

File No. 140870

Committee Item No. 12

Board Item No. 15

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Rules

Date September 18, 2014

Board of Supervisors Meeting

Date September 30, 2014

### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" 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 and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
| <input type="checkbox"/>            | <input 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"/>	_____
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Completed by: Alisa Miller

Date September 12, 2014

Completed by: Alisa Somera

Date September 23, 2014

1 [Settlement of Claim - Lisa Howe - \$35,000]

2

3 **Resolution approving the settlement of the unlitigated claim filed by Lisa Howe against**  
4 **the City and County of San Francisco for \$35,000; claim was filed on October 17, 2013.**

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6 WHEREAS, Lisa Howe filed a claim on October 17, 2013, against the City and County  
7 of San Francisco for personal injury; and

8 WHEREAS, The Department of Public Works of the City and County of San Francisco  
9 has recommended settlement of said claim by payment of \$35,000; now therefore, be it

10 **RESOLVED**, That pursuant to Administrative Code, Section 10.22, the Board of  
11 Supervisors hereby authorizes the City Attorney to settle and compromise the claim by  
12 payment of \$35,000.

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APPROVED:

DENNIS J. HERRERA  
City Attorney

  
MATTHEW J. ROTHSCHILD  
Chief of Claims Division

RECOMMENDED:

DEPARTMENT OF PUBLIC WORKS

  
7/11/14  
MOHAMMED NURU  
Director of Department of Public Works

FUNDS AVAILABLE:

  
BEN ROSENFELD  
Controller

n:\claim\cl2014\14-00850\00934904.doc

Index Code: 975016      Sub Object: 05312

**LEGISLATION RECEIVED CHECKLIST**

Date 7/28/14

File Number (if applicable) \_\_\_\_\_

- Legislation for Introduction (**NEW**)                                   ▶▶▶ Legislation Clerk
- Legislation Pending in Committee (**AMENDED**)                   ▶▶▶ Committee Clerk
- Legislation for Board Agenda (**AMENDED**)                       ▶▶▶ Dep Clerk, Legislative Div

**Supervisor, Mayor, and Departmental Submittals**

**Grant Ordinance**

- Legislation:** Original and 2 hard copies and 1 electronic copy in word format
- Signature:** Department Head, Mayor or the Mayor's designee, plus the Controller
- Back-up materials:** 2 full sets (see below) and 1 electronic copy in pdf format\*
  - Cover letter (original and 1 hard copy)
  - Grant budget/application
  - Grant information form, including disability checklist
  - Letter of Intent or grant award letter from funding agency
  - Contract, Leases/Agreements (if applicable)
  - Ethics Form 126 (if applicable)\*Word format
- E-Copy of legislation/back-up materials:** Sent to BOS.Legislation@sfgov.org

**Ordinance**

- Legislation:** Original and 2 hard copies and 1 electronic copy in word format
- Signature:** City Attorney (For Settlement of Lawsuits - City Attorney, Department Head, Controller, Commission Secretary)
- Back-up materials:** 2 hard copies (see below) and 1 electronic copy in pdf format
  - Cover letter (original and 1 hard copy)
  - Settlement Report/Agreement (for settlements)
  - Other (Explain)
- E-Copy of legislation/back-up materials:** Sent to BOS.Legislation@sfgov.org

**Grant Resolution**

- Legislation:** Original and 2 hard copies and 1 electronic copy in word format
- Signature:** Department Head, Mayor or the Mayor's designee, plus the Controller
- Back-up materials:** 2 hard copies (see below) and 1 electronic copy in pdf format\*
  - Cover letter (original and 1 hard copy)
  - Grant budget/application
  - Grant information form, including disability checklist
  - Letter of Intent or grant award letter from funding agency
  - Contract, Leases/Agreements (if applicable)
  - Ethics Form 126 (if applicable)\*Word format
- E-Copy of legislation/back-up materials:** Sent to BOS.Legislation@sfgov.org

**Resolution**

- Legislation:** Original and 2 hard copies and 1 electronic copy in word format
- Signature:** None (Required for Settlement of Claims - City Attorney, Department Head, Controller, Commission Secretary)
- Back-up materials:** 2 full sets (see below) and 1 electronic copy in pdf format
  - Cover letter (original and 1 hard copy)
  - Settlement Report/Agreement (for settlements)
  - Other (Explain)
- E-Copy of legislation/back-up materials:** Sent to BOS.Legislation@sfgov.org

Joy Perez 554-3869  
Name and Telephone Number

City Attorney  
Department

Clerk's Office/Forms/Legislation Received Checklist (6/2013) for more help go to: [sfbos.org/about-the-board/general/legislative-process-handbook](http://sfbos.org/about-the-board/general/legislative-process-handbook)