

File No. 100368

Committee Item No. 60

Board Item No. 13

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

Committee BUDGET AND FINANCE

Date 3/31/10

Board of Supervisors Meeting

Date 4/6/10

#### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input checked="" 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 Analyst Report                        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form (for hearings)             |
| <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"/>            | 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)

- |                                     |                                     |                                   |
|-------------------------------------|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Off-site Meeting Checklist</u> |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                             |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____                             |

Completed by: Gail Johnson

Date 3/26/10

Completed by: [Signature]

Date 4/1/10

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

1 [Off-Site Budget and Finance Committee Meeting on April 21, 2010, at 4:00 p.m. at the Hall of  
2 Flowers]

3 **Motion ordering the April 21, 2010, meeting of the Budget and Finance Committee be**  
4 **held at the Hall of Flowers, 9<sup>th</sup> Avenue at Lincoln Way, in the Inner Sunset district of**  
5 **San Francisco; and ordering a meeting of the full Board of Supervisors be convened**  
6 **for the same date, time, and place should a quorum of the full Board be present.**

7  
8 WHEREAS, In the November 1993 election, Proposition O was passed by the voters of  
9 San Francisco to allow meetings of the San Francisco Board of Supervisors to be held outside  
10 of City Hall; and,

11 WHEREAS, Specifically, residents of the City have expressed the desire to have direct  
12 dialogue and more access to the Board of Supervisors Budget and Finance committee  
13 members; now, therefore, be it

14 MOVED, That the Board of Supervisors of the City and County of San Francisco does  
15 hereby order that the April 21, 2010, meeting of the Budget and Finance Committee be held at  
16 the Hall of Flowers in the Inner Sunset district of San Francisco at 4:00 p.m.; and, be it

17 FURTHER MOVED, That in the event a quorum of the Board of Supervisors attends  
18 this meeting, a meeting of the full Board of Supervisors shall be convened.

## OFF-SITE MEETING CHECKLIST

Revised April 1, 2004

This information must be provided in advance of requesting an off-site meeting and is required to meet the requirements of Charter Section 2.103 and to ensure adequate notice and staffing for Full Board or Committee Meetings held outside of City Hall.

**Entire form to be completed by Supervisor requesting meeting.**

**Part 1**

**[Fill In This Column]**

<p><b>Indicate type of Meeting to be held:</b></p>	<input type="checkbox"/> Full Board of Supervisors <input checked="" type="checkbox"/> Committee Name: Budget <input type="checkbox"/> Town Hall Meeting <b>STOP. Instead of this form, use the Town Hall Meeting checklist (attached).</b>
<p><b>Proposed Meeting Location.</b>  <i>(List site name and street address; site must be within San Francisco)</i></p>	<p>Name: Hall of Flowers                  Address: Golden Gate Park</p>
<p><b>Proposed Date/Time of off-site meeting.</b>  <i>[Note: Supervisor must introduce motion for meeting <b>with completed checklist attached</b>. It must be considered by Rules at least 8 days after introduction, and be approved by Board. The meeting can occur 15 days after advertisement runs. **                  ** (This is a tight schedule and should only be used in an emergency.)</i></p>	<p>Introduction Date: 3/23/10                  Rules Meeting Date: 3/31/10                  Board Meeting Date: 4/6/10                  Date Ad Runs:                  Date 15 Days Later:                  Meeting Date: 4/21/10                  Meeting Time: 4pm</p>
<p><b>Establish a Quorum:</b> <i>If Committee meeting, can all Committee members attend? If not, provide explanation.</i></p>	<input type="checkbox"/> Quorum of Board Members <input checked="" type="checkbox"/> Quorum of Committee Members
<p><b>Is there any charge for use of the site?</b>  <i>If yes, what is the fee?                  Account number in budget to be charged.</i></p>	<input type="checkbox"/> Yes. Fee \$ <u>0</u> <input checked="" type="checkbox"/> No Charge Fee to Account No. _____
<p><b>Name and Phone Number of <u>contact person</u> who inspected the site.</b></p>	<p>Name: Raquel Redondiez                  Phone Number: 554-6975</p>
<p><b>Does the site meet ADA standards?</b>  <i>Complete and return the attached Mayor's Office of Disability (MOD) ADA Checklist to Susan Mizner, Director, and may be reached at 554-6787.. Schedule a visit of the proposed site with designated MOD staff.</i></p>	<input type="checkbox"/> ADA Checklist completed and returned to MOD 2 to 3 weeks prior to introduction of a motion for the off-site meeting. Date provided to MOD _____ <input type="checkbox"/> Complete site visit with MOD staff <input checked="" type="checkbox"/> Copy of the ADA Checklist attached to the Off-site Meeting Checklist.
<p><b>Does the site have a <u>sound system</u>? Does it include speakers and microphones?</b> <i>[The Board has microphones and a tape recorder that can be used if provisions are made to hook the equipment up to an amplifier. Our microphones feed into the tape recorder only.]</i></p>	<input type="checkbox"/> Sound System at Site includes speakers and microphones. <input checked="" type="checkbox"/> Need to use Board microphones and contract with technician to operate. Notify Special Services Deputy Clerk of need for technician.
<p><b>Will any <u>microphones</u> be supplied?</b>  <i>[6 are needed for a Committee, 16 are</i></p>	<input type="checkbox"/> Yes How many? _____

needed for a Board meeting, 1 should be on a stand for public comment.]	<input checked="" type="checkbox"/> No
Is the seating for Supervisors raised?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there a dual deck <u>tape recording system</u> to record the meeting? [Taping is required.]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there adequate <u>electrical outlets</u> for the tape recorder?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Generally, 8 Six foot <u>tables</u> are required: 4 for the Board, 2 for the Clerk, 1 for staff (City Attorney, Budget Analyst, Mayor's Rep., Controller), 1 for Press. Are chairs suitable? [The Board and Clerk's tables should be skirted.] <b>See attached diagram.</b>	<input type="checkbox"/> Are there any problems or are changes necessary?
Who will <u>set up/take down</u> all tables and chairs?(Are chairs fixed?) Who will <u>set up, operate, and pack up</u> the microphones and sound system?	<input type="checkbox"/> Site Employees <input checked="" type="checkbox"/> Supervisor's Aides <input type="checkbox"/> Site Employees <input checked="" type="checkbox"/> Supervisor's Aides <input type="checkbox"/> Other _____
Is there a <u>water faucet</u> close by to accommodate water pitchers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there a nearby available <u>telephone and restroom</u> for Board members?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What are the <u>parking</u> arrangements? Spaces needed: 11 for Board, 2 for Clerk's staff, 5 for other staff (Attorney, Controller, etc.)	Explain: Street Parking
Attach a <u>map and/or directions</u> to the location.	<input checked="" type="checkbox"/> Map and/or directions attached.
Will <u>Translators</u> be required? If yes, for <u>which languages</u> ? Approximate number of people expected for each language. (Note: See part II for further instruction.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Languages: _____ Number of People Expected: _____
Is there a <u>United States Flag</u> for the pledge? If not, who will bring the flag?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, Who will bring? Contact Special Services Deputy Clerk regarding flag.

**Part II - If the Board approved the motion for off-site, the Supervisor's staff is to make the following arrangements.**

<p>Contact SFGTV at 557-4293 to request taping and provide notification of off-site location.</p>	<p>Date Contacted:3/16/10</p>
<p><b><u>Translators</u></b>          Notify Clerk at least 5 working days prior to meeting to arrange for translators and to provide translation equipment for meeting. Provide as much information as possible.</p>	<p><input checked="" type="checkbox"/> Clerk Notified  <input type="checkbox"/> Translation Equipment Requested</p>
<p><b><u>Security Arrangements:</u></b> Contact Jeff Lindberg at 553-9142 (Pager 804-8272) to discuss security arrangements.</p>	<p>Date Jeff Contacted:3/16/10          Jeff to refer Aide to officer at appropriate Station.          Date Station Contacted:3/16/10</p>
<p><b><u>Two weeks prior to the Board meeting,</u></b>  <u>schedule site visit with Clerk of the Board.</u>          Note: Committee meetings do NOT require site visit by Clerk or Assistant Clerks.</p>	<p>Date/Time Scheduled: N/A</p>
<p><b><u>Miscellaneous Information</u></b></p>	
<p>Template location</p>	<p>Common Folder – Off-site Meetings</p>

**FOR COMMITTEE MEETINGS, SEE BELOW FOR SUBJECT OF MEETING**

**Subject of Committee Meeting Held Outside City Hall**

**To be completed by Supervisor requesting meeting.**

- It is essential for legislation or requests for hearing to be introduced and referred to the committee before the authorizing motion for an off-site meeting is acted on by the Board so that the Board will know the nature of the meeting and so a proper advertisement can be prepared.

What are the file numbers of items to be considered?

<u>File number</u>	<u>Date of Introduction</u>
_____	_____
_____	_____
_____	_____
_____	_____

- What is the nature of the legislation or subject matter to be considered (in sufficient detail to permit meaningful advertisement.) Attach an additional sheet if necessary.

See attached notice

\_\_\_\_\_

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BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## NOTICE OF SPECIAL OFF-SITE MEETING

### BUDGET AND FINANCE COMMITTEE OF THE CITY AND COUNTY OF SAN FRANCISCO

NOTICE IS HEREBY GIVEN THAT the Budget and Finance Committee of the City and County of San Francisco, will hold a special off-site meeting (pending Board approval of File No. 100368 on April 6, 2010). If a quorum of the Board of Supervisors are present, the chair will hold a Special Board of Supervisors meeting to discuss items on this Budget and Finance Committee Agenda of April 14, 2010, at 4:00 p.m. The meeting will take place as follows:

- Date:** Wednesday, April 21, 2010
- Time:** 4:00 p.m.
- Location:** Hall of Flowers, located on 9th Avenue at Lincoln Way, in the Inner Sunset District of San Francisco, CA
- Subject:** Meeting will address routine Budget and Finance Committee matters, including, but not limited to, impact of the FY2010/2011 Budget shortfall relating to neighborhoods in the western portion of the City.

For additional information telephone (415) 554-5184 or write to the Clerk of the Board of Supervisor's Office, Room 244, City Hall, 1 Dr. Carlton B. Goodlett Place, San Francisco, 94102. Information relating to this meeting will be available for public review on Friday, April 16, 2010.

A handwritten signature in black ink, appearing to read "Angela Calvillo".

Angela Calvillo  
Clerk of the Board

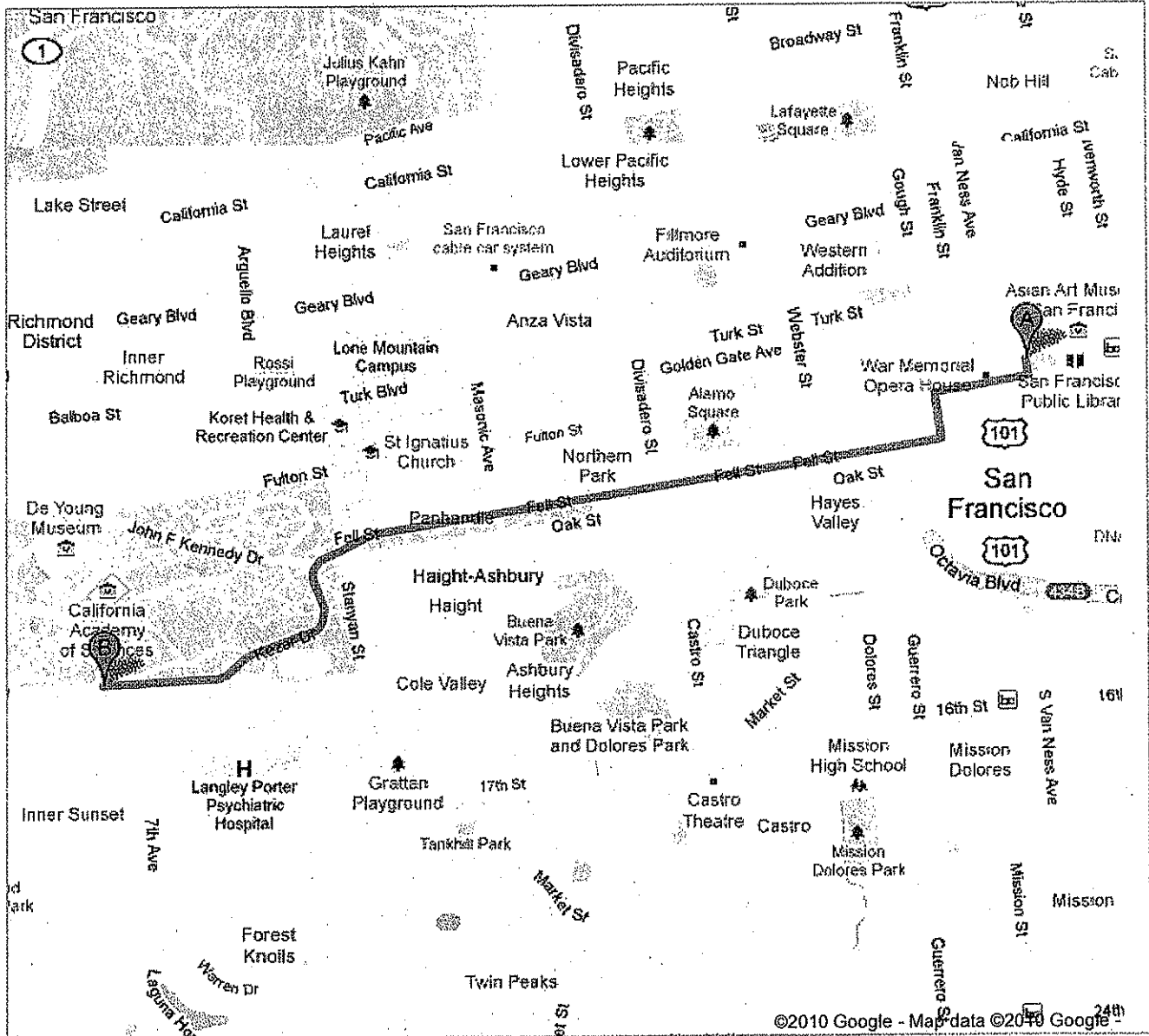
DATED: April 4, 2010  
PUBLISHED: April 4, 2010

# Google maps

To see all the details that are visible on the screen, use the "Print" link next to the map.

[Get Directions](#) [My Maps](#)

[Print](#) [Send](#) [Link](#)





### Driving directions to San Francisco County Fair Building

(415) 831-5500



San Francisco City Hall Info  
1 Doctor Carlton B Goodlett Place  
San Francisco, CA 94102-9991  
(415) 554-4000



- 
- |   |        |
|---|--------|
| 1. Head south on Dr Carlton B Goodlett Pl toward Grove St | 262 ft |
| 2. Take the 1st right onto Grove St                       | 0.3 mi |
| 3. Turn left at Gough St                                  | 0.1 mi |
| 4. Turn right at Fell St                                  | 1.6 mi |
| 5. Slight left to stay on Fell St                         | 0.1 mi |
| 6. Continue onto John F Kennedy Dr                        | 358 ft |
| 7. Slight left to stay on John F Kennedy Dr               | 75 ft  |
| 8. Continue onto Kezar Dr                                 | 0.5 mi |
| 9. Continue onto Lincoln Way                              | 0.3 mi |



San Francisco County Fair Building  
1199 9th Ave  
San Francisco, California 94122  
(415) 831-5500



These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2010 Google, Sanborn

[Report a problem](#)

sf hall of flowers



Item # 13  
100368

# Mayor's Office on Disability

- LISTEN
- TEXT ONLY
- PRINT
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- A
- A

## Accessible Public Event Checklist

**It is the policy of the City & County of San Francisco that all City sponsored public meetings and events are physically and programmatically accessible to people with disabilities. This checklist has been developed in order to assist City departments in assessing potential sites and to ensure that all City meetings and events comply with Federal and state law in being accessible to persons with disabilities.**

**Event Location/Address:**

Hall of Flowers, 9th + Lincoln, SF

**Event On-Site Contact:**

Mr. Kern Lee

**ph:** 831-5507 **e-mail:** kern.lee@sfgov.org

**Date & Time of Event:** 4/21/10 4pm-7pm

**Responsible Department:** Supervisor John Avalos

**Dept. ADA Coordinator:** Gaylen Mohre

**ph:** 554 6975 **e-mail:** AvalosStaff@sfgov.org

**Contact Person (If not ADA**

**Coordinator) :** \_\_\_\_\_

**ph:** \_\_\_\_\_ **e-mail:** \_\_\_\_\_

**Department ADA Coordinators or designated department staff** is responsible for ensuring that this form is completed and that accessibility is verified at least 10 working days prior to any city-sponsored public meeting or event. It is not necessary to fill out this form more than once for regularly scheduled City meetings, so long as the ADA Coordinator of the Department continues to ensure that the provisions herein are being complied with at each meeting. If upon filling out or reviewing this form, it is apparent that additional information is required, or it appears that the meeting or event cannot be made physically or programmatically accessible, please contact the Mayor's Office on Disability to discuss possible alternative solutions or sites.

**Section One** of this checklist is designed to assess compliance with "programmatic" accessibility standards, to ensure that events will be accessible not only to persons with physical disabilities, but to people with sensory, cognitive, and other disabilities, as well.

**Section Two** of this checklist is designed to ensure that potential meeting sites and event locations comply with physical accessibility standards.

# Mayor's Office on Disability

LISTEN

TEXT ONLY

PRINT

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## Physical Accessibility Checklist

NOTE: ITEMS LISTED FIRST AND IN BOLD ARE MINIMUM REQUIREMENTS. PLEASE DO NOT CONSIDER HOLDING A PUBLIC EVENT WITHOUT THESE IN PLACE. ITEMS LISTED LAST, IN ITALICS ARE STRONGLY RECOMMENDED.

### Getting to the Event:

**YES NO N/A**

1. **An accessible route exists from the street to the event and all event activities.**

2. All public events should have signage to direct the public to the location. **In the unusual situation in which the main route to the meeting is not accessible, the accessible route with directional signage is provided.**

### Transportation:

**YES NO N/A**

1. **If the event itself includes transportation, wheelchair accessible vehicles are also available and advertised as available to the public.**

2. The meeting or event is located close to accessible public transportation

3. An accessible route is provided from the public transportation stop to the building or facility entrance.

4. Accessible parking is available (review # of car and van accessible spaces)

5. There is accessible passenger loading and unloading space

### Amenities:

1. **Accessible toilets are available within 200 feet of the event's location.**

2. **Accessible drinking fountains** are available (if drinking fountains are provided).

3. **Accessible telephones** are available (if telephones are provided).

4. **Art displays or exhibits are positioned to provide an accessible route and to not be a hazard to people who are blind or have visual disabilities.**

5. If food or beverages are provided, the service is located on an accessible route. Self-service items are reachable from a seated position with accessible operating mechanisms.

[Countertops are 28-34 inches high.]

**Seating:**

**1. If seating is provided, wheelchair and companion seating is dispersed in multiple locations(s) and seating ratio**

(see definitions for ration chart)

**2. Seating is available for deaf and hard of hearing people near the front of the space so that attendees may see the interpreter/captioner, or lip read.**

**3. Signs are provided indicating the accessible seating areas for both wheelchair users and deaf and hard of hearing participants.**

**Event Set-up**

**1. If a stage or platform is provided, it is accessible by means of a ramp, wheelchair lift, or portable wheelchair lift.**

**2. If a dais or podium is provided for the public, an accessible dais or podium is also provided.**

**3. Fencing or other crowd control barriers are placed so as to provided an accessible route, and barricading complies with SF DPW Barricade Order.**

- [Accessible Public Events Policy Definitions](#)
- [Programmatic Accessibility Checklist](#)
- [Return to Accessible Public Event Checklist Page](#)

