

Date: February 26, 2008

Item No. 12  
File No. \_\_\_\_\_

## SUNSHINE ORDINANCE TASK FORCE

### AGENDA PACKET CONTENTS LIST\*

- Draft Minutes: Budget Committee for February 11, 2008**
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Completed by: Frank Darby

Date: February 20, 2008

**\*This list reflects the explanatory documents provided**

~ Late Agenda Items (documents received too late for distribution to the Task Force Members)

\*\* The document this form replaces exceeds 25 pages and will therefore not be copied for the packet. The original document is in the file kept by the Administrator, and may be viewed in its entirety by the Task Force, or any member of the public upon request at City Hall, Room 244.

Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE  
AD HOC BUDGET COMMITTEE  
DRAFT MINUTES  
Thursday, February 11, 2008  
5:00 p.m., City Hall, Room 406**

**Committee Members:** Bruce Wolfe (Chair), David Pilpel, Doug Comstock, Joe Lynn

**Call to Order:** The meeting was called to order at 5:20 P.M.  
**Roll Call:** Present: Wolfe, Pilpel, Comstock, Lynn

**Agenda Changes:** None

**Deputy City Attorney:** Ernie Llorente  
**Administrator:** Frank Darby

1. Approval of minutes of June 14, 2007.

Speakers: None

Motion to approve the June 14, 2007 minutes. (Wolfe / Comstock)  
Ayes: Wolfe, Pilpel, Comstock, Lynn

2. Discussion of 2008/2009 fiscal year budgetary needs and develop budget proposal.

Speakers: None

Member Pilpel recommended: 1) A line item budget delineation (index code) for SOTF. 2) Distinction between the duties of Darby vs Rustom, and 3) Need for more City Attorney (CA) time for Sunshine Ordinance Task Force (TF) matters.

DCA Llorente, in response to Member Comstock said that approximately 25% of his time is spent on Sunshine matters.

Member Lynn agreed with Member Pilpel's first recommendation and urged members to keep the focus on the Board Budget rather than the CA's budget.

Member Pilpel recommended that 4) a letter be sent to the CA requesting

the amount of time in hours that the DCA spends on TF matters, and 5) that funds be provided by the Board to obtain a FTE to provide training and education to departments on Sunshine.

Member Comstock recommended: 6) Funds be provided for education material. He said that a training advocate is not needed.

Member Lynn recommended: 7) Funds to study the cost of compliance to the Sunshine Ordinance. He said that the study would result in more funding for Sunshine and provide an alternative means of getting sunshine matters addressed.

Member Comstock recommended: 8) that the TF have its own website. He said that the web site needs to be more informative regarding rulings made, cases, etc; that 9) funding is needed so that the TF can produce its own training video for posting in the internet and to make available on DVD.

Chair Wolfe recommended: 9) real time captioning of meetings for the creation of transcripts for verbatim minutes. This will make TF discussions clear and more detailed.

Member Comstock said that it doesn't need to be elaborate just enough to capture the TF's position on an issue.

Member Pilpel summarized the recommendations requesting that:

#### City Attorney

- 1) A letter be written to the CA asking for a summary of hours for DCA support to the TF, a periodic accounting of hours spent, and appropriate level or resources dedicated to the TF. Also, that the CA respond back to the TF on these issues.

#### Staff:

- 2) A written distinction of SOTF staff roles for Darby and Rustom be provided, which may result in the reclassification of Mr. Rustom's job description.
- 3) An estimate of web site support cost be provided, in the event that more extensive web site modifications and posting is needed.

#### Budget:

- 4) Funds to produce a Sunshine training and educational video; the cost of which would depend on the description of the project.
- 5) Funds to prepare findings and opinions of the TF with legal analysis for web posting.
- 6) Beginning in July 2008, establish a separate index code with a line item budget description (by organization or program) for the TF.
- 7) Funds to hire a .5 FTE (1377 <sup>[Training Ofcr]</sup> or 1822 <sup>[Admin. Analysis]</sup> position) to provide training to departments, and some analysis. Also, request \$5K for printing and additional support for web site upgrades. The role of the educator would be to instruct the departments on their responsibilities under the Ordinance and to review the TF decisions to convey to parties. To prepare findings or opinions after a decision has been made by the TF.

- 8) Funds to conduct a compliance cost study regarding the cost to comply with the Sunshine Ordinance. That the Controllers Office, City Services auditor be charged with conducting the study.
- 9) Funds to provide real time captioning of meetings to produce transcripts for verbatim minutes; including video recording of TF meetings.

Member Lynn, said that all of the proposals arise out of the context that the City is in a crisis with regards to Sunshine; that what's being asked is for a means of handling the crisis. He said that there need to be a preamble to the budget request along these lines, that fulfilling these request will save the city time and financial resources...We're asking for discrete sums of money to be spent in order to save much larger sums. These budget request are essentially conservative; they help cut cost and increase compliance.

Without objection.

3. Public comment for items not listed on the agenda.

Public Comment: None

4. Announcements, questions, and future agenda items from Committee members.

Member Lynn informed the Members that the next meeting before the Budget and Finance Committee is February 13, and on February 21, the COB submits the proposed budget to the Controller.

Chair Wolfe said that the next meeting will be at the call of the chair.

Public Comment: None

## **Adjournment**

**The meeting was adjourned at 6:40 PM**

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force