

Date: January 3, 2012

Item No. 6

File No. \_\_\_\_\_

## SUNSHINE ORDINANCE TASK FORCE

### AGENDA PACKET CONTENTS LIST\*

- Discussion of Task Force press releases
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Completed by: Chris Rustom

Date: Dec. 22, 2011

**\*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.

**Proposal:** To send out a press release following each Task Force meeting with a standardized list of determinations that the Task Force has made.

**Procedure:**

- EO&T committee chair or designated member will record basic information about all Orders of Determination produced during a meeting on a standardized form (see attached for example).
- Within 48 hours of a meeting, EO&T committee chair or designated member will create press release using standardized form and circulate to members of the Task Force for review.
- Any edits will be incorporated, and EO&T committee chair or designated member will subsequently distribute press release to a list of journalists developed and curated by EO&T committee
  - Possible media outlets include, but are not limited to:
    - Bay Area Reporter
    - Bay Citizen
    - The Independent
    - J Weekly
    - KPIX
    - Mission Loc@l
    - Nichi Bei Times
    - The Noe Valley Voice
    - San Francisco Bay Guardian
    - San Francisco Bay View
    - San Francisco Business Times
    - San Francisco Chronicle
    - San Francisco Examiner
    - San Francisco Frontlines
    - San Francisco Times
    - Singtao Daily
    - SF Weekly
  - For discussion: if more appropriate, Task Force administrator could be responsible for distribution.

**Benefits:**

- Garner more public attention to the work of Task Force and issue of Sunshine
- Spread awareness about specific provisions of Sunshine Ordinance that are being violated and specific city agencies found to be in violation
- Build framework of a database of Orders of Determination

**Optional:**

- Consider adding to list of options when making an Order of Determination (e.g., referring to Ethics, writing letters to BoS, etc.) the possibility of issuing a special press release highlighting a certain violation in greater depth, beyond the standardized list described above.

**Press Release – December 6, 2011 - Summary of Determinations Made at November 29, 2011 Special Meeting**

Contact:  
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For release: December 6, 2011

***SUMMARY OF DETERMINATIONS MADE AT NOVEMBER 29, 2011 SPECIAL MEETING***

At its special meeting on November 29, 2011, the San Francisco Sunshine Ordinance Task Force made the following determinations:

<b>Case #</b>	<b>Complainant</b>	<b>Respondent Agency</b>	<b>Respondent Individual</b>	<b>Violation</b>	<b>Description</b>	<b>Action Taken</b>
11081	Garza, Jason Grant	Department of Public Health	Shield, Eileen	67.25( a )	Failure to respond to an Immediate Disclosure Request	Complicance and Amendments committee will review compliance with order on 12/13/2011
11081	Garza, Jason Grant	Department of Public Health	Shield, Eileen	67.21( c )	Failure to assist requestor by directing him to custodian of records	Complicance and Amendments committee will review compliance with order on 12/13/2011
11058	Pasquariello, Nick	San Francisco Film Commission	Robbins, Susannah Greason	67.26	Failure to keep withholding of public information to a minimum	Complicance and Amendments committee will review compliance with order on 12/13/2011

The Sunshine Ordinance Task Froce, established by 67.30 of the San Francisco Administrative Code, advises the Board of Supervisors and provides information to other City departments on appropriate ways to implement the Sunshine Ordinance, ensuring that deliberations of commissions, boards, councils and other agencies of the City and County are conducted before the people and that City operations are open to the people's review.