



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

August 5, 2015 - 4:00 PM

Regular Meeting

Seat 1	Vacant	Seat 7	Lee Hepner
Seat 2	Vacant	Seat 8	Shaun Haines
Seat 3	Josh Wolf	Seat 9	Chris Hyland - Vice Chair
Seat 4	Rishi Chopra	Seat 10	Louise Fischer
Seat 5	Allyson Washburn - Chair	Seat 11	Fiona Hinze
Seat 6	David Pilpel		

Ex-officio (*non-voting*) Clerk of the Board of Supervisors or his or her designee

Ex-officio (*non-voting*) Mayor or his or her designee

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
2. **Election of Officers:** Elections of Sunshine Ordinance Task Force Chair and Vice Chair pursuant to SOTF Bylaws. (*Discussion and Action*)

Recommendation from the Complaint Committee.

(The Compliant Committee held a hearing to review File Nos. 15078, 15077, 15023, 15050, 15055, 15076, 15084 and 15106 and issued a report and/or recommendation for the SOTF's review. Upon review of the Committee's recommendations the SOTF shall: 1) accept the recommendation of the Committee; or 2) schedule the complaint for a hearing before the SOTF at a future date.

3. **File No. 15078:** Complaint filed by Richard Denton against the San Francisco Public Utilities Commission for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21, 67.26, and 67.27, for failure to respond to a request for public records in a timely and/or complete manner. (*attachment*)
(The Complaint Committee determined that the SOTF has jurisdiction and recommended that the SOTF conclude the matter as no violation of the Sunshine Ordinance has occurred.)

4. **File No. 15077:** Complaint filed by Richard Denton against the Office of the City Attorney for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.21(d), for failure fulfill the duties of the Supervisor of Records. *(attachment)*
(The Complaint Committee determined that the SOTF has jurisdiction and recommended that the SOTF find that a violation of Administrative Code (Sunshine Ordinance), Section 67.21(d) for failure to provide a determination as to whether a record is public in a timely manner.)
5. **File No. 15023:** Complaint filed by the Alvin Johnson against Dennis Herrera and the Office of the City Attorney for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.21, for failure to respond to a request for public records in a timely and/or complete manner. *(attachment)*
(The Complaint Committee determined that the SOTF has jurisdiction and recommended that the SOTF conclude the matter as no violation of the Sunshine Ordinance has occurred.)
6. **File No. 15050:** Complaint filed by Alvin Johnson against Dennis Herrera and the Office of the City Attorney for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.24(i), 67.25(a), 67.26, 67.34, 67.36, for failure to respond to an Immediate Disclosure request in a timely and/or complete manner. *(attachment)*
(The Complaint Committee determined that the SOTF has jurisdiction and recommended that the SOTF conclude the matter as no violation of the Sunshine Ordinance has occurred.)
7. **File No. 15055:** Complaint filed by the Alvin Johnson against Dennis Herrera and the Office of the City Attorney for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21, 67.24, and 67.25, for failure to respond to an Immediate Disclosure Request in a timely and/or complete manner. *(attachment)*
(The Complaint Committee determined that the SOTF has jurisdiction and recommended that the SOTF conclude the matter as no violation of the Sunshine Ordinance has occurred.)
8. **File No. 15076:** Complaint filed by the Alvin Johnson against Dennis Herrera and the Office of the City Attorney for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21 and 67.25, for failure to respond to an Immediate Disclosure Request in a timely and/or complete manner. *(attachment)*
(The Complaint Committee determined that the SOTF has jurisdiction and recommended that the SOTF conclude the matter as no violation of the Sunshine Ordinance has occurred.)
9. **File No. 15084:** Complaint filed by the Alvin Johnson against Dennis Herrera and the Office of the City Attorney for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21 and 67.25, for failure to respond to an Immediate Disclosure Request in a timely and/or complete manner. *(attachment)*
(The Complaint Committee determined that the SOTF has jurisdiction and recommended that the SOTF conclude the matter as no violation of the Sunshine Ordinance has occurred.)

10. **File No. 15106:** Complaint filed by Alvin Johnson against Dennis Herrera and the Office of the City Attorney for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.12(b)(4), 67.21(b)(c)(d)(i)(k), 67.21-1(b)(1)(2)(3), 67.22(b)(c), 67.24(c)(1)(2)(3)(4), 67.24(d)(3), 67.25(a)(c), for failure to response to various Immediate Disclosure Requests in a timely and/or complete manner. *(attachment)*
(The Complaint Committee determined that the SOTF has jurisdiction and recommended that the SOTF conclude the matter as no violation of the Sunshine Ordinance has occurred.)
11. **File No. 15094:** Determination of Jurisdiction of the Sunshine Ordinance Task Force over the San Francisco Housing Authority in regards to the complaint filed by John Kelly against the San Francisco Housing Authority for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.21 for failure to respond to a public records request in a timely and/or complete manner. *(attachment)*
(The hearing on File No. 15094 is for the purpose of determining if the SOTF has jurisdiction over the San Francisco Housing Authority. If jurisdiction is found a future hearing date will be scheduled on the merits of the complaint.)
12. **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.**
13. **File No. 14067:** Complaint filed by Charles Grisham against Frank Lee, Public Works, for violating Administrative Code (Sunshine Ordinance), Section 67.21(c), for failure to assist the requester in identifying the existence, form and nature of a requested record. *(attachment)*
(The Education, Outreach and Training Committee referred the matter to the Sunshine Ordinance Task Force (SOTF) for a de novo hearing.)
 - a) Hearing on complaint filed by Charles Grisham against Frank Lee, Pubic Works. *(Discussion and Action)*
14. **File No. 15002:** Complaint file by Ali Altaha against the Public Works for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.21, for failure to respond to various requests for public records in a timely and/or complete manner. *(attachment)*
 - b) Determination of jurisdiction on complaint filed by Ali Altaha against Public Works. *(Discussion and Action)*
 - c) Hearing on complaint filed by Ali Altaha against Public Works. *(Discussion and Action)*

15. **File No. 15003:** Complaint filed by Ali Altaha against Maria Cordera, Director, Contract Monitoring Division, for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.21, for failure to respond to various requests for public records in a timely and/or complete manner. *(attachment)*
 - a) Determination of jurisdiction on complaint filed by Ali Altaha against Maria Cordera, Director, Contract Monitoring Division. *(Discussion and Action)*
 - b) Hearing on complaint filed by Ali Altaha against Maria Cordera, Director, Contract Monitoring Division. *(Discussion and Action)*
16. **File No. 15005:** Complaint filed by the Ali Altaha against the Port of San Francisco for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.21 for failure to respond to various requests for public records in a timely and/or complete manner. *(attachment)*
 - a) Determination of jurisdiction on complaint filed by Ali Altaha against Port of San Francisco. *(Discussion and Action)*
 - b) Hearing on complaint filed by Ali Altaha against Port of San Francisco. *(Discussion and Action)*
17. **File No. 15115: Hearing- Review of Ballot Measure-Sunshine and Open Government.** *(Discussion and Action) (attachment)*
18. **File No. 14030: Amendments the Sunshine Ordinance Task Force By-Laws and/or Complaint Procedures.** *(Discussion and Action)(attachment)*
19. **Approval of minutes from the Sunshine Ordinance Task Force (SOTF) July 1, 2015, meetings.** *(Discussion and Action)(attachment)*
20. **Approval of minutes from the Complaint Committee July 21, 2015, meeting.** *(Discussion and Action) (attachment)*
21. **Administrator's Report and Communications.** *(Discussion and Action)(attachment)*
22. **Draft Memorandum to the Board of Supervisors:** Suggestion regarding the processing of e-mail Public Records Request. *(Discussion and Action)(attachment)*
23. **Hearing: Sunshine Ordinance Task Force Annual Report 2014/2015.** *(Discussion and Action)*
24. **Announcements, Comments, Questions, and Future Agenda Items.** *(Discussion and Action)*
25. **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 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

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| 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.

LANGUAGE INTERPRETERS: Requests must be received at least 48 hours in advance of the meeting to help ensure availability. Contact Wilson Ng at (415) 554-5184. **AVISO EN ESPAÑOL:** La solicitud para un traductor debe recibirse antes de mediodía de el viernes anterior a la reunion. Llame a Derek Evans (415) 554-7702. **Paunawa:** Ang mga kahilingan ay kailangang matanggap sa loob ng 48 oras bago mag miting upang matiyak na matutugunan ang mga hiling. Mangyaring tumawag kay Joy Lamug sa (415) 554-7712.

翻譯 必須在會議前最少四十八小時提出要求
請電 (415) 554-7719

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.

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