



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by

General Manager

Date

6.12/08

DATE: June 12, 2008
 TO: General Manager
 FROM: Administrative Support Supervisor
 SUBJECT: Fee Schedule for Copying of Public Records and Board Meeting Packets

RECOMMENDATION: That the Board approve a fee schedule for copying of public records and Board meeting packets effective July 1, 2008.

DISCUSSION

Staff occasionally receives requests for District records and currently does not impose a fee for making those copies. Staff is therefore requesting approval to defray the District's cost to provide this reproduction service. The Public Records Act stipulates that a public agency may charge the "direct costs" for public records reproduction requests. In order to determine the direct costs per copy, staff calculated the cost for paper, toner, service maintenance, etc. and came up with an overall cost of approximately \$0.10 per page. Staff also conducted research of other local agencies and found that most charge a fee of \$0.10 per page, which is what staff is recommending.

Since July 2007, complete Board meeting packets have been made available on-line, the Monday prior to the Board meeting. The District currently mails out approximately 20 Board meeting packets, not including those sent to Board members. The cost to prepare and send out the agendas and packets is based on the number of pages included and postage. Staff is recommending adoption of a fee to prepare and send out Board meeting agendas of \$10 per year and complete Board meeting packets of \$120 per year. These fees are consistent with the amount charged by other local public agencies.

Staff is also requesting adoption of other, less frequently requested items such as CDs (\$5), audio tapes (\$3), and colored copies (\$0.15). If staff determines that any requests for public records is better served by outsourcing the reproduction (i.e., Kinko's), the costs will be passed along on an "as billed" basis.

Item	Proposed Fee
Public Records Black/White	\$0.10/page
Public Records Colored (if available)	\$0.15/page
Full Agenda Packets	\$120/annually
Agenda Only	\$10/annually
CD Duplication	\$5.00/each
Audio Tapes	\$3.00/each

Rebecca G. Aguilar

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