

File No. 210907

Committee Item No. 11

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit and Oversight

Date: Sept. 17, 2021

Board of Supervisors Meeting:

Date: _____

Cmte Board

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

| | | |
|--------------------------|--------------------------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Prepared by: John Carroll

Date: Sept. 10, 2021

Prepared by: John Carroll

Date: _____

Prepared by: John Carroll

Date: _____

1 [Settlement of Unlitigated Claim - Lever, Inc. - \$30,756.32]

2
3 **Resolution approving the settlement of the unlitigated claim filed by Lever, Inc. against**
4 **the City and County of San Francisco for \$30,756.32; the claim was filed on**
5 **April 15, 2021; the claim involves a refund of payroll expense and gross receipts taxes.**
6

7 WHEREAS, Lever, Inc. filed a claim on April 15, 2021, against the City and County of
8 San Francisco; and

9 WHEREAS, The claim involves a refund of payroll expense and gross receipts taxes;
10 and

11 WHEREAS, The Office of the Treasurer and Tax Collector has recommended
12 settlement of the claim by payment of \$30,756.32; now, therefore, be it

13 RESOLVED, That pursuant to Administrative Code, Section 10.22, the Board of
14 Supervisors hereby authorizes the City Attorney to settle and compromise the claim by
15 payment of \$30,756.32.
16
17
18
19
20
21
22
23
24
25

APPROVED:
DENNIS J. HERRERA
City Attorney

RECOMMENDED:
TREASURER AND TAX COLLECTOR

/s/
SCOTT M. REIBER
Chief Tax Attorney

/s/
JOSE CISNEROS
Treasurer

FUNDS AVAILABLE:

/s/ Michelle Allersma for Ben Rosenfield
BEN ROSENFELD
Controller

n:\taxclm\cl2021\21-01631\01543874.docx

LEGISLATION RECEIVED CHECKLIST

Date 08/30/21

File Number (if applicable) _____

- | | |
|---|------------------------------|
| <input checked="" type="checkbox"/> Legislation for Introduction (NEW) | ▶▶▶ Legislative Clerk |
| <input type="checkbox"/> Legislation Pending in Committee (AMENDED) | ▶▶▶ Committee Clerk |
| <input type="checkbox"/> 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**

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 415-554-3869
Name and Telephone Number

City Attorney
Department