

Date: May 27, 2008

Item No. 7a
File No. _____

SUNSHINE ORDINANCE TASK FORCE

AGENDA PACKET CONTENTS LIST*

- Proposed Amendments: Mission and Work Plan**
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Completed by: Frank Darby

Date: May 21, 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 May 13, 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 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 jurisdiction is recommended, the committee will identify pertinent legal questions and key issues, request the necessary legal research, and make certain that all necessary and helpful parties have been invited to the hearing.
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 he/she they wants a hearing held on their complaint. If 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 most knowledgeable about the allegations made in a complaint.

6. Ensure that the SOTF, the SOTF Administrator and the City Attorney are following the complaint procedure. This includes helping to make sure that the representatives of the City are 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 or assigned by the full SOTF.

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