

SUNSHINE REFORM TASK FORCE
MEETING MINUTES

Wednesday, September 21, 2006
6:00pm – 8:30pm

City Hall W-118

Present: Ed Rast, Strong Neighborhoods Initiative PAC; Ken Podgorsek, United Neighborhoods of SCC, Phaedra Ellis-Lamkins, South Bay Labor Council, Susan Goldberg, San Jose Mercury News; Bobbie Fischler, League of Women Voters Judy Nadler, Markkula Center for Applied Ethics; Dave Zenker, Falls Creek Neighborhood Assoc.; Virginia Holtz, Willow Glen Neighborhood Assoc.; Joan Rivas-Cosby, Five Wounds/Brookwood Terrace Neighborhood Advisory Committee, Margie Matthews, Former Councilmember, David Roberson, Housing Commission, Karl Hoffower, Citizens Commission on Human Rights; Brenda Otey, At-Large Representative

Absent: Dan Pulcrano, Silicon Valley Leadership Group; Nanci Williams, San Jose/Silicon Valley Chamber of Commerce;

Staff: Lee Price, City Clerk; Sandy Lee, City Attorney; Dan McFadden, Interim Deputy City Manager; Tom Manheim, Public Outreach Manager; Eva Terrazas, City Manager's Office/Redevelopment Agency, Sandi Diamond, Office of the City Clerk

Legal Counsel: Edward Davis, Attorney, Orrick Law Firm

I. Approval of 9/12/06 Meeting Minutes

On a motion duly made and seconded, the September 12, 2006 minutes were approved with three abstentions, Task Force members Ken Podgorsek, Phaedra Ellis-Lamkins and Bobbi Fischler (absent 9/12/06).

II. Comments from Chair

Chair Rast reported on the following:

- A. Discussed concerns on the completion of the work plan and adherence to the schedule. Three options were suggested: 1) request an extension into 2007 from the City Council, 2) revisit the idea of sub-committees, or 3) schedule additional day-long weekend sessions.
- B. Recommended setting aside Task Force member Dan Pulcrano's comments on public meetings submitted on September 20, 2006, and to work off the latest "Public Meetings" draft prepared by staff.
- C. Proposed establishing a deadline for all written comments by Task Force members.
- D. Called attention to the City's Council Policy Manual and requested staff to make the Manual available on-line. City Clerk Lee Price briefed the Task Force on the status of codifying and posting the Council policies.

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Action Item: Staff will post the list of policies on the City's web-site that are included in Council Policy manual.

A lengthy discussion ensued on changing the process in which the Task Force is going about its work including the concept of establishing a drafting Committee. Task Force member Brenda Otey suggested approaching each section by evaluating the appropriateness or effectiveness of the language, readability, fiscal impact, practical impact, and current practice. Ed Davis, Legal Counsel expressed a desire to work from a more aggressive document as the City staff draft was too conservative. Task Force member Susan Goldberg concurred.

III. San Francisco's Sunshine Ordinance

Gloria Young, San Francisco Clerk of the Board & Ex-officio Member, Sunshine Ordinance Task Force gave a presentation on San Francisco's Sunshine Ordinance, and responded to questions from the Task Force.

IV. Discussion on *Public Meetings* Category

The Task Force recommended the following revisions to the "public meeting" category:

- A. Provide a list of the meetings that would be covered under the current definition of ancillary bodies.
- B. Address need for community meetings and evening meetings to increase accessibility.
- C. Define "agenda packet."
- D. Clarify the definition of city staff by defining a charter employee.
- E. Address serial meetings.
- F. Define days as "working days" (Monday through Friday).
- G. Simplify language so it is easier to read and understand.

Action Item: Staff will provide a written report on statistics regarding timeliness of staff report and agenda distributions.

Upon a motion by Margie Matthews, seconded by Phaedra Ellis-Lamkins, the Task Force agreed to continue to review the most recent staff version of the Public Meeting section, dated September 20, 2006 and labeled "Document A".

The motion was amended to incorporate an agreement that the Task Force will commit to spending the next two meetings reviewing and discussing content only (and not process); to submit any written comments to Sheila Tucker five (5) working days in advance of the meeting at which the topic will be heard; and finally to consider additional reform proposals submitted by the public concurrently, while reviewing related ordinance categories. Opposed: Task Force members Susan Goldberg and Karl Hoffower.

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V. Upcoming Agenda and Work Plan

The agenda for the next meeting will include continuation of the discussion on public meetings.

VI. Public Comments: None

Meeting Adjourned at 8:45 p.m.