



# City and County of San Francisco

## Meeting Minutes

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

### Sunshine Ordinance Task Force

#### *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> Mayor or their designee		

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

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**Wednesday, February 5,  
2025**

**4:00 pm  
Regular Meeting**

**City Hall, Room 408**

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#### 1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES (00:01:06)**

Chair Yankee called the meeting to order at 4:14 p.m. On the call of the roll, Chair Yankee, Vice-Chair Stein and Members Schmidt, LaHood, Sugarman Anderson, Hyland, Pilpel and Wolfe were noted present. Member Kumar was noted absent. There was a quorum. Task Force Administrator Pat Petersen was present. Deputy City Attorney Adam Shapiro was present.

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

Public Comment: Peter Warfield, Library Users Association, [libraryusersassociation2004@yahoo.com](mailto:libraryusersassociation2004@yahoo.com), P.O. Box 170544, San Francisco, CA 94117-0544, stated that Item 4 should not be heard because the records were not available to the public through the links.

#### 2. **Approval of Orders of Determination (00:11:16)**

- **File 23099** Mark LaCroix against the San Francisco Fire Commission
- **File 24056** Michael Petrelis against Andrea Aiello, Executive Director and the Castro Community Benefit District

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

Public Comment: None.

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

Ayes: 10 – Pilpel, Hyland, Schmidt, LaHood, Sugarman, Kumar, Anderson, Wolfe, Stein, Yankee

Noes: 0 - None

Absent: 0 - None

3. **Administrator’s Report (00:22:28)**

- Task Force and Committee tentative hearing schedule with potential adjustments
- Complaints and Hearing Requests
- SOTF Member Attendance
- SOTF Member Training Requirements
- Communications

Clerk Petersen stated that the Administrator’s Report was not attached to the Agenda. The Members discussed exchanging the March regular meetings dates of the Complaint Committee and the Education, Outreach and Training Committees.

Public Comment: None.

No actions taken.

4. **Hearing – Approval of the 2024 Annual Report (00:34:02)**

Members of the public can view these documents online (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.

2024 Annual Report Links

2024 Annual Report

Draft, [https://docs.google.com/document/d/1NYZ6N4mtMQoyN3H8N2PvrP-pZx20cj3x/edit?usp=drive\\_link&oid=105519330310899598939&rtpof=true&sd=true](https://docs.google.com/document/d/1NYZ6N4mtMQoyN3H8N2PvrP-pZx20cj3x/edit?usp=drive_link&oid=105519330310899598939&rtpof=true&sd=true)

- Prefer to not use the link? See the **2024 Annual Report** as a PDF [here](#).

2024 Survey

Results, [https://docs.google.com/spreadsheets/d/1qUNbG9Lyow6tv0JPEo7ZS2sGAt-uhra5/edit?usp=drive\\_link&oid=105519330310899598939&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1qUNbG9Lyow6tv0JPEo7ZS2sGAt-uhra5/edit?usp=drive_link&oid=105519330310899598939&rtpof=true&sd=true)

## 2024 Complaint Resolution

Data, [https://docs.google.com/spreadsheets/d/1282lzM5hZC6\\_aOoYNXITibJKLKIxzImv/edit?usp=drive\\_link&ouid=105519330310899598939&rtpof=true&sd=true](https://docs.google.com/spreadsheets/d/1282lzM5hZC6_aOoYNXITibJKLKIxzImv/edit?usp=drive_link&ouid=105519330310899598939&rtpof=true&sd=true)

## 2024 NextRequest General

Report, [https://drive.google.com/file/d/1Psi4YU5pMME7aYKtkwwFjn14Z5jYWbkV/view?usp=drive\\_link](https://drive.google.com/file/d/1Psi4YU5pMME7aYKtkwwFjn14Z5jYWbkV/view?usp=drive_link)

**Action: Moved by Member Hyland, seconded by Vice-Chair Stein, to continue the matter to the call of the Chair.**

Public Comment: Peter Warfield, Library Users Association, [libraryusersassociation2004@yahoo.com](mailto:libraryusersassociation2004@yahoo.com), P.O. Box 170544, San Francisco, CA 94117-0544, stated that he wanted mailing addresses included in the minutes, that he does not want to use Google Docs to access a file, that he was unable to access the documents in the Clerk's office using the links, that version control of the Agenda is "out of control," and that only the City departments and not the complainants were asked for comments.

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

Ayes: 10 – Hyland, Stein, Schmidt, LaHood, Sugarman, Kumar, Anderson, Pilpel, Wolfe, Yankee

Noes: 0 - None

Absent: 0 - None

5. **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. (00:50:57)

None.

6. **File No. 24065:** Complaint filed by Anonymous (tmr) against the San Francisco City Attorney's Office for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) Section(s) 67.21 by failing to respond to a public records request in a timely and/or complete manner. (00:51:56)

*(On January 21, 2025 the Complaint Committee, moved by Chair Schmidt, seconded by Member Stein, referred the matter to the full Task Force for consideration of Administrative Code (Sunshine Ordinance), Section(s) 67.21 for timeliness, as well as other possible violations.)*

Anonymous (tmr) (Complainant) stated that their requests are only sometimes received, that the receptionists do not know that oral requests can be taken, and that their calls are not returned. Anonymous (tmr) further stated that the response did not include a [California Civil Code Section] 1542 notice and that the City Attorney's Office construed the request to not include non-civil litigation matters as administrative employment matters.

Jen Kwart, City Attorney's Office (Respondent) stated that their IT department has not been able to fix the issue with some of Complainant's emails being quarantined, that it has been suggested to Complainant that they reach the City Attorney's office by calling, and that Complainant has notified the City Attorney's office of emails and that the office has been able to respond. Ms. Kwart further stated that Complainant had not told the City Attorney's Office that they wanted administrative decisions and had only noted that at the Complaint Committee meeting.

**Action: Moved by Member Sugarman, seconded by Vice-Chair Stein, to find a violation of Section 67.21 for failing to respond timely, and refer the matter to the Compliance and Amendments Committee to follow up with Respondent to confirm resolution of the technical issues and production of the requested records.**

Public Comment: None.

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

Ayes: 10 – Sugarman, Stein, Schmidt, LaHood, Kumar, Anderson, Hyland, Pilpel, Wolfe, Yankee

Noes: 0 - None

Absent: 0 - None

The meeting was in recess from 5:50 p.m. to 6:03 p.m.

7. **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. (01:46:48)

*(On January 21, 2025, the Complaint Committee, moved by Chair Schmidt and seconded by Member Stein, referred the matter to the full Task Force for a hearing to find a violation of the Administrative Code (Sunshine Ordinance), Section(s) 67.21 for failing to respond to a public records request in a timely and/or complete manner.)*

Aaron Wilson (Complainant) stated that in his emailed requests he is not requesting his records, he is seeking emails with his name on them and does not want to give his social security number to obtain them.

Davares Robinson / Department of Homelessness and Supportive Housing (Complainant) stated that the department safeguards the records of individuals, including the confirmation of signatures. Mr. Robinson further stated that the department is awaiting a completed request form from Complainant.

**Action: Moved by Chair Yankee, seconded by Member Wolfe, that the Department of Homeless and Supportive Housing examine potentially responsive documents and order production of any non-client service records that are not otherwise legally protected from disclosure or any portions thereof, and refer the matter to the Compliance and Amendments Committee.**

Public Comment: None.

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

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

Noes: 2 – Kumar, Stein

Absent: 0 - None

8. **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. (03:14:35)

*(On January 21, 2025 the Complaint Committee, moved by Chair Schmidt and seconded by Member Stein, referred the matter to the full Task Force for a hearing to consider 67.7(d) regarding comments made during an item not appearing on the posted agenda, 67.14(a) regarding the right to attend a meeting and record or broadcast the proceedings, and 67.15(c) regarding time limits allocated for public testimony during a public comment period.)*

Justin Barker, Complainant, stated that the Zoo Committee Member Larry Mazzola told ABC 7 News to stop filming a public meeting, and that Member Kat Anderson has spoken during public comment on items not listed on the Agenda.

Respondent San Francisco Joint Zoo Committee was not present.

**Action: Moved by Vice-Chair Stein, seconded by Member Pilpel, to find that the Joint Zoo Committee and the SF Zoo are subject to the Sunshine Ordinance under Section E of the Recitals and Section 16 of the SF Zoo Lease and Management Agreement of 1993 and Administrative Code (Sunshine Ordinance) Section 67.3(d), and to find violations of the Administrative Code (Sunshine Ordinance) Section 67.7(d), requiring that members of City bodies during public meetings make only minimal clarification or questions during public comment periods, Section 67.14 (a) regarding the right of persons attending open or public meetings to take video or audio recordings of the proceedings, and Section 67.15(c), applying time limits uniformly to members of the public during public comment periods. The Education, Outreach and Training Committee should work with the Joint Zoo Committee to comply with the Sunshine Ordinance moving forward.**

Public Comment: Jane Tobin, Joint Zoo Committee and Commission of Animal Control and Welfare, stated that shifting the Joint Zoo meetings shift from Room 421 to Room 416, allowing for public comment and timing, would professionalize the meetings.

Michael Angelo Torres, Animal Commission, stated that audio recordings of meetings are kept, but not videos. Mr. Torres further stated that committee members will comment on an item not on the agenda when it is in response to a public comment, but the conversation is documented in the minutes.

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

Ayes: 10 -Stein, Pilpel, Schmidt, LaHood, Sugarman, Kumar, Anderson, Hyland, Wolfe, Yankee

Noes: 0

Absent: 0

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. (04:11:57)  
*(On January 21, 2025, the Complaint Committee, moved by Chair Schmidt and seconded by Member Stein, referred the matter to the full Task Force for consideration of a Section 67.21 violation and additional consideration of whether the Task Force has jurisdiction.)*

Justin Barker (Complainant) stated that in response to his public records request for a 35-55 page zoo accreditation report he received a single page review about Director Peterson, and requested that the Task Force hold the zoo accountable.

Respondent San Francisco Zoo was not present.

**Action: Moved by Vice-Chair Stein, seconded by Member Pilpel, that the San Francisco 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 to find a violation of Administrative Code (Sunshine Ordinance) Section 67.21(b) for not responding to a public records request in complete or timely manner and Section 67.21(e) for not sending an authorized representative to the Task Force hearing turn over the requested records within 5 calendar days, and work with the Education, Outreach and Training Committee to achieve compliance with the Sunshine Ordinance.**

Public Comment: None.

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

Ayes: 9 - Stein, Pilpel, LaHood, Sugarman, Kuman, Anderson, Hyland, Wolfe, Yankee

Noes: 1 – Schmidt

Absent: 0

10. **Hearing on Sunshine Ordinance Amendments:** Discussion regarding potential amendments to the Sunshine Ordinance and the related work of the Compliance and Amendments Committee. (04:46:43)

Chair LaHood stated that an update will be provided at the next Task Force meeting.

11. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Sunshine Ordinance Task Force (04:50:00)**

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

The Members discussed committee assignments, upcoming speakers on Ethics matters, and the Prop E committee meetings.

12. **ADJOURNMENT (04:57:09)**

There being no further business, the meeting was adjourned at 9:11 p.m.

Approved: Approved 4/2/2025  
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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