



City of Grass Valley City Council Agenda Action Sheet

Title: Fees for Mailing Agenda Packets

CEQA: Not a project

Recommendation: That Council adopt a resolution setting the fee for mailing agenda packets recommended by the City Clerk.

Prepared by: Taylor Day, City Clerk

Council Meeting Date: 12/12/2023

Date Prepared: 12/7/2023

Agenda: Consent

Background Information: The Ralph M. Brown Act, Government Code section 54950 and following (“Brown Act”), requires the City to mail or email copies of public meeting agendas and agenda packets to anyone who asks. A request for a copy of meeting agendas or agenda packets is good for the calendar year in which it is made. Although such requests used to be common, they are now rare because the City posts agenda packets to its website and distributes them electronically by email without charge to any who ask.

Agenda packets can run to hundreds of pages. Printing and mailing paper copies of agenda materials costs the City office supplies and staff time. The Brown Act allows the City to recover these costs from any person who requests agenda materials via mail. The City Council “may establish a fee for mailing the agenda or agenda packet, which fee shall not exceed the cost of providing the service.” (Gov. Code, § 54954.1.)

The City Clerk has estimated the reasonable cost of complying with the Brown Act’s mailing requirement. Resolution No. 67 would establish the fee recommended by the City Clerk.

Council Goals/Objectives: The action reflects the City Council’s commitment to prudent fiscal management.

Fiscal Impact: None

Funds Available: N/A

Account #: N/A

Reviewed by: _City Manager

Attachments: R2023-67