



**SUNSHINE ORDINANCE TASK FORCE**  
**Education, Outreach and Training Committee**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**DRAFT MINUTES**

**Hearing Room 408**  
**City Hall, 1 Dr. Carlton B. Goodlett Place**  
**San Francisco, CA 94102-4689**

**April 29, 2013 – 3:00 PM**

**Special Meeting**

**Members:** David Pilpel (Chair), Todd David,  
Bruce Oka, Chris Hyland

**1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**

The meeting was called to order at 3:05 p.m. Member Hyland was noted absent. There was a quorum. Member Hyland was noted present at 3:10 p.m.

**2. File No. 11084:** Hearing on the status of the December 14, 2011, Order of Determination of Library Users Association against the Arts Commission for not providing an audio recording of a meeting.

Peter Warfield (Complainant) provided an overview of the status of the record requested. Sharon Page-Ritchie (Respondent) provided an updated of the Arts Commission's compliance with the Order of Determination. Complainant and Respondent responded to questions raised throughout the discussion. Respondent waived rebuttal. Complainant provided a rebuttal.

**Speakers:** Ray Hartz, Jr. expressed concern of the Arts Commission not having knowledge of 14 year old ordinance requirement to record its meetings.

No further action was taken. **Due to Lack of Motion, Matter CONCLUDED.**

**3. File No. 12004:** Hearing on the status of the April 4, 2012, Order of Determination of Library Users Association against the Arts Commission for restricting appointments to one hour, in the middle of the afternoon, to listen to recordings of meetings referring to the Bernal Heights Branch Library Mural.

Peter Warfield (Complainant) provided an overview of the status of the records requested and restriction of appointments. Sharon Page-Ritchie (Respondent) provided an updated of the Arts Commission's compliance with the Order of Determination. Complainant and Respondent responded to questions raised throughout the discussion. Respondent waived rebuttal. Complainant waived rebuttal.

**Speakers:** Ray Hartz, Jr. expressed it's unacceptable of the Arts Commission's commissioners to conduct business without adhering to the Sunshine Ordinance and training.

No further action was taken. **Due to Lack of Motion, Matter CONCLUDED.**

4. **File No. 12007:** Hearing on the status of the April 4, 2012, Order of Determination of Library Users Association against Supervisor Campos for responding late to an immediate disclosure request and redacting information from Bernal Heights Branch Library Mural related documents inappropriately.

Respondent requested a continuance; due to a knowledgeable representative from Supervisor Campos' Office not being present.

**Member David, seconded by Member Hyland, moved to CONTINUE TO THE CALL OF THE CHAIR.**

**Speakers:** None.

**The motion PASSED without objection.**

5. **Public Comment.**

**Speakers:** Ray Hartz, Jr. expressed concern over the Education, Outreach and Training Committee not having met since January 2013; Peter Warfield expressed concern with Respondents not present for hearings.

6. **Approval of Minutes from the May 10, 2012, regular meeting.**

**Member Hyland, seconded by Member David, moved to CONTINUE TO THE CALL OF THE CHAIR.**

**Speakers:** Ray Hartz, Jr. expressed concern with the current body approving minutes for which none were members of the committee in May 2012; Peter Warfield asked for explanation as to why the Chair has canceled all of the committee's regular meetings.

**The motion PASSED without objection.**

7. **Announcements, Comments, Questions, and Future Agenda Items.**

Chair Pilpel announced a special meeting will be held on May 13, 2013 at 3:00 p.m.

**Speakers:** Ray Hartz, Jr. expressed concern with the Education, Outreach and Training Committee's lack of consideration for the public, when it decides not to adhere to its regular meeting date.

8. **ADJOURNMENT**

**Member David, seconded by Member Hyland, moved to ADJOURN.**

There were no speakers. **The motion PASSED without objection.**

There being no further business, the Education, Outreach and Training Committee adjourned at 4:48 p.m.

**Agenda Item Information**

Each item on the agenda may include: 1) Department or Agency cover letter and/or report; 2) Public correspondence; 3) Other explanatory documents. For more information concerning agendas, minutes, and meeting information, such as these documents, please contact the SOTF Clerk, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102.

Audio recordings of the meeting of the Sunshine Ordinance Task Force are available at: <http://www.sfbos.org/index.aspx?page=9811>

For information concerning Sunshine Ordinance Task Force please contact by e-mail [sotf@sfgov.org](mailto:sotf@sfgov.org) or by calling (415) 554-7724.

**Public Comment**

Public Comment will be taken before or during the Committee’s consideration of each agenda item. Speakers may address the Task Force for up to three minutes on that item. During General Public Comment, members of the public may address the Task Force on matters that are within the Task Force’s jurisdiction and are not on the agenda. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the official file.

Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Each member of the public who is unable to attend the public meeting or hearing may submit to the City, by the time the hearing begins, written comments regarding the subject of the meeting or hearing;. These comments will be made a part of the official public record.

**Hearing Procedures**

- |    |                                                                                                              |                      |
|----|--------------------------------------------------------------------------------------------------------------|----------------------|
| 1. | Complainant presents his/her facts and evidence                                                              | 5 minutes            |
|    | Other parties of Complainant present facts and evidence                                                      | Up to 3 minutes each |
| 2. | City responds                                                                                                | 5 minutes            |
|    | Other parties of City respond                                                                                | Up to 3 minutes each |
|    | <i>Above total speaking times for Complainant and City to be the same.</i>                                   |                      |
| 3. | Matter is with the Task Force for discussion and questions.                                                  |                      |
| 4. | Respondent and Complainant presents clarification/rebuttal                                                   | 3 minutes            |
| 5. | Matter is with the Task Force for motion and deliberation.                                                   |                      |
| 6. | Public comment (Excluding Complainant & City response, witnesses)                                            | Up to 3 minutes each |
| 7. | Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.) |                      |

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

### **Disability Access**

The hearing rooms in City Hall are wheelchair accessible. Assistive listening devices for the hearing rooms are available upon request with the SOTF Clerk. The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 6, 9, 19, 21, 47, 49, 71, and 71L. For more information about MUNI accessible services, call (415) 701-4485. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. Accessible curbside parking is available on Dr. Carlton B. Goodlett Place and Grove Street.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the SOTF Clerk at (415) 554-7724 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

### **Know Your Rights Under the Sunshine Ordinance**

Government's duty is to serve the public, reaching its decisions 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 (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact: Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102; phone (415) 554-7724; fax (415) 554-7854; or email [sotf@sfgov.org](mailto:sotf@sfgov.org).

Citizens may obtain a free copy of the Sunshine Ordinance by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfbos.org/sunshine>.

### **Cell Phones, Pagers and Similar Sound-Producing Electronic Devices**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

### **Lobbyist Registration and Reporting Requirements**

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, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 581-3100; fax (415) 252-3112; web site [www.sfgov.org/ethics](http://www.sfgov.org/ethics).