



**SF Environment**

**Our home. Our city. Our planet.**

A Department of the City and County of San Francisco

London Breed  
Mayor

Deborah O. Raphael  
Director

October 27, 2021

Angela Calvillo, Clerk of the Board  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102

Dear Ms. Calvillo:

Attached please find the electronic submission of the proposed Resolution for the Board of Supervisors approval, which authorizes the Department of the Environment to enter into agreements with other municipalities and entities under which the City will grant a royalty free, irrevocable, and perpetual license to use the City's Zero Waste Signmaker Tool.

The City's Zero Waste Signmaker Tool is a web application that the Department of the Environment had created in 2011 to allow the general public the ability to create customized, image-based signage used at points of disposal at events and business sites to guide those disposing of waste into the appropriate disposal bin (Composting, Recycling, Landfill).

The Department of the Environment believes the Zero Waste Signmaker Tool will assist other entities in promoting better recycling, reuse, and proper disposal efforts in areas outside of San Francisco and help to strengthen the City's leadership role in promoting better recycling, reuse, and proper disposal efforts across the nation.

The following is a list of accompanying documents:

- Resolution in Word format
- Draft of the Memorandum of Understanding (MOU)
- City Contract with the Application creator (Big Think Studios)
- Quote submitted for the cost and scope of the application
- Approved Task Order with Big Think for the creation of the application

The following person may be contacted regarding this matter:

David Kashani, Contracts & Grants Coordinator  
San Francisco Department of the Environment  
[David.Kashani@sfgov.org](mailto:David.Kashani@sfgov.org)  
T: (415) 513 3750

Thank you,

Deborah O. Raphael, Director