

File No. 110322

Committee Item No. \_\_\_\_\_

Board Item No. 22

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Board of Supervisors Meeting

Date March 22, 2011

Cmte Board

- |                          |                                     |  |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/> | <input checked="" 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 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 (for hearings)             |
| <input type="checkbox"/> | <input type="checkbox"/>            | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/> | <input type="checkbox"/>            | Ethics Form 126                              |
| <input type="checkbox"/> | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/> | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/> | <input checked="" 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"/>	_____

Completed by: Andrea Ausberry Date March 17, 2011

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document is in the file.

1 [Accept and Expend Gift - Mayor's Annual Earth Day Breakfast - \$12,000]

2  
3 **Resolution authorizing the Department of the Environment to accept and expend a gift**  
4 **in the amount of \$12,000 from Wells Fargo Bank, to sponsor the Mayor's Annual Earth**  
5 **Day Breakfast on April 20, 2011, at City Hall.**

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

9 WHEREAS, Wells Fargo is an active contributor to events benefiting the public and has  
10 a 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 ten  
12 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 grant budget includes provision for indirect costs of \$1565; and

16 WHEREAS, This grant does not require an ASO amendment; now, therefore, be it

17 **RESOLVED, That the San Francisco Board of Supervisors authorizes the Director of**  
18 **the Department of the Environment to accept and expend a gift in the amount of \$12,000 from**  
19 **Wells Fargo Bank to sponsor the Mayor's Annual Earth Day Breakfast.**

20  
21 Recommended:

22  
23 Signature on file

24 Department Head

Signature on file  
Approved: \_\_\_\_\_  
Mayor

Signature on file  
Approved: \_\_\_\_\_  
Controller, Grant Division

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** The Department of the Environment  
**DATE:** 3/8/11  
**SUBJECT:** Accept and Expend Resolution for Gift  
**GRANT TITLE:** Mayor's Earth Day Breakfast

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Attached please find the original and 4 copies of each of the following:

- Proposed grant resolution; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Grant award letter from funding agency
- Other (Explain):

**Special Timeline Requirements:**

This is a gift from Wells Fargo to sponsor the Mayor's Annual Earth Day breakfast to take place on April 20, 2011. Funds will need to be available to be expended before April 20th

**Departmental representative to receive a copy of the adopted resolution:**

Name: Shawn Rosenmoss

Phone: 415-355-3746

Interoffice Mail Address:

Certified copy required Yes

No X

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: 110322  
(Provided by Clerk of Board of Supervisors)

**Grant Information Form**  
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend a corporate gift.

The following describes the gift referred to in the accompanying resolution:

1. Grant Title: Mayor's Earth Day Breakfast 220214 / EVMEDB-11

2. Department: Department of the Environment

3. Contact Person: Shawn Rosenmoss Telephone: 415-355-3746

4. Grant Approval Status (check one):

Approved by funding agency  Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$12,000

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Wells Fargo Bank

b. Grant Pass-Through Agency (if applicable): none

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 20, 2011

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: March 15, 2011 End-Date: May 31, 2011

10. Number of new positions created and funded: 0

11. If new positions are created, explain the disposition of employees once the grant ends?

12a. Amount budgeted for contractual services: \$10,435

b. Will contractual services be put out to bid?

Services will be procured from certified City Vendors through standard procurement processes.

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Yes.

d. Is this likely to be a one-time or ongoing request for contracting out? One time

13a. Does the budget include indirect costs?  Yes  No

b1. If yes, how much? \$1565

b2. How was the amount calculated? 15% of the total direct costs

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

	<b>Non-personnel</b>		Wells Fargo
	Caterer	Caterers will be chosen using standard practices for procuring services and are certified city vendors	\$5,218
	Facilities	Facility Rental	\$5,217
	<b>TOTAL Non-personnel</b>		<b>\$10,435</b>
	<b>TOTAL DIRECT COSTS</b>		<b>\$10,435</b>
		15%	\$1,565
	<b>TOTAL PROJECT (Direct + Indirect)</b>		<b>\$12,000</b>

<Stephanie.Rico@wellsfargo.com>

03/03/2011 03:56 PM

Tojandra.Bando@sfgov.org>

cc

Subject: Invitation to sponsor the Annual SF Mayor's  
1 Day Breakfast

Dear Alejandra,

Alfredo shared your invitation with Wells Fargo's Environmental Affairs. We appreciate the opportunity to sponsor the breakfast and will do so at the \$12,000 level. Please let me know what other information you need. My contact information is below.... I look forward to coordinating with you and meeting you at the event.

Very best,

Stephanie Rico

Vice President,  
Environmental Affairs

Wells Fargo Social Responsibility Group | 550 California Street, 7th Floor | San Francisco, CA  
94104

MAC A0112-073

Tel 415-396-5804 | Cell 415-271-8313

[stephanie.rico@wellsfargo.com](mailto:stephanie.rico@wellsfargo.com) | [blog.wellsfargo.com/environment](http://blog.wellsfargo.com/environment)

**From:** Alejandra.Bando@sfgov.org [<mailto:Alejandra.Bando@sfgov.org>]

**Sent:** Thursday, February 24, 2011 4:23 PM

**To:** Pedroza, Alfredo

**Subject:** Invitation to sponsor the Annual SF Mayor's Earth Day Breakfast

Dear Mr. Pedroza,

I am contacting you on behalf of Melanie Nutter, Director of the Department of the Environment, to formally invite Wells Fargo to become a sponsor of the 13th Mayor's Earth Day Breakfast on Wednesday, April 20, 8-10 AM. As a sponsor, Wells Fargo will receive great exposure from all promotions and the audience attending the event.

We have four different sponsorship opportunities and these are detailed in the attached letter. After you have had a chance to review the attached information, feel free to contact me with any questions at (415) 355-3703 or [alejandra.bando@sfgov.org](mailto:alejandra.bando@sfgov.org).

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 *[Signature]*  
RE: Accept-Expend Gift - \$12,000 for Mayor's Annual Earth Day Breakfast  
DATE: March 15, 2011

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Dear Madame Clerk:

Attached for introduction to the Board of Supervisors is the resolution authorizing the Department of the Environment to accept and expend a gift in the amount of \$12,000.00 from Wells Fargo Bank to sponsor the Mayor's Annual Earth Day Breakfast to take place at City Hall on April 20, 2011.

I request that this item be referred for adoption without committee reference at the Board of Supervisors meeting on March 22, 2011.

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

