

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 Agenda

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

Clerk: *Patricia Petersen*

(415) 554-7724 ~ patricia.petersen@sfgov.org

Tuesday, April 28, 2026

4:30 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/3u9ak3kn>

Password: 1234

Telephone Call-in:

[1 \(415\) 655-0001](tel:14156550001) / **Meeting ID: 2661 792 0126 ##**

(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. Complaint Committee agendas and their associated documents are available at <https://www.sf.gov/departments--sunshine-ordinance-task-force>.

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 February 24, 2026, Sunshine Ordinance Task Force Compliance and Amendments Committee Regular Meeting minutes.** (*Discussion and Action*) ([*attachments*](#))
3. **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*)

COMPLIANCE AGENDA – Items 4 through 12

The Sunshine Ordinance Task Force or a referred Committee shall review **File Nos. 25079, 25081, 25082, 25085-1, 25087, 25100, 26002, 26013, and 23021** for monitoring and compliance with a Task Force Order of Determination or finding. The merits of the Order(s)/Finding(s) will not be revisited. The Petitioner and Respondent *are required to attend* the April 28, 2026 meeting of the Compliance and Amendments Committee. (*Discussion and Action*)

4. **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.

On 1/7/ 2026, the Task Force found that San Francisco Animal Care and Control violated Administrative Code (Sunshine Ordinance), Section 67.26, by failing to keep withholdings to a minimum, ordered Animal Care and Control to review the documents and un-redact information that applies to the dog owner and/or the residence of the dog and supply new records to the Petitioner, and referred the matter to a Committee for compliance.

On 1/27/2026, the Education, Outreach and Training Committee called Files 25079, 25081 and 25082 together. The Committee closed File 25079 and continued 25081 and 25082 to the call of the Chair.

On 2/4/2026, the Task Force approved the Order of Determination.)

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

5. **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.

On 1/7/2026, the Task Force found that San Francisco Animal Care and Control violated Administrative Code (Sunshine Ordinance), Section 67.26, by failing to keep withholding to a minimum, ordered Animal Care and Control to review the documents and un-redact information that applies to the dog owner, the residence of the dog, and to review the documents for all identifying information and all involved dogs and public employees, public agencies, and their contractors, and supply new records to Petitioner, and referred the matter to a Committee for compliance.

On 1/27/2026, the Education, Outreach and Training Committee called Files 25079, 25081 and 25082 together. The Committee closed File 25079 and continued 25081 and 25082 to the call of the Chair.

On 2/4/2026, the Task Force approved the Order of Determination.)

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

6. **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.

On 1/7/2026, the Task Force found that in order to ensure compliance with Administrative Code (Sunshine Ordinance), Section(s) 67.26 and Section(s) 67.27, San Francisco animal Care and Control is ordered to review the standards in File Nos. 25079 and 25081 and determine if any additional documents are responsive, were improperly withheld or improperly redacted and to produce them accordingly, and referred the matter to a Committee for compliance.

On 1/27/2026, the Education, Outreach and Training Committee called Files 25079, 25081 and 25082 together. The Committee closed File 25079 and continued 25081 and 25082 to the call of the Chair.

On 2/4/2026, the Task Force approved the Order of Determination.)

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

7. **File No. 25085-2:** 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 heard File 25085 and found that the Task Force has jurisdiction, that the requested records are public, and forwarded the matter to the Task Force with a recommendation to consider violations around withholding metadata, not providing records in the original format requested, the fact that planning did not send a representative, that some records from personal devices were not produced, that claims related to the failure to engage in proper extensions and rolling production, and to provide a neutral custodian as supervisor of records . The Committee further found that that the claims related to a failure to engage in property extensions, rolling production, the assigning of a neutral custodian or to provide records logs with the names of reviewers were not compelling.

The Complaint Committee further recommended that Hugo Cabrera be dismissed 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.

On the 1/7/2026 Consent Agenda, the Task Force moved to accept the recommendation of the Complaint Committee and dismissed Hugo Cabrera as a Respondent.

On 2/4/2026, the Task Force found that the Planning Department violated Administrative Code (Sunshine Ordinance), Section 67.21(b) by failing to disclose metadata, ordered the production of all requested metadata within five (5) days per Section 67.21(d), and referred to a Committee to monitor compliance.)

The Task Force further found that that the Planning Department violated Administrative Code (Sunshine Ordinance), Section(s) 67.29-7, by failing to maintain and preserve in a professional and businesslike manner all documents and correspondence, in particular, by not having a policy on the preservation of government records on personal devices as required by Smith vs. San Jose. (This action was not referred for monitoring.

On 2/24/2026, the Compliance and Amendments Committee found that there has been partial compliance but additional materials still need to be provided, and referred the matter to the next available Committee for continuing review of compliance. The Committee further instructed the Planning Department to forward the key created by the redacting program to the Petitioner, the City Attorney's Office and the Task Force within five (5) days.

On 3/4/2026, the Task Force approved the Orders of Determination.)

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

8. **File No. 25087:** Complaint filed by Anonymous (GRA) against Mayor's Office of Housing and Community Development 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 1/27/2026, the Education, Outreach, and Training Committee found that the Task Force has jurisdiction, that the requested records are public, and referred the matter to the SOTF's Consent Agenda with a recommendation to find a violation of Administrative Code (Sunshine Ordinance), Section(s) 67.21(a), by failing to permit the inspection of public records during normal hours of operation, Section(s) 67.21(b), by failing to produce public records within ten days, and Section 67.21(c), by failing to assist a requestor in identifying public records, and referred the matter to a committee for compliance. Respondent is ordered to provide records within five (5) business days on a timeline of a rolling list, with all to be delivered in 20 business days.

On 3/4/2026, the Task Force adopted the recommendations of the Committee.

On 4/1/2026, the Task Force approved the Order of Determination.)

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

9. **File No. 25100:** Complaint filed by Concerned San Francisco Residents against the Department of Public Health 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 1/20/2026, the Complaint Committee found that this is a public meeting under the Task Force's jurisdiction and forwarded the matter to the full Task Force for consideration.

On 2/4/2026, the Task Force found that the Department of Public Health violated Administrative Code (Sunshine Ordinance), Section(s) 67.21(b) by failing to provide records in a timely and/or complete manner; and Section(s) 67.21(c), by failing to provide assistance. The Task Force ordered the disclosure of any remaining records or provide status information and referred the matter to a Task Force Committee to monitor compliance.

On 3/4/2026, the Task Force approved the Order of Determination.)

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

10. **File No. 26002:** Complaint filed by Charles Denny against 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, 67.26, by failing to keep withholdings to a minimum, and 67.27, by failing to provide written justification of withholdings. ([attachment](#))

(On 1/20/2026, 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. The Committee made no recommendations but noted that the Task Force should consider its determinations, among other possible violations, Administrative Code (Sunshine Ordinance), Section(s) 67.21(c), by failing to assist a requestor in identifying public records, and Section(s) 67.22(a), by failing to provide information to the public about its operations.

On 3/4/2026, the Task Force) that the San Francisco Police Department violated Administrative Code (Sunshine Ordinance), Section(s) 67.21(c), by failing to provide public records in a timely and/or complete manner and ordered the Police Department provide a response pursuant to California Government Code Sections 7922.700 through 7922-725 in regards to describing the systems used to track Homicide Division investigative case files. The Task Force further referred the matter to a Committee to monitor compliance.

On 4/1/2026 the Task Force approved the Order of Determination.)

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

11. **File No. 26013:** Complaint filed by Chris Cugliari against San Francisco Recreation and Park 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 3/17/2026, 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 finding that the San Francisco Recreation and Park Department violated Administrative Code (Sunshine Ordinance), Section 67.21, by failing to respond to a public records request in a timely and/or complete manner.

On 4/1/2026, the Task Force found that the Recreation and Park Department violated Administrative Code, Section 67.21(b), by failing to provide public records, ordered the Recreation and Parks General Manger to provide responsive records, and referred the matter to a Committee for compliance.

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

12. **File No. 26021 (25-10755):** Complaint filed by Grant Ingram against San Francisco Recreation and Park 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 3/17/2026, 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. The Complaint Committee noted that Respondent should find out how the consultation fees related to a Request for Proposal (RFP) and how that is a justification for not providing the document.

On 4/1/2026, the Task Force found that the Recreation and Park Department violated Administrative Code, Section(s) 67.27, for improper justification of withholding to the original records request, ordered the Recreation and Parks Department to disclose the responsive document requested or cite a legal exemption, and referred the matter to a committee for compliance.)

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

COMPLAINT HEARING AGENDA – Item 13

13. **File No. 25127:** Complaint filed by Elias Georgopoulos 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, 67.25, by failing to respond to an immediate disclosure request in a timely and/or complete manner, and Government Code Sec. 6253(c). ([attachment](#))
 - a. Determination of jurisdiction over the complaint. (*Discussion and Action*)
 - b. Hearing on the Complaint (*Discussion and Action*)
14. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Compliance and Amendments Committee.** (*Discussion and Action*)
15. **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; and
- 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

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: Requests must be received at least 48 hours in advance of the meeting to help ensure availability. Contact Wilson Ng at (415) 554-7725.

Paunawa: Ang mga kahilingan ay kailangang matanggap sa loob ng 48 oras bago mag miting upang matiyak na matutugunan ang mga hiling. Mangyaring tumawag ka sa (415) 554-5184.

翻譯 必須在會議前最少四十八小時提出要求
請電 (415) 554-7719

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 48 hours 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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