



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Dan McFadden
Deputy City Manager

SUBJECT: Proposed Sunshine Ordinance

DATE: November 17, 2006

Approved

Enclosed you will find the materials for the November 30th Study Session on a proposed Sunshine ordinance. The purpose of the study session is to update the City Council on the progress and status of the work of the Sunshine Reform Task Force (Task Force) and to discuss the concept, approach, and proposed elements of a draft Sunshine Ordinance. The Task Force has been meeting since June 2006 and began deliberating their work plan in mid September 2006.

The Council is not expected to take any action at the Study Session. The Council is expected to provide input to the Task Force and staff to guide preparation of the draft ordinance.

At the Study Session, staff will be reviewing the following information:

- Tabs 1-4:** Background and review of progress to date (staff presentation).
- Tabs: 5-6:** Recommendations on the original City Council reform referrals, overview of the framework for the draft Sunshine Ordinance, and work plan status. Discussion of the key issues related to the conduct of public meetings and closed session, requirements for public information, and access to public records (Task Force presentation).
- Tab 7:** Introduction and overview of implementation of the proposed ordinance including resource implications, compliance and enforcement (staff presentation).

Note: Sunshine Reform Task Force All Day Saturday Session November 18, 2006

The Task Force will hold an all-day session on November 18, 2006, from 9:00 – 5:00 at City Hall in W118 & W119. The meeting agenda will include:

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1. Discussion and questions on the implementation of the original twenty-two Council Reform Referrals.
2. Continuation of the discussion on public meeting requirements.
3. Begin discussion on Closed Session (afternoon session, time certain 1:00 p.m.).



DAN MCFADDEN
Deputy City Manager

For questions, please contact Sheila Tucker, City Manager's Office (408) 535-8115.