

**SUNSHINE ORDINANCE  
TASK FORCE**



**City Hall  
Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
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The Sunshine Ordinance Task Force, which monitors City/County agencies' and officials' compliance with the Ordinance, is currently reviewing the Ordinance, and possibly toward placing a series of amendments on a future citywide ballot. Because of the recent Board of Supervisors' considerations of the Task Force proposed amendments, the Task Force is requesting input from City Departments and Boards and Commissions.

To develop the best possible set of amendments, the Task Force needs to hear the views of all interested parties, especially those whom the Ordinance affects. We strongly encourage you to respond to the questionnaire below and email or send to the Task Force at your earliest convenience.

If you wish to remain anonymous, please print the attached Survey Form, complete and send to Adele Destro, Interim Administrator, Sunshine Ordinance Task Force, City Hall Room 244.

Thank you for your kind attention.

Sincerely,

Doug Comstock,  
Chair, Sunshine Ordinance Task Force

Richard Knee  
Chair, Sunshine Ordinance Task Force Compliance and Amendments Committee

Sunshine Ordinance Review Survey  
(Please submit by April 29, 2005)

The following are the provisions of the Sunshine Ordinance: You may access the ordinance by clicking on the following link:

[http://www.sfgov.org/site/sunshine\\_index.asp?id=4673](http://www.sfgov.org/site/sunshine_index.asp?id=4673)

**Article II: Public Access to Meetings**

- Sec. 67.3 Definitions
- Sec. 67.4 Passive Meetings
- Sec. 67.5 Meetings to Be Open and Public; Application of Brown Act
- Sec. 67.6 Conduct of Business; Time and Place for Meeting
- Sec. 67.7 Agenda Requirements; Regular Meetings
- Sec. 67.7-1 Public Notice Requirements
- Sec. 67.8 Agenda Disclosures: Closed Sessions
- Sec. 67.8-1 Additional Requirements for Closed Sessions
- Sec. 67.9 Agendas and Related Materials: Public Records
- Sec. 67.10 Closed Sessions: Permitted Topics
- Sec. 67.11 Statement of Reasons for Closed Sessions
- Sec. 67.12 Disclosure of Closed Session Discussions and Actions
- Sec. 67.13 Barriers to Attendance Prohibited
- Sec. 67.14 Tape Recording, Filming and Still Photography
- Sec. 67.15 Public Testimony
- Sec. 67.16 Minutes
- Sec. 67.17 Public Comment by Members of Policy Bodies

**Article III: Public Information and Public Records**

- Sec. 67.20 Definitions
- Sec. 67.21 Process for Gaining Access to Public Records; Admin Appeals
- Sec. 67.21-1 Policy Regarding Use and Purchase of Computer Systems
- Sec. 67.22 Release of Oral Public Information
- Sec. 67.23 Public Review File—Policy Body Communications
- Sec. 67.24 Public Information that Must Be Disclosed
- Sec. 67.25 Immediacy of Response
- Sec. 67.26 Withholding Kept to a Minimum
- Sec. 67.27 Justification of Withholding
- Sec. 67.28 Fees for Duplication
- Sec. 67.29 Index of Records
- Sec. 67.29-1 Records Survive Transition of Officials
- Sec. 67.29-2 Internet Access/World Wide Web Minimum Standards
- Sec. 67.29-3
- Sec. 67.29-4 Lobbyist On Behalf of the City
- Sec. 67.29-5 Calendars of Certain Officials
- Sec. 67.29-6 Sources of Outside Funding
- Sec. 67.29-7 Correspondence and Records Shall Be Maintained

**Article IV: Policy Implementation**

- Sec. 67.30 The Sunshine Ordinance Task Force
- Sec. 67.31 Responsibility for Administration
- Sec. 67.32 Provision of Services to other Agencies, Sunshine Required
- Sec. 67.33 Department Head Declaration
- Sec. 67.34 Willful Failure Shall Be Official Misconduct
- Sec. 67.35 Enforcement Provisions
- Sec. 67.36 Sunshine Ordinance Supersedes Other Local Laws
- Sec. 67.37 Severability

- Using the list of provisions provided, please identify which provision(s) of the Ordinance have caused you difficulty. Include the Admin Code number of each; a description of the problem(s) it has caused; and how it could be amended or eliminated to achieve remedy.

Admin Code Sec.	Description of Problem	Amended or eliminated to achieve remedy (describe amendment)

- Please identify which provision(s) of the Ordinance have proven useful but which still need improvement. Include the Admin Code number of each; a description of its benefit(s); and how it could be improved.

Admin Code Sec.	Description of Benefit(s)	How it could be improved

- Please identify which provision(s) of the Ordinance have proven useful and should not be revised or eliminated. Include the Admin Code number, and a description of its benefit(s).

Admin Code Sec.	Description of Benefit(s) (not revised or eliminated)

- Please discuss any relevant issues that the foregoing does not address.

- This form has been completed by: (optional)

Name:

Department:

Please submit completed form to:  
 Adele Destro, Interim Administrator  
 Sunshine Ordinance Task Force  
 City Hall, Room 244  
 soft@sfgov.org