



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 | (non-voting) Clerk of the Board of Supervisors or their designee | | |
| Ex-officio | (non-voting) Michael Adams, Mayor's designee | | |

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

**Wednesday, February 4,
2026**

**4:00 p.m.
Regular Meeting**

City Hall, Room 408

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/yc6wre24>

Password: sunshine

Telephone Call-in:
1 (415) 655-0001 / Meeting ID: 2663 457 3165 # #
(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 or its Committees 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 January 7, 2026 Sunshine Ordinance Task Force Regular meeting minutes.** (*Discussion and Action*) ([attachment](#))
3. **Approval of Orders of Determination** (*Discussion and Action*) ([attachments](#))
 - **File No. 25064** Michael Turon against City Attorney of San Francisco
 - **File No. 25079** Aaron Wilson against San Francisco Animal Care and Control (25-6804)
 - **File No. 25080** Aaron Wilson against San Francisco Animal Care and Control (25-6898)
 - **File No. 25081** Aaron Wilson against San Francisco Animal Care and Control
 - **File No. 25082** Aaron Wilson against San Francisco Animal Care and Control (25-7231)
 - **File No. 25088** Rick Sanders v. Mayor Daniel Lurie
 - **File 25099** Anonymous (GRA) v Department of Public Works
4. **Commission Streamlining Task Force Update:** Review recommendations from the Commission Streamlining Task Force (CSTF) and its staff which may affect the Sunshine Ordinance Task Force (SOTF), and potentially take action to communicate suggestions or concerns from SOTF to CSTF (*Discussion and Action*) ([attachments](#))
5. **Chair & Committee Reports:** Opportunity for the Chair and Committee Chairs to update the entire Sunshine Ordinance Task Force on their recent activities. (*Discussion Only*)
6. **Administrator's Report.** (*Discussion and Action*) ([attachment](#))
 - Task Force and Committee tentative hearing schedule with potential adjustments
 - Complaints and Hearing Requests
 - Pending Petitions / Complaints
 - SOTF Member Attendance
 - Communications

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 Sunshine Ordinance Task Force on matters that are within the Task Force's jurisdiction but not on today's agenda. *(No Action)*

CONSENT AGENDA – *Items 8 through 9*

The Sunshine Ordinance Task Force shall review **File Nos. 25128 and 25133** 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 February 4, 2026 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)*

8. **File No. 25128:** Complaint filed by Mark LaCroix against the San Francisco Fire Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.8-1, by failing to record audio or audio and video of closed sessions and retain all such records for at least ten years, Section(s) 67.14, by failing to audio record each regular and special meeting, and Section(s) 67.21, by failing to respond to a public records request in a timely and/or complete manner. *(attachment)*

(On 1/20/2026 the Complaint Committee found that the Task Force has jurisdiction, that the requested records are public, and recommended a finding that the San Francisco Fire Commission violated Administrative Code (Sunshine Ordinance), Section 67.21, for failing to respond to a public records request (PRR) in a timely manner since part of the PRR was responded to late; i.e, letting petitioner know whether audio and video recordings existed. The Committee also recommended finding a Section 67.14(b) violation since the meetings were audio-recorded but were later destroyed after 360 days. The Committee found that the sessions, which occurred during the Mayor's Orders on Covid, were recorded remotely by Webex, but later destroyed by Webex and notes, however, that it was the responsibility of the Fire Commission to ensure they were kept for ten (10) years. The Committee recommended finding no Section 67.8-1 violation because separate audio recordings were made by the Fire Commission, though these are not disclosable at present. The Committee forwarded the

matter to the Consent Agenda, noting that written transcripts were provided. The Committee ordered that under Section 67.21, Respondent is to produce any remaining audio tapes, including the 4/5/2022 recording available and the 3 items the commission secretary said she downloaded onto the computer but hadn't been produced. The Committee referred the matter to the Education, Outreach, and Training Committee to follow up with Webex to ensure that recordings of special meetings are retained as Section 67.14 requires and to ensure compliance with this order.

9. **File No. 25133:** Complaint filed by Michael Petrelis against the Office of the Mayor for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.29-5, by failing to provide a Prop G calendar in a timely and/or complete manner. ([attachment](#))
(On 1/20/2026, the Complaint Committee found that the Task Force has jurisdiction, that the requested records are public, and referred the matter to the Consent Agenda with a finding of no violation of Section(s) 67.29-5 by the office of the Mayor because the meetings listed by the lobbyists on the Lobbyist Report were not with the Mayor but with his staff, and therefore no entry needed to appear on the Mayor's Prop G Calendar.)

COMPLAINT HEARING AGENDA – *Items 10 through 15*

10. **File No. 25130:** Complaint filed by Patrick Monette-Shaw against the Commission Streamlining Task Force, Ed Harrington, Sophia Kittler and Deputy City Attorney Jon Givner for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.7, by failing to post an agenda at least 72 hours before a regular meeting containing a meaningful description of each item of business to be transacted or discussed at the meeting. ([attachment](#))
(On 1/20/2026, the Complaint Committee found that this is a public meeting under the Task Force's jurisdiction and forwarded the matter to the full Task Force for consideration.)
 - a. Hearing on the Complaint (*Discussion and Action*)
11. **File 25075:** Complaint filed by Jared Stratton against the San Francisco Police Department 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. Complaint filed by Jared Stratton v. San Francisco Police Department. ([attachment](#))
(On 11/18/2025, the Complaint Committee found that the Task Force has jurisdiction, that the requested records are public, and referred the matter to the full Task Force with no recommendation.)

On 12/3/2025, the Task Force continued the matter to the January 7, 2026 Regular Meeting of the Sunshine Ordinance Task Force. The Task Force further ordered the San Francisco Police Department to review the April 17, 2025 flowchart developed by Lt. Ozol re File No. 23086 for reviewing an “open/active investigation” and provide a written response to the Task Force with the results of applying the flowchart and California Senate Bill 16 (2021) to the review of this file.

On 1/7/2026, the Task Force continued the matter to the February 2026 Task Force meeting. The Administrator was directed to provide Respondent’s response to the Task Force received 12/18/2025 and include it in the Agenda packet.)

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

12. **File No. 25035:** Complaint filed by Paul Kniha against the 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. (*attachment*)

(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).)

On 8/6/2025, that Task Force found that the San Francisco Municipal Transportation Agency (SFMTA) violated Administrative Code (Sunshine Ordinance) Section 67.21(b) by failing to comply to a request for inspection or copy of a public record within tendays following receipt of such request, and requested that the SFMTA provide the Fiscal Year 2024-2025 cost recovery calculation, the Fiscal Year 2024-2025 costs to date that are color curb specific even if it does cover costs, and performance metrics for Fiscal Year 2024-2025 for the color curb program in whatever form they exist, likely as an extract, and referred the matter to a Committee for compliance and follow up.

On 9/3/2025, the Task Force approved the Order of Determination as amended.

On 11/25/2025, the Education, Outreach, and Training Committee meeting was cancelled due to the lack of a quorum.

(On 12/30/2025, the Compliance and Amendments Committee referred the matter to Chair Yankee for reassignment at his discretion noting that Respondent requested a continuance and that Petitioner did not agree to the request.)

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

13. **File No. 25085-2:** Complaint filed by Michael Turon against the San Francisco Planning Department and Chan Son 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, Section(s) 67.25, by failing to respond in a timely and/or complete manner to an immediately disclosure request, Section(s) 67.26, by failing to keep withholdings to a minimum, and Section(s) 67.27, by failing to provide written justification of withholdings. ([attachment](#))

(On 12/16/2025, the Complaint Committee found that the Task Force has jurisdiction, that the requested records are public, and forwarded the matter to the Task Force with a recommendation to consider violations around withholding meta data, not providing records in the original format requested, the fact that planning did not send a representative, and that some records from personal devices were not produced, that claims related to the failure to engage in proper extensions and rolling production, and to provide a neutral custodian as supervisor of records. The Committee further found that the claims related to a failure to engage in property extensions, rolling production, the assigning of a neutral custodian or to provide records logs with the names of reviewers were not compelling.

On 1/7/2026 under File No. 25085-1, the Sunshine Ordinance Task Force accepted the recommendation of the Complaint Committee to dismiss Hugo Cabrera from this complaint for the reason that there are no cognizable claims against him since only the City Attorney is legally the Supervisor of Records.)

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

14. **File No. 25100:** Complaint filed by Concerned San Francisco Residents against the Department of Public Health 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. ([attachment](#))

(On 12/16/2025, the Complaint Committee found that the Task Force has jurisdiction, that the requested records are public, and referred the matter to the full Task Force on the questions of whether there has been timely production of the requested documents and whether there is a need to issue an order to produce.)

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

15. **File No. 25102:** Complaint filed by Michael Petrelis against Mayor Daniel Lurie and the Office of the Mayor 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. (*attachment*)

(On 12/16/2025, the Complaint Committee found that the Task Force has jurisdiction, that the requested records are public, and referred the matter to the full Task Force with no recommendation.)

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

16. **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*)

17. **Update on the Production of the Sunshine Ordinance Task Force's 2025 Annual Report** (*Discussion only*) (*attachment*)

Members of the public can view these documents online at the link below (no password or identification required) or review the printed versions in the agenda packet. Public comments on these documents can be sent directly to lstein.sotf@gmail.com or made during public comment on this agenda item.

[Annual Report 2025 Documents Folder \(Main Folder\)](#)

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

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

19. **ADJOURNMENT**

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

Agenda Item Information

Each item on the agenda may include the following documents:

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

These items will be available for review at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, Reception Desk.

Meeting Procedures

| | | |
|----|--|----------------------|
| 1. | Complainant presents his/her facts and evidence | 5 minutes |
| | Other parties of Complainant present facts and evidence | Up to 3 minutes each |
| 2. | City responds | 5 minutes |
| | Other parties of City respond | Up to 3 minutes each |
| | <i>Above total speaking times for Complainant and City to be the same.</i> | |
| 3. | Matter is with the Task Force for discussion and questions. | |
| 4. | Respondent and Complainant presents clarification/rebuttal | 3 minutes |
| 5. | Matter is with the Task Force for motion and deliberation. | |
| 6. | Public comment (Excluding Complainant & City response, witnesses) | Up to 3 minutes each |
| 7. | Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.) | |

Public Comment will be taken before or during the Committee's consideration of each agenda item. Speakers may address the Task Force for up to three minutes on that item. During General Public Comment, members of the public may address the Task Force on matters that are within the Task Force's jurisdiction and are not on the agenda. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the official file.

Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations, except that public speakers using interpretation assistance will be allowed to testify for twice the amount of the public testimony time limit. If simultaneous interpretation services are used, speakers will be governed by the public testimony time limit applied to speakers not requesting interpretation assistance.

Each member of the public who is unable to attend the public meeting or hearing may submit to the City, by the time the hearing begins, written comments regarding the agenda items. These comments will be made a part of the official public record. Written communications should be submitted to the SOTF at: 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102.

AGENDA PACKET: Available for review in the Office of the Clerk of the Board, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, or on the internet at: <http://www.sfbos.org/sunshine>.

AUDIO RECORDINGS: Audio recordings of the meeting of the Sunshine Ordinance Task Force are available at: <http://www.sfbos.org/sunshine>.

LANGUAGE INTERPRETERS: Language services are available in Spanish, Chinese and Filipino for requests made at least two (2) business days in advance of the meeting, to help ensure availability. For more information or to request services, contact (415) 554-5184.

傳譯服務: 所有常規及特別市參事會會議和常務委員會會議將提供西班牙文, 中文以及菲律賓文的傳譯服務, 但必須在會議前最少兩 (2) 個工作日作出請求, 以確保能獲取到傳譯服務. 將因應請求提供交替傳譯服務, 以便公眾向 有關政府機構 發表意見. 如需更多資訊或請求有關服務, 請發電郵至 bos@sfgov.org 或致電 (415) 554-5184 聯絡我們.

INTÉRPRETES DE IDIOMAS: Para asegurar la disponibilidad de los servicios de interpretación en chino, filipino y español, presente su petición por lo menos con dos (2) días hábiles de antelación previo a la reunión. Para más información o para solicitar los servicios, envíe su mensaje a bos@sfgov.org o llame al (415) 554-5184.

TAGA SALIN-WIKA: Ipaabot sa amin ang mga kahilingan sa pag salin-wika sa Kastila, Tsino at Pilipino ng hindi bababa sa dalawang araw bago ang pulong. Makakatulong ito upang tiyakin na ang mga serbisyo ay nakalaan at nakahanda. Para sa dagdag kaalaman o para humiling ng serbisyo, maki pagugnayan po sa bos@sfgov.org o tumawag sa (415) 554-5184.

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 two business days 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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