



## Sunshine Ordinance Task Force

1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102

Tel. (415) 554-7724; Fax (415) 554-7854

<http://www.sfgov.org/sunshine>

Thank you for your interest in the implementation of the San Francisco Sunshine Ordinance.

The Sunshine Ordinance adopted by the citizens of the City & County of San Francisco declares that:

- (a) Government's duty is to serve the public, reaching its decisions in full view of the public.
- (b) Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This Ordinance will assure that their deliberations are conducted before the people and that City operations are open to the people's review.

The role of the Sunshine Ordinance Task Force is to advise the Board of Supervisors and provide information to other City departments on appropriate ways in which to implement the Ordinance. The Task Force is responsible for developing appropriate goals to ensure the practical and timely implementation of the Ordinance and to report to the Board on practical or policy problems encountered in the administration of the Ordinance.

If you have encountered problems regarding compliance with the Ordinance, the Public Records Act or the Ralph M. Brown (Public Meetings) Act, we ask that you fill out the attached complaint form. Please deliver the form to: Administrator of the Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689.

We attempt to resolve complaints informally where possible, through the affected departments and the City Attorney's office. Matters, which cannot be adequately resolved, or matters that involve substantial policy considerations, may be set for a hearing at a Task Force meeting. The Task Force meets the first Wednesday of each month at 4:00 p.m. at City Hall, Room 408.

**NOTICE: PERSONAL INFORMATION THAT IS PROVIDED WHEN ADDRESSING A PUBLIC POLICY BODY IS SUBJECT TO DISCLOSURE UNDER THE CALIFORNIA PUBLIC RECORDS ACT AND THE SUNSHINE ORDINANCE. MEMBERS OF THE PUBLIC ARE NOT REQUIRED TO PROVIDE PERSONAL IDENTIFYING INFORMATION, AND COMPLAINANTS MAY REMAIN ANONYMOUS. HOWEVER, FOR PROPER NOTICING AND PROCESSING OF A HEARING REQUEST, A RELIABLE MEANS OF CONTACT IS RECOMMENDED. PLEASE NOTE THAT THE SOTF ADMINISTRATOR WILL NOT REDACT ANY INFORMATION PROVIDED IN THESE SUBMISSIONS.**



SUNSHINE ORDINANCE TASK FORCE  
 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102  
 Tel. (415) 554-7724; Fax (415) 554-7854

<http://www.sfgov.org/sunshine>

**SUNSHINE ORDINANCE COMPLAINT FORM**

Complainant Name (*Optional*) \_\_\_\_\_

Date of Request: \_\_\_\_\_

Please identify the City Official(s) and/or Employee(s) against whom the complaint is being made: \_\_\_\_\_

Please identify the Officials' and/or Employees' Board, Commission, Task Force, Department or other type of agency. \_\_\_\_\_

Name of the Custodian of Records tasked with providing the requested information: \_\_\_\_\_

- Alleged violation of public records access
- Alleged failure to provide information in a timely manner in accordance with the provisions of the Sunshine Ordinance
- Alleged violation of a public meeting  
Please indicate date of meeting if known \_\_\_\_\_

Sunshine Ordinance Section(s) \_\_\_\_\_

*(If known, please cite specific provision(s) being violated)*

Please describe the alleged violation. Use additional paper if needed. Please attach any relevant documentation which supports your complaint.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you requesting a public hearing before the Sunshine Ordinance Task Force? <sup>1</sup>  yes  no

**If yes, please provide 1 or more preferred method(s) of contact:**

<input type="checkbox"/> Phone: _____	<input type="checkbox"/> Mailing Address: _____
<input type="checkbox"/> Fax: _____	_____
<input type="checkbox"/> Email: _____	<input type="checkbox"/> Other: _____

**Signature:** \_\_\_\_\_

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

<sup>1</sup> **NOTICE:** PERSONAL INFORMATION THAT IS PROVIDED WHEN ADDRESSING A PUBLIC POLICY BODY IS SUBJECT TO DISCLOSURE UNDER THE CALIFORNIA PUBLIC RECORDS ACT AND THE SUNSHINE ORDINANCE. MEMBERS OF THE PUBLIC ARE NOT REQUIRED TO PROVIDE PERSONAL IDENTIFYING INFORMATION, AND COMPLAINANTS MAY REMAIN ANONYMOUS. HOWEVER, FOR PROPER NOTICING AND PROCESSING OF A HEARING REQUEST, A RELIABLE MEANS OF CONTACT IS RECOMMENDED. **PLEASE NOTE THAT THE SOTF ADMINISTRATOR WILL NOT REDACT ANY INFORMATION PROVIDED IN THESE SUBMISSIONS.**