



# 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 - <b>Chair</b>
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 - <b>Vice-Chair</b>		
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](mailto:patricia.petersen@sfgov.org)

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**Wednesday, January 7,  
2026**

**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/2ufd6ysk>**

**Password: sunshine**

#### **Telephone Call-in:**

**1 (415) 655-0001 / Meeting ID: 2663 395 8116 # #**

**(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](mailto: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 December 3, 2025, Sunshine Ordinance Task Force Regular meeting minutes.** (*Discussion and Action*) ([\*attachment\*](#))
3. **Approval of Orders of Determination** (*Discussion and Action*) ([\*attachment\*](#))
  - **File No. 25063** Hanley Chan against the Department of Information Technology
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 the SOTF to the CSTF (*Discussion and Action*) ([\*attachment\*](#))
5. **Chair & Committee Reports:** Opportunity for the Chair and Committee Members to update the entire Sunshine Ordinance Task Force on their recent activities. (*Discussion only*)
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

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**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)*

**CONSENT AGENDA – Items 8 through 11**

The Sunshine Ordinance Task Force shall review **File Nos. 25064, 25080, 25085-1 and 25099** 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 January 7, 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. 25064:** Complaint filed by Michael Turon against the City Attorney of San Francisco 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 12/16/2026, the Complaint Committee found that the Task Force has jurisdiction, that the requested records are public, and forwarded the matter to the Consent Agenda with a recommendation of a finding of no violation. The Committee further stated that the dispute that the parties have litigated is an ongoing matter before the Court and so County of L.A. Bd. Of Supervisors v. Superior Court (2016) 2 Cal.5<sup>th</sup> 282 does not apply and the reasons for withholding do apply.)*

9. **File No. 25080 (25-6968):** Complaint filed by Aaron Wilson against San Francisco Animal Care & Control for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.26, by failing to keep withholdings to a minimum, and Section 67.27, by failing to provide written justification of withholdings. ([attachment](#))  
*(On 11/18/2025, the Complaint Committee found that the Task Force has jurisdiction, that the requested records are public, and forwarded the matter to the Consent Agenda with a recommendation of no violation. The Committee further found that a thorough search seems to have been performed on time, though no records were provided.)*
10. **File No. 25085-1:** Complaint filed by Michael Turon against the San Francisco Planning Department, Hugo Cabrera 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 moved to dismiss Hugo Cabrera for the reason that there are no cognizable claims against him since only the City Attorney is legally the supervisor of records and forwarded the matter to the Consent Agenda.)*
11. **File No. 25099:** Complaint filed by grant.review@proton.me against Department of Public Works 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 Consent Agenda with a recommendation of no violation.)*

#### **COMPLAINT HEARING AGENDA – Items 12 through 16**

12. **File No. 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. ([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.)*

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

13. **File No. 25088:** Complaint filed by Rick Sanders against the Office of the Mayor 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 with a recommendation that the Office of the Mayor violated Administrative Code (Sunshine Ordinance), Section 67.21, by applying inappropriate standards for withholding privileged documents and that Respondent be order to apply the correct standards in a second attempt to respond and to produce the documents.*

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

14. **File No. 25079 (25-6804):** Complaint filed by Aaron Wilson against San Francisco Animal Care & Control for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.26, by failing to keep withholdings to a minimum, and Section 67.27, by failing to provide written justification of withholdings. [\*\(attachment\)\*](#)

*(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 for consideration of a violation of Administrative Code (Sunshine Ordinance), Section(s) 67.26, by failing to keep withholdings to a minimum, and/or Section(s) 67.27 by failing to provide written justification of withholdings.)*

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

15. **File No. 25081 (25-6969):** Complaint filed by Aaron Wilson against San Francisco Animal Care & Control for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.26, by failing to keep withholdings to a minimum, and Section 67.27, by failing to provide written justification of withholdings. [\*\(attachment\)\*](#)

*(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 specific recommendations.)*

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

16. **File No. 25082 (27-7231):** Complaint filed by Aaron Wilson against San Francisco Animal Care & Control for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.26, by failing to keep withholdings to a minimum, and Section 67.27, by failing to provide written justification of withholdings. ([attachment](#))

*(On 11/18/2025, the Complaint Committee found that the Task Force has jurisdiction, that the requested records are public, and to refer File No. 25082 to the full Task Force in conjunction with File No. 25081 as they are subsets of File No. 25079 and they should be considered in tandem.)*

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

17. **Hearing on Sunshine Ordinance Amendments:** Discussion and potential action regarding proposed amendments to the Sunshine Ordinance. *(Discussion and Action)* ([attachments](#))

18. **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](mailto:lstein.sotf@gmail.com) or made during public comment on this agenda item.

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

19. **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.)*

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](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**

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  
*Above total speaking times for Complainant and City to be the same.*
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, Up to 3 minutes each  
witnesses)
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](mailto: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](mailto: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](mailto: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](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).

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