



City and County of San Francisco

Sunshine Ordinance Task Force

City Hall
1 Dr. Carlton B. Goodlett Place,
Room 244
San Francisco, CA 94102-4689

Meeting Agenda

Members:

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

Clerk: Patricia Petersen
(415) 554-7719 ~ patricia.petersen@sfgov.org

Wednesday, August 6, 2025	4:00 p.m. Regular Meeting	City Hall, Room 408
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Remote Access and/or In-Person Participation

The Sunshine Ordinance Task Force and its committees convene hybrid meetings that allow in-person attendance, in-person public comment, remote access for petitioners and respondents, and remote public comment via teleconference (via Webex).

Webex Remote Link/Log-in:

<https://tinyurl.com/yzpzaxk9>

Password: sunshine

Telephone Call-in:

1 (415) 655-0001 / Meeting ID: 2662 595 4248 # #

(Press *3 to enter the speaker line)

Members of the public may participate by phone or may submit their comments by email to: sotf@sfgov.org; all comments received will be made a part of the record. Sunshine Ordinance Task Force agendas and their associated documents are available at <https://sfgov.org/sunshine>.

Meeting Decorum: Any member of the Sunshine Ordinance Task Force may call for decorum due to the disorderly conduct of meeting participants. Persons who engage in threatening and/or menacing behavior may be asked to leave.

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES** (*Discussion and Action*)
2. **Approval of the July 2, 2025, Sunshine Ordinance Task Force Regular meeting minutes.** (*Discussion and Action*) ([*attachments*](#))
3. **Approval of Orders of Determination** (*Discussion and Action*) ([*attachments*](#))
 - **File No. 24004** Zach Karnazes v. Mayor's Office on Disability
 - **File No. 25021** Stacy Smith re NextRequest
 - **File No. 25041** Anmarie v. Fine Arts Museums of San Francisco
 - **File No. 25034** Joe Fitzgerald Rodriguez v. Office of the Mayor
 - **File No. 25039** Eric Roussel v. San Francisco Planning Department
4. **Report on July 11, 2025 Ethics Commission Meeting:** Discussion of the Show Case Hearing for SOTF File No. 24021 (Matthew Lotocki v. San Francisco Police Department) and the proposed amendments to the Ethics Commission's Enforcement Regulations. (*Discussion Only*) ([*attachments*](#))
5. **Proposed Amendments to SOTF's By-Laws:** Presentation of proposed amendments to the Sunshine Ordinance Task Force's By-Laws related to Article II, Section 2 – Attendance. (*Discussion Only*) ([*attachments*](#))
6. **Administrator's Report.** (*Discussion and Action*) ([*attachments*](#))
 - Task Force and Committee tentative hearing schedule with potential adjustments
 - Complaints and Hearing Requests
 - Pending Petitions/Complaints
 - SOTF Member Attendance
 - Communications

*** *Continued on Next Page* ***

SPECIAL ORDER 5:00 P.M.
Public Comment, Consent Agenda, and Complaint Hearings Agenda

**(Note: Public Comment, Consent Agenda, and hearings on
Complaints listed below will begin at 5:00 P.M.
or as soon thereafter as possible.)**

7. **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. *(No Action)*
8. **Closing Pending Complaint:** Hearing to consider closing the following complaint file and dismissing it without prejudice pursuant to SOTF Complaint Procedure C9. *(Discussion and Action)* ([attachments](#))
 - **File No. 23078** – Brian Browne v. Public Utilities Revenue Bond and Oversight Committee

CONSENT AGENDA – Items 9 through 12

The Sunshine Ordinance Task Force shall review **File Nos. 25046, 25047, 25048 and 25052** to affirm the Committee's findings regarding the Sunshine Ordinance Task Force's jurisdiction; violations of the Sunshine Ordinance, Brown Act, or California Public Records Act; and, if applicable, to issue an Order of Determination and refer matters to a Committee for monitoring. The Complainant and Respondent are *not required to attend the August 6, 2025 Sunshine Ordinance Task Force meeting* but may attend to provide testimony during the public comment period for this item related to the determinations listed below. *(Discussion and Action)*

9. **File No. 25046:** Complaint filed by Michael Petrelis against Supervisor Jackie Fielder for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.25 for failing to respond to an Immediate Disclosure Request in a timely and/or complete manner. ([attachments](#))

(On 7/22/2025, the Education, Outreach, and Training Committee found that the Task Force has jurisdiction, that the requested records are public, and referred the matter to the Task Force Consent Agenda with a recommendation to find that Supervisor Fielder violated Administrative Code (Sunshine Ordinance) Section(s) 67.25(a) by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner.)

10. **File No. 25047:** Complaint filed by Michael Petrelis against Supervisor Matt Dorsey for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.25 for failing to respond to an Immediate Disclosure Request in a timely and/or complete manner. ([attachments](#))
(On 7/22/2025, the Education, Outreach, and Training Committee found that the Task Force has jurisdiction, that the requested records are public, and referred the matter to the Task Force Consent Agenda with a recommendation to find that Supervisor Matt Dorsey violated Administrative Code (Sunshine Ordinance) Section(s) 67.25(a) by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner.)
11. **File No. 25048:** Complaint filed by Mark Sullivan against David Steinberg and San Francisco Public Works for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21(b) for failing to respond in a timely and/or complete manner, 67.21(l) for failing to provide public information for inspection and copying, 67.26 for failing to keep the withholding of records without justification to a minimum, and 67.27 for failing to provide a justification for withholding records. ([attachments](#))
(On 7/22/2025, the Education, Outreach, and Training Committee found that the Task Force has jurisdiction and referred the matter to the Task Force Consent Agenda with a recommendation of no violation by San Francisco Public Works.)
12. **File No. 25052:** Complaint filed by Michael Petrelis against the Human Rights Commission, for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) Complaint filed by Michael Petrelis against the Human Rights Commission, for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.25, by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner. ([attachments](#))
(On 7/22/2025, the Education, Outreach, and Training Committee found that the Task Force has jurisdiction, that the requested records are public, and referred the matter to the Task Force Consent Agenda with a recommendation to find that the Human Rights Commission violated Administrative Code (Sunshine Ordinance) Section(s) 67.25(a) for failing to respond to an Immediate Disclosure Request in a timely and/or complete manner.)

COMPLAINT HEARING AGENDA – Items 13 through 16

13. **File No. 25028:** Complaint filed Anmarie against the Fine Arts Museums of San Francisco for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) Section(s) 67.5 by failing to hold open meetings, 67.7 by failing to post an agenda, 67.15 by failing to allow public testimony, and 67.16 by failing to record and post minutes of regular and special meetings of the board or commission. ([attachments](#))
(On 5/20/2025, the Complaint Committee referred the matter to the full Task Force for consideration of whether there is a violation of Administrative Code (Sunshine Ordinance), Section 67.21 for failing to produce public records.

On 7/2/2025, the Task Force continued the matter to the call of the Chair.)
- a) Hearing on the complaint. (*Discussion and Action*)
14. **File No. 25035:** Complaint filed by Paul Kniha against San Francisco Municipal Transportation Agency for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21 by failing to respond to a public records request in a timely and/or complete manner. ([attachments](#))
(On 7/22/2025, the Education, Outreach, and Training Committee found that the Task Force has jurisdiction, that the requested records are public, and referred the matter to the full Task Force for hearing, and to warn the San Francisco Municipal Transportation Agency that not sending an authorized representative to the full hearing would be a violation of Administrative Code (Sunshine Ordinance) Section 67.21(e).)
- a) Hearing on the complaint. (*Discussion and Action*)
15. **File No. 25036:** Complaint filed by Paul Kniha against Broderick Paulo and the San Francisco Municipal Transportation Agency and Broderick Paulo for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21 by failing to respond to a public records request in a timely and/or complete manner ([attachments](#))
(On 7/22/2025, the Education, Outreach, and Training Committee found that the Task Force has jurisdiction, that the requested records are public, and referred the matter to the full Task Force for hearing, and to warn the San Francisco Municipal Transportation Agency that not sending an authorized representative to the full hearing would be a violation of Administrative Code (Sunshine Ordinance) Section 67.21(e).

The Committee further recommended that the Task Force Chair send a communication to Julie Kirschbaum, Department Head of the San Francisco Municipal Transportation Agency informing her of the need for the Agency to comply with Administrative Code (Sunshine Ordinance) Section 67.21(e) requiring an authorized representative of the custodian of the public records requested attend any hearing and explain the basis for its decision to withhold the records requested.)

- a) Hearing on the complaint. *(Discussion and Action)*
16. **File No. 25054:** Complaint filed by HVSafe against Supervisor Bilal Mahmood for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21, for failing to respond to a public records request in a timely and/or complete manner. *([attachments](#))*
 - a) Determination of jurisdiction over the complaint *(Discussion and Action)*
 - b) Hearing on the complaint. *(Discussion and Action)*
 17. **Hearing on BOS File No. 250192 and Public Access to Records and Meetings of Nonprofit Organizations:** Discuss and consider taking action to provide feedback on a proposed ordinance amending the Administrative Code to narrow coverage of, and reduce meeting requirements in, Chapter 12L relating to certain non-profit organizations receiving funds from the City. *(Discussion and Action) ([attachments](#))*
 18. **Hearing on Sunshine Ordinance Amendments:** Discussion regarding amendments to the Sunshine Ordinance and potential action to guide the related work of the Compliance and Amendments Committee. *(Discussion and Action) ([attachments](#))*
 19. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Complaint Committee.** *(Discussion and Action)*
(Note: Public Comment on this item is limited to subject matters presented by members of the SOTF.)
 20. **ADJOURNMENT**

The Sunshine Ordinance Task Force was established by the San Francisco Administrative Code, Chapter 67. The purpose of the Task Force is to protect the public's interest in open government and to carry out the duties enumerated in [Chapter 67 of the San Francisco Administrative Code](#). For additional information concerning Sunshine Ordinance Task Force please contact the Task Force by e-mail sotf@sfgov.org or by calling (415) 554-7724.

Agenda Item Information

Each item on the agenda may include the following documents:

- 1) Department or Agency cover letter and/or report;
- 2) Public correspondence; and
- 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.

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

Cell Phones, Pagers and Similar Sound-Producing Electronic Devices

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices (Chapter 67A of the San Francisco Administrative Code).

Ethics Requirements

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

Under Campaign and Governmental Conduct Code, Section 1.127, no person or entity with a financial interest in a land use matter pending before the Board of Appeals, Board of Supervisors, Building Inspection Commission, Commission on Community Investment and Infrastructure, Historic Preservation Commission, Planning Commission, Port Commission, or the Treasure Island Development Authority Board of Directors, may make a campaign contribution to a member of the Board of Supervisors, the Mayor, the City Attorney, or a candidate for any of those offices, from the date the land use matter commenced until 12 months after the board or commission has made a final decision, or any appeal to another City agency from that decision has been resolved. For more information about this restriction, visit sfethics.org.

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