

1 **[RESOLUTION DIRECTING THE DEPARTMENT OF THE ENVIRONMENT TO**  
2 **COMPLY WITH GIFT REGULATIONS AND TO ENSURE TRANSPARENCY OF**  
3 **RELATIONSHIPS WITH NON-CITY ORGANIZATIONS]**

4 WHEREAS, On September 24, 2020, the Mayor of the City and County of San Francisco  
5 issued Executive Directive 20-02 to promote compliance of City departments with gift  
6 regulations and to increase transparency of City department relationships with non-City  
7 organizations; and

8 WHEREAS, The Commission on the Environment finds it imperative that Department of the  
9 Environment business is conducted with the utmost integrity and in accordance with all  
10 applicable laws and regulations; now, therefore, be it;

11 RESOLVED, That the Department shall formalize through a memorandum of understanding  
12 any relationship the Department has or may have in the future with a non-City organization that  
13 receives donations on behalf of the Department, where such agreements are not already in place.  
14 These memoranda of understanding shall be prepared in consultation with the Office of the City  
15 Attorney and the Controller. In preparing these memoranda of understanding, the Department  
16 shall work with the City Attorney and the Controller to include terms and requirements that  
17 ensure transparency, accountability, and adherence to City laws. These memoranda of  
18 understanding shall be approved by the City Attorney, Controller, and the Commission on the  
19 Environment, and posted on the Department's website; and, be it;

20 FURTHER RESOLVED, That the Department shall ensure compliance with Administrative  
21 Code, Section 10.100-305 or other applicable sections of Administrative Code Chapter 10,  
22 Article XIII, which sets forth the requirements for accepting and reporting certain gifts to the  
23 Department. In all required disclosures under the Administrative Code, the Department shall

1 state whether the gift is used for employee recognition or appreciation, and where required, seek  
2 advance acceptance from the Board of Supervisors; and, be it;

3 FURTHER RESOLVED, That the Department of the Environment’s Annual Gift Report  
4 submitted every July under Administrative Code section 10.100-305(c) shall certify that all gifts  
5 received by the Department in the previous fiscal year were approved by the Board of  
6 Supervisors, if required under the Administrative Code, and timely reported.

7 I hereby certify that this Resolution was adopted by the Commission on the Environment at  
8 its meeting on July 26, 2022.

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11 Kyle Wehner, Commission Affairs Officer

12 Vote: 6-0 Approved

13 Ayes: Commissioners Ahn, Stephenson, Bermejo, Hunter, Sullivan, and Wald

14 Noes: None

15 Absent: Commissioner Wan