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 Agenda

Members:

Seat 1	VACANT	Seat 7	Matthew Yankee - Chair
Seat 2	Lila LaHood	Seat 8	Christopher Ojeda
Seat 3	VACANT	Seat 9	MacKenzie Ewing
Seat 4	Ankita Kumar	Seat 10	Joe Sangirardi
Seat 5	Maxine Anderson	Seat 11	Bruce Wolfe - Vice-Chair
Seat 6	Matthew Donahue		

Ex-officio *(non-voting)* VACANT - Clerk of the Board of Supervisors or their designee

Ex-officio *(non-voting)* VACANT - Mayor's designee

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

Wednesday, November 4, 2026	**4:00 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/2ra4k53j
Password: 1234

Telephone Call-in:
1 (415) 655-0001 / Meeting ID: 2661 269 0136 # #
(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. Sunshine Ordinance Task Force agendas and their associated documents are available at sf.gov/sotf.

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 September 30, 2026 Sunshine Ordinance Task Force Special Meeting Minutes**. *(Discussion and Action) (attachments)*

3. **Approval of the October 7, 2026 Sunshine Ordinance Task Force Regular Meeting Minutes**. *(Discussion and Action) (attachments)*

4. **Approval of Orders of Determination** *(Discussion and Action) (attachments)*

   - **File No. 26071** Kei Chan against the San Francisco Human Services Agency
   - **File No. 26073** Barklee Sanders against the City Attorney of San Francisco
   - **File No. 26077** Elizabeth Chan against Zuckerberg San Francisco General Hospital and Trauma Center

5. **Chair and Committee Reports:** Opportunity for the Chair and Committee Members to update the entire Sunshine Ordinance Task Force on their recent activities. The Chair's Report will include the topic listed below. *(Discussion only) (attachment)*
   - Actions taken by the San Francisco Ethics Commission at its July 10, 2026 Regular Meeting, including the Show Case Hearing for SOTF File No. 25088 (Rick Sanders v. Office of the Mayor) and revisions to the Ethics Commission's Enforcement Regulations.
   - Updates on State legislation, including Assembly Bill 1821 and Senate Bill 1187.

6. **Hearing on Sunshine Ordinance Task Force Complaint Procedures:** Discussion and action regarding proposed amendments to the Sunshine Ordinance Task Force Complaint Procedures. *(Discussion and Action) (attachments)*

7. **Potential Administrative Code Amendments Related to the Sunshine Ordinance Task Force** *(Discussion and Action) (attachments)*

   a. **Board of Supervisors Pending Ordinance on the Sunshine Ordinance Task Force**: Review and communicate the Task Force's thoughts regarding proposed amendments to the Administrative Code that will remove the limit on hold-over service, increase the term of office, and modify the removal process for Sunshine Ordinance Task Force Members (Board File No. 261088).

8. **Administrator's Report.** *(Discussion and Action) (attachments)*
   - Task Force and Committee tentative hearing schedule with potential adjustments
   - Committee Roles & Assignments
   - Complaints and Hearing Requests
   - Pending Petitions / Complaints
   - SOTF Member Attendance
   - Communications

SPECIAL ORDER 5:00 P.M.
Public Comment, Consent Agenda, and Complaint Hearings Agenda

(Note: Public Comment, Consent Agenda, and hearings on Complaints listed below will begin at 5:00 P.M. or as soon thereafter as possible.)

9. **Public Comment:** Members of the public may address the Sunshine Ordinance Task Force on matters that are within the Committee's jurisdiction but not on today's agenda. *(No Action)*

CONSENT AGENDA – *Item 10*

The Sunshine Ordinance Task Force shall review **File No. 26078** to affirm the Committee's findings regarding the Sunshine Ordinance Task Force's jurisdiction; violations of the Sunshine Ordinance, Brown Act, or California Public Records Act; and, if applicable, to issue an Order of Determination and refer matters to a Committee for monitoring. The Complainant and Respondent are *not required to attend the November 4, 2026* Sunshine Ordinance Task Force meeting but may attend to provide testimony during the public comment period for this item related to the determinations listed below. *(Discussion and Action)*

10. **File No. 26078**: Complaint filed by Claudia Castillo against the San Francisco Rent Board 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. *(Discussion and Action) (attachments)*

(On 5/26/2026, the Education, Outreach, and Training Committee found that the Task Force has jurisdiction, that the requested records are public, and forwarded the matter to the Consent Agenda with a recommendation of a finding that the Rent Board violated Administrative Code (Sunshine Ordinance), Section(s) Section 67.21(b), by failing to respond to a public records request in a timely and/or complete manner. Respondent acknowledges the violation. The Committee makes no further recommendation as the Rent Board agreed to work with Petitioner for future items.)

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

RECONSIDERATION HEARING – *Item 11*

11. **File No. 25033:** Complaint filed by Joudere Gaines 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. *(attachments)*

(On 9/23/2025, the Education, Outreach, and Training Committee continued and forwarded the matter to the Complaint Committee and asked that the San Francisco Municipal Transportation Agency provide a point-by-point response to each of the requested listed in NR-24-6646 located on pages 3-8 of the meeting packet.

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 12/3/2026, the Task Force closed the matter per Sunshine Ordinance Task Force Complaint Procedure, Section C(7)(b).

On 12/4/2025, Petitioner's written request that the matter be reopened was granted by the Task Force Chair.

On 3/4/2026, the Task Force continued the matter to the April 1, 2026 meeting of the Sunshine Ordinance Task Force to determine the San Francisco Municipal Transportation Agency's compliance specific to Item 6 of Petitioner's records request.

On 4/1/2026, the Task Force found that the San Francisco Municipal Transportation Agency violated Administrative Code (Sunshine Ordinance), Section(s) 67.21(b), by failing to respond to a public records request in a timely manner.

On 4/14/2026, Caroline Celaya submitted a timely Request for Reconsideration.

On 5/6/2026, the Task Force continued the matter to the call of the Chair pending discussion of how to account for holidays when calculating the 10-day compliance requirement found in Administrative Code (Sunshine Ordinance), Section 67.21(b).)

On 6/3/2026, the Task Force granted the San Francisco Municipal Transportation Agency's request for reconsideration.

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

COMPLIANCE HEARING – *Item 12*

12. **File No. 25018:** Complaint filed by Jonathan Balog against the 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. *(attachments)*

(On 3/18/2025, the Education, Outreach, and Training Committee was to hear the matter for jurisdiction and merit, but the meeting did not occur because the WebEx Remote Link and Telephone Call-In number in the agenda were incorrect, and the meeting was inaccessible to the public.

On 4/2/2025, the Task Force found a violation of Section 67.21 and ordered that by the terminology of the request, the request be responded to in full, including all of the property identification requested. The matter was referred to the Compliance and Amendments Committee for follow-up.

On 6/24/2025, the Compliance and Amendments Committee returned the matter to the full Task Force to find noncompliance with the Order of Determination and reference conflicts between Administrative Code Section 67.36 and Administrative Code Section 41A.4 pertaining to the redaction of names and street and unit numbers from the records for short term residential units, recommend that the Task Force close the file, and recommend that that the Board of Supervisors reconsider rescinding the language in Chapter 41 regarding the inoperable language in Section 41A.4.)

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

COMPLAINT HEARING AGENDA (FROM COMMITTEE) – *Items 13 and 14*

13. **File No. 26069:** Complaint filed by Anonymous (CON) against Supervisor Myrna Melgar for allegedly violating Administrative Code (Sunshine Ordinance), Section(s) 67.15, by failing to allow public criticism of the policy, procedures, programs or services of the City. *(attachments)*

(On 5/1/2026, the Complaint Committee found that the meeting was a public meeting and forwarded the matter to the full Task Force with no recommendation.)

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

14. **File No. 26062:** Complaint filed by Eddie Kim against the Department of Emergency Management 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, and Section(s) 67.26, by failing to keep withholdings to a minimum. *(attachments)*

    (On 5/19/2026, the Complaint Committee found that the Task Force has jurisdiction, that the requested records are public, and forwarded the matter to the full Task Force with no recommendation.)

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

NEW COMPLAINT HEARING AGENDA (NOT FROM COMMITTEE) – *Items 15 and 16*

15. **File No. 26033:** Complaint filed by Wayne Dauphine against the Department of Public Works 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. *(attachments)*

    a. Determination of jurisdiction over the complaint. (*Discussion and Action*)

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

16. **File No. 26042:** Complaint filed by Chris Colette 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. *(attachments)*

    a. Determination of jurisdiction over the complaint. (Discussion and Action)

    b. Hearing on the Complaint (Discussion and Action)

17. **Announcements, Comments, Questions, and Future Agenda Items by Members of the Sunshine Ordinance Task Force**. *(Discussion and Action)*

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

18. **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;
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

1. Complainant presents their facts and evidence. (Up to 4 minutes)
2. Respondent presents their facts and evidence. (Up to 4 minutes)
3. The complaint is with the Task Force for questions to Complainant and Respondent
4. Respondent and Complainant present their clarification/rebuttal. (Up to 2 minutes each)
5. Public Comment, excluding Complainant and Respondent. (Up to 3 minutes each)
6. The complaint is with the Task Force for discussion, motions, and deliberation.
7. The Task Force may vote on one of the following actions:
   a) a motion to find a violation;
   b) a motion to find no violation;
   c) a motion to take no further action and close the file

Public comment on complaints will be taken once, under Item 5 above, from anyone who is not a Complainant or Respondent. Public comment will not be taken on specific subsequent motions.

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: https://www.sf.gov/departments--sunshine-ordinance-task-force/events/upcoming.

AUDIO RECORDINGS: Audio recordings of the meeting of the Sunshine Ordinance Task Force are available at: https://sanfrancisco.granicus.com/ViewPublisher.php?view_id=98.

Language Access

Language services are available in Spanish, Chinese, Filipino, and Vietnamese for requests made at least two (2) business days in advance of the meeting, to help ensure availability. For more information or to request services, contact bos@sfgov.org or call (415) 554-5184.

所有常規及特別市參事會會議和常務委員會會議將提供西班牙文, 中文、菲律賓文, 以及越南文的傳譯服務, 但必須在會議前最少兩(2)個工作日作出請求, 以確保能獲取到傳譯服務. 將因應請求提供交替傳譯服務, 以便公眾向有關政府機構發表意見. 如需更多資訊請發電郵至 bos@sfgov.org **或致電** (415) 554-5184 **聯絡我們.**

Para asegurar la disponibilidad de los servicios de interpretación en chino, filipino español y vietnamita, presente su petición por lo menos con dos (2) días hábiles de antelación previo a la reunión. Para más información envíe su mensaje a bos@sfgov.org o llame al (415) 554-5184. Ipaabot sa amin ang mga kahilingan para sa taga salin-wika sa Kastila, Tsino, Filipino at Vietnamese nang hindi bababa sa dalawang araw bago ang pulong. Makakatulong ito upang tiyakin na ang mga serbisyo ay nakalaan at nakahanda. Para sa dagdag kaalaman maki pagugnayan po sa bos@sfgov.org o tumawag sa (415) 554-5184.

Dịch vụ ngôn ngữ bằng tiếng Tây Ban Nha, tiếng Trung, tiếng Filipino và tiếng Việt được cung cấp nếu quý vị gửi yêu cầu ít nhất hai (2) ngày làm việc trước cuộc họp, để đảm bảo có phiên dịch viên. Để biết thêm thông tin vui lòng liên hệ qua email bos@sfgov.org hoặc gọi số (415) 554-5184.

Disability Access

Sunshine Ordinance Task Force meetings are held at City Hall. The hearing rooms in City Hall are wheelchair accessible. Assistive listening devices for the hearing rooms are available upon request at the Clerk of the Board's Office, Room 244. To request sign language interpreters, readers, large print agendas or other accommodations, please contact Wilson Ng at (415) 554-5184 or (415) 554-5227 (TTY). Requests made at least 48 hours in advance of the meeting will help to ensure availability.

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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