

File No. 18062

Item No. 9

SUNSHINE ORDINANCE TASK FORCE
AGENDA PACKET CONTENTS LIST

Complaint Committee

Date: August 28, 2018

<input checked="" type="checkbox"/>	Petition/Complaint	Page: <u>416</u>
<input type="checkbox"/>	Memorandum - Deputy City Attorney	Page: <u> </u>
<input checked="" type="checkbox"/>	Petitioner/Complainant Supporting Documents	Page: <u>458</u>
<input checked="" type="checkbox"/>	Respondent's Response	Page: <u>478</u>
<input type="checkbox"/>	Public Correspondence	Page: <u> </u>
<input type="checkbox"/>	Order of Determination	Page: <u> </u>
<input type="checkbox"/>	Minutes	Page: <u> </u>
<input type="checkbox"/>	Administrator's Report	Page: <u> </u>
<input type="checkbox"/>	No Attachments	

OTHER

<input type="checkbox"/>	_____

Completed by: C. Leger Date 08/23/18

*An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document is in the file.

August 3, 2018

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

2018 AUG -8 PM 2:44

BY AK

Hello,

I am writing to file an official complaint against the SFPUC regarding the actions of SFPUC Commissioner Vince Courtney who over several months used his position as a commissioner to try and force the SFPUC's General Manager and Human Resources Director to terminate the employment of Manny Means, an SFPUC employee.

Commissioner Courtney is the Business Manager of the Laborers Union, of which Manny Means is a member. Yet, instead of representing his member Commissioner Courtney took it upon himself to force the SFPUC General Manager to terminate him. Clearly overstepping his role as a Commissioner.

I requested all information pertaining to Manny Means from the SFPUC and the attachments while unfairly redacted to protect Commissioner Courtney's unethical behavior do show that DHR, Commission President Ike Kwon were all privy to the behavior underway and did nothing to intervene.

Please investigate and censure his behavior. I am requesting that the Ethics Commission Director share my email and attachments with the Ethics Commissioners. And requesting that the Sunshine Taskforce examine whether the SFPUC unlawfully redacted the documents simply to protect the bad behavior of Commissioner Courtney versus SFPUC saying it's to protect personnel matters.

Thank you.
J Walker

**Sunshine Ordinance Task Force
Complaint Summary**

File No. 18062

J. Walker v. SFPUC Commissioner Vince Courtney

Date filed with SOTF: 8/8/18

Contacts information (Complainant information listed first):

J. Walker, 3245 16th Street, San Francisco, CA 94103 (Complainant)

Commissioner Vince Courtney (Vince.Courtney@sfgov.org), Michelle Peters

(PublicRecords@sfgwater.org) Ike Kwon (Ike.Kwon@sfgov.org) (Respondents)

File No. 18062: Complaint filed by J. Walker against the San Francisco Public Utilities Commissioner Vince Courtney and the San Francisco Public Utilities Commission (SFPUC) for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21 and 67.24, by redacting records in an inappropriate manner.

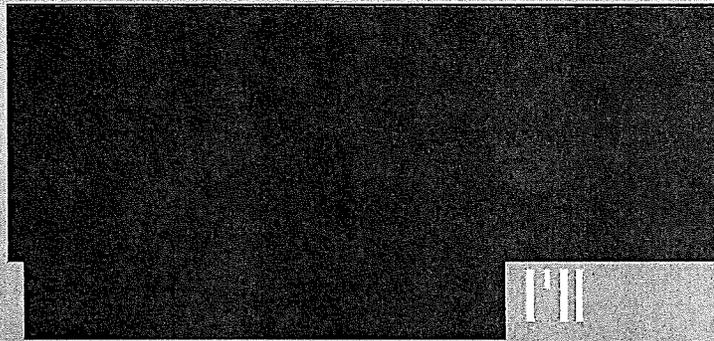
Administrative Summary if applicable:

Complaint Attached.

Complainant/Petitioners Documents Submission

Thu, Aug 31, 4:28 PM

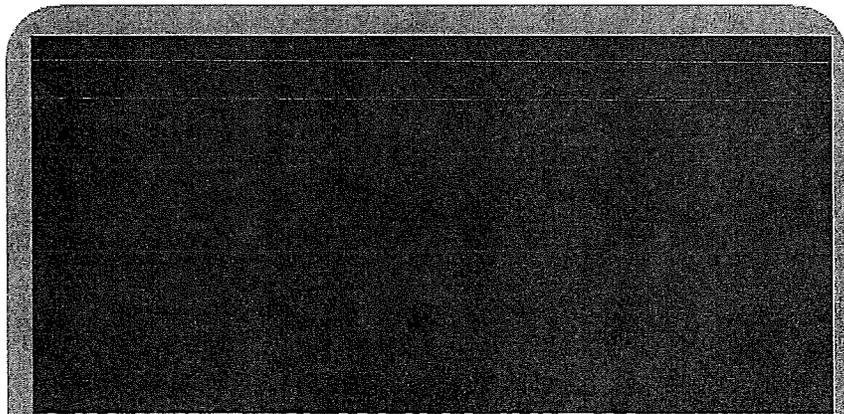
Fyi - talked to Vince Courtney a few minutes ago regarding his rant



scope out the issues. He said he text you as well

I will call him back.

Fri, Sep 1, 12:18 PM



Regarding Vince's email today [REDACTED] I text him the status he requested [REDACTED]

[REDACTED]

[REDACTED] Vince has issues with this as far as how the hiring manager at PUC [REDACTED] I'll give him a call

Wed, Sep 13, 7:41 PM

Hey Cindy, call me when u get a chance.



Thanks

Also, I'll chat w/you tomorrow about [REDACTED]

[REDACTED]

[REDACTED] and the timing given all the drama w/Vince. [REDACTED]

[REDACTED]

Wed, Feb 28, 10:09 AM

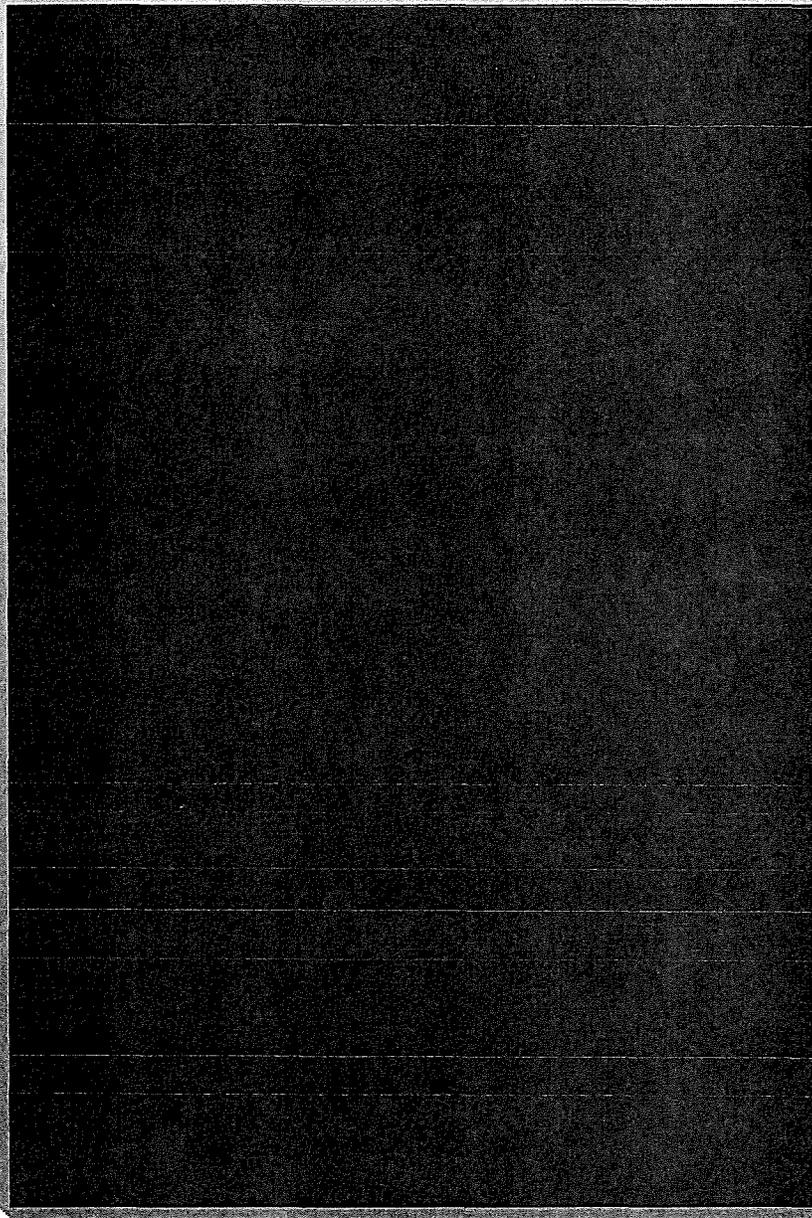


P421

Send



When are you meeting
w/Vince regarding



Fri, Mar 16, 10:36 AM



P422

Send

← Messages

Harlan

Details



Delivered

Text Message

Tue, Mar 20, 3:13 PM

Harlan - we really need
to get this 

Thu, Mar 22, 9:32 AM



P423

Send

[Redacted]

Tue, Jan 9, 7:55 PM

Rachel - can we please touch base on any updates on [Redacted]
[Redacted]

I'm WFH. Would you like to schedule a conf call? I'm available before 11 and after 1.

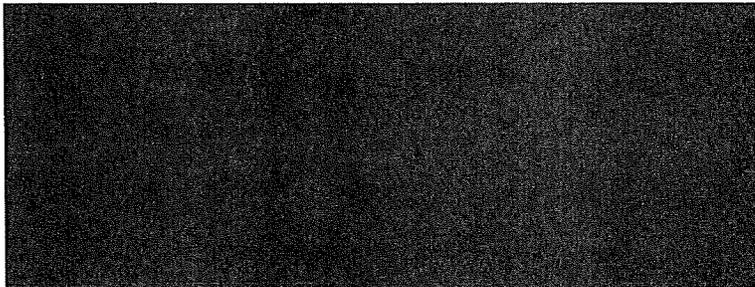
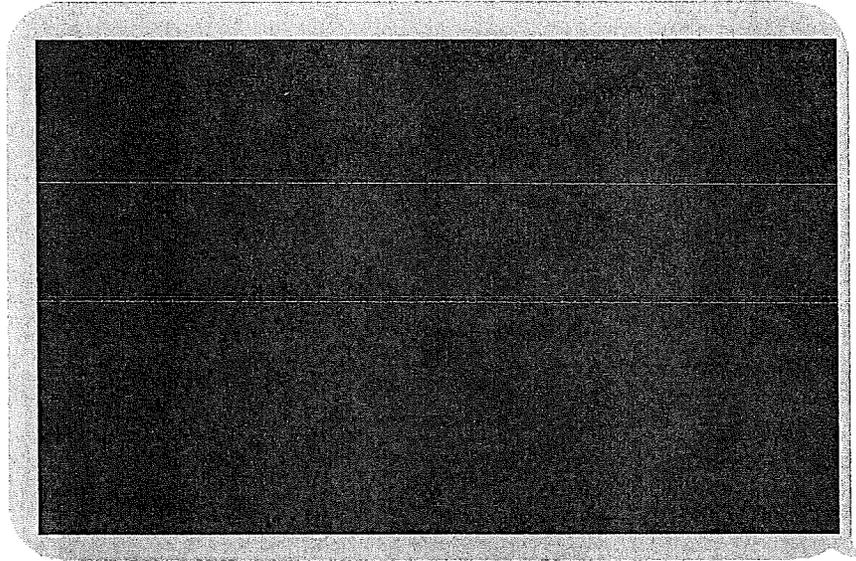
Wed, Jan 10, 10:11 AM

[Redacted]

[Redacted]



Thu, Feb 8, 8:41 AM



Do you have a few minutes to touch base this morning? I'd like to discuss 



 You're working with TA



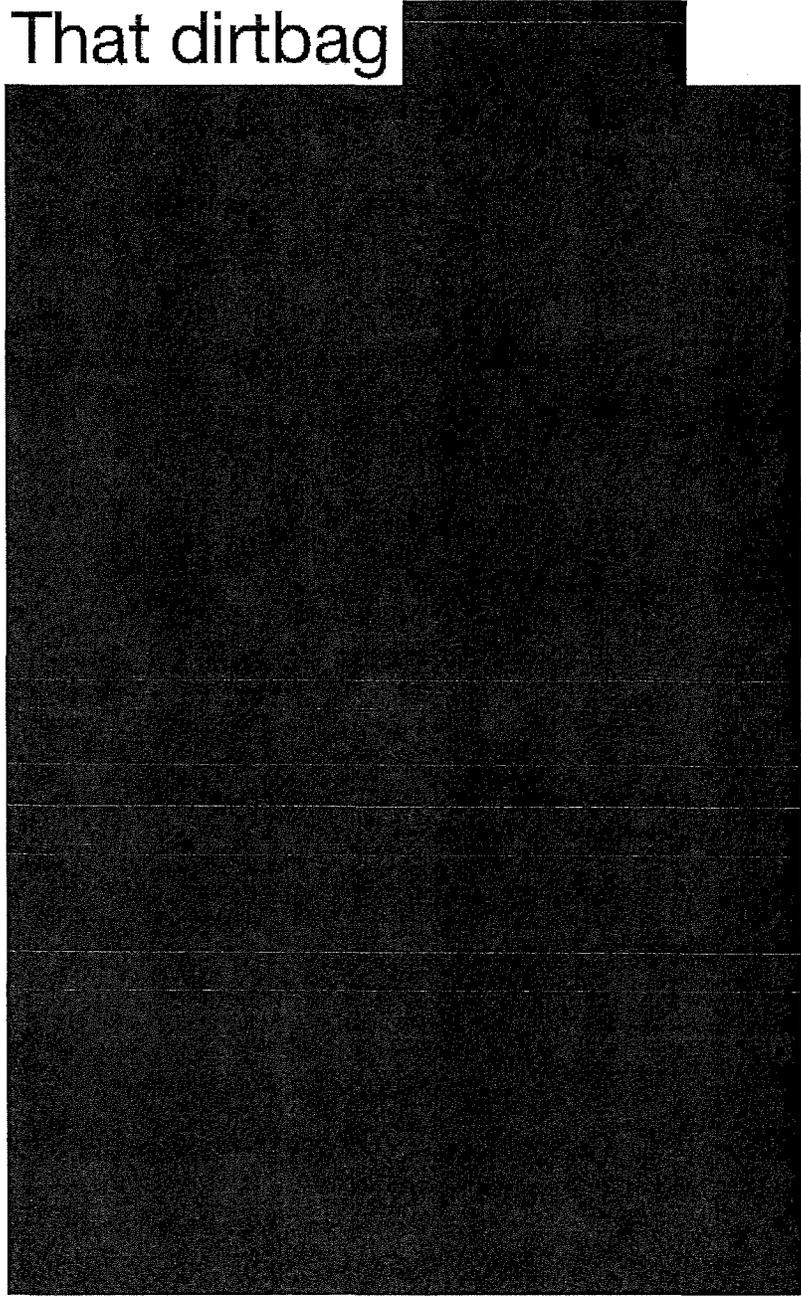
Thu, Aug 31, 12:09 PM

Talk?

Confidential - i sent to

HLK

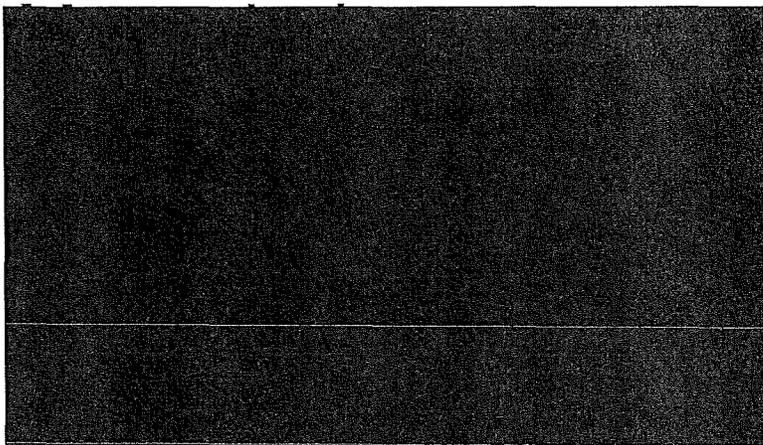
That dirtbag



← Messages

Vince

Details



Help???

Hi Vince,
In receipt f yr text. Call
you at 1 pm?

W:HK and Tommy, will
call u back

Tried ya

Tried ya

Ty



Thu, Aug 31, 4:27 PM

Fyi - talked to Vince Courtney a few minutes ago regarding his rant



[Redacted] I'll scope out the issues. He said he text you as well

Sorry that was for Harlan, it's been a long day disregard

Hahahaha

Ive done that before ;)

Be nice!



← Messages

Vince

Details

Thu, Sep 7, 9:27 AM

Sorry, I can't talk right now.

No worries, I have an update for you on [REDACTED] give me a call when you can

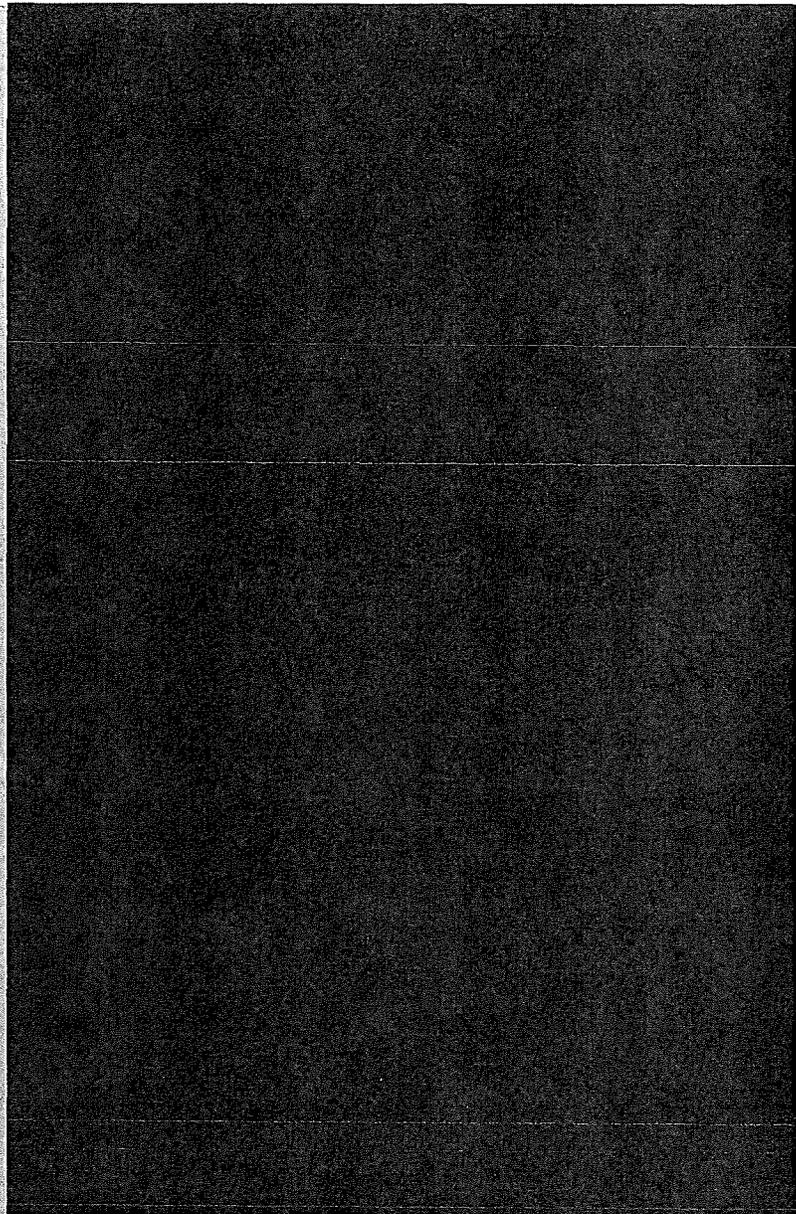
Got ur vm

Call?

Thu, Sep 7, 12:55 PM

Hi Vince,
So here's the update on [REDACTED]





Please let me know if you have any questions.
Thx

Disgusting. Right?

We simply have to stop



P430

Send

[REDACTED]
Please let me know if
you have any questions.
Thx

Disgusting. Right?

We simply have to stop
"covering" for

[REDACTED]
[REDACTED] Its a terrible waste
of resources.

I'd like to discuss the
actual plan and may
advise

Theresa to file a case
since apparently, the
field supervisor is not
the person making "the



minimum,) stan

dards. That is a new development.

Ps

Would you kindly pull
[redacted] original application
to see if [redacted]

[redacted]

[redacted]

Thu, Sep 7, 3:34 PM

It was a CBT recruitment that PUC didn't run. Any verification of apps would have been performed by the dept



← Messages

Vince

Details

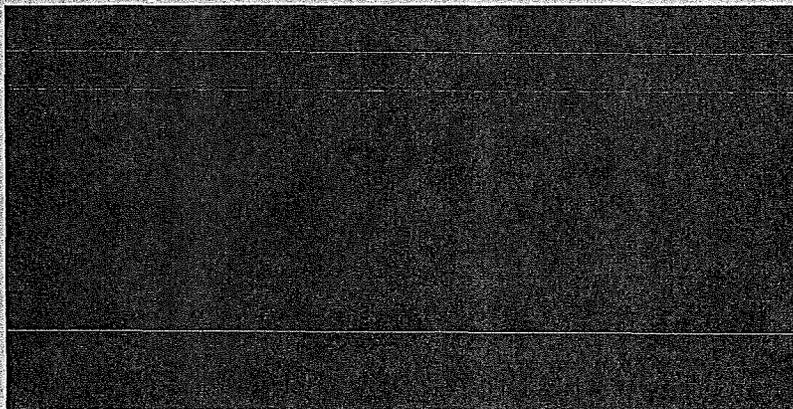
verification of apps
would have been
performed by the dept
who ran it, which was
AIR

I'll see if we can some
enough though

Tue, Sep 12, 1:00 PM

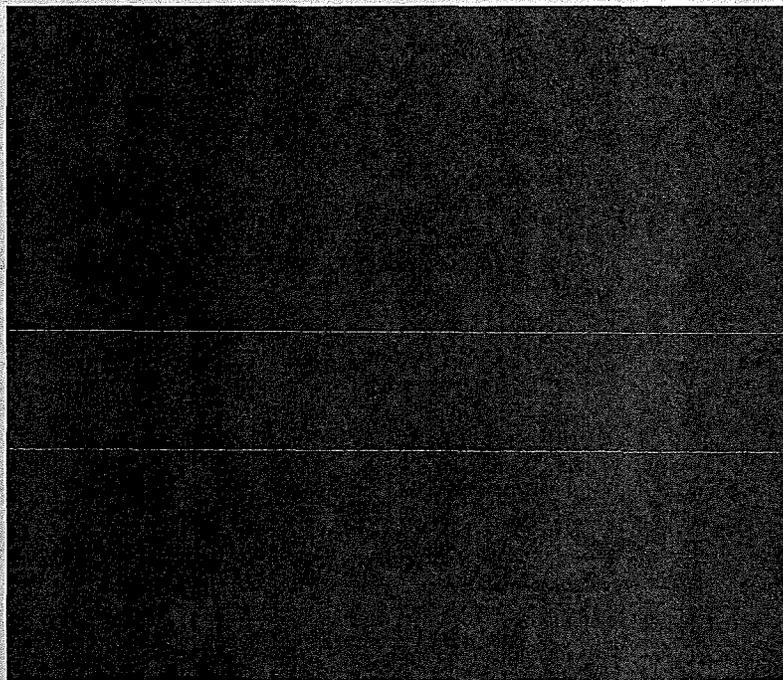
Hi Vince,

Hope you are well. We
were able to look the
info you requested in



P433

Send



██████████ We're contacting the hiring manager to get the full story.

Thank you

Im staying on this one

Wed, Sep 13, 11:24 AM

Let me know when we get to the hiring manager. Of particular



 Messages

Vince

Details

Wed, Sep 13, 11:24 AM

Let me know when we get to the hiring manager. Of particular concern is the thought process that lead to



 magnified now by h

uate and want to



This can't be acceptable right?

is predictable lack of competence.

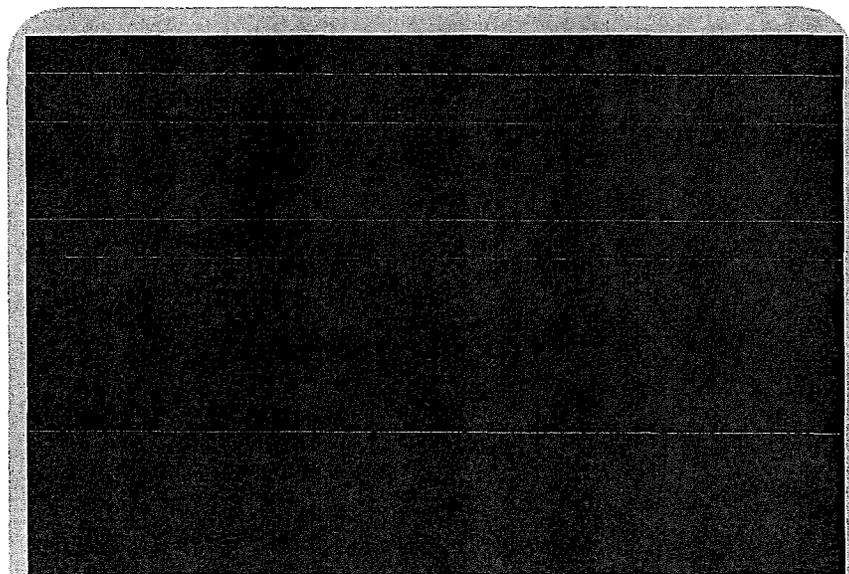
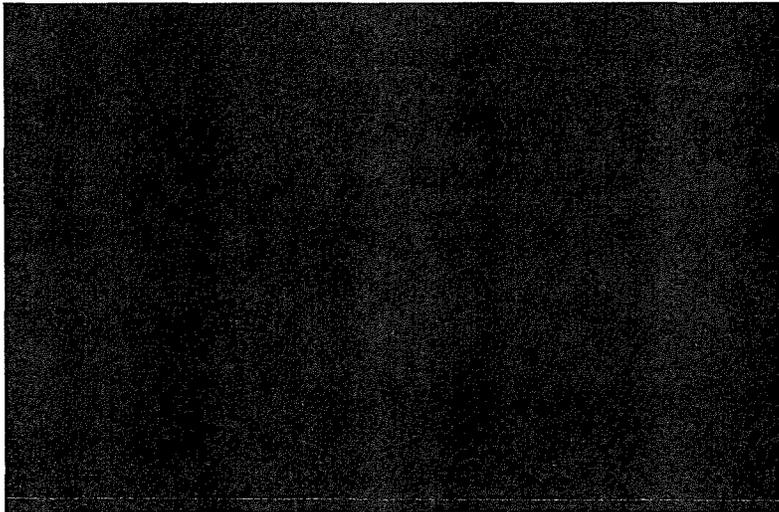
Then, we will want to



P435

Send

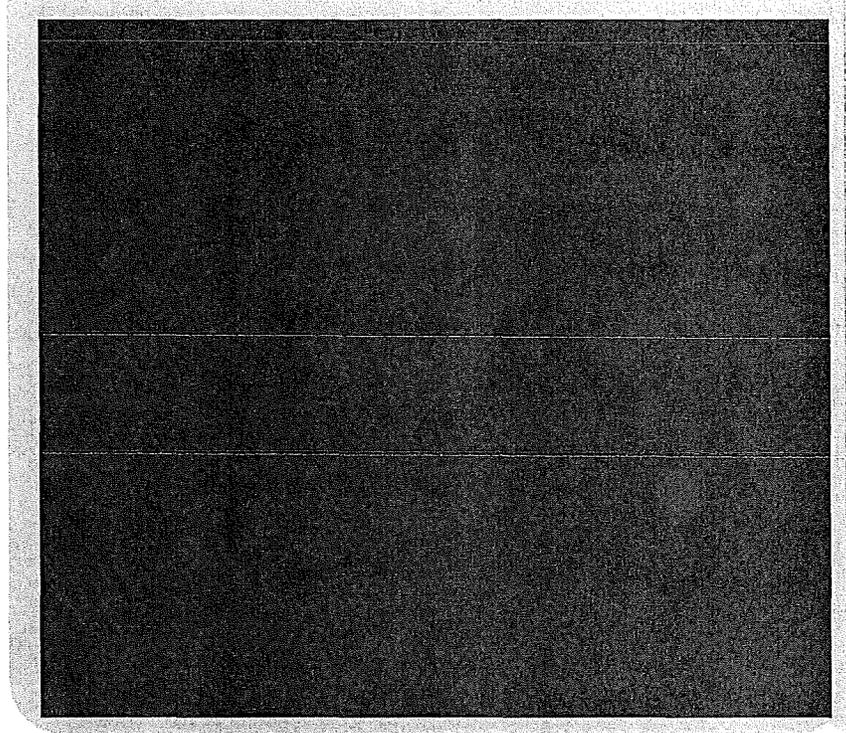
Then, we will want to know what processes are in place that have managers at PUC ignoring field supervisors that eval



 Messages

Vince

Details



tion, Im having real
difficulty figuring out
why that aint
happening.

I think it is actionable,
do you agree?

Agreed

Their should be
pressure on the



P437

Send

Their should be pressure on the managers

It makes field staff look weak and pisses off citizens.

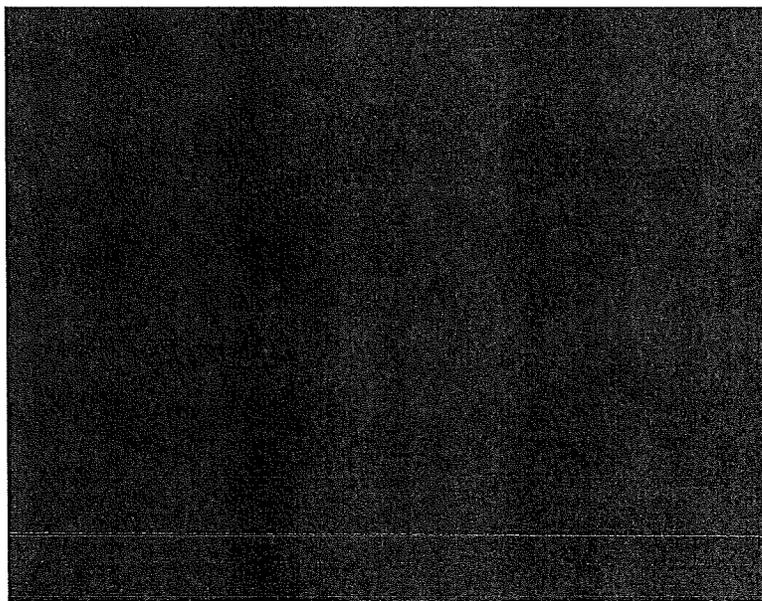
Still,

[Redacted]

I think we are definitely heading towards [Redacted]

[Redacted]





We h

ave to be certain that
our people understand
the difference.

Not knowing is killing us



the difference.

Not knowing is killing us
in the field.

Yes, [REDACTED]

I just confirmed

[REDACTED]

[REDACTED]

So, now what?

[REDACTED] is the Field
Supervisor.

What rationale does [REDACTED]
direct report give?

Thu, Sep 14, 9:50 AM



Thu, Sep 14, 9:50 AM

Today 9:45 AM

Talked to [REDACTED] is grateful for support but how does [REDACTED] move forward? When she went for [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Now, because mgmnt blocks our Supervisor,

[REDACTED]

[REDACTED]

[REDACTED]



 Messages

Vince

Details

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

This can't happen in a fully functioning agency committed to high productivity. This is how we end up with dozens of [REDACTED]

Please help. Lets deal with it.

J

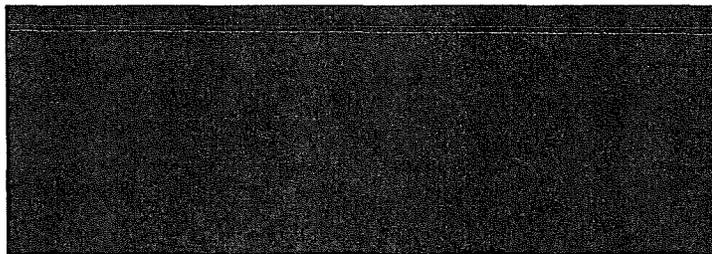
Let me know if you'd feel more comfortable sitting down with Harlan.



Tue, Nov 7, 9:13 AM



C email please



Wed, Nov 29, 9:38 AM



Tue, Dec 12, 2:55 PM



Did Harlan the issues involved, if not do you have time after the commission meeting to



Tue, Dec 12, 2:55 PM

[Redacted]

Did Harlan the issues involved, if not do you have time after the commission meeting to chat?

Nope

[Redacted]

[Redacted]

Ther

e is no reasonable ethical excuse for

[Redacted]



[Redacted]

[Redacted]

Ther

e is no reasonable
ethical excuse for

[Redacted]

accountability &
professionalism as any
true Labor organization
wou

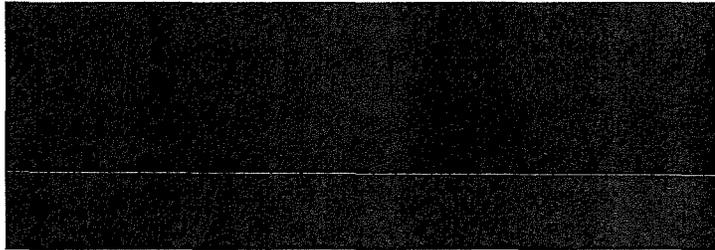
ld.

[Redacted]

Local 261 has serious
issues with this lack of



Wed, Dec 13, 8:46 AM



Hi Vince,



Do you have some time to discuss today? This morning around 9:30 am?

Wed, Dec 13, 10:06 AM

Im in civic center

Will come by 525 shortly



Micki this afternoon after I get a hold of HK

Just curious, regarding balancing, has there been any consideration to [REDACTED]

[REDACTED] This has been a historical issue which impacted how things played out [REDACTED] no one is bringing up this issue.

circumstances would have been different if there were [REDACTED]

[REDACTED] This should part of the policy discussion as well.



← Messages

Vince

Details

Discussion as well
Details on yr 7215 hire?

I get it [REDACTED]

Having [REDACTED]
does not mean we
gotta have [REDACTED]
too

Thats the whole issue

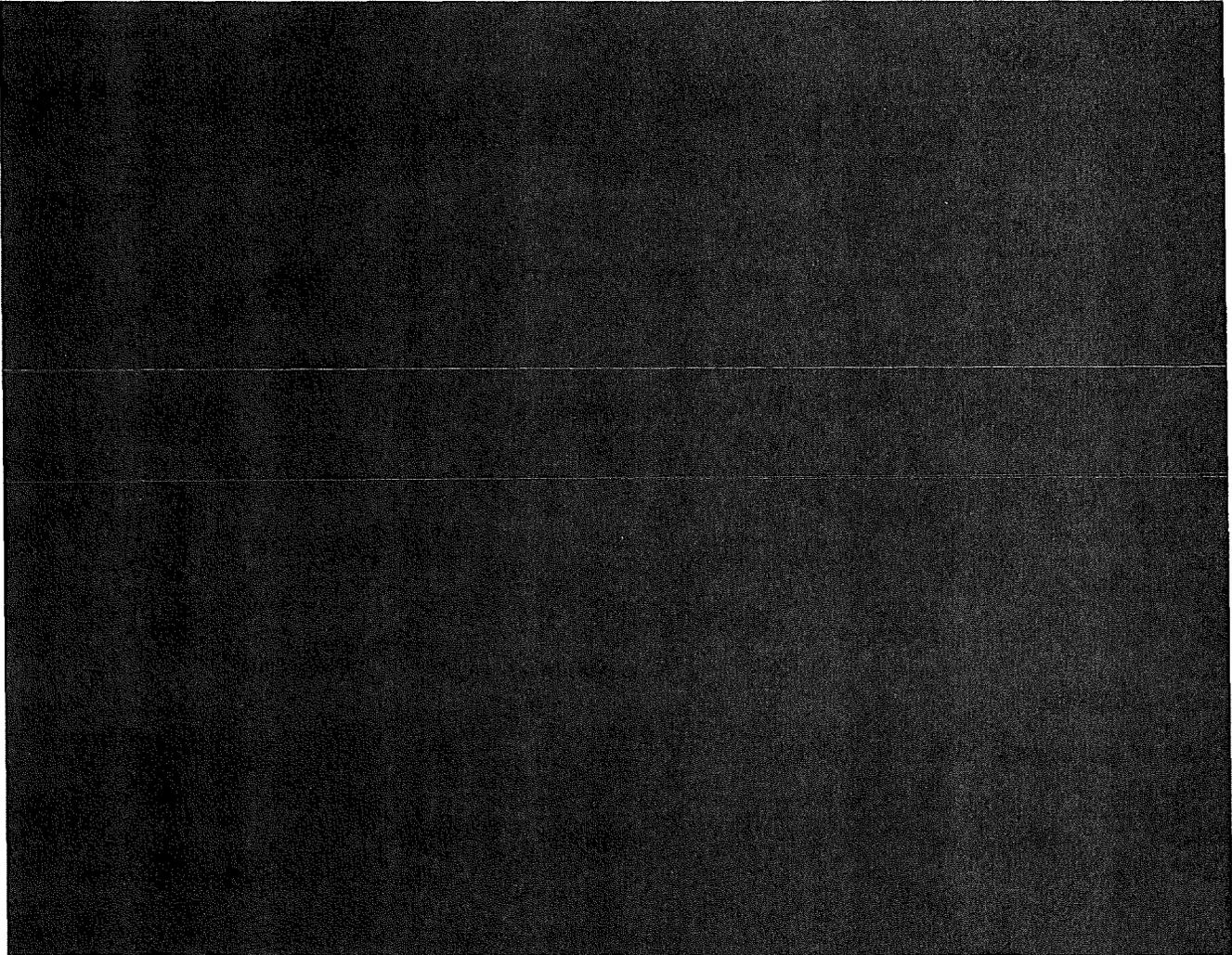
Yup, but it does impact
our ability to effectuate
decisions when we need
to, look forward to the
convo

This was low hanging
fruit that [REDACTED]
[REDACTED]



P448

Send



Sent from my iPhone

Begin forwarded message:

From: Vince Courtney <courtneyncdcl@gmail.com>
Date: February 21, 2018 at 2:53:12 PM PST
To: <CCharan@sfgwater.org>
Cc: Foglio Theresa <laborers261@gmail.com>, <lawanna.preston@sfgov.org>, Callahan Micki <Micki.Callahan@sfgov.org>
Subject: Meeting [REDACTED] & Theresa Foglio

Cindy:

Please set this meeting so we can get to the bottom of this.

For ever & ever, Supervisors in the field have determined capacity of staff to pass probation periods.

Theresa informed us that [REDACTED]

If [REDACTED] Ms.
Foglio has informed me that it violates all known practices and lowers all
acceptable standards.

Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers
4780 Chabot Drive, Suite 200
Pleasanton, CA 94588
Cellular: [REDACTED]
Telephone: 925-460-5990
Facsimile: 925-460-5996
@NCDCL

From: Vince Courtney
To: Kelly Jr, Harlan; Charan, Cindy
Cc: Foglio Theresa
Subject: [REDACTED] - URGENT
Date: Wednesday, February 21, 2018 2:17:22 PM

Please provide an update.

Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers
4780 Chabot Drive, Suite 200
Pleasanton, CA 94588
Cellular: [REDACTED]
Telephone: 925-460-5990
Facsimile: 925-460-5996
@NCDCL

From: Vince Courtney
To: Kelly Jr, Harlan
Cc: Charan, Cindy
Subject: [REDACTED]
Date: Tuesday, November 07, 2017 9:06:00 AM

Can somebody please find out why [REDACTED] is rogue? Should we file a grievance? He is clearly [REDACTED]
It is the Direct Supervisor that evaluates field staff, not the Manager.

V

[REDACTED]

Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers
4780 Chabot Drive, Suite 200
Pleasanton, CA 94588
Cellular: [REDACTED]
Telephone: 925-460-5990
Facsimile: 925-460-5996
@NCDCL

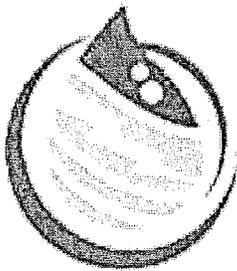
From: [Charan, Cindy](#)
To: [Vince Courtney](#)
Cc: [Kelly Jr, Harlan](#); [Foglio, Theresa](#); [Callahan, Micki \(HRD\)](#)
Subject: RE: CONFIDENTIAL Re [REDACTED] - URGENT
Date: Thursday, February 22, 2018 5:11:00 PM
Importance: High

Vince – for your clarification and to reiterate the conversation that took place, the SFPUC was not in a position [REDACTED]

Therefore, we were not in a position [REDACTED] per your request and it appears that your request presents a conflict of interest with your role as a Commissioner.

Cindy

Cindy R. Charan, MA
Human Resources Director
San Francisco Public Utilities Commission
525 Golden Gate Avenue, 3rd Floor
San Francisco, CA 94102
Ph: 415-554-1605
Email: CCharan@sfgwater.org



San Francisco
Water Power Sewer
Services of the San Francisco Public Utilities Commission

From: Vince Courtney [<mailto:courtneyncdcl@gmail.com>]
Sent: Thursday, February 22, 2018 4:46 PM
To: Charan, Cindy
Cc: Kelly Jr, Harlan; Foglio, Theresa; Callahan, Micki (HRD)
Subject: CONFIDENTIAL Re: [REDACTED] - URGENT

Not good.

Unfortunately, this is the opposite outcome of what you advised Harlan and I last time we

spoke.

Please schedule the meeting I requested yesterday with Theresa, [REDACTED], and myself to investigate. Please also have provided to us all evaluations and attendance records [REDACTED] in advance.

I strongly believe that pursuant to policy objectives, our obligation is to prioritize service to the rate payers and citizens above all else.

This situation seems to indicate that there was some kind of other priority considered [REDACTED]
[REDACTED]
[REDACTED]

Finally, let's be clear moving forward that my desire, concern, interest, etc., is strictly as a matter of policy and good governance. (Theresa may however raise the fact that there has been a total breakdown in management, supervision, accountability, & professionalism the field that violates her agreement with the City despite notifying you in advance.)

Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers
4780 Chabot Drive, Suite 200
Pleasanton, CA 94588
Cellular: [REDACTED]
Telephone: 925-460-5990
Facsimile: 925-460-5996
@NCDCL

On Feb 22, 2018, at 3:31 PM, Charan, Cindy <CCharan@sfwater.org> wrote:

Vince – [REDACTED]. Thank you.

Cindy

Cindy R. Charan, MA
Human Resources Director
San Francisco Public Utilities Commission
525 Golden Gate Avenue, 3rd Floor
San Francisco, CA 94102
Ph: 415-554-1605
Email: CCharan@sfwater.org
<image001.jpg>

From: Vince Courtney [<mailto:courtneyncdcl@gmail.com>]
Sent: Wednesday, February 21, 2018 2:17 PM
To: Kelly Jr, Harlan; Charan, Cindy
Cc: Foglio Theresa
Subject: [REDACTED] - URGENT

Please provide an update.

Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers
4780 Chabot Drive, Suite 200
Pleasanton, CA 94588
Cellular: [REDACTED]
Telephone: 925-460-5990
Facsimile: 925-460-5996
@NCDCL

From: [Vince Courtney](#)
To: [Charan, Cindy](#)
Cc: [Theresa Foglio](#); [Callahan, Micki \(HRD\)](#); [Kelly Jr, Harlan](#)
Subject: Re: CONFIDENTIAL [REDACTED] - URGENT (Third Request)
Date: Wednesday, March 07, 2018 10:46:10 AM

Cindy:

Please work with me to schedule this meeting.

Despite several attempts, I've not heard back.

As a policy matter, it is appropriate for us to discuss with staff the new approach to probationary periods, chain of command, and standards being set for workers.

Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers
4780 Chabot Drive, Suite 200
Pleasanton, CA 94588
Cellular: [REDACTED]
Telephone: [925-460-5990](tel:925-460-5990)
Facsimile: [925-460-5996](tel:925-460-5996)
@NCDCL

On Feb 22, 2018, at 6:09 PM, Charan, Cindy <CCharan@sfgwater.org> wrote:

Teresa - I'd recommend an in person meeting with you and Harlan to discuss the facts. I'll schedule the meeting. Thx!

Cindy

Sent from my iPhone

On Feb 22, 2018, at 5:25 PM, Theresa Foglio <laborers261@gmail.com> wrote:

Greetings All,
This is also not what was discussed and agreed upon with the Union when Cindy and I met.

[REDACTED]

As the Mayors Office, Union, and City have both prioritized career pathways through pre-apprenticeship and apprenticeship, the PUC appears to have blatant disregard of these efforts.

The Union requests an immediate meeting to investigate.

On Thu, Feb 22, 2018 at 4:46 PM Vince Courtney
<courtneyncdcl@gmail.com> wrote:

Not good.

Unfortunately, this is the opposite outcome of what you advised Harlan and I last time we spoke.

Please schedule the meeting I requested yesterday with Theresa, [REDACTED], and myself to investigate. Please also have provided to us all evaluations and attendance records [REDACTED] in advance.

I strongly believe that pursuant to policy objectives, our obligation is to prioritize service to the rate payers and citizens above all else.

This situation seems to indicate that there was some kind of other priority considered [REDACTED]

Finally, let's be clear moving forward that my desire, concern, interest, etc., is strictly as a matter of policy and good governance. (Theresa may however raise the fact that there has been a total breakdown in management, supervision, accountability, & professionalism the field that violates her agreement with the City despite notifying you in advance.)

Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers
4780 Chabot Drive, Suite 200
Pleasanton, CA 94588
Cellular: [REDACTED]
Telephone: 925-460-5990
Facsimile: 925-460-5996
@NCDCL

On Feb 22, 2018, at 3:31 PM, Charan, Cindy
<CCharan@sfwater.org> wrote:

Vince - [REDACTED]

Thank you.

Cindy

Cindy R. Charan, MA

Human Resources Director

San Francisco Public Utilities Commission

525 Golden Gate Avenue, 3rd Floor

San Francisco, CA 94102

Ph: 415-554-1605

Email: CCharan@sfgwater.org

<image001.jpg>

From: Vince Courtney [<mailto:courtneyncdcl@gmail.com>]

Sent: Wednesday, February 21, 2018 2:17 PM

To: Kelly Jr, Harlan; Charan, Cindy

Cc: Foglio Theresa

Subject: [REDACTED] - URGENT

Please provide an update.

Vince Courtney, Jr.

Special Asst. to Oscar De La Torre, Business Manager

Northern California District Council of Laborers

4780 Chabot Drive, Suite 200

Pleasanton, CA 94588

Cellular: [REDACTED]

Telephone: [925-460-5990](tel:925-460-5990)

Facsimile: [925-460-5996](tel:925-460-5996)

@NCDCL

--

Theresa Foglio
City Representative/Business Agent
LiUNA!, Local 261
3271 18th Street
San Francisco, CA 94110
[REDACTED] cell
(415) 826-4550 office
(415) 826-1948 fax
<http://twitter.com/theresafoglio>

From: Callahan, Micki (HRD)
To: Vince Courtney; Charan, Cindy
Cc: Kelly Jr, Harlan; Foglio Theresa
Subject: RE: CONFIDENTIAL [REDACTED] - URGENT
Date: Thursday, February 22, 2018 4:56:02 PM
Attachments: image001.png

Vince, given your role as a Commissioner, you should not be involved in personnel decisions at PUC. Seems like it presents an obvious conflict. Can Theresa take the lead instead?



Connecting People with Purpose

Micki Callahan
Human Resources Director
Department of Human Resources
One South Van Ness Ave., 4th Floor
San Francisco, CA 94103
Phone: (415) 557-4845
Website: www.sfdhr.org

From: Vince Courtney [mailto:courtneyncdd@gmail.com]
Sent: Thursday, February 22, 2018 4:46 PM
To: Charan, Cindy (PUC)
Cc: Kelly, Jr, Harlan (PUC); Foglio Theresa; Callahan, Micki (HRD)
Subject: CONFIDENTIAL Re: [REDACTED] - URGENT

Not good.

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[REDACTED]

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Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers

From: [Vince Courtney](#)
To: [Charan, Cindy](#)
Cc: [Theresa Foglio](#); [Callahan, Micki \(HRD\)](#); [Kelly Jr, Harlan](#)
Subject: Re: CONFIDENTIAL Re: [REDACTED] - URGENT
Date: Thursday, March 01, 2018 11:51:31 AM

All:

Are we working on that schedule?

It is imperative that both [REDACTED] be in attendance so that we are clear on what the accountability mechanisms, expectations, and standards are that are now being applied.

Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers
4780 Chabot Drive, Suite 200
Pleasanton, CA 94588
Cellular: [REDACTED]
Telephone: [925-460-5990](tel:925-460-5990)
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@NCDCL

On Feb 22, 2018, at 6:09 PM, Charan, Cindy <CCharan@sfwater.org> wrote:

Teresa - I'd recommend an in person meeting with you and Harlan to discuss the facts. I'll schedule the meeting. Thx!

Cindy

Sent from my iPhone

On Feb 22, 2018, at 5:25 PM, Theresa Foglio <laborers261@gmail.com> wrote:

Greetings All,
This is also not what was discussed and agreed upon with the Union when Cindy and I met.

[REDACTED]

As the Mayors Office, Union, and City have both prioritized career pathways through pre-apprenticeship and apprenticeship, the PUC appears to have blatant disregard of these efforts.

The Union requests an immediate meeting to investigate.

On Thu, Feb 22, 2018 at 4:46 PM Vince Courtney

<courtneyncdcl@gmail.com> wrote:

Not good.

Unfortunately, this is the opposite outcome of what you advised Harlan and I last time we spoke.

Please schedule the meeting I requested yesterday with Theresa, [REDACTED], and myself to investigate. Please also have provided to us all evaluations and attendance records [REDACTED] in advance.

I strongly believe that pursuant to policy objectives, our obligation is to prioritize service to the rate payers and citizens above all else.

This situation seems to indicate that there was some kind of other priority considered [REDACTED]

Finally, let's be clear moving forward that my desire, concern, interest, etc., is strictly as a matter of policy and good governance. (Theresa may however raise the fact that there has been a total breakdown in management, supervision, accountability, & professionalism the field that violates her agreement with the City despite notifying you in advance.)

Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers
4780 Chabot Drive, Suite 200
Pleasanton, CA 94588
Cellular: [REDACTED]
Telephone: 925-460-5990
Facsimile: 925-460-5996
@NCDCL

On Feb 22, 2018, at 3:31 PM, Charan, Cindy
<CCharan@sfwater.org> wrote:

Vince - [REDACTED]
Thank you.

Cindy

Cindy R. Charan, MA

Human Resources Director

San Francisco Public Utilities Commission

525 Golden Gate Avenue, 3rd Floor

San Francisco, CA 94102

Ph: 415-554-1605

Email: CCharan@sfwater.org

<image001.jpg>

From: Vince Courtney [<mailto:courtneyncdcl@gmail.com>]

Sent: Wednesday, February 21, 2018 2:17 PM

To: Kelly Jr, Harlan; Charan, Cindy

Cc: Foglio Theresa

Subject: [REDACTED] - URGENT

Please provide an update.

Vince Courtney, Jr.

Special Asst. to Oscar De La Torre, Business Manager

Northern California District Council of Laborers

4780 Chabot Drive, Suite 200

Pleasanton, CA 94588

Cellular: [REDACTED]

Telephone: [925-460-5990](tel:925-460-5990)

Facsimile: [925-460-5996](tel:925-460-5996)

@NCDCL

--
Theresa Foglio

City Representative/Business Agent
LiUNA!, Local 261
3271 18th Street
San Francisco, CA 94110
[REDACTED] cell
(415) 826-4550 office
(415) 826-1948 fax
<http://twitter.com/theresafoglio>

From: [Theresa Foglio](#)
To: [Charan, Cindy](#)
Cc: [Callahan, Micki \(HRD\)](#); [Kelly Jr, Harlan](#); [Vince Courtney](#)
Subject: Re: CONFIDENTIAL Re: [REDACTED] - URGENT
Date: Thursday, February 22, 2018 6:37:43 PM

Thank you Cindy. The Union will be sending over a formal information request beforehand.

On Thu, Feb 22, 2018 at 6:09 PM Charan, Cindy <CCharan@sfwater.org> wrote:

Teresa - I'd recommend an in person meeting with you and Harlan to discuss the facts. I schedule the meeting. Thx!

Cindy

Sent from my iPhone

On Feb 22, 2018, at 5:25 PM, Theresa Foglio <laborers261@gmail.com> wrote:

Greetings All,

This is also not what was discussed and agreed upon with the Union when Cindy and I met.

[REDACTED]

As the Mayors Office, Union, and City have both prioritized career pathways through pre-apprenticeship and apprenticeship, the PUC appears to have blatant disregard of these efforts.

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Please schedule the meeting I requested yesterday with Theresa, [REDACTED], and myself to investigate. Please also have provided to us all evaluations and attendance records [REDACTED] in advance.

I strongly believe that pursuant to policy objectives, our obligation is to prioritize service to the rate payers and citizens above all else.

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Finally, let's be clear moving forward that my desire, concern, interest, etc., is strictly as a matter of policy and good governance. (Theresa may however raise the fact that there has been a total breakdown in management, supervision, accountability, & professionalism the field that violates her agreement with the City despite notifying you in advance.)

Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers
4780 Chabot Drive, Suite 200
Pleasanton, CA 94588
Cellular: [REDACTED]
Telephone: 925-460-5990
Facsimile: 925-460-5996
@NCDCL

On Feb 22, 2018, at 3:31 PM, Charan, Cindy <CCharan@sfwater.org> wrote:

Vince — [REDACTED]. Thank you.

Cindy

Cindy R. Charan, MA
Human Resources Director
San Francisco Public Utilities Commission
525 Golden Gate Avenue, 3rd Floor
San Francisco, CA 94102
Ph: 415-554-1605
Email: CCharan@sfwater.org
<image001.jpg>

From: [Theresa Foglio](#)
To: [Vince Courtney](#)
Cc: [Callahan, Micki \(HRD\)](#); [Charan, Cindy](#); [Kelly Jr, Harlan](#)
Subject: Re: CONFIDENTIAL Re: [REDACTED] - URGENT
Date: Thursday, February 22, 2018 5:40:12 PM

Thank you Everyone! Sorry, I am a little late in responding but arbitrators want your full attention.

[REDACTED]

On Thu, Feb 22, 2018 at 5:33 PM Vince Courtney <courtneyncdcl@gmail.com> wrote:
Thank you Micki:

While it may make folks uncomfortable, this particular conversation has been going on at the Agency behind the scenes with me for over one year.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

it is appropriate to determine the policy/practice matters here since it has not ever been the case that we are aware of that the "manager," determines that a probationary employee has met their standard to become permanent over the Supervisor's objection.

[REDACTED]

I hope this is not actually the case.

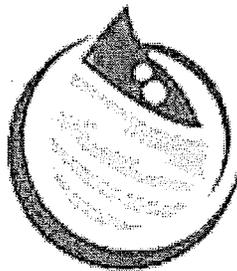
Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers
4780 Chabot Drive, Suite 200
Pleasanton, CA 94588
Cellular: [REDACTED]
Telephone: [925-460-5990](tel:925-460-5990)
Facsimile: [925-460-5996](tel:925-460-5996)
@NCDCL

On Feb 22, 2018, at 4:55 PM, Callahan, Micki (HRD) <micki.callahan@sfgov.org> wrote:

From: Charan, Cindy
To: Vince Courtney
Cc: Theresa Foglio; Callahan, Micki (HRD); Kelly Jr, Harlan
Subject: RE: CONFIDENTIAL Re [REDACTED] - URGENT
Date: Thursday, March 01, 2018 12:48:00 PM

Harlan will discuss this matter further with you. As a result, a meeting is not being scheduled at this time. Thanks!

Cindy R. Charan, MA
Human Resources Director
San Francisco Public Utilities Commission
525 Golden Gate Avenue, 3rd Floor
San Francisco, CA 94102
Ph: 415-554-1605
Email: CCharan@sfgwater.org



San Francisco
Water Power Sewer
Services of the San Francisco Public Utilities Commission

From: Vince Courtney [mailto:courtneyncdcl@gmail.com]
Sent: Thursday, March 01, 2018 11:51 AM
To: Charan, Cindy
Cc: Theresa Foglio; Callahan, Micki (HRD); Kelly Jr, Harlan
Subject: Re: CONFIDENTIAL Re: [REDACTED] - URGENT

All:

Are we working on that schedule?

It is imperative that both [REDACTED] be in attendance so that we are clear on what the accountability mechanisms, expectations, and standards are that are now being applied.

Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers
4780 Chabot Drive, Suite 200
Pleasanton, CA 94588
Cellular: [REDACTED]

From: [Vince Courtney](#)
To: [Charan, Cindy](#)
Cc: [Theresa Foglio](#); [Callahan, Micki \(HRD\)](#); [Kelly Jr, Harlan](#)
Subject: Re: CONFIDENTIAL Re: [REDACTED] - URGENT
Date: Tuesday, March 27, 2018 4:23:29 PM

Cindy:

We are requesting to have this important policy discussion still.

We need to figure out what/how probationary periods are determined satisfactory.

Finally, do you know who [REDACTED]
[REDACTED]

Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers
4780 Chabot Drive, Suite 200
Pleasanton, CA 94588
Cellular: [REDACTED]
Telephone: [925-460-5990](tel:925-460-5990)
Facsimile: [925-460-5996](tel:925-460-5996)
@NCDCL

On Mar 1, 2018, at 12:48 PM, Charan, Cindy <CCharan@sfwater.org> wrote:

Harlan will discuss this matter further with you. As a result, a meeting is not being scheduled at this time. Thanks!

Cindy R. Charan, MA
Human Resources Director
San Francisco Public Utilities Commission
525 Golden Gate Avenue, 3rd Floor
San Francisco, CA 94102
Ph: 415-554-1605
Email: CCharan@sfwater.org
<image001.jpg>

From: Vince Courtney [<mailto:courtneynccdcl@gmail.com>]
Sent: Thursday, March 01, 2018 11:51 AM
To: Charan, Cindy
Cc: Theresa Foglio; Callahan, Micki (HRD); Kelly Jr, Harlan
Subject: Re: CONFIDENTIAL Re: [REDACTED] - URGENT

From: [Vince Courtney](#)
To: [Charan, Cindy](#)
Cc: [Kelly Jr, Harlan](#)
Subject: Re: [REDACTED]
Date: Wednesday, December 13, 2017 8:33:55 AM

Cindy:

Can you please provide status and the [REDACTED] Thank you.

Vince Courtney
[REDACTED]

> On Nov 29, 2017, at 9:38 AM, Vince Courtney <[REDACTED]> wrote:

>

> Cindy:

>

> [REDACTED]

>

> Local 261 has informed me that they continue to insist that field evaluation of [REDACTED] Furthermore, that [REDACTED]. Theresa even asserts he is [REDACTED]

>

> If the PUC insists on [REDACTED] Theresa might suggest that [REDACTED]

>

> Please keep me posted on this matter and provide the date [REDACTED]

>

> Vince Courtney

>

> [REDACTED]

From: [Vince Courtney](#)
To: [Charan, Cindy](#)
Cc: [Kelly Jr, Harlan](#)
Subject: Re [REDACTED]
Date: Wednesday, February 14, 2018 8:48:49 PM

Can I request status?

Vince Courtney
[REDACTED]

> On Dec 13, 2017, at 8:33 AM, Vince Courtney [REDACTED] > wrote:

>

> Cindy:

>

> Can you please provide status and the [REDACTED] Thank you.

>

> Vince Courtney

> [REDACTED]

> [REDACTED]

>

>> On Nov 29, 2017, at 9:38 AM, Vince Courtney [REDACTED] wrote:

>>

>> Cindy:

>>

>> [REDACTED]

>> [REDACTED]

>> [REDACTED]

>>

>> Local 261 has informed me that they continue to insist that field evaluation of [REDACTED]

>> [REDACTED]

Theresa even asserts [REDACTED]

>> [REDACTED]

>>

> [REDACTED]

> [REDACTED]

Theresa might suggest that [REDACTED]

>>

>> Please keep me posted on this matter and provide the date [REDACTED]

>>

>> Vince Courtney

>> [REDACTED]

>> [REDACTED]

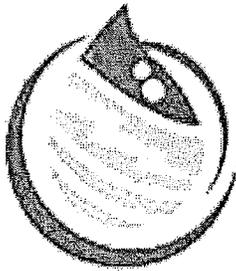
From: Charan, Cindy
To: Ike Kwon (ikwon@calacademy.org)
Subject: FW: CONFIDENTIAL Re: [REDACTED] - URGENT
Date: Thursday, February 22, 2018 5:16:00 PM
Importance: High

Hi Ike,

FYI, this is an example of where lines get blurred. Micki Callahan just sent an email as well to Vince. If you are able to remind him, that emails documenting a request to [REDACTED] presents obvious conflict with his role as a Commissioner. I'll forward you Micki's email. Thanks!

Cindy

Cindy R. Charan, MA
Human Resources Director
San Francisco Public Utilities Commission
525 Golden Gate Avenue, 3rd Floor
San Francisco, CA 94102
Ph: 415-554-1605
Email: CCharan@sfgwater.org



San Francisco
Water Power Sewer
Services of the San Francisco Public Utilities Commission

From: Charan, Cindy
Sent: Thursday, February 22, 2018 5:11 PM
To: 'Vince Courtney'
Cc: Kelly Jr, Harlan; Foglio Theresa; Callahan, Micki (HRD)
Subject: RE: CONFIDENTIAL Re: [REDACTED] - URGENT
Importance: High

Vince – for your clarification and to reiterate the conversation that took place, the SFPUC was not in a position [REDACTED]

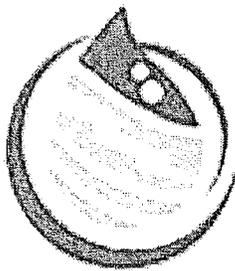
[REDACTED] This conversation was and is consistent with our dialogue.

Therefore, we were not in a position to [REDACTED] and it appears that your

request presents a conflict of interest with your role as a Commissioner.

Cindy

Cindy R. Charan, MA
Human Resources Director
San Francisco Public Utilities Commission
525 Golden Gate Avenue, 3rd Floor
San Francisco, CA 94102
Ph: 415-554-1605
Email: CCharan@sfgwater.org



San Francisco
Water Power Sewer
Services of the San Francisco Public Utilities Commission

From: Vince Courtney [<mailto:courtneynccd@gmail.com>]
Sent: Thursday, February 22, 2018 4:46 PM
To: Charan, Cindy
Cc: Kelly Jr, Harlan; Foglio Theresa; Callahan, Micki (HRD)
Subject: CONFIDENTIAL Re: [REDACTED] URGENT

Not good.

Unfortunately, this is the opposite outcome of what you advised Harlan and I last time we spoke.

Please schedule the meeting I requested yesterday with Theresa, [REDACTED], and myself to investigate. Please also have provided to us all evaluations and attendance records [REDACTED] in advance.

I strongly believe that pursuant to policy objectives, our obligation is to prioritize service to the rate payers and citizens above all else.

This situation seems to indicate that there was some kind of other priority considered [REDACTED]
[REDACTED]

Finally, let's be clear moving forward that my desire, concern, interest, etc., is strictly as a matter of policy and good governance. (Theresa may however raise the fact that there has been a total breakdown in management, supervision, accountability, & professionalism the field that violates her agreement with the City despite notifying you in advance.)

Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers
4780 Chabot Drive, Suite 200
Pleasanton, CA 94588
Cellular: [REDACTED]
Telephone: 925-460-5990
Facsimile: 925-460-5996
@NCDCL

On Feb 22, 2018, at 3:31 PM, Charan, Cindy <CCharan@sfgwater.org> wrote:

Vince – [REDACTED] Thank you.

Cindy

Cindy R. Charan, MA
Human Resources Director
San Francisco Public Utilities Commission
525 Golden Gate Avenue, 3rd Floor
San Francisco, CA 94102
Ph: 415-554-1605
Email: CCharan@sfgwater.org
<image001.jpg>

From: Vince Courtney [<mailto:courtneyncdcl@gmail.com>]
Sent: Wednesday, February 21, 2018 2:17 PM
To: Kelly Jr, Harlan; Charan, Cindy
Cc: Foglio Theresa
Subject: [REDACTED] - URGENT

Please provide an update.

Vince Courtney, Jr.
Special Asst. to Oscar De La Torre, Business Manager
Northern California District Council of Laborers
4780 Chabot Drive, Suite 200
Pleasanton, CA 94588
Cellular: [REDACTED]

Sent: Monday, October 24, 2016 4:05 PM
To: Charan, Cindy
Subject: Fwd: Request For Information

Sent from my iPhone

Begin forwarded message:

From: Vince Courtney261 [REDACTED] >
Date: October 19, 2016 at 9:12:21 AM PDT
To: Ellis Juliet <JEllis@sfwater.org>
Cc: "Kelly Jr. Harlan" <HKelly@sfwater.org>
Subject: Fwd: Request For Information

Juliet:

Theresa is have great difficulty with personnel. I imagine the other Labor Orgs are as well.

I plan to make some formal requests in connection with programs related to training (public, private, & non-profit,) at the PUC.

The presence of 9916s is problematic absent any accountability mechanisms. We are trying to get to the bottom of it now.

We also want a closer look at the Garden Project. Org charts, staffing, wages, hours, working conditions, curriculum, work assignments, job placement data, and whether there exists any career pathway opportunity (& exactly what that is.)

I also want to see if you got feedback on [REDACTED]

Finally, we will be looking for all information, staffing, org charts, curriculum, and placement data for any apprenticeship program currently at Wastewater.

Please advise.

Vince Courtney, Jr.
Recording Secretary/Field Representative/Political Captain
LiUNA!, Local 261

•
Government Liaison
Laborers Community Training Foundation

•
3271 18th Street
San Francisco, CA 94115
Text/cell: [REDACTED]

Respondents Document Submission



San Francisco
Water Power Sewer

Services of the San Francisco Public Utilities Commission

Communications Division
525 Golden Gate Avenue, 12th Floor
San Francisco, CA 94102
T 415.554-3289
F 415.554.3282
TTY 415.554.3488

August 14, 2018

SENT VIA ELECTRONIC MAIL

Honorable Members of the Sunshine Ordinance Task Force
c/o: Clerk of the Board of Supervisors
Attn: Victor Young, Administrator
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco CA 94102
victor.young@sfgov.org

Re: Sunshine Ordinance Task Force Complaint No. 18062
(J Walker v. Public Utilities Commission)

Dear Honorable Task Force Members:

This letter responds on behalf of the San Francisco Public Utilities Commission (“SFPUC”) to Complaint No. 18062 (“Complaint”), filed with the Sunshine Ordinance Task Force by “J Walker” (“Complainant”) on August 8, 2018. The Complaint pertains to a July 9, 2018 public records request that the Complainant submitted to the SFPUC asking for the following records:

“All emails and texts (from their personal and SFPUC devices) over the past 12 months from San Francisco Public Utilities Commissioner Vince Courtney, General Manager Harlan Kelley [sic], and Human Resources Director Cindy Charon [sic] pertaining to SFPUC employee Manny Means.”

The SFPUC timely responded to Complainant’s request by producing 57 pages of responsive emails and text messages. As SFPUC explained in its response to Complainant, SFPUC redacted those portions of the responsive records that contained private personnel information based on California Government Code Section 6254(c), which exempts from disclosure “[p]ersonnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.” SFPUC also cited as a legal basis for the redactions Article I, Section 1 of the California Constitution, which provides for the individual right of personal privacy.

The Complainant asks this Task Force to “examine whether the SFPUC unlawfully redacted the documents simply to protect the bad behavior of Commissioner Courtney versus SFPUC saying it’s to protect personnel

London Breed
Mayor

Ike Kwon
President

Vince Courtney
Vice President

Ann Moller Caen
Commissioner

Francesca Vietor
Commissioner

Anson Moran
Commissioner

Harlan L. Kelly, Jr.
General Manager

OUR MISSION: To provide our customers with high-quality, efficient and reliable water, power and sewer services in a manner that values environmental and community interests and sustains the resources entrusted to our care.



matters.” SFPUC appropriately redacted the responsive records to protect the privacy rights of the SFPUC employee named in the request (“Employee”). Because the request was for records specifically about Employee, any personnel-related information in responsive records could only be about or related to Employee. The redacted content consisted of discussions related to Employee’s job performance, which is precisely the type of sensitive personnel information in which Employee has a strong privacy interest and which the law is designed to protect from disclosure. Indeed, the quintessential example of a private personnel record is assessment, whether formal or informal, of an employee’s work performance. If such a record is disclosed to one requester, it must be disclosed to any other requester; and once disclosed, it may be disseminated as the requester chooses, including over the Internet.

SFPUC made the redactions solely to protect Employee’s privacy rights. Recognizing the public interest in disclosure and transparency, SFPUC narrowly targeted the redactions to capture only the most sensitive, confidential personnel-related information in the responsive records. SFPUC left unredacted substantial portions of the responsive emails and text messages. As a result, and as the Complaint itself makes clear, the redactions provided transparency into the communications and the identity of City officers and employees involved, while appropriately protecting Employee’s privacy.

In sum, the SFPUC properly applied redactions to the responsive records in accordance with California Government Code Section 6254(c) and Article I, Section 1 of the California Constitution for the sole purpose of protecting Employee’s privacy right in Employee’s personnel information. Accordingly, we respectfully request that the Task Force dismiss the Complaint.

If you have any questions about this matter, please do not hesitate to contact me at publicrecords@sfwater.org or ddarby@sfwater.org. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle D. Peters". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michelle D. Peters
Public Records Coordinator
San Francisco Public Utilities Commission
525 Golden Gate Ave. 12th Floor
San Francisco, CA 94103
Public Records Main Line: 415-934-5753
Public Records Fax: 415-554-3282

Dear Mr. Walker,

I write to follow up on your July 9, 2018 public records request for:

"... all emails and texts (from their personal and SFPUC devices) over the past 12 months from San Francisco Public Utilities Commissioner Vince Courtney, General Manager Harlan Kelley, and Human Resources Director Cindy Charon pertaining to SFPUC employee Manny Means."

On July 19, 2018, we invoked an extension pursuant to Section 6253(c)(3) of the Public Records Act (PRA) due to the need to consult with another City department. (Cal. Govt. Code § 6253(c)(3).) We have now completed our search and review and are attaching records responsive to your request. Please note that we have made redactions from the attached records based on the exemption in Section 6254(c) of the PRA for personnel files the disclosure of which would constitute an "unwarranted invasion of personal privacy." (Cal. Govt. Code § 6254(c); see also Cal. Const. Art. I, Sec. 1.).

In addition, we are withholding from disclosure other responsive records that consist entirely of private personnel information and are therefore exempt from disclosure under Section 6254(c). (See also Cal. Const. Art. I, Sec. 1.) We are also withholding from disclosure records that constitute privileged attorney client communications. (See Cal. Gov't Code § 6254(k); Cal. Evid. Code § 954; S.F. Admin. Code §67.21(k).)

Please know the SFPUC takes its obligations under the Public Records Act and Sunshine Ordinance very seriously and do not hesitate to contact me if you have any further questions or need further assistance.

Sincerely,

Michelle Peters
Public Records Coordinator
(415) 934-3983
PublicRecords@sfwater.org

Leger, Cheryl (BOS)

From: SOTF, (BOS)
To: Mike.black666@yahoo.com; Rosenfield, Ben (CON); Williams, Matthew (POL); Rydstrom, Todd (CON); Lane, Maura (CON); rms@robertsmith.com; SJonz@famsf.org; Patterson, Kate (ART); Ann; Bill and Bob Clark
Cc: Young, Victor
Subject: SOTF - Notice of Hearing - Complaint Committee: August 28, 2018, 5:30 p.m.

Good Morning:

Notice is hereby given that the Complaint Committee (Committee) of the Sunshine Ordinance Task Force (Task Force) shall hold hearings on complaints listed below to: 1) determine if the Task Force has jurisdiction; 2) review the merits of the complaints; and/or 3) issue a report and/or recommendation to the Task Force.

Date: August 28, 2018

Location: City Hall, Room 408

Time: 5:30 p.m.

Complainants: Your attendance is required for this meeting/hearing.

Respondents/Departments: Pursuant to Section 67.21 (e) of the Ordinance, the custodian of records or a representative of your department, who can speak to the matter, is required at the meeting/hearing.

Complaints:

File No. 18054: Complaint filed by Mike Black against the Office of the Controller for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.25, by inappropriately invoking provisions for extensions of time to respond due to the voluminous nature of a request or need to consult with another department.

File No. 18049: Complaint filed by Robert M. Smith against the Fine Arts Museums of San Francisco (FAMSF) for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.21, by failing to respond to a request for public records in a timely and/or complete manner.

File No. 18056: Complaint filed by Ann Treboux against Ann Trickey and the Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.16, by failing make meeting minutes available in a timely manner. (June 5, 2018 - Advisory Committee of Street Artists and Crafts Examiners).

File No. 18059: Complaint filed by William J. Clark against the Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.16, by failing make meeting minutes available in a timely manner. (June 5, 2018 - Advisory Committee of Street Artists and Crafts Examiners).

Documentation (evidence supporting/disputing complaint)

For a document to be considered, it must be received at least five (5) working days before the hearing. For inclusion into the agenda packet, supplemental/supporting documents must be received by 5:00 pm, **August 22, 2018**.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724



Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form.

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

Leger, Cheryl (BOS)

To: Chilvers, Deborah (PUC); 'publicrecords@sfgwater.org'; Courtney, Vince (PUC); Kwon, Ike (PUC)
Cc: Young, Victor
Subject: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - Complaint No. 18062
Attachments: SOTF - Complaint Procedure 2018-01-16 FINAL.pdf; 18062 Complaint.pdf

Good Afternoon:

You have been named as a Respondent in the attached complaint filed with the Sunshine Ordinance Task Force. Please respond to the following complaint/request within five business days.

The Respondent is required to submit a written response to the allegations including any and all supporting documents, recordings, electronic media, etc., to the Task Force within five (5) business days of receipt of this notice. This is your opportunity to provide a full explanation to allow the Task Force to be fully informed in considering your response prior its meeting.

Please include the following information in your response if applicable:

1. List all relevant records with descriptions that have been provided pursuant to the Complainant request.
2. Date the relevant records were provided to the Complainant.
3. Description of the method used, along with any relevant search terms used, to search for the relevant records.
4. Statement/declaration that all relevant documents have been provided, does not exist, or has been excluded.
5. Copy of the original request for records (if applicable).

Please refer to the File Number when submitting any new information and/or supporting documents pertaining to this complaint.

The Complainant alleges:
Complaint Attached.

Both parties (Complainant and Respondent) **will be contacted once a hearing date is determined.** Attached is the Sunshine Ordinance Task Force's complaint procedures.

Thank you.

Cheryl Leger
Assistant Clerk, Board of Supervisors
Tel: 415-554-7724



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