

File No. 110504

Committee Item No. 9

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance FULL-Committee Date: May 18, 2011

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

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| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input 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"/> | Ethics Form 126                              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings)             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
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| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
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| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
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#### OTHER

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Completed by: Victor Young

Date: May 13, 2011

Completed by: Victor Young

Date: \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

**INTRODUCTION FORM**

By a member of the Board of Supervisors or the Mayor

4/27/11

12:00 NOON

*[Handwritten Signature]*

Time Stamp or Meeting Date

I hereby submit the following item for introduction:

- 1. For reference to Committee:  
An ordinance, resolution, motion, or charter amendment
- 2. Request for next printed agenda without reference to Committee
- 3. Request for Committee hearing on a subject matter
- 4. Request for letter beginning "Supervisor \_\_\_\_\_ inquires..."
- 5. City Attorney request
- 6. Call file from Committee
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File Nos.
- 9. Request for Closed Session
- 10. Board to Sit as A Committee of the Whole
- 11. Question(s) submitted for Mayoral Appearance before the BOS on \_\_\_\_\_.

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.]

Sponsor(s): Clerk of the Board

SUBJECT: Relocation for Board Meetings and Legislative Chamber Connectivity

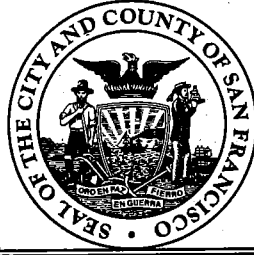
The text is listed below or attached:

Hearing to determine relocation of the Board of Supervisors meetings during the Legislative Chamber modification and the Chamber computer connectivity for Board Members.

Signature of Sponsoring Supervisor :

*[Handwritten Signature]*

For Clerk's Use Only:



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**MEMORANDUM**

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**Date:** May 13, 2011  
**To:** Honorable Carmen Chu, Chair Budget & Finance Committee  
Members of the Budget & Finance Committee  
**From:** Angela Calvillo, Clerk of the Board  
**Subject:** Response to Questions asked at Budget & Finance Committee February 2, 2011,  
Disability Access Improvements in the Board Chamber

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**SUMMARY**

On February 2, 2011, a hearing was held to consider an Ordinance appropriating \$477,732 of Certificates of Participation (COPs) Series 2011A proceeds to fund disability access and audio/visual improvements in the Board of Supervisors (Board's) Legislative Chamber (Chamber) in FY2010-11. The Budget and Finance Committee placed on Committee reserve funds in the amount of \$51,054 pending additional details on relocation and a review of associated costs.

This report identifies the advantages and disadvantages to various meeting rooms in City Hall and outside facilities and how they meet the relocation objectives needed for the weekly Board meetings during the renovation and related costs. Additionally, the memo provides an update on the Board's connectivity issues in the Chamber that should also occur during the scheduled relocation.

**RELOCATION KEY OBJECTIVES**

In determining which location may be appropriate, the following objectives were considered:

1. Minimize negative impacts to the public for access to the meetings;
2. Pursuant to the Charter, maintain the Board meetings within City Hall;
3. Provide Board Members desk space to fit the computer equipment to perform their duties;
4. Provide adequate space for Deputy City Attorney, Budget & Legislative Analyst, Controller, Mayor's staff, Departments and the press; and
5. Minimize associated costs.

**TIME FRAME FOR ADA MODIFICATION**

August 2, 2011, marks the Board's final regularly scheduled meeting, with the summer legislative break commencing on August 3, 2011. In the event of a Mayoral veto of the FY2011-2012 budget, the Board will have to conduct a meeting on August 9, 2011, which would need to occur in the Board's agreed upon relocated site. According to Susan Mizner, Director of the Mayor's Office on Disability, work performed by the Department of Public Works and its sub contractors would need to begin no later than August 3,

2011 to accommodate the schedule for the ADA modifications in the Chamber in order to have the Board reconvene their meetings in the Chamber by October 18, 2011.

### CONCLUSION

Of the rooms reviewed located in City Hall, (Hearing Rooms 400 & 416, and the Light Courts); and the outside facilities located in Civic Center (San Francisco Unified School District's (SFUSD) Board Meeting Room at 555 Franklin Street, Koret Auditorium at the San Francisco Main Library, the Herbst Theater at the War Memorial Building and the Bill Graham Auditorium Rooms 414-416), the North or South Light Court comes closest to meeting a majority of the relocation objectives listed above. The meeting rooms within City Hall, specifically Rooms 400 & 416, do not provide adequate space for the Board Members, Deputy City Attorney, Budget & Legislative Analyst, Controller, Mayor's staff, Departments staff, the press or the public. The disadvantages of the outside facilities either make them unworkable, such as in the case of the Koret Auditorium with its onstage limitations, or the Herbst Theatre's unavailability during the relocation period. In the case of SFUSD, the Board would have to guarantee vacating the meeting room no later than 4:30 p.m. The review of the Bill Graham Auditorium, Rooms 414-416, proved to be more expensive than relocating to the North or South Light Court:

The North or South Light Court may be the most appropriate option for relocation of the Board Meetings within City Hall, as it best meets four of the five objectives listed above. Notably, this option is the most costly, with costs ranging between \$35K for four meetings and \$52K for six meeting, with a per meeting cost of approximately \$8,700. The Budget and Legislative Analyst report stated that the estimated costs for temporarily relocating the Board Meetings to the North or South Light Court could range from \$34,028 for four meetings to \$51,042 for six meetings. Based on a new quote for media services and a cost estimate for the Sheriff Deputies and Clerk's IT staff, these costs have been revised slightly from between \$34,515 to \$51,774 as described in the table below:

	Per Meeting	4 meetings	6 meetings
Set-up costs – Building management	\$ 800	\$ 3,200	\$ 4,800
Media services contract (based on revised bid)	4,745	18,980	28,470
SFGOVTV estimates	2,535	10,140	15,210
Sheriff	480	1,920	2,880
Clerk's IT Staff (Incurred only if overtime)	69	276	414
<b>Total</b>	<b>\$ 8,629</b>	<b>\$ 34,515</b>	<b>\$ 51,774</b>

Regarding facilities external to City Hall no space provided a preferred alternative, however, if the Board wished to further explore SFUSD's meeting space, the Board would have to change the meeting start time and make careful consideration of other significant issues mentioned below. The information regarding details of other sites and estimates are included below to provide the Committee with information it needs to best determine the location for the Board Meetings while the Chamber is modified for ADA accessibility.

## MEETING LOCATIONS WITHIN CITY HALL

### Option #1 – The North or South Light Court

Charter Section 2.103 states that the meetings of the Board shall be held in City Hall. The advantage of this option is that four of the five objectives are met as follows:

1. The Board would meet in City Hall, fulfilling Charter Section 2.103;
2. The space allows for the required number of seats to accommodate a large audience;
3. The Board Members would have the 47” of desk space, as is currently provided in the Chamber; to make space for the Crestron System, laptop, etc.;
4. The City Attorney, Budget & Legislative Analyst, Controller, Mayor’s and other City staff would have space available for testimony.

The reason each meeting would cost approximately \$8,700 is because Media Services would have to contract out audio and video support at a cost of \$4,745 per meeting as currently Media Services does not have the capacity to perform this work, according to Rohan Lane, Media/Security Systems Manager. According to Jack Chin, General Manager of SFGOVTV, the estimated cost for a standard three-camera videotaping of the meeting is approximately \$2,535. Building management set-up would cost \$800. Finally, two Sheriff Deputies at \$480 per meeting and one Clerk of the Board IT staff to set-up and secure the laptops at a cost of \$69 per hour would be needed, which would not be calculated unless it is overtime has occurred. This estimate of \$8,700 per meeting is based on four hours. Besides cost, another disadvantage is that there are two events booked in the Light Courts and Rotunda; on September 6, 2011 the set up for the Symphony Opening Night Gala on September 7, 2011, and on October 4<sup>th</sup> a private event. The Board would have to either find an alternative temporary site or consider canceling the meetings.

### Option #2 – Hearing Rooms 400 & 416

If cost were the only factor, Hearing Rooms 400 or 416 would be the preferred option; however, the rooms do not provide adequate desk space for the Board Members; consider the Chamber at 47” of desk space and Room 400 at 26” and Room 416 at 34” of desk space. Additionally, there is no designated seating for City staff, or the press. City staff would have to sit in the public gallery and will displace members of the public. Public seating is also an issue, with Room 400 seating 80 members of the public and Room 416 seating only 60 seats. Overflow space is available and located on the same floor to accommodate an additional 50 members of the public.

The major advantage is that no costs will be incurred by the City for set-up as both hearing rooms are already equipped with audio visual for SFGOVTV. Depending on how late the meeting extends, the Clerk’s IT staff could incur overtime to secure laptops and equipment at \$69 per hour. During a regular meeting in the Chamber, laptops are left to be dismantled the next day, as Clerk staff can secure the Chamber. This is not the case with the Hearing Rooms, as the computers would need to be set up and removed after each meeting.

Important to note, using these rooms will displace commissions and advisory bodies, including the Municipal Transportation Agency, the Public Utilities Commission, the Entertainment Commission, the Redevelopment Commission, the Health Service Committee, the Environment Commission, the Urban Forestry Council Landmark Tree Committee, the Sweat Free Procurement Advisory Board, the

Assessment Appeals Board and the Mayor's Office on Disability. Consideration has been given to allow those bodies to utilize other hearing rooms, such as our own committee room 263 which has been blocked off as a possible back-up.

### MEETING LOCATIONS OUTSIDE OF CITY HALL

Charter Section 2.103 provides by Resolution that the Board may designate some other appropriate place as its temporary meeting space in the event of an emergency; or by Motion to schedule Special Meetings of the Board in locations in San Francisco other than in City Hall. It is the Board's decision whether to declare the renovation of the Chamber an "emergency." Additionally, although the Board is set to consider routine items during the relocation, it is within the purview of the Board to determine if the meetings should be declared Special Meetings particularly if the meeting start time is earlier.

The following locations were assess as to whether they would meet the relocation objectives needed for the weekly Board meetings.

1. SFUSD at 555 Franklin Street – The room is equipped with audio visual equipment so the cost per meeting is only approximately \$549 (Sheriff's Deputies: \$480, IT Staff: \$69 incurred if there is overtime). According to Esther Casco, Board of Education Secretary, the room is only available from 2 p.m. to 4 p.m. which may not be enough time given that the average Board meetings last for approximately four hours calculated over the last five months. If the Board wished to further explore this option, we should consider starting the meeting before 2 p.m., taking into consideration the Transportation Authority meeting schedule (September 27, 2011), temporarily suspending several Board Rules, and consider timing on public hearings on appeals and the noticing requirements.
2. Koret Auditorium at the San Francisco Main Library – Adrienna Li, Meeting Coordinator at the Library, states that on stage restrictions limit the number of individuals to only eight, so the facility cannot accommodate the Board of Supervisors set up needs, therefore this facility is deemed not an option.
3. Herbst Theater at the War Memorial – Jennifer Norris, Assistant Managing Director, stated the facility is not available from September through October and therefore this facility is not an option.
4. Bill Graham Auditorium Rooms 414-416 – Rob Reiter, City Hall Building Manager, states that while the space is available and the usage fee would be waived, costs would still exceed the North or South Light Court costs, as the Board would be responsible for custodial costs as well as the costs of heating the room in addition to set-up, Media Services, audio visual for SFGOVTV, security and depending on how late the meetings go Clerk's IT staff could incur overtime to secure laptops and equipment.

## **BOARD CONNECTIVITY IN THE CHAMBER**

### **The Board's Network Switch Replacements**

This project was not a part of the overall approved project on February 2, 2011, Ordinance appropriating \$477,732 to fund the overall ADA modification in the Chamber. However, this upgrade is needed for a number of reasons according to Norman Goldwyn, IT Director of the General Services Agency, as the network switches and fiber will need to be replaced and upgraded to improve the Board's connectivity in the Chamber. The recommendation is as follows:

The existing Cisco 4000 switch is no longer supported by Cisco and is 11 years old. The replacement switch is part of the overall replacement strategy for City Hall's consolidated network. The combination of the new fiber system previously approved and the network Board switch will improve performance and reliability to the Board's own servers. The costs associated with the network switch upgrades is approximately \$29,000. COIT has agreed to pay \$15,000 of these costs, and we have a request in for the remaining \$14,000 as this upgrade was not included in the overall Chamber project and is not part of the COP.

### **Future Upgrades**

In the future, Media Services and the Board will collaborate on an upgrade to the Crestron Touch Panel System that is compatible with accessing the Board's legislative files. This effort will be based on the status of the City's future budget, as an early estimate for a new touch panel compatible to SFGOVTV's planned HD transfer is approximately \$99,000.

Depending on improvements with the tablet technology, the design could change significantly in the future. The idea is to utilize generic touch panels and have them connected to small computers which will serve the required programming to have an identical fashion to the current display. This will eliminate the proprietary outdated touch panels we currently use greatly reducing initial and future replacement costs. The City does not currently have funds allocated for this project. It will be submitted as a capital request.

