

**Commission Members:**

Dr. Jonathan Butler (Chair)  
Bevan Dufty (Vice-Chair)  
Katie Albright  
Christin Evans  
Joaquin Guerrero  
Sharky Laguana  
Dena Aslanian-Williams

**Commission Secretary**

Bridget Badasow

**Mayor**  
London Breed

**Shireen McSpadden, Executive Director**  
Department of Homelessness and Supportive Housing

## City & County of San Francisco Homelessness Oversight Commission (HOC) Meeting



### Meeting Minutes

Homelessness Oversight Commission (HOC) Meeting

Meeting Date: Thursday, September 7, 2023

Regular Meeting

9:00am

1 Dr. Carlton B. Good Place

Room 416, City Hall

Members of the Homelessness Oversight Commission will attend this meeting in-person. Members of the public are invited to observe the meeting in-person or remotely online as described below. Members of the public attending the meeting in person will have an opportunity to provide public comment on every action or discussion item. In addition to in-person public comment, the Commission will hear up to 10 minutes of remote public comment on each action or discussion item.

The Commission will hear remote public comments on items in the order that commenters add themselves to the queue to comment on the item. Because of the 10-minute time limit, it is possible that not every person in the queue will have an opportunity to provide remote public comment. Remote public comment from people who have received an accommodation due to disability (as described below) will not count toward the 10-minute limit. Members of the public are encouraged to provide public comment via email. Send an email to the Commission Secretary [bridget.badasow@sfgov.org](mailto:bridget.badasow@sfgov.org) by 5pm the day before the meeting to ensure your comment is received by the Commission in advance of the meeting.

Additionally, copies of today's agenda, minutes and "all" presented items can be found on the San Francisco Department of Homelessness and Supportive Housing (HSH) website. <https://hsh.sfgov.org/commission-and-committees/>

The HOC inaugural meeting can be seen in its entirety on SFGovTV  
[https://sanfrancisco.granicus.com/ViewPublisher.php?view\\_id=227](https://sanfrancisco.granicus.com/ViewPublisher.php?view_id=227)

**Homelessness Oversight Commission Members:**

Dr. Jonathan Butler, Chair  
Bevan Dufty, Vice Chair  
Katie Albright  
Christin Evans  
Joaquin Whit Guerrero  
Sharky Laguana  
Dena Aslanian-Williams

**Department of Homelessness and Supportive Housing (HSH) Executive Director**

Shireen McSpadden

**Commission Secretary**

Bridget Badasow

**Deputy City Attorney**

Adam Radtke

**Order Of Business:**

**1. Call to Order**

**Chair Jonathan Butler** called the meeting to order at 9:12am. Chair Butler read the Ramatush Oholone Land Acknowledgement.

Chair Butler introduced Commissioner Dena Aslanian-Williams

**2. Roll Call**

Present: Dr. Jonathan Butler (Chair)  
Bevan Dufty (Vice Chair)  
Katie Albright  
Christin Evans  
Joaquin Whit Guerrero  
Sharky Laguana  
Dena Aslanian Williams

Present: Executive Director Shireen McSpadden  
Present: Deputy City Attorney Adam Radtke

**3. Announcement of prohibition of sound producing devices**

**Commission Secretary** made the prohibition of sound producing devices announcement.

#### **4. Announcements by the Chair**

**Chair Jonathan Butler** made the following recommendations regarding public comment:

- A. Once a member of the public completes their public comment the Commissioners are urged to avoid responding to allow all members of the public an equal amount of time to respond. Commission members should refrain from stating their opinion and avoid back-and-forth conversations with the public.
- B. Avoid promises to resolve a public member's issue/complaint or promises of follow-up.
- C. Refrain from calling members of the public back to the podium for questions.
- D. To be fair to all members of the public, the Commissioners are urged to not allow members of the public extra time for public comment once their allotted time is concluded.

**Chair Butler** announced that the members of the public will not be allowed to comment more than once during both public comment and general public comment. The Commission Secretary created speaker cards and the public is urged to utilize them to create a smooth and efficient public comment system.

**Commissioner Evans** stated that the HOC meetings are an opportunity to connect with members of the public and to understand from that public member's perspective what is/is not working within the system. The Commissioner would like to see a system created that would allow public accessibility with the Commission.

**Commissioner Sharky** commended Deputy Director Dee Rosado-Chan for reaching out and assisting a client in shelter who asked for support during the August 2023, HOC meeting during public comment.

#### **5. Approval of the August 3, 2023, HOC meeting minutes**

No Public Comment

On motion to approve the August 3, 2023, HOC Meeting minutes.

AYES- Butler  
Dufty  
Albright  
Evans  
Guerrero  
Laguana  
Aslanian-Williams

Action: August 3, 2023, minutes were adopted.

#### **6. Director's Report/ Executive Director Shireen McSpadden-Discussion Only**

Executive Director McSpadden initiated her report by welcoming Commissioner Dena Aslanian-Williams who is the last Mayor appointee to the HOC. Commissioner Aslanian-Williams is a realtor and community leader in her neighborhood and an active member and former President and Vice President of the West of Twin Peak Central Council. The Mayor appointed Commissioner Aslanian-Williams to serve in the seat designated for a member of the community who has participated in a merchant, small business, or neighborhood association. The Executive

Director is very much looking forward to Commissioner Aslanian-William's perspective on the HOC. Executive Director McSpadden provided programmatic updates beginning with outreach. Outreach encounter numbers increased slightly in July with 2,188 engagements. The HSH Coordinated Entry Assessment stayed consistent in July 2023, with 992 assessments. This number includes both new and reassessments only, and not the number of newly unhoused people. The Multi-Disciplinary Team (MDT) visited 11 sites with 1240 guests. Of those guests, 650 met with Coordinated Entry (ECS), 100 guests applied for CAAP or GA benefits, 30 guests enrolled in Home Safe for nursing PSH, 100 guests enrolled in SSI advocacy, and 60 guests enrolled in rapid re-housing. To kick-off 2023-24, The MDT went to Multi-Service Center South (MSC-South) where most guests were unknown to ESC. Guests, not in the ONE System were decreased by 43% and increased percentages of housing referral and problem-solving status guests by 36% showing that the MDT has been very effective. Starting in 2023-24 at a similar pace to last year with 75 households resolving homelessness in July. Housing placements stayed consistent in July with 181 placements. As of the end of August, HSH issued 991 emergency housing vouchers and 650 households had moved into housing. Executive Director McSpadden will come back in the fall with a comprehensive update after the lease-up deadline for this program. The Executive Director reminded the HOC of the online Housing Inventory Dashboard that can be found on the HSH website. The figures in the dashboard have not changed since the September meeting. The Executive Director provided a map of site based PSH that was requested from the Commission during the August meeting. Executive Director McSpadden reported on the housing eviction rate in PSH for FY2022-23. The annual eviction report showed a continued decrease in the eviction rate in PSH since 2017. HSH has several initiatives to reduce the small percentages of evicted households including improved data tracking in the One System, nonpayment of rent guidelines, money management support, and streamlining and improving transfer policy. Vacancies were up slightly this month with 840 vacancies, 282 of those vacant units are available for referral, 298 had a pending referral, and 260 units were offline mostly for maintenance and repairs. Shelter updates included the Youth Hotel Voucher program that was launched in August, a program for survivors of domestic violence that will launch in September, the active RFP to re-procure shelter meals, and transportation and advocacy services (applications due by September 18). HSH staff will begin bringing contracts to be vetted to the Commission in November. Executive Director McSpadden gave detailed updates on local legislation. On September 8, 2023, the BOS Homelessness and Behavioral Health Committee will hear four grant agreement amendments including: Brilliant Corners-Youth rapid re-housing, Five Keys-Bayshore Navigation Center, Homeless Prenatal Program-Prevention and Tenderloin Housing Clinic-Master Lease hotels. On September 22, 2023, HSH will present on a proposed acquisition for 42 Otis (young adult PSH), an application to the HSH Continuum of Care Program, and Hotel Diva's permanent financing. HSH also anticipates topic-based hearings on September 29, which will include, the HSH Strategic Plan and Care Court. Legislation introduced in the fall of 2023 include amending the Shelter Standard of Care Ordinance, three grant agreements with Episcopal Community Services: Henry Hotel, Housing First Hotels, and the Cova Non-Congregate Shelter, grant agreement amendments for Larking Street rental subsidies, and Five Keys 685 Ellis. HSH has a new contract with the San Francisco Homeless Outreach Team, a shelter lease at 2177 Jerrold, and a new sublease for the Candlestick Safe Parking site. Executive Director McSpadden announced that HSH will present to the Port Commission on a proposed extension to the MOU for the Embarcadero SAFE Navigation Center on September 12, followed by anticipated action taken by the Port Commission on October 10, 2023. On the state side, the Executive Director reported that HSH is continuing to track bills through the end of the legislative cycle and working to form HSH's policy and budget priorities this fall. The Executive Director presented updates on the HOC's three advisory bodies. The Local Homeless Coordinating Board (LHCB) is deep into the Continuum of Care application which will go to the BOS for approval on September 28, 2023. The Shelter Monitoring Committee's (SMC) staffing has moved over to HSH. HSH will introduce standards of care legislation in the fall. The Shelter Grievance Advisory Committee's meetings are all in-person. The next SGAC meeting will commence on September 12, 2023, from 2-4pm. There are four seats vacant on the LHCB, four seats vacant on the SMC and six vacant seats on the SGAC. Executive Director McSpadden provided updates on HSH's Equity Office. Application for the Black, Indigenous and People of Color (BIPOC) led Equity Fund closed in the summer and HSH

will release letters of intent to award in October 2023. The Equity Office staff will conduct their third series of racial equity staff training in September and October and completed community listening sessions over the last month. Project Homeless Connect Day of Service will take place at the Bill Graham Civic Center on Wednesday, September 27, 2023, from 10-3pm. HSH is hiring. Further details maybe be found on the HSH website: [hsh.sfgov.org](https://hsh.sfgov.org).

**Chair Butler** thanked the Executive Director for her comprehensive report.

**Commissioner Albright** thanked the Executive Director and Deputy Director Rosado-Chan for acknowledging their team. To make informed decisions, the Commissioner would like to understand the criteria by which to consider contracts before HSH staff begins seeking contract approval in November.

**Commissioner Guerrero** thanked the Executive Director for her comprehensive report and asked for clarification on janitorial vacancies and if the active RFP to re-procure shelter meals, transportation, and advocacy services are services HSH is trying to bring back from pre-pandemic. The Commissioner would like to create more public education regarding systemic challenges with shelter placement.

**Commissioner Aslanian-Williams** questioned what the condition is of the 260 offline units and if the damages are extensive or normal wear-and-tear.

**Commissioner Evans** appreciates the information on the forthcoming legislative agenda and questioned the spike in legal costs in the Tenderloin Housing Clinic contract renewal. The Commissioner asked to see the trends of households that were issued written notices for evictions and requested the eviction rates by provider.

**Commissioner Laguana** thanked the Executive Director for a very excellent report and appreciated the improvement with transfer policy. The Commissioner requested information regarding how the department can improve travel and relocation support services for the non-resident unhoused.

**Vice Chair Dufty** thanked the Executive Director for her presentation. The Vice Chair asked questions regarding the janitorial and maintenance element of the vacancies and if HSH is providing the provider and would appreciate a suggestion made by HSH Deputy Director, Emily Cohen to report on each topic separately. The Vice Chair also questioned the required 90-day unit coroner hold and asked if a 90-day hold was necessary. The Vice Chair sponsored a resolution calling for greater eviction protection for PHS tenants. The resolution has widespread support with the San Francisco Democratic Party and the Democratic County Central Committee. Vice Chair Dufty asked questions regarding Care Not Cash and questioned the timeline for participants of Care Not Cash to receive PSH.

#### **PUBLIC COMMENT**

**Jordan Davis**-was glad to see a discussion on scattered site housing in the Director's report. Jordan Davis would like to see firm requirements on both non-payment and nuisance evictions not just guidelines and better eviction tracking policies.

**Rev. Amos Brown**-stated that he was the one who authored Care Not Cash when he was on the BOS, but progressive liberals killed it. Rev Brown stated that we should talk, reason, and hold each other accountable and that would take care of the issues. The black community is not getting their fair share. We need equity and parenting.

**Allen Bredell**-supported Rev. Brown’s public comment. Allen questioned why the scrutiny is not on the prospective tenants. Many would like to hear more about long-term stable tenant protection from dangerous and disruptive tenants.

**Olga Miranda**-President of SEIU Local 87. Olga wanted to thank the folks who have been sympathetic and empathetic to unhoused to their members and their journey through the system. Olga Miranda thanked Supervisor Dean Preston and his staff, the Oasis Hotel staff, and the Mission Neighborhood Center’s Chief Executive Officer, Richard Ybarra, and his staff, for their support and welcoming attitude. Olga stated that Kathy Marsala, a Hamilton House employee, threatened a Local 87 member for not signing documents and without giving the member a copy of the document. Olga Miranda educates their members to not sign documents without receiving a copy of those documents in their respective language.

## **7. Nomination Committee Report/Commissioner Evans**

Nomination Committee Chair, Commissioner Christin Evans gave a detailed report on the Nomination Committee meeting that was held on August 31, 2023. Please see report submitted by Commissioner Evans below:

The Nomination Committee held its inaugural meeting on August 31, 2023. The Commission Secretary Bridget Badasow prepared the agenda and facilitated the start of this meeting. Deputy City Attorney Adam Radtke was also present and advised our body throughout the proceedings. Below I report on some of the key outcomes of our meeting. (Separately the draft meeting minutes will be prepared for all actions taken at our meeting and presented at our next committee meeting.) The purpose of the Nominating Committee is to identify candidates and recommend them to the full body of the Homeless Oversight Commission for confirmation to the LHCB (Local Homeless Coordinating Board), Shelter Monitoring committee and the Shelter Grievance committee. Commissioners Albright, Guerro and myself (Evans) began the work of organizing our work. Our committee reviewed the questions on the candidate application form and made some suggestions for improvement. Deputy City Attorney Radtke informed us that due to the Office of the Clerk’s interpretation of the Maddy Act which requires that they prepare a list of all appointments to regular and ongoing boards, commissions, and committees – that the 3 bodies we oversee will no longer be included on their main website where that information is shared. Wanting to keep in the spirit of full transparency for the committees we oversee, their appointments and vacancies, we requested that Commission Secretary Badasow work to create a webpage on the HSH website which mirrors the Clerk’s webpage as closely as possible so as to make clear all information about the committees we oversee including the opportunities to serve and the instructions for applicants.

Our commission discussed ways in which we could improve accessibility to a pool of candidates who would be willing and able to serve on the three current committees we oversee. This included plans to possibly make application forms available in digital and printed form at access points, shelters, the main library and its branches. We also discussed the possibility of having our application form translated into the City’s three threshold languages: Chinese (Cantonese and Mandarin), Spanish and Filipino. We established a regular monthly meeting schedule. And we scheduled a special meeting for the last week of September. The meeting date, time, and location will be posted on the HSH website in advance of our next meeting. We plan to meet at least monthly until progress has been made in filling the vacancies on the three committees we oversee.

### **PUBLIC COMMENT**

**Jordan Davis** would like to see the application for the HOC advisory bodies posted at each of the PSH sites. Jordan hopes that the Commission will create additional advisory boards and would like to see a PSH advisory board in the future.

### **8. Data Officer Report/Commissioner Sharky Laguana**

**Commissioner Sharky Laguana** shared his vision with the HOC data officer role and asked his HOC colleagues for their thoughts. Commissioner Laguana would like to develop a sense of top line numbers to help guide the Commission contextually, specifically with utilization, staffing, and budget.

### **PUBLIC COMMENT**

**Allen Berdell** agreed that drastically reducing the amount of data on the dashboards and finding which data is really meaningful. Allen Berdell responded to Commissioner Guerrero's comment that it's cheaper to put people in PSH rather than shelter and believes the Commission should establish a basis for making broad sweeping statements like this.

### **9. GENERAL PUBLIC COMMENT**

**Brad McMillan** is very concerned about the drug dealing, drug usage, and the shoplifting occurring in San Francisco and believes that a big part of the damage to shelters are from the drug addicts. Brad supports assisting people that are down-on-their luck, but believes it is immoral to support drug addiction.

**Richard Perina** is a lifelong San Franciscan who has been advocating for the citizens that are less advantaged than he for the last 60-years. Richard Perina stated that Michael Helms (age 74) has been in a shelter for five years and passed around. Commissioner Laguana and Deputy Director, Dee Rosado-Chan stepped in and was able to assist Michael with housing. Richard was very grateful and thanked the Commission and HSH on behalf of the Michael Helms of the world.

**Azin Zia Abrahemi** is embarrassed to be a San Franciscan because of the broken system. Azin would like to advocate for more self-auditing in terms of creating internal metrics that will not measure successes but rather measure failures.

**Jordan Davis** discussed the department's grievance policies and would like to see the HOC organize a PSH advisory committee.

**Olga Miranda** thanked Dylan Schneider from HSH for taking a call with one of her members. Olga thinks it's important for people to know in advance where they will be placed and believes the department should release a provider if they are not providing acceptable services.

**Allen Brendell** expects not to be interrupted by a member on the panel while making a public comment.

## **10. Old Business**

### **A. Review and approval of the draft Rules of Order/Chair Butler**

Deputy City Attorney, Adam Radtke confirmed that the Brown Act and Sunshine Ordinance allows for the majority of the Commission to schedule what is called a “Special Meeting” on a particular topic if the Chair is not receptive to agendaize the item, they can reach out to the City Attorney and the Commission Secretary and indicate through discussion that the majority of the Commission would like to hold a “Special Meeting” where a particular item is noticed and agendaized for discussion and possible action. This is a rarely used tool, used to check the power of the Chair.

### **PUBLIC COMMENT**

No public comment

### **On motion to amend and approve the HOC Rules of Order**

AYES- Butler  
Dufty  
Albright  
Evans  
Guerrero  
Laguana  
Aslanian-Williams

Action: HOC Rules of Order were approved as amended

## **11. New Business**

### **A. Strategic Plan "Home by the Bay" and the projected annual action plan/Deputy Director, Cynthia Negendra**

HSH Deputy Director, Cynthia Negendra gave a detailed presentation on the Strategic Plan “Home by the Bay” and the projected annual action plan.

### **PUBLIC COMMENT**

No public comment

### **B. End Trans Gender Initiative Update/Chief Equity Officer/ Anthony Bush**

Chief Equity Officer, Anthony Bush presented on the End Trans Homelessness Initiative.

### **PUBLIC COMMENT**

**Jordan Davis** was glad to see that name changes have become a little easier in California and advised caution as to how people use birth certificates. Jordan believes that it should be required that all new PSH acquisitions have private bathrooms.



## 12. Commission Matters

**Commissioner Laguana** asked the Chair to add interventions within the Homelessness Response System.

**Commissioner Albright** agreed with Commissioner Laguana's request and asked the Chair to consider flipping the agenda to put this item in the beginning of the agenda and to add all Commissioner pronouns to meeting nameplates. The Commissioner also made a request to the team to look at the provisions of indirect costs to see if some of the decreased maintenance and janitorial items talked about earlier were directly related to the cap on indirect costs.

**Commissioner Evans** stated that Proposition C required the City Controller to conduct audits of people experiencing homelessness. The Commissioner asked if there have been any new audits or new audit processes since Prop C passed in 2023. The Commissioner also reiterated her interest in the conversation regarding people refusing shelter offers.

**Vice Chair Dufty** asked if there have been any recent effective HSH audits.

### **PUBLIC COMMENT**

No public comment

Chair Butler recessed regular session at 12:50pm

## 13. Closed Session

- A. **Public comment on all matters pertaining to closed session (San Francisco admin code sec. 67.15)**

NO PUBLIC COMMENT

- B. **On motion whether to hold a closed session in relation to item (C)(iii) below pursuant to gov. code sec. 54957 & SF admin. code sec. 67.8(A)(4) (for action)**

AYES- Butler  
Dufty  
Albright  
Evans  
Guerrero  
Laguana  
Aslanian-Williams

- C. **Closed Session**  
I. **Call To Order**

Chair Butler called the meeting to order at 12:59pm

**II. Roll Call**

Present: Butler

Dufty

Albright

Evans

Guerrero

Sharky

Aslanian-Williams

Also present: HSH Executive Director Shireen McSpadden

**III. Public employee performance evaluation; San Francisco Department of Homelessness and Supportive Housing Executive Director Shireen McSpadden (for discussion and possible action)**

**D. Adjourn Closed Session and Reconvene Open Session**

Chair Bulter adjourn closed session at 1:15pm

**15) On motion whether or not to disclose any or all of Closed Session, pursuant to SF Admin. Code sec. 67.12 (for action)**

AYES- Butler

Dufty

Albright

Evans

Guerrero

Laguana

Aslanian-Williams

**ACTION-Motion to not disclose.**

**ADJOURN-1:25pm**

Respectfully submitted,

Bridget Badasow

HOC Commission Secretary

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Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Administrator, by mail to Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415.554.7724; by fax at 415.554.7854; or by email at [sotf@sfgov.org](mailto:sotf@sfgov.org). Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at <https://sfgov.org/sunshine/>

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Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, (415) 252-3100, FAX (415) 252-3112, website: [sfgov.org/ethics](http://sfgov.org/ethics).

## **DISABILITY ACCESS**

The Homelessness Oversight Commission meetings are held at City Hall Room 416, at 1 Dr. Carlton B. Goodlett Place, San Francisco on the first Thursday of each month at 9am. The building and meeting room are wheelchair accessible. This meeting will be broadcast and captioned on SFGovTV. Remote public participation is available for people with disabilities, as well as all members of the public. Instructions for how to join the meeting remotely are included at the beginning of this agenda. [Captions can be enabled](#) if participating remotely via WebEx.

Sign Language Interpretation is also available upon request. If requesting remote Sign Language Interpretation, please submit an accommodation request a minimum of four (4) business hours prior to the start of the meeting. Allowing a minimum of 48 business hours for all other accommodation requests (for example, for other auxiliary aids and services) helps ensure availability. To request accommodation, please contact Bridget Badasow at [bridget.badasow@sfgov.org](mailto:bridget.badasow@sfgov.org).

## **LANGUAGE ACCESS**

Per the Language Access Ordinance (Chapter 91 of the San Francisco Administrative Code), Chinese, Spanish and or Filipino (Tagalog) interpreters will be available upon requests. Meeting Minutes may be translated, if requested, after they have been adopted by the Commission. Assistance in additional languages may be honored whenever possible. To request assistance with these services please contact [bridget.badsow@sfgov.org](mailto:bridget.badsow@sfgov.org) at least 48 hours in advance of the hearing.

LANGUAGE ASSISTANCE 415.646.4470: For free interpretation services, please submit your request 48 hours in advance of meeting./Para sa libreng serbisyo sa interpretasyon, kailangan mag-request 48 oras bago ang

miting./Para servicios de interpretación gratuitos, por favor haga su petición 48 horas antes de la reunión./ 如果需要免費口語翻譯, 請於會議之前 48 小時提出要求。Đối với dịch vụ thông dịch miễn phí, vui lòng gửi yêu cầu của bạn 48 giờ trước cuộc họp./ Для бесплатных услуг устного перевода просьба представить ваш запрос за 48 часов до начала собрания./ Pour les services d'interprétation gratuits, veuillez soumettre votre demande 48 heures avant la réunion./ 무료 통역 서비스를 원하시면 회의 48 시간 전에 귀하의 요청을 제출하십시오./ 無料通訳サービスをご希望の場合は、会議の 48時間前までにリクエストを提出してください。 /บริการให้ความช่วยเหลือในหลายภาษาตามภาษาฟรี ณ ที่ประชุม

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