

Date: May 12, 2009

Item No. 1  
File No. \_\_\_\_\_

**SUNSHINE ORDINANCE TASK FORCE**  
Compliance and Amendments Committee  
AGENDA PACKET CONTENTS LIST\*

- Draft Minutes: Compliance and Amendments April 14, 2009
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Completed by: Chris Rustom

Date: May 7, 2009

**\*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.



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**SUNSHINE ORDINANCE TASK FORCE  
COMPLIANCE AND AMENDMENTS COMMITTEE  
DRAFT MEETING MNUTES**

Tuesday, April 14, 2009  
4:00 p.m., City Hall, Room 406

**Committee Members:** Richard Knee (Chair), Erica Craven-Green, Doyle Johnson

**Call to Order:** 4:05 p.m.

**Roll Call:** Present: Knee, Craven-Green, Johnson

**Deputy City Attorney:** Ernie Llorente  
**Clerk:** Chris Rustom

**Agenda Changes:** None

1. Approval of March 10, 2009, scheduled meeting minutes

Motion to approve minutes of March 10, 2009, scheduled meeting (Johnson / Craven-Green)

Public Comment: None

On the motion:

Ayes: Craven-Green, Johnson, Knee

2. Developing recommendations for the proposed electronic document retention policy of the Sunshine Ordinance Task Force

Chair Knee said the draft that was distributed before the meeting was based on the Clerk of the Board's document retention policy and would request that Records and Information Manager Frank Darby and a representative of the Department of Technology be invited to the next meeting.

Member Craven-Green said emails need to be archived in a manner that is searchable and retrievable. She also said the draft should specify that documents should be made accessible to the public rather than stored online. She suggested discussing with Mr. Darby the ideal technology that could be made available to the administrator for maintaining the Task Force's email and records. That, she said, would meet the Ordinance's requirement and could be used as a model for the supervisors and other departments. It would also allow the Task Force to have a say

if the City is updating its software, she said.

Public comment: Kristin Chu, chair of the Task Force, said Ron Vinson of the Department of Technology mentioned during the last Task Force meeting that the City was planning on using the Microsoft Exchange Server software. She also said the language on the retention policy should also include the medium on which the electronic document needs to be stored. She added that the committee needs to evaluate the Google posting. (Chair Knee asked the administrator to look into the details behind the Google offering.) Joshua Arce of the Brightline Defense Project wanted to know if it was cost prohibitive to say do not delete emails. Chair Knee said he did not know but the issue would arise sometime in the future as email boxes have a limited capacity.

3. Continued discussion on the proposed amendments and annotations to Articles I & II of the Sunshine Ordinance

Chair Knee said he still has not heard back from his contacts and believes that they may not had a chance to review the amendments or were silent because they approve of it.

Member Craven-Green said Mr. Darby has reduced the size of the amendments considerably by disabling the track changes feature and that she was now reentering her footnotes manually in time for the May meeting. She said she will also do annotations to Articles III and IV.

Chair Knee thanked Member Craven-Green for her work on the amendments.

Public comment: None

4. Next steps on the Orders of Determination issued by the Task Force

Member Craven-Green said the item could not be discussed because it was not properly agendized and the parties involved were not notified.

Public comment: None

5. Administrator's Report. (discussion only) (attachment)

Mr. Rustom made the report.

Member Craven-Green suggested that the Orders of Determination be cc'd to the chairs of the Task Force and this committee so that they would know what to expect on the agenda.

Public comment: None

6. Public Comment on items not listed on the agenda to be taken at 5:00 p.m. or as soon thereafter as possible. (no action) (no attachment)

Public Comment: Joshua Arce of the Brightline Defense Project said the Task Force found the SFPUC in violation on March 24, 2009, of deleting records. He said

SFPUC representative Tony Winnicker had said that the emails are on a tape and kept for a year before it is overwritten. If that is correct, he said, the SFPUC has wiped out some and is about to erase more of the emails that he is seeking from the department. He asked that the department be told to restore the emails in question before continuing the purge.

DCA Llorente advised that the chair could not take any formal action on matters presented during the public comment session.

Matter continued to 5:00 p.m.

Public Comment reopened at 5:00 p.m. No speakers

7. Announcements, questions, and future agenda items from Committee members. (discussion only) (no attachment)

Chair Knee said a request has been submitted to have the CAC-EC meeting on April 24, 2009, be televised live and the video to be maintained on the SFGTV website.

Mr Rustom said the Clerk of the Board Angela Calvillo and Ethics Commission Executive Director John St. Croix were discussing the possibility of splitting the cost involved in broadcasting and maintaining the video.

Chair Knee said it would be lamentable if the meeting was not given maximum exposure as the SOTF and the EC have serious differences.

#### **Adjournment**

**The meeting adjourned at 5:02 p.m.**

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