



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 Minutes

*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) Mayor or their designee		

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

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Wednesday, April 2, 2025

4:00 pm  
Regular Meeting

City Hall, Room 408

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1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES** (00:00:05)

Chair Yankee called the meeting to order at 4:07 p.m. On the call of the roll, Chair Yankee, Vice-Chair Stein and Members Schmidt, LaHood, Sugarman, Anderson, and Hyland were noted present. Members Kumar, Pilpel and Wolfe were noted absent. There was a quorum. Task Force Administrator Pat Petersen was present. Deputy City Attorney Jose Zelidon was present.

Public Comment: None.

2. **Approval of the minutes from the Sunshine Ordinance Task Force Regular Meeting of February 5, 2025.** (00:03:18)

**Action: Moved by Vice Chair Stein, seconded by Member Anderson, to approve the February 5, 2025 minutes as amended.**

Public Comment: None.

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

Ayes: 7 – Stein, Anderson, Schmidt, LaHood, Sugarman, Hyland, Yankee

Noes: 0 - None

Absent: 3 – Kumar, Pilpel, Wolfe

3. **Approval of the minutes from the Sunshine Ordinance Task Force Regular Meeting of March 5, 2025.**

**Action: Moved by Member Anderson, seconded by Member Sugarman, to approve the March 5, 2025 minutes as amended.**

Public Comment: None.

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

Ayes: 7 – Anderson, Sugarman, Schmidt, LaHood, Hyland, Stein, Yankee

Noes: 0 - None

Absent: 3 – Kumar, Pilpel, Wolfe

4. **Approval of Orders of Determination: (00:05:29)**

- **File 25004**                      Gabriel Greschler against the Human Rights Commission (Request 24-5534)
- **File 25006**                      Mark LaCroix against the San Francisco Fire Commission
- **File 25007**                      Gabriel Greschler against the Human Rights Commission (Request 24-5723)
- **File 25009**                      Liza Murawski against the Behavioral Health Commission
- **File 25014**                      Anmarie against the Fine Arts Museums of San Francisco

**Action: Moved by Member Anderson, seconded by Member Sugarman, to approve the Orders of Determination as amended.**

Public Comment: None.

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

Ayes: 7- Anderson, Sugarman, Schmidt, LaHood, Hyland, Stein, Yankee

Noes: 0 – None

Absent: 3 – Kumar, Pilpel, Wolfe

Member Kumar was noted present at 4:19 p.m.

5. **Chair's Report.** The Chair will provide an oral report on the following topics: (00:13:04)
- Communication with Commissioners of the Ethics Commission regarding the handling of Ethics Complaint No. 24-818
  - Discussions with Ethics Commission staff regarding enforcement referrals from the SOTF.
  - Communication with the Office of the Mayor regarding the Ex-officio seat reserved for the Mayor or their designee.
  - Update on the vacancy for SOTF Seat 10.

Chair Yankee reported that Bisi Mathews, Ethics Commission Director of Enforcement, would respond after discussing Ethics Complaint No. 24-818 and the handling of referrals with staff. Chair Yankee further provided an update on the status of filling Seat 10 and the possibility of the Ex-officio seat appointed by the Mayor being filled.

Public Comment: Stacy Smith stated that he hoped that there is coordination among the Task Force, the Ethics Commission and the City Attorney's office regarding Sunshine Ordinance trainings.

6. **Administrator's Report.** (00:43:10)
- Task Force and Committee tentative hearing schedule with potential adjustments
  - Complaints and Hearing Requests
  - Pending Petitions/Complaints
  - SOTF Member Attendance
  - Status of 2025 Form 700 Filings and Mandatory Sunshine and Ethics Trainings
  - Communications

The Members discussed errors in the mandatory Sunshine training and constructing a communication to the developers objecting to aspects of the Sunshine and Ethics trainings.

7. **PUBLIC COMMENT:** Members of the public may address the Sunshine Ordinance Task Force (SOTF) on matters that are within SOTF's jurisdiction but not on today's agenda. (00:57:20)

Public Comment: Stacy Smith urged the Task Force to think about the person who has a reason to interface with this commission or the Ethics Commission, and to streamline processes and explore opportunities to get things done. Mr. Smith further expressed interest in accessing the sunshine and ethics trainings.

8. **File No. 23099:** Complaint filed by Mark LaCroix against the San Francisco Fire Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.5 by failing to conduct meetings of any policy body open and public; 67.10 conducting a closed session hearing on a non-permitted topic, and 67.11 by failing to properly notice a closed session hearing. (01:02:37)

*(On 2/5/2025, the Task Force approved the Order of Determination in File 23099B an order production of the audiotape of the closed session on Item 5C at the 1/12/2022 Fire Commission Meeting.)*

Member Wolfe was noted present at 5:29 p.m.

The members discussed the merits of referring the matter to the District Attorney or having Petitioner go through the courts.

**Action: Moved by Member LaHood, seconded by Member Wolfe, to forward File No. 23099 to the District Attorney, noting that the Fire Commission has not complied with the Task Force's Order of Determination 23099B finding a violation of Administrative Code (Sunshine Ordinance) Section 67.21, and ordering production of the audiotape of the closed session on Item 5C at the 1/12/2022 Fire Commission meeting.**

Public Comment: Mark LaCroix (Petitioner) stated that on 1/12/2022 the Fire Commission held a closed session that was determined by the Task Force to be on a non-permitted topic for a closed session exemption. Mr. La Croix further stated that when his follow-up records request was denied he filed a complaint with the Sunshine Ordinance Task Force and production of the records was ordered on 12/7/2020. The records were not released within five business days.

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

Ayes: 9 – LaHood, Wolfe, Schmidt, Sugarman, Kumar, Anderson, Hyland, Stein, Yankee

Noes: 0 – None

Absent: 1 - Pilpel

The meeting was in recess from 5:46 to 5:59 p.m.

9. **File No. 24066:** Complaint filed by Justin Barker against the San Francisco Joint Zoo Committee for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.15 by failing to provide an opportunity for members of the public to directly address a policy body, and 67.16 by failing to record the minutes for each regular meeting of the board or commission. (01:55:21)

*(On 3/5/2025, the Task Force approved the Order of Determination re File No. 24066 and instructed that the Joint Zoo Committee work with the Education, Outreach and Training Committee to comply with the Sunshine Ordinance going forward.*

*The 3/18/2025 Special Meeting of the Education, Outreach, and Training Committee did not meet due to the incorrect instructions for attending the meeting remotely.)*

Justin Barker (Petitioner) stated that the Joint Zoo Committee is no longer asking people to stop recording at public meetings after he shared the local and state regulations discussed at the Task Force meetings. Mr. Barker further stated that since filing this complaint, meetings tend to be shorter so there have not been limits on people speaking, and the notes have been more neutral. Mr. Barker stated that he hoped that by keeping the matter open there could be adjustments such as not limiting the meetings to one hour.

The San Francisco Joint Zoo Committee was not present.

Ashley Summers / Recreation and Parks Department stated that she was present to answer questions on behalf of the Recreation and Parks Department. Ms. Summers further stated although she does not administer the Joint Zoo Committee, she supports three Recreation and Park Commissioners (one of whom is the Chair) in their role as members of the Joint Zoo Committee.

**Action: Moved by Chair Yankee, seconded by Member Anderson, to continue File No. 24066 to the call of the Chair for a hearing at the Education, Outreach, and Training Committee.**

Public Comment: Jane Tobin, non-voting member of the Joint Zoo Committee, urged a change in both the time and venue of its meetings, noting that Recreation and Parks Department has the tools to support the meetings and consolidated the meeting location would make it easier for Commissioners to transition between meetings.

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

Ayes: 9 – Yankee, Anderson, Schmidt, LaHood, Sugarman, Kumar, Hyland, Wolfe, Stein

Noes: 0 – None

Absent: 1 - Pilpel

10. **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. (02:18:30)

*(On 3/5/2025, the Task Force approved the Order of Determination re File No. 25003 and instructed that the Joint Zoo Committee work with the Education, Outreach and Training Committee to comply with the Sunshine Ordinance going forward.*

*The 3/18/2025 Special Meeting of the Education, Outreach, and Training Committee did not meet due to the incorrect instructions for attending the meeting remotely.)*

Justin Barker (Petitioner) stated that he has not received any records from the San Francisco Zoo, but he recently acquired the 2011 accreditation report from someone internal at the zoo.

Ashley Summers / Recreation and Parks Department stated that she is able to produce records at Recreation and Parks and will approach the President of the Commission and the General Manager to facilitate the records request.

**Action: Moved by Member Hyland, seconded by Member Kumar, that the Task Force finds that the Zoological Society has not complied with an Order of Determination issued on 2/5/2025 to produce records. We also find that the Zoological Society is subject to the Sunshine Ordinance 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 asks 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.

Public Comment: None.

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

Ayes: 9 – Hyland, Kumar, Schmidt, LaHood, Sugarman, Anderson, Wolfe, Stein, Yankee

Noes: 0 – None

Absent: 1 – Pilpel

11. **File No. 25012:** Complaint filed by Barklee Sanders against SF 311 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. (03:00:36 and 04:15:33)  
*(On 2/25/2025, Respondent responded to a Notice to Respondent, and stated that SF 311 declared no-contest to all allegations in the complaint, had reassessed its processes, and would be adding the functionality for submitting written records requests to its website.*

*On 3/5/2025, the Task Force moved to schedule File 25012 for a full hearing before the Task Force at the 4/2/2025 Regular Meeting.)*

The meeting was in recess from 7:10 to 7:18 p.m.

Barklee Sanders (Petitioner) was not present.

SF 311 (Respondent) was present.

**Action: Moved by Chair Yankee, seconded by Member Anderson, to close the case per Complaint Procedure, Section 7(b).**

Public Comment: None.

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

Ayes: 9 – Yankee, Anderson, Schmidt, LaHood, Sugarman, Kumar, Hyland, Wolfe, Stein

Noes: 0 – None

Absent: 1 - Pilpel

12. **File No. 25015:** Complaint filed by Barklee Sanders against Treasure Island Development Authority 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. (04:15:59)

Barklee Sanders (Petitioner) was not present.

Treasure Island Development Authority (Respondent) was present

**Action: moved by Vice-Chair Stein, seconded by Member Wolfe, to table Items 11 and 12 until after Item 13.**

Public Comment: None.

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

Ayes: 8 – Stein, Wolfe, Schmidt, LaHood, Sugarman, Kumar, Anderson, Hyland

Noes: 1 – Yankee

Absent: 1 - Pilpel

**Action: Moved by Chair Yankee, seconded by Member Sugarman, to close the case per Complaint Procedure, Section 7(b).**

Ayes: 9 – Yankee, Sugarman, Schmidt, LaHood, Kumar, Anderson, Hyland, Wolfe, Stein

Noes: 0 – None

Absent: 1 - Pilpel

13. **File No. 25018:** Complaint filed by Jonathan Balog against Office of Short-Term Rentals, SF Planning, 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. (03:19:39)

Jonathan Balog (Petitioner) stated that Respondent has not provided a specific provision or an exemption that explicitly prohibits disclosure of his request for properties and the broad reference to Administrative Code Chapter 41A.4, which governs registration requirements, is not a justification for withholdings. Mr. Balog further stated that short-term permits are licenses issued by the City to authorize a regulated commercial activity subject to taxation and are inherently public records because they reflect government oversight of activity. Mr. Balog stated that the City asserts that redactions are legally required to protect individual property interests but has failed to show how the property address along engages privacy in a way that justifies secrecy under the California records request.

Jonas Ionin (Respondent) stated that the Office of Short-Term Rentals redacted names and street and unit numbers as mandated by Chapter 41A.4 and provided zip codes as geographic identifiers and did not refuse access to information as permitted by law. Mr. Ionin further stated that blocks (in thousands) are not a record that they produce and it would require additional work.

**Action: Moved by Member Schmidt, seconded by Member Wolfe, that the non-provision of property addresses requested by Petitioner is a violation of Administrative Code (Sunshine Ordinance), Section 67.21, and we therefore order that by the terminology of the request, the request be responded to in full, including all of the property identification requested. The matter shall be referred to the Compliance and Amendments Committee for follow up.**

Public Comment: None.

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

Ayes: 9 – Schmidt, Wolfe, LaHood, Sugarman, Kumar, Anderson, Hyland, Stein, Yankee

Noes: 0 – None

Absent: 1 – Pilpel

14. **Hearing on the Creation of a SOTF Mailing List for Local Media:** Follow up on the status of a local media mailing list pursuant to Administrative Code Section 67.6(f), how the SOTF can help build out that list, and additional purposes that list might serve. (*Discussion and Action*) (04:27:28)

The Members discussed using communications with the media as part of the outreach and education work by the Task Force.

**Action:** Moved by Member LaHood, seconded by Member Sugarman, that pending approval of the Clerk of the Board, the Task Force investigate and possibly adopt the platform utilized by the Ethics Commission for allowing members of the media and the public to sign up to receive informational updates that are not required by the Sunshine Ordinance.

Public Comment: None

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

Ayes: 9 - LaHood, Sugarman, Schmidt, Kumar, Anderson, Hyland, Wolfe, Stein, Yankee

Noes: 0 – None

Absent: 1 - Pilpel

15. **Hearing on Sunshine Ordinance Amendments:** Discussion regarding potential amendments to the Sunshine Ordinance and the related work of the Compliance and Amendments Committee. (04:54:07)

Member LaHood stated that the attachments for this item are being restructured and the updates are forthcoming. Member Wolfe proposed an amendment that the Task Force obtain subpoena power in the same way as the Board of Supervisors with the power to compel people to appear, and suggested a possible reordering of Sec. 67.6(d)(4) regarding passive bodies.

Public Comment: None.

16. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Sunshine Ordinance Task Force** (04:57:31)

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

The Members discussed tie-breaking votes by the Chair when there is an even number of Task Force Members, the jurisdiction of the Streamlining Task Force over the Sunshine Ordinance Task Force, whether Task Force Members can bring a complaint about other meetings where a violation is observed in order to bring them to light, taking roll call of the parties before discussing the cases, providing time slots for cases, and requesting a return to analysis memos from the Deputy City Attorney, and setting a specific duration of time for hearing a complaint.

Public Comment: None



17. **ADJOURNMENT** (05:26:32)

There being no further business, the meeting was adjourned at 9:33 p.m.

Approved: 5/7/2025

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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