

File No. 161083 Committee Item No. 7  
 Board Item No. 7

**COMMITTEE/BOARD OF SUPERVISORS**  
 AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight Date October 28, 2016

Board of Supervisors Meeting Date NOVEMBER 15, 2016

Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Resolution                                   |
| <input checked="" type="checkbox"/> | <input checked="" 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 October 24, 2016  
 Completed by: [Signature] Date 11/01/2016

1 [Settlement of Lawsuit - In and Out Drain Cleaning, Inc. - City to Receive \$38,500]

2  
3 **Ordinance authorizing settlement of the lawsuit filed by the City and County of San**  
4 **Francisco against In and Out Drain Cleaning, Inc. for \$38,500; the lawsuit was filed on**  
5 **March 24, 2015, in San Francisco Superior Court, Case No. CGC-15-544912; entitled**  
6 **City and County of San Francisco v. In and Out Drain Cleaning, Inc., et al.; the lawsuit**  
7 **involves a ruptured water main.**

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 City and County of San Francisco v. In  
12 and Out Drain Cleaning, Inc., et al., San Francisco Superior Court, Case No. CGC-15-544912  
13 by the payment of \$38,500 by In and Out Drain Cleaning, Inc. The lawsuit involves a ruptured  
14 water main.

15 Section 2. The above-named action was filed in San Francisco Superior Court on  
16 March 24, 2015, and the following parties were named in the lawsuit: Plaintiff City and County  
17 of San Francisco; Defendants In and Out Drain Cleaning, Inc., dba In & Out Plumbing; Dale  
18 Brown, dba Dale's Excavating.

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APPROVED AS TO FORM AND  
RECOMMENDED:

DENNIS J. HERRERA  
City Attorney

CHERYL ADAMS  
Chief Trial Deputy

FUNDS AVAILABLE:

BEN ROSENFELD  
Controller

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RECOMMENDED:

PUBLIC UTILITIES COMMISSION

HARLAN L. KELLY, JR.  
General Manager

APPROVED:

DONNA HOOD  
Secretary, Public Utilities Commission

LEGISLATION RECEIVED CHECKLIST

Date

10/6/14

File Number (if applicable)

1083

- 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

RECEIVED  
 BOARD OF SUPERVISORS  
 SAN FRANCISCO  
 2014 OCT -6 PM 2:50

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