

File No. 161022

Committee Item No. 2

Board Item No. 14

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date January 11, 2017

Board of Supervisors Meeting

Date January 24, 2017

Cmte Board

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" 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 and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input checked="" 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 checked="" 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 checked="" type="checkbox"/> | <u>Fire Commission Resolutions</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Completed by: Linda Wong Date January 6, 2017
Completed by: Linda Wong Date January 17, 2017

1 [Accept and Expend Gift - Fireman's Fund Insurance - Recruitment Video - \$12,000]

2
3 **Resolution retroactively authorizing the Fire Department to accept and expend a**
4 **donation of \$12,000 from Fireman's Fund Insurance Company for the development of a**
5 **recruitment video.**

6
7 WHEREAS, Fireman's Fund Insurance Company has gifted the San Francisco Fire
8 Department a check in the amount of \$12,000 as part of its Heritage Program; and

9 WHEREAS, The purpose of the Heritage Program is to support firefighters for safer
10 communities; and

11 WHEREAS, The Fire Department's intent for the use of these funds is to develop a
12 recruitment video for the Department in its outreach efforts; 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. 161022, 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 the gift of \$12,000 from Fireman's Fund
21 Insurance for use by the San Francisco Fire Department to develop a recruitment video; and,
22 be it

23 FURTHER RESOLVED, That the Fire Commission and Fire Department extend their
24 gratitude to Fireman's Fund Insurance Company for the gift to the City and County of San
25 Francisco in support of the Fire Department and public safety.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
5

Recommended:

Joanne Hayes White
JOANNE HAYES-WHITE, Fire Chief
03/18/2016

Approved: [Signature]
for EDWIN M. LEE, Mayor

Approved: [Signature]
for BEN ROSENFELD, Controller

File Number: 161022
(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 \$12,000.00
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: \$ 12,000.00
6. a. Matching Funds Required: \$ 0
b. Source(s) of matching funds (if applicable): N/A
7. a. Grant Source Agency: Gift from entity – Fireman’s Fund Insurance
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: Fireman’s Fund Insurance has donated \$12,000.00 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
()
HR Director
(Title)
Date Reviewed: 7/11/16 Jesusa Bushong
(Signature Required)

Overall Department Head or Designee Approval:

Mark Corso
(Name)
Chief Financial Officer
(Title)
Date Reviewed: 7/7/16 [Signature]
(Signature Required)

San Francisco Fire Department Gift Budget

Donation - \$12,000 donation to the SFFD

Budget:

<u>Item</u>	<u>Description</u>	<u>Cash Value</u>	<u>Index</u>	<u>Grant</u>
Donation	Cash Donation	\$ 12,000	310063	FCG313
	Total:	\$ 12,000		

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 2016-02

**RESOLUTION RECOMMENDING THAT THE BOARD OF SUPERVISORS
AUTHORIZE THE SAN FRANCISCO FIRE DEPARTMENT TO ACCEPT A
GIFT IN THE AMOUNT OF \$12,000 FROM FIREMAN'S FUND INSURANCE
COMPANY FOR THE PURPOSE OF DEVELOPING A RECRUITMENT VIDEO**

WHEREAS, Fireman's Fund Insurance Company has gifted the San Francisco Fire Department a check in the amount of \$12,000 as part of its Heritage Program; and,

WHEREAS, The purpose of the Heritage Program is to support firefighters for safer communities; and

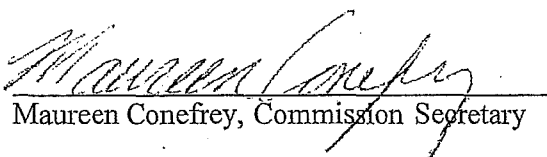
WHEREAS, The Fire Department's intent for the use of these funds is to develop a recruitment video for the Department in its outreach efforts; now, therefore, be it

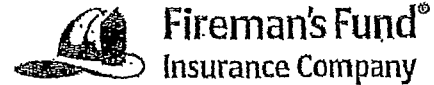
RESOLVED, That the Fire Commission recommends the Board of Supervisors approve the gift and authorize the Chief of the Fire Department to retroactively accept the gift of \$12,000 from Fireman's Fund Insurance for use by the San Francisco Fire Department to develop a recruitment video; And, be it

FURTHER RESOLVED, That the Fire Commission and Fire Department extend their gratitude to Fireman's Fund Insurance Company 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



Protecting your future for 150 years

May 2, 2013

Chief Hayes-White
San Francisco Fire Department
689 Second Street
San Francisco, CA 94107

Dear Chief Hayes-White:

On behalf of everyone at Fireman's Fund Insurance Company (Fireman's Fund®) and our parent company, Allianz Group, I want to thank you for all you do to make our communities safer and congratulate your organization on being selected to receive a gift of support through our Heritage Program®.

Fireman's Fund launched the Heritage Program in 2004, renewing the company's founding mission to support firefighters for safer communities. Through our employees and independent agencies, Fireman's Fund awards millions of dollars in grants to fire departments and fire and burn prevention non-profits for needed equipment, training, and community education programs.

There are several things we respectfully ask of your organization:

- If you haven't already, please be sure to let your firefighters, elected officials, board and others in the community know about the gift from Fireman's Fund. Post it on your social media channels, send an email, mention it at your meetings or put it in your newsletter.
- To stay updated on our program – including any special activities to support firefighters or to see our growing list of fire departments receiving grants – please follow us on:
 - www.facebook.com/FiremansFund
 - www.twitter.com/FiremansFund
 - www.firemansfund.com/heritage
- Tell us your stories about how this grant helped your organization save lives or made a difference in your community. These real-life stories demonstrate the value of our program, and ultimately help enable other fire departments across the nation to benefit from our grant program. Stories can be posted on our Supporting Firefighters Facebook page or emailed to heritage@fffc.com.

Again, thank you for all you do to make the communities you serve safer and congratulations on your gift.

Best Regards,

Melissa Queen
Grant Coordinator, Heritage Program at Fireman's Fund

Encl.: Check

Fireman's Fund
Insurance Companies
777 San Marin Dr.
Novato, CA 94998
www.firemansfund.com

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: Fireman's Fund Insurance Company Date: May 2, 2013
 Gift: Gift of support Estimated value: \$12,000.00
 (For gifts other than cash gifts)

Contact Information:

Name: Melissa Queen Address: 777 San Marin Dr. Telephone: (415) 899-4072
Street Apt.
Novato CA 94998
City State Zip

The above contact information is:
 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.

35

- 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): _____
- 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.

JOANNE HAYES-WHITE
CHIEF OF DEPARTMENT



EDWIN M. LEE
MAYOR

SAN FRANCISCO FIRE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

June 28, 2013

Danielle Cagan
Senior Director, Heritage Program
Fireman's Fund Insurance Company
777 San Marin Drive
Novato, CA 94998

Dear Ms. Cagan,

I would like to thank Fireman's Fund and the Heritage Program for once again making a generous contribution to the San Francisco Fire Department. Your gifts to the Guardians of the City, San Francisco Cancer Prevention Foundation, the San Francisco Fire Department and the contribution toward the recruitment video project are very much appreciated.

Fireman's Fund and the Heritage Program have been strong supporters of the Fire Service and the San Francisco Fire Department for many years...thank you! Your generous donation of Twelve Thousand Dollars will allow the Department to purchase equipment and materials that will assist in protecting the lives and property of the citizens of San Francisco, as well as do outreach to our community.

In order for our Department to remain in compliance with San Francisco's Sunshine Ordinance, please complete the enclosed Donor Disclosure/Gift Acknowledgement Form and return it to: San Francisco Fire Department, 698 Second Street, San Francisco, CA, 94107, Attn: Accounting Division.

Thank you again for your donation to the San Francisco Fire Department. Your generosity is greatly appreciated.

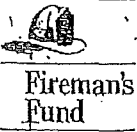
Sincerely,

A handwritten signature in cursive script that reads "Joanne Hayes-White".

Joanne Hayes-White
Chief of Department

Enclosure: Donor Disclosure/Gift Acknowledgement Form

cc: Melissa Queen, Grant Coordinator, Heritage Program, FFIC
Mark Corso, Chief Financial Officer
Accounting Division



Accounts Payable Dept.
507CC / HERITAGE
777 SAN MARIN DR
NOVATO CA 94998

415-899-6570

SAN FRANCISCO FIRE DEPT
698 SECOND ST
SAN FRANCISCO CA 94107

Inv. No.	Inv. Date	Voucher	Inv. Gross	Discount	Federal Tax	Inv. Net
41113. DESC: GIFT	04/11/13	00581742	12,000.00			12,000.00

*Record as rec'd in Advance
as A&E is required before
we may accept & expend the gift
for gift over \$10k.*

1/c: 310063

sto: ~~78101~~ GL: 223

Grant: FCGIFT

(P1)

deposited 7/2/13

Check No.	Date	Vendor No.	Check Total Amount
2148412	04/15/13	000005468	\$12,000.00

AP10S

THE FACE OF THIS CHECK CONTAINS A VOID PANTOGRAPH FEATURE ON THE FRONT AND AN ARTIFICIAL WATERMARK ON THE BACK WHEN HELD AT AN ANGLE.



Fireman's Fund

Accounts Payable Dept. 415-899-6570
507CC / HERITAGE
777 SAN MARIN DR
NOVATO CA 94998

000005468

Date 04/15/13

2148412

70-2382
749

Pay: TWELVE THOUSAND AND 00/100

THE NORTHERN TRUST COMPANY, CHICAGO, IL 60610
PAYABLE THROUGH NORTHERN TRUST, DUPAGE, OAK BROOK, IL

Net Pay \$12,000.00

Pay to the order of: SAN FRANCISCO FIRE DEPT
698 SECOND ST
SAN FRANCISCO CA 94107

SENIOR VICE PRESIDENT AND TREASURER

⑆0001031838⑆030525L18⑆

E