

File No. 190143

Committee Item No. 1

Board Item No. 2

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee Date April 3, 2019

Board of Supervisors Meeting Date April 16, 2019

#### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

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

<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"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Completed by: Linda Wong Date March 28, 2019  
 Completed by: Linda Wong Date April 4, 2019

1 [Administrative Code - Harvey Milk Terminal Signage at San Francisco International Airport]

2  
3 Ordinance amending the Administrative Code to set the minimum size of lettering for  
4 exterior and interior signage for the Harvey Milk Terminal, Terminal 1 of the San  
5 Francisco International Airport.

6 NOTE: Unchanged Code text and uncodified text are in plain Arial font.  
7 Additions to Codes are in *single-underline italics Times New Roman font*.  
8 Deletions to Codes are in ~~italics Times New Roman font~~.  
9 Board amendment additions are in double-underlined Arial font.  
Asterisks (\* \* \* \*) indicate the omission of unchanged Code  
subsections or parts of tables.

10  
11 Be it ordained by the People of the City and County of San Francisco:

12 Section 1. Article IX of Chapter 2A of the Administrative Code is hereby amended by  
13 revising Section 2A.174, to read as follows:

14 **SEC. 2A.174. NAMING TERMINAL 1 OF THE SAN FRANCISCO INTERNATIONAL**  
15 **AIRPORT FOR HARVEY MILK.**

16 (a) Terminal 1 of the San Francisco International Airport shall be named for Harvey  
17 Milk.

18 (b) By no later than September 1, 2018, the Director of the Airport shall submit to  
19 the Arts Commission for the Commission's approval a plan for design and placement of  
20 artwork in the terminal memorializing the life and legacy of Harvey Milk. If the Arts  
21 Commission makes a decision to not approve the plan for design or placement of the artwork,  
22 the Director shall submit an alternative plan for design or placement of the artwork to the Arts  
23 Commission within 30 days.

24 (c) By no later than December 1, 2018, the Director of the Airport shall submit a  
25 report to the Board of Supervisors and the Mayor describing the steps the Airport has taken

1 and plans to take to implement this Section 2A.174 and publicize the name of the terminal,  
2 including plans for signage in the Airport and plans to place artwork in the terminal.

3 (d) The signage identifying the terminal for drivers, on the exterior of the terminal generally  
4 facing the roadway and the domestic parking garage, shall state "Harvey Milk Terminal" in a sign  
5 with lettering in which capital letters are at least four feet high, and, below "Harvey Milk Terminal,"  
6 shall state "Terminal 1" in a sign with lettering that is approximately half seventy-five percent of  
7 the height of the lettering of the "Harvey Milk Terminal" sign.

8 (e) Additionally, wherever signage identifying "Terminal 1" appears on the interior or  
9 exterior of the terminal or Airport, the words "Harvey Milk" shall appear in equal or greater  
10 height.

11 Section 2. Effective Date. This ordinance shall become effective 30 days after  
12 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
13 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
14 of Supervisors overrides the Mayor's veto of the ordinance.

15 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
16 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
17 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
18 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment  
19 additions, and Board amendment deletions in accordance with the "Note" that appears under  
20 the official title of the ordinance.

21 APPROVED AS TO FORM:  
22 DENNIS J. HERRERA, City Attorney

23 By:   
24 ANDREW SHEN, Deputy City Attorney

25 n:\egana\as2019\1900320\01333825.docx

<p><b>Item 1</b> <b>File 19-0143</b></p>	<p><b>Department:</b> San Francisco International Airport (Airport)</p>
<p><b>EXECUTIVE SUMMARY</b></p>	
<p style="text-align: center;"><b>Legislative Objectives</b></p>	
<p>The proposed ordinance would amend the Administrative Code to set the minimum size of letter for exterior and interior signage for the Harvey Milk Terminal, Terminal 1 of the San Francisco International Airport. The proposed amendments would require the lettering of "Terminal 1" be below and approximately 75 percent of the lettering for "Harvey Milk Terminal" signage identifying the terminal for drivers. In addition, wherever signage identifying "Terminal 1" appears on the interior or exterior of the terminal or Airport, the words "Harvey Milk" shall appear in equal or greater height.</p>	
<p style="text-align: center;"><b>Key Points</b></p>	
<ul style="list-style-type: none"> <li>• In 2013, the Board of Supervisors approved an ordinance amending the Administrative Code to establish the Airport Facilities Naming Advisory Committee (Committee). On June 26, 2017, the Committee recommended renaming Terminal 1 after former Supervisor Harvey Milk, as the Terminal is currently undergoing the \$2.4 billion renovation.</li> <li>• In March 2018, the Board of Supervisors approved an amendment to the Administrative Code to name Terminal 1 of the San Francisco International Airport after former Supervisor Harvey Milk. On March 11, 2019, the Rules Committee of the Board of Supervisors considered an ordinance amending the Administrative Code to set the minimum size of letter for exterior signage for the Harvey Milk Terminal. The ordinance was amended in committee to require the minimum size of lettering for signage.</li> </ul>	
<p style="text-align: center;"><b>Fiscal Impact</b></p>	
<ul style="list-style-type: none"> <li>• The Airport had previously budgeted \$1,414,498 to complete the signage for naming Terminal 1 after former Supervisor Harvey Milk. The current total budget for signs for the Terminal 1 renovation is approximately \$10,000,000.</li> <li>• The proposed ordinance was amended in committee to require the Airport to (a) include interior and exterior signs and (b) increase the size of "Terminal 1" lettering. The Airport estimates the increased cost of including interior and exterior signs to be \$1,300,000.</li> </ul>	
<p style="text-align: center;"><b>Policy Consideration</b></p>	
<ul style="list-style-type: none"> <li>• When the Board of Supervisors approved the ordinance in March 2018, amending the Administrative Code to name Terminal 1 after former Supervisor Harvey Milk, the Airport reported at that time that the costs of new signs could be incorporated into the ongoing Terminal 1 renovation budget.</li> </ul>	
<p style="text-align: center;"><b>Recommendation</b></p>	
<ul style="list-style-type: none"> <li>• Approve the proposed ordinance.</li> </ul>	

**MANDATE STATEMENT**

According to Charter Section 2.105, all legislative acts shall be by ordinance and require the affirmative vote of at least a majority of the members of the Board of Supervisors.

**BACKGROUND**

The San Francisco International Airport has four terminals: Terminal 1, Terminal 2, Terminal 3, and the International Terminal. The \$2.4 billion Terminal 1 renovation began in September 2016 and consists of two major Terminal 1 construction projects: Terminal 1 Center Renovation and New Boarding Area B. The program includes a complete replacement of the architectural building envelope, upgrades of all mechanical systems and special systems replacements, interior architectural renovations, facility upgrades such as a new consolidated passenger screening checkpoint, new airline ticket counters, and new concessions program. The renovation is expected to be completed in stages through 2024.

In 2013, the Board of Supervisors approved an ordinance amending the Administrative Code to establish the Airport Facilities Naming Advisory Committee (Committee). The Committee, composed of five Mayor-appointed members and four Board of Supervisors-appointed members for a total of nine members, was tasked with providing recommendations for the naming of a terminal at the Airport after Supervisor Harvey Milk.<sup>1</sup> On June 26, 2017, the Committee recommended renaming Terminal 1, as the Terminal is currently undergoing the renovation mentioned above. The Committee also recommended naming the Airport's access road after Harvey Milk.

In March 2018, the Board of Supervisors approved an amendment to the Administrative Code to name Terminal 1 of the San Francisco International Airport after former Supervisor Harvey Milk (File 18-0872). The amendment requested that the Director of the Airport submit a report to the Board of Supervisors on the steps taken to rename Terminal 1. On November 30, 2018, the Airport submitted the required report to the Board of Supervisors. The report included the approval of two pieces of public art in the terminal and the public unveiling of design elements within the terminal to honor Harvey Milk in the Terminal 1 facility, including proposed interior and exterior treatments, threshold areas, and exhibits.

On March 11 2019, the Rules Committee of the Board of Supervisors considered an ordinance amending the Administrative Code to set the minimum size of letter for exterior signage for the Harvey Milk Terminal, Terminal 1 of the San Francisco International Airport (File 19-0143). The ordinance was then amended in committee to require the minimum size of lettering for exterior and interior signage.

---

<sup>1</sup> In 1977 Harvey Milk became the first gay person elected to office in San Francisco when he won a supervisor seat. A year later, Harvey Milk was assassinated inside City Hall, along with then-mayor George Moscone, by former supervisor Dan White.

**DETAILS OF PROPOSED LEGISLATION**

The proposed ordinance would amend the Administrative Code to set the minimum size of letter for exterior and interior signage for the Harvey Milk Terminal, Terminal 1, of the San Francisco International Airport. The proposed amendments would require the lettering of "Terminal 1" be below and approximately 75 percent<sup>2</sup> of the lettering for "Harvey Milk Terminal" signage identifying the terminal for drivers. In addition, wherever signage identifying "Terminal 1" appears on the interior or exterior of the terminal or Airport, the words "Harvey Milk" shall appear in equal or greater height.

**FISCAL IMPACT**

The Airport had previously budgeted \$1,414,498 to complete the signage for naming Terminal 1 of the San Francisco International Airport after former Supervisor Harvey Milk, and an additional \$3,318,493 to complete the artwork and exterior base signage, for a total of \$4,733,475. The current total budget for signs for the Terminal 1 renovation is approximately \$10,000,000.

**Amended Ordinance**

As mentioned above, the proposed ordinance was amended in committee to require the Airport to (a) include interior and exterior signs and (b) increase the size of "Terminal 1" lettering. The Airport estimates the increased cost of including interior and exterior signs to be \$1,300,000, as shown in Table 1 below.

**Table 1: Increased Cost Due to Interior and Exterior Signage**

Terminal Signs	\$1,000,000
Garage Signs	\$200,000
<u>AirTrain Signs</u>	<u>\$100,000</u>
<b>Total</b>	<b>\$1,300,000</b>

According to Ms. Cathy Widener, Director of Government Affairs at the Airport, the above costs of \$1,300,000 assume the signage size will remain the same. If upsizing is needed to lengthen the lettering of "Terminal 1," costs could be higher as a result of structural changes needed to accommodate larger signs.

Additional signage will be funded through the Airport's Capital Improvement Plan using General Airport Revenue Bonds.

<sup>2</sup> The lettering was previously required to be 50 percent.

**POLICY CONSIDERATION**

When the Board of Supervisors approved the ordinance in March 2018, amending the Administrative Code to name Terminal 1 after former Supervisor Harvey Milk (File 17-0872), the Airport reported on the estimated one-time costs to the Airport to replace existing AirTrain Station identification signs, directories, and maps of the Airport and terminals, and a new building sign. Additionally, the Airport reported that new additional costs could be incurred to place new signs at entrances, curbside, entry doors and garages as a result of the Terminal 1 renovation project although the number of new signs had not yet been determined. According to the Airport at that time, the costs of new signs could be incorporated into the ongoing Terminal 1 renovation budget.

**RECOMMENDATION**

Approve the proposed ordinance.

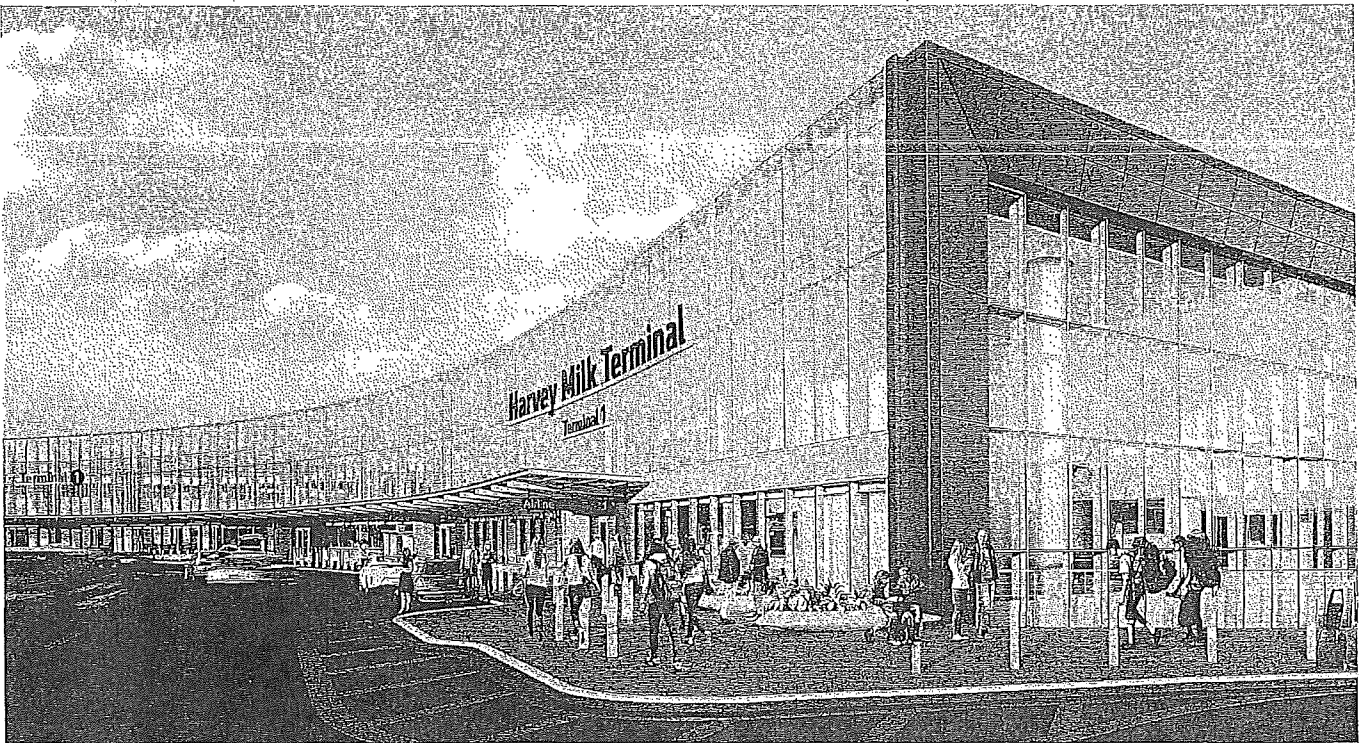
Terminal 1  
The Harvey B. Milk Terminal  
**Exterior Signage Study**

March 11, 2019



# Harvey Milk, Option 1a Project Rendering

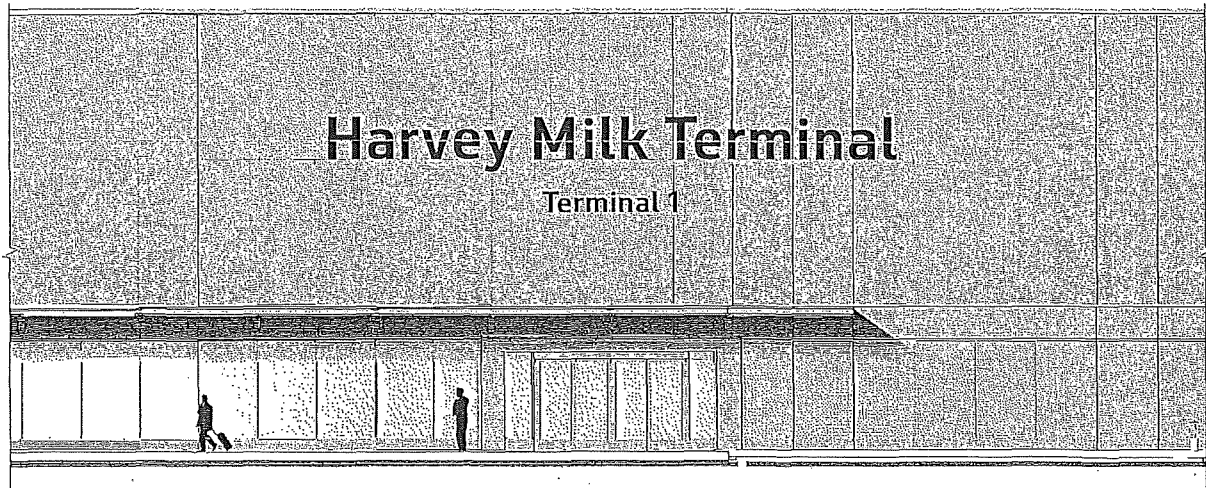
Terminal ① 4'-0" Harvey Milk 4'-0"  
Terminal 1 2'-0"



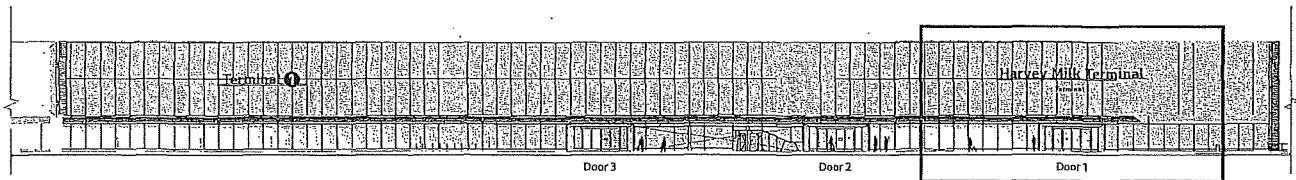
# Harvey Milk, Option 1a Elevation

Terminal ① 4'-0"

Harvey Milk 4'-0"  
Terminal 1 2'-0"



Elevation  
Scale: 1/8" = 1'-0"



Elevation  
Scale: 1/32" = 1'-0"

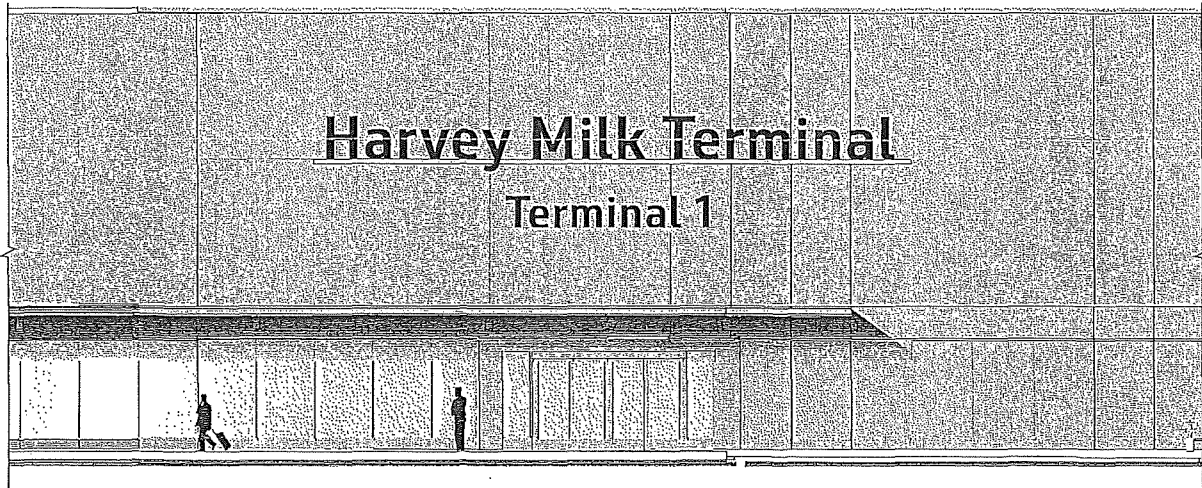
# Harvey Milk, Option 1b Project Rendering

Terminal ① 4'-0" Harvey Milk 4'-0"  
Terminal 1 3'-0"

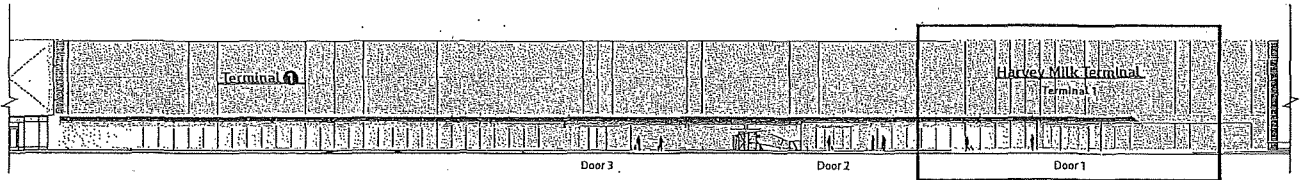


Harvey Milk, Option 1b Elevation

Terminal ① 4'-0" Harvey Milk Terminal 1 4'-0"  
Terminal 1 3'-0"



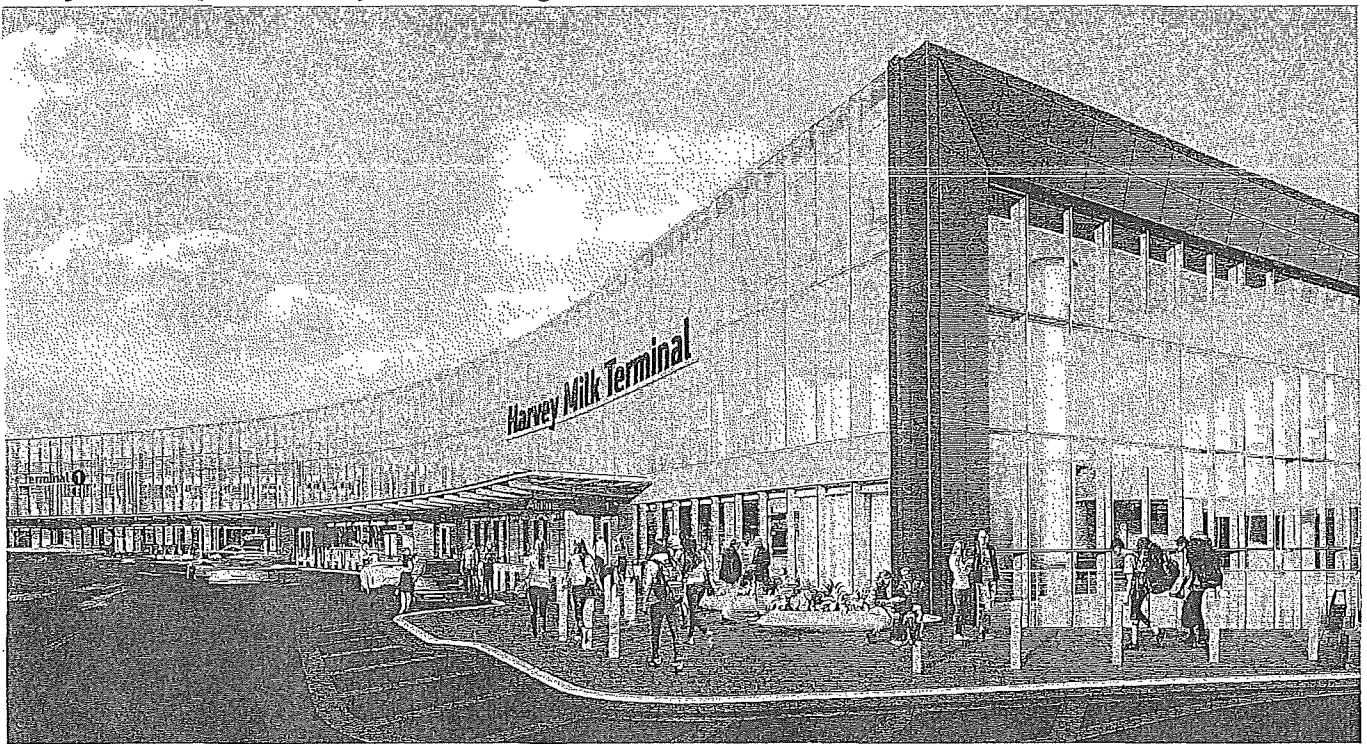
Elevation  
Scale: 1/8" = 1'-0"



Elevation  
Scale: 1/32" = 1'-0"

Harvey Milk, Option 2 Project Rendering

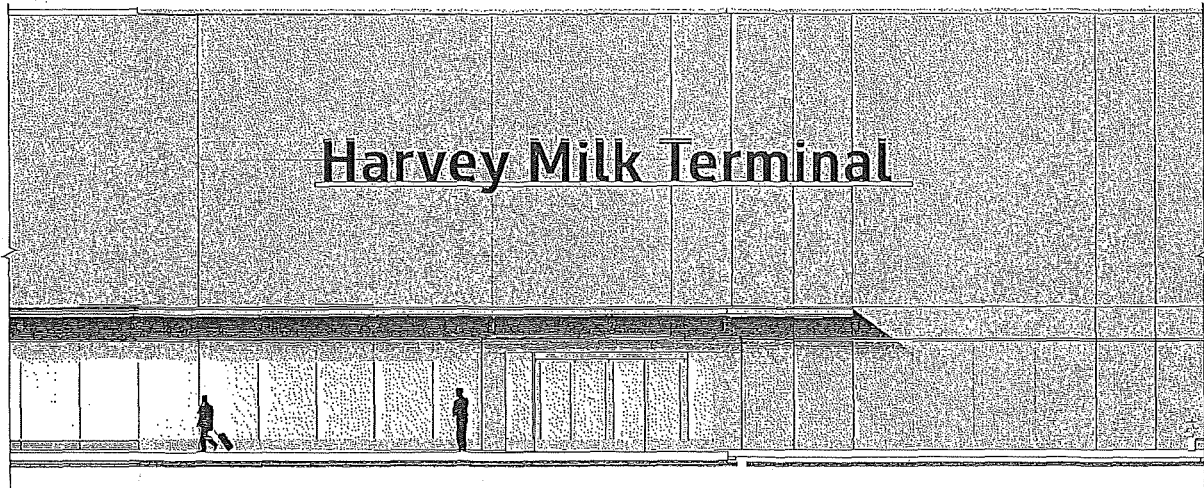
Terminal ① 4'-0" Harvey Milk 4'-0"



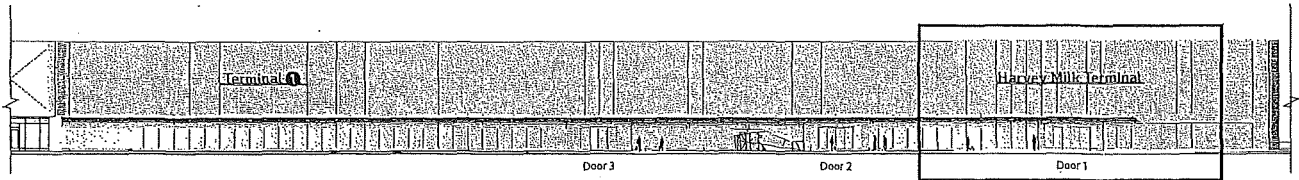
6

Harvey Milk, Option 2 Elevation

Terminal ① 4'-0" Harvey Milk 4'-0"



Elevation  
Scale: 1/8" = 1'-0"



Elevation  
Scale: 1/32" = 1'-0"



BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## MEMORANDUM

TO: Ivar Satero, Airport Director  
San Francisco International Airport

FROM: Victor Young, Assistant Clerk *VY*  
Rules Committee

DATE: February 8, 2019

SUBJECT: LEGISLATION INTRODUCED

---

The Board of Supervisors' Rules Committee has received the following proposed legislation, introduced by Mayor Breed on February 5, 2019:

**File No. 190143**

**Ordinance amending the Administrative Code to set the minimum size of lettering for exterior signage for the Harvey Milk Terminal, Terminal 1 of the San Francisco International Airport.**

If you have comments or reports to be included with the file, please forward them to me at the Board of Supervisors, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102 or by email at: [victor.young@sfgov.org](mailto:victor.young@sfgov.org).

c: Cathy Widener, San Francisco International Airport  
Corina Monzon, San Francisco International Airport

## Young, Victor (BOS)

---

**From:** BOS Legislation, (BOS)  
**Sent:** Monday, March 04, 2019 8:28 AM  
**To:** Wright, Edward (BOS); Young, Victor (BOS)  
**Cc:** Goossen, Carolyn (BOS); BOS Legislation, (BOS)  
**Subject:** FW: Adding Mar as cosponsor to File 190143

Hi Edward,

File No. 190143 [Administrative Code - Harvey Milk Terminal Signage at San Francisco International Airport] is assigned to the Rules Committee, looping in Victor, clerk of Rules for processing.

### Lisa Lew

San Francisco Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102  
T 415-554-7718 | F 415-554-5163  
[lisa.lew@sfgov.org](mailto:lisa.lew@sfgov.org) | [www.sfbos.org](http://www.sfbos.org)



Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

*Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors' website or in other public documents that members of the public may inspect or copy.*

**From:** Wright, Edward (BOS)  
**Sent:** Friday, March 1, 2019 5:08 PM  
**To:** BOS Legislation, (BOS) <[bos.legislation@sfgov.org](mailto:bos.legislation@sfgov.org)>  
**Cc:** Goossen, Carolyn (BOS) <[carolyn.goossen@sfgov.org](mailto:carolyn.goossen@sfgov.org)>  
**Subject:** Adding Mar as cosponsor to File 190143

Hi,

Supervisor Mar would like to join as a cosponsor for File No. 190143 [Administrative Code - Harvey Milk Terminal Signage at San Francisco International Airport]

Thank you,

Edward Wright  
Legislative Aide to Supervisor Gordon Mar  
(415) 554-7464



## Wong, Jocelyn (BOS)

---

**From:** BOS Legislation, (BOS)  
**Sent:** Tuesday, March 19, 2019 11:27 AM  
**To:** Mahogany, Honey (BOS); BOS Legislation, (BOS); Beinart, Amy (BOS); Goossen, Carolyn (BOS); Morales, Carolina (BOS)  
**Cc:** RivamonteMesa, Abigail (BOS); Mcdonald, Courtney (BOS); Somera, Alisa (BOS)  
**Subject:** RE: Request for Co-sponsorship Item 28 - 190143  
  
**Categories:** 190143

Good morning,

Confirming that Supervisor Haney has been added as a co-sponsor for File No. 190143 [Administrative Code - Harvey Milk Terminal Signage at San Francisco International Airport]. The sponsorship will now read as follows:

Supervisors Ronen; Mandelman, Mar, Haney

This change will be reflected on today's board meeting minutes.

Best regards,

*Jocelyn Wong*

San Francisco Board of Supervisors

1 Dr. Carlton B. Goodlett Place, Room 244

San Francisco, CA 94102

T: 415.554.7702 | F: 415.554.5163

[jocelyn.wong@sfgov.org](mailto:jocelyn.wong@sfgov.org) | [www.sfbos.org](http://www.sfbos.org)

---

**From:** Mahogany, Honey (BOS)  
**Sent:** Tuesday, March 19, 2019 11:03 AM  
**To:** BOS Legislation, (BOS) <bos.legislation@sfgov.org>; Beinart, Amy (BOS) <amy.beinart@sfgov.org>; Goossen, Carolyn (BOS) <carolyn.goossen@sfgov.org>; Morales, Carolina (BOS) <carolina.morales@sfgov.org>  
**Cc:** RivamonteMesa, Abigail (BOS) <abigail.rivamontemesa@sfgov.org>; Mcdonald, Courtney (BOS) <courtney.mcdonald@sfgov.org>  
**Subject:** Request for Co-sponsorship Item 28 - 190143

Good morning!

Supervisor Haney would like to be added as a co-sponsor to Item 28 on the March 19th Board Agenda:

190143 - [Administrative Code - Harvey Milk Terminal Signage at San Francisco International Airport]

Thank you!

Honey Mahogany, MSW

*Pronouns: she/her or they/them*

Legislative Aide

Supervisor Matt Haney

**Lew, Lisa (BOS)**

---

**From:** Young, Victor (BOS)  
**Sent:** Monday, March 4, 2019 8:58 AM  
**To:** BOS Legislation, (BOS); Wright, Edward (BOS)  
**Cc:** Goossen, Carolyn (BOS)  
**Subject:** RE: Adding Mar as cosponsor to File 190143

**Categories:** 190143

Good Morning:

I have added Supervisor Mar as a co-sponsor for File No. 190143 as requested.

Victor Young 415-554-7723  
Board of Supervisors

---

**From:** BOS Legislation, (BOS)  
**Sent:** Monday, March 04, 2019 8:28 AM  
**To:** Wright, Edward (BOS) <edward.w.wright@sfgov.org>; Young, Victor (BOS) <victor.young@sfgov.org>  
**Cc:** Goossen, Carolyn (BOS) <carolyn.goossen@sfgov.org>; BOS Legislation, (BOS) <bos.legislation@sfgov.org>  
**Subject:** FW: Adding Mar as cosponsor to File 190143

Hi Edward,

File No. 190143 [Administrative Code - Harvey Milk Terminal Signage at San Francisco International Airport] is assigned to the Rules Committee, looping in Victor, clerk of Rules for processing.

**Lisa Lew**  
San Francisco Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102  
T 415-554-7718 | F 415-554-5163  
[lisa.lew@sfgov.org](mailto:lisa.lew@sfgov.org) | [www.sfbos.org](http://www.sfbos.org)



Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

*Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors' website or in other public documents that members of the public may inspect or copy.*

---

**From:** Wright, Edward (BOS)  
**Sent:** Friday, March 1, 2019 5:08 PM  
**To:** BOS Legislation, (BOS) <bos.legislation@sfgov.org>  
**Cc:** Goossen, Carolyn (BOS) <carolyn.goossen@sfgov.org>  
**Subject:** Adding Mar as cosponsor to File 190143

Hi,

Supervisor Mar would like to join as a cosponsor for File No. 190143 [Administrative Code - Harvey Milk Terminal Signage at San Francisco International Airport]

Thank you,

Edward Wright  
Legislative Aide to Supervisor Gordon Mar  
(415) 554-7464

Print Form

# Introduction Form

By a Member of the Board of Supervisors or the Mayor

RECEIVED  
 BOARD OF SUPERVISORS  
 SAN FRANCISCO  
 2019 FEB -5 PM 4:41  
 Time stamp  
 or meeting date

I hereby submit the following item for introduction (select only one):

- 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 hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [ ] inquires"
- 5. City Attorney request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Request for Closed Session (attach written motion).
- 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:

- Small Business Commission     Youth Commission     Ethics Commission
- Planning Commission     Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative**

**Sponsor(s):**

Ronen, Mandelman

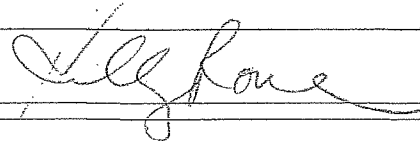
**Subject:**

Ordinance amending the Administrative Code to set the minimum size of lettering for exterior signage for the Harvey Milk Terminal, Terminal 1 of the San Francisco International Airport.

**The text is listed below or attached:**

Please see attached.

Signature of Sponsoring Supervisor:



For Clerk's Use Only:

