



# 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	<i>(non-voting)</i> Clerk of the Board of Supervisors or their designee		
Ex-officio	<i>(non-voting)</i> Michael Adams, Mayor's designee		

*Clerk: Victor Young*  
(415) 554-7724 ~ [victor.young@sfgov.org](mailto:victor.young@sfgov.org)

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**Wednesday, February 4,  
2026**

**4:00 p.m.  
Regular Meeting**

**City Hall, Room 408**

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1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES (00:01:13)**

The meeting was called to order at 4:09 p.m. On the call of the roll, Chair Yankee and Members LaHood, Kumar, Anderson, Hyland, Pilpel, and Wolfe were noted present. Vice-Chair Stein, Member Schimdt and Member Sugarman were noted absent. Deputy City Attorneys Valerie Lopez and Dee Nguyen were noted present. Ex-officio Member Adams was noted present. Administrator Victor Young was present. There was a quorum.

Member Schmidt arrived at 4:15 p.m.

Deputy City Attorney Valerie Lopez announced changes to the Deputy City Attorney team assigned to support the Sunshine Ordinance Task Force.

Public Comment: Patrick Monette-Shaw stated that he had submitted a reasonable accommodation request for his matter today (Item 10) and asked to have it moved to earlier on the agenda.

2. **Approval of the January 7, 2026 Sunshine Ordinance Task Force Regular meeting minutes. (00:07:27)**

**Action: Moved by Member Wolfe, seconded by Member Hyland, to approve the January 7, 2026 minutes.**

Public Comment: None

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

Ayes: 8 - Wolfe, Hyland, Schmidt, LaHood, Kumar, Anderson, Pilpel, Yankee

Noes: 0 – None

Absent: 2 – Sugarman, Stein

3. **Approval of Orders of Determination (00:10:39)**

- **File No. 25064** Michael Turon against City Attorney of San Francisco
- **File No. 25079** Aaron Wilson against San Francisco Animal Care and Control (25-6804)
- **File No. 25080** Aaron Wilson against San Francisco Animal Care and Control (25-6898)
- **File No. 25081** Aaron Wilson against San Francisco Animal Care and Control
- **File No. 25082** Aaron Wilson against San Francisco Animal Care and Control (25-7231)
- **File No. 25088** Rick Sanders v. Mayor Daniel Lurie
- **File No. 25099** Anonymous (GRA) v Department of Public Works

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

Public Comment: Aaron Wilson questioned who is the Supervisor of Records for the Task Force.

Anonymous questioned how to raise their hand for public comment.

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

Ayes: 8 – Pilpel, Hyland, Schmidt, LaHood, Kumar, Anderson, Wolfe, Yankee

Noes: 0 – None

Absent: 2 – Sugarman, Stein

4. **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 SOTF to the CSTF. (00:19:21)

Chair Yankee provided an update on the Commission Streamlining Task Force's actions and recommendations.

The Task Force discussed the matter.

Rachel Alonso (Commission Streamlining Task Force) responded to questions from the Task Force.

**Action: Moved by Member Wolfe, seconded by Member LaHood, to authorize Chair Yankee to consult with legal counsel and communicate with the Commission Streamlining Task Force regarding concerns about how their final decisions regarding the Sunshine Ordinance Task Force appear in the draft Charter Amendment and Ordinance language, including conflicts regarding misclassification of the Task Force as an advisory body and member term limits.**

Public Comment: Aaron Wilson expressed concerns regarding taking away the power of the Task Force to enforce compliance with the Sunshine Ordinance.

Peter Warfield, Executive Director, Library Users Association, libraryusers2004@protonmail.com, P.O. Box 170544, San Francisco, CA 94117-0544, stated that the Task Force should stick up for the public but it is unclear regarding a binding decision.

Patrick Monette-Shaw commented on the proposed Ordinance and Charter Amendment from the Commission Streamlining Task Force and the need for clarity on possible actions.

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

Ayes: 8 - Wolfe, LaHood, Schmidt, Kumar, Anderson, Hyland, Pilpel, Yankee

Noes: 0 – None

Absent: 2 – Sugarman, Stein

5. **Chair & Committee Reports:** Opportunity for the Chair and Committee Chairs to update the entire Sunshine Ordinance Task Force on their recent activities. (05:34:42)

Chair Yankee provided an update on a possible new member on the Task Force.

Chair LaHood noted that she'll have an update on the proposed Sunshine Ordinance amendments after the February Compliance and Amendments Committee meeting.

Member Schmidt stated that the Complaint Committee hears 6-7 cases per meeting and is working on changes to the By-Laws.

Chair Hyland noted that the Education, Outreach, and Training Committee is discussing moving the meeting start time to 5:00 p.m.

Public Comment: None

No action taken.

6. **Administrator's Report.** (05:39:13)

- Task Force and Committee tentative hearing schedule with potential adjustments
- Complaints and Hearing Requests
- Pending Petitions / Complaints
- SOTF Member Attendance
- Communications

Administrator Petersen provided a summary of the Administrator's Report. The Members discussed the Administrator's report, the 2026 Annual Statement of Economic Interests Form 700, and a possible new Task Force member.

Public Comment: None

No action taken.

Member Kumar was noted absent at 10:10 p.m. and for the remainder of the evening.

Member Adams was not absent at 10:11 p.m. and for the remainder of the evening.

7. **Public Comment: Members of the public may address the Sunshine Ordinance Task Force on matters that are within the Task Force's jurisdiction but not on today's agenda.** (01:12:16)

Aaron Wilson provided comments on the Mayor's actions.

Patrick Monette Shaw encouraged the Task Force to work with other boards and commissions to identify members of the Board of Supervisors to rally, ensuring rejection of the Commission Streamlining Task Force's recommendations.

Michael Turon stated that he had filed a complaint against the Board of Supervisors, and had requested a Task Force file number but not received one. Mr. Turon further denied a breach of contract.

**CONSENT AGENDA – Items 8 through 9**

8. **File No. 25128:** Complaint filed by Mark LaCroix against the San Francisco Fire Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.8-1, by failing to record audio or audio and video of closed sessions and retain all such records for at least ten years, Section(s) 67.14, by failing to audio record each regular and special meeting, and Section(s) 67.21, by failing to respond to a public records request in a timely and/or complete manner. (01:24:13)

*(On 1/20/2026 the Complaint Committee found that the Task Force has jurisdiction, that the requested records are public, and recommended a finding that the San Francisco Fire Commission violated Administrative Code (Sunshine Ordinance), Section 67.21, for failing to respond to a public records request (PRR) in a timely manner since part of the PRR was responded to late; i.e, letting petitioner know whether audio and video recordings existed. The Committee also recommended finding a Section 67.14(b) violation since the meetings were audio-recorded but were later destroyed after 360 days. The Committee found that the sessions, which occurred during the Mayor's Orders on Covid, were recorded remotely by Webex, but later destroyed by Webex and notes, however, that it was the responsibility of the Fire Commission to ensure they were kept for ten (10) years. The Committee recommended finding no Section 67.8-1 violation because separate audio recordings were made by the Fire Commission, though these are not disclosable at present. The Committee forwarded the matter to the Consent Agenda, noting that written transcripts were provided. The Committee ordered that under Section 67.21, Respondent is to produce any remaining audio tapes, including the 4/5/2022 recording available and the 3 items the commission secretary said she downloaded onto the computer but hadn't been produced. The Committee referred the matter to the Education, Outreach, and Training Committee to follow up with Webex to ensure that recordings of special meetings are retained as Section 67.14 requires and to ensure compliance with this order.*

9. **File No. 25133:** Complaint filed by Michael Petrelis against the Office of the Mayor for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.29-5, by failing to provide a Prop G calendar in a timely and/or complete manner. (01:26:40)  
*(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 Consent Agenda with a finding of no violation of Section(s) 67.29-5 by the office of the Mayor because the meetings listed by the lobbyists on the Lobbyist Report were not with the Mayor but with his staff, and therefore no entry needed to appear on the Mayor's Prop G Calendar.)*

**Action: Moved by Member Wolfe, seconded by Member Pilpel, to adopt the Consent Agenda (Items 8 and 9) and adopt the recommendations of the Committee.**

Public Comment: Kathy Aguas-Aclan, Fire Commission Secretary, provided clarifications requested by the Complaint Committee and that there are no additional items to be produced.

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

Ayes: 8 – Wolfe, Pilpel, Schmidt, LaHood, Kumar, Anderson, Hyland, Yankee  
Noes: 0 - None  
Absent: 2 - Sugarman, Stein

### COMPLAINT HEARING AGENDA – *Items 10 through 15*

10. **File No. 25130:** Complaint filed by Patrick Monette-Shaw against the Commission Streamlining Task Force, Ed Harrington, Sophia Kittler and Deputy City Attorney Jon Givner for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.7, by failing to post an agenda at least 72 hours before a regular meeting containing a meaningful description of each item of business to be transacted or discussed at the meeting. (01:33:03)  
*(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.)*

Patrick Monette-Shaw (Petitioner) presented his position, provided a summary of the actions taken by the Commission Streamlining Task Force, and requested that the Task Force find violations.

Rachel Alonso, City Administrator’s Office / Commission Streamlining Task Force / Project Director (Respondent) provided an overview of the department’s position, and described the actions taken by the Commission Streamlining Task Force and the justification for their actions.

A question-and-answer period occurred. The parties were provided an opportunity for rebuttals.

**Action: Moved by Member Schmidt, seconded by Member Pilpel, to find that the Commission Streamlining Task Force violated Administrative Code (Sunshine Ordinance), Section 67.6(f), and California Government Code (Brown Act) Section 54956(a), by failing to adequately describe possible actions for an item on the agenda and for taking action on that item at the same meeting.**

Public Comment: Anonymous expressed frustration and commented on various aspect of the complaint and justifications.

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

Ayes: 7 - Schmidt, Pilpel, LaHood, Kumar, Anderson, Hyland, Wolfe  
Noes: 1 – Yankee  
Absent: 2 – Sugarman, Stein

The meeting was in recess from 7:09 to 7:22 p.m.

11. **File 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. (03:13:08)

*(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.*

*On 12/3/2025, the Task Force continued the matter to the January 7, 2026 Regular Meeting of the Sunshine Ordinance Task Force. The Task Force further ordered the San Francisco Police Department to review the April 17, 2025 flowchart developed by Lt. Ozol re File No. 23086 for reviewing an "open/active investigation" and provide a written response to the Task Force with the results of applying the flowchart and California Senate Bill 16 (2021) to the review of this file.*

*On 1/7/2026, the Task Force continued the matter to the February 2026 Task Force meeting. The Administrator was directed to provide Respondent's response to the Task Force received 12/18/2025 and include it in the Agenda packet.)*

Jared Stratton (Petitioner) did not provide comments. (Mr. Stratton was logged into the remote comment system but did not respond to requests to speak.)

Sergeant Rich Cibotti, Police Department (Respondent) provided an overview of the department's position and stated that Lt. Jonathan Ozol's flowchart in question is not an official Police Department policy. Sgt Cibotti further stated that an inactive case is not automatically considered public and that each case is reviewed on an individual basis.

**Action: Moved by Chair Yankee, seconded by Member Hyland, to find that the Police Department did not violate Administrative Code (Sunshine Ordinance), Section(s) 67.21, regarding responding to a request for public records in a timely manner.**

Public Comment: None

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

Ayes: 8 – Yankee, Hyland, Schmidt, LaHood, Kumar, Anderson, Pilpel, Wolfe

Noes: 0 – None

Absent: 2 – Sugarman, Stein

12. **File No. 25035:** Complaint filed by Paul Kniha 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. (03:37:10)

*(On 7/22/2025, 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 full Task Force for hearing, and to warn the San Francisco Municipal Transportation Agency that not sending an authorized representative to the full hearing would be a violation of Administrative Code (Sunshine Ordinance) Section 67.21(e).)*

*On 8/6/2025, that Task Force found that the San Francisco Municipal Transportation Agency (SFMTA) violated Administrative Code (Sunshine Ordinance) Section 67.21(b) by failing to comply to a request for inspection or copy of a public record within tendays following receipt of such request, and requested that the SFMTA provide the Fiscal Year 2024-2025 cost recovery calculation, the Fiscal Year 2024-2025 costs to date that are color curb specific even if it does cover costs, and performance metrics for Fiscal Year 2024-2025 for the color curb program in whatever form they exist, likely as an extract, and referred the matter to a Committee for compliance and follow up.*

*On 9/3/2025, the Task Force approved the Order of Determination as amended.*

*On 11/25/2025, the Education, Outreach, and Training Committee meeting was cancelled due to the lack of a quorum.*

*On 12/30/2025, the Compliance and Amendments Committee referred the matter to Chair Yankee for reassignment at his discretion noting that Respondent requested a continuance and that Petitioner did not agree to the request.)*

Paul Kniha (Petitioner) presented his position and a summary of the issue.

Hank Willson, Policy Manager for Parking and Curb Management / San Francisco Municipal Transportation Agency (Respondent) provided an update on their response to the Task Force's Order of Determination.

A question-and-answer period occurred. The parties were provided an opportunity for rebuttals.

**Action: Moved by Member Hyland, seconded by Member Anderson, to close the matter.**

Public Comment: Aaron Wilson made unrelated comments.

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

Ayes: 8 – Hyland, Anderson, Schmidt, LaHood, Kumar, Pilpel, Wolfe, Yankee

Noes: 0 – None

Absent: 2 – Sugarman, Stein

13. **File No. 25085-2:** Complaint filed by Michael Turon against the San Francisco Planning Department 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. (03:57:46)

*(On 12/16/2025, the Complaint Committee 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 meta data, not providing records in the original format requested, the fact that planning did not send a representative, and 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 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.*

*On 1/7/2026 under File No. 25085-1, the Sunshine Ordinance Task Force accepted the recommendation of the Complaint Committee to dismiss Hugo Cabrera from this complaint for the reason that there are no cognizable claims against him since only the City Attorney is legally the Supervisor of Records.)*

Samuel Ray, on behalf of Michael Turon (Petitioner), presented his position and requested the Task Force to find violations.

Jonas Ionin, Planning Department (Respondent) provided an overview of the department's position. Mr. Ionin stated that it is not the department's practice to release metadata and it is not relevant to the information in a document. Mr. Ionin further stated that staff was requested to review their own personal devices. Mr. Ionin stated that all documents must be reviewed before they can be released, making it difficult to release documents on a rolling basis and that all requested documents have been provided.

A question-and-answer period occurred. The Petitioner and Respondent were provided an opportunity for rebuttals.

**Action: Moved by Chair Yankee, seconded by Member Schmidt, to find that the Planning Department violated Administrative Code (Sunshine Ordinance), Section 67.21(b) by failing to disclose metadata,**

**In addition, the Task Force orders the production of all requested metadata within five (5) days per Section 67.21(d). The matter is referred to a Task Force Committee to monitor compliance.**

Public Comment: Aaron Wilson stated that the violation was intentional and that the City Attorney is not keeping departments up to date on the law.

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

Ayes: 8 – Yankee, Schmidt, LaHood, Kumar, Anderson, Hyland, Pilpel, Wolfe

Noes: 0 – None

Absent: 2 – Sugarman, Stein

Member Pilpel requested that the following portion of the motion be divided for a separate vote:

**Action: Moved by Chair Yankee, seconded by Member Schmidt, to find 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*.**

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

Ayes: 7 - Yankee, Schmidt, LaHood, Kumar, Anderson, Hyland, Wolfe

Noes: 1 – Pilpel

Absent: 2 – Sugarman, Stein

14. **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. (04:55:07)

*(On 12/16/2025, 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 on the questions of whether there has been timely production of the requested documents and whether there is a need to issue an order to produce.)*

Speaker from Concerned San Francisco Residents (Petitioner) presented his position and requested the Task Force to find violations. Speaker provided an update on recent actions and documents received and stated that complaint logs have not been provided and the document production is incomplete.

Victor Lim, Department of Public Health (Respondent) provided an overview of the department's position and stated that all records have been provided on a rolling basis and that the request has been closed.

A question-and-answer period occurred. The parties were provided an opportunity for rebuttals.

**Action: Moved by Member Kumar, seconded by Member Wolfe, to find 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 orders the disclosure of any remaining records or provide status information. The Task Force further refers the matter to a Task Force Committee to monitor compliance.**

Public Comment: Aaron Wilson commented on his past experience with the Department of Public Health.

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

Ayes: 8 – Kumar, Wolfe, Schmidt, LaHood, Anderson, Hyland, Pilpel, Yankee

Noes: 0 – None

Absent: 2 – Sugarman, Stein

15. **File No. 25102:** Complaint filed by Michael Petrelis against Mayor Daniel Lurie and the Office of the Mayor 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. (05:30:07)

*(On 12/16/2025, 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.)*

Michael Petrelis (Petitioner) was not present for the hearing.

Dexter Darmali, Office of the Mayor (Respondent) was present but offer a statement.

**Action: Moved by Member Kumar, seconded by Member Anderson, to close the file pursuant to Sunshine Ordinance Task Force Complaint Procedure C(7)(b).**

Public Comment: Aaron Wilson questioned what happened with his previous case.

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

Ayes: 8 – Kumar, Anderson, Schmidt, LaHood, Hyland, Pilpel, Wolfe, Yankee

Noes: 0 – None

Absent: 2 – Sugarman, Stein

16. **Hearing on Sunshine Ordinance Amendments:** Discussion regarding amendments to the Sunshine Ordinance and potential action to guide the related work of the Compliance and Amendments Committee. (06:01:28)

The Task Force discussed the issue.

Public Comment: None

No actions taken.

17. **Update on the Production of the Sunshine Ordinance Task Force’s 2025 Annual Report** (06:04:30)

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](mailto:lstein.sotf@gmail.com) or made during public comment on this agenda item.

[Annual Report 2025 Documents Folder \(Main Folder\)](#)

Chair Yankee shared an email from Vice-Chair Stein, noting that she has cleaned up the complaint resolution data and that it is online for everyone to look at along with an incomplete draft report with the complaint resolution section largely finished and with unclean survey results. They are all online at the link provided.

Public Comment: None

No action taken.

18. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Sunshine Ordinance Task Force.** (06:05:39)

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

Member Wolfe commented on the Commission Streamlining Task Force comments regarding the Task Force. Member Wolfe further commented on his reappointment date.

Member Pilpel requested the adjournment in memory of the passing of Terry Francke and provided a brief history of his accomplishments related to the Sunshine Ordinance Task Force.

Public Comment: None

No action taken.

19. **ADJOURNMENT** (06:11:50)

There being no further business, the meeting was adjourned at 10:21 p.m.

**APPROVED:** \_\_\_\_\_  
**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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