

Date: April 8, 2008

Item No. 2

File No. _____

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

Discussion: Revisions to the Complaint Committee's Mission Statement and Workplan (discussion, possible action) (attachment)

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Completed by: Chris Rustom

Date: April 3, 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.

**San Francisco Sunshine Ordinance Task Force
Complaint Committee
Mission and Work Plan
Approved 9/26/00
Reapproved 11/9/04 by Complaint Committee
Revised as to form April 8, 2008**

Mission

The Complaint Committee will facilitate the complaint process of the Sunshine Ordinance Task Force, towards the goal of helping members of the public obtain the greatest possible access to city government that is permissible by law.

Work Plan

Towards this end, the Complaint Committee shall:

1. Thoroughly review petitions/complaints submitted to the Sunshine Ordinance Task Force (SOTF) where jurisdiction is contested or a pre-hearing conference is requested, so as to ensure their prompt and satisfactory resolution. The Committee shall also focus the issues for the complainant, respondent and the SOTF, or otherwise assist the parties.
2. Make a determination regarding subject matter jurisdiction after hearing the recommendation made by the ~~city attorney~~ City Attorney and hearing testimony from the complainants, respondents and others.
3. Report to the SOTF with a recommendation to accept or not accept jurisdiction. For complaints Where the SOTF has where jurisdiction and a hearing has been requested is recommended, the committee will prepare for the hearing by identifying identify pertinent legal questions and key issues, requesting request the necessary legal research, identifying key issues for questioning at the hearing, making sure and make certain that all of necessary and other helpful parties have been invited to the hearing, and assisting in the determination of possible conflicts of interest.
4. Where the SOTF has jurisdiction and no hearing has been requested, the committee will first ask the SOTF Administrator to ask the complainant if they want a hearing held on their complaint, and if no hearing is desired, the committee will make an Order of Determination based on the petition/complaint, supporting materials, the response of

the City entity in question, and any other relevant information for recommendation to the full SOTF.

5. Work with the SOTF Administrator and legal counsel to further the best level of communication between the SOTF, members of the public and representatives of the ~~city policy body~~City most knowledgeable about the allegations made in a complaint.
6. Ensure that the SOTF, the SOTF Administrator and the ~~city attorney~~City Attorney are all following the complaint procedure. This includes helping to make sure that the representatives of the ~~city~~City are ~~cooperating with requests for~~submitting responses to complaints and sending a representative to the hearings.
7. Review and revise the complaint procedure as needed, and make recommendations to the full SOTF regarding any proposed changes.
8. Address any additional concerns regarding the complaint process and make recommendations for reform to the full SOTF.
9. Other duties as may be determined by the ~~committee~~Committee or assigned by the full SOTF.