



City and County of San Francisco
Sunshine Ordinance Task Force
Compliance and Amendments
Committee

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

Meeting Minutes

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

Clerk: Patricia H. Petersen
(415) 554-7719 ~ soif@sfgov.org

Wednesday, May 14, 2025

4:30 p.m.
Special Meeting

City Hall, **Room 416**

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**

Chair LaHood called the meeting to order at 4:40 p.m. On the call of the roll, Chair LaHood and Members Wolfe and Pilpel were noted present. Member Anderson was absent. There was a quorum. Administrator Patricia Petersen was present.

Public Comment: None.

2. **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.

Speakers: None.

3. **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.**

The Members discussed specific and structural amendments to the Ordinance, including timelines for getting amendments to the Ordinance on the 2026 ballot, technical edits for clarity within the Ordinance specifically and harmony with the Administrative Code generally, the definition of an authorized representative for appearances before the Task Force, the role of the Supervisor of Records, procedures for complaints about Immediate Disclosure Requests, and enforcement options for matters including but not limited to willful violations, Orders of Determination, referrals and staff trainings. An overview of proposed amendments will be provided to the full Task Force for discussion.

Public Comment: the Committee took public comment intermittently throughout the meeting.

Public Comment Period #1 - Sullivan stated that departments are subject to destruction schedules of 2-5 years yet not all departments are following the schedules and some records are deleted. Sullivan further stated that the one-word search function NextRequest is unsatisfactory and noted that public records must be offered for sale or to the library.

Public Comment Period #2 - Sullivan stated that Digital or optical imaging storage options are widely available and that records of value should be saved for a longer period of time.

Public Comment Period #3 - Sullivan: stated that both individuals and agencies are responsible for public records, when they are produced can be a political matter, at Section 67.21 records should be available on the Internet. Sullivan further stated that when the public isn't informed, there is a delayed reaction and it is unfair.

Matt Joseph stated that he received an operations manual via an Immediate Disclosure Request to the Department of Building Inspection and suggested that the Task Force explore some other departmental operations manuals to understand how responses are provided throughout the City. Mr. Joseph further stated that it is worth exploring the cost to the City and taxpayers about the cost of bringing a complaint and, in particular, that records created as the result of a fee should be made available electronically to save money.

Public Comment Period #4: Matt Joseph stated that an option for a consolidated list of every public meeting in the City is to push the information rather than require the public to sign up for information or search department websites individually.

Sullivan stated that SF Data is a good source of data and referred to the Ethics Commission's datasets as an example.

No action was taken.

4. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Compliance and Amendments Committee.**

None.

5. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:55 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 on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.

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