



# SUNSHINE ORDINANCE TASK FORCE CITY AND COUNTY OF SAN FRANCISCO AGENDA

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

March 5, 2014 – 4:00 PM

## Regular Meeting

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

Seat 1	(Vacant)	Seat 8	Todd David
Seat 2	Richard Knee (Hold Over)	Seat 9	Chris Hyland
Seat 3	Kitt Grant – <b>Chair</b>	Seat 10	Louise Fischer – <b>Vice Chair</b>
Seat 4	(Vacant)	Seat 11	Bruce Oka (Hold Over)
Seat 5	Allyson Washburn (Hold Over)		
Seat 6	David Pilpel	Ex-officio	Angela Calvillo
Seat 7	David Sims	Ex-officio	(Vacant)

### 2. **File No. 13060:** Complaint filed by Larry Littlejohn against Bill Ahern, Medical Examiner, for allegedly violating Sunshine Ordinance Section 67.25 for failure to respond to an immediate disclosure request dated August 26, 2013. (*attachment*)

- (a) Determination of jurisdiction on complaint filed by Larry Littlejohn against Bill Ahern, Medical Examiner. (*approximately 5 minutes*) (*Discussion and Action*)
- (b) Hearing on complaint filed by Larry Littlejohn against Bill Ahern, Medical Examiner. (*approximately 45 minutes*) (*Discussion and Action*)

### 3. **Public Comment:** Members of the public may address the Sunshine Ordinance Task Force (SOTF) on matters that are within SOTF's jurisdiction, but not on today's agenda. (*No Action*) **Public comment shall be taken at 5:00 pm or as soon thereafter as possible.**

4. **File No. 13074:** Complaint filed by Peter Warfield, Executive Director, Library Users Association, against the Library Commission for allegedly violating Sunshine Ordinance Sections 67.5, 67.7, and 67.7-1 for failure to scheduled a public meeting prior to distributing a letter from the Library Commission on October 4, 2013, regarding support for San Francisco City Librarian Luis Herrera in regards to the recent stipulation, decision and order pertaining to the filing of statements of economic interest to the Fair Political Practices Commission. (*attachment*)
  - (a) Determination of jurisdiction on complaint filed by Peter Warfield, Executive Director, Library Users Association, against the Library Commission. (*approximately 5 minutes*) (*Discussion and Action*)
  - (b) Hearing on complaint filed by Peter Warfield, Executive Director, Library Users Association, against the Library Commission. (*approximately 45 minutes*) (*Discussion and Action*)
5. **File No. 13082:** Complaint filed by Gonzalo Javier Ferrer, against City Attorney Dennis Herrera and Deputy City Attorney Paula Jesson, City Attorney's Office, for allegedly violating Sunshine Ordinance Sections 67.21(d) and 67.34 for failure to respond to a request for determination of the status of certain records being public documents or not in a timely manner made on October 13, 2013, and October 20, 2013. (*attachment*)
  - (a) Determination of jurisdiction on complaint filed by Gonzalo Javier Ferrer, against City Attorney Dennis Herrera and Deputy City Attorney Paula Jesson, City Attorney's Office. (*approximately 5 minutes*) (*Discussion and Action*)
  - (b) Hearing on complaint filed by Gonzalo Javier Ferrer, against City Attorney Dennis Herrera and Deputy City Attorney Paula Jesson, City Attorney's Office (*approximately 45 minutes*) (*Discussion and Action*)
6. **Sunshine Ordinance Task Force – Annual Report.** (*approximately 10 minutes*) (*Discussion and Action*)
7. **Sunshine Ordinance Task Force Bylaws – Review and Possible Amendments.** (*approximately 20 minutes*) (*Discussion and Action*) (*attachment*)
8. **Sunshine Ordinance Task Force Complaint Procedures – Review and Possible Amendments.** (*approximately 20 minutes*) (*Discussion and Action*) (*attachment*)
9. **Approval of Minutes from the May 1, 2013, Regular Meeting.** (*approximately 5 minutes*) (*Action*) (*attachment*)
10. **Approval of Minutes from the June 5, 2013, Regular Meeting.** (*approximately 5 minutes*) (*Action*) (*attachment*)
11. **Approval of Minutes from the July 9, 2013, Special Meeting.** (*approximately 5 minutes*) (*Action*) (*attachment*)

12. **Approval of Minutes from the August 7, 2013, Regular Meeting.** *(approximately 5 minutes) (Action) (attachment)*
13. **Approval of Minutes from the September 4, 2013, Regular Meeting.** *(approximately 5 minutes) (Action) (attachment)*
14. **Approval of Minutes from the October 2, 2013, Regular Meeting.** *(approximately 5 minutes) (Action) (attachment)*
15. **Approval of Minutes from the November 6, 2013, Regular Meeting.** *(approximately 5 minutes) (Action) (attachment)*
16. **Approval of Minutes from the December 4, 2013, Regular Meeting.** *(approximately 5 minutes) (Action) (attachment)*
17. **Approval of Minutes from the January 30, 2014, Special Meeting.** *(approximately 5 minutes) (Action) (attachment)*
18. **Approval of Minutes from the February 5, 2014, Regular Meeting.** *(approximately 5 minutes) (Action) (attachment)*
19. **Report: Education, Outreach and Training Committee meetings of February 10, 2014.** *(approximately 5 minutes) (Discussion)*
20. **Administrator's Report.** *(approximately 5 minutes) (Discussion)*
21. **Announcements, Comments, Questions, and Future Agenda Items.** *(approximately 10 minutes) (Discussion and Action)*
22. **ADJOURNMENT**

### 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 [sof@sfgov.org](mailto:sof@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 (Chapter 67A of the San Francisco Administrative Code).

### **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)