



# SUNSHINE ORDINANCE TASK FORCE CITY AND COUNTY OF SAN FRANCISCO MINUTES

Hearing Room 408  
City Hall, 1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

February 3, 2016 - 4:00 PM

## Regular Meeting

Seat 1	Mark Rumold	Seat 7	Vacant
Seat 2	Eric Eldon	Seat 8	Shaun Haines
Seat 3	Josh Wolf	Seat 9	Chris Hyland - <b>Vice Chair</b>
Seat 4	Rishi Chopra	Seat 10	Louise Fischer
Seat 5	Allyson Washburn - <b>Chair</b>	Seat 11	Fiona Hinze
Seat 6	David Pilpel		

Ex-officio (*non-voting*) Clerk of the Board of Supervisors or his or her designee

Ex-officio (*non-voting*) Mayor or his or her designee

### 1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

Chair Washburn called the meeting to order at 4:04 p.m. Members Wolf, Chopra, and Fischer were absent. There was a quorum.

There were no agenda changes.

### 2. **File No. 14030: Amendments to the Sunshine Ordinance Task Force Complaint Procedures.** (00:02:00 – 00:44.41)

The Task Force reviewed the Complaint Procedures and proposed amendments to the following sections:

*B-5* - The SOTF Chair or his/her assigned representative may combine similar complaints, assign hearing dates, and/or reassign complaints to and from committee in an effort to manage the workload pending before the SOTF. When it is anticipated that certain files will be heard together notice of the possible action shall be listed on the agenda and the notice of hearing if possible.

*C-4* – The SOTF ~~shall~~ conducts the public hearings with the complainant and respondent present. However, accommodations can be made due to special circumstances by consensus of the SOTF or its committees.

Various Sections – “Deputy City Attorney instructions” amended to read “Deputy City Attorney memorandum”.

C-6a. The SOTF Deputy City Attorney, shall provide a memorandum to the Committee ~~advising whether the SOTF has jurisdiction over the complaint and~~ to assist the SOTF in understanding the issues.

C-6c. The Committee shall conduct a hearing ~~to focus the issues for the ... or otherwise assist the parties~~ and provide a recommendation to the SOTF to either: 1) hold additional meetings on the merits of the complaint; 2) find violations of the Sunshine Ordinance; or 3) find that no violations occurred.

C-6d. A summary of the Committee’s recommendation shall be provided to the Complainant and Respondent. The parties shall be given the opportunity to provide written objections to the Committees recommendation prior to the SOTF hearing or appear in person at the SOTF hearing to object to the recommendation.

C-6e. The SOTF shall schedule a hearing to review the Committee recommendation and either 1) accept the recommendation of the Committee; or 2) reject the recommendation and schedule the complaint for a hearing before the SOTF at a future date.

C-6f. If the Complainant or Respondent does not object to the recommendation of the Committee they do not need to attend the SOTF hearing to discuss the Committee’s recommendation. If the SOTF does not accept the recommendation the complaint shall be scheduled for a hearing at a future date and all parties will be notified.

The next discussion of the Complaint Procedures will begin at Section C-7.

**Public Comment:**

Ray Hartz objected to combining similar complaints to be heard before the Task Force.

Ann Treboux provided general comment.

Peter Warfield commented on problems with the Complaint Procedures and stated that the Task Force should follow Robert’s Rules of Order.

Deputy City Attorney Jerry Threet answers questions related to the matter.

**Member Pilpel, seconded by Member Hinze, moved to approve the amendments and continue the matter to the call of the chair.**

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

3. **File No. 14092:** Complaint filed by Shawn Mooney against the Office of the Assessor-Recorder for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.29 by failing to provide an index of records. (00:44:41 – 01:20:00)

**Member Haines, seconded by Member Hinze, moved to find jurisdiction.**

Public Comment:

None.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

Shawn Mooney (Complainant) provided an overview of the complaint and requested the Task Force to find violations. There were no speakers in support of the Complainant. Edward McCaffrey, Office of the Assessor-Recorder (Respondent), presented the department's position. Mr. McCaffrey stated that at the time the complain was filed the Assessor-Recorder was not in compliance with the requirement to post their Index of Records. He stated that the Assessor-Recorder's Index of Records is now available on the City Administrator's website as required by Sunshine Ordinance, Section 67.29. There were no speakers in support of the Respondent. A question and answer period followed. The Respondent provided a rebuttal. The Complainant provided a rebuttal.

The Task Force suggested that a link to the Index of Records be added to the Assessor-Recorder's website.

Deputy City Attorney Threet answered questions related to the matter.

**Member Pilpel, seconded by Member Haines, moved to find the Office of the Assessor-Recorder in violation of Administrative Code (Sunshine Ordinance), Section 67.29, by failing to provide an Index of Records.**

Public Comment:

Ray Hartz stated that in the past the Index of Records page was blank and suggested that all documents be placed online.

Ann Treboux expressed support for proactive disclosure of records.

Michael Petrelis expressed concern with his inability to retrieve the calendar of the Assessor-Recorder and stated that there is no contact information for public records requests.

Peter Warfield stated that the Index of Records would be more helpful if all records listed include both public and confidential records. He also suggested additional violations of Administrative Code, Section 67.21(c).

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

Chair Washburn referred the matter to the Education, Outreach and Training Committee and requested that the Office of the Assessor-Recorder provide copies of any additional correspondence that had not already been submitted to the Task Force in October 2015. The Task Force requested that the Assessor-Recorder be prepared to discuss the following:

- Records Retention Policy
- Index of Records and links to it from the Assessor-Recorder's webpage
- Adding information regarding public records requests on their webpage
- Comparing the information posted online by the State Board of Equalization vs. the Assessor-Recorder's Office to determine if other information could be posted.

4. **File No. 15139:** Complaint filed by Shawn Mooney against the Assessor-Recorder's Office for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.21, and 67.25, by failing failure to respond to a public records request in a timely and/or complete manner. (01:34:00 – 02:23:00)

**Vice Chair Hyland, seconded by Member Hinze, moved to find jurisdiction.**

Public Comment:

None.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

Shawn Mooney (Complainant) provided an overview of the complaint and requested the Task Force to find violations. There were no speakers in support of the Complainant. Edward McCaffrey, Office of the Assessor-Recorder (Respondent), presented the department's position. There were no speakers in support of the Respondent. A question and answer period followed. The Respondent provided a rebuttal. The Complainant provided a rebuttal.

Deputy City Attorney Threet answered questions related to the matter.

Based on the discussion, and due to confusion caused by the numerous pieces of correspondence, the Complainant agreed to restate his request with specific data fields and work with the Assessor-Recorder's Office to clarify his request in writing. The Task Force requested that communications between the parties be provided to the Task Force for future review.

**Member Hinze, seconded by Member Rumold, moved to continue the matter to the call of the chair.**

Public Comment:  
None.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn  
Noes: 0 - None  
Absent: 3 - Wolf, Chopra, Fischer

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.

Speakers:

Michael Petrelis provided information on the Government Access Project website he created to track calendars of city officials. Govtacesproject.blogspot.com  
Former Task Force Member Lee Hepner expressed appreciation for the opportunity to have been a member of the Task Force.  
Ann Treboux commented on the lack of street artist spaces in the City in general and Justin Herman Plaza in particular.  
Ray Hartz commented on his complaints that were heard together by the Task Force on November 4, 2015, and how that practice was unfair.  
Peter Warfield commented on the absence of Task Force members and for not granting his request to have a complaint reheard.

**The meeting was in recess from 6:25 p.m. to 6:40 p.m.**

6. **File No. 15165:** Complaint filed by William Clark against Tom DeCaigny and the Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.7-1(c), for failure to add language listed in Administrative Code (Sunshine Ordinance), Section 67.7-1(c), notices of public meeting or hearing. (02:23:00 – 02:47:00)

**Member Hinze, seconded by Member Rumold, moved to find jurisdiction.**

Public Comment:  
None.

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

Ayes: 6 - Rumold, Pilpel, Haines, Hinze, Hyland, Washburn  
Noes: 0 - None  
Absent: 4 - Wolf, Chopra, Fischer, Eldon

William Clark (Complainant) provided an overview of the complaint and requested the Task Force to find violations. There were no speakers in support of the Complainant. Kate Patterson, Arts Commission (Respondent) ,presented the department's position and stated that pursuant to the advice of the City Attorney's Office the language listed in Sunshine Ordinance, Section 67.7-1(c), is only required in certain special circumstances. However, in an effort to better serve the public, Ms. Patterson stated that the Arts Commission would insert the language prescribed in Section 67.7-1(c), on future agendas. There were no speakers in support of the Respondent. A question and answer period followed. The Respondent provided a rebuttal. The Complainant provided a rebuttal.

**Public Comment:**

Ann Treboux expressed support for accepting written communications from members of the public.

Robert Clark suggested that the Arts Commission's agendas be modeled after the Task Force agenda.

**Due to the lack of a motion, the Task Force found no violation and concluded the matter.**

7. **File No. 15114:** Complaint filed by Ann Treboux against the San Francisco Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.25 and 67.27, by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner and failing to provide justification for withholding information (02:48:00 – 03:29:00).

*(On December 15, 2015, the Compliance and Amendments Committee heard the complaint and referred the matter to the SOTF for additional discussion on the merits of the complaint.)*

**Member Pilpel, seconded by Vice-Chair Hyland, moved to find jurisdiction.**

**Public Comment:**

None.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

Ann Treboux (Complainant) provided an overview of the complaint and requested the Task Force to find violations. There were no speakers in support of the Complainant. Kate Patterson, Arts Commission (Respondent), presented the department's position. There were no speakers in support of the Respondent. A question and answer period followed. The Respondent provided a rebuttal. The Complainant provided a rebuttal.

Deputy City Attorney Threet answered questions related to the matter.

Public Comment:

None.

**Due to the lack of a motion, the Task Force found no violation and concluded the matter.**

**Recommendation from the Compliance and Amendments Committee.**

*(The Compliance and Amendments Committee held a hearing on December 15, 2015, to review File Nos. 15112, 15138, 15118, 15137, 15151, 15121, 15140, 15113, 15144, 15147, 15150, 15154 and 15155 and issued a report and/or recommendation for the Sunshine Ordinance Task Force's (SOTF) review. Upon review of the Committee's recommendations the SOTF shall: 1) accept the recommendation of the Committee; or 2) schedule the complaint for a hearing before the SOTF at a future date.*

8. **File No. 15112:** Complaint filed by Ann Treboux against the Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.29-6, by failing to disclose on their website the amount and source of any money, goods or services worth more than one hundred dollars in aggregate provided to the department for the purpose of carrying out or assisting any City function. (03:30:00 – 03:40:00)

*(The Compliance and Amendments Committee recommended that the SOTF find that a violation of Administrative Code (Sunshine Ordinance), Section 67.29-6, occurred.)*

The Task Force discussed the recommendation of the Compliance and Amendments Committee.

**Vice-Chair Hyland, seconded by Member Pilpel, moved to accept the recommendation of the Compliance and Amendments Committee and find that the Arts Commission violated Administrative Code (Sunshine Ordinance), Section 67.29-6, by failing to disclose, on their website, the amount and source of any money, goods or services worth more than one hundred dollars in aggregate provided to the department for the purpose of carrying out or assisting any City function.**

Public Comment:

Kate Patterson expressed support for the Task Force's assistance in guiding Ms. Treboux to streamline her request.

Ann Treboux commented that she did not receive the list of grants awarded to the Arts Commission.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

9. **File No. 15138:** Complaint filed by Ann Treboux against the San Francisco Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.25(a), by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner. (03:41:00 – 03:46:00)  
*(The Compliance and Amendments Committee recommended that the SOTF find that a violation of Administrative Code (Sunshine Ordinance), Section 67.25(a), occurred.)*

The Task Force discussed the recommendation of the Compliance and Amendments Committee.

**Vice-Chair Hyland, seconded by Member Pilpel, moved to accept the recommendation of the Compliance and Amendments Committee and find that the Arts Commission violated Administrative Code (Sunshine Ordinance), Section 67.25(a), by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner.**

Public Comment:  
None.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn  
Noes: 0 - None  
Absent: 3 - Wolf, Chopra, Fischer

10. **File No. 15118:** Complaint filed by Ann Treboux against Commissioner Dorka Keehn and the Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.15, by abridging public comment and failing to announce agenda changes at the beginning of a meeting or as soon thereafter as the change became known by the presiding officer at the Arts Commission Visual Arts Committee meeting of March 18, 2015. (03:46:00 – 03:53:00)  
*(The Compliance and Amendments Committee recommended that the SOTF find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.)*

The Task Force discussed the recommendation of the Compliance and Amendments Committee.

**Vice-Chair Hyland, seconded by Member Pilpel, moved to accept the recommendation of the Compliance and Amendments Committee and find that There were no violation of Administrative Code (Sunshine Ordinance), Chapter 67.**

Public Comment:  
Ann Treboux commented that she was not allocated proper time for public comment.



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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

11. **File No. 15137:** Complaint filed by Ann Treboux against the Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.15(c)(d) and 67.16, by failing to uniformly apply time limits for public comment and failing to provide a brief summary of each person's statement during public comment. (03:54:00 – 03:56:00)

*(The Compliance and Amendments Committee recommended that the SOTF find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.)*

The Task Force discussed the recommendation of the Compliance and Amendments Committee.

**Vice-Chair Hyland, seconded by Member Pilpel, moved to accept the recommendation of the Compliance and Amendments Committee and find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.**

Public Comment:

Ann Treboux commented that the timer was not working at the Arts Commission meeting and public comment was taken out of order.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

12. **File No. 15151:** Complaint filed by Ann Treboux against Kate Patterson and the San Francisco Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.14(c), by failing make audio or video recording available in digital form at a centralized location on the City's website within 72 hours of a meeting or hearing. (03:56:00 – 03:57:00)

*(The Compliance and Amendments Committee recommended that the SOTF find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.)*

The Task Force discussed the recommendation of the Compliance and Amendments Committee.

**Member Haines, seconded by Member Hinze, moved to accept the recommendation of the Compliance and Amendments Committee and find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.**

## Public Comment:

Ann Treboux expressed that there was a violation.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

13. **File No. 15121:** Complaint filed by Ann Treboux against Commissioner Barbara Sklar, San Francisco Arts Commission, for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.33, by failing to submit annual affidavits or declarations stating that they have read the Sunshine Ordinance and have attended or will attend a training session on the Sunshine Ordinance. (03:57:00 – 03:58:00)

*(The Compliance and Amendments Committee recommended that the SOTF find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.)*

The Task Force discussed the recommendation of the Compliance and Amendments Committee.

**Member Hinze, seconded by Member Haines, moved to accept the recommendation of the Compliance and Amendments Committee and find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.**

## Public Comment:

Ann Treboux stated that she was told by the Arts Commission that the items she requested were not in the Arts Commission's file.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

14. **File No. 15140:** Complaint filed by Ann Treboux against the Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.16, by failing to make meeting minutes available for inspection upon request no later than ten working days after a meeting. (03:58:00 – 04:01:00)

*(The Compliance and Amendments Committee recommended that the SOTF find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.)*

The Task Force discussed the recommendation of the Compliance and Amendments Committee.

**Member Haines, seconded by Member Hinze, moved to accept the recommendation of the Compliance and Amendments Committee and find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.**

Public Comment:

Ann Treboux stated that the Arts Commission posts minutes at the last possible minute sometimes at midnight.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

15. **File No. 15113:** Complaint filed by Ann Treboux against Rebekah Krell and the San Francisco Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.25 and 67.27, by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner. (04:01:00 – 04:06:00)  
*(The Compliance and Amendments Committee recommended that the SOTF find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.)*

The Task Force discussed the recommendation of the Compliance and Amendments Committee.

**Member Haines, seconded by Member Hyland, moved to accept the recommendation of the Compliance and Amendments Committee and find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.**

Public Comment:

Ann Treboux stated that the Arts Commission did not respond in a timely manner.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

16. **File No. 15144:** Complaint filed by Ann Treboux against Rebekah Krell and the San Francisco Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.25, by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner. (04:06:00 – 04:08:00)  
*(The Compliance and Amendments Committee recommended that the SOTF find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.)*

The Task Force discussed the recommendation of the Compliance and Amendments Committee.

**Member Haines, seconded by Member Hinze, moved to accept the recommendation of the Compliance and Amendments Committee and find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.**

Public Comment:

Ann Treboux stated that the Arts Commission did not respond in a timely manner.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

17. **File No. 15147:** Complaint filed by Ann Treboux against Kate Patterson and the San Francisco Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.25, by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner. (04:08:00 – 04:11:00)

*(The Compliance and Amendments Committee recommended that the SOTF find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.)*

The Task Force discussed the recommendation of the Compliance and Amendments Committee.

**Member Haines, seconded by Member Pilpel, moved to accept the recommendation of the Compliance and Amendments Committee and find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.**

Public Comment:

Ann Treboux stated that the Arts Commission did not respond in a timely manner.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

18. **File No. 15150:** Complaint filed by Ann Treboux against Rebekah Krell and the San Francisco Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.25, by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner. (04:11:00 – 04:14:00)

*(The Compliance and Amendments Committee recommended that the SOTF find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.)*

The Task Force discussed the recommendation of the Compliance and Amendments Committee.

**Member Hyland, seconded by Member Haines, moved to accept the recommendation of the Compliance and Amendments Committee and find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.**

Public Comment:

Ann Treboux stated that the Arts Commission did not respond in a timely manner.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

19. **File No. 15154:** Complaint filed by Ann Treboux against Rebekah Krell and the San Francisco Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.25, by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner. (04:14:00 – 04:16:00)

*(The Compliance and Amendments Committee recommended that the SOTF find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.)*

The Task Force discussed the recommendation of the Compliance and Amendments Committee.

**Member Haines, seconded by Member Pilpel, moved to accept the recommendation of the Compliance and Amendments Committee and find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.**

Public Comment:

Ann Treboux stated that the Arts Commission did not respond in a timely manner.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

20. **File No. 15155:** Complaint filed by Ann Treboux against Kate Patterson and the Arts Commission for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.25, by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner. (04:16:00 – 04:17:00)

*(The Compliance and Amendments Committee recommended that the SOTF find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.)*

The Task Force discussed the recommendation of the Compliance and Amendments Committee.

**Member Hinze, seconded by Member Haines, moved to accept the recommendation of the Compliance and Amendments Committee and find that there were no violations of Administrative Code (Sunshine Ordinance), Chapter 67.**

Public Comment:

Ann Treboux stated that the Arts Commission did not respond in a timely manner.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

21. **Approval of minutes from the Sunshine Ordinance Task Force January 6, 2016, meeting.** (04:17:00 – 04:19:00)

The Task Force discussed the meeting minutes.

**Member Pilpel, seconded by Member Haines, moved to adopt the January 6, 2016, meeting minutes as amended.**

Public Comment:

None.

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

Ayes: 7 - Rumold, Eldon, Pilpel, Haines, Hinze, Hyland, Washburn

Noes: 0 - None

Absent: 3 - Wolf, Chopra, Fischer

22. **Administrator’s Report, Submitted Complaints and Communications.** (04:19:00 – 04:23:00)

Task Force Administrator Victor Young presented the Administrator’s Report.

The Task Force discussed the Administrator’s Report, Complaints and Communications.

Public Comment:

None.

23. **Announcements, Comments, Questions, and Future Agenda Items.** (04:23:00 – 04:28:00)

The Task Force discussed future projects and goals.

Member Eldon suggested that departments appearing before the Task Force in the future be prepared to discuss their online public records policy and the ways they have made records more available to the public. The Task Force discussed software to track public records requests.

24. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:55 p.m.

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.

**APPROVED by the Sunshine Ordinance Task Force: May 4, 2016**