

File No. 100329

Committee Item No. 5

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee BUDGET AND FINANCE

Date 3/31/10

Board of Supervisors Meeting

Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|--|
| <input checked="" 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 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 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: _____

Date _____

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 14, 2010, 4:00 p.m. at Horace
2 Mann Middle School]

3

4 **Motion ordering the April 14, 2010, meeting of the Budget and Finance Committee be**
5 **held at Horace Mann Middle School, 3351 23rd Street, auditorium in the Mission district**
6 **of San Francisco.**

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 14, 2010, meeting of the Budget and Finance Committee be held at
16 Horace Mann Middle School in the Mission district of San Francisco at 4:00 p.m.

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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>Indicate type of Meeting to be held:</p>	<p><input type="checkbox"/> Full Board of Supervisors <input checked="" type="checkbox"/> Committee Name: Budget <input type="checkbox"/> Town Hall Meeting STOP. Instead of this form, use the Town Hall Meeting checklist (attached).</p>
<p>Proposed Meeting Location. <i>(List site name and street address; site must be within San Francisco)</i></p>	<p>Name: Horace Mann Middle School. Address: 3351 23rd St.</p>
<p>Proposed Date/Time of off-site meeting. <i>[Note: Supervisor must introduce motion for meeting with completed checklist attached. 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: 3/16/10 Rules Meeting Date: 3/24/10 Board Meeting Date: 3/30/10 Date Ad Runs: 3/30/10 Date 15 Days Later: 4/14/10 Meeting Date: 4/14/10 Meeting Time: 4pm</p>
<p>Establish a Quorum: <i>If Committee meeting, can all Committee members attend? If not, provide explanation.</i></p>	<p><input type="checkbox"/> Quorum of Board Members <input checked="" type="checkbox"/> Quorum of Committee Members</p>
<p>Is there any charge for use of the site? <i>If yes, what is the fee? Account number in budget to be charged.</i></p>	<p><input type="checkbox"/> Yes. Fee \$ _____ <input checked="" type="checkbox"/> No Charge Fee to Account No. _____</p>
<p>Name and Phone Number of contact person <i>who inspected the site.</i></p>	<p>Name: Raquel Redondiez Phone Number: 554-6975</p>
<p>Does the site meet ADA standards? <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>	<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>
<p>Does the site have a sound system? <i>Does it include speakers and microphones? [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>	<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>
<p>Will any microphones be supplied? <i>[6 are needed for a Committee, 16 are</i></p>	<p><input type="checkbox"/> Yes How many? _____</p>

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 checked="" type="checkbox"/> Yes <input 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.] See attached diagram.	<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?)	<input type="checkbox"/> Site Employees <input checked="" type="checkbox"/> Supervisor's Aides
Who will <u>set up, operate, and pack up</u> the microphones and sound system?	<input type="checkbox"/> Site Employees <input type="checkbox"/> Supervisor's Aides <input checked="" 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: Yes, for Board Members and staff.
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: Spanish 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><u>Translators</u> 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><u>Security Arrangements:</u> 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><u>Two weeks prior to the Board meeting,</u> <u>schedule site visit</u> with Clerk of the Board. Note: Committee meetings do NOT require site visit by Clerk or Assistant Clerks.</p>	<p>Date/Time Scheduled: N/A</p>
<p><u>Miscellaneous Information</u></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>
_____	_____
_____	_____
_____	_____
_____	_____

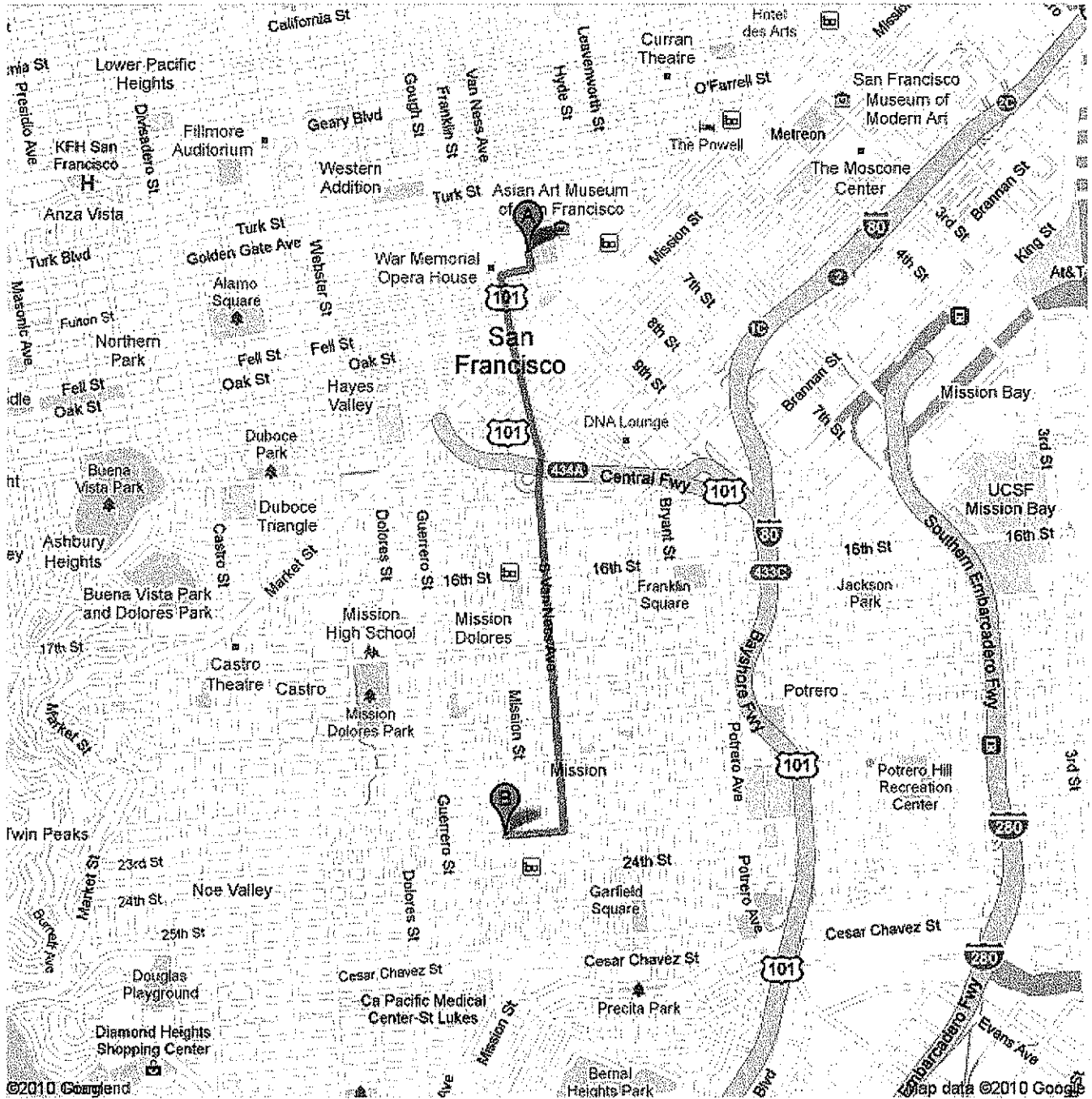
- What is the nature of the legislation or subject matter to be considered (in sufficient detail to permit meaningful advertisement.) Attach an additional sheet if necessary.

Google maps

Directions to 3351 23rd St, San Francisco, CA 94110
2.0 mi – about 8 mins

Save trees. Go green!




Download Google Maps on your phone at google.com/gmm





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 | go 262 ft
total 262 ft |
|  2. Take the 1st right onto Grove St | go 0.1 mi
total 0.1 mi |
|  3. Take the 1st left onto Van Ness Ave
About 6 mins | go 1.7 mi
total 1.8 mi |
|  4. Turn right at 23rd St
Destination will be on the left
About 1 min | go 0.2 mi
total 2.0 mi |



3351 23rd St, San Francisco, CA 94110

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

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.