



# SUNSHINE ORDINANCE TASK FORCE CITY AND COUNTY OF SAN FRANCISCO

## Minutes

### REMOTE REGULAR MEETING

January 5, 2022 - 4:00 PM

Seat 1	Dean Schmidt	Seat 7	Matthew Yankee - <b>Vice-Chair</b>
Seat 2	Lila LaHood	Seat 8	Chris Hyland
Seat 3	Vacant	Seat 9	Laurie Jones Neighbors
Seat 4	Jaya Padmanabhan	Seat 10	Vacant
Seat 5	Jennifer Wong	Seat 11	Bruce Wolfe - <b>Chair</b>
Seat 6	Laura Stein		

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.

Chair B. Wolfe called the meeting to order at 4:03 PM. On the call of the roll Chair B. Wolfe and Members Hyland, LaHood, Padmanabhan, Wong, Stein, Yankee, Neighbors were noted present. Member Schmidt was noted not present. A quorum was present.

**Action: Moved by Chair Wolfe, seconded by Member Neighbors, to request that Item 9 be moved to Item 5 and other cases to be moved down accordingly.**

Public Comment:

Wynship Hillier stated he only wanted to make public comment on this issue, not the entire item.

**The motion PASSED by the following vote:**

Ayes: 8 - B. Wolfe, Neighbors, Wong, Yankee, LaHood, Stein, Padmanabhan, Hyland

Noes: 0 - None

Absent: 1 - Schmidt

#### 1A. FINDINGS TO ALLOW TELECONFERENCED MEETINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION 54953(e).

The Task Force is expected to consider a motion setting forth findings required under Assembly Bill 361 (AB 361) that would allow the committee to hold the

meeting remotely according to the modified Brown Act teleconferencing set forth in AB 361.

The Task Force is expected to consider a motion setting forth findings required under Assembly Bill 361 (AB 361) that would allow the committee to hold the meeting remotely according to the modified Brown Act teleconferencing set forth in AB 361.

The SOTF noted that every thirty days, the SOTF must have findings for continued meetings of this body, to recognize that the state of emergency will continue to impact the body and as long as local officials continue to recommend that emergency procedures remain in place. The SOTF is required to approve these findings, or the remote meeting cannot take place.

**Action: Moved by Vice-Chair Yankee, seconded by Member LaHood to approve the attached motion 1A.**

Public Comment:

None.

**The motion PASSED by the following vote:**

Ayes: 8 - Yankee, LaHood, B. Wolfe, Neighbors, Wong, Stein, Padmanabhan, Hyland  
Noes: 0 - None  
Absent: 1 - Schmidt

Member Schmidt was present at 4:08 PM.

2. **Approval of the minutes from the Sunshine Ordinance Task Force December 1, 2021, meeting with recommended changes.**

**Action: Moved by Member Stein, seconded by Member Padmanabhan to approve the December 1, 2021, Sunshine Task Force minutes with recommended amendments.**

Public Comment:

Peter Warfield addressed the process of providing a 150-word statement in place of the summary offered by the same person at the hearing.

Patrick Monette-Shaw asked the SOTF to not delay the processing of the December minutes because he has an outstanding Order of Determination.

David Pilpel agreed with Mr. Monette-Shaw that an Order of Determination should not be delayed and provided suggested amendments.

**The motion PASSED by the following vote:**

Ayes: 9 - Stein, Padmanabhan, Yankee, Neighbors, LaHood, Wong, Hyland,  
B. Wolfe, Schmidt  
Noes: 0 - None

**3. Supervisor of Records Report.**

Jen Kwart, Communications Director for the City Attorney's Office, presented the 2020 Supervisor of Records Report and responded to questions from the SOTF.

**Action: Moved by Member Wong, seconded by Vice-Chair Yankee to receive the Supervisor of Records Report.**

## Public Comment:

Anonymous #3 stated that he has pointed out that many determinations are made in favor of the public and that it is ironic in this case of how many of them were regarding future calendars.

David Pilpel welcomed Ms. Kwart and suggested that the report should have been made available earlier in the year.

**The motion PASSED by the following vote:**

Ayes: 9 - Wong, Yankee, Stein, Padmanabhan, Neighbors, LaHood, Hyland,  
B. Wolfe, Schmidt  
Noes: 0 - None

**4. 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. ***Public comment shall be taken at 5:00 p.m. or as soon thereafter as possible.***

Patrick Monette-Shaw stated that his Order of Determination should have been drafted three months ago. Mr. Monette-Shaw expressed support for Chair Wolfe's 2022 budget request and will write to Supervisor Haney regarding this issue.

Mark Sullivan provided the following written public comment. Nowhere in the Sunshine Ordinance or CPRA does it require the public to write or say "Public Record Request" when requesting records. The request just has to reasonably describe an identifiable record or records and can be a category of records. Sunshine encourages agencies to publish records in online searchable database. A search of records is a request for records. Having an online record database does not relieve an agency of its obligations under sunshine laws to have the requested records produced. As stated in the CPRA, the responsible agency needs to make record database searchable by commonly used Internet search applications. Search must reliably produce records requested or the agency is

withholding. When an agency receives a direct request for identifiable records, it must search for those records both on /off the database. An agency should not be allowed to just point to a database. They required to assist.

David Pilpel noted that General Public Comment began before 5:00 PM and that if taken up before that time the SOTF could be found in violation. Mr. Pilpel expressed disappointment in the Chair that his 6-paragraph memo related to AB631 was not included in the Agenda packet.

Anonymous #3 stated that two articles were published noting that the Mayor, several other department heads and elected officials have ignored the Ordinance regarding their Prop G calendars. Anonymous #3 also noted there were articles published in the Examiner regarding this subject.

Wynship Hillier provided the following written public comment. Attorney-client privilege is like deliberative-process privilege. The purpose of deliberative-process privilege is to ensure that all options are considered, even those which may be politically damaging if the public were to learn that they were being considered. Waiving this privilege too often will cause the Office of the City Attorney to become cagey about their advice in proportion to the probability that it will be made public. Over the long term, the quality of the SOTF's decisions will suffer. Nevertheless, we ask that SOTF waive it in this instance, because due process requires it. Due process requires notice, as well as the opportunity to be heard. For example, CCP 1005(b) requires opposition papers be submitted nine court days in advance of the hearing, and most judges will not allow oral argument by the non-movant on any issue not in the opposition papers.

5. **File No. 21152:** Complaint filed by Jarmee Thieu against Ken Pang and the Human Services Agency Investigation Division for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21, by failing to respond to public records request in a timely and/or complete manner.

Jarmee Thieu (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Ms. Thieu stated that on October 8, 2021, she requested emails from Ken Pang of the Human Services Agency (HSA) regarding the hiring process and the review of the Hiring Committee. Ms. Thieu stated that she was requesting emails, communications, screen shots and anything that pertains to the hiring process. Ms. Thieu stated that at the Education, Outreach and Training Committee December 14, 2021, meeting Mr. Pang was ordered to provide the requested records and she has received nothing.

Ken Pang (Human Services Agency) (Respondent) provided a summary of the department's position. Mr. Pang stated that Ms. Thieu requested emails, communications and records of the Hiring Committee regarding the hiring process are confidential and will not be produced.

Rebecca Needens (Human Services Agency) stated that HSA was advised by their Deputy City Attorney that the screen shots and emails exchanged between members of the hiring committee are personnel records and therefore not disclosable under CPRA 6254.

A question and answer period occurred. The parties were provided an opportunity for rebuttals.

**Action: Moved by Member Hyland, second by Member Schmidt, to find that Ken Pang and the Human Services Agency violated Administrative Code, (Sunshine Ordinance) Sections; 67.21(c) by failing to provide assistance to the requestor; 67.21(b) by failing to provide any documents, including documents, screenshots, templates and emails pertaining to the timeline between July 1, 2021, and October 13, 2021, regarding HSA's position numbers 00313347 and 01072508 in a complete and timely manner and that such documents be provided to the Petitioner by January 21, 2022, and include an index or timeline of records provided with regard to opening positions, posting the interview period and announcing that the positions and all communications received have been filled by January 21, 2022.**

**Action: Moved by Member Padmanabhan, seconded by Member Stein to amend the motion and find a violation of Administrative Code, (Sunshine Ordinance) Sections 67.21(b) for failing to provide records between July 1, 2021, and October 13, 2021, in a complete and/or timely manner and 67.21(c) for failing to provide assistance to the requestor.**

Vice-Chair Yankee suggested amending the original motion and change the violation from 67.21(b) to Government Code 6253(b).

Member Padmanabhan revised their motion as follows:

Member Hyland made the motion.

**Action: Moved by Member Padmanabhan, seconded by Member Stein to amend the motion and find a violation of California Government Code 6253(b) for failing to provide a timeline of records between July 1, 2021, and October 13, 2021, in a complete and/or timely manner and a violation of Administrative Code, (Sunshine Ordinance) Section 67.21(c) for failing to provide assistance to the requestor.**

Public Comment:

Patrick Monette-Shaw supported this motion and noted that his former colleague Sin Yee Poon retired from HSA, was well aware that HSA had a checkered history of not following posting job announcements and ranking scores for interviewees being considered for various positions.

Anonymous #3 suggested keeping the 67.21(c) violation and add a violation of 67.26 for failing to keep withholding to a minimum and instead provide redacted records including emails about the hiring process.

Mark Sullivan cited Administrative Code 67.21(e) and noted that if the Custodian fails or refuses to comply with the order within five days, the SOTF shall notify the District Attorney or the Attorney General.

**Action: Moved by Member Hyland, second by Member Schmidt, to amend their original motion to find that Ken Pang and the Human Services Agency violated Administrative Code, (Sunshine Ordinance) Section 67.26 for nonminimal withholding and for failing to provide any documents, including screen shots and emails pertaining to the timeline between July 1, 2021, and October 13, 2021, in a complete and timely manner regarding HSA's position numbers 00313347 and 01072508 and that such documents be provided to the Petitioner with appropriate redactions by January 21, 2022, and include an index or timeline of records provided with regard to opening positions, posting the interview period and announcing the positions that have been filled by January 21, 2022.**

Public Comment:

Anonymous #3 supports the amendment to the original motion.

Patrick Monette-Shaw noted that the amendment needs to be further amended that the deadline should be a five-day period to respond with records and wants the SOTF to revise the motion.

**The motion PASSED by the following vote:**

Ayes: 9 - Hyland, Schmidt, Yankee, Stein, Padmanabhan, Neighbors, LaHood,  
B. Wolfe, Wong

Noes: 0 - None

**Action: Moved by Member Hyland, second by Member Schmidt, to find that Ken Pang and the Human Services Agency violated California Government Code 6253(b) for failing to make records available promptly and Administrative Code (Sunshine Ordinance) Sections 67.21(c) by failing to provide assistance to the requestor, 67.26 for nonminimal withholding and ordered that Ken Pang and the Human Services Agency produce a timeline to include all communications from July 1, 2021 to October 13, 2021, emails, screen shots, documents with appropriate redactions pertaining to positions 00313347 and 01072508 in a complete and/or timely manner regarding information on when the job was opened, closed and all communications by HSA employees be provided to the Petitioner by January 21, 2022.**

**The motion PASSED by the following vote:**

Ayes: 9 - Hyland, Schmidt, Yankee, Stein, Padmanabhan, Neighbors, LaHood,  
B. Wolfe, Wong

Noes: 0 - None

The SOTF recessed at 7:15 p.m. and reconvened at 7:25 p.m.

6. **File No. 21081:** Complaint filed by Mary Miles against Tiffany Lin-Wilson, Philip Ginsberg and the Recreation and Parks Department for allegedly violating Administrative

Code (Sunshine Ordinance), Sections 67.21 by failing to respond to a records request in a complete and/or timely manner; 67.24 by failing to provide public information; 67.25 by failing to respond in a complete and timely manner to an Immediate Disclosure Request; 67.26 by failing to provide non-minimum withholding, 67.27 by failing to provide written justification for withholding, 67.29-2 by failing to provide access to the Department Web Page; and 67.29-7 by failing to keep and preserve correspondence and records

Mary Miles (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Ms. Miles stated that she made two records requests on June 4, 2021, requesting the approval action and environmental records on the closure of the Golden Gate Park gate to Great Highway and Great Highway. Ms. Miles stated that she received records but not anything acknowledging who made the order. Ms. Miles stated that the gate was closed April 20, 2021.

Ashley Summers (Recreation and Parks Department) (Respondent), provided a summary of the department's position. Ms. Summers stated that she was not the custodian of records at the time the request was made and is happy to work with Ms. Miles and provide the requested records. Ms. Summers noted that she is in the process of responding to Ms. Miles other requests which are similar in nature.

A question and answer period occurred. The parties were provided an opportunity for rebuttals.

**Action: Moved by Vice-Chair Yankee, seconded by Member Padmanabhan, to find Phil Ginsburg, Tiffany Lin-Wilson and the Recreation and Parks Department in violation of Government Code 6253(b) by failing to make records available promptly, Government Code 6253(c) by failing to make available disclosable public records in the possession of the agency in a timely manner and Administrative Code, (Sunshine Ordinance) Sections 67.21(c) for not providing assistance to the requestor and 67.21(e) for not sending a person most knowledgeable to the hearing.**

Public Comment:

None.

**The motion PASSED by the following vote:**

Ayes: 9 - Yankee, Padmanabhan, Hyland, Schmidt, Stein, Neighbors, LaHood,  
B. Wolfe, Wong

Noes: 0 - None

7. **File No. 21084:** Complaint filed by Charles Perkins and Concerned Residents of the Sunset against Phil Ginsburg and the Recreation and Parks Department for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.24 by failing to provide public information that must be disclosed; 67.25 by failing to respond in a complete and

timely manner to an Immediate Disclosure Request; 67.27 by failing to provide written justification for withholding.

Vice-Chair Yankee stated that this matter has not yet been heard by the full SOTF.

Charles Perkins (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Mr. Perkins stated that he submitted a request asking for all information related to the initial decision to close Great Highway. Mr. Perkins stated that he brought this matter to the Ethics Commission who referred it to the SOTF noting that there could be a violation. Mr. Perkins stated that on September 14, 2021, a hearing took place before the Education, Outreach and Training Committee who also determined that there could be a possible willful misconduct violation of Phil Ginsburg, Director of Recreation and Parks Department.

Ashley Summers (Recreation and Parks Department) (Respondent), provided a summary of the department's position. Ms. Summers stated that as the Custodian she has no intention of hiding records and is happy to work with Mr. Perkins and provide his requested records.

A question and answer period occurred. The parties were provided an opportunity for rebuttals.

**Action: Moved by Member Neighbors, seconded by Vice-Chair Yankee to find a violation of Administrative Code, Sunshine Ordinance Section 67.34 for failure to discharge the duties as related to willful misconduct by Phil Ginsburg, Director of Recreation and Parks Department.**

Member Neighbors rescinded their motion.

**Action: Moved by Member LaHood, seconded by Member Stein to find Phil Ginsburg and the Recreation and Parks Department in violation of 67.21(c) for failing to assist the petitioner in responding to the request in a complete and/or timely manner, 67.21(e) by failing to order disclosure of records; California Government Code 6253(b) by failing to respond in a complete and timely manner; and 6253(c) to include a violation of 67.34 for willful failure against Phil Ginsburg and orders the Recreation and Parks Department to comply with the request under 67.21(e) and refer the matter back to the Ethics Commission.**

Public Comment:

Patrick Monette-Shaw expressed support to the SOTF for referring the matter back to the Ethics Commission and suggested that the matter also be referred to the Board of Supervisors.

Anonymous #3 supported the motion and suggested that the matter be referred to Ethics Commission because Phil Ginsburg already has a violation and move to further refer the case to the District Attorney.



Vice-Chair Yankee expressed support for referring the matter to the Board of Supervisors and the District Attorney, but not all at the same time and noted concern that either entity may state that one or the other may be working to enforce the violation.

**Action: Moved by Chair Wolfe, seconded by Member Stein to amend the motion to include that the SOTF orders the compliance and immediate disclosure of records under 67.21(e) within five days.**

Public Comment:

Patrick Monette-Shaw fully supports adding 67.21(e) and to order Recreation and Parks to produce the records within five days.

Anonymous #3 agreed with Vice-Chair Yankee.

**The motion PASSED by the following vote:**

Ayes: 9 - B. Wolfe, Stein, Yankee, Padmanabhan, Hyland, Schmidt, Neighbors, LaHood, Wong  
Noes: 0 - None

**Action on the original motion as amended: Moved by Member LaHood, seconded by Member Stein to find Phil Ginsburg and the Recreation and Parks Department in violation of Administrative Code (Sunshine Ordinance) Section(s) 67.21(c) by failing to assist the petitioner in responding to the request in a complete and/or timely manner and 67.21(e) by failing to provide access to the requested records and the SOTF orders the compliance and immediate disclosure those records within five days; Government Code 6253(b) by failing to respond in a complete and timely manner; and Government Code 6253(c) for failing to provide the records in a complete and/or timely manner; a violation of 67.34 for willful failure against Phil Ginsburg and orders the Recreation and Parks Department and refer the matter back to the Ethics Commission.**

**The motion PASSED by the following vote:**

Ayes: 9 - LaHood, Stein, B. Wolfe, Yankee, Padmanabhan, Hyland, Schmidt, Neighbors, Wong  
Noes: 0 - None

8. **File No. 21088:** Complaint filed by Mark Sullivan against the Recreation and Parks Department for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21(b), 67.26, 67.27, and 67.29-7(a), and California Government Code 6253(c), by failing to respond to a public records request in a timely and/or complete manner, failing to keep withholding to a minimum, failing to provide justification for withholdings, and failing to maintain and disclose correspondence.

Mark Sullivan (Petitioner) indicated his desire for the SOTF to conduct the hearing without his presence via email.

Ashley Summers (Recreation and Parks Department) (Respondent), provided a summary of the department's position. Ms. Summers stated that the previous Custodian responded to Mr. Sullivan's request and provided 58 separate documents. Ms. Summers acknowledged that the response was five days late.

A question and answer period occurred. The parties were provided an opportunity for rebuttals.

**Action: Moved by Member Neighbors, seconded by Member Stein to find a violation of CPRA 6253(b) by failing to provide to provide the records and CPRA 6253(c) by failing to provide those records in a timely manner.**

Public Comment:

Anonymous #3 expressed support for the motion and suggested that cases similar to this one become part of the Pilot Program.

**The motion PASSED by the following vote:**

Ayes: 9 - Neighbors, Stein, B. Wolfe, Yankee, Padmanabhan, Hyland, Schmidt,  
LaHood, Wong  
Noes: 0 - None

9. **Consideration to Waive the Attorney-Client Privilege applicable to the City Attorney's Advice on File Nos. 20011 and 20100.**

Chair Wolfe stated that advice from the SOTF Deputy City Attorney previously received was provided in legal memos that the SOTF no longer receives. Chair Wolfe noted that because of this issue, if the information received is attorney/client privileged a vote is required to waive confidentiality. Chair Wolfe noted that instruction from the DCA has been that the advice cannot be provided outside the purview of the SOTF.

Member Stein stated that she doesn't understand why the advice is considered confidential and is in favor of making these memos public.

Member Schmidt stated that he is not in favor of making the advice public.

Mark Sullivan provided the following written public comment. Privilege only works if the information is kept between the client and attorney. You cannot choose which of the public or government employees outside of the task force gets access to this privileged information. Sec 67.30 (a) This attorney shall serve solely as legal advisor and advocate for the Task Force, so have they told you why they want to keep this information privileged? an ethical wall \*will be maintained between the work of this attorney\* and \*any person\* or Office that the Task Force determines may have a conflict of interest with regard to the matters being handled by the attorney.

Taskforce members determining whether to make this privileged information public needs to think to what extent the information is already public. Sec 67.1 (e) Only strong Open Government and Sunshine Ordinance, enforced by a strong Sunshine Ordinance Task Force, can protect the public's interest in open government.

**Action: Moved by Member Stein, seconded by Member Hyland, to waive the attorney/client privilege for cases 20100 and 20011.**

Public Comment:

Wynship Hillier stated that Member Hyland stated that the information would be disclosed. Mr. Hillier noted that this is a deliberative privilege because the decision maker might have political drawbacks and if waived this privilege too often it can impact the quality of the advice.

David Pilpel stated that it is not easy to comment on the merits of a waiver request without knowing the nature of the advice.

Anonymous #3 stated that he is strongly in favor of SOTF disclosing the privileged advice.

Patrick Monette-Shaw stated that complainants should be given lead time to fully consider their presentation and supports Anonymous #3's remarks.

Mark Sullivan cited the definition of ethical wall and how it is maintained.

**The motion PASSED by the following vote:**

Ayes: 8 - Stein, Hyland, Wong, Yankee, Padmanabhan, Neighbors, LaHood,  
B. Wolfe  
Noes: 1 - Schmidt

10. **Chair's Report – Budget request for 2022.**

Chair Wolfe opened the discussion and stated that he has spoken with Clerk of the Board Angela Calvillo and Supervisor Haney regarding the budget request for an additional clerk to work on Sunshine matters.

Member Wong agreed to draft language to use when writing to BOS members to request additional budget resources.

Public Comment:

Patrick Monette-Shaw stated that he is happy to advocate on behalf of SOTF Complainants and city residents that the budget be increased rapidly.

Mark Sullivan provided the following written public comment. Floored by position of taskforce legal advisors advocates. Rule of Professional Conduct, Rule

1.2 Scope of Representation and Allocation of Authority (a) Subject to rule 1.2.1, a lawyer shall abide by a client’s decisions concerning the objectives of representation and, as required by rule 1.4 shall reasonably\* consult with the client as to the means by which they are to be pursued. Client is not the city. Supposed to represent client’s decisions. Redefining legal memos as “file summaries” is semantics, so call them now legal advice. Chair states “unacceptable and offensive”. “tried to reason with legal counsel and City Attorney staff” show that ethical wall broken. Sec 67.1 (e) Only a strong Open Government and Sunshine Ordinance, enforced by a strong SOTF, can protect the public's interest in open government. Legal council wants to undermine SOTF, people’s right of access. Smacks of politics, closed government, only opens door to misconduct.

Anonymous #3 agreed with prior commentors and that there should be additional paid staff.

**11. Administrator’s Report, Complaints and Communications.**

SOTF Administrator Leger presented the report and responded to questions from the members.

Public Comment:

Anonymous #3 stated that more articles are being published in the next few weeks regarding the Sunshine Ordinance.

**12. Announcements, Comments, Questions, and Future Agenda Items by Members of the Sunshine Ordinance Task Force.**

There were no actions taken.

Public Comment:

None.

**13. ADJOURNMENT**

There being no further business the meeting was adjourned at 10:25 p.m.

**APPROVED: 2/5/22  
Sunshine Ordinance Task Force**

N.B. The Minutes of this meeting set forth all actions taken by the Sunshine Ordinance Task Force on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.

The Sunshine Ordinance Task Force was established by the San Francisco Administrative Code, Chapter 67. The purpose of the Task Force is to protect the public's interest in open government and to carry out the duties enumerated in Chapter 67 of the San Francisco Administrative Code. For additional information concerning Sunshine Ordinance Task Force please contact the Task Force by e-mail [sotf@sfgov.org](mailto:sotf@sfgov.org) or by calling (415) 554-7724.

### Agenda Item Information

Each item on the agenda may include the following documents:

- 1) Department or Agency cover letter and/or report;
- 2) Public correspondence;
- 3) Other explanatory documents.

These items will be available for review at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, Reception Desk.

### Meeting 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.) |                      |

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, except that public speakers using interpretation assistance will be allowed to testify for twice the amount of the public testimony time limit. If simultaneous interpretation services are used, speakers will be governed by the public testimony time limit applied to speakers not requesting interpretation assistance.

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 agenda items. These

comments will be made a part of the official public record. Written communications should be submitted to the SOTF at:

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

AGENDA PACKET: Available for review in the Office of the Clerk of the Board, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, or on the internet at: <http://www.sfbos.org/sunshine>.

AUDIO RECORDINGS: Audio recordings of the meeting of the Sunshine Ordinance Task Force are available at: <http://www.sfbos.org/sunshine>.

LANGUAGE INTERPRETERS: Requests must be received at least 48 hours in advance of the meeting to help ensure availability. Contact Wilson Ng at (415) 554-7725.

Paunawa: Ang mga kahilingan ay kailangang matanggap sa loob ng 48 oras bago mag miting upang matiyak na matutugunan ang mga hiling. Mangyaring tumawag ka sa (415) 554-5184.

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

### **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, 5R, 6, 7, 7R, 7X, 9, 9R, 19, 21, 47, and 49. 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 (San Francisco Administrative Code, Chapter 67) 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) 554-5163; or email [sotf@sfgov.org](mailto:sotf@sfgov.org).

Citizens may obtain a free copy of the Sunshine Ordinance by printing the San Francisco Administrative Code, Chapter 67 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).

### **Ethics 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, Section 2.100] 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)

Under Campaign and Governmental Conduct Code, Section 1.127, no person or entity with a financial interest in a land use matter pending before the Board of Appeals, Board of Supervisors, Building Inspection Commission, Commission on Community Investment and Infrastructure, Historic Preservation Commission, Planning Commission, Port Commission, or the Treasure Island Development Authority Board of Directors, may make a campaign contribution to a member of the Board of Supervisors, the Mayor, the City Attorney, or a candidate for any of those offices, from the date the land use matter commenced until 12 months after the board or commission has made a final decision, or any appeal to another City agency from that decision has been resolved. For more information about this restriction, visit [sfethics.org](http://sfethics.org).