

File No. 200109

Committee Item No. 14

Board Item No. 9

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight
Board of Supervisors Meeting:

Date: February 20, 2020
Date: March 3, 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
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER

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Prepared by: John Carroll
Prepared by: John Carroll

Date: February 14, 2020
Date: February 25, 2020

1 [Settlement of Unlitigated Claim - Estate Research Associates - \$82,465.14]

2
3 **Resolution approving an updated settlement authority for the unlitigated claim filed by**
4 **Estate Research Associates against the City and County of San Francisco for**
5 **\$82,465.14; the claim was filed on January 26, 2018; the claim involves damages**
6 **allegedly arising from the failure to properly administer two estates; Resolution**
7 **No. 389-18 previously approved settlement up to \$80,000.**

8
9 WHEREAS, Estate Research Associates ("ERA") filed a claim on January 26, 2018,
10 against the City and County of San Francisco; and

11 WHEREAS, The claim involves damages allegedly arising from the City's failure to
12 properly administer two estates; and

13 WHEREAS, In Resolution No. 389-18, the Board of Supervisors previously authorized
14 the City Attorney to settle the claim by payment up to \$80,000 based on estimated
15 distributions by the Probate Court; and

16 WHEREAS, Actual distributions by the Probate Court increased the value of the claim
17 to \$82,465.14; and

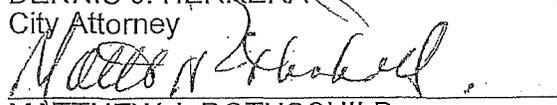
18 WHEREAS, As part of the settlement, ERA agrees to provide the City with a 60-day
19 period to resolve future unclaimed estate disputes before Claimant files a Government Code
20 claim; now, therefore, be it

21 RESOLVED, That pursuant to Administrative Code, Section 10.22, the Board of
22 Supervisors hereby authorizes the City Attorney to settle the claim by payment of \$82,465.14
23 to ERA.

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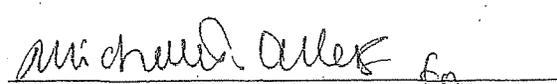
APPROVED:

DENNIS J. HERRERA
City Attorney



MATTHEW J. ROTHSCHILD
Chief of Claims Division

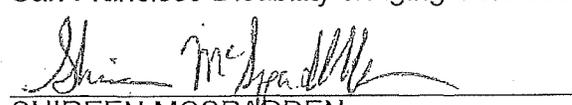
FUNDS AVAILABLE:



BEN ROSENFELD
Controller

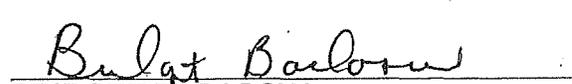
RECOMMENDED:

San Francisco Disability & Aging Services



SHIREEN MCSPADDEN
Executive Director

APPROVED:



BRIDGET BADASOW
Secretary
San Francisco Disability & Aging Services
Commission

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LEGISLATION RECEIVED CHECKLIST

Date 2/3/20 File Number (if applicable) _____

- Legislation for Introduction (NEW) ▶▶▶ Legislative Clerk
- Legislation Pending in Committee (AMENDED) ▶▶▶ Committee Clerk
- Legislation for Board Agenda (AMENDED) ▶▶▶ Deputy Clerk

Supervisor, Mayor, and Departmental Submittals

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

BOARD OF SUPERVISORS
2020 FEB - 3 A 10: 20
RECEIVED BY: DK

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
Name and Telephone Number

City Attorney
Department

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