



PUBLIC REQUESTS FOR PHOTOCOPIES OF AGENDA ITEMS

POLICY

On occasion, the City Clerk's Office receives requests from the public for copies of Council agenda items. Due to the small number of requests, it is not feasible to place a photocopier in the City Hall Lobby for public use. Therefore, as a courtesy to the public, the City Clerk's Office will provide a copy of a single agenda item from the forthcoming agenda to a citizen upon request, at no charge. Additional copies are subject to the regular photocopy fee of \$0.20 per page.

PROCEDURE

1. Citizens may request a copy of a single agenda item from the City Clerk's Office. The first copy is provided without charge.
2. Additional copies will be provided at the regular photocopy fee of \$0.20 per page.
3. Photocopy machines for public use are available at the Central Library and the Mission Library. Agenda items are available for photocopying by members of the public in both locations.

Reference:

City Council-approved policy dated 2/5/91