

Instructions: Please fill in all blanks applicable for your agenda item. Items requiring staff review must be submitted the Thursday before the Wednesday of agenda deadline. Incomplete material will be returned. Submit the original of this form to the Board Clerk.

AGENDA OF (Date): 10-3-89

DEPARTMENT: Administration

BY: John W. McCamman

APPROVED BY DEPT. HEAD:

Res 89-538
Needs B

AGENDA TITLE:

Res. mediation from the Gov't Ops & Finance Committee
~~Resolution~~ regarding charges and documents to be photocopied for the public.

AGENDIZE AS:

IF TIMED:

Routine Agenda _____
Information _____
Attention _____ X _____
Timed _____

() Public Hearing at: _____
() Public Input Anticipated
() Indicate Time Required: _____

STAFF REVIEW REQUIRED:

ROUTE: APPROVED AS TO FORM
_____ County Counsel _____
_____ Auditor _____
_____ Personnel _____
_____ Purchasing _____
_____ Other _____

REMARKS:

SPECIAL INSTRUCTIONS TO CLERK:

_____ Rush! Need to have signed documents by: _____
_____ Legal publication required. (This is responsibility of the submitting department).
X _____ Other (i.e., need cert. resolutions, and/or signed contracts).
You want us to send copy of Action to: Department Heads _____

CLERK'S USE ONLY:

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

RECEIVED: 10-18-89
BY: ms

This item on agenda as:

For Agenda Of: 10-24-89
Agenda Item No.: 11
_____ Routine Agenda
_____ Information
X _____ Attention
_____ Timed

_____ Recommended
_____ Not Recommended
_____ For Policy Determination
_____ Submitted with Comment
_____ Returned for Further Action

Comment: _____
Administrative Officer's Initials: ms

Timed at: _____

See

Rescinding Resolution No. 79-160,
Charges for Copies Made For The Public

Public Policy

WHEREAS, the Board of Supervisors has a policy of charging for copies of public records and for tapes of public meetings requested by members of the public; and

WHEREAS, the Board of Supervisors seeks to amend the charges for copies of public records and tapes of public meetings which were established by Mariposa County Resolution 79-160;

NOW THEREFORE, BE IT RESOLVED by the Mariposa County Board of Supervisors, a political subdivision of the State of California, as follows:

1. A charge of Thirty Cents (\$.30) for the first page and Twenty Cents (\$.20) for each additional page shall be charged by all County departments when a member of the public requests a copy of a document.

2. Only documents in the County's possession or prepared at County's request shall be photocopied for members of the public by County departments.

3. Charges for Assessor's parcel maps for the public shall be One Dollar (\$1.00) per page.

4. A charge of Three Dollars (\$3.00) per tape for 90-minute tapes shall be charged by all County departments, with the tape being supplied by the County. A charge of Two Dollars (\$2.00) per tape for 120-minute tapes shall be charged by all County departments, and the person requesting the tape shall supply the tape from any public meeting of the Board of Supervisors, Planning Commission, or any other sub-entity of the County government.

PASSED AND ADOPTED by the Mariposa County Board of Supervisors this 24th day of October, 1989, by the following vote:

- AYES: PUNTE, ERICKSON, RADANOVICH, TABER
- NOES: BAGGETT
- ABSENT: NONE
- ABSTAINED: NONE

Gertrude R. Taber

 GERTRUDE R. TABER, Chairman
 Mariposa County Board of Supervisors

ATTEST:

Margie Williams

 MARGIE WILLIAMS, Clerk of the Board

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Jeffrey G. Green

 JEFFREY G. GREEN, County Counsel

DEPARTMENT: Administration

BY: John W. McCamman

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Adopt the attached resolution implementing the policy recommendations of the Board's Government Operations and Finance Committee and the Assessor concerning photocopies made for the public.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Resolution 79-160 was adopted by the Board on 9/18/79, setting standard charges for documents copied for the public. At its meeting of 9/19/89, the Board referred this item to the Government Operations and Finance Committee for discussion and recommendation of a policy regarding documents to be copied for the public and the charges to be made for such copies. The committee met and reviewed a survey of charges made by other counties, and discussed parameters for documents which may be copied. The attached resolution reflects the Committee's recommendations resulting from this discussion and the Assessor's recommendation concerning copies of Assessor's parcel maps.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Adopt the recommendations of the Committee.
2. Do not adopt the recommendations.
3. Modify the recommendations.

COSTS: (X) Not Applicable

- A. Budgeted current FY \$ _____
- B. Total anticipated costs \$ _____
- C. Required add'l funding \$ _____
- D. Source: _____

SPECIAL INSTRUCTIONS:

1. Submit original of action form.
2. Submit eleven copies of all attachments, number the pages, and list the attachments: Background, resolution _____

SOURCE: () 4/5ths Vote Required

- A. Internal transfers \$ _____
 - B. Unanticipated revenues \$ _____
 - C. Reserve for Contingency \$ _____
 - D. Description: _____
- Balance in Reserve for Contingency if approved: \$ _____

CLERK'S USE ONLY:

Res. No.: 89-538
 Ord. No.: _____
 Vote - Ayes: 4
 Noes: Baggett
 Absent: - Abstained: -
 () Approved () Denied
 () Minute Order Attached
 Dated: 10-24-89

The foregoing instrument is a correct copy of the original on file in this office.
 Date: _____
 ATTEST: MARGIE WILLIAMS
 Clerk of the Board of Supervisors
 County of Mariposa, State of CA
 By: _____
 Deputy

Agenda - October 24, 1989
Photocopies for the Public

BACKGROUND

Documents to be copied for the public and charges for such copies was referred to the Board's Government Operations and Finance Committee for review. The Committee met on September 25, 1989 to discuss this item and consider information from other counties regarding charges for copies made. The Assessor was requested to provide input regarding charges for Assessor's parcel maps.

RECOMMENDATIONS

The following recommendations were made by the Committee for the Board's consideration:

1. Only documents in the County's possession or prepared at County's request shall be photocopied for members of the public. Commercial vendors may be used by the public for other copies.
2. The current photocopy charge of 50 cents for the first page and 30 cents for each additional page shall be reduced to 30 cents for the first page and 20 cents for each additional page.
3. Charges for Assessor's parcel maps shall be established separately by the Board of Supervisors, based upon recommendation from the Assessor's office.
4. Direct the Planning Department to review current policy regarding obtaining documents from developers to ensure that sufficient documents are available for public distribution.

Subsequent to these recommendations, the Assessor has recommended a charge of \$1.00 per page for copies of Assessor's parcel maps for the public. Further, the Planning Department has been requested to review its policy for obtaining sufficient copies of documents for public distribution.

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