Agenda Item 5.

The Budget and Finance Committee recommended to the full Commission that costs be reimbursed by the public, for example, the cost of reproducing the background reports.

This recommendation was included in the Commission budget, which was approved in August. However, due to the late hour, staff was not able to make a full presentation and because we are getting ready to reproduce and distribute the background reports, I want to bring this to the Commission's attention.

As Rick Frank has advised, the Commission has the legal authority to require reimbursement for reproduction and mailing of materials. So the question is a policy question; should the Commission require reimbursement and is it feasible.

Staff is preparing a series of eight background reports, each about 30 to 40 pages long and in June, the draft Plan. A 40 page report copied at Kinkos costs 6 cents a page or about $2.50. Postage would be another dollar and a half or so, so the cost would be about $4.00 per report.

The Department of Conservation handles our budget and finance matters. They have said it is very expensive for them to handle small checks on our behalf.

We have looked into setting up an account at Kinkos; and the checks could be written to Kinkos and credited to our account; this would not address postage costs. We have not yet set up an account at Kinkos; we are trying to do that with some of the money from the Santa Fe lawsuit monies.

Finally, there is the question of whom the Commission wants to charge, and whom should receive the reports at no charge, for example, local governments and non-profit groups.

Staff Recommendation:

Personally, I would like to distribute the report without requiring reimbursement, mentally crediting the monies received in the Santa Fe lawsuit as "new" money, which will cover these costs.

If the Commission wants to recover costs, I suggest making one copy available at no cost to local government and non-profits; additional copies would cost and that we use the Kinkos account approach, charging only for copying, not for postage.

Agenda Item #7: Contact.

Staff prepared a notice for consulting contract for preparation of a background report on Recreation and Access. Over 30 packets were requested and mailed. Three responses were received. I reviewed

the application with the assistance of the Department of Conservation staff. All three firms were interviewed on October 22 by Commissioner Ferreira and myself. We were impressed with all three candidates; Brady and Associates met all the requirements, made an excellent presentation and is the low bidder.

I request the Commission authorize me to finalize a contract with Brady and Associates in the amount of $19,567.24.