

Memorandum

San Francisco Police Department



To: Captain Michael Koniaris
Commanding Officer
General Crimes Unit

From: Lieutenant Sylvia Lange #1220
Burglary Unit/Auto Unit

Date: Monday, October 20, 2025

Subject: VTA Award Luncheon Donation

APPROVED YES NO

DC MARK IM #2096 ☒ ☐

CMDR. THOMAS J. MAGUIRE ☒ ☐

Capt. Mike Koniaris #1919 ☒ ☐

PAUL YEE ☒ ☐

Interim Chief of Police

On May 6th, 2026, the San Francisco Police Department will be hosting a Vehicle Theft Abatement awards ceremony at the San Francisco Yacht Club located at 99 Yacht Road, in San Francisco. After the award ceremony, the department will host a luncheon for the attending qualified SFPD officers who are award recipients, their families, and other SFPD members, such as commanding officers of the award recipient, along with members of the California State Automobile Association (CSAA) and California Highway Patrol. The California State Automobile Association has graciously offered to pay for this venue and luncheon for a total amount of \$9,926.16 directly to the San Francisco Yacht Club. The San Francisco Yacht Club will provide a Lunch Buffet Style luncheon for approximately 100 people.

I e-mailed Sergeant Maureen Leonard assigned to the Operations Bureau 10B / PLES department to ensure the California State Automobile Association (CSAA) is not a funded or restricted Source. Sergeant Leonard looked at the department's records and 10B vendor list and confirmed that California State Auto Association (CSAA), Jason Willett from CSAA or CSAA Insurance Exchange has not received 10B services during the 2023-2024 Fiscal Year or 2024-2025 Fiscal Year.

In preparation for the last Vehicle Theft Abatement Award Ceremony that took place on April 16, 2025, San Francisco Police Departments Chief Financial Officer Kimmie Wu and I, had an e-mailed communication with Deputy City Attorney Jen Huber to ensure there were no ethics issues with acceptance of this gift from the California State Automobile Association to the Vehicle Theft Abatement award luncheon. On April 2, 2025, Huber responded via e-mail, confirmed that there are no ethics issues with acceptance of this gift. Noting, if any SFPD Form 700 filers attend the award ceremony, they would need to ensure compliance with their reporting obligations if the value of gifted food and beverage exceeds \$50.

I respectfully request this matter be placed on the Police Commission's agenda for acceptance of this generous gift.



SFPD DONOR DISCLOSURE/GIFT ACKNOWLEDGEMENT FORM

Thank you for your generous contribution to the San Francisco Police Department. **Donors must complete and provide this form to the SFPD prior or at time of donation delivery.** Forms should be returned to:

Mail: San Francisco Police Department
Attn: Fiscal
1245 Third Street, San Francisco, CA 94158

Fax: (415) 575-6085
Please include cover page with: Attn: Donor Disclosure
Email: sfpdfiscal@sfgov.org

PLEASE NOTE: In compliance with the San Francisco's Sunshine Ordinance*, IRS regulations and the City and County of San Francisco's donation policy the SFPD:

- DOES NOT ACCEPT ANONYMOUS DONATIONS. DONOR INFORMATION MUST BE PROVIDED IN THIS FORM
- THIS FORM MUST BE COMPLETED IN ITS ENTIRETY FOR DONATIONS TO BE ACCEPTED.
- THE OFFICIAL DONOR WILL BE ACKNOWLEDGED ON THE SFPD WEBSITE AND OTHER PUBLIC TAX AND FINANCIAL DOCUMENTS AS REQUIRED BY LAW

Donation Information: Please indicate if the donation/gift is: ☒ In-Kind Items ☐ Cash/Monetary

Official Donor : California State Automobile Association Date of Donation: 11/30/2025

Individual, Organization, Company

Month/Day Year

Gift/Donation Description: Provide Venue/Lunch for Awards Ceremony-CHP VTA Cash Value or Estimated Value of Items \$ \$9,926.16

Contact Information: Please indicate if the contact information is: ☒ Business/Corporate/Community Organization ☐ Residence/Individual

First and Last Name: CSAA Jason Willett Telephone: 925 278-3312 Email: jason.willett@csaa.com

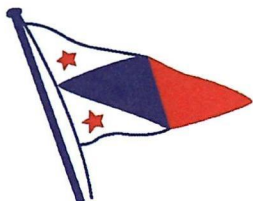
Mailing Address: 3055 Oak Road Walnut Creek California 94597

Street Apt./Suite City State Zip

Financial Interest: The Sunshine Ordinance requires that a department receiving a gift of money, goods or services worth \$100 or more report any financial interest 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.

☐ Contract with City	☐ Other Financial Interest	☒ No Financial Interest	☐ Lease of Space to or from the City
☐ Pending request for a City Contract, Grant, Permit or Other Entitlement for Use		☐ Grant from the City	☐ City License, Permit or Entitlement for Use
DESCRIBE: <u>N/A</u>			DESCRIBE: <u>N/A</u>

*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.



Event Estimate
Event Estimate - SFPD
5/6/2026

Client/Organization STFYC Private Event	Event Date 5/6/2026 (Wed)	Telephone (415) 655-7749	Member #	Gtd Guests
Address		Booking Contact	Site Contact	Pln Guests 100
Party Name Event Estimate - SFPD	Sales Rep Hannah	Theme Lunch	Category Private Parties	

		Venue		
Banquet Room	Description	Start	End	Room Chg
Northwest/Golden Gate	Lunch Buffet	11:00 am	2:00 pm	\$1,350.00

Food/Service Items

Food/Service Items	Price	Qty	Total
Lunch Buffet			
STARTERS:			
~Hearts of Romaine Classic Caesar Salad, Shaved Parmigiano-Reggiano Cheese and Crispy Focaccia Croutons	\$50.00	100	\$5,000.00

ENTREES & SIDES:

~Chicken Piccata
~Penne Pasta with Sausage, Roasted Peppers, Basil, Artichoke Hearts, Garlic, Extra Virgin Olive Oil (DF)
~Fresh Steamed Vegetables (Veg/GF)
~Hearth Breads, Rolls and Butter

DESSERT:

Cookies and Brownies
Regular and Decaffeinated Coffee and Hot Tea Station

Hosted Self Service Beverages- Based on Consumption

Soft Drinks	\$4.00	100	\$400.00
Sparkling Water	\$4.00		
Iced Tea	\$4.00		

Misc Charges

Podium and Mic		1	
Stage		1	

Room Chg	\$1,350.00
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Staffing Requirements

Shift Requirement	Start	End	Hours	Required	Total	Price	Total
Food Server	11:00 am	2:00 pm	3	4	12	\$300.00	\$1,200.00

Notes

\$9999.99

Scott Hom
650-922-0507
scott.hom@sfgov.org

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	\$5,000.00	\$400.00	\$0.00	\$0.00	\$1,200.00	\$1,350.00	\$0.00	\$7,950.00
Admin Fee	\$1,100.00	\$88.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,188.00
Taxes	\$526.13	\$42.09	\$0.00	\$0.00	\$103.50	\$116.44	\$0.00	\$788.16
Total	\$6,626.13	\$530.09	\$0.00	\$0.00	\$1,303.50	\$1,466.44	\$0.00	\$9,926.16

Subtotal	\$7,950.00	Paid	\$0.00	Pay Method	Card Number
Tax	\$788.16	Balance	\$9,926.16	Card Type	Expires
Admin Fee	\$1,188.00			Card Holder	
Total Value	\$9,926.16			Signature	

PRE-EVENT TIME: Without prior approval, host and staff are permitted inside event space no more than 1 hour prior to contracted event time for décor and/or audio visual purposes. Club agrees that room will be set 15 minutes prior to contracted event start time. Should additional set up time be required, arrangements must be made at least 24 hours in advance and may result in additional set-up fees.

POST EVENT TIME: Event to end promptly at contracted end time. Should host wish to extend, 24 hour notice is required and additional set-up and/or overtime fees may be required.

Contact: _____

Date: _____