



# City and County of San Francisco

## Meeting Minutes

### Compliance and Amendments Committee

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

**Members:** Lila LaHood (Chair), Bruce Wolfe, Maxine Anderson and David Pilpel

*Clerk: Patricia H. Petersen*  
(415) 554-7719 ~ [softf@sfgov.org](mailto:softf@sfgov.org)

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Tuesday, April 22, 2025

3:45 pm  
Regular Meeting

City Hall, Room 408

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1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES (00:01:10)**

Chair LaHood called the meeting to order at 3:52 p.m. On the call of the roll, Chair LaHood and Members Anderson and Pilpel were noted present. Member Wolfe was noted absent. There was a quorum. Task Force Administrator Pat Petersen was present.

The Members discussed whether this was a regular or a rescheduled meeting, and the sequence in which the items would be heard.

Public Comment: None.

2. **Approval of the January 30, 2025 Compliance and Amendments Committee Special Meeting minutes. (00:08:02)**

**Action: Moved by Member Pilpel, seconded by Member Anderson, to approve the January 30, 2025 minutes.**

Public Comment: None.

**The motion PASSED by the following vote:**

Ayes: 3 – Pilpel, Anderson, LaHood

Noes: 0 - None

Absent: 1 - Wolfe

3. **Approval of the February 25, 2025 Compliance and Amendments Committee Special Meeting minutes. (00:10:22)**

**Action: Moved by Chair LaHood, seconded by Member Anderson, to continue the matter to the next meeting of the Compliance and Amendments Committee.**

Public Comment: Aaron Wilson stated that he has no problem with continuing the matter and that has a matter pending later on this Agenda.

**The motion PASSED by the following vote:**

Ayes: 3 – LaHood, Anderson, Pilpel

Noes: 0 - None

Absent: 1 - Wolfe

4. **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. (00:20:26)

None.

5. **File No. 23020:** Complaint filed by Paul Kniha against the San Francisco Municipal Transportation Agency 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. (Items 5 and 6 were called together at 00:58:22)

6. **File No. 23036: Complaint filed by Paul Khina against the San Francisco Municipal Transportation Agency for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21 by failing to respond to a request for records in a timely and/or complete manner.**

*(On 3/6/2024, File Nos. 23020 and 23036 were called and heard together. The Task Force found a violation of 67.27 by withholding records without justification and referred the matter to the Compliance and Amendments Committee if Mr. Kniha informs the Task Force Administrator within five business days that he has not received the records.*

*On 10/31/2024, Mr. Kniha notified the Task Force that 5 business days had passed and he had not received any documents from the SFMTA.)*

Paul Kniha (Complainant) stated that one document has been provided by Shana Dine. SFMTA has not provided records.

Respondent San Francisco Municipal Transportation Agency was not present.

A question-and-answer period occurred.

**Action: Moved by Member Anderson, seconded by Member Pilpel, to refer File No. 23030 and File No. 23036 to the Task Force saying that Respondent had not produced the records or appeared before the Compliance and Amendments Committee**

Public Comment: None.

The motion **PASSED** by the following vote:

Ayes: 4 – Anderson, Pilpel, Wolfe, LaHood

Noes: 0 - None

Absent: 0 - None

7. **File No. 23086: Complaint filed by Mike Spencer against the Police Department for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.21, by failing to respond to a records request in a timely and/or complete manner.** (01:00:36)

*(On 8/7/2024, the Task Force found a violation of Administrative Code (Sunshine Ordinance) Section(s) 67.21, for lack of timely disclosure of public records and the improper reliance on Section 67.24(d); requesting that the Police Department propose a procedure to implement Section 67.24(d) in coordination with the District Attorney and provide that language to the Task Force for a follow-up hearing at the Compliance and Amendments Committee.)*

Mike Spencer (Petitioner) stated that he is awaiting departmental emails or written correspondence from his January 28, 2022 request. Mr. Spencer further stated that he has not received anything about communications with the San Francisco District Attorney

Lt. Ozol (Respondent) stated that he has been providing records on a rolling basis and submitted a written policy to the Committee. Lt. Ozol further stated the District Attorney's office is concerned with the status of open cases and whether the Police Department can disclose records. Lt. Ozol stated that the written policy has been shared internally.

A question-and-answer period occurred.

**Action: Moved by Member Pilpel, seconded by Member Anderson, to continue the matter to the call of the Chair with the understanding that when Petition responds the matter will be closed.**

Public Comment: None.

The motion **PASSED** by the following vote:

Ayes: 4 – Pilpel, Anderson, Wolfe, LaHood.

Noes: 0 - None

Absent: 0 - None

8. **File No. 25001: Complaint filed by Aaron Wilson against Department of Homelessness and Supportive Housing 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.** (00:24:41)

*(On 2/5/2025, the Task Force ordered Respondent to examine potentially responsive documents and ordered production of any non-client service records that are not otherwise legally protected from disclosure or any portions thereof and referred the matter to the Compliance and Amendments Committee.)*

Member Wolfe was noted present at 4:38 p.m.

Aaron Wilson (Petitioner) stated that he had not heard from Mr. Robinson. Mr. Wilson further stated that received document today but had not had a chance to review them.

Davares Robinson (Respondent) stated that he had considered the requested records to be client records but has since determined that a small portion of the cords could be argued as public records and redacted. Mr. Robinson further stated that the records produced today were emails.

**Action: Motion by Chair LaHood, seconded by Member Pilpel, to continue the matter and ask the participants to return after Mr. Wilson has reviewed the documents and agrees with what he has received.**

**In addition, the Committee asked Respondent to respond with redactions and a description of how his department will handle this type of request going forward**

Public Comment: None.

The motion **PASSED** by the following vote:

Ayes: 4 – LaHood, Pilpel, Anderson, Wolfe

Noes: 0 - None

Absent: 0 - None

9. **File No. 25003: Complaint filed by Justin Barker against San Francisco Zoo 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.**  
(01:40:52)

*(On 4/2/2025, the Task Force found that the Zoological Society has not complied with an Order of Determination issued on 2/5/2025 to produce records, and that the Task Force has jurisdiction under the SF Zoo Lease and Management Agreement of 1993 (Section E of the Recitals section and Section 16.2), and that Recreation and Parks is responsible for any records or requests to this Society.*

*The Task Force asked that the Recreation and Parks General Manager, Phil Ginsburg, facilitate the production of these records. The matter will be monitored by the Compliance and Amendments Committee at its meeting of 4/22/2025 and referred to the full Task Force at its meeting of 5/7/2025 for follow-up if needed.*

Justin Barker (Petitioner) stated that he is happy that the Task Force asked Recreation and Parks to respond, and they did.

Respondent San Francisco Zoo was not present.

**Action: Moved by Member Pilpel, seconded by Member Wolfe, to refer the matter to the Task Force with the request that Ashley Summers attend and respond no later than May 1, 2025 with the requested documents.**

Public Comment: None.

The motion **PASSED** by the following vote:

Ayes: 4 – Pilpel, Wolfe, Anderson, LaHood

Noes: 0 - None

Absent: 0 - None

10. **Hearing - Review of the Administrative Code (Sunshine Ordinance) Section 67, beginning with Chapter 67.26, and possible amendments to recommend to the full Task Force.** (01:43:29)

The members reviewed Sections . Member Wolfe noted that the per the Ethics Commission's Interested Persons communication of 4/11/2025, the Commission approved a \$1,000 penalty through a settlement agreement for failure to file a Certificate of Ethics Training. The Committee agreed to suggest to Chair Yankee that the matter by considered by the full Tak Force. Member Wolfe stated that he would request a list of penalties issued in the past.

Public Comment: None.

11. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Compliance and Amendments Committee.** (02:05:53)

The members discussed holding a Special Meeting in May, 2025.

Member Pilpel was noted absent at 5:45 p.m.

12. **ADJOURNMENT** (02:07:34)

There being no further business, the meeting was adjourned at 9:30 p.m.

Approved: \_\_\_\_\_  
Compliance and Amendments Committee  
Sunshine Ordinance Task Force

N.B. the Minutes of this meeting set forth all actions taken by the Sunshine Ordinance Task Force Compliance and Amendments Committee on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.

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