

File No. 180982

Committee Item No. 17

Board Item No. 4

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight
Board of Supervisors Meeting:

Date: November 7, 2018

Date: Nov. 13, 2018

Cmte Board

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution - VERSION 2 |
| <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 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

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Prepared by: John Carroll
Prepared by: John Carroll

Date: November 2, 2018
Date: November 8, 2018

1 [Settlement of Unlitigated Claim - Estate Research Associates - Up to \$80,000]

2
3 **Resolution approving the settlement of the unlitigated claim filed by Estate Research**
4 **Associates against the City and County of San Francisco for up to \$80,000; the claim**
5 **was filed on January 26, 2018; the claim involves economic damages allegedly arising**
6 **from the failure to properly administer two estates.**

7
8 WHEREAS, Estate Research Associates filed a claim on January 26, 2018, against the
9 City and County of San Francisco; and

10 WHEREAS, The claim involves economic damages allegedly arising from the failure to
11 properly administer two estates; and

12 WHEREAS, The Aging and Adult Services Commission voted to recommend proposed
13 settlement up to \$90,000 at its June 20, 2018, meeting; and

14 WHEREAS, The Department of Aging and Adult Services has since agreed to terms
15 with Claimant that value the claim for one estate at \$39,991.97 and the other estate
16 at \$36,874.23, and because the final amount is subject to approval by the Probate Court, the
17 Department of Aging and Adult Services recommends settlement of the full claim by payment
18 up to \$80,000; now, therefore, be it

19 RESOLVED, That pursuant to Administrative Code, Section 10.22, the Board of
20 Supervisors hereby authorizes the City Attorney to settle and compromise the claim by
21 payment up to \$80,000.

- 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

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

RECEIVED
 BOARD OF SUPERVISORS
 SAN FRANCISCO
 10 OCT 2018 PM 1:40

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

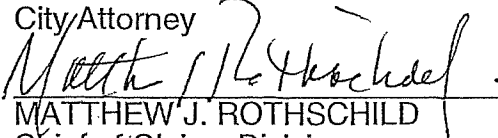
City Attorney
Department

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

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APPROVED:

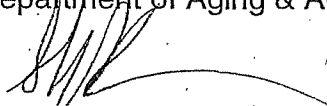
DENNIS J. HERRERA
City Attorney



MATTHEW J. ROTHSCHILD
Chief of Claims Division

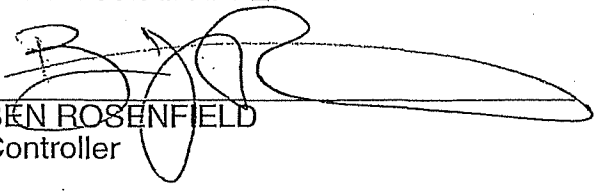
RECOMMENDED:

Department of Aging & Adult Services



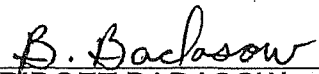
SHIREEN MCSPADDEN
Executive Director

FUNDS AVAILABLE:



BEN ROSENFELD
Controller

APPROVED:



BRIDGET BADASOW
Secretary
Aging & Adult Services Commission

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