

File No. 130619

Committee Item No. 9

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Sub-Committee

Date: 07/17/2013

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"/> | 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 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 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 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: Victor Young

Date July 12, 2013

Completed by: Victor Young

Date _____

1 [Accept and Expend Gift - Mayor's Earth Day Breakfast - \$12,500]

2
3 **Resolution authorizing the Department of the Environment to retroactively accept and**
4 **expend a gift in the amount of \$12,500 from Citibank to sponsor the Mayor's Annual**
5 **Earth Day Breakfast which took place at City Hall on April 24, 2013.**

6
7 WHEREAS, Citibank has agreed to sponsor of the Mayor's Annual Earth Day
8 Breakfast; and

9 WHEREAS, Citibank is an active contributor to events benefiting the public and has a
10 record of striving to be a good environmental steward; and

11 WHEREAS; The Mayor's Annual Earth Day Breakfast has taken place for more than
12 ten years and is attended by environmental leaders and staff from city departments; and

13 WHEREAS, The Breakfast provides a platform for the Mayor to describe the City's
14 environmental goals and objectives and its progress toward meeting those; and

15 WHEREAS, The gift budget does not include indirect costs in order to maximize the
16 use of funds for direct services; and

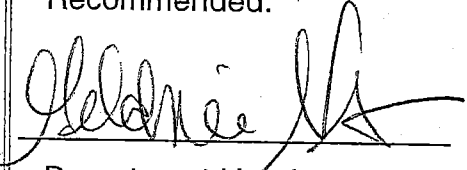
17 WHEREAS, A request for retroactive approval is being sought because the Department
18 of the Environment needed to determine budgetary requirements; and

19 WHEREAS, The gift does not require an Annual Salary Ordinance (ASO) amendment;
20 now therefore, be it

21 **RESOLVED, That the San Francisco Board of Supervisors authorizes the Director of**
22 **the Department of the Environment to retroactively accept and expend a gift in the amount of**
23 **\$12,500 from Citibank to sponsor the Mayor's Annual Earth Day Breakfast.**

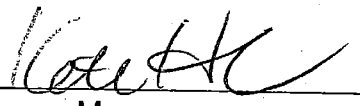
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

Recommended:



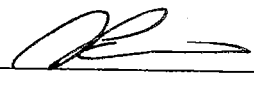
Department Head

Approved:



Mayor

Approved:



Controller, Grant Division

Department of the Environment
BOARD OF SUPERVISORS

File Number: _____

220299 / EVMEDC-13

(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form

(Effective July 2011)

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: Mayor's Earth Day Breakfast
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: \$12,500
- 6a. Matching Funds Required: \$ -0-
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: Citibank
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary:
Funds have been gifted to the Department of the Environment to sponsor the Mayor's Annual Earth Day Breakfast to take place at City Hall on Wednesday, April 24, 2013
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: March 13, 2013 End-Date: June 30, 2013
- 10a. Amount budgeted for contractual services: \$12,500
b. Will contractual services be put out to bid? Yes
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? Yes
d. Is this likely to be a one-time or ongoing request for contracting out? One-time
- 11a. Does the budget include indirect costs? Yes No
b1. If yes, how much?
b2. How was the amount calculated?
c1. 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):

c2. If no indirect costs are included, what would have been the indirect costs? N/A. Indirect costs are a function of the salary and no salary costs are included in this gift.

12. Any other significant grant requirements or comments:

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

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

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input checked="" 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) | |

14. 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 disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

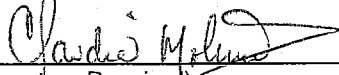
If such access would be technically infeasible, this is described in the comments section below:

Comments:

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

Claudia Molina, Departmental ADA Coordinator, Payroll Personnel Clerk

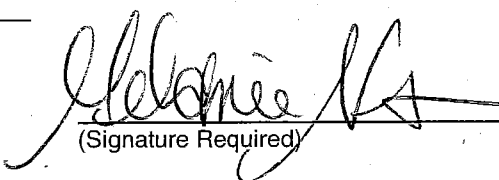
Date Reviewed: 4/22/13


(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Melanie Nutter, Director, Department of the Environment

Date Reviewed: 4/19/2013


(Signature Required)

**Department of the Environment-City and County of San Francisco
 Mayors Annual Earth Day Breakfast
 Accept and Expend**

	Non-personnel		Citibank
	Contracting	Catering and decoration providers will be chosen using standard practices for procuring services and will be certified city vendors	\$12,500
	TOTAL Non-personnel		\$12,500
	TOTAL DIRECT COSTS		\$12,500

From: Carder, Stacey [<mailto:stacey.carder@citi.com>]
Sent: Wednesday, March 13, 2013 3:43 PM
To: Nutter, Melanie; 'stacey.carder@citi.com'
Cc: Lester, Lauren; Joseph, Victoria L
Subject: Re: Invitation to sponsor the Annual Mayor's Earth Day Breakfast

Hi Melanie,

On behalf of Citi Community Development, we are pleased to support the Dept. of the Environment at the \$12,500 level.

My colleague, Vicki Joseph, will be coordinating (she is cc'd). Please provide her additional details.

We are very honored to support the City of SF and the Dept. of the Environment. Best of luck with the event!

Best regards,
Stacey
Stacey Sechrest Carder
Citibank | Regional Sales & Marketing



SF Environment

Our home. Our city. Our planet.



ED LEE
Mayor

MELANIE NUTTER
Director

February 14, 2013

Stacey Sechrest Carder
Vice President, Regional Sales & Marketing West Coast Region
Citibank
One Samsome Street, 22nd Floor
San Francisco, CA 94104

Dear Stacey,

Mayor Edwin M. Lee and the San Francisco Department of the Environment are pleased to extend an invitation and sponsorship opportunity to Citibank for the Mayor's Fifteenth Annual Earth Day breakfast celebration. **The breakfast will be held on Wednesday, April 24, 2013 from 8:00 am to 10:00 am in the North Light Court at City Hall, 1 Dr. Carlton B. Goodlett Place.**

The goal of the breakfast is to gather San Francisco's environmental and business leaders as well as public officials to celebrate our accomplishments toward becoming a truly sustainable and livable city while charting our course for the future.

San Francisco has made significant progress on our sustainability goals in 2012. In addition to being named the Cleantech Capital of North America and a top city for green jobs by Forbes Magazine, we achieved an 80% landfill diversion rate, sending the lowest amount of material on record to the landfill and reduced our carbon emissions by 14.5% below 1990 levels.

SF Environment improved the energy efficiency of hundreds of homes and apartments buildings by an average of 25% through our Energy Watch and SF Home Improvement Performance programs and stimulated the green economy by creating hundreds of local jobs. We continue to be a leader in the sustainability movement, having successfully banned single use plastic bags at all retail establishments, published the nation's first *Pest Prevention by Design Guidelines*, and completed the installation of over 80 EV charging stations.

It's only with your support that we will be able to meet future, and no less ambitious, goals. Your company has been a valued City partner in these successes by exemplifying sustainability principles through its services and products. Participation as a sponsor presents a one of a kind opportunity to develop collaborations with other City departments and engage with the City on our environmental programs and policies.

Sponsorship opportunities include:

- **\$7,500 Platinum Sponsorship level:**, a table for 5 and top listing on promotional materials, your company logo on all event press material and invitations, a display booth at the breakfast and a mention by the Mayor in his address

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • www.sfenvironment.org

100% Post-Consumer Content

- **\$5,000 Gold Sponsorship level:** 3 invitations to the event, your company logo on all event press material and invitations, a display booth at the breakfast and a mention by the Mayor in his address
- **\$2,500 Silver Sponsorship level:** 2 invitations to the event, your company logo on all event press material and invitations and a mention by the Mayor in his address

I'd also like to invite you to become a founding member of our new **Community Partners Initiative**. For a **sponsorship level of \$12,500** your company will become a Community Partner for the year. Your support will not only be recognized by the all of the Platinum Sponsorship benefits listed above, but will also help to support our programming and events through the 2013 calendar year.

As a Community Partner, your company will have top listing on promotional materials for other events and will be listed on the sponsors display in our new EcoCenter located at 1455 Market, the new home of our Department. Our new office will be an "Innovation Showcase" of the latest trends and ground breaking developments in sustainability. In addition to being a showcase, our EcoCenter serves many functions: it's a community space, art gallery, resource center, and destination for international delegations.

Over the course of a year, we hold more than 40 events in our EcoCenter. We also host an array of off-site events like our Green Business Awards Reception. By supporting our programming throughout the year, your company will have the opportunity for ongoing recognition and promotion in 2013.

Finally, as a Community Partner, you will receive a one-year complimentary membership to the Business Council on Climate Change (BC3) Climate Leadership Circle, a \$10,000 value. This vital public-private partnership works to reduce greenhouse gas emissions through dialogue, collaboration, and direct action. Learn more at www.bc3sfbay.org.

I hope you will join Mayor Lee and over 300 environmental and business leaders, community members, and decision makers at the 2013 Mayor's Earth Day Breakfast. I look forward to seeing you and discussing the important issues we face as leaders in the Greenest City in North America.

Thank you for your consideration of this request. Please contact my Executive Assistant, Lauren Lester at 415-355-3703 for more information on sponsorship or to arrange time for us to connect. I appreciate your continued support of San Francisco's ambitious environmental agenda.

Sincerely,



Melanie Nutter, Director
San Francisco Department of Environment

Department of the Environment, City and County of San Francisco
11 Grove Street, San Francisco, CA 94102
Telephone: (415) 355-3700 • Fax: (415) 554-6393
Email: environment@sfgov.org • www.sfenvironment.org

 100% Post-Consumer Content

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: *for* Mayor Edwin M. Lee *JE*
RE: Accept and Expend Gift – Mayor's Earth Day Breakfast - \$12,500
DATE: June 11, 2013

Attached for introduction to the Board of Supervisors is the resolution authorizing the Department of the Environment to retroactively accept and expend a gift in the amount of \$12,500 from Citibank to sponsor the Mayor's Annual Earth Day Breakfast to take place at City Hall on April 24, 2013.

I request that this item be calendared in Budget and Finance Committee.

Should you have any questions, please contact Jason Elliott (415) 554-5105.

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2013 JUN 11 PM 2:14
JE

