



City and County of San Francisco

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

Meeting Agenda

Sunshine Ordinance Task Force

Members:

Seat 1	Dean Schmidt	Seat 7	Matthew Yankee - Chair
Seat 2	Lila LaHood	Seat 8	Chris Hyland
Seat 3	Saul Sugarman	Seat 9	David Pilpel
Seat 4	Ankita Kumar	Seat 10	Vacant
Seat 5	Maxine Anderson	Seat 11	Bruce Wolfe
Seat 6	Laura Stein – Vice-Chair		
Ex-officio	<i>(non-voting)</i> Clerk of the Board of Supervisors or his or her designee		
Ex-officio	<i>(non-voting)</i> Mayor or his or her designee		

Clerk: Cheryl Leger
(415) 554-4442 ~ cheryl.leger@sfgov.org

Wednesday, May 1, 2024

4:00 pm
Regular Meeting

City Hall, Room 408

(NOTE: Hearings on complaints will begin no earlier than 5:00 P.M.)
(See below for additional details.)

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/3ycvmxj8>
Password: sunshine

Telephone Call-in:
[1 \(415\) 655-0001 / Meeting ID: 2660 273 5428 ##](tel:14156550001)
(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; all comments received will be made a part of the official record. Sunshine Ordinance Task Force agendas and their associated documents are available at <https://sfbos.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.**
2. **Approval of the minutes from the Sunshine Ordinance Task Force Meeting of March 6, 2024.** (*Discussion and Action*) ([attachments](#))
3. **Approval of the minutes from the Sunshine Ordinance Task Force Meeting of April 3, 2024.** (*Discussion and Action*) ([attachments](#))
4. **Approval of Orders of Determination:** (*Discussion and Action*) ([attachments](#))

From the February 7, 2024 Sunshine Task Force meeting:

File No. 23016 - Complaint filed by Rosa L. against the Department of Emergency Management

File No. 22134 - Complaint filed by Michael Petrelis against Mayor London Breed

File No. 22135 - Complaint filed by Michael Petrelis against Mayor London Breed

File No. 23013(C) - Complaint filed by Chris Ward Kline against the Mayor's Office

File No. 23013(D) - Complaint filed by Chris Ward Kline against the Department of Emergency Management

File No. 23098 - Complaint filed by Mark Sullivan against the Ethics Commission

From the March 6, 2024 Sunshine Task Force meeting:

File No. 21125 - Complaint filed by Liza Murawski against the Department of Public Health

File No. 22129 - Complaint filed by HVSafe against the Police Department

File No. 24003 - Complaint filed by Anonymous (acu) v. Fine Arts Museums

File No. 23020 and 23036 - Complaint filed by Paul Kniha against the Municipal Transportation Agency

File No. 23024 - Complaint filed by Paul Kniha against the Municipal Transportation Agency

File No. 23033 - Complaint filed by Andrew J. White against the Department of Police Accountability

From April 3, 2024 Sunshine Task Force meeting:

File No. 23034 - Complaint filed by Library Users Assn. against Margot Shaub, Michael Lambert, and the San Francisco Public Library

5. **Election of Sunshine Ordinance Task Force Officers pursuant to Article III, Section 5 of the By-Laws.** *(Discussion and Action)*
 - a) Nominations and election of Chair.
 - b) Nominations and election of Vice-Chair.
6. **Administrator's Report, Complaints and Communications.** *(Discussion and Action)*
(attachments)
 - Task Force and Committee tentative hearing schedule with potential adjustments
 - Complaints and Hearing Requests
 - Communications
7. **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. (No Action)***

NOTE: Hearings on complaints and other agenda items listed below will begin no earlier than 5:00 P.M.

8. **File No. 23007** Complaint filed by Pic Van Cleef against Planning Department for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.7-1(c) for failing to properly notice a public notice; for failure to inform the residents of the proposal, the length of time planned for the activity and the effect of the proposal or activity and by failing to state that persons who are unable to attend the public meeting or hearing may submit to the City, by the time the proceeding begins, written comments regarding the subject of the meeting or hearing, that these comments will be made a part of the official public record. *(Discussion and Action)* *(attachments)*
(On April 18, 2023, the Complaint Committee moved to find that the SOTF has jurisdiction, find that the requested records are public and to refer the matter to the SOTF because the parties produced evidence that might indicate the actual size of the document on the door and produce any and all affidavits of posting and mailing the notice, reference made to Planning Code 333 and Administrative Code 91.7 for hearing.)
 - a) Hearing on the complaint. *(Discussion and Action)*
9. **File No. 23030** Complaint filed by Michael Turon against the Assessor-Recorder's Office for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.25 by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner; 67.26 by failing to keep withholding to a minimum; CPRA 6253(b) by failing to provide "exact copies of records" CPRA 6253.9 by failing to provide the "electronic format in which you hold the information" CPRA 6254.5 by withholding exemptions already waived by providing the records to the public before this request. *(Discussion and Action)* *(attachments)*

(On February 7, 2024, the Compliance and Amendments Committee heard the matter and moved to find that the SOTF has jurisdiction, that the records are public and to refer the matter to the full Task Force for a hearing.)

a) Hearing on the complaint. *(Discussion and Action)*

10. **File No. 23050** Complaint filed by Michael Petrelis against Supervisor Aaron Peskin, President of the Board of Supervisors, for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.29-5, by failing to respond to a request for Proposition G Calendar in a timely and/or complete manner. *(Discussion and Action)* *(attachments)*

(On July 18, 2023, the Complaint Committee moved to find that the SOTF has jurisdiction, find that the requested records are public and to refer the matter to the SOTF.)

a) Hearing on the complaint. *(Discussion and Action)*

11. **File No. 23048:** Complaint filed by Rosa L. against the Police Department for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21, by failing to respond to a records request in a timely and/or complete manner. *(Discussion and Action)* *(attachments)*

(On August 15, 2023, the Complaint Committee found that the records are public, there is jurisdiction and that this matter be forwarded to the SOTF for hearing with a recommendation for a violation of Administrative Code, Sunshine Ordinance, Section 67.21.)

a) Hearing on the complaint. *(Discussion and Action)*

12. **File No. 23060:** Complaint filed by Joe Dworetzky against the Department of Homelessness and Supportive Housing for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21, by failing to respond to a request for public records in a timely and/or complete manner. *(Discussion and Action)* *(attachments)*

(On September 26, 2023, the Education, Outreach and Training Committee moved to find that the SOTF has jurisdiction, find that the requested records are public and refer the matter to the SOTF for hearing with a recommendation to find a violation of 67.21(b) for not responding to the records request in a complete and timely manner.)

a) Hearing on the complaint. *(Discussion and Action)*

13. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Sunshine Ordinance Task Force.** *(Discussion and Action)*

(Note: Public Comment on this item is limited to subject matters presented by members of the SOTF.)

14. **ADJOURNMENT.**

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 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

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|----|--|----------------------|
| 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 bos@sfgov.org or call (415) 554-7725.

AVISO EN ESPAÑOL: La solicitud para un traductor debe recibirse antes de mediodía de el Viernes anterior a la reunion. Llame bos@sfgov.org or (415) 554-5184.

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.

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

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.