

File No. 161144

Committee Item No. 8

Board Item No. 20

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date November 17, 2016

Board of Supervisors Meeting

Date November 29, 2016

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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Introduction Form                            |
| <input type="checkbox"/>            | <input 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)

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Completed by: Erica Major Date November 10, 2016  
 Completed by: Derek Evans Date November 18, 2016

1 [Settlement of Unliltigated Claim - BHR Operations, LLC - \$169,263.18]

2  
3 **Resolution approving the settlement of the unlitigated claim filed by BHR Operations,**  
4 **LLC against the City and County of San Francisco for \$169,263.18; claim was filed on**  
5 **March 14, 2016; the claim involves a refund of Transient Occupancy Tax, Tourist**  
6 **Improvement District Fees and Moscone Expansion District fees.**

7  
8 WHEREAS, On March 14, 2016, BHR Operations LLC filed a claim against the City  
9 and County of San Francisco; and

10 WHEREAS, The claim involves a refund of Transient Occupancy Tax, Tourist  
11 Improvement District Fees and Moscone Expansion District fees; and

12 WHEREAS, The Office of the Treasurer and Tax Collector has recommended  
13 settlement of the claim by payment of \$169,263.18; now, therefore, be it

14 RESOLVED, That pursuant to Administrative Code, Section 10.22, the Board of  
15 Supervisors hereby authorizes the City Attorney to settle and compromise the claim by  
16 payment of \$169,263.18.

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APPROVED:

DENNIS J. HERRERA  
City Attorney



MATTHEW J. ROTHSCHILD  
Deputy City Attorney

RECOMMENDED:

Office of the Treasurer and Tax Collector



JOSE CISNEROS  
Treasurer

FUNDS AVAILABLE



BEN ROSENFELD  
Controller

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**LEGISLATION RECEIVED CHECKLIST**

Date 10/24/16 File Number (if applicable) \_\_\_\_\_

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

RECEIVED  
 CLERK OF SUPERVISORS  
 2016 OCT 24 AM 10:57

**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](mailto: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](mailto: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](mailto: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](mailto: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](http://sfbos.org/about-the-board/general/legislative-process-handbook)