

APPROVED
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REPORT OF GENERAL MANAGER

NO. 08-10

DATE January 9, 2008

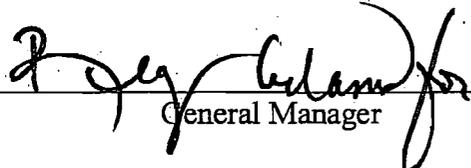
**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. none

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ESTABLISHMENT OF FEES FOR THE MAILING OF BOARD AGENDA MATERIAL

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
S. Huntley	_____	K. Regan	_____
V. Israel	_____	M. Shull	_____



 General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board establish annual fees for the mailing of Board agenda materials to the public, as discussed in the Summary.

SUMMARY:

California law, Government Code §54954.1, requires that a legislative body mail copies of its agendas and/or related material to any member of the public who requests this service. It also permits a fee to be assessed for this service. In the past, the practice of this Department has been to supply these at no charge to the public. However, due to increasing cost of paper, postage and staff time, it is recommended that fees be assessed for this service.

Agenda material is available to the public at no charge via the internet and e-mail. In addition, it can be noted that the City Clerk does charge annual fees for mailing City Council materials to the public.

Requests for a particular agenda or report will be charged in accordance with the standard fee for duplication plus the cost of postage. The Code also allows for subscriptions for a calendar year. It is recommended that the fees for annual subscriptions be set as follows:

- Agendas only: \$17.00 per year
- Agendas and minutes only: \$25.00 per year
- Complete package: agendas, minutes and reports: \$100.00 per year
- Fees will be prorated for subscriptions of less than one year duration provided that the

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minimum fee shall not be less than one-fourth of the above-established annual fee.

- No portion of any of these fees shall be refunded in the event the request for subscription service is canceled before the end of the subscription term.

Subscriptions will be accepted only for single calendar years. A subscription will be required to be renewed by December 15th of each year to ensure the uninterrupted continuation of that subscription into the next calendar year.

The California Code cited above requires that this fee shall not exceed the cost of providing the service. The above schedule of fees more than meets this requirement, being based on a very conservative estimate of the amount of material generated in a year.

All funds generated will be deposited into Fund 302, Department 88, for any Board-related costs.

FISCAL IMPACT STATEMENT:

These fees will partially offset the costs of duplicating and mailing the agenda materials to the public, and so have a positive fiscal impact on the Department's General Fund.

Report prepared by Mary E. Alvarez, Commission Executive Assistant II.