



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, December 3,
2025**

**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/4b35avdp>

Password: sunshine

Telephone Call-in:

1 (415) 655-0001 / Meeting ID: 2660 877 3950 # #

(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 November 5, 2025 Sunshine Ordinance Task Force Regular Meeting minutes.** (*Discussion and Action*) ([*attachments*](#))
3. **Approval of Orders of Determination** (*Discussion and Action*) ([*attachments*](#))
 - **File No. 23085** Mike Spencer against the District Attorney
 - **File No. 24015** Paul Kniha against the Municipal Transportation Agency
 - **File No. 25057** Annie Gilbertson against the San Francisco Police Department
 - **File No. 25074** Patrick Monette-Shaw v. Department of Public Health
 - **File No. 25077** Chikodi Chima against the Human Services Agency
4. **Annual Supervisor of Records Report from the City Attorney's Office:** Review and potential acceptance of the annual report for calendar year 2024. (*Discussion and Action*) ([*attachments*](#))
5. **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*) ([*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)*

CONSENT AGENDA – Item 8

The Sunshine Ordinance Task Force shall review **File No. 25080** 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 December 3, 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)*

8. **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. *([attachments](#))*

COMPLAINT HEARING AGENDA – Items 9 through 11

9. **File No. 25063:** Complaint filed by Hanley Chan against the Department of Information Technology for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.25 by failing to respond by failing to respond to an immediate disclosure request in a timely and/or complete manner. *([attachments](#))*

(On 10/15/2025, the Task Force found that it has jurisdiction in the matter and found that the Department of Information Technology violated Administrative Code (Sunshine Ordinance), Section 67.25, by failing to respond to an immediate disclosure request in a timely and/or complete manner. The Respondent is to provide a written response by 11/19/2025 explaining why the department feels it is neither the custodian nor in custody of the requested records as described by the Sunshine Ordinance.)

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

10. **File No. 25033:** Joudere Gaines 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. ([attachments](#))

(On 9/23/2025, the Education, Outreach, and Training Committee continued and forwarded the matter to the Complaint Committee and asked that the San Francisco Municipal Transportation Agency provide a point-by-point response to each of the requested listed in NR-24-6646 located on pages 3-8 of the meeting packet.

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.)

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

11. **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. ([attachments](#))

(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.)

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

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

13. **Hearing on the Sunshine Ordinance Task Force's 2025 Annual Report:** Discuss and authorize production of the SOTF's 2025 Annual Report. (*Discussion and Action*) ([attachments](#))

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 \(Main Folder\)](#)

14. **Hearing on SB 707 modifying the Ralph M. Brown Act:** Review changes to various public meetings effectuated by the passage of SB 707 and potentially take action to communicate implications to City departments and officials. (*Discussion and Action*) ([attachments](#))

15. **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 Task Force.)

16. **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
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 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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