

## Agenda Item A-5

### **MARIN EMERGENCY RADIO AUTHORITY**

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**DATE:** March 11, 2015

**TO:** MERA Executive Board

**FROM:** Maureen Cassingham, Executive Officer

**SUBJECT:** AGENDA ITEM A-5: SUMMARY OF COSTS –  
PUBLIC RECORDS ACT REQUEST  
OF NOVEMBER 21, 2014 RE: MEASURE A

Recommended Action: Receive and file Summary of Costs – Public Records Act Request of November 21, 2014 RE: Measure A.

Background: As has been previously reported to the Executive Board, considerable fiscal and staff resources were expended in November and December 2014 and January 2015 to respond to the Public Records Act Request received by MERA on November 21, 2014. After clarification, the requestor sought all records relating to the two public opinion polls MERA conducted in March 2013 and January 2014.

So voluminous were the emails, drafts, staff reports, minutes, invoices, and presentation materials, that three CD productions were required to deliver the information by the deadlines of December 18, 2014, January 8, 2015 and January 29, 2015.

The following is a breakdown of the costs and time involved in fulfilling this request:

#### DIRECT COSTS

General and Special Counsel	65.7 hours	\$16,425
Deputy Executive Officer for Next Gen Project	16.0 hours	1,944
Other Expenses (CDs, Postage/Shipping and Word Processing)		355

#### INDIRECT COSTS

Executive Officer	57.7 hours	7,420
Total Direct and Indirect Costs		<u>\$26,144</u>

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Total costs were charged to Fund 70036 and will be submitted as a possible reimbursable expense from Measure A proceeds.

Staff and Counsels are reviewing records identification and search guidelines and methods should there be other requests to respond to, along with updating MERA's Administrative Policy on Public Records for action at the May Executive and Governing Boards meetings.

Finally, staff has researched filing a Mandated Cost Reimbursement Claim with the State for Public Records Act requests. However, the last year for funding such reimbursements was FY13-14 and this request was received in FY14-15.