



**SUNSHINE ORDINANCE TASK FORCE**  
**Education, Outreach, and Training Committee**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**AGENDA**

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

**March 9, 2015 - 4:00 PM**

**Regular Meeting**

**Members:** Chris Hyland (Chair), David Pilpel,  
Todd David, Ali Winston, Josh Wolf

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
2. **Adoption of meeting minutes of the June 9, 2011, January 12, 2012, February 9, 2012, May 10, 2012, December 13, 2012, April 29, 2013, May 13, 2013, June 25, 2013, September 16, 2013, November 26, 2013, December 9, 2013, and January 12, 2015, Education, Outreach, and Training Committee meetings.** (*Discussion and Action*) (*attachment*)
3. **File No. 14092:** Complaint filed by Shawn Karl Mooney against the Office of the Assessor-Recorder for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.29, for failure to provide an index of records. (*Discussion and Action*) (*attachment*)
4. **File No. 14067: Hearing on the status of the Order of Determination** - Complaint filed by Charles Grisham against Frank Lee, Department of Public Works, for violating Administrative Code (Sunshine Ordinance), Section 67.21(c), for failure to assist the requester in identifying the existence, form and nature of a requested record. (*Discussion and Action*) (*attachment*)  
(*The SOTF referred the matter to the Education, Outreach and Training Committee for a review of the department's procedure for processing public records requests. In addition the Task Force requests information regarding training provided to staff regarding assisting the public in finding requested records.*)
5. **File No. 14098:** Complaint filed by the Charles Grisham against Public Works for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21 and 67.25, for failure to respond to requests for public records in a timely and complete manner. (*Discussion and Action*) (*attachment*)

6. **File No. 15020: Policies and Procedures Guide - Responding to Request for Public Records.** *(Discussion and Action)(attachment)*
7. **Public Comment:** Members of the public may address the Education, Outreach and Training Committee on matters that are within the Committee's jurisdiction but not on today's agenda.
8. **Announcements, Comments, Questions, and Future Agenda Items.**
9. **Pending Calendar:** The following items are pending issue to be heard before the Education, Outreach, and Training Committee on a future date:
  - File No. 14105: Order of Determination: Hartz v. Supervisor Mark Farrell, Board of Supervisors - Policies and Procedures
  - File No. 14096: Order of Determination: Hartz v. Controller's Office - Policies and Procedures
  - File No. 14047: Order of Determination: Peele v. Supervisor Katy Tang - Policies and Procedures
  - File Nos. 13035 and 14068: Public Comment during city's budget process
  - Hearing regarding the use of Yammer and other social media devices in relation to compliance with the Sunshine Ordinance.
  - File No. 14102: Hearing - Planning Department Policies and Procedures for processing request for public records.
  - File No. 14103: Hearing - Police Department Policies and Procedures for process request for public records.
  - File No. 14114: Hearing - City Attorney's Office Policies and Procedures for processing request for public records.

10. **ADJOURNMENT**

### Agenda Item Information

Each item on the agenda may include: 1) Department or Agency cover letter and/or report; 2) Public correspondence; 3) Other explanatory documents. For more information concerning agendas, minutes, and meeting information, such as these documents, please contact the SOTF Clerk, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102.

Audio recordings of the meeting of the Sunshine Ordinance Task Force are available at:  
<http://www.sfbos.org/index.aspx?page=9811>

For information concerning Sunshine Ordinance Task Force please contact by e-mail [sotf@sfgov.org](mailto:sotf@sfgov.org) or by calling (415) 554-7724.

### Public Comment

Public Comment will be taken before or during the Committee's consideration of each agenda item. Speakers may address the Task Force for up to three minutes on that item. During General Public Comment, members of the public may address the Task Force on matters that are within the Task Force's jurisdiction and are not on the agenda. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the official file.

Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Each member of the public who is unable to attend the public meeting or hearing may submit to the City, by the time the hearing begins, written comments regarding the subject of the meeting or hearing. These comments will be made a part of the official public record.

### Hearing Procedures

- |    |  |                      |
|----|--|----------------------|
| 1. | Complainant presents his/her facts and evidence  | 5 minutes            |
|    | Other parties of Complainant present facts and evidence  | Up to 3 minutes each |
| 2. | City responds  | 5 minutes            |
|    | Other parties of City respond  | Up to 3 minutes each |
|    | <i>Above total speaking times for Complainant and City to be the same.</i>                                   |                      |
| 3. | Matter is with the Task Force for discussion and questions.  |                      |
| 4. | Respondent and Complainant presents clarification/rebuttal   | 3 minutes            |
| 5. | Matter is with the Task Force for motion and deliberation.   |                      |
| 6. | Public comment (Excluding Complainant & City response, witnesses)  | Up to 3 minutes each |
| 7. | Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.) |                      |

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

**Disability Access**

The hearing rooms in City Hall are wheelchair accessible. Assistive listening devices for the hearing rooms are available upon request with the SOTF Clerk. The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 6, 9, 19, 21, 47, 49, 71, and 71L. For more information about MUNI accessible services, call (415) 701-4485. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. Accessible curbside parking is available on Dr. Carlton B. Goodlett Place and Grove Street.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the SOTF Clerk at (415) 554-7724 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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

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

**Know Your Rights Under the Sunshine Ordinance**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact: Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102; phone (415) 554-7724; fax (415) 554-5163; or email soft@sfgov.org.

Citizens may obtain a free copy of the Sunshine Ordinance by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfbos.org/sunshine>.

**Cell Phones, Pagers and Similar Sound-Producing Electronic Devices**

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room

of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

### **Lobbyist Registration and Reporting Requirements**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 581-3100; fax (415) 252-3112; web site [www.sfgov.org/ethics](http://www.sfgov.org/ethics).