

Date February 28, 2012

Item No. 7  
File No. \_\_\_\_\_

**SUNSHINE ORDINANCE TASK FORCE**  
AGENDA PACKET CONTENTS LIST

**ITEMS**

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**Survey of Costs of Compliance with City Sunshine Ordinance**

**OTHER**

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Completed by: Andrea Ausberry Date February 22, 2012  
Completed by: \_\_\_\_\_ Date \_\_\_\_\_

\*An asterisked item represents the cover sheet to a document that exceeds 25 pages.  
The complete document is in the file.

Please email this completed form to: [Fred.Brousseau@sfgov.org](mailto:Fred.Brousseau@sfgov.org) and  
[Gabriela.Loeza@sfgov.org](mailto:Gabriela.Loeza@sfgov.org)

**REQUEST BY A MEMBER OF THE  
BOARD OF SUPERVISORS  
TO THE BUDGET AND LEGISLATIVE ANALYST**

**Supervisor:** Scott Wiener

**Contact Person (if other than the  
Supervisor):** \_\_\_\_\_

**Contact Person's Email:** scott.wiener@sfgov.org

**Contact Person's Telephone No.:** 554-6968

**Date of Request:** December 13, 2011

**Nature of Request** (Please describe the specific nature of the request.)

The Sunshine Ordinance is one of the most important pieces of legislation in San Francisco. It helps ensure open government and provides citizens with access to information about their government. The Sunshine Ordinance's implementation, effectiveness, and efficiency are critical aspects of San Francisco government. Moreover, the Sunshine Ordinance Task Force, as the entity that implements and oversees the ordinance, plays a key role and must operate effectively. In order to evaluate the effectiveness and efficiency of our implementation of the Ordinance, I request that the Budget and Legislative Analyst calculate the cost to the City, broken down by Department, of complying with the Ordinance. For example, I would like to know how much each Department spends to comply with the Ordinance on an annual basis, including hard costs, staff costs, overtime costs, and so forth. I would also like to know how much each Department spends in attending hearings by the Sunshine Ordinance Task Force, including hard costs, staff costs, overtime costs, and so forth. There may be other costs of compliance beyond these examples. Once we know how much the City spends to comply with the Ordinance, we can work to ensure that we are getting the best value for our investment.

**We will follow up within 48 hours to discuss the scope of work, identify specific concerns and estimate the number of initial anticipated hours.**

## City and County of San Francisco Survey of Costs of Compliance with City Sunshine Ordinance

The Budget and Legislative Analyst's Office has been requested by the Board of Supervisors to collect and tabulate all City departments' costs of complying with the Sunshine Ordinance (Administrative Code Chapter 67). Please respond to the survey below regarding your department's specific costs related to its compliance with the Sunshine Ordinance and return to Marisa Rimland Flower of the Budget and Legislative Analyst's Office ([marisa.rimland.flower@sfgov.org](mailto:marisa.rimland.flower@sfgov.org)) by February 3, 2012.

We appreciate your cooperation on this matter. If you have any questions regarding this survey, please contact Ms. Flower at (415) 553-4635 or [marisa.rimland.flower@sfgov.org](mailto:marisa.rimland.flower@sfgov.org).

1. Please provide the name of person completing survey.

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2. Please provide the name and classification of your department's Custodian of Records required by Administrative Code Section 67.22 of the Sunshine Ordinance.

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3. For each of the following Sunshine Ordinance-required tasks, please report the number of occurrences in calendar year 2011:

Number of responses to formal requests for Sunshine Ordinance information	Number of hearings your department had to prepare for and/or attend concerning complaints filed with the Sunshine Ordinance Task Force (SOTF) including all initial and continued hearings on the same requests	Number of post-decision SOTF enforcement and compliance hearings for which your department had to prepare and attend including the full SOTF, any of its subcommittees or Ethics Commission meetings	Number of legal actions against your department for which you had to prepare or respond to complaints, writs, etc.

4. For each of the following Sunshine Ordinance-related tasks, please report 1) the classification that conducted the task, 2) the actual or estimated number of work hours performed by each classification in calendar year 2011 on each task, and 3) if any of the hours were compensated as overtime at time and a half. A number of classifications which commonly respond to Sunshine Ordinance requests and complaints are already presented but please add others for each task if appropriate.

- a) Providing Sunshine Ordinance-related information to the public, separate from responding to formal public information requests (required by 67.21):

Classification (click on box for drop-down menu choices)	Work Hours	Actual or Estimated	Number of Hours (If Any) Compensated as Overtime
Choose a Classification		Choose A or E	
Choose a Classification		Choose A or E	
Choose a Classification		Choose A or E	
		Choose A or E	
		Choose A or E	
		Choose A or E	
		Choose A or E	

- b) Responding to formal Sunshine Ordinance requests for information (including time conferring with City Attorney's Office concerning requests):

Classification (click on box for drop-down menu choices)	Estimated Work Hours	Actual or Estimated	Number of Hours (If Any) Compensated as Overtime
Choose a Classification		Choose A or E	
Choose a Classification		Choose A or E	
Choose a Classification		Choose A or E	
		Choose A or E	
		Choose A or E	
		Choose A or E	
		Choose A or E	

- c) Preparing for and/or attending hearings concerning complaints filed with SOTF (including all initial and continued hearings on the same complaints) prior to a decision being rendered:

Classification (click on box for drop-down menu choices)	Estimated Work Hours	Actual or Estimated	Number of Hours (If Any) Compensated as Overtime
Choose a Classification		Choose A or E	
Choose a Classification		Choose A or E	
Choose a Classification		Choose A or E	
		Choose A or E	
		Choose A or E	
		Choose A or E	
		Choose A or E	

- d) Post-decision SOTF enforcement and compliance matters (including preparing for and attending post-decision hearings before SOTF, any of its subcommittees, or the Ethics Commission):

Classification (click on box for drop-down menu choices)	Estimated Work Hours	Actual or Estimated	Number of Hours (If Any) Compensated as Overtime
Choose a Classification		Choose A or E	
Choose a Classification		Choose A or E	
Choose a Classification		Choose A or E	
		Choose A or E	
		Choose A or E	
		Choose A or E	
		Choose A or E	

e) Preparing for Sunshine Ordinance-related legal actions, including responding to writs:

Classification (click on box for drop-down menu choices)	Estimated Work Hours	Actual or Estimated	Number of Hours (If Any) Compensated as Overtime
Choose a Classification		Choose A or E	
Choose a Classification		Choose A or E	
Choose a Classification		Choose A or E	
		Choose A or E	
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		Choose A or E	

5. Based on calendar year 2011, please identify your department's costs for the following (estimates can be made if actual costs were not tracked):

a) What were your department's annual costs in calendar year 2011, if any, for maintaining and updating Sunshine Ordinance information on your website?

b) What were your department's annual costs in calendar year 2011, if any, for providing information to the City Administrator for the Index of Records?

c) What were your annual total copying fee revenues in calendar year 2011 for records provided to the public pursuant to the Sunshine Ordinance?

d) What amount of your department's annual copying fees for providing records to the public pursuant to the Sunshine Ordinance were not recouped in calendar year 2011 from fees?

4. What costs, if any, were incurred by your department in calendar year 2011 for complying with public meeting access requirements of the Sunshine Ordinance, including:

a. Noticing requirements for your policy body (Charter board or commission, advisory boards, committee, etc.)

b. Purchasing, maintaining or operating audio and/or video recording equipment for public meetings for your department's policy body board or commission

c. Other costs

5. Please detail any other costs incurred by the department for compliance with the ordinance in calendar year 2011.

Detail Costs:

6. Provide any other comments about compliance with the Sunshine Ordinance here:

Comments:

Thank you for your cooperation in filling out the above survey. Please send the completed version to Marisa Rimland Flower at [marisa.rimland.flower@sfgov.org](mailto:marisa.rimland.flower@sfgov.org)

