

File No. N/A

Item No. 4

SUNSHINE ORDINANCE TASK FORCE  
AGENDA PACKET CONTENTS LIST

Sunshine Ordinance Task Force

Date: November 2, 2022

<input type="checkbox"/>	Petition/Complaint	Page: <u>    </u>
<input type="checkbox"/>	Memorandum - Deputy City Attorney	Page: <u>    </u>
<input type="checkbox"/>	Petitioner/Complainant Supporting Documents	Page: <u>    </u>
<input type="checkbox"/>	Respondent's Response	Page: <u>    </u>
<input type="checkbox"/>	Public Correspondence	Page: <u>    </u>
<input type="checkbox"/>	Order of Determination	Page: <u>    </u>
<input checked="" type="checkbox"/>	Minutes	Page: <u>    </u> 18
<input checked="" type="checkbox"/>	Administrator's Report	Page: <u>    </u>
<input type="checkbox"/>	No Attachments	

OTHER

Completed by: C. Leger Date 10/28/22

\* An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document is in the file on a disk

**SUNSHINE ORDINANCE  
TASK FORCE**



**City Hall**  
**1 Dr. Carlton B. Goodlett Place,**  
**San Francisco 94102-4689**  
**Tel. No. (415) 554-7724**  
**Fax No. (415) 554-7854**  
**TDD/TTY No. (415) 554-5227**

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**MEMORANDUM**

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**TO:** Sunshine Ordinance Task Force

**DATE:** October 25, 2022

**SUBJECT:** Staff Report, Complaints and Communications

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1. Tentative Hearings Schedule for 2022 and 2023 (subject to cancellation due to Covid-19 emergency)
  - November 2, 2022 - Sunshine Ordinance Task Force – 4:00 PM
  - November 15, 2022 - Complaint Committee - 5:30 PM
  - November 22, 2022 - Education, Outreach and Training Committee 5:30 PM
  - December 7, 2022 - Sunshine Task Force - 4:00 PM
  - December 20, 2022 - Complaint Committee - 5:30 PM
  - December 27, 2022 - Compliance and Amendments Committee - 4:30 PM
  - January 4, 2023 - Sunshine Task Force – 4:00 PM
  - January 17, 2023 - Complaint Committee – 5:30 PM
  - January 24, 2023 - Education, Outreach and Training Committee 5:30 PM
  - February 2, 2023 - Sunshine Ordinance Task Force - 4:00 PM
  - February 15, 2023 - Complaint Committee - 5:30 PM
  - February 22, 2023 - Compliance and Amendments Committee - 4:30 PM
  - March 1, 2023 - Sunshine Ordinance Task Force - 4:00 PM
  - March 14, 2023 - Complaint Committee - 5:30 PM
  - March 21, 2023 - Education, Outreach and Training Committee 5:30 PM
2. Petitions/Complaints Submitted and Hearings Files Created *(Submitted from 8/29/22 through 9/28/22 (The summaries provided are based on the Administrator's review of the complaint and does not express the opinion of the Task Force.)*

10/5/2022	22111	M. Schulman	Animal care and Control
10/6/2022	22112	M. Petrelis	Planning Commission
10/7/2022	22113	Anonymous (SFS)	Animal care and Control
			Historic Preservation Commission; Diane Matsuda and Jonas Ionin
10/11/2022	22114	M. Petrelis	



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10/7/2022	22115	M. Sullivan	B. Wolfe
10/7/2022	22116	M. Sullivan	B. Wolfe
10/7/2022	22117	Carnitas Bandit	Dept. of Building Inspection
10/11/2022	22118	M. Petrelis	Historic Preservation Commission
10/12/2022	22119	M. Petrelis	Supervisor Mandalman
10/22/2022	22120	Alison Washburn	CAC 10/25/22 hearing
10/18/2022	22121	Yamali Salahi	SF Rent Board
	22122	Anonymous (AYA)	City Attorney
10/19/2022	22123	Anonymous	Herrera and the PUC
10/21/2022	22124	HV Safe	Planning Dept and Rich Hillis
10/21/2022	22125	HV Safe	Langolis, Lynch and Planning Dept.
10/24/2022	22126	M. Petrelis	Supervisor Walton
10/24/2022	22127	M. Petrelis	Supervisor Ronan

**3. Pending Petitions/Complaints before the Sunshine Ordinance Task Force (SOTF) and/or Committee –**

2018 - 1

2019 - 7 (3 individual requestors previously heard before the SOTF; 4 are from Anonymous that have been heard before committee and/or SOTF)

2020 - 34 (4 are individual requestors pending committee/SOTF hearing and 14 are Anonymous requests that have not been heard at committee or before SOTF; 16 are Anonymous complaints that have been heard at committee; 6 complaints waiting for an OD; 3 complaints referred to Compliance and Amendments)

2021 - 93, 59 (12 individual requestors pending committee/SOTF hearing and 43 are Anonymous requests that have not been heard by committee; 4 Anonymous complaints that have been heard by a committee and ready for the SOTF; 25 complaints waiting for an OD; 9 complaints referred to Compliance and Amendments; (7 are W. Hillier matters)

2022 - 75 (30 cases ready for SOTF, other 45 cases remain to be heard; 63 individual requestors pending committee/SOTF hearing; 12 cases are Anonymous cases.)

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**Last Month's Total pending SOTF Complaints – 194**

**This Month's Total pending SOTF Complaints – 176**

*(Pending Full Task Force Hearing - 65)*

*(Pending Committee Hearing – 111)*

**4. Updates from Committees.**

Complaint Committee October 18, 2022, minutes *(attachments)*

**5. Communications from the Public *(attachments)***

Mark Sullivan October 6, 2022

Mark Sullivan October 14, 2022

Anonymous October 15, 2022

Anonymous October 17, 2022

Slide Deck to Administrator's Report October 19, 2022

**6. Record of Emails received:**

From September 30, 2022, through October 25, 2022, the Task Force's office responded to approximately 194 e-mails and numerous phone calls/office visits from persons requesting information regarding the Sunshine Ordinance, pending complaints, or to mediate request for records. *(attachment)*



**SUNSHINE ORDINANCE TASK FORCE**  
**Complaint Committee**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**MINUTES - DRAFT**  
**REMOTE REGULAR MEETING**

**October 18, 2022**  
**5:30 PM**

**Members:** Dean Schmidt (Chair), Laura Stein and Bruce Wolfe

**Remote Access to Information and Participation**

In accordance with Governor Newsom's Executive Order No. N-33-20 declaring a State of Emergency regarding the COVID-19 outbreak and Mayor London N. Breed's Proclamation declaring a Local Emergency issued on February 25, 2020, including the guidance for gatherings issued by the San Francisco Department of Public Health Officer, aggressive directives were issued to reduce the spread of COVID-19. On March 17, 2020, the Board of Supervisors authorized their Board and Committee meetings to convene remotely (via Microsoft Teams) and will allow remote public comment via teleconference.

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 official record. Sunshine Ordinance Task Force agendas and their associated documents are available at <https://sfbos.org/sunshine>.

As the COVID-19 disease progresses, please visit the Sunshine Ordinance Task Force website regularly to be updated on the current situation as it affects the legislative process.

**Meeting Decorum:** Any member of the Sunshine Ordinance Task Force may call for decorum due to 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**

Chair Schmidt called the meeting to order at 5:34 p.m. On the call of the roll Chair Schmidt and Members Stein and Wolfe were noted present. A quorum was present.

Complainant Patrick Monette-Shaw requested that Item 4 be continued to the call of the Chair. (See Item 4 for action)

Public Comment:

Peter Warfield commented on missing section of Item 6 and requested that the Committee move forward.

Anonymous #3 expressed support of Mr. Warfield's position.

2. **Approval of the September 20, 2022, Complaint Committee meeting minutes.**

**Action: Moved by Member Stein, seconded by Member Schmidt, to approve the September 20, 2022, meeting minutes.**

Public Comment:

None.

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

Ayes: 3 - Wolfe, Stein, Schmidt

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:

Anonymous 3 expressed concern regarding if a member can recuse themselves in a conflict-of-interest situation and an undated resignation letter for Mayoral appointees.

4. **File No. 22101** Complaint filed by Patrick Monette-Shaw against the Department of Public Health for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21 by failing to respond to or acknowledge receipt of a records request in a timely and/or complete manner and California Government Code, Section(s) 6253(c), and by failing to respond to a public records request in a timely manner.

**Action: Moved by Chair Schmidt, seconded by Member Wolfe, to continue the matter to the Call of the Chair.**

Public Comment:

Peter Warfield, Executive Director Library Users Association, libraryusers2004@yahoo.com, P.O. Box 170544, San Francisco, California, 94117-0544 with the motion.

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

Ayes: 3 - Wolfe, Stein, Schmidt

Noes: 0 - None

5. **File No. 20104:** Complaint filed by Anonymous (ARE) against Dennis Herrera for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.21(d) failure to issue an order to comply with a records request when acting as the Supervisor of Records/Custodian of Records.

Anonymous (ARE) (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Anonymous stated that the complaint should only be against Mr. Herrera and not the Office of the City Attorney. Anonymous requested that the determine what is required of the Supervisor of Records.

Jen Kwart (Office of the City Attorney) (Respondent); provided a summary of the department's position. Ms. Kwart provided a summary of the two methods provided by the Sunshine Ordinance that address public records complaints via the Supervisor of Records or complaints with the Sunshine Ordinance Task Force. Ms. Kwart stated that Task Force should not find that they have jurisdiction over the matter and that the Office of City Attorney has the duty to advise but not to order specific actions. Ms. Kwart stated that the Sunshine Ordinance cannot supersede the duty of the City Attorney to advise their clients.

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

**Action: Moved by Member Wolfe, seconded by Member Stein, to find that the SOTF has jurisdiction as stated within 67.21(d) and referred the matter to the SOTF for hearing.**

Public Comment:

None.

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

Ayes: 3 - Wolfe, Stein, Schmidt

Noes: 0 - None



6. **File No. 22107:** Complaint filed by Peter Warfield and the Library Users Association against City Librarian Michael Lambert and the Public Library for allegedly violating Administrative Code (Sunshine Ordinance), 67.29-5, by failing respond to and provide the Proposition G Calendar in a timely and/or complete manner.

Peter Warfield and the Library Users Association (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Mr. Warfield stated that the requested calendar was not provided in a timely manner. Mr. Warfield stated that there was also a violation of 67.25 regarding Immediate Disclosure Request.

Margo Shaub (Public Library) (Respondent), provided a summary of the department's position. Ms. Shaub acknowledged that there was some confusion regarding Prop G requirements/requests and steps are being taken to address the issue. Ms. Shaub stated that time was needed to redact proprietary information. Ms. Shaub stated that they will either redact the calendar daily or maintain two separate calendars.

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

**Action: Moved by Member Stein, seconded by Member Wolfe, to find that the SOTF has jurisdiction, find that the requested records are public and to refer the matter to the SOTF Consent Agenda for violations of 67.25 and 67.29-5 against Public Librarian Michael Lambert by failing to respond to a request for Proposition G calendar in a timely and/or complete manner.**

**Public Comment:**

Anonymous 3 agreed with the Committee's motion and that the department head has personnel responsibility for maintaining his own calendar.

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

Ayes: 3 - Wolfe, Stein, Schmidt

Noes: 0 - None

7. **File No. 21140:** Complaint filed by Maria Schulman against the Office of the City Attorney 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.

Maria Schulman (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Ms. Schulman stated that she received a response but believes specific records were not provided until a later date. Ms. Schulman stated that all records were eventually provided but the response was delayed and not timely.

Jen Kwart (Office of the City Attorney (Department) (Respondent), provided a summary of the department's position. Ms. Kwart stated that the response estimated when the documents would be provided. Ms. Kwart noted that the transcript was accidentally not provided but that issue was corrected. Ms. Kwart stated that all records were provided that are not subject to attorney/client privilege.

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

Member Wolfe stated that withholdings for attorney/client privilege require an explanation.

**Action: Moved by Member Stein, seconded by Chair Schmidt, to find that the SOTF has jurisdiction, find that the requested records are public and to refer the matter to the SOTF for hearing for consideration of CPRA 6253(c) for time frame of response and consideration of proper withholding of documents.**

Public Comment:

Anonymous #3 agreed with the motion and commented on suspension of requirements made by the Mayor. Anonymous #3 commented on the referral to other parties to provide documents.

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

Ayes: 3 - Wolfe, Stein, Schmidt

Noes: 0 - None

8. **File No. 21145:** Complaint filed by Maria Schulman against Sara Maunder and the Department of Police Accountability 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.

Maria Schulman (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Ms. Schulman stated she submitted the request via NextRequest and the Department of Police Accountability failed to provide the documents on a rolling basis.

Sarah Maunder (Department of Police Accountability) (Respondent), provided a summary of the department's position. Ms. Maunder stated that over 134 documents have been provided on a rolling basis and in a timely manner. Ms. Maunder stated there was only one document ("transcript") that was provided one day late and can be retransmitted if needed.

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



**Action: Moved by Member Stein, seconded by Member Wolfe, to find that the SOTF has jurisdiction, find that the requested records are public and to refer the matter to the SOTF for hearing regarding timeliness of record production.**

Public Comment:

None.

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

Ayes: 3 - Wolfe, Stein, Schmidt

Noes: 0 - None

9. **File No. 22110** Complaint filed by Anonymous (ARE) against Supervisor Matt Dorsey for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.21(b) for failure to respond to a records request within 10 days, 67.25 failure to acknowledge an immediate disclosure request within one business day and for violations of Government Code 6253(c) for failure to respond to a public records request in a timely manner.

Anonymous (Petitioner) provided a summary of the complaint and requested the Committee to find a violation. Anonymous provided a summary of a previous decision and action of Supervisor Dorsey prior to becoming a Supervisor.

Bryan Dahl (Office of Supervisor Matt Dorsey) (Respondent), provided a summary of the department's position. Mr. Dahl noted that the office failed to acknowledge receipt of the Immediate Disclosure Request and provided documents in a timely manner. Mr. Dahl stated that the office does not have any other documents responsive to the request.

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

**Action: Moved by Member Stein, seconded by Member Wolfe, to find that the SOTF has jurisdiction, find that the requested records are public and to refer the matter to the SOTF Consent Agenda for violations of 67.25 failing to respond to an Immediate Disclosure Request in a timely manner.**

Public Comment:

None.

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

Ayes: 3 - Wolfe, Stein, Schmidt

Noes: 0 - None

10. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Complaint Committee.**

Member Stein commented on Administrative Code, Section 67.21(d), and requested that Task Force Deputy City Attorney advice regarding the Office of the City Attorney not being able to fulfill their duties to be Supervisor of Records and provide advice to city departments. (Related to File No. 20104 as test complaint.)

Member Stein commented on the Rules Committee action regarding the Task Force Annual Report to be discussed by an Ad Hoc Committee.

Public Comment:

Anonymous 3 expressed concern regarding the discussion of actions related to items listed on the agenda.

11. **ADJOURNMENT**

There being no further business the meeting was adjourned at 7:56 p.m.

**APPROVED: DRAFT**  
**Complaint 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.

The Sunshine Ordinance Task Force was established by 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**

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).



**Leger, Cheryl (BOS)**

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**From:** sfneighborhoods.net <info@sfneighborhoods.net>  
**Sent:** Thursday, October 6, 2022 9:19 AM  
**To:** SOTF, (BOS)  
**Subject:** SOTF Hearing Procedure Burden Proof Is on the Respondent - As a Public Communication

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

*As a public communication*

Task force hearings should not be heard as a debate between the petitioner and the respondent weighing both sides equally.

**When a complaint is received, it should be presumed to be true.** This what SOTF procedures say, "all inferences and evidence shall be viewed in the light most favorable to the petitioner". **The agency has the burden of justifying the denial of access.** The Courts have stated this multiple times. "In other words, all public records are subject to disclosure unless the Legislature has expressly provided to the contrary." Williams v. Superior Court, 5 Cal. 4th 337 (1993). "unless exempted, all public records may be examined by any member of the public, often the press, but conceivably any person, with no greater interest than idle curiosity." (Marylander v. Superior Court (2000) 81Cal.App.4th 1119, 1125, 97 Cal.Rptr.2d 439

The Sunshine Ordinance Sec 67.21 (e) last line "An authorized representative of the custodian of the public records requested shall attend any hearing **and explain the basis for its decision to withhold the records requested.**"

The question that the task force needs to ask every respondent is **"What part of the law are you citing to support your decision for your action or inaction?" Then you should decide if the respondent is applying the law correctly.** Everything else is unnecessary verbiage if it is not based on the law or a court case. Listening to anything else wastes time and should not be the basis for a task force decisions.

The task force should conduct itself more like a court.

Sec 67.21 (g) "In any court proceeding pursuant to this article there shall be a presumption that the record sought is public, and the burden shall be upon the custodian to prove with specificity the exemption which applies."

Cutting out the debate like atmosphere and cutting to the chase of the burden of proof on to the respondent with specificity of the law which applies will shorten your hearings. You will make better decisions and get more sleep.

sullivan

**Leger, Cheryl (BOS)**

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**From:** Lila LaHood <lilalahood.sotf@gmail.com>  
**Sent:** Friday, October 14, 2022 1:43 PM  
**To:** SOTF, (BOS)  
**Cc:** Jenn Wong; Laurie Neighbors  
**Subject:** Re: Compliance and Amendment Committee Feedback

Yes, please do.

Lila

On Wed, Oct 12, 2022 at 11:16 AM SOTF, (BOS) <sotf@sfgov.org> wrote:

Shall I consider the email below as a public Communication to include in my November Administrator's Report?

I will be on vacation beginning October 17, 2022, returning October 24, 2022. Should you have a question regarding the Sunshine Task Force, please contact Victor Young at [Victor.Young@sfgov.org](mailto:Victor.Young@sfgov.org). Thank you.

Cheryl Leger

Assistant Clerk, Board of Supervisors

[Cheryl.Leger@sfgov.org](mailto:Cheryl.Leger@sfgov.org)

Tel: 415-554-7724

Fax: 415-554-5163

[www.sfbos.org](http://www.sfbos.org)



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The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

*Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects*



**From:** [sfneighborhoods.net](mailto:info@sfneighborhoods.net) <[info@sfneighborhoods.net](mailto:info@sfneighborhoods.net)>

**Sent:** Wednesday, October 12, 2022 10:58 AM

**To:** Lila LaHood <[lilahood.sotf@gmail.com](mailto:lilahood.sotf@gmail.com)>

**Cc:** Jenn Wong <[jenn.sotf@gmail.com](mailto:jenn.sotf@gmail.com)>; Laurie Neighbors <[laurie.sotf@gmail.com](mailto:laurie.sotf@gmail.com)>; SOTF, (BOS) <[sotf@sfgov.org](mailto:sotf@sfgov.org)>

**Subject:** Re: Compliance and Amendment Committee Feedback

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Chair LaHood,

Thank you for your response. We have some fundamental differences.

**I think the number one requirement is the consistent implementation and enforcement of all the Sunshine Ordinance, CPRA, the Brown Act and SFAC 12L by SOTF and SOTF committees. I will keep saying this until it happens.** Petitioners are consistently begging for this. I have just about given up on SOTF to address violations. I know other petitioners that have expressed similar views. If everyone followed all the open public access laws, there would be fewer complaints and less wasted time spent across the board.

To give you an example of consistent implementation and enforcement that should be automatic for the Compliance and Amendments Committee. 67.21 (e) "Upon the determination that the record is public, the Sunshine Task Force shall immediately order the custodian of the public record to comply with the person's request. If the custodian refuses or fails to comply with any such order within 5 days, the Sunshine Task Force shall notify the district attorney or the attorney general who may take whatever measures she or he deems necessary to insure compliance with the provisions of this ordinance."

67.21 (e) could not be clearer. Recently, it has been talked at SOTF meetings. Yet at my August 23, Compliance and Amendments Committee hearing, I told you that it took a little over 3 weeks for me to get any record from Mr. Steinberg. Mr. Steinberg's response was that he was working on it during those three weeks. The Compliance and Amendments Committee did not seem bothered. You didn't seem bothered by any violation post SOTF order. It is very understandable if Mr. Steinberg does not understand he violated 67.21 (e). He and other custodian of records will do what SOTF allows. Do I blame him? No. I blame SOTF. This I just one example. The list is long.

You wrote: "When hearings are about compliance, I aim to make some progress with each item on our agenda, even if cases are not resolved in their entirety."

This reads to me as you aim to make progress for the convenience of the Compliance and Amendments Committee and SOTF "even if cases are not resolved in their entirety" and not the petitioner or the wider issue of how open access

laws are adhered to across the city. "Some progress" at the expense of "consistently implementing and enforcing" is why the city is in the state it is in regarding open public access and scandals.

"If I had offered you the chance to postpone having a compliance hearing on your items on Aug. 23, would you have asked us to postpone the hearing until October?"

This just brings me to tears. You really need to see things through the petitioner's eyes. On what I considered an easy public record request, a request no one made any concrete suggestion for improving, that was willfully closed for no legal reason, waited for a SOTF order (about 5 months), waited 3 weeks for the first record, over 1800 non-responsive records including 273 commercial ads and that resulted in only 4 responsive records after a year, agenda items missing documents, pointed out and the hearing continues anyway, you think time matters to me at this point? **No.** What I want is the consistent implementation and enforcement of all the Sunshine Ordinance, CPRA, the Brown Act and SFAC 12L by SOTF and SOTF committees. The whole question of not postponing and of selective enforcement of public access laws is convenient to SOTF. I and other petitioners have to put up not with just continued infractions of city officials, but SOTF infractions. Time is important, but not as important as consistent implementation and enforcement.

When I make a complaint, I feel like I am battling both SOTF and the respondent. The law is not consistently followed or explained why you differ with what I point out, documents are missing, you state you will deal with it once we get to the agenda item but don't, and deference is given to the respondent over the petitioner, I have got no idea what will happen, what laws or procedures will stick or what I should say. It is confusing. It is exasperating. The only thing that makes sense is that it is convenient for SOTF. I try to be nice and hope people will do the right thing. The hope is gone. I figure if people are going to rollover me, vote or no action against my concerns anyway, there is no longer a point to trying to be nice.

You wrote: "Is there something you would like CAC to do regarding the compliance hearings we held on your two items on Aug. 23?"

I want CAC to follow the law. Ideally, when it is pointed out to a government entity or official that they have violated public access laws, they would take corrective action. I think CAC should take corrective action. I do not know if CAC thinks they violated the Sunshine Ordinance or not. I pointed out the problem of missing documents at the hearing and have spelled it out in my previous communication. I could file a complaint to try to find out if the full SOTF thinks you violated or not, but that opens up the other issue of SOTF ruling on itself. I think SOTF should be capable of self-reflection and correction. Filing a complaint would take up more time.

I do despair that even if CAC voids their action that my continuing on will change anything. At the hearing, I heard to the effect that this complaint situation had gone on long enough (only 3 hearings total before the CAC hearing). I couldn't tell if you were also talking about my complaints in general, but I have had relatively few (1-2 a year actually heard) over a five-year period and a handful against Mr. Steinberg. There has been a lot of conflation of other people's complaints, as mine.

You wrote: "And I would like to address this section of your letter:

*I could file my 3 complaint separately on complaints in agenda item 8 as they occurred 90 days past my original complaint, but I do not think it would change a thing. You and most of SOTF continue to ignore many parts of the public access laws and violate them often. You just do not care enough and wonder why complaints keep piling up."*

I tried to file the complaints as part of one agenda item to be more efficient with time, but to be considered as separate complaints. A mistake. It was one of these documents of mine that was missing in the packet.

If the CAC actions become void, I would file separate complaints on each violation that occurred after the SOTF order, which also is beyond the 90 day SOTF procedural rule. This would simplify the complaints. I do feel that the failure of CAC to adhere to the law and deference to Mr. Steinberg throughout the CAC hearing just puts me further back for any

fair consideration. Mr. Steinberg will feel that he is being judged again for violations that the CAC has already considered and dismissed.

I do feel that many of the violations should be automatically cited by the CAC once realized, such as the above example of violating the 67.21 (e) "comply with any such order within 5 days" and not rely on the petitioner to file a complaint (efficiency), but CAC is not there yet.

**There is a problem/power that CAC has that no other committee has, including the full task force in that the CAC can squash violations of the Sunshine Ordinance that occur after a SOTF order on a 2 member vote. If a petitioner present violations of public access laws to the CAC, I think under SOTF procedures you should be obligated to send them to the full task force just like the Compliant Committee. Not doing so makes the CAC a policy body even if it is only making policy in association with a specific complaint and respondent. I do not think the CAC should be allowed to close a complaint without a by-in from the petitioner. SOTF is a policy body because it interprets, implements and enforcement the CA public access laws. When SOTF or the CAC fails to act, veers from the law or makes an interpretation of the law, it set a policy that can be general, only for the records and meeting violations in question at the moment, or to an agency or official.**

During the hearing, I do note that you picked up on me saying that my fear is that the same violations will all happen again. I have been doing this for several years and I feel like I am on a hamster wheel where nothing changes. On the public record request in question, I bent over backwards to try to work with Mr. Steinberg. I am bent over backwards to try to be considerate of the CAC and hoping you would do the right thing. The right thing will take longer and harder work at first, but in the long run, I believe it will pay off.

Best regards,

sullivan

On 10/5/2022 3:19 PM, Lila LaHood wrote:

Dear Mr. Sullivan,

I appreciate your thoughtful recounting of our Aug. 23 Compliance and Amendments Committee meeting. I am sorry that you were dissatisfied with the way I handled your cases. I take your comments and critique seriously.

When hearings are about compliance, I aim to make some progress with each item on our agenda, even if cases are not resolved in their entirety. Because of our current CAC meeting cadence, when we postpone an item, it means we will not be able to address those compliance issues for at least two months.

I have two questions for you:

- If I had offered you the chance to postpone having a compliance hearing on your items on Aug. 23, would you have asked us to postpone the hearing until October?

- Is there something you would like CAC to do regarding the compliance hearings we held on your two items on Aug. 23?

And I would like to address this section of your letter:

*I could file my 3 complaint separately on complaints in agenda item 8 as they occurred 90 days past my original complaint, but I do not think it would change a thing. You and most of SOTF continue to ignore many parts of the public access laws and violate them often. You just do not care enough and wonder why complaints keep piling up.*

Mr. Sullivan, I do care, and so do my colleagues on the task force. If you feel a need to file additional Sunshine Ordinance complaints, I hope you will do so. I do not intend to dissuade you from filing complaints.

Best regards,

Lila

On Tue, Sep 27, 2022 at 2:16 PM [sfneighborhoods.net](mailto:info@sfneighborhoods.net) <[info@sfneighborhoods.net](mailto:info@sfneighborhoods.net)> wrote:

To Chair LaHood, Neighbors, and Wong,

I opened myself up to feedback on my public record request at the hearing. Here is my feedback to you.

At the August 23, 2022 SOTF Compliance and Amendment Committee Meeting, at the beginning you were told that records and documents that should have been in 2 agenda items were not in the packets and yet you continued on with the agenda items.

First, if an agenda referrers to correspondence, or reports and such document and they are missing, then that agenda item should not be heard. In the past, former Chair Wolfe has stopped agenda items when it was disclosed that such documents were missing. SF Sunshine Ordinance Sec. 67(b) and Sec 67.9 Agendas and Related Materials; Public Record (relevant parts copied at end) state that such documents "shall" (be required) for an agenda item. The strongest being Sec 67.7 (b) "It (the agenda) shall refer to any explanatory documents that have been provided to the policy body in connection with an agenda item, such as correspondence or reports, and such documents shall be posted adjacent to the agenda or, if such documents are of more than one page in length, made available for public inspection and copying at a location indicated on the agenda during normal office hours."



At the August 23, 2022, I told you about documents missing for both agenda items 7 and 8 at the beginning of the meeting, trying to state this under Item 1 Changes to Agenda. One of these missing records was of the petitioner, me. While I think the law includes all such documents (and packets that the agenda links) to be part of the agenda, if documents are missing, then the "shall" requirement is not met in both Sec. 67(b) and Sec. 67.9 and that requires the agenda item not to be heard. This is a change to the agenda. If you want to hold participants around until the agenda item is heard to postpone the agenda item until the "shall" documents are properly included, then you do a disservice to everyone.

After my notifying of missing documents, Chair LaHood said at about the 7:28 audio mark: "One of our committee members will be leading those two cases and we'll have a chance to discuss if there are any issues with what was included in the packet and whether we are able to proceed with our discussion today so we will get to those later."

That did not happen. You used the word "we" which should mean the committee and specifically Chair LaHood who is in charge of the hearing. You are driving the meeting. You were told of missing documents and problem with the agenda early. You can't unhear it. We is not the petitioner solely. I did my part.

I did not give the full speech again but did state again at the about the 2:29:15 mark in the audio that my item was not in the packet. I really didn't think you cared or cared enough, so I tried to do the best I could with the committee proceeding with the agenda. I wasn't in charge of the meeting. You were. You're the Sunshine Ordinance Task Force, you should know, follow and enforce all rules of the Sunshine Ordinance, the CPRA and the Brown Act. If you don't know something which is understandable, then you should dig in and find out. It is your responsibility. I notified you twice of the problem.

Those agenda items 7 and 8 should have not been heard. I could file a complaint against SOTF for violating the Sunshine Ordinance Sec. 67(b) and 67.9. I could file my 3 complaint separately on complaints in agenda item 8 as they occurred 90 days past my original complaint, but I do not think it would change a thing. You and most of SOTF continue to ignore many parts of the public access laws and violate them often. You just do not care enough and wonder why complaints keep piling up.

At about 3:00:30, mark in the audio Chair LaHood suggests we have more patience with each other. I had all the patience in the world with Mr. Steinberg and tried working with him in a meaningful and respectful way and got the 4 records I request over 1 year from the original request. I bent over backwards. Mr. Steinberg used everything to delay and not be helpful thus taking over a year to produce 4 records. I am not upset at Mr. Steinberg because he is doing what you allow him to do and he will continue to do so with any requester he wants to because it is allowed by SOTF.

During the hearing when I said there were 4 records responsive out of 1886 records, Mr Steinberg replied to the effect- Oh you found 4, I thought there were only 2. He knew what records were responsive and what were not. It could have been only two, and he sent them twice because they were all copies of the same inquiry.

At the end of item 8, I opened up my record request for suggestions to make it better. There was no suggestion from the committee and you turned to Mr. Steinberg for him to comment on making my record request better. He offered no suggestion and just repeated with a description of the back and forth that had occurred which he saw nothing wrong with. I am not an amateur requester who has never done this. I know my request was straightforward and since no one gave me a concrete suggestion. We got nowhere.

Realize that every complaint is also a recommendation for how a responding official or agency could have better handled a meeting or public record request, but if SOTF doesn't consider the suggestion and complaint, nothing changes. Complaints should not be just one time finding of violations. They should be making compliance betters so that respondents do not repeatedly be brought before SOTF.

This hearing is just a part of the overall problem with SOTF complying with public access laws, its own procedures and enforcement. You on this committee only see or know part of the problem. I point out problems. I point out the laws, and very little seems to matter. No one points out where I am wrong. I don't know how many times I have repeat something like missing documents and the sad thing is I don't think it would matter how much I repeat things, SOTF doesn't appear to care. Petitioners have the weakest hand. Respondents are going to do what SOTF allows because they can or they do not know better.

During the hearing, member Neighbors stated that she was somewhat troubled by the dumping of irrelevant records. I just want to say to member Neighbors lean into that instinct of what troubles you. That is the hope.

Thank you for your time, if you have read this far.

sullivan

FYI: Media, as in news media, is just the dropping of the qualifier of news because inside industry view or context that allows for shortening. When journalist say they alone are the media, it is self-centered. No one says social media is not media, for example. The same happens with the word artist or the arts.

#### Sunshine Ordinance

Sec 67.7 (b) A description is meaningful if it is sufficiently clear and specific to alert a person of average intelligence and education whose interests are affected by the item that he or she may have reason to attend the meeting or seek more information on the item. The description should be brief, concise and written in plain, easily

understood English. It shall refer to any explanatory documents that have been provided to the policy body in connection with an agenda item, such as correspondence or reports, and such documents shall be posted adjacent to the agenda or, if such documents are of more than one page in length, made available for public inspection and copying at a location indicated on the agenda during normal office hours.

#### Sec 67.9 Agendas and Related Materials; Public Record

(a) Agendas of meetings and any other documents on file with the clerk of the policy body, when intended for distribution to all, or a majority of all, of the members of a policy body in connection with a matter anticipated for discussion or consideration at a public meeting shall be made available to the public. To the extent possible, such documents shall also be made available through the policy body's Internet site. However, this disclosure need not include any material exempt from public disclosure under this ordinance.

(b) Records which are subject to disclosure under subdivision (a) and which are intended for distribution to a policy body prior to commencement of a public meeting shall be made available for public inspection and copying upon request prior to commencement of such meeting, whether or not actually distributed to or received by the body at the time of the request.

(c) Records which are subject to disclosure under subdivision (a) and which are distributed during a public meeting but prior to commencement of their discussion shall be made available for public inspection prior to commencement of, and during, their discussion.

(d) Records which are subject to disclosure under subdivision (a) and which are distributed during their discussion at a public meeting shall be made available for public inspection immediately or as soon thereafter as is practicable.



**From:** Anonymoose (@journos\_anon) 🐾 🔍 <arecordsrequestor@protonmail.com>  
**Sent:** Saturday, October 15, 2022 9:11 AM  
**To:** Ruski Augusto Sa, Mayara (PUC); SOTF, (BOS); Herrera, Dennis (PUC); Feitelberg, Brittany (PUC); Pelham, Leeann (ETH); Ethics Commission, (ETH); Cityattorney; commission@sfwater.org; Board of Supervisors, (BOS)  
**Cc:** Matt Yankee  
**Subject:** Refer Herrera & Kelly to Attorney General for defying SOTF order 20084 Anonymous v Kelly and PUC - Re: SOTF - Revised action of item 9, File No. 20084: and immediate disclosure request  
**Attachments:** SOR response.pdf; 2022.10.14 SFPUC Response Letter to Oct. 6 SOTF Order.pdf; publickey - arecordsrequestor@protonmail.com - 0xAA760C40.asc; signature.asc

Dear SOTF,  
*as a public communication, also to SFPUC commissioners*

Please schedule this complaint and order in *20084 Anonymous v. Harlan Kelly and SFPUC* for a compliance review. The response of the PUC does not comply with the broad scope of the Order made by SOTF.

The mover Member Schmidt very carefully stated that *\*any and all\** attachments (in PUC's possession, responsive to my request) must be provided. It is on the tape and in the written communication from the Administrator. **Please schedule the hearing(s) and refer Dennis Herrera (current PUC dept head and ultimately responsible for their current production), Harlan Kelly Jr., and SFPUC to enforcement authorities. Given that the request and records concern local corruption and that the Ethics Commission remains incapable or unwilling to confront City officials for violating the Sunshine Ordinance, in this case, a notification to the Attorney General under Admin Code 67.21(e) is required by law of SOTF ("If the custodian refuses or fails to comply with any such order within 5 days, the Sunshine Task Force shall notify the district attorney or the attorney general who may take whatever measures she or he deems necessary to insure compliance with the provisions of this ordinance.").** Unlike the Ethics Commission, there is less reason to believe the Attorney General will simply bury your referral. And having the AG be aware of what happened in this request is important.

1. PUC states: *"In response to this last part of the Order, the SFPUC produced to the Complainant all non-exempt attachments – these records are available at this link. However, regarding the text exchange that is the subject of this Complaint, the SFPUC does not possess, and has never possessed, the "attachments," including the images, videos or audio files, mentioned in the text exchange between Mr. Harlan Kelly Jr. and Mr. Walter Wong."* (emphasis mine)

The PUC argues it has provided all non-exempt attachments - i.e. attachments that PUC believes in their own judgement are non-exempt. But the PUC's chance to argue attachments were exempt has already occurred - and they have lost. The SOTF's order is very clear - "any and all" is expansive language almost never heard in SOTF motions, but it is was specifically chosen in the order in my favor. If PUC now refuses to provide any and all attachments to the emails and texts responsive to my request, claiming their own exemption judgement takes priority over SOTF's, PUC is defying SOTF's order.

2. PUC further states: *"The SFPUC has never possessed a copy of this record that makes the images, videos, and audio files attached to text messages exchanged between Mr. Kelly and Mr. Wong accessible, and SFPUC has no means of now gaining possession of these records to review or produce them."*

This is also false. As the City Attorney's office has stated to SOTF in response to the SOTF's recent orders in my favor regarding the former Redistricting Task Force members, former public officials remain obligated to comply with sunshine requests remaining outstanding at the time of their leaving public office. As you know, I filed the request and the complaint long before Kelly resigned. Therefore, PUC can simply go to Kelly and demand the records from

him, and then provide those to me - in order to complete my request. Why hasn't PUC reached out to Kelly demanding the records?

Furthermore - this is an **Immediate Disclosure Request to Dennis Herrera (current dept head of PUC) and the PUC for (1) all records, in whole or in part, of archives, databases, or backups of Harlan Kelly Jr's mobile phones or text messages on them - and (2) the full names of such files, in whole or in part, in the constructive possession of PUC.** Be certain to check iTunes and anywhere else on Kelly's former workstations or network drives. Such archives would contain the attachments at issue in the Order. You must minimally withhold. Further complaints will be filed at 12:01am Oct 19 if Herrera does not comply.

3. PUC finally cites a supervisor of records petition response denying my petition in their response. But this response to your order is not a chance for PUC to get another shot at arguing their case. They lost. Most importantly, this means Herrera is citing himself (he was the Supervisor of Records at the time, and the SoR letter is signed under his name) to defy your order. His own arguments about why he is correct have no relevance.

Regards,

Anonymous

twitter.com/journo\_anon

a 2022 SPJ NorCal Freedom of Information Award Winner

----- Original Message -----

On Oct 14, 2022, 5:10 PM, Ruski Augusto Sa, Mayara <MRuskiAugustoSa@sfwater.org> wrote:

Dear Ms. Leger and Complainant,

Please find attached SFPUC's response and supporting document.

Thanks,

**Mayara Ruski Augusto Sa**

SFPUC Public Records Senior Analyst, External Affairs

Cell: 415-680-6683

*Pronouns: she, her, hers*



San Francisco  
Water  
SFPUC  
San Francisco Public Utilities Commission

**From:** SOTF, (BOS) <sotf@sfgov.org>

**Sent:** Thursday, October 6, 2022 2:58 PM

**To:** Anonymous <arecordsrequestor@protonmail.com>

**Cc:** Ruski Augusto Sa, Mayara <MRuskiAugustoSa@sfwater.org>

**Subject:** SOTF - Revised action of item 9, File No. 20084

CAUTION: This email originated from <b>outside</b> of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.
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Dear Parties: Below is a revised version of the action taken at the Sunshine Task Force hearing of October 5, 2022.

Item 9, File No. 20084: Moved by Member Schmidt, seconded by Member Stein, to find that Harlen Kelly and the Public Utilities Commission violated Administrative Code, Sunshine Ordinance, Section(s) 67.21(b) by failing to respond to the records request in a timely and/or complete manner; 67.26 by failing to keep withholding to a minimum; 67.27 by failing to provide a specific justification for withholdings and California Public Records Act (CPRA), Section(s) 6253(b), by failing to provide responsive records in a timely and complete manner, 6253(d)(3) by failing to identify the name and title of all persons responsible for denying access to the records. In addition, the SOTF orders the Public Utilities Commission to produce any and all attachments to the emails and text records that were sought in the Petitioner's (Anonymous') request.

I will be on vacation beginning October 17, 2022, returning October 24, 2022. Should you have a question regarding the Sunshine Task Force, please contact Victor Young at [Victor.Young@sfgov.org](mailto:Victor.Young@sfgov.org). Thank you.

Cheryl Leger  
Assistant Clerk, Board of Supervisors  
[Cheryl.Leger@sfgov.org](mailto:Cheryl.Leger@sfgov.org)  
Tel: 415-554-7724  
Fax: 415-554-5163  
[www.sfbos.org](http://www.sfbos.org)



Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form.

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

*Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.*

CITY AND COUNTY OF SAN FRANCISCO



DENNIS J. HERRERA  
City Attorney

OFFICE OF THE CITY ATTORNEY

Direct Dial: (415) 554-4700  
Email: [supervisor.records@SFCITYATTY.ORG](mailto:supervisor.records@SFCITYATTY.ORG)

March 8, 2021

***Sent via email (94992-15550486@requests.muckrock.com and arecordsrequestor@protonmail.com)***

Re: Petitions to Supervisor of Records

To Whom It May Concern:

This letter responds to your petitions sent via email to the Supervisor of Records on July 9, 2020 and February 22, 2021, both concerning your June 11, 2020 request to the San Francisco Public Utilities Commission ("SFPUC") and former SFPUC General Manager Harlan Kelly, Jr. for communications involving Mr. Kelly. Specifically, on June 11, 2020, you requested that the SFPUC provide texts, emails, and chat messages with various individuals. Relevant to these petitions, your June 11 request in part sought the following records:

All text, email, or chat messages (including group messages, in any form or application including but not limited to SMS, MMS, WhatsApp, WeChat, Signal, Instagram, Twitter, Facebook, Hangouts, Skype, Teams) sent or received to/cc/bcc/from between Harlan Kelly Jr. and Walter Wong/Jaidin Consulting Group/Jaidin Associates (including but not limited to [jaidin@pacbell.net](mailto:jaidin@pacbell.net), [jdngrp@pacbell.net](mailto:jdngrp@pacbell.net), or any email address ending with [jaidin.net](http://jaidin.net)), on government or personal accounts from Jan 1, 2015 and present (you must search personal accounts pursuant to *City of San Jose v Superior Court* (2017))

We understand that in response to your June 11 request, and consistent with the longstanding advice of the City Attorney's Office as described in our Office's public memorandum dated March 24, 2017, the SFPUC asked Mr. Kelly to conduct a search of his personal cell phone and email accounts and produce all responsive records related to City business. Mr. Kelly provided the SFPUC with a document containing a series of text messages between himself and Mr. Wong. Mr. Kelly redacted a significant number of text messages in the document, asserting that the redacted communications between him and Mr. Wong did not relate to City business. Following the standard practice of City departments and the general guidance of the City Attorney's Office under the Supreme Court's decision in *City of San Jose v. Superior Court*, 2 Cal.5th 608 (2017), the SFPUC relied on Mr. Kelly to prepare the redactions, and did not ask to review the unredacted text messages before producing the document in response to the June 11 records request. The SFPUC responded to your June 11 request by providing responsive records on July 2 and July 6, 2020, including the document prepared by Mr. Kelly. The SFPUC's reliance on Mr. Kelly to produce a redacted version of his text messages was appropriate, consistent with *San Jose*, and consistent with this Office's longstanding legal advice.

On July 7, 2020, after the SFPUC provided you with the document prepared by Mr. Kelly including redacted text messages, you informed the SFPUC that Mr. Kelly had not properly redacted the text messages, so a member of the public or the SFPUC's staff could make the redacted text visible on a computer. As the SFPUC explained in its letter to you on February 22, 2021, subsequent events in 2020 caused the SFPUC to reconsider whether it was appropriate for



Letter to Anonymous  
March 8, 2021  
Page 2

the agency to review the text messages in their original, unredacted form. In light of the unique and extraordinary situation described in the SFPUC's letter to you, the SFPUC reviewed the unredacted text messages to determine whether they were clearly private or unrelated to City business. On February 22, 2021, the SFPUC sent you a second version of the document with fewer portions of the text message exchange redacted.

Your July 9, 2020 petition asked the Supervisor of Records to examine the original unredacted records and "determine that some or all of the records or portions thereof withheld from disclosure or not yet disclosed are public." We have reviewed the unredacted text exchange and the SFPUC's redactions in the version the SFPUC provided to you on February 22. Based on that review, we find that the SFPUC appropriately redacted portions of the text messages that do not contain information relating to the conduct of the public's business and therefore do not constitute public records responsive to your request (see Cal. Gov't Code § 6252(e); *City of San Jose v. Superior Court*, 2 Cal.5th 608 (2017) (*San Jose*)), would constitute an unwarranted invasion of personal privacy (Cal. Const. Art. I, Sec. 1; Cal. Gov't Code § 6254(c)), or would disclose confidential personnel information (Cal. Gov't Code § 6254(c)).

Your February 22, 2021 petition asked the Supervisor of Records to determine that image, video, and audio files attached to text messages exchanged between Mr. Kelly and Mr. Wong are "at least in part public." The SFPUC does not currently have—and never had—possession of those attachments. As described above and in the SFPUC's February 22 letter to you, the SFPUC relied on Mr. Kelly to conduct a search of his personal cell phone and email accounts and produce all responsive records related to City business. Mr. Kelly produced the PDF document that the SFPUC provided to you in July 2020. Mr. Kelly did not produce copies of the attached image, video, or audio files to the SFPUC, presumably based on his determination that the attached files were unrelated to City business. As noted above, it was appropriate for the SFPUC to rely on Mr. Kelly to review his text messages and produce responsive records. When the SFPUC determined it was appropriate to review the unredacted messages after Mr. Kelly's resignation, it reviewed and produced only the files in its possession. Because the SFPUC did not have possession of, or access to, the image, video, and audio files, it could not independently review Mr. Kelly's determination and evaluate for itself whether the attached files might relate to public business.

For the reasons stated above, your petitions are denied.

Very truly yours,

DENNIS J. HERRERA  
City Attorney

Jon Givner  
Deputy City Attorney



DENNIS J. HERRERA  
City Attorney

Direct Dial: (415) 554-4700  
Email: [supervisor.records@SFCITYATTY.ORG](mailto:supervisor.records@SFCITYATTY.ORG)

March 8, 2021

***Sent via email (94992-15550486@requests.muckrock.com and arecordsrequestor@protonmail.com)***

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To Whom It May Concern:

This letter responds to your petitions sent via email to the Supervisor of Records on July 9, 2020 and February 22, 2021, both concerning your June 11, 2020 request to the San Francisco Public Utilities Commission ("SFPUC") and former SFPUC General Manager Harlan Kelly, Jr. for communications involving Mr. Kelly. Specifically, on June 11, 2020, you requested that the SFPUC provide texts, emails, and chat messages with various individuals. Relevant to these petitions, your June 11 request in part sought the following records:

All text, email, or chat messages (including group messages, in any form or application including but not limited to SMS, MMS, WhatsApp, WeChat, Signal, Instagram, Twitter, Facebook, Hangouts, Skype, Teams) sent or received to/cc/bcc/from between Harlan Kelly Jr. and Walter Wong/Jaidin Consulting Group/Jaidin Associates (including but not limited to [jaidin@pacbell.net](mailto:jaidin@pacbell.net), [jdngrp@pacbell.net](mailto:jdngrp@pacbell.net), or any email address ending with [jaidin.net](http://jaidin.net)), on government or personal accounts from Jan 1, 2015 and present (you must search personal accounts pursuant to *City of San Jose v Superior Court* (2017))

We understand that in response to your June 11 request, and consistent with the longstanding advice of the City Attorney's Office as described in our Office's public memorandum dated March 24, 2017, the SFPUC asked Mr. Kelly to conduct a search of his personal cell phone and email accounts and produce all responsive records related to City business. Mr. Kelly provided the SFPUC with a document containing a series of text messages between himself and Mr. Wong. Mr. Kelly redacted a significant number of text messages in the document, asserting that the redacted communications between him and Mr. Wong did not relate to City business. Following the standard practice of City departments and the general guidance of the City Attorney's Office under the Supreme Court's decision in *City of San Jose v. Superior Court*, 2 Cal.5th 608 (2017), the SFPUC relied on Mr. Kelly to prepare the redactions, and did not ask to review the unredacted text messages before producing the document in response to the June 11 records request. The SFPUC responded to your June 11 request by providing responsive records on July 2 and July 6, 2020, including the document prepared by Mr. Kelly. The SFPUC's reliance on Mr. Kelly to produce a redacted version of his text messages was appropriate, consistent with *San Jose*, and consistent with this Office's longstanding legal advice.

On July 7, 2020, after the SFPUC provided you with the document prepared by Mr. Kelly including redacted text messages, you informed the SFPUC that Mr. Kelly had not properly redacted the text messages, so a member of the public or the SFPUC's staff could make the redacted text visible on a computer. As the SFPUC explained in its letter to you on February 22, 2021, subsequent events in 2020 caused the SFPUC to reconsider whether it was appropriate for

Letter to Anonymous  
March 8, 2021  
Page 2

the agency to review the text messages in their original, unredacted form. In light of the unique and extraordinary situation described in the SFPUC's letter to you, the SFPUC reviewed the unredacted text messages to determine whether they were clearly private or unrelated to City business. On February 22, 2021, the SFPUC sent you a second version of the document with fewer portions of the text message exchange redacted.

Your July 9, 2020 petition asked the Supervisor of Records to examine the original unredacted records and "determine that some or all of the records or portions thereof withheld from disclosure or not yet disclosed are public." We have reviewed the unredacted text exchange and the SFPUC's redactions in the version the SFPUC provided to you on February 22. Based on that review, we find that the SFPUC appropriately redacted portions of the text messages that do not contain information relating to the conduct of the public's business and therefore do not constitute public records responsive to your request (see Cal. Gov't Code § 6252(e); *City of San Jose v. Superior Court*, 2 Cal.5th 608 (2017) (*San Jose*)), would constitute an unwarranted invasion of personal privacy (Cal. Const. Art. I, Sec. 1; Cal. Gov't Code § 6254(c)), or would disclose confidential personnel information (Cal. Gov't Code § 6254(c)).

Your February 22, 2021 petition asked the Supervisor of Records to determine that image, video, and audio files attached to text messages exchanged between Mr. Kelly and Mr. Wong are "at least in part public." The SFPUC does not currently have—and never had—possession of those attachments. As described above and in the SFPUC's February 22 letter to you, the SFPUC relied on Mr. Kelly to conduct a search of his personal cell phone and email accounts and produce all responsive records related to City business. Mr. Kelly produced the PDF document that the SFPUC provided to you in July 2020. Mr. Kelly did not produce copies of the attached image, video, or audio files to the SFPUC, presumably based on his determination that the attached files were unrelated to City business. As noted above, it was appropriate for the SFPUC to rely on Mr. Kelly to review his text messages and produce responsive records. When the SFPUC determined it was appropriate to review the unredacted messages after Mr. Kelly's resignation, it reviewed and produced only the files in its possession. Because the SFPUC did not have possession of, or access to, the image, video, and audio files, it could not independently review Mr. Kelly's determination and evaluate for itself whether the attached files might relate to public business.

For the reasons stated above, your petitions are denied.

Very truly yours,

DENNIS J. HERRERA  
City Attorney

Jon Givner  
Deputy City Attorney





Cheryl Leger  
Assistant Clerk, Board of Supervisors  
Sunshine Ordinance Task Force

**SENT VIA EMAIL**

October 14, 2022

**Re: Response to SOTF Determination re Complaint N. 20084**

Dear Honorable Members of the Sunshine Ordinance Task Force:

We write to respond to the portion of the Sunshine Ordinance Task Force's ("Task Force") October 6 Order regarding Complaint No. 20084 (Order) that is italicized below:

Item 9, File No. 20084: Moved by Member Schmidt, seconded by Member Stein, to find that Harlan [sic] Kelly and the Public Utilities Commission violated Administrative Code, Sunshine Ordinance, Section(s) 67.21(b) by failing to respond to the records request in a timely and/or complete manner; 67.26 by failing to keep withholding to a minimum; 67.27 by failing to provide a specific justification for withholdings and California Public Records Act (CPRA), Section(s) 6253(b), by failing to provide responsive records in a timely and complete manner, 6253(d)(3) by failing to identify the name and title of all persons responsible for denying access to the records. *In addition, the SOTF orders the Public Utilities [sic] Commission to produce any and all attachments to the emails and text records that were sought in the Petitioner's (Anonymous') request.*

In response to this last part of the Order, the SFPUC produced to the Complainant all non-exempt attachments – these records are available at this [link](#). However, regarding the text exchange that is the subject of this Complaint, the SFPUC does not possess, and has never possessed, the "attachments," including the images, videos or audio files, mentioned in the text exchange between Mr. Harlan Kelly Jr. and Mr. Walter Wong.

As previously communicated to the Task Force and the Complainant, consistent with the longstanding advice of the City Attorney's Office as described in the March 24, 2017 memorandum [regarding the *City of San Jose v. Superior Court* decision], the SFPUC asked Mr. Kelly to conduct a search of his personal cell phone and email accounts and produce all responsive records related to City business. In response, Mr. Kelly provided a document containing a series of text messages between himself and Mr. Wong beginning January 1,

**London N. Breed**  
Mayor

**Anson Moran**  
President

**Newsha Ajami**  
Vice President

**Sophie Maxwell**  
Commissioner

**Tim Paulson**  
Commissioner

**Dennis J. Herrera**  
General Manager



2015. Mr. Kelly redacted a significant number of text messages in the document, asserting that the redacted communications between him and Mr. Wong did not relate to City business. Following the standard practice of City departments and the general guidance of the City Attorney's Office, the SFPUC relied on Mr. Kelly to prepare the redactions, and did not ask to review the unredacted text messages before producing the document to the Complainant in response to the Complainant's records request. The SFPUC then took an additional step to provide the Complainant with more information. On February 22, 2021, the SFPUC produced to the Complainant a significantly less-redacted draft of this text exchange with an explanation of the reason for the additional production.

Mr. Kelly resigned in November 2020. The SFPUC never had access to Mr. Kelly's personal phone. All copies of this text exchange in the possession of the SFPUC are PDFs that do not contain or provide accessible links to or copies of the images, videos, or audio files requested by the Task Force in its Order. The SFPUC has never possessed a copy of this record that makes the images, videos, and audio files attached to text messages exchanged between Mr. Kelly and Mr. Wong accessible, and SFPUC has no means of now gaining possession of these records to review or produce them.

In response to a Supervisor of Records petition filed by the Complainant, on March 8, 2021, the Supervisor of Records addressed this very issue, concluding that the SFPUC does not possess or have access to the attachments in question, and hence, could not produce them in response to the Complainant's request. (See Supervisor of Records Response, attached). The March 8, 2021 response concluded that:


the SFPUC does not currently have—and never had—possession of these attachments. As described above and in the SFPUC's February 22 letter to [Complainant and the Task Force], the SFPUC relied on Mr. Kelly to conduct a search of his personal cell phone and email accounts and produce all responsive records related to City business. Mr. Kelly produced the PDF document that the SFPUC provided to [Complainant] in July 2020. Mr. Kelly did not produce copies of the attached images, videos, or audio files to the SFPUC, presumably based on his determination that the attached files were unrelated to City business. As noted above, it was appropriate for the SFPUC to rely on Mr. Kelly to review his text messages and produce responsive records. When the SFPUC determined it was appropriate to review the unredacted messages after Mr. Kelly's resignation, it reviewed and produced only the files in its possession. Because the SFPUC did not have possession of, or access to, the images, videos, and audio files, it could not independently review Mr. Kelly's determination and evaluate for itself whether the attached files might relate to public business.

In summary, SFPUC has fully responded to the Order by producing all non-exempt attachments in its possession. We remain available to answer any further questions in response to the Task Force's Order. Thank you for your consideration.

Sincerely,  
Mayara Ruski Augusto Sa  
SFPUC Public Records Senior Analyst

Encl. Supervisor of Records Response

cc: Anonymous Complainant

**From:** Anonymoose (@journos\_anon)  <arecordsrequestor@proton.me>  
**Sent:** Monday, October 17, 2022 10:07 PM  
**To:** Pelham, Leeann (ETH); SOTF, (BOS); Thaikkendiyil, Gayathri (ETH)  
**Cc:** Ethics Commission, (ETH)  
**Subject:** Resignation of Ethics head - Re: SOTF complaint against Ethics head Leeann Pelham - Prop G calendar violations.  
**Attachments:** signature.asc

Dear SOTF,

Ethics Director Pelham has, after the filing of this complaint, apparently announced her resignation at the most recent Ethics Commission meeting Oct. 14, effective late January 2023. No different than any other official who resigns *after* I have filed a Sunshine complaint against them, I will continue to pursue her.

The Ethics Commission staff under Pelham may have buried Sunshine violations of the City Family for years, but at least the public will get some measure of justice against Pelham herself.

Hopefully the next Ethics Director will have more integrity when it comes to Sunshine law enforcement specifically. SOTF's referrals and the public's complaints may perhaps get some more careful consideration.

Maybe Scott, Herrera, Breed, and the various others who assume a get out of jail free card from Ethics will have to actually give a damn about the Sunshine Ordinance.

Regards,



Anonymoose

[anonymoose@journos\\_anon](mailto:anonymoose@journos_anon)

2022 Society of Professional Journalists James Madison Freedom of Information Award Winner, Northern California

I'm not a lawyer; nothing herein is legal advice. If you are a public official, I may publish any of your communications regardless of any notice you send to me.

----- Original Message -----

On Sunday, September 11th, 2022 at 11:19 AM, Anonymoose (@journos\_anon)    
<arecordsrequestor@proton.me> wrote:

Dear Ethics Commission - this is a public communication to the Commissioners. Be sure to send it to them for the next meeting, and post it online. Admin Code 67.9 and 67.23.

Dear SOTF,

Please file a complaint, *Anonymous v. Executive Director Leeann Pelham*, allegations: Admin Code 67.29-5 failure to keep or cause to be kept a compliant Prop G calendar within 3 business days of every meeting or event, and Admin Code 67.34 willful failure to comply with the Sunshine Ordinance constituting official misconduct by a department head.

- Pelham is responsible for Sunshine investigations of the entire City - she cannot claim ignorance of the law.

- Note that Pelham is a merely a staffer of the Ethics Commission as department head. She is not a Commissioner herself nor is she the Commission as an entity. SOTF should refer her to the *Ethics Commission* - not to herself or her underlings.
- Of highest concern to me, Pelham will now get to judge Herrera's willful violations of the same law that she is herself violating and can prevent the Ethics Commissioners from seeing SOTF's referral to them (or my various other complaints I've filed to her directly also about calendars). Any of her potential interpretations of the Sunshine Ordinance to punish Herrera would also bind her; she has a self-serving incentive to protect Herrera, and ignore the Task Force's referral - a clear conflict of interest.
- Now we know why the Ethics Commission has turned a blind eye to all of my Sunshine complaints - its Director is just as guilty as the respondents I complain about.

#### Details:

- On Sept 8, I made the attached Prop G calendar IDR.
- On Sept 9, Ethics provided the attached response and records.
- In at least 16 meetings just in the first 2 weeks of August 2022, Pelham violated the law. She has failed to record the general statement of issues discussed, and in certain cases who attended the meeting outside her own department. I stopped counting after August 14 it was so egregious.
  - Aug 1, 1:30 pm - "DHR:ETH Check in -- Microsoft Teams Meeting"
  - Aug 2, 1pm - "LAP & MC Weekly Check-In -- Microsoft Teams Meeting"
  - Aug 2, 2pm - "Check-In -- Microsoft Teams Meeting"
  - Aug 2, 3pm - "Weekly Check-In -- Microsoft Teams Meeting"
  - Aug 3, 11:30am - "BP Check-In -- Microsoft Teams Meeting"
  - Aug 4, 10am - "1:1 w/ RG -- Microsoft Teams Meeting"
  - Aug 5, 11am - "LAP/PF ENF mtg -- Microsoft Teams Meeting"
  - Aug 5, 3pm - "Meeting w/Gayathri -- Microsoft Teams Meeting"
  - Aug 8, 1:30pm - "DHR:ETH Check in -- Microsoft Teams Meeting"
  - Aug 8, 3:30pm - "GT weekly check-in -- Microsoft Teams Meeting"
  - Aug 9, 10am - "Discussion of Work Plan & Ana's Start -- Microsoft Teams Meeting" (meaningless, what work plan about what?)
  - Aug 9, 1pm - "LAP & MC Weekly Check-In -- Microsoft Teams Meeting"
  - Aug 9, 3pm - "Weekly Check-In -- Microsoft Teams Meeting"
  - Aug 11, 10am - "SM Check-in -- LeeAnn's Office"
  - Aug 11, 1pm - "SF Ethics Commission and Campaign Legal Center -- <https://us06web.zoom.us/j/88268873702?pwd=UmxHTExJKy9HRU1TbXBxdS9MUitVUT09&from=addon>"
  - Aug 12, 2pm - "Enf discussion -- Microsoft Teams Meeting" (what does that mean, meaningless shortform?)
- There are no supposed good faith exceptions to the requirement for a general statement of issues discussed, unlike other parts of the Prop G calendar requirement. (As a historical aside, note that the part of Admin Code 67.29-5 made by the voting public has *zero* exceptions, while the part added by the BoS later on has a good faith escape clause).
- If Pelham wishes to argue that some portion of these meetings was exempt from disclosure she had the right and obligation to (a) record the information, (b) redact the minimally exempt portion, and (c) give cited justification for each and every redaction why it was exempt. (As she did in other redactions on her calendar).

Regards,

Anonymoose

[water.com@unc.edu](mailto:water.com@unc.edu)

a 2022 SPJ NorCal James Madison Freedom of Information Award Winner



I'm not a lawyer; nothing herein is legal advice. If you are a public official, I may publish any of your communications regardless of any notice you send to me.

**San Francisco** Digital Services

# Moving to SF.gov

October 2022

Intro

**SF.gov launched in May 2019**

## sfgov.org



## Beta SF.gov 2018



## SF.gov 2019



## SF.gov 2020



**Accessibility and inclusion  
continue to be our design  
principles**



## **SF.gov is the most accessible and inclusive website the City has**

- Accessible to AA+ WCAG standards
- Designed for mobile devices, including older devices and browsers
- Content written in 5th grade English
- Human translations in Spanish, Chinese and Filipino
- Fast-loading pages work for people in 'data poverty'
- Information organized into 'topics' for people not familiar with City departments

## The major content templates are all built

- Department and committee landing pages
- Topics (e.g. 'Covid-19', 'building permits')
- Information and 'about' pages
- Step-by-step and transaction pages
- Campaigns
- Data visualizations and data tables
- Locations
- Reports
- Meetings
- Events and News
- People

## Department

Content related to a dept



## Public body

Committee, commission, task force, or other public board



## Campaign

Informational or marketing campaign



## Transaction

How to do a specific interaction



## Info page

Reference info with no actions



## Step by step

Multi step, complex process



## Location

Place the public can visit



## About

Additional info about a department or public body



## Resource Collection

List of documents, data stories, or other resources



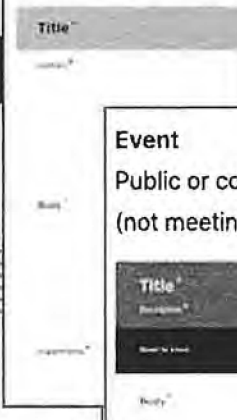
## Report (coming soon)

Long reports published by City



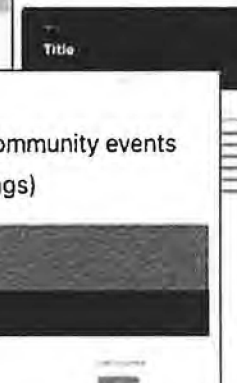
## News

Press release or announcement



## Data story

Data dashboards with summaries and explanations



## Event

Public or community events (not meetings)



## Meeting

City meeting that is open to the public

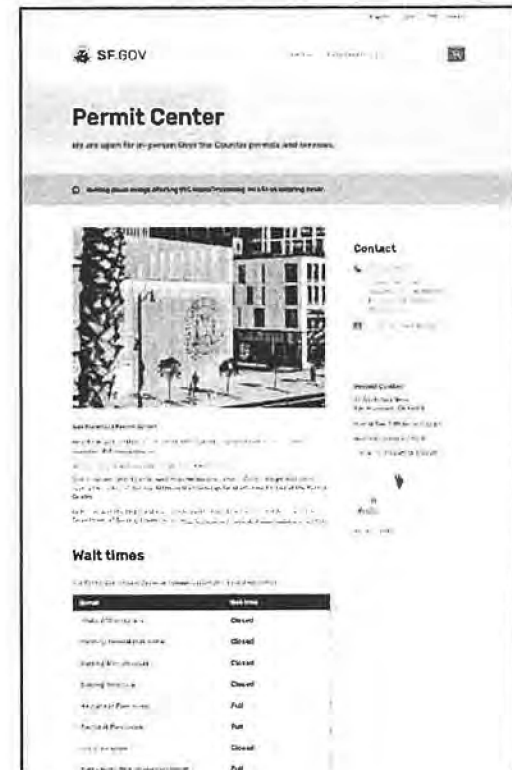


## Profile

City leadership or staff person



## 60



# New templates in 2021

## Data stories



## Reports

The screenshot shows the SF.GOV Digital Accessibility and Inclusion Standard report. The header includes the SF.GOV logo and navigation links. The main title is "Digital Accessibility and Inclusion Standard" with a subtitle "November 18, 2021". Below the title, there is a section titled "Approved November 18, 2021" with a paragraph of text. To the right of the text is a photograph of the San Francisco City Hall. Below the text and photo is a section titled "Purpose and scope" with a paragraph of text. The report also includes a search bar and a table of contents.

### Digital Accessibility and Inclusion Standard

November 18, 2021

Approved November 18, 2021

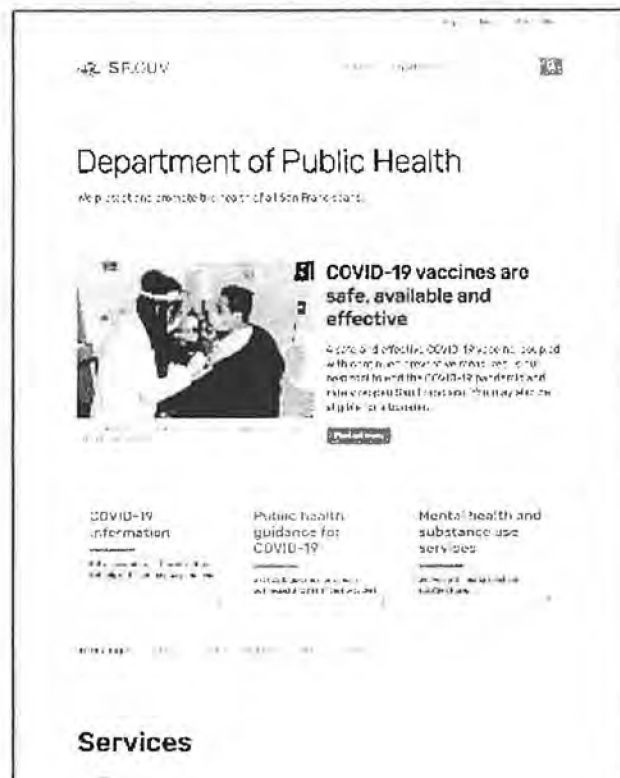
The City and County of San Francisco is dedicated to serving all San Franciscans. We need to give equitable access to all of our digital services and web content. We must consider the need of San Franciscans, City staff, and anyone doing business with the City. This standard explains what you need to do to make your web content and services accessible.

### Purpose and scope



# Redesigned templates

## Department pages



## Public bodies



## News



## **Transactional services are also happening**

- Grant applications
- Permit applications
- Notifications
- Real-time queue time integrations from QLess

How does SF.gov work?

**SF.gov is a  
services-centered  
website.**

# What's a service?

- ⌘ A service is something that helps someone to do something.

Get a birth certificate

Get a building permit

Apply to get help with your rent

Register your business

Get tested for COVID-19



## **Why do we focus on services?**

Services are the reason residents come to our websites.

Websites should help residents self-serve, to free up staff time for folks who really need help.

# What about everything else?

SF.gov will not be like existing department websites.

Our laws, regulations, news, org charts, program descriptions are important to us, but they will not be as prominent.

Some information may not belong on your public website. It could live in a Sharepoint or your intranet instead.

**Forms are also happening**

# Forms for residents, business and staff

70



Get notified when it's your turn for the COVID-19 vaccine

What to do

Sign up to get notifications

After you sign up

COVID-19 vaccine

Get notified when it's your turn for the

About you

Name

Email

Phone number

Notify by text message? ☐

Vaccine notifications



SF.GOV

Apply for help paying for your storefront's COVID-19 safety measures

Apply for help paying for your storefront's COVID-19 safety measures

Applicant information

Apply for help paying for your storefront's COVID-19 safety measures

Your name

Your email

Your phone number

How many people live with you?

What was your household income on your last personal tax return?

SF Shines for Reopening



About you

Department \*

Not applicable

AAM Asian Art Museum

ADM GSA - City Administrator

ADP Adult Probation

AIR Airport Commission

ART Arts Commission

ASR Assessor / Recorder

DSW number

"Check your health" form in mobile view

## Production form stack

**Form builder tool:** Form.io

(self-hosted and working on making it a Form Manager for staff)



**Email tool:** Sendgrid



**Text tool:** Twilio



**Can connect to:** CSV output, Airtable, Salesforce, and really anywhere



## Form.io front and backend capabilities

- Build and embed forms inside SF.gov natively
- Consistent experience on translated forms and toggled with the language selector (supported by our human translation vendor)
- Data can be sent anywhere you want and accessed by API \*
- PDFs of all applications can be auto-generated and emailed to someone, or stored somewhere

# Integrations

We have built integrations that are custom to City services and datasets, specifically for:

- Address to block/lot lookup with the Enterprise Address System (EAS) from DT
- Business Account Number (BAN) from TTX's business registry

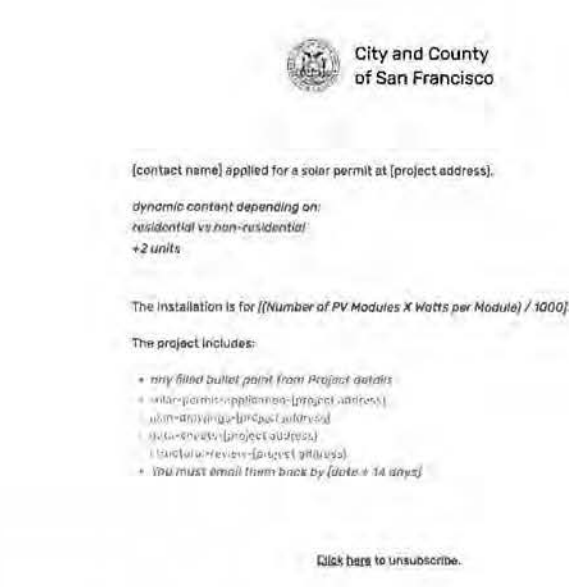
The screenshot shows the 'Project location' form on the SF.GOV website. The form is titled 'Project location' and includes a 'Project location' label. Below the label, there is a map of San Francisco with a red pin indicating the project location. To the right of the map, there is a text input field for 'Address' and a 'Go' button. Below the map, there is a text input field for 'Block and lot number' and a 'Go' button. The form also includes a 'Back' button and a 'Next' button. The SF.GOV logo is visible in the top left corner, and the 'Project location' title is in the top right corner. The form is part of a larger application, as indicated by the 'Apply for a building permit' link in the top left corner.

# Custom email actions

HTML template for email reply, with custom fields

Conditionals for email actions:

- Send specific email templates to someone who meets certain criteria, based on how they responses
- CC staff or shared inbox with each submission



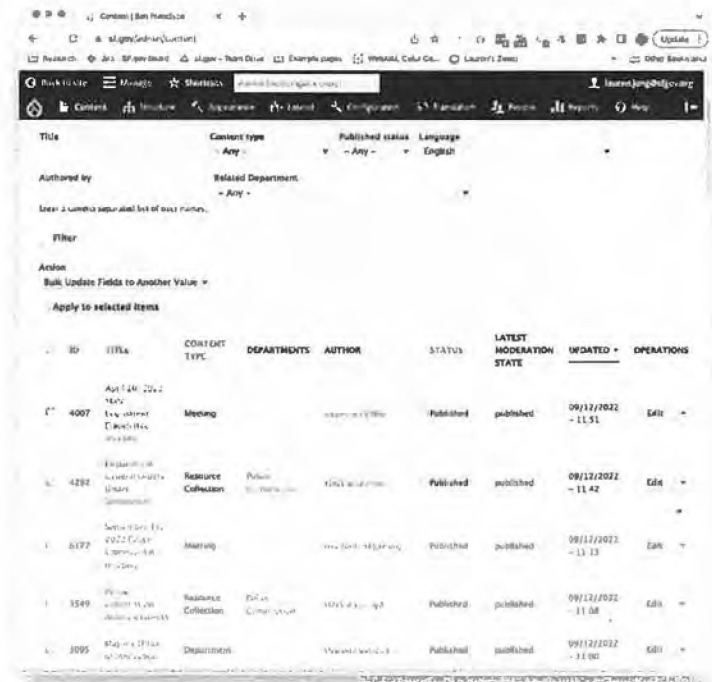
CCSF Email template

## Editor UI and staff tools

## Front end website



## Back end editor website





## **A state-of-the-art CMS**

SF.gov is on Drupal 9, which offers:

- Better accessibility and performance
- A better content editing experience
- Modular content
- An in-house team constantly improving the CMS and providing security updates

# Content community

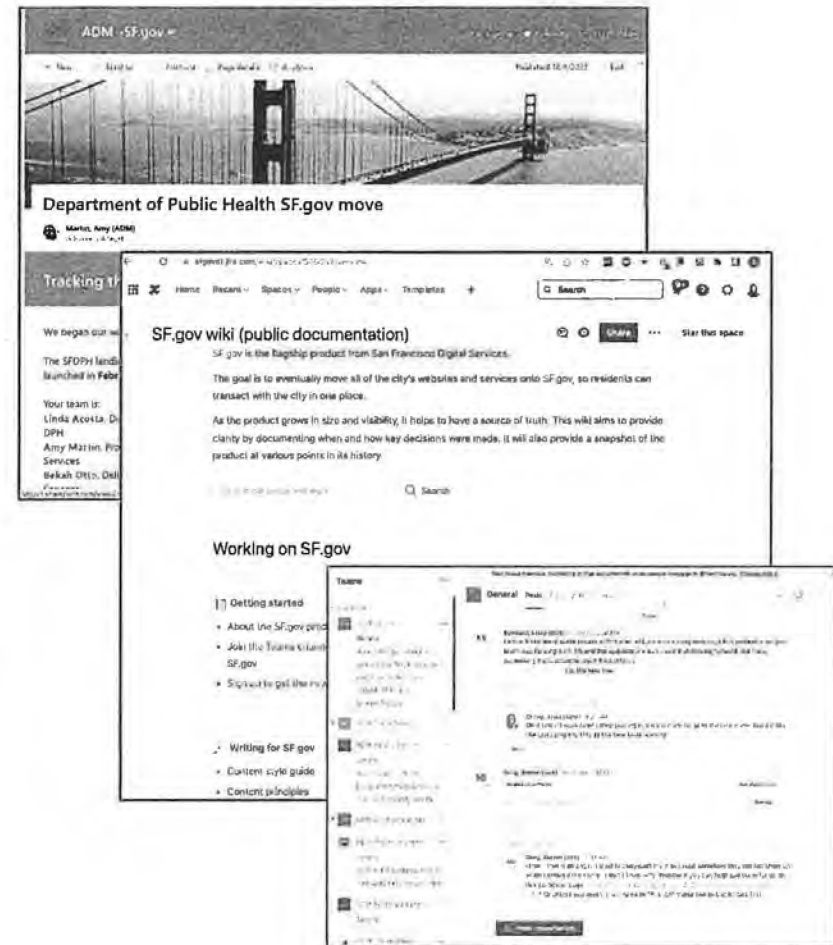
Sharepoint pages for moves

Teams group

Confluence documentation

Content office hours biweekly

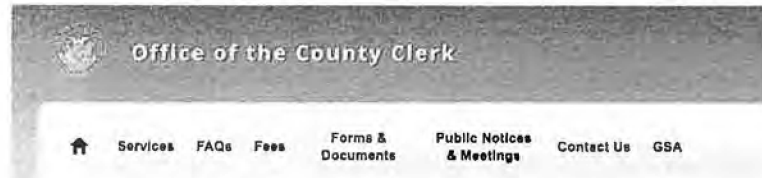
Monthly shareouts



**Sites have a whole new  
structure.**

# How it works...

Current page ≠ one page on SF.gov.



## Marriage

The Office of the County Clerk is currently closed to the public to prevent the spread of COVID-19. For available services, application information and processing times, go to [COVID-19 Service Updates and Information - Marriage](#).

- Virtual Marriage Services During COVID-19
- General Information - Marriage
- Civil Ceremony - Marriage
- Civilized Proxy - Marriage
- Proxy - Marriage
- Proxy - Marriage
- Proxy Marriage Commissioner Not a Proxy - Marriage
- Military Priority Wedding

SF.GOV Topic page

## Marriage and partnerships

Planning a wedding, applying for a license, getting married, and more.

### Services

- Get a marriage license
- Get married in San Francisco
- Marriage records
- Marriage contracts
- Marriage contracts
- Marriage contracts
- Marriage contracts
- Marriage contracts

## Get a marriage license

Before you get married in San Francisco, you must have a marriage license issued in the past 90 days.

Form fields for getting a marriage license, including "Last name" and "First name".

### What to do

1. Get a marriage license
2. Choose a type of marriage license

### Get help

Need help? Visit our website for more information.

Transaction page

## Get married in San Francisco

Getting married in San Francisco is a 3-step process. You'll get a marriage license and have a ceremony in San Francisco.

Step by step

### 1. Get a marriage license

Before you get married, you must have a marriage license issued in the past 90 days.

### 2. Get married at the Office of the County Clerk

After you get your marriage license, you must have a ceremony in San Francisco.

Several current pages = one page on SF.gov.



**Sites that have recently  
moved**



## Before



### COVID-19 Information

As the Department of Public Health issues guidance to citizens for COVID-19,

[Learn More](#)

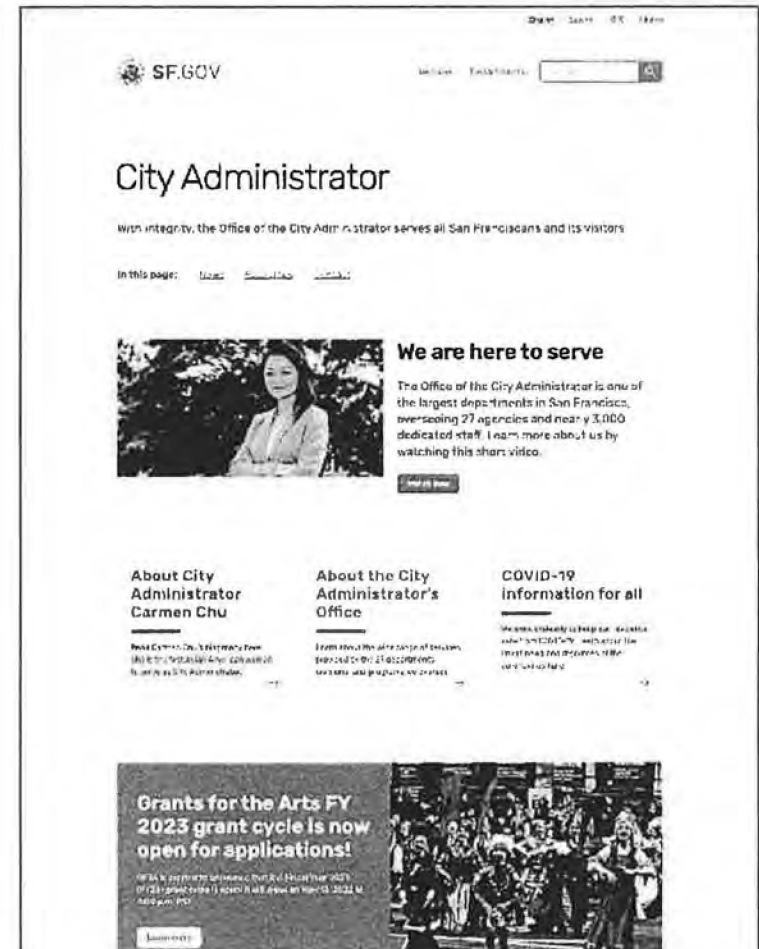
[What to do if you have COVID-19](#)

[How to help others who have COVID-19](#)

[How to help others who have COVID-19](#)

[How to help others who have COVID-19](#)

## After



Before



After



Before



## San Francisco Residential Rent Stabilization and Arbitration Board

NOTE: Any party may appeal the Decision of the Administrative Law Judge. Such appeal must be filed no later than fifteen (15) calendar days after the date of mailing of the Administrative Law Judge's Decision. The filing of a timely appeal will stay only that portion of the Administrative Law Judge's Decision that permits payment, refund, offsetting or adding rent. If you are filing a late appeal, you must state the reason in writing and include it with your appeal so that the Board can determine if there is good cause for the untimely filing. The filing of an untimely appeal does not stay any portion of the Administrative Law Judge's decision.

Rent Board Date Stamp

### APPEAL TO THE BOARD

THIS APPEAL FORM MUST BE ACCOMPANIED BY THE FOLLOWING:

1. COPIES OF THE APPEAL FORM WITH SUPPORTING DOCUMENTS FOR EACH NON-APPEALING PARTY, plus 16 ADDITIONAL COPIES for the Rent Board Commissioners and staff. Each appeal packet must be complete. Rent Board staff cannot copy or collate any appeal documents for appealing parties. Please do not "tab" documents.
2. If the appeal is filed by email, the 16 copies must be mailed to the Rent Board the same day, or filed at the Rent Board the next business day.
3. If you are filing the appeal because you did not receive the notice of hearing, you must attach a completed Declaration of Non-Receipt of Notice of Hearing form, which is available at the Rent Board's office and in the Forms Center on our website at [www.sfrb.org](http://www.sfrb.org).

Case Number

Name of Administrative Law Judge

Date Decision was Mailed

After

## Appeal a decision by the Rent Board

Any party may appeal a Rent Board decision. Learn how to file your appeal if you disagree with a decision.

### Reasons to appeal

You may appeal a Rent Board decision only because it:

- Is mistaken
- Is based on errors
- Would cause you a financial hardship

### Timely request

You must file your appeal within 15 calendar days of the mailing of the decision.

### What to do

#### 1. Fill out the form

You must fill out an "Appeal to the Board" form.

Be prepared to provide:

- Case number
- Judge's name
- How the decision was mailed
- Your views and contact info
- Contact info for the other party and lawyers for a law party

Fill out the form

#### 2. Prepare a written statement

You must file a statement (or have your lawyer or agent or a legal team) that explains why you want to appeal the Rent Board's decision.

Use this statement to explain why you want to appeal the decision and why you cannot afford it.

#### 3. Collect supporting documents

Collect any evidence to support your statement (e.g., rent records, lease agreements, etc.).

### Get help

Rent Board  
26 Van Ness Avenue  
Suite 2100  
San Francisco, CA 94102



Phone  
Rent Board answers to  
312.23.1000

## 89

LANDLORD &amp; TENANT INFO

## Rent increases

There is no limit on how much rent a landlord may first charge a tenant when renting an empty unit, but it is subject to some restrictions.

Once they have rented the unit, the landlord may only increase the tenant's rent by a certain percentage once every 12 months.

The Rent Board recalculates the allowed rent increase percentage each year.

payments may not raise the rent by more than the current year's allowed percentage.

This year, the assumed rent increase percentage is 2.5%. The percentage is effective March 1, 2022 through February 28, 2023.

See physical rest; unconscious; withdrawal (of fluids)

Landlords must calculate the rent increase on the tenant's base rent only.

Ident increases weight of evidence in the network model

A landlord may increase a tenant's rent by the allowed amount once a year without filing a petition with the Rent Board.

A landlord may impose the first annual increase 12 months after the date the tenant's lease begins.

Once a landlord has increased a tenant's rent, the date of the increase becomes known as the tenant's "anniversary date." They may not increase the rent again until at least 12 months later.

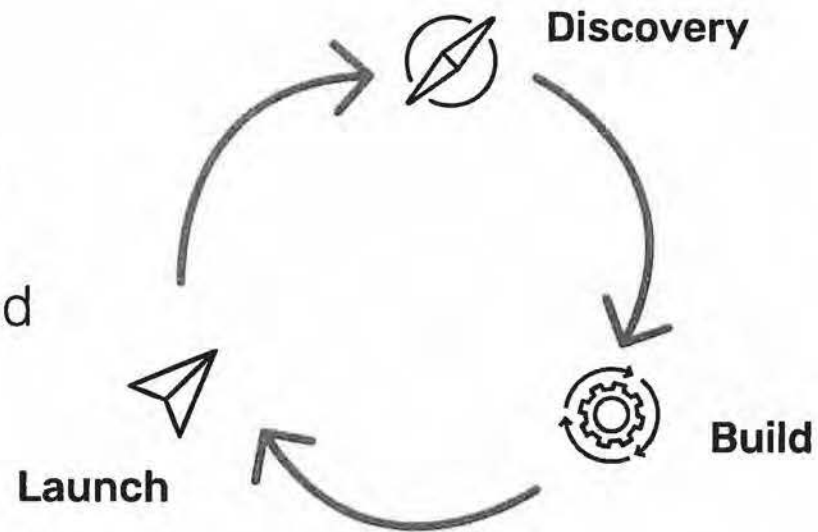
If the landlord increases the tenant's rent more than 12 months later, the effective date of the increase becomes the tenant's new anniversary date. The landlord must wait at least 12 months to increase the rent again.

Banked increases

## How we work with departments

## \*Our aim

We want your move  
and your site to be  
both trustworthy and  
sustainable.





# You'll pick your team

Identify key people in your work unit who can dedicate time

## **Champion**

The final approval for your site, usually a department head or deputy.

## **Content lead**

A person who will be responsible for your entire site, both publishing and writing.

## **Subject Matter Experts**

Who needs to make sure the facts are correct?

## **Anyone else?**

## **We'll make a plan**

- We'll work with your department to prioritize your pages and map everything to our new templates
- We'll set up a clear review chain and checkpoints so you never feel lost

## **We'll update your content**

- We'll work with you to rewrite your content in the new templates
- You'll move your new pages into the new CMS (with our support, of course)

# **We'll train you as you go**

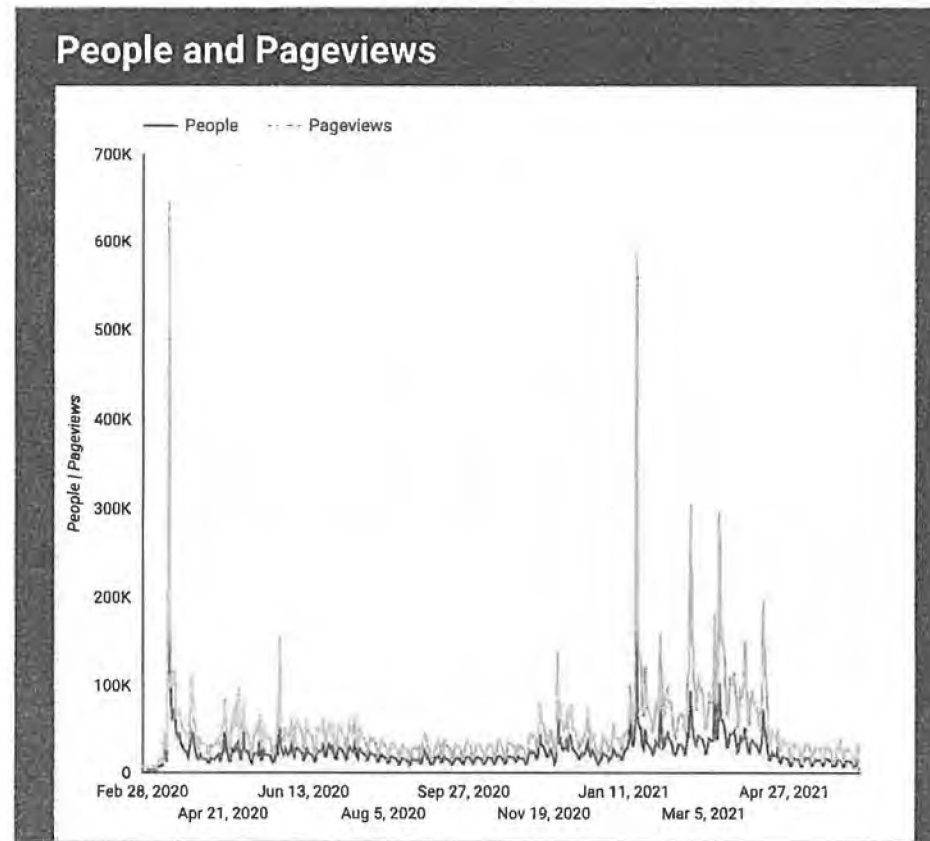
- We know this might feel overwhelming, but we'll be there to help every step of the way
- We'll provide trainings for different parts of the process as needed

**Data tells us it's working**

**How many people came to SF.gov last month?**



# SF.gov became the go-to place for Covid info



## We get feedback on every page

Was this page helpful?

☒ Yes

☐ No

What was helpful about this page?

We cannot reply individually to all feedback. If you need assistance, call 311.

[Send feedback](#)

# Most users found the site helpful

Percent who found SF.gov pages helpful

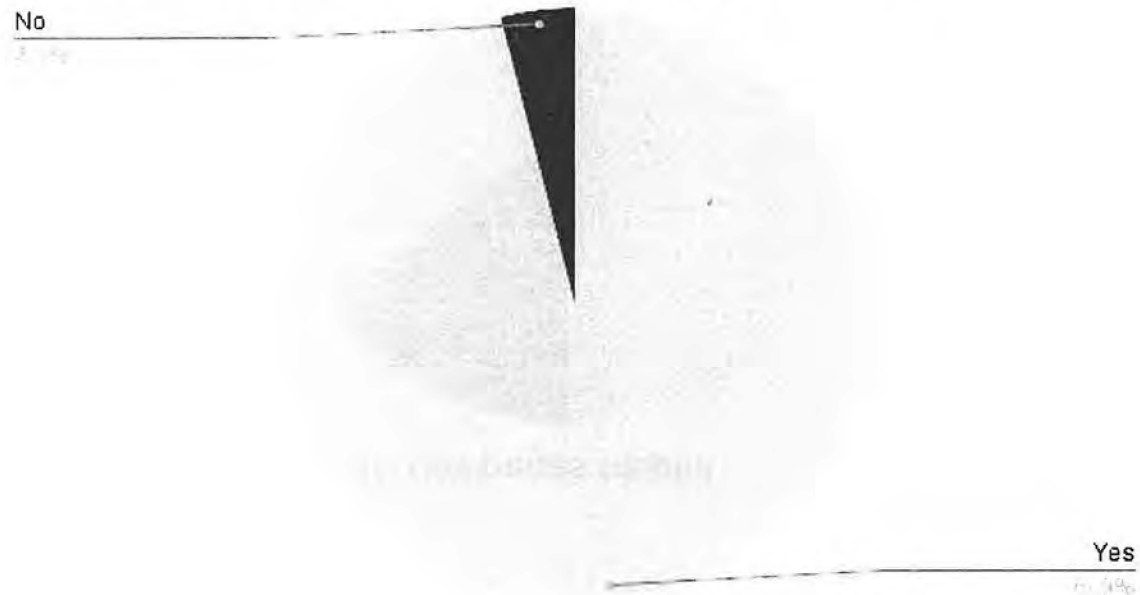
No



Yes

# Translated pages were even more helpful

Percent who found translated SF.gov pages helpful


















**Thank you**





## Email Communications from September 30, 2022 - October 26, 2022



From	Subject	Received
Cabrera, Stephanie (BOS)	RE: SOTF - Case no., 22110 - check for 67.21	Tue 3:19 PM
Steinberg, David (DPW)	RE: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting;	Tue 3:14 PM
Steinberg, David (DPW)	RE: Status of complaints	Tue 3:13 PM
Steinberg, David (DPW)	RE: Status of complaints	Tue 3:13 PM
Steinberg, David (DPW)	Status of complaints	Tue 1:37 PM
Steinberg, David (DPW)	RE: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting; Re: Request for a Reconsideration associated with File No. 22013, Item 6 of the SOTF	Tue 1:29 PM
Yuli Huang	September 7, 2022 meeting	Tue 9:25 AM
Laurie Jones Neighbors	Re: SOTF - Compliance and Amendments Committee - Agenda Posted - 10/25/2022 - 4:30 PM meeting	Mon 4:26 PM
MICHAEL PETRELIS	Complaint against Hillary Ronen re: Prop G calendar.	Mon 4:11 PM
Young, Victor (BOS)	RE: File 21086 issues - Re: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Mon 3:25 PM
MICHAEL PETRELIS	Re: Complaint against Sup. Walton re: Prop G calendar.	Mon 2:47 PM
McCaffrey, Edward (DAT)	Re: Request for continuance RE: 21086 RE: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Mon 2:43 PM
McCaffrey, Edward (DAT)	Re: Request for continuance RE: 21086 RE: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Mon 2:43 PM
ALLYSON WASHBURN	Material for Item #8 of 10_25_22 Meeting of the CAC	Sat 10/22
Wynship Hillier	Re: SOTF - Compliance and Amendments Committee - Agenda Posted - 10/25/2022 - 4:30 PM meeting	Sat 10/22
Wynship Hillier	Re: SOTF - Compliance and Amendments Committee - Agenda Posted - 10/25/2022 - 4:30 PM meeting	Sat 10/22



TEAM	RE: HVSafe 2 petitions against San Francisco Planning and Rich Hillis	Fri 10/21
Anonymoose (@journos_anon) 	Re: Refer Herrera & Kelly to Attorney General for defying SOTF order 20084 Anonymous v Kelly and PUC	Fri 10/21
Anonymoose (@journos_anon) 	Re: Request for continuance RE: 21086 RE: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Fri 10/21
Anonymoose (@journos_anon) 	Re: Request for continuance RE: 21086 RE: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Fri 10/21
SOTF, (BOS)	Request for continuance RE: 21086 RE: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Fri 10/21
MICHAEL PETRELIS	Fwd: Complaint against Sup. Walton re: Prop G calendar.	Fri 10/21
McCaffrey, Edward (DAT)	Re: 21086 RE: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Fri 10/21
Somera, Alisa (BOS)	Performance Improvement Plan	Fri 10/21
McCaffrey, Edward (DAT)	Re: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Fri 10/21
SOTF, (BOS)	RE: SOTF - Compliance and Amendments Committee - Agenda Posted - 10/25/2022 - 4:30 PM meeting	Fri 10/21
SOTF, (BOS)	21086 RE: Cover Letter - SOTF 21086 Anonymous v. Chesa Boudin & DA's Office re: Dion Lim and Radley Balko	Fri 10/21
SOTF, (BOS)	File No. 22014 RE: SOTF - Notice of Appearance - Compliance and Amendments Committee; October 25, 2022 4:30 p.m.	Fri 10/21
Anonymoose (@journos_anon) 	RE: SOTF - Compliance and Amendments Committee - Agenda Posted - 10/25/2022 - 4:30 PM meeting	Thu 10/20
Anonymoose (@journos_anon) 	Cover Letter - SOTF 21086 Anonymous v. Chesa Boudin & DA's Office re: Dion Lim and Radley Balko	Thu 10/20
Wynship Hillier	Word file for navigation, File no. 22092	Thu 10/20
Wynship Hillier	Re: SOTF - Notice of Appearance - Compliance and Amendments Committee; October 25, 2022 4:30 p.m.	Thu 10/20

Anonymoose (@journno_anon)  	21153 Anon v Herrera, Prop G, for Compliance Meeting	Thu 10/20
Young, Victor (BOS)	Task Force Deadline to provide documents prior to meeting	Thu 10/20
SOTF, (BOS)	RE: SOTF - Compliance and Amendments Committee - Agenda Posted - 10/25/2022 - 4:30 PM meeting	Thu 10/20
SOTF, (BOS)	RE: SOTF - Notice of Appearance - Compliance and Amendments Committee; October 25, 2022 4:30 p.m.	Thu 10/20
sfneighborhoods.net	Re: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Thu 10/20
Garcia, David	RE: Sunshine Ordinance Request #22096, #22097	Thu 10/20
Sergei Severinov	Re: SOTF - Notice of Appearance - Compliance and Amendments Committee; October 25, 2022 4:30 p.m.	Thu 10/20
Young, Victor (BOS)	Sunshine - Agenda item summaries	Thu 10/20
Anonymoose (@journno_anon)  	Re: File 21086 issues - Re: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Thu 10/20
Anonymoose (@journno_anon)  	Re: File 21086 issues - Re: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Thu 10/20
Matt Yankee	Re: File 21086 issues - Re: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Thu 10/20
Wynship Hillier	Re: SOTF - Compliance and Amendments Committee - Agenda Posted - 10/25/2022 - 4:30 PM meeting	Thu 10/20
Wynship Hillier	Re: SOTF - Compliance and Amendments Committee - Agenda Posted - 10/25/2022 - 4:30 PM meeting	Thu 10/20
DPH Sunshine	RE: SOTF - Notice of Appearance - Compliance and Amendments Committee; October 25, 2022 4:30 p.m.	Thu 10/20
DPH Sunshine	RE: SOTF - Notice of Appearance - Compliance and Amendments Committee; October 25, 2022 4:30 p.m.	Thu 10/20
Anonymoose (@journno_anon)  	Re: SOTF - Compliance and Amendments Committee - Agenda Posted - 10/25/2022 - 4:30 PM meeting	Thu 10/20
Anonymoose (@journno_anon)  	Re: SOTF - Compliance and Amendments Committee - Agenda Posted - 10/25/2022 - 4:30 PM meeting	Thu 10/20

SOTF, (BOS)	SOTF - Compliance and Amendments Committee - Agenda Posted - 10/25/2022 - 4:30 PM meeting	Thu 10/20
Thompson, Marianne (ECN)	RE: PUBLIC RECORDS REQUEST - The Transgender Cultural District	Thu 10/20
SOTF, (BOS)	SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Thu 10/20
Anonymoose (@journno_anon) 	File SOTF complaint - RE: Refer Herrera & Kelly to Attorney General for defying SOTF order 20084 Anonymous v Kelly and PUC - Re: SOTF - Revised action of item 9, File No. 20084: and immediate disclosure request	Wed 10/19
Anonymoose (@journno_anon) 	File 21086 issues - Re: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Wed 10/19
Moore, Nicole (DAT)	Fwd: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Wed 10/19
Moore, Nicole (DAT)	Fwd: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Wed 10/19
DPH Sunshine	RE: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Wed 10/19
Yuli Huang	Re: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Wed 10/19
DPH, PublicRecords (DPH)	Automatic reply: SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Wed 10/19
SOTF, (BOS)	SOTF - Notice of Hearing- November 2, 2022 at 4:00 PM - Sunshine Ordinance Task Force	Wed 10/19
Young, Victor (BOS)	RE: SOTF - Draft Agenda for 11/2/22 revised	Wed 10/19
Matt Yankee	Fwd: Sunshine Ordinance Task Force move to SF.gov	Wed 10/19
Anonymoose (@journno_anon) 	Follow-up - Re: File 20104 - Complaint against Herrera, as the Supervisor of Records	Wed 10/19
RJ Sloan	Police Commission Virtual Public Meetings?	Tue 10/18
Anonymoose (@journno_anon) 	Re: November Agenda	Tue 10/18








SOTF, (BOS)	for Communications Page FW: Resignation of Ethics head - Re: SOTF complaint against Ethics head Leeann Pelham - Prop G calendar violations.	Tue 10/18
Yuli Huang	Re: Request for a Reconsideration associated with File No. 22013, Item 6 of the SOTF September 7, 2022 meeting	Tue 10/18
Anonymoose (@journno_anon) 	Re: FYI FW: Response to File No. 22103 Complaint against Sup. Walton re: Prop G calendar.	Tue 10/18
MICHAEL PETRELIS	File Folders for 2023?	Tue 10/18
Somera, Alisa (BOS)		Tue 10/18
Young, Victor (BOS)	Notice of Hearing for bylaw change posted RE: FW: motions from tonight's Rules to move to full Task Force (and for minutes)	Tue 10/18
Anonymoose (@journno_anon) 	Re: SOTF - Notice of Appearance - Compliance and Amendments Committee; October 25, 2022 4:30 p.m.	Tue 10/18
Brown, Vallie (ADM)	Public Records Request	Tue 10/18
Anonymoose (@journno_anon) 	Resignation of Ethics head - Re: SOTF complaint against Ethics head Leeann Pelham - Prop G calendar violations.	Mon 10/17
Zumwalt, Jeffrey (ETH)	Response to File No. 22103	Mon 10/17
Andrew Wood	Public Records Request	Mon 10/17
pmonette-shaw	Cancelling Hearing my Complain on 10/18 — Re: SOTF - Agenda and Packet on line for Complaint Committee of the Sunshine Ordinance Task Force October 18, 2022 5:30 PM Remote Meeting	Mon 10/17
pmonette-shaw	Cancelling Hearing my Complain on 10/18 — Re: SOTF - Agenda and Packet on line for Complaint Committee of the Sunshine Ordinance Task Force October 18, 2022 5:30 PM Remote Meeting	Mon 10/17
Maiisa Robinson	FW: Announcement to Public of Children's Council of San Francisco Open Meetings in Compliance with the Sunshine Ordinance	10/15/2022
Ruski Augusto Sa, Mayara	RE: SOTF - Revised action of item 9, File No. 20084	10/14/2022
Library Users Association	Request for Library's first Reply to Complaint 22107....	10/14/2022

Sergei Severinov	Re: SOTF - Notice of Appearance - Compliance and Amendments Committee; October 25, 2022 4:30 p.m.	10/14/2022
Wynship Hillier	Re: SOTF - Notice of Appearance - Compliance and Amendments Committee; October 25, 2022 4:30 p.m.	10/14/2022
Marc Norton	Re: SOTF - Notice of Appearance - Compliance and Amendments Committee; October 25, 2022 4:30 p.m.	10/14/2022
Maunder, Sara (DPA)	DPA's Second Response to SOTF File No. 21145	10/14/2022
Hawkes, Alison (DPH)	Automatic reply: SOTF - Agenda and Packet on line for Complaint Committee of the Sunshine Ordinance Task Force October 18, 2022 5:30 PM Remote Meeting	10/14/2022
Library Users Association	22107 - Material for inclusion in 10/18/22 Complaint Cmtee Agenda Packet	10/13/2022
Library Users Association MayorSunshineRequests, MYR (MYR)	22107 - Material for inclusion in 10/18/22 Complaint Cmtee Agenda Packet  RE: Public records request	10/13/2022  10/13/2022
DPH Sunshine Anonymoose (@journo_anon)  chris roberts	DPH written response to File No. 22101 - RE: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 22101 File 20104 - Complaint against Herrera, as the Supervisor of Records Re: Public records request	10/13/2022  10/13/2022 10/13/2022
Lance Carnes	Re: FW: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting;	10/13/2022
Lance Carnes	Re: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting;	10/13/2022
Lance Carnes	Re: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting;	10/13/2022
Maunder, Sara (DPA) Heckel, Hank (MYR)	RE: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting; RE: Public Records Request	10/12/2022 10/12/2022
MICHAEL PETRELIS	Complaint: Fwd: Request: Mandelman's Prop G calendar: Jan 1 - Sept 24, 2022.	10/12/2022







Alberto, Justine Eileen (ADM)	RE: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 22111	10/12/2022
Alberto, Justine Eileen (ADM)	RE: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 22111	10/12/2022
Wolf, Marc Price (CAT)	RE: Request for Document - SOTF File #20011 Sunshine Ordinance Sunshine - City Attorney of San Francisco Opinion Passive Meeting Body HPSCAC	10/12/2022
Library Users Association	Requesting SOTF File 22107 / Draft Agenda	10/12/2022
Jenn	Re: C&A meeting - Tues Oct 25	10/12/2022
Young, Victor (BOS)	RE: Important - Requesting Addition of 67.25 to our Complaint 22107 vs. City Librarian Prop.G Calendar	10/12/2022
Library Users Association	Important - Requesting Addition of 67.25 to our Complaint 22107 vs. City Librarian Prop.G Calendar	10/11/2022
Library Users Association	Re: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting;	10/11/2022
MICHAEL PETRELIS	Re: Historic Preservation Commission complaint: public comment.	10/11/2022
MICHAEL PETRELIS	RE: Historic Preservation Commission complaint: public comment.	10/11/2022
Leger, Cheryl (BOS)	FW: Yes, Requesting Complaint Cmtee hearing go forward as scheduled.	10/11/2022
SOTF, (BOS)	FW: Yes, Requesting Complaint Cmtee hearing go forward as scheduled.... Fw: Yes Requesting Complaint Hearing... Re: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting;	10/11/2022
Library Users Association	Yes, Requesting Complaint Cmtee hearing go forward as scheduled.... Fw: Yes Requesting Complaint Hearing... Re: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting;	10/11/2022
Lance Carnes	Confirmation of attendance at Oct 18 meeting	10/11/2022
Young, Victor (BOS)	RE: Reasonable Accommdation Request for Meeting Agenda Re: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting;	10/11/2022



Anonymoose (@journo_anon) 	File 22110 Dorsey RE: COMPLAINT - 1754 Leavenworth St - San Francisco Sunshine and California Public Records Act Request	10/11/2022
Carnitas Bandit	SFMTA - Sunshine Request Nos. 22096 and 22097	10/11/2022
Garcia, David	RE: Planning Referral Process	10/11/2022
Pearson, Anne (CAT)	Another Complaint Attached Please Send File Number	10/11/2022
sfneighborhoods.net		10/10/2022
	Reasonable Accommodation Request for Meeting Agenda Re: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting;	10/10/2022
pmonette-shaw		
	Reasonable Accommodation Request for Meeting Agenda Re: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting;	10/10/2022
pmonette-shaw	Immediate produce Harlan Kelly's attachments - SOTF 20084	10/10/2022
Anonymoose (@journo_anon) 	RE: SOTF Videos - immediate disclosure request	10/9/2022
Anonymoose (@journo_anon) 		
Library Users Association	Yes Requesting Complaint Hearing... Re: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting;	10/9/2022
Anonymoose (@journo_anon) 	RE: Close - Re: FW: File No. 22036	10/8/2022
Anonymoose (@journo_anon) 	Re: SOTF - Revised action of item 9, File No. 20084	10/8/2022
	Fwd: Letter - Dean Preston - Chair Government Audit & Oversight San Francisco Board of Supervisors	10/8/2022
Ahimsa Porter Sumchai MD PD	Fwd: Request for Document - SOTF File #20011 Sunshine Ordinance Sunshine - City Attorney of San Francisco Opinion Passive Meeting Body HPSCAC	10/8/2022
	Re: Response Requested Immediately - Proposed Deferred Referral Agreement for Dennis Herrera - Re: Letter from SFPUC - file 21153	10/7/2022
Anonymoose (@journo_anon) 	Re: Response Requested Immediately - Proposed Deferred Referral Agreement for Dennis Herrera - Re: Letter from SFPUC - file 21153	10/7/2022
Anonymoose (@journo_anon) 		

Dahl, Bryan (BOS)	RE: Response Requested Immediately - Proposed Deferred Referral Agreement for Dennis Herrera - Re: Letter from SFPUC - file 21153	10/7/2022
Dahl, Bryan (BOS)	RE: Response Requested Immediately - Proposed Deferred Referral Agreement for Dennis Herrera - Re: Letter from SFPUC - file 21153	10/7/2022
sfneighborhoods.net	Complaint Attached	10/7/2022
MICHAEL PETRELIS	Historic Preservation Commission complaint: public comment.	10/7/2022
SF Sunshine	Re: New Complaint and 67.21(d) petition against Animal Care and Control and Virginia Donohue	10/7/2022
Carnitas Bandit	RE: COMPLAINT - 1754 Leavenworth St - San Francisco Sunshine and California Public Records Act Request	10/7/2022
Maiisa Robinson	FW: Announcement to Public of Children's Council of San Francisco Open Meetings in Compliance with the Sunshine Ordinance	10/7/2022
Steinberg, David (DPW)	RE: Withdraw Compliant 21075 if not Withdrawn Already	10/7/2022
sfneighborhoods.net	Withdraw Compliant 21075 if not Withdrawn Already	10/7/2022
SF Sunshine	Re: New Complaint and 67.21(d) petition against Animal Care and Control and Virginia Donohue	10/6/2022
Anonymoose (@journno_anon) 	Please provide a copy of SOTF 20104	10/6/2022
Anonymoose (@journno_anon) 	Please provide a copy of SOTF 20104	10/6/2022
Shaub, Margot (LIB)	FW: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting;	10/6/2022
Steinberg, David (DPW)	RE: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting;	10/6/2022
Steinberg, David (DPW)	RE: SOTF - Complaint Committee hearing, October 18, 2022; 5:30 PM; remote meeting;	10/6/2022
SunshineRequests, DBI (DBI)	RE: COMPLAINT - 1754 Leavenworth St - San Francisco Sunshine and California Public Records Act Request	10/6/2022
Wynship Hillier	Re: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 22099	10/6/2022

MICHAEL PETRELIS	Re: Complaint: SF Planning Commission and Castro Theater.	10/6/2022
Young, Victor (BOS)	RE: SOTF - Motions from 10/5/22 SOTF hearing	10/6/2022
Wynship Hillier	Re: BHC Resolution	10/6/2022
Hannan, Patrick (DBI)	RE: COMPLAINT - 1754 Leavenworth St - San Francisco Sunshine and California Public Records Act Request	10/6/2022
Matt Yankee	Re: Close - Re: FW: File No. 22036	10/6/2022
sfneighborhoods.net	SOTF Hearing Procedure Burden Proof Is on the Respondent - As a Public Communication 149 Word For Public Comments Full SOTF 10-5-2022 Minutes	10/6/2022
sfneighborhoods.net	FW: Attempt at informal resolution	10/6/2022
Wynship Hillier	Re: Attempt at informal resolution	10/6/2022
Wynship Hillier		
Anonymoose (@journno_anon)		
	Close - Re: FW: File No. 22036	10/5/2022
Charles H. Jung	Re: FW: File No. 22036	10/5/2022
Anonymoose (@journno_anon)		
	Re: FW: File No. 22036	10/5/2022
Charles H. Jung	Re: FW: File No. 22036	10/5/2022
Anonymoose (@journno_anon)		
	Re: FW: File No. 22036	10/5/2022
Wynship Hillier	150-word summary of public comment on No.7	10/5/2022
Charles H. Jung	FW: File No. 22036	10/5/2022
Donohue, Virginia (ADM)	Automatic reply: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 22111	10/5/2022
Leger, Cheryl (BOS)	FW: Complaint - Re: 2015 order against Herrera - Immediate disclosure request	10/5/2022
Alfredo Heredia	Fw: Public Records Request	10/5/2022
Maria Schulman	Re: New Response Complaint Form	10/5/2022
Chris Arvin	Re: Sunshine Ordinance Complaint against SFMTA	10/5/2022
Wolf, Marc Price (CAT)	Automatic reply: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - File No. 22099	10/5/2022
Wynship Hillier	IMMEDIATE DISCLOSURE REQUEST	10/4/2022
SunshineRequests, DBI (DBI)	RE: COMPLAINT - 1754 Leavenworth St - San Francisco Sunshine and California Public Records Act Request	10/4/2022
Anonymoose (@journno_anon)	MISSING PACKET MATERIALS - Re: SOTF - October 5, 2022 Sunshine Task Force Agenda Special Meeting posting	10/4/2022
		

Mailisa Robinson Knight, Annie	RE: Announcement to Public of Children's Council of San Francisco Open Meetings in Compliance with the Sunshine Ordinance FW: SOSF# 22096, 22097	10/4/2022 10/4/2022
Mailisa Robinson	Announcement to Public of Children's Council of San Francisco Open Meetings in Compliance with the Sunshine Ordinance	10/4/2022
Anonymoose (@journos_anon)  	Re: SOTF - October 5, 2022 Sunshine Task Force Agenda Special Meeting posting	10/4/2022
Anonymoose (@journos_anon)  	Re: SOTF - October 5, 2022 Sunshine Task Force Agenda COMPLAINT - 1754 Leavenworth St - San Francisco Sunshine and California Public Records Act Request	10/4/2022 10/4/2022
Carnitas Bandit		10/4/2022
Young, Victor (BOS)	RE: SOTF - October 5, 2022 Sunshine Task Force Agenda Special Meeting posting	10/4/2022
Anonymoose (@journos_anon)  	RE: SOTF - October 5, 2022 Sunshine Task Force Agenda Special Meeting posting	10/3/2022
Wynship Hillier	Re: Attempt at informal resolution	10/3/2022
Leger, Cheryl (BOS)	FW: Second Request - Fw: There is a timeliness issue FW: Second Request - Fw: There is a timeliness issue here; may we have acknowledgement and forwarding of the complaint for prompt response? Thanks.... Fw: Complaint and Request for Hearing – City Librarian Delay in Providing Proposition G Calendar for J	10/3/2022 10/3/2022
SOTF, (BOS)		10/3/2022
Anonymoose (@journos_anon)  	Re: Redistricting Task Force Records request Part 1	10/3/2022
MICHAEL PETRELIS	Complaint: SF Planning Commission and Castro Theater.	10/3/2022
Anonymoose (@journos_anon)  	Re: Fwd: SOTF - October 5, 2022 Sunshine Task Force Agenda Special Meeting posting	10/3/2022
Anonymoose (@journos_anon)  	Re: Fwd: SOTF - October 5, 2022 Sunshine Task Force Agenda Special Meeting posting	10/3/2022
Lew, Lisa (BOS)	September 2022 - SOTF Complaints	10/3/2022
Maria Schulman	Re: New Response Complaint Form	10/2/2022

Anonymoose (@journos_anon) 	Re: SOTF - October 5, 2022 Sunshine Task Force Agenda Special Meeting posting	10/1/2022
Anonymoose (@journos_anon) 	Re: SOTF - October 5, 2022 Sunshine Task Force Agenda Special Meeting posting	10/1/2022
Matt Yankee	Fwd: FW: SOTF - Referral of Complaint Back to the Ethics Commission	9/30/2022
Tulloch, Cristel (ADP)	RE: SOTF - Notice of Appearance, October 5, 2022 - Sunshine Ordinance Task Force; 4:00 PM; Remote Meeting	9/30/2022

