moving and cleaning the carts. Thanks to a grant provided by the Altamont Education and Advisory Board for the 2010-2011 school year, SF Environment has provided 20 schools with a year's supply of compostable bags for their carts, which help to keep them clean, and has provided SFUSD's Custodial Department warehouse with a supply of compostable bags for their distribution. While the SFUSD's Custodial Services provides compostable liner bags for schools in their second year of composting, the current budget crisis limits the amount of bags the SFUSD can distribute to schools. SF Environment's ability to supply compostable liners bags beyond SFUSD schools' second years of composting supports our strong relationship with SFUSD and has encouraged previously reluctant schools to begin composting. Indeed, the liner bags are one of the most important tools for overcoming the barriers a school faces when composting in the cafeteria.

Although custodians are usually responsible for lining the carts with these compostable bags, custodians often don't have the time or desire to move and occasionally wash the carts. This added responsibility that is not part of their job

Description can create stress for the custodian and a resistance to working with the rest of the school to implement the program. For middle and high schools, another considerable barrier to a successful compost program is the responsibility of monitoring the carts at lunchtime to encourage proper usage. While this monitoring has proven to be integral to program success, overseeing cart use at lunchtime is an added responsibility—whether for the custodian, lunchroom personnel, teacher, or, preferably, a student leadership team. To address these issues, SF Environment would like to continue offering stipends to custodians, and/or to lunchroom personnel, in addition to teachers, and/or middle and high school student groups if they are the ones doing the work, that helps their school achieve 50% or higher diversion rate. This is because, through our partnership with SFUSD and Recology, we have identified that the cooperation and leadership of custodians and lunchroom personnel, and the dedicated support of middle and high school student leadership teams with an active teacher advisor, are integral pieces in the success of school diversion programs.

Upon suggestion from the SFUSD Custodial Director and the SFUSD Director of Sustainability, SF Environment would also like to give stipends to the schools themselves in addition to the main persons doing the actual work. Time and again, we are reminded of the critical importance of principal support and the definitive impact it has on program success. By expanding our stipend reward program to include a school stipend that allows for discretionary spending by the principal, we are, in effect, supporting the leadership efforts of the principal.

Additionally, we have found that providing educational incentives, like waste diversion-themed field trips, significantly helps foster the enthusiasm and commitment of lunchtime student compost monitors. While elementary school teachers, who stay with their class most of the day, are easily able to take students on such field trips without having to arrange for substitutes, middle and high school teachers are not. Moreover, these older students are the ones that need more incentivizing and encouragement to monitor the carts at lunch, and thus benefit greatly from such field trips. Therefore, we are requesting funding to pay for half-day substitutes for 5 middle or high school teachers that are taking their student leadership teams on our waste diversion-themed field trips in support of their cart monitoring. As we work with more and more middle and high schools—the largest portion of SFUSD schools we have yet to reach—finding ways to support success and program sustainability is crucial.

The 2010-2011 school year has been prolific in regards to strengthening school recycling and composting programs, and most notably in new garbage service reductions: Between September 2010 and February 2011, SF Environment was able

to make such adjustments at 28 schools, reducing garbage service by about 97 cubic yards per week, and boosting SFUSD's waste diversion rate over the 50% threshold! Through generous grants with the Altamont Education Advisory Board beginning in 2004, SF Environment will have awarded at least 152 custodians and lunchroom personnel at 94 schools with diversion stipends, and has been able to increase SFUSD's diversion from 30% to 52%. This year, between August 2010 and May 2011, SF Environment will have: Assisted 45 schools in starting and/or improving their composting and/or recycling programs with assemblies and through lunchroom check-ins and waste assessments; started lunchroom composting programs at least 6 new schools; and presented its recycling and composting education program to more than 521 teachers and 10,013 students. Based on these findings, it is evident that the Education Program provides a significant level of support to schools. Given the success of our efforts to promote waste diversion at schools and that we are on the brink of making school composting programs the status quo in San Francisco, SF Environment must secure additional financial resources in order to provide the resources necessary to assist more schools in starting and maintaining diversion programs and increasing diversion.

Project Goals & Objectives

The main objective of this project is to raise the diversion rate of 15 schools to 50% or greater by the end of the 2011-2012 school year. SF Environment will accomplish this by:

- Annually working with 25 schools to implement/sustain/and/or improve *Food to Flowers!* lunchroom composting and/or extensive recycling programs.
- Providing stipends to custodians, lunchroom personnel, lead teachers, middle/high school student leadership teams, and/or school administration working at schools that achieve a diversion rate greater than 50%.
- Providing compostable bags to line compost carts at schools in order to make school composting programs more sustainable and more attractive to schools.
- Providing commingled collection bins in classrooms, bathrooms, and other highly trafficked areas.
- Coordinating 60 waste diversion related field trips and leading corresponding classroom presentations.
- Speaking at meetings for principals, teachers and custodians; after-school programs; and PTA meetings.
- Holding annual award ceremony to honor schools with exceptional diversion programs.

Population Served

The target audience for this project will be the City's 151 public and 109 private schools, which serve a diverse student population of more than 90,000 students and employ more than 7,000 staff. Thousands of parents will also be served due to the natural outcome of students passing new knowledge and behavior on to their parents.

Performance Measures for Objectives

Diversion rates for all 25 schools will be determined through waste assessments performed by SF Environment over a 1-week period and supplemented by Recology's diversion calculations. On the evenings prior to the mornings of schools' pickups, staff will visit schools and note how full their recycling, composting or garbage containers are. After collecting data for one week, we'll suggest service changes, and then, taking service changes into account, refer to Recology's diversion rate methodology to determine each school's new diversion rate. We will also continue to survey teachers and principals and observe students in the lunchroom to assess behavior change.

Project Timeline Date

	Activity	Outcome/Deliverables
June-December 2011	<ul style="list-style-type: none"> Recruit schools Provide technical assistance, education, waste assessments and follow-up 	<ul style="list-style-type: none"> Programs implemented/improved at 15 schools Diversion data collected for 15 schools
January -April 2012	<ul style="list-style-type: none"> Continue aforementioned activities 	<ul style="list-style-type: none"> Program implemented/improved at 10 schools Diversion data collected for 10 schools Progress report completed
May 2012	<ul style="list-style-type: none"> Complete check-in visits at schools Hold School Award Ceremony Award stipends 	<ul style="list-style-type: none"> Diversion data for 25 schools finalized Custodians awarded stipends
June 2012	<ul style="list-style-type: none"> Evaluate waste assessment data 	<ul style="list-style-type: none"> Programs evaluated Final Report Completed

In Conclusion

SF Environment has extensive experience in developing and implementing programs that work. By establishing a clear program identity; providing comprehensive educational programs; and developing strong partnerships with SFUSD, the waste hauler and individual schools, SF Environment promotes positive behavior change and increases diversion in San Francisco schools. Awarding diversion stipends to custodians lunchroom personnel, lead teachers, middle/high school student leadership teams, and/or school administration, and providing compostable bags for lining compost carts will encourage more schools to participate and motivate custodians and lunchroom personnel to become allies of the program. With these additional resources available to schools, SF Environment can spend less time problem solving and more time getting additional schools on *Food to Flowers!*. SF Environment will also be able to continue to expand school diversion programs with strategies like bathroom composting; recycling and composting at after-school, breakfast and child

development programs; end-of-the-year locker cleanouts and presentations to the PTA. Furthermore, as seen with the City of San Jose, who requested use of SF Environment's "waste calculator" for use in calculating waste diversion rates for schools; NatureBridge, a leading organization in the residential field science and environmental education field, who requested use of our "Wasteless Lunch" lesson plan; and the city's of Albany, Hayward, Livermore, and Oakland's school food scrap composting initiatives — who contacted SF Environment this autumn for guidance on how to structure and/or support the programs within their school districts— SF Environment's *Food to Flowers!* program can be used as a template for schools throughout California and the country.

SF Environment receives no funds from the City's General Fund and relies on fundraising to achieve the many goals with which it has been charged. The Department must therefore continue to diversify its funding base. Funding from the Altamont Education Advisory Board is vital to ensuring the ongoing implementation and enhancement of our existing educational programs.

ATTACHMENT A

2011 submitted mini-grant/project grant applications.

Temp #	Grantee	Submitted By	Project	Amt Requested
Project Grants				
P-1	Junction Avenue School	Belia Martinez	Futsal Court Project	\$0.00
P-2	City of Albany	Nicole Almaguer	Greening Albany School - GAS	\$10,000.00
P-4	Village High School	Lee Zachariades	Village Garden and Green House	\$0.00
P-5	Supportive Housing Employment Collaborative (SHEC)	Cameron McHenry and Kelly Meehan	Recycling and Environmental Awareness Program (REAP)	\$10,000.00
P-6	Sustainable Agriculture Education (SAGE)	Sibella Kraus	Sunol Water Temple Agricultural park (Sunol AgPark) Farming in the Watershed Education Program	\$0.00
P-7	KIDS for the BAY	Sheela Shankar	Four Rs Action Program	\$0.00
P-8	San Francisco Department of the Environment	Rachel Pomerantz	Food to Flowers!	\$10,000.00
P-9	Rock Steady Juggling	Doug Nolan	Rock Steady Science presents "The Recycling Wizard"	\$0.00
P-10	Earth Team	Maggie Fleming	Waste Action Project	\$20,000.00
P-11	East Bay Depot for Creative Reuse	Natasha Stillman	Green Educator program	\$0.00
P-12	Mission Way Community Garden	Sarika Rathi	Composting with Children and Families	\$0.00
P-13	Planting Justice	Haleh Zandi	SLWRP at Mandela High School	\$10,880.00
P-14	Habitat for Humanity - East Bay	Frank Atkins	Job Training for Ex-Offenders	\$10,000.00
P-15	MetWest School	Jefferey Embleton	Green Coordinator	\$0.00
P-17	Oakland Asian Students Educational Services (OASES)	H. Nhi Chau	4R's You and Your Community	\$0.00
P-18	Leadership Public School (Castlemont Campus)	Sarah Johnson	Green Pioneers Waste Reduction and Urban Sustainability Project	\$13,800.00
P-19	Environmental Science Associates	John Hanscom	Commercial Organics Recycling on Track (CO-ROT)	\$7,500.00
P-20	City of Dublin	Roger Bradley	Dublin 4R Challenge	\$18,100.00

FYI

We got awarded \$10,000 for Food to Flowers! for the 2011-2012 fiscal year.

Rachel K. Pomerantz
Environmental Education Coordinator
Department of the Environment

"Arnerich, Sharon"
<smarnerich@ci.livermore.ca.us>
05/24/2011 02:15 PM

To
cc
Subject

The Education Advisory Board met on Monday, May 23rd, and completed the process of reviewing and either approving/denying the 2011 grant applications that were submitted prior to the April 22, deadline.

I have attached a spreadsheet with the most current information on submitted applications. Listed in the notes column is whether or not the application was approved or denied.

For those of you that were approved at the May 23 meeting, I will be mailing you a grant agreement for your signature. Once the agreement has been signed and returned to me, I will request a check from our Finance Department. The entire process takes approximately 4 weeks from start to finish. With the limited funding this year, some applications were approved at a lesser amount. If you do not want to accept the grant for a lesser amount, please let me know.

If your application was denied, I will be sending you a denial letter in the mail. If you would like further information as to why the Board denied your application, feel free to email me.

If you have any questions, please feel free to contact me. Thank you for your interest in the EAB.

Sharon Arnerich
Staff Liaison
Education Advisory Board
City of Livermore
(925) 960-8045
www.cityoflivermore.net



2011 grant applications submitted - discussed at 5-24-2011.xlsx

INTRODUCTION FORM

By a member of the Board of Supervisors or the Mayor

Time Stamp or
Meeting Date

I hereby submit the following item for introduction:

- 1. For reference to Committee:
 An Ordinance, Resolution, Motion, or Charter Amendment
- 2. Request for next printed agenda Without Reference to Committee
- 3. Request for Committee Hearing on a subject matter
- 4. Request for letter beginning "Supervisor _____ inquires..."
- 5. City Attorney request
- 6. Call matter from Committee (File Number: _____)
- 7. Budget Analyst request (attach written Motion)
- 8. Substitute Legislation (File Number: _____)
- 9. Request for Closed Session
- 10. Board to Sit as a Committee of the Whole
- 11. Question(s) submitted for Mayoral Appearance before the BOS on _____

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- | | |
|---|--|
| <input type="checkbox"/> Small Business Commission | <input type="checkbox"/> Youth Commission |
| <input type="checkbox"/> Ethics Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Building Inspection Commission | |

Note: For the Imperative Agenda (a Resolution not on the printed agenda), use a different form.

Sponsor(s): Mar

Subject: Accept-Expend grant in amount of \$10,000.00 from Altamont Education Advisory Board.

The text is listed below or attached:

Signature of Sponsoring Supervisor:

For Clerk's Use Only:

