

**A REPORT TO BOARD OF SUPERVISORS
ANNUAL REPORT 2003**

**CITY/COUNTY OF SAN FRANCISCO
SUNSHINE ORDINANCE TASK FORCE**

I. PURPOSE/BACKGROUND

The essential rationale for the existence of the Sunshine Ordinance and its Task Force is to assure open government and maximum public participation in governance.

- The San Francisco Board of Supervisors first passed the Sunshine Ordinance in 1993 creating a task force to advise the Board of Supervisors on matters related to the implementation of the Sunshine Ordinance.
- The Sunshine Initiative enacted by the voters in November 1999, effective January 1, 2000, significantly expanded the responsibilities of the Task Force. It also reduced the number of members from 13 to 11, causing the Board of Supervisors to reconstitute the Task Force in April 2000.
- The Task Force met for the first time under the new ordinance in May 2000.
- Non-Profit organizations, which receive \$250,000 or more of City funds are subject to the provisions of the Sunshine Ordinance. Administrative Code 12L requires at least two board meetings per year to be open to the public, and the public must be allowed to address the board. Non-profits are required to make a good-faith effort to include on their boards at least one member of the community served by the non-profit. See Section VII, Addenda #1 for a copy of Administrative Code 12L.

II. MEMBERSHIP

The Task Force reorganizes each May and elects new officers
Officers of the Task Force beginning May 2003

Garrett Jenkins served as Chair
Alexandra Nickliss served as Vice-Chair

The Task Force has 11 seats, four of which are dedicated:

- The Society of Professional Journalists has one seat for an attorney and one for a member of the media.
- The League of Women Voters has one seat.
- The New California Media has one seat.

- The other members must have demonstrated consumer involvement or community activism.
- At least one person with a physical disability is required by the Sunshine Ordinance to be a member of the Task Force.
- Members are appointed by the Board of Supervisors for two-year terms.
- There are two ex-officio members—one appointed by the Mayor and the other by the Clerk of the Board.
- The gender breakdown of the Task Force for 2003 was five females and six males.
- The ethnic breakdown of the Task Force for 2003 was two African-Americans, one Asian, and eight Caucasians.
- See Section VII, Addenda #2 for a membership listing.

III. ORGANIZATION & COMMITTEE STRUCTURE

(See Section VII, Addenda #3 for a copy of the By-Laws)

The Task Force was reorganized in May 2000 around three activities:

- (1) Education of City/County staff to assure compliance with their obligations;
- (2) Outreach and public education to assure knowledge regarding the public's right to access to records and participation in the public decision-making process;
- (3) Enforcement of public access and participation laws.

To that end it was decided that an organizational structure around committees would (and has) facilitated the work of the Task Force:

- (1) A Rules Committee was established to develop by-laws-procedures so the Task Force's work could proceed in an orderly way. As with all committees, recommendations for action are made to the full Task Force for final action.

- (2) Public Education and Information: Unless the public is aware of its rights to access to information and participation, the value of the ordinance would be minimal. Therefore, a Public Information and Education Committee was created whose purpose is what its name says. To that end the Task Force has:
- appointed a community volunteer to assist the Task Force with public outreach;
 - published and distributed a Task Force brochure published in English, Spanish, Vietnamese, and Chinese;
 - conducted educational and information sessions to community groups throughout the City;
 - prepared a web page with full information on the Sunshine Ordinance Task Force. See Section VII, Addenda #6 for information on the Sunshine Ordinance Task Force web page. Community members may now directly, through email or the web, contact the Sunshine Ordinance Task Force Office requesting information or filing a complaint.
 - In 2003 the Chair of the Task Force met international visiting dignitaries from
 - Malaysia
 - Indonesia
 - Guests of State Department—Bolivia, Bosnia, Cambodia, Ghana, Lithuania, Mauritius, Mexico, Mozambique, Namibia, Nigeria, Pakistan, Papua New Guinea, Philippines, Sierra Leone, Suriname, Swaziland, Turkey
- (3) Complaint Committee: If the efforts of the Administrator and the Deputy City Attorney fail to obtain the information to which a complainant is legally entitled, the matter will be referred to the Complaint Committee to determine jurisdiction. If jurisdiction is found, a Task Force hearing will be held at which time the complainant and the respondent will be invited to state their respective cases and to answer questions put by members of the Task Force, following which an Order of Determination will be issued. See Section VII, Addenda # 4 for a copy of the complaint form.

From the complaints received from community members, the Task Force issued twelve Orders of Determination city departments, two Orders of Determination to non-profit agencies, and one Order of Determination to a commission. See Section VII, Addenda #5 for Complaint Log.

- (4) Compliance & Amendments Committee: This Committee was appointed in 2002. The Compliance & Amendments Committee's charge is to:
- thoroughly review the Orders of Determination adopted by the Task Force, and when appropriate, schedule public hearings to ensure their prompt and satisfactory compliance;
 - consider and make recommendations to the Task Force from staff and community members regarding amendments to the Sunshine Ordinance.

The Chair of the Task Force appoints committee chairs as well as its members. Each member of the Task Force must also be a member of a committee.

The Compliance & Amendments Committee held six public meetings throughout the community to receive suggestions and recommendations for amendments to the Sunshine Ordinance. Public hearings were held at:

Bayview Opera House
Visitacion Valley Community Center
Horace Mann Academic Middle School
Park Branch Library
Two hearings were held at City Hall

Ad hoc committees are appointed as needed. There have been ad hoc committees to deal with email; conflict of interest; suggested Sunshine Ordinance provisions for the City College Board, and proposed amendments to the Sunshine Ordinance.

IV. JOB DESCRIPTION & ACTIVITIES OF ADMINISTRATOR

The Clerk of the Board of Supervisors is required to provide a full-time staff person to perform administrative duties for the Task Force and to assist any person in gaining access to public meetings or public information.

The Administrator for the Task Force is Donna Hall.

The Administrator for the Task Force receives and answers questions regarding the Sunshine Ordinance and questions regarding the filing of complaints before the Task Force. The majority of questions to the Task Force Office regarding public records and the filing of complaints are handled at the Task Force Office. Those that cannot be resolved are forwarded to the Complaint Committee and then to the Task Force.

This year there were 1000+ informational calls and emails to the Sunshine Ordinance Task Force Office from community persons requesting assistance in obtaining public records from a variety of City/County Departments.

V. ROLE & ACTIVITIES OF DEPUTY CITY ATTORNEY

The City Attorney's Office advises the Task Force. The Sunshine Ordinance requires that the attorney assigned to the Task Force be experienced in public-access law matters. The Ordinance also requires that the deputy city attorney

assigned to the Task Force serve solely as a legal advisor and advocate to the Task Force, and that an ethical wall be maintained between the work of this attorney and any person or office that the Task Force determines may have a conflict of interest with regard to the matters being handled by the attorney.

The legal advisor to the Task Force is Deputy City Attorney Ernest Llorente.

Annual training is provided by the City Attorney's Office, with the assistance of the Sunshine Ordinance Task Force, to all City department heads and all City management employees and all employees or officials who are required to sign an affidavit of financial interest with the Ethics Commission. (This training includes all policy bodies of the City, which include committees, task forces and commissions.)

VI. ACCOMPLISHMENTS 2003

- Regular meetings held every month with reports from Standing Committees of work accomplished for the Task Force
- Public hearings held before the Task Force for citizens having difficulty with public records and concerns regarding public meetings
- Task Force trained on the Sunshine Ordinance
- Ad Hoc Committee worked with City College regarding adopting Sunshine Ordinance regulations
- Six community meetings held different areas of the City to gather suggestions for Sunshine Ordinance amendments
- Community neighborhood meetings attended to submit information regarding the Sunshine Ordinance
- Brochures distributed in four languages explaining the Sunshine Ordinance
- Meetings held with international groups regarding San Francisco's Sunshine Ordinance
- Web site continually updated for community persons to connect into for information on the Sunshine Ordinance and the Sunshine Ordinance Task Force
- Responded to 1000+ requests for information

VII. ADDENDA

1. Chapter 12L, Non-Profit Public Access Ordinance provisions
2. Membership of Task Force
3. By-Laws, Sunshine Ordinance Task Force
4. Complaint Form
5. Complaint Log for 2002
6. Sunshine Ordinance Task Force Web Page

ADDENDA # 1

Non Profit Public Access Ordinance Chapter 12L of the San Francisco Administrative Code

1. Which Non-Profits Are Covered?

The Chapter 12L applies to non-profits that receive at least \$250,000 per year in funding provided by or through the City.

2. What Are Covered Non-Profits Required To Do?

a. Open Board Meetings

- At least 2 Board meetings per year must be open
- Members of the public who attend must be allowed to address the Board
- At least 30 days before the public Board meeting, the nonprofit must send written notice of the meeting date, time and location to the Clerk of the Board of Supervisors for posting.
- Upon request, a member of the public must be told the time, date and place of the open Board meeting.

Note: Open meeting requirements do not apply to non-profits engaged primarily in abortion counseling, abortion services, domestic violence sheltering or suicide prevention. The portion of any non-profits' Board meeting wherein client or donor confidential information is being discussed may be closed to the public.

b. Public Access to Financial Records

The public is entitled upon request to inspect and copy:

1. Most recent budget
2. Most recent tax return
3. Financial audits or performance evaluation completed in the last two years by or for the City, so long as the City has not designated them as confidential

Note: The public may inspect these documents during the organizations' regular business hours and receive copies. The nonprofit may charge 10 cents per page for copying.

c. Community Representation on the Board

Non-profits are required to make a good faith effort to include on its Board at least one member of the community served by the nonprofit. The nonprofit is required to give public notice of Board vacancies, allow members of the public to nominate themselves for Board membership and allow the public to comment on Board membership

3. Enforcement

The ordinance provides for a three stage dispute resolution process if a complaint is filed by a member of the public (review and recommendation by the contracting City department, review by the Sunshine Ordinance Task Force and review and recommended resolution by the Board of Supervisors). If there are material breaches in compliance by the nonprofit, the contracting department is authorized, but not required to terminate or decline to renew the contract.

ADDENDA # 2

SUNSHINE ORDINANCE TASK FORCE MEMBERS 4/2003

Seat 1	Joshua Koltun Term expires 4/04 District 6	Submitted by the local chapter of the Society of Professional Journalists and be an attorney
	Nicole Dogwill served unexpired term of Joshua Koltun	
Seat 2	Bruce Brugmann Term expires 4/04 District 7	Submitted by the local chapter of the Society of Professional Journalists and be a journalist
Seat 3	Richard Knee Term expires 4/04 District 3	Member of the press or electronic media with an interest in citizen access
Seat 4	Pawan Mehra Term expires 4/05 District 6	Appointed from names by New California Media; be a journalist from a racial/ethnic-minority-owned news organization
Seat 5	Heather Sterner Term expires 4/04 District 2	Submitted by the League of Women Voters
Seat 6	Doug Comstock Term expires 4/04 District 5	Experienced in consumer advocacy
Seat 7	Sue Cauthen Term expires 4/04 District 3	Experienced in consumer advocacy
Seat 8	Garrett Jenkins Term expires 4/04 District 6	Demonstrated interest in or has experience in the issues of citizen access and participation in local government
Seat 9	David Parker Term expires 4/04 District 7	Demonstrated interest in or has experience in the issues of citizen access and participation in local government
Seat 10	Alexandra Nickliss Term expires 4/04 District 7	Demonstrated interest in or has experience in the issues of citizen access and participation in local government

ADDENDA # 2

Seat 11	Marjorie Ann Williams Term expires 4/05 District 10	Demonstrated interest in or has experience in the issues of citizen access and participation in local government
	Donna Hall	Clerk of the Board or her designee (non-voting)
	Hala Hijazi	Mayor or his designee (non-voting)

ADDENDA # 3

By-Laws

Sunshine Ordinance Task Force City and County of San Francisco

Article I – Name and Purpose

Section 1. Name

The name of this Task Force shall be the Sunshine Ordinance Task Force.

Section 2. Purpose

The Sunshine Ordinance Task Force is established by Chapter 67 of the San Francisco Administrative Code. The Task Force shall protect the public's interest in open government and shall carry out the duties enumerated in Chapter 67 of the San Francisco Administrative Code.

Article II – Officers

Section 1. Officers

The Officers of this Task Force shall be a Chair and a Vice Chair.

Section 2. Terms of Office

The Officers shall hold offices for one year and until their successors are elected.

Section 3. Election of Officers

The Officers shall be elected at the first regular meeting of the Task Force held on or before July 1 of each year, or at a subsequent meeting, the date of which shall be fixed by the Task Force at the first regular meeting on or after July 1 of each year. If any Task Force office becomes vacant, that office shall be filled at the first meeting after the vacancy occurs.

Article III – Duties of Officers

Section 1. Duties of the Chair

The Chair shall preside at all meetings of the Task Force. The Chair, working with members of the Task Force and the staff, shall oversee the preparation and distribution of the agenda for the Task Force meetings. The Chair shall appoint all Committees and their chairs and shall perform all other duties as prescribed by the Task Force or by the By-Laws which are necessary or incident to the office. The Chair of the Task Force shall encourage Task Force members to participate on committees and shall ensure broad and diverse representation of Task Force members on all committees.

Section 2. Duties of the Vice Chair

In the event of the absence, or inability of the Chair to act, the Vice Chair shall preside at the meetings and perform the duties of the Chair. In the event of the absence of the Chair and the Vice Chair, the remaining Task Force members shall appoint one of the members to act temporarily as Chair.

ADDENDA # 3

Article IV – Meetings

Section 1. Regular Meetings

Regular meetings of the Task Force shall be held on the fourth Tuesday of the month at 4:00 p.m. at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 408, San Francisco, California.

Section 2. Special Meetings

The Chair or a majority of the members of the Task Force may call special meetings.

Section 3. Notice of Meetings

The agendas of all regular meetings and notices and agendas of all special meetings shall be posted on the Task Force web site, at the meeting site, the San Francisco Main Library, Government Information Center and the office of the Task Force. Agendas and notices shall be mailed to each Task Force member and any person who files a written request for such notice with the Task Force.

Section 4. Cancellation of Meetings

The Chair may cancel a meeting if she or he is informed by the Task Force Administrator that a quorum of the body will not be present or if the meeting date conflicts with a holiday or other responsibilities of the Task Force members. Notices of cancellation shall be posted on the Task Force web site, at the meeting site, the San Francisco Main Library, Government Information Center, and the office of the Task Force. If time permits, notices of meeting cancellations shall be mailed to all members of the public who have requested, in writing, to receive notices and agendas of Task Force meetings.

Section 5. Conduct of Meetings

(a) All Task Force meetings shall be conducted in compliance with all applicable laws, including but not limited to the Ralph M. Brown Act (Government Code Section 54950 et. seq.), the San Francisco Sunshine Ordinance (San Francisco Administrative Code, Chapter 67) and the Task Force's By-laws. Except where state or local laws or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

(b) Subject to the availability of funds, the Task Force shall comply with the provisions of the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) that apply to Charter boards and commissions.

(c) When a member of the Task Force desires to address the Task Force, she or he shall seek recognition by addressing the Chair, and when recognized, shall proceed to speak. The member shall confine her or his comments or remarks to the question before the Task Force.

(d) Cell phones and pagers shall be turned off during meetings of the Task Force. The Chair may issue a warning to any member of the public whose pager or cell phone *disrupts* the Task Force meeting. In the event of repeated disruptions caused by pagers and cell phones, the Chair shall direct the offending member of the public to leave the meeting.

ADDENDA # 3

Section 6. Setting Agendas

The Task Force Administrator, at the direction of the Chair, shall prepare the agenda for meetings. The agenda for all regular meetings shall contain an item during which Task Force members may request items for the Task Force to consider at future meetings.

Section 7. Action at a Meeting; Quorum and Required Vote

The presence of a majority of the members (six members) of the Task Force shall constitute a quorum for all purposes. The affirmative vote of a majority of the members of the Task Force (six votes) shall be required for the approval of all substantive matters. Procedural motions require an affirmative vote of a majority of the members present. If a quorum is not present, no official action may be taken, except roll call and adjournment.

Section 8. Voting and Abstention

Task Force members must be present to vote and participate. Teleconference participation is not permitted. Each member present at a Task Force meeting shall vote “Yes” or “No” when a question is put, unless the member is excused from voting on a matter by a motion adopted by a majority of the members present or the member has a conflict of interest that legally precludes participation in the discussion and vote.

The Task Force shall take action on items on the agenda by roll call, voice vote or by show of hands. The minutes shall reflect how each Task Force member voted on each item.

Section 9. Order of Business

The order of business at Task Force meetings shall be:

1. Call to order
2. Roll call
3. Approval of meeting minutes
4. Report of the Chair
5. Report of the Task Force Administrator
6. Report of the Standing Committees
7. Action Items
8. Future Agenda Items
9. Public Comment
10. Adjournment

The order of items on the agenda may be changed by action of the Task Force at any meeting. Public comment shall be specially set as the first new item considered after 5:00 p.m.

Section 10. Public Comment

The Task Force and all committees of the Task Force shall hold meetings open to the public in full compliance with state and local laws. The Task Force encourages the participation of all interested persons. Members of the public may address the Task Force on any matter within the subject matter jurisdiction of the Task Force for up to three minutes during public comment. The Chair may limit the time permitted for public comment consistent with state and local laws.

Section 11. Public Testimony

ADDENDA # 3

The Task Force and all committees of the Task Force shall hold meetings open to the public in full compliance with state and local laws. The Task Force encourages the participation of all interested persons. Members of the public may comment on every item on the Task Force agenda. Each person wishing to speak on an item before the Task Force shall be permitted to be heard once for up to three minutes.

Article V -- Task Force Records

Section 1. Minutes

Minutes shall be taken at every regular and special Task Force meeting and shall comply with the provisions of the San Francisco Sunshine Ordinance, including the provisions that apply to Charter boards and commissions. (*See*, San Francisco Administrative Code, Chapter 67.16) Minutes shall be approved by the majority vote of the Task Force.

Section 2. Public Review File

The Task Force shall maintain a public review file in compliance with the San Francisco Sunshine Ordinance. (*See*, San Francisco Administrative Code, Section 67.23.)

Section 3. Records Retention Policy

The Task Force shall prepare, maintain and adopt a records retention and destruction policy as provided in Section 8.3 of the San Francisco Administrative Code.

Section 4. Tape Recordings

The Task Force shall audio record all regular and special meetings of the Task Force. The audio recordings shall be maintained in accordance with the San Francisco Sunshine Ordinance. (*See*, San Francisco Administrative Code, Section 67.14(b).)

Article VI -- Committees

Section 1. Standing Committees

Upon approval by a majority of the members of the Task Force, the Task Force may form standing committees to advise the Task Force on its on-going functions. The standing committees shall be composed of members of the Task Force. Unless specified otherwise by the Task Force, the Chair of the Task Force shall name the Chair of the Standing Committees and its members. The Chair of the Task Force shall encourage Task Force members to participate on committees and shall ensure broad and diverse representation of Task Force members on all committees.

The Task Force shall establish the following Standing Committees: Rules, Public Education and Information, Complaints, and Compliance and Amendments Committee.

(a) Rules Committee

The Rules Committee shall review matters related to amendments to the Task Force by-laws and procedures for Task Force meetings and shall assist the Chair of the Task Force to ensure that all annual objectives enumerated in the Sunshine Ordinance are met by the Task Force.

ADDENDA # 3

(b) Public Education and Information Committee

The Public Education and Information Committee shall make recommendations to the Task Force regarding outreach and publicity to the media and to the general public about the Sunshine Ordinance and the Task Force.

(c) Complaint Committee

The Complaint Committee shall monitor the complaint process and make recommendations to the Task Force regarding how the complaints should be handled.

(d) Compliance & Amendments Committee

The Compliance and Amendments Committee shall monitor compliance with the Orders of Determination adopted by the Task Force; shall recommend to the Task Force amendments to the Sunshine Ordinance regarding enforcement of the Orders of Determination; and shall consider and recommend any other additions, amendments, and changes to the Sunshine Ordinance as provided by members of the Task Force and from the general public. (Added 8/27/02)

Section 2. Special or Ad Hoc Committees

Upon approval by a majority of the members of the Task Force, the Task Force may form special or ad hoc committees. Special committees shall be formed for a specific purpose and cease to exist after completion of a designated task. Special committees may be composed of members of the Task Force.

Article VII – Attendance

Members of the Task Force shall notify the Task Force Administrator if she or he is unable to attend a regular or special meeting of the Task Force. If a member of the Task Force misses more than three regular meetings in any twelve-month period of time, the Task Force may notify the Board of Supervisors and request that action be taken to remove the member from the Task Force. The Administrator of the Sunshine Ordinance Task Force shall notify any member who misses two meetings in any twelve month period of time that if the third absence occurs, the Task Force may notify the Board of Supervisors of the member's lack of attendance.

Article VIII - Amendment of By Laws

The By Laws of the Task Force may be amended by a vote of a majority of the members of the Task Force after presentation of the proposed amendments as an agenda item at a meeting of the Task Force. The Task Force shall give ten days notice before considering any amendments to its by laws.

Adopted 8/22/00

Amended 8/27/02



Sunshine Ordinance Task Force

1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102

Tel. (415) 554-7724; Fax (415) 554-7854

<http://www.sfgov.org/sunshine>

Thank you for your interest in the implementation of the San Francisco Sunshine Ordinance.

The Sunshine Ordinance adopted by the citizens of the City & County of San Francisco declares that:

- (a) Government's duty is to serve the public, reaching its decisions in full view of the public.
- (b) Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance will assure that their deliberations are conducted before the people and that City operations are open to the people's review.

The role of the Sunshine Ordinance Task Force is to advise the Board of Supervisors and provide information to other City departments on appropriate ways in which to implement the Ordinance. The Task Force is responsible for developing appropriate goals to ensure the practical and timely implementation of the Ordinance and to report to the Board on practical or policy problems encountered in the administration of the Ordinance.

If you have encountered problems regarding compliance with the Ordinance, the Public Records Act or the Ralph M. Brown (Public Meetings) Act, we ask that you fill out the attached complaint form. Please deliver the form to Donna L. Hall, Administrator of the Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683.

We attempt to resolve complaints informally where possible, through the affected departments and the City Attorney's office. Matters which cannot be adequately resolved, or matters which involve substantial policy considerations, may be set for hearing at a Task Force meeting. The Task Force meets the fourth Tuesday of each month at 4:00 p.m. at City Hall, Room 408.

Donna L. Hall, Administrator



SUNSHINE ORDINANCE TASK FORCE
1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102
Tel. (415) 554-7724; Fax (415) 554-7854
<http://www.sfgov.org/sunshine>

SUNSHINE ORDINANCE COMPLAINT

Complaint against which Department or Commission _____
Name of individual contacted at Department or Commission _____

_____ Alleged violation public records access
_____ Alleged violation of public meeting. Date of meeting _____

Sunshine Ordinance Section _____
(If known, please cite specific provision being violated)

Please describe alleged violation. Use additional paper if needed. Please attach any relevant documentation supporting your complaint.

Do you wish a public hearing before the Sunshine Ordinance Task Force? _____yes_____no.

(Optional)
Your name _____ Address _____
_____ Date _____

Telephone _____ If anonymous, please let us know how to contact you.

Signature _____

ADDENDA #4

Filing a Complaint with the Sunshine Ordinance Task Force

1. You may fill out a Complaint Form, or you may send your own letter filing a formal complaint. The complaint is filed with the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Pl., Room 244, San Francisco CA 94102-4689. (Fax # 415 554 7854)
2. Once your complaint is received, the Complaint Committee of the Sunshine Ordinance Task Force reviews the complaint to determine if the Sunshine Ordinance Task Force has jurisdiction.
 - Jurisdiction is defined as those items the Task Force may address as outlined in the Sunshine Ordinance
3. Once the Complaint Committee completes its consideration, the complainant is notified of the Committee's decision.
4. If the Complaint Committee finds no jurisdiction over the alleged violations in the complaint, the complainant could request reconsideration before the full Task Force at its next scheduled meeting. Should the full Task Force find jurisdiction, a full hearing on the merits would be scheduled.
5. If the Complaint Committee finds the Task Force has jurisdiction, the complainant, respondent, and the Task Force Members are notified in writing of the jurisdiction decision, and the specific matters, which the Complaint Committee has found jurisdiction.
6. The complaint is then scheduled for a hearing before the next meeting of the Sunshine Ordinance Task Force.
7. If additional information is to be submitted from the complainant or respondent, the additional material must be submitted to the Sunshine Ordinance Task Force Administrator at least seven days before the scheduled hearing before the Task Force.
 - If the complainant submits any additional material after the seven day deadline, the complainant will be informed that
 - The Task Force may proceed without considering the new material, or
 - The complainant may waive the 45-day time line set and continue the hearing to the next Task Force meeting (the question to be the matter on which the Complaint Committee has granted jurisdiction), or
 - The complainant may withdraw the complaint and file a new complaint to be considered by the Complaint Committee, or
 - The complainant may proceed to hearing with their current complaint and file a new complaint and use the new information to support the freestanding separate complaint.
8. After the Task Force completes its public hearing, the Task Force would make an Order of Determination regarding the complaint.
9. For further information, contact the Sunshine Ordinance Task Force Administrator, Donna Hall, (415) 554 7724.

ADDENDA #5

Complaint Log 2003

Date Received	Complainant	Department	Status		
7/12/2002	Marcia Perez	Non-Profit CARECEN	Order of Determination 4/22/03		
12/19/2002	Michael Stoll	Board of Supervisors	Order of Determination 1/28/03		
1/6/2003	Anthony Imperial	Non-Profit Friends of Rec & Park	7/9/03 Mr. Imperial requested this be held until further notice.		
1/6/2003	Anthony Imperial	Recreation & Park Department	7/9/03 Mr. Imperial requested this be held until further notice.		
1/6/2003	Anthony Imperial	Human Rights Commission	Order of Determination 3/25/03		
1/14/2003	Anthony Imperial	Recreation & Park Department	7/9/03 Mr. Imperial requested this be held until further notice.		
3/7/2003	Peter Warfield	Public Library	Order of Determination 4/22/03		
4/9/2003	Daisy Buel	Greenbook Project	Order of Determination May 27, 2003		
4/30/2003	Jason Grant Garza	City Attorney	Order of Determination June 24, 2003		
5/6/2003	Peter Warfield	Library Commission	Order of Determination May 27, 2003 dismissing complaint		
5/8/2003	Michael Stoll	Elections Department	Order of Determination June 24, 2003		
6/3/2003	Daniel Boreen	Fire Department	Order of Determination July 22, 2003		
7/8/2003	Daniel Boreen	Fire Department	Order of Determination July 22, 2003		

ADDENDA #5

Complaint Log 2003

7/16/2003	Steve Lawrence	Public Utilities Commission	8/11/03 withdrawn		
7/31/2003	Sue Cauthen	Library	Order of Determination 8/26/03		
8/15/2003	Steve Lawrence	Public Utilities Commission	Order of Determination 9/23/03		
8/19/2003	Steve Cockrell	Natural Areas Program Citizens Advisory Committee	Order of Determination 9/23/03		
9/15/2003	Ronald Van Pool	Fire Department	Order of Determination 10/28/03		
10/4/2003	Patrick Monette-Shaw	Mayor's Office	Order of Determination 10/28/03		
10/8/2003	John Harrison	Rent Board	Tabled 10/28/03		
10/29/2003	Katherine Roberts	Golden Gate Park Concourse Authority	11/20/03 Dismissed		
11/4/2003	Kristen Odlaug	Fire Department	Order of Determination 11/20/03		
11/5/2003	Daniel Boreen	Fire Department	No action by Task Force 12/16/03		
12/2/2003	Daniel Boreen	Fire Department	Compliance & Amendments Committee 12/10/03 decision to work with Administrator and Fire Department to resolve		
12/9/2003	Steve Cockrell	PROSAC	Complaint Committee 1/13/04		
12/14/2003	Joe Acosta	Park Department	Public Hearing 1/27/04		
12/16/2003	Kevin Williams	Human Rights Commission	Public Hearing 1/27/04		
12/16/2003	John Kelly	Department of Building Inspection	Withdrawn 1/12/04		
12/19/2003	Joseph Graff	Fire Department	Public Hearing 1/27/04		

ADDENDA # 6

WEB

The Sunshine Ordinance Task Force has a web page that is being accessed by over 3,000 persons per month. The web page consists of:

- Current agendas and minutes
- Special meeting notices
- Past years' agendas and minutes
- Public records listing and retention schedule
- By-laws of the Task Force

- Information on:
 - The Sunshine Ordinance
 - Membership of the Task Force
 - Committee structure of the Task Force
 - Non-profit requirements
 - Duties and responsibilities of the Task Force
 - How to file a complaint with the Task Force
 - Frequently asked questions