



SUNSHINE ORDINANCE TASK FORCE
Information Technology Ad Hoc Committee
CITY AND COUNTY OF SAN FRANCISCO
MINUTES - DRAFT

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

July 25, 2017 – 3:30 PM

Special Meeting

Members: Dave Maass (Chair); Bruce Wolfe, Josh Wolf

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

Chair Dave Maass called the meeting to order at 3:35 p.m. On the call of the roll Chair Dave Maass, Member Bruce Wolfe, and Member Josh Wolf were noted present. There was a quorum.

There were no agenda changes.

2. Approval of the May 23, 2017, Information Technology Ad Hoc Committee meeting minutes.

The Committee discussed the draft May 23, 2017, minutes.

Member Bruce Wolfe, seconded by Member Josh Wolfe, moved to approve the May 23, 2017, minutes.

Public Comment:
None.

The motion PASSED by the following vote:

Ayes: 3 – B. Wolfe, J. Wolf, Maass
Noes: 0 – None

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.

Speakers:

None.

4. **File No. 17069: Hearing** – San Francisco Government TV (SFGTV) quality of the video stream resolution and accessibility.

Jack Chin, San Francisco Government TV (SFGTV) provided a summary of the upgrade to the City Hall meeting broadcast system, the City Hall meeting room close circuit television system and answered questions from the Committee. Mr. Chin stated that City Hall is in the process of a multi-year upgrade to the video broadcast system and that video quality should improve once the upgrade is complete. Mr. Chin stated that the City Hall has a close circuit television system which allow for parties inside City Hall to view meetings in progress even if they are not being broadcast on SFGTV. Mr. Chin indicated that the clerks in the meeting room have the ability to cut off the video feed for closed sessions.

The Committee requested an estimate of broadcasting one camera online without editing.

Public Comment:

None.

The Committee took no actions regarding the hearing matter.

5. **File No. 17065: Hearing** - Police Department’s GovQA system and software for managing and responding to public records requests.

Sgt. Stacy Youngblood and Lt. Kathryn Waaland, Police Department, provided a summary of the GovQA system for managing and responding to public records request and answered questions from the Committee. Sgt. Youngblood stated that the public is still able to submit public records request via email, phone and U.S. mail but all requests are entered into the tracking system and responded to as requested by the requester. Lt. Waaland stated that the Police Department Legal Division is responsible for responding to public records requests as individuals are not always available to review emails and phone calls requesting public records on a regular basis. In addition, M.t Waaland stated that it is the practice of the Police Department employees to forward public records request to the Legal Division for review and response and individual officers and other employees usually do not have access to general departmental records.

Public Comment:

None.

The Committee took no actions regarding the hearing matter.

6. **File No. 17066: Hearing** - Police Department Officer Body Camera policy and compliance with the Sunshine Ordinance.

Lt. Kathryn Waaland and Sgt. Youngblood, Police Department, provided a summary of the Body Camera policy and answered questions from the Committee. Lt. Waaland stated that state law requires that videos must be maintain for a minimum of 60 days but the Police Department generally maintains videos for 120 days. Lt. Waaland provided the Police Departments General Order 10.11 (Body Worn Cameras) which states that recordings shall comply with federal state and local states and Department policy.

Public Comment:
None.

The Committee took no actions regarding the hearing matter.

7. **File No. 17052: Hearing** - Creation of a Sunshine Ordinance Task Force database of Orders of Determinations, case law library and precedence.

The Committee discussed the creation of a database for the Sunshine Ordinance Task Force. The Committee request a copy of the current information being tracked by the Task Force Administrator.

Public Comment:
Ann Treboux provided general comments on the matter.

The Committee took no actions regarding the hearing matter.

8. **File No. 17051: Hearing** - Disclosure of public records contained on personal devices and accounts and related Sunshine Ordinance issues arising from the California Supreme Court decision in Smith v. City of San Jose.

The Committee discussed issues related to the issues arising from the Supreme Court decision relate to public records on personal devices.

Public Comment:
Ann Treboux requested information of the court decision.

The Committee took no actions regarding the hearing matter.

9. **Announcements, Comments, Questions, Future Agenda Items, and Pending Calendar.**

Chair Maass request updates regarding body cameras.

Member Bruce Wolfe provided an updated regarding the city's installation of a municipal fiber network and related policy.

Member Josh Wolf express concern regarding body cameras videos storage on the cloud and security of the video.

10. **ADJOURNMENT**

There being no further business the meeting was adjourned at 5:29 p.m.

APPROVED: DRAFT
Information Technology Ad Hoc Committee
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.