

City & County of San Francisco
Daniel Lurie, Mayor



Office of the City Administrator
Carmen Chu, City Administrator

To: Angela Calvillo, Clerk of the Board of Supervisors
From: Sophie Hayward, Director of Public Affairs; Lily Moser,
Legislative and Communications Analyst
Date: March 18, 2025
Subject: Accept & Expend Resolution for Gift to Fleet Management
Grant/Gift Title: [Gift Acceptance - Retroactive - Gift of Zero Emission
Passenger Vehicle for use of official City business the
Fleet Division - \$134,106]

Dear Clerk of the Board,

Attached please find the necessary documents for a Department submission of a proposed gift acceptance resolution for Board of Supervisors approval.

This resolution would retroactively authorize the Fleet Management Division to accept a gift of a zero-emission passenger vehicle, retrofitted with appropriate security upgrades, with an estimated value of \$134,106 for use of official City business.

The following is a list of accompanying documents:

1. Proposed Gift Resolution
2. Gift Information Form, including disability checklist
3. Value of In-Kind Gift
4. Donor Disclosure/Gift Acknowledgement Form

Please contact Lily Moser, Legislative and Communications Analyst in the Office of the City Administrator at lily.moser@sfgov.org or (415) 412-4750 with any questions.

We respectfully request that this matter be scheduled in the Budget and Finance Committee.

Departmental representative to receive a copy of the adopted resolution:

Name: Lily Moser

Phone: 415-412-4750

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Interoffice Mail Address: City Hall Room 362

Certified copy required Yes ☐

No ☒