



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CITY ATTORNEY

ADMINISTRATIVE SUBPOENA

To: **Community Initiatives**
1000 Broadway, Suite 480
Oakland, CA 94607

Under San Francisco Charter § 6.102 and San Francisco Administrative Code § 2A.230, and in furtherance of an ongoing investigation by the San Francisco City Attorney's Office, this Office commands you, within ten (10) days after service, to produce and permit inspection and copying of all documents, records, and other materials described in **Exhibit A**. You must do so by mailing or hand delivering all such materials, together with a certification, dated and signed under penalty of perjury under the laws of the State of California that the documents provided are true, correct, and complete copies of all documents responsive to this Administrative Subpoena, to the following location:

Office of the City Attorney
Attn: George Cothran, Chief of Investigations
1390 Market Street, 7th Floor
San Francisco, CA 94102

The subpoenaed items are relevant to an investigation of possible violations of the Campaign and Governmental Conduct Code §§ 3.200 et seq., and there is reason to believe the documents requested may contain evidence of such violations.

If you have any questions regarding compliance with this subpoena, contact: Keslie Stewart, Deputy City Attorney (State Bar No. 184090), Tel. (415) 554-3980, email: Keslie.Stewart@sfcityatty.org.

Please be advised that destruction or concealment of any items requested may result in a referral to law enforcement for criminal prosecution under California Penal Code § 135.

Failure to comply with the commands of this subpoena may subject you to citation for contempt or other penalties before the Superior Court of the State of California.

Signed in the City and County of San Francisco this 10th day of February 2022.

By


KESLIE STEWART

Head Attorney for Public Integrity and Investigations
San Francisco City Attorney's Office

EXHIBIT A

For the period from January 1, 2015, to the present, please provide:

All documents related to funds held on behalf of the City and County of San Francisco, including but not limited to San Francisco Environment (the "City") or on behalf of Friends of San Francisco Environment. Please provide all responsive documents, including but not limited to account records, bank records, deposits, withdrawals, check requests, solicitations for donations, correspondence related to donations, statements, correspondence, emails, and any documents related to the fiscal relationship between Community Initiatives and the City or Friends of San Francisco Environment. Please also provide account initiation records for any account held on behalf of the City or Friends of San Francisco Environment, regardless of date.

For the purposes of this Subpoena, "document" is defined to include both electronic and hard copy materials. Responsive documents should be produced in their original format, whether electronic or hard copy.

Unless otherwise specified and agreed to by the San Francisco City Attorney's Office, responsive electronic documents shall be produced as electronically readable documents, and, in particular, as a static .TIFF images with associated metadata preserved prior to the .TIFF rendering process in an ASCII delimited text file. Documents in formats such as EXCEL, for which a rendered .TIFF format would not be a reasonably useable format, should be produced as both a static .TIFF image with associated metadata and as a file in native format. The produced documents shall be converted into Concordance load files.