

24-2

# Memorandum

San Francisco Police Department

**To:** Assistant Chief D. Lazar  
Operations

**WILLIAM SCOTT**  
Chief of Police



APPROVED YES NO

**From:** Acting Commander A. Pera *akp*  
Community Engagement Division

ASSISTANT CHIEF DAVID LAZAR  
SFPD OPERATIONS BUREAU

**Date:** Monday, June 03, 2024

*6/11/24*

**Subject:** Mothers, Fathers and Families Impacted by Homicide March

On May 16, 2024, Mayor Breed, Chief Scott, DA Jenkins and members from our community came together for the Mothers, Fathers and Families Impacted by Homicide March. This was followed up with a reception/dinner at the San Francisco Public Library for all members of the community.

The Mothers, Fathers and Families Impacted by Homicide Walk serves as a powerful testament to the resilience of our community and the enduring spirit of those affected by tragedy in San Francisco. It is a solemn procession that not only commemorates the lives lost but also stands as a beacon of solidarity, healing, and hope. By walking together, we acknowledge the pain and loss while also reaffirming our collective commitment to support one another, advocate for justice, and work towards a future, honoring the victims and empowering survivors and their families. It is a poignant reminder that, even in the darkest of times, we are not alone and that our shared journey towards healing and understanding is of paramount importance.

This event was catered by Toast Catering and Event Management which included a buffet style dinner for a total of 125 people. The total for this event including set up, delivery, and food is \$5,480.40. Please see attached invoice.

The San Francisco Police Foundation granted \$5,480.40 to the march and reception. We respectfully request that the San Francisco Police Commission approve the receipt of the grant.

Attachments:  
Invoice

SFPD - CHIEF'S OFFICE  
JUN 11 '24 PM4:36



**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: **San Francisco Police Foundation** Date of Donation: **6/10/2024**

Gift/Donation Description: Mothers, Fathers & Families Impacted By Homicide March and Dinner Cash Value or Estimated Value of Items \$ **5,480.40**

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

First and Last Name: **Jeremy Wallenberg** Telephone: **415 291 9501** Email: **jeremy@gfpublicaffairs.com**

Mailing Address: **58 2nd Street 4th Floor San Francisco CA 94105**

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.

<input type="checkbox"/> Contract with City	<input type="checkbox"/> Other Financial Interest	<input checked="" type="checkbox"/> No Financial Interest	<input type="checkbox"/> Lease of Space to or from the City
<input type="checkbox"/> Pending request for a City Contract, Grant, Permit or Other Entitlement for Use		<input type="checkbox"/> Grant from the City	<input type="checkbox"/> City License, Permit or Entitlement for Use
DESCRIBE: _____		DESCRIBE: _____	

\*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.

Please Join the  
San Francisco Police Department  
the Mayor's Office  
and the District Attorney  
in Honoring  
Mothers, Fathers  
and  
Families Impacted  
By Homicide  
March and Dinner  
Thursday  
May 16th, 2024  
3:00PM to 6:00PM  
March begins at 3:00PM

Start Location: Margaret S. Hayward Park  
1016 Laguna Street

Speeches on the Steps of City Hall

Join us after the March For  
Dinner at the  
San Francisco Main Library  
Skylight Gallery, 6th Floor



Toast Catering & Event  
 Management  
 404 San Pedro Ave  
 Pacifica, CA 94044 US  
 (650) 877-8225  
 info@toastbayarea.com  
 http://toastbayarea.com/



# INVOICE

BILL TO  
 SFPOA

INVOICE # 5135  
 DATE 05/16/2024  
 DUE DATE 05/26/2024  
 TERMS Due 7 Days Prior to  
 Event

DATE	ACTIVITY	QTY	RATE	AMOUNT
05/16/2024	Event's Notes Event Name: Jamie Garon On Site Contact 415.3608.1593 Event Date: Thursday May 16th, 2024  Caterer Arrival: 1:00 Set By 3:30 Event: 4:00-6:00 Pick Up: 6:00-7:00  Deliver to: SF Public Library 6th Floor Skylight Space  Head Count: 125 Guests  NOTES: Provide disposable plates and utensils Loading Dock: Enter on 11 Hyde **LONG Load In**  Buffet & Beverages Set Up Outside on Terrace  **Steno's OK OUTSIDE** NO Sterno Inside  5 Round Tables Set Up in the Outside 7 Round Tables Set Up Inside Venue Will Provide Rectangular Tables for Buffet, Beverages and Desserts	1	0.00	0.00
05/16/2024	Dinner Buffet DINNER- BUFFET	125	25.65	3,206.25T

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Fried Chicken			
	Aged Cheddar Mashed Potatoes			
	Steamed Vegetables			
	Penne Pasta with Vodka Sauce			
	Mixed Green Garden Salad			
	Artisan Dinner Rolls			
	Fresh Fruit Platter			
05/16/2024	Dessert DESSERTS- STATIONED	125	3.00	375.00T
	Cookies & Brownies			
05/16/2024	Beverage BEVERAGES	125	2.00	250.00T
	Assorted Sodas & Water			
05/16/2024	Rentals Items RENTALS- LINENS	13	21.00	273.00T
	(13) 120" Linens for 60" Tables			
05/16/2024	Rentals Items RENTALS- TABLES	13	12.00	156.00T
	(13) 60" Tables			
05/16/2024	Rentals Items RENTALS- CHAIRS	130	5.00	650.00T
	130 Wooden Folding Chairrs			
05/16/2024	Rental Company Delivery Fees Rental Company Delivery Fees	1	85.00	85.00T
05/16/2024	Delivery Fees Delivery Fees	1	50.00	50.00T

Toast Catering accepts ALL major credit cards. To pay by credit card please call 650-877-8225.  
Thank you !

SUBTOTAL	5,045.25
TAX (0.08625)	435.15
TOTAL	5,480.40
BALANCE DUE	<b>\$5,480.40</b>