



# City and County of San Francisco

## Special Meeting Agenda

### Complaint Committee

City Hall  
1 Dr. Carlton B. Goodlett Place,  
Room 244  
San Francisco, CA 94102-4689

**Members:** Dean Schmidt (Chair), Laura Stein, and Saul Sugarman

*Clerk: Patricia H. Petersen*  
(415) 554-7719 ~ [sotf@sfgov.org](mailto:sotf@sfgov.org)

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**Tuesday, March 25, 2025**

**5:30 pm**  
**Special Meeting**

**City Hall, Room 408**

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### Remote Access and/or In-Person Participation

The Sunshine Ordinance Task Force and its committees convene hybrid meetings that allow in-person attendance, in-person public comment, remote access for petitioners and respondents, and remote public comment via teleconference (via Webex).

**Webex Remote Link/Log-in:**

<https://tinyurl.com/4bp2t4vw>

**Password: sunshine**

**Telephone Call-in:**

[1 \(415\) 655-0001](tel:14156550001) / **Meeting ID: 2664 317 1566 ##**

**(Press \*3 to enter the speaker line)**

*Members of the public may participate by phone or may submit their comments by email to: [sotf@sfgov.org](mailto:sotf@sfgov.org); all comments received will be made a part of the record. Complaint Committee agendas and their associated documents are available at <https://sfgov.org/sunshine>.*

**Meeting Decorum:** Any member of the Sunshine Ordinance Task Force may call for decorum due to the disorderly conduct of meeting participants. Persons who engage in threatening and/or menacing behavior may be asked to leave.

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES (00:00:57)**

Chair Schmidt called the meeting to order at 5:31 p.m. On the call of the roll, Chair Schmidt and Vice-Chair Stein were present. Member Sugarman was present. A quorum was present. Clerk Petersen was present.

Public Comment: None.

2. **Approval of the February 18, 2025, Complaint Committee meeting minutes. (00:02:25)**

**Action:** Moved by Chair Schmidt, seconded by Vice-Chair Stein, to approve the February 18, 2025 Meeting Minutes.

Public Comment: None.

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

Ayes: 2 – Schmidt, Stein

Noes: 0 – None

Absent: 1 – Sugarman

3. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee’s jurisdiction but not on today’s agenda. (00:03:20)

Public Comment: None.

4. **Hearing on Complaint Committee Administration – Discuss Role in Advancing Expansion of SOTF Role per Administrative Code (Sunshine Ordinance), Section(s) 67.30 Authorizations (00:04:16)**

The Members discussed maintaining a list of recipients for media releases distinct from the distribution list kept pursuant to the Sunshine Ordinance requirement to notify members of the media of Special Meetings, identifying Committee projects, and discussing the distribution of initial hearings with the Task Force.

Public Comment: None.

5. **File No. 24064:** Complaint filed by Matt Joseph against the Department of Building Inspection for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21(k) by failing to release documentary public information, 67.26 by failing to disclose records in their entirety, and 67.27 by failing to provide justification for the withholding of information in writing. (00:20:22)

Matt Joseph (Petitioner) stated that the electronic duplicates provided by the Department of Building Inspection places end-user restrictions through the use of password-based PDF restrictions and watermarking, which prevents common actions such as copying text, using screen readers, and rotating or extracting pages and renders the records illegible. Mr. Joseph further stated that these facts are consistent for public records requests via any means, including NextRequest and the Department of Building Inspection's custom website form. Mr. Joseph stated that when restrictions have been removed on a document, it can be seen whether it has been encrypted.

Christopher J. Vergara (Respondent) stated that the use of watermarks and password protection is within the internal policy of the Department of Building Inspection and was developed under the guidance of the City Attorney to protect the integrity of the department's documents. Mr. Vergara further stated that on 12/5/2024 Petitioner was provided documents without watermarks or password protection.

Darren Wu (Respondent) stated that a non-watermarked document could be misused where customers have provided documents without watermarks but their source is unknown.

A question-and-answer period occurred.

**Action: Moved by Vice-Chair Stein, seconded by Chair Schmidt, to find that the Task Force has jurisdiction over the matter, that the requested record(s) are public, and refer the matter to the full SOTF for consideration.**

**The Committee suggested that Petitioner provide a list of functions that are restricted due to Department of Building Inspection policies.**

Public Comment: None

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

Ayes: 2 – Stein, Schmidt

Noes: 0 - None

Absent: 1 – Sugarman

6. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Complaint Committee. (01:00:41)**

Chair Schmidt notes that going forward, single cases should be consolidated at the next available Committee meeting.

Public Comment: None.

7. **ADJOURNMENT**

There being no further business the meeting was adjourned at 6:35 p.m.

Approved: 5/20/2025

SOTF – Complaint Committee

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

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