



OFFICE OF THE MAYOR
SAN FRANCISCO

TO: Commissioners; Commission Secretaries **FROM:** Francis Tsang
RE: Commissioners Luncheon **DATE:** January 12, 2018

We have become aware that all members of your commission have been invited to a luncheon entitled the “1st Annual San Francisco Commissioner’s Luncheon,” scheduled for January 23, 2018, at Capurro’s Restaurant. Although the City’s flag is replicated on the invitation, and the hosts of the event are a number of commissioners on different City bodies, this is not a City-sponsored event.

Based on the invitation, this event will be a gathering of a “passive meeting body” under the Sunshine Ordinance. Accordingly, contrary to the information contained in the invitation, we understand this event will be open to the public. Any transmittal of the invitation should note that clarification.

To ensure that this event does not inadvertently become an unlawful commission meeting, a majority of commissioners from the same commission should refrain from discussing among themselves City business at this event.

To ensure compliance with the requirements of the Sunshine Ordinance, commission secretaries must post the following notice on the commission’s website:

The members of the Commission have been invited to and may attend a social luncheon on January 23, 2018, from 11:30 a.m. to 2:00 p.m., at Capurro’s Restaurant, 498 Jefferson Street, San Francisco, CA 94109. Members of the public may attend and observe the luncheon but are not entitled to refreshments or food.

Please post this notice on the commission’s website no later than January 16, 2018.

Please feel free to contact me with any questions.