

Date: February 26, 2008

Item No. 12a
File No. _____

SUNSHINE ORDINANCE TASK FORCE

AGENDA PACKET CONTENTS LIST*

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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



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. (415) 554-7724
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February 11, 2008

Angela Calvillo, Clerk of the Board
City Hall,
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA, 94102

Dear Ms. Calvillo,

The Ad Hoc Budget Committee of the Sunshine Ordinance Task Force would like to provide you with our budget proposal for the Sunshine Ordinance Task Force.

As you may know, the SOTF has had a great increase in complaints over the course of 2006-07, (see attached). While we are gratified with the increased public participation and that the public continues to exercise their rights under the Ordinance, bringing light to many pertinent issues there are issues regarding increased costs of providing what we all here in the City hold dearly, an open and transparent government.

The Budget Committee of the SOTF has presented to the full Task Force for approval of the following proposals that we feel will help, not only decrease the burden on all departments, but also reduce the costs of compliance overall. The Committee feels that the City is in a crisis with regards to Sunshine. These requests are designed to save the City time and precious financial resources. A significant increase in funding to educate departments with respect to compliance would, we feel save much larger sums, cut costs and, overall, increase compliance with the Sunshine Ordinance.

We respectfully request that these proposals be considered so that we may continue to serve the public good. As follows:

1. Funding to produce a 20-30 minute educational video created by the SOTF and produced by the City.
2. Funding to provide, in the form of staff or staff hours, preparation of an ongoing summary of findings and opinions that the public, city staff, elected officials and SOTF may easily and regularly refer to.
3. Beginning in July 2008, establish a separate index code with a line item budget description (by organization or program) for the SOTF.

Angela Calvillo, Clerk of the Board
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4. Funding to hire a .5 FTE (1377 [Training Officer] or 1822 [Admin. Analysis] position) to provide training to departments, and some analysis.
 - a. \$5K for printing and additional support for web site upgrades to fulfill this position's tasks.
 - b. The educator's role would be to instruct the departments on their responsibilities under the Ordinance and to review the SOTF decisions to assist in mediation efforts prior to the filing of complaints.
 - c. To help prepare findings or opinions after decisions have been made by the SOTF.
5. Funding to conduct a compliance cost study regarding the cost of compliance with the Sunshine Ordinance, the Brown Act and the California Public Records Act. We might anticipate that the Controllers Office, City Services Auditor be charged with conducting the study.
6. Funding to provide real time captioning of meetings to produce transcripts for verbatim minutes; including video recording of TF meetings.

Thank you in advance for your consideration.

Yours truly,

Sunshine Ordinance Task Force Complaints and Hearings

