

Agenda Item No. 4

2020 Census Redistricting Task Force

AGENDA PACKET CONTENTS LIST

Date: October 4, 2021

Date: _____

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>COB Presentation - Public Meeting Logistics and Considerations</u> |
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Prepared by: John Carroll

Date: October 1, 2021

Prepared by: John Carroll

Date: _____

Prepared by: John Carroll

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Redistricting Task Force

Public Meeting Logistics and Considerations

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Clerk of the Board

Prepared by:
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Deputy Director of Operations

Remote or In-Person Meetings

- Redistricting Task Force Members – Remote or In-Person?
- Public Comment – Remote or In-Person?
 - If Task Force members convene remotely, a remote public comment option (telephonic or other remote means) must be provided to the public
 - If Task Force members convene in person, in-person or remote public comment may be provided.
 - Note: A hybrid of in-person and remote public comment may pose technological and logistical challenges that will require additional discovery
 - Board of Supervisors has held in-person meetings without members of the public on-site since July 2021 in compliance with local and State health orders
- Per California AB361 and City Attorney’s memo issued on 9/28/21 (Updated Advice Regarding Meetings of Policy Bodies during COVID-19 Emergency), beginning on October 1, 2021, policy bodies must regularly adopt findings every 30 days to affirmatively continue holding remote meetings.

Remote vs. In-Person – Minimum Requirements

Remote Meeting (Existing)

- Digital and telephonic accessibility
- Community outreach and noticing
- Technical support
- Cybersecurity
- Consistency with latest Health recommendations and practices
- Adopt findings to hold remote meeting

In-Person Meeting (Potential)

- Health and safety compliance and enforcement
- Locations, facilities, and accessibility (transportation, parking, ADA)
- Facility availability during COVID-19
- Meeting resources, on-site staffing, and infrastructure
- Funding/cost

In-Person Meeting Considerations

- Facilities
- Logistics
- Technology
- Staffing Needs
- Public Needs

In-Person Meeting Considerations

- **Facilities**
- Logistics
- Technology
- Staffing Needs
- Public Needs

- Number of locations
- Geographically dispersed and/or accessible
- Architecture
 - Size, capacity, number of rooms
 - Restrooms
 - Parking, transit accessibility
 - Loading zone(s)
 - Air Ventilation, Windows
 - ADA Accessibility
 - Fire code compliance

In-Person Meeting Considerations

- **Facilities**
- Logistics
- Technology
- Staffing Needs
- Public Needs

- Past locations
 - Schools
 - Washington High School (District 1)
 - Marina Middle School (District 2)
 - Tenderloin Community School (District 6)
 - West Portal School (District 7)
 - Everett Middle School (District 8)
 - Hillcrest Elementary (District 10)
 - Monroe Elementary (District 11)
 - Parks
 - Richmond Recreation Center (District 1)
 - Ella Hill Hutch Community (District 5)
 - Community Partners
 - Old First Presbyterian Church (District 3)
 - Lady Shaw Senior Center (District 3)
 - United Irish Cultural Center (District 4)
 - Mission Neighborhood Center (District 9)
 - Potrero Hill Neighborhood House (District 10)

In-Person Meeting Considerations

- Facilities
- **Logistics**
- Technology
- Staffing Needs
- Public Needs

- Tables and chairs
- Hours of operation
- Proximity to food and water
- Available PPE and cleaning protocols
- Network connectivity (WiFi, Ethernet)
- Access to fax, printers, and copiers
- Signage (Health & Safety, Instructions, Emergency, etc.)
- Security; Enforcement of Health Orders and Rules of Order
- Public comment administration

In-Person Meeting Considerations

- Facilities
- Logistics
- **Technology**
- Staffing Needs
- Public Needs

- Computers/Laptops
- Network connectivity (WiFi, Ethernet ports)
- Electrical outlets, power strips
- Printer connectivity
- Sound system
- Video capabilities for map displays
- Media services usability (City Hall only)
- SFGovTV usability (Tentative)

In-Person Meeting Considerations

- Facilities
- Logistics
- Technology
- **Staffing Needs**
- Public Needs

- Members and elected
- COB Staff
 - IT, Legislative, Operations
- DOE Staff
- Interpreters
 - Chinese, Spanish, Filipino
 - Other language and ASL staff upon request
 - Outside interpreters at additional cost (if OCEIA not available)
- Media Services staff
- SFGovTV staff
- Facilities staff
 - Manager, Building Engineer, Custodians
- Sheriff and/or SFPD staff

In-Person Meeting Considerations

- Facilities
- Logistics
- Technology
- Staffing Needs
- **Public Needs**

- Handouts
- Signage
- PPE, cleaning, and custodial services
- Interpretation Listening Devices
- ADA accommodations upon request
- Distancing accommodation as needed
- Remote vs. in-person public comment

Next Steps

- Confirm applicable policy body action(s) that invoke provisions of California AB361 to suspend requirements of the Brown Act imposing special requirements for remote meetings.
 - Beginning on October 1, 2021, policy bodies must make specific findings at least once every 30 days to continue holding remote meetings without complying with restrictions in State law that would otherwise apply.
- If confirmed (remote meetings), meetings will occur remotely for at least the next 30 days
- If not confirmed (resume in-person meeting), confirm whether it is the intention for in-person public comment to occur
 - If yes, confirm whether it is the intention to take in-person public comment in lieu of remote public comment. Note that a hybrid in-person and remote public comment system at different facilities will present unique technological challenges. Our office will need to confirm the staffing, funding and technological feasibility with SFGovTV, Media Services, and IT staff.

Cablecasting and Streaming Availability for Remote Meetings

Other dates may be available, but staff will need to confer with SFGovTV.

In-Person Meetings may not have the ability to be cablecast or livestreamed.

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Thank you

Questions?

Contact us at (415) 554-5184 or at BOS@sfgov.org