

File No. 191207

Committee Item No. 7

Board Item No. 5

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight  
Board of Supervisors Meeting:

Date: January 16, 2020

Date: January 28, 2020

#### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- DRAFT Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

#### OTHER

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Prepared by: John Carroll

Date: January 10, 2020

Prepared by: John Carroll

Date: January 16, 2020

1 [Settlement of Lawsuit - Claudia High-Matthews - \$40,000]

2  
3 Ordinance authorizing settlement of the lawsuit filed by Claudia High-Matthews against  
4 the City and County of San Francisco for \$40,000; the lawsuit was filed on  
5 May 25, 2018, in San Francisco Superior Court, Case No. CGC-18-566804; entitled  
6 Claudia High-Matthews v. City and County of San Francisco; the lawsuit involves an  
7 alleged personal injury on a City sidewalk.

8  
9 Be it ordained by the People of the City and County of San Francisco:

10 Section 1. Pursuant to Charter Section 6.102(5), the Board of Supervisors hereby  
11 authorizes the City Attorney to settle the action entitled Claudia High-Matthews v. City and  
12 County of San Francisco, San Francisco Superior Court, Case No. CGC-18-566804 by the  
13 payment of \$40,000. The lawsuit involves an alleged personal injury on a City sidewalk.

14 Section 2. The above-named action was filed in San Francisco Superior Court on  
15 May 25, 2018, and the following parties were named in the lawsuit: Plaintiff: Claudia High-  
16 Matthews; Defendant: City and County of San Francisco.

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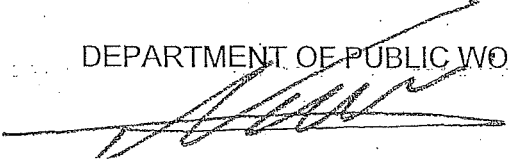
APPROVED AS TO FORM AND  
RECOMMENDED:

RECOMMENDED:

DENNIS J. HERRERA  
City Attorney

DEPARTMENT OF PUBLIC WORKS

  
CHERYL ADAMS  
Chief Trial Deputy

  
MOHAMMED NURU  
Director

FUNDS AVAILABLE:

  
BEN ROSENFELD  
Controller

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LEGISLATION RECEIVED CHECKLIST

Date 12/2/19 File Number (if applicable) \_\_\_\_\_

- Legislation for Introduction (NEW)
- Legislation Pending in Committee (AMENDED)
- Legislation for Board Agenda (AMENDED)

- ▶▶▶ Legislative Clerk
- ▶▶▶ Committee Clerk
- ▶▶▶ Deputy Clerk

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO

Supervisor, Mayor, and Departmental Submittals

2019 DEC -2 AM 10:42

Grant Ordinance

- Legislation: Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature: Department Head, Mayor or the Mayor's designee, plus the Controller
- Supporting documents: 1 full set, and separate pdf copies of each in email
  - Cover letter (original)
  - Grant budget/application
  - Grant information form, including signed disability checklist
  - Letter of Intent or grant award letter from funding agency
  - Contract, Leases/Agreements (if applicable)
  - Ethics Form 126 (if applicable) in **Word** format
  - Other support documents as identified in the cover letter and legislation
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org

Ordinance

- Legislation: Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature: City Attorney (For Settlement of Lawsuits - City Attorney, Department Head, Controller, Commission Secretary)
- Supporting documents: 1 full set, and separate pdf copies of each in email
  - Cover letter (original)
  - Settlement Report/Agreement (for settlements)
  - Other support documents as identified in the cover letter and legislation
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org

Grant Resolution

- Legislation: Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature: Department Head, Mayor or the Mayor's designee, plus the Controller
- Supporting documents: 1 full set, and separate pdf copies of each in email
  - Cover letter (original)
  - Grant budget/application
  - Grant information form, including signed disability checklist
  - Letter of Intent or grant award letter from funding agency
  - Contract, Leases/Agreements (if applicable)
  - Ethics Form 126 (if applicable) in **Word** format
  - Other support documents as identified in the cover letter and legislation
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org

Resolution

- Legislation: Original, 1 hard copy, and 1 electronic copy in **Word** format
- Signature: None (Note: Required for Settlement of Claims - City Attorney, Department Head, Controller, Commission Secretary)
- Supporting documents: 1 full set, and separate pdf copies of each in email
  - Cover letter (original)
  - Settlement Report/Agreement (for settlements)
  - Other support documents as identified in the cover letter and legislation
- E-Copy of legislation/supporting documents: Sent to BOS.Legislation@sfgov.org

Joy Perez 554-3869      City Attorney  
 Name and Telephone Number      Department

Clerk's Office/Forms/Legislation Received Checklist (1/2015) for more help go to: sfbos.org/about the board/general/legislative process handbook