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August 19, 1994

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City Council  
Sacramento, California

**SUBJECT: Citizen Use of Reports Prepared at Public Expense**

Honorable Members in Session:

**LOCATION AND COUNCIL DISTRICT: Citywide**

**RECOMMENDATION**

This report presents Councilmember Terry Kastanis' proposal that the City place a statement on each City report prepared at public expense to encourage the public to make use of information contained in the report. The Law and Legislation Committee recommends that the City Council adopt the attached resolution outlining the proposal.

**CONTACT PERSON:** Diane B. Balter, Deputy City Attorney, 264-5346

**FOR COUNCIL MEETING OF:** September 13, 1994

**COMMITTEE ACTION**

On August 16, 1994, the Law and Legislation Committee unanimously supported Councilmember Kastanis' proposal.

**SUMMARY**

Numerous studies are prepared by or for the City at public expense. The information contained in these reports can be very useful for other purposes. Councilmember Terry Kastanis proposes that a statement encouraging public use of the information contained in these reports be placed on each such report, on the cover or inside cover or title page. The statement could be included when the report is prepared or be on a label to be affixed to a report when it is disseminated.



# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

RESOLUTION APPROVING THE 1994  
HES STREET NAME SIGN REPLACEMENT PROJECT;  
PROGRAM SUPPLEMENT NO. 058 TO LOCAL AGENCY-STATE AGREEMENT  
FOR FEDERAL AID PROJECTS NO. 03-5002; AND  
APPROPRIATION OF FUNDS IN AN AMOUNT OF \$300,000  
(PN:XXXX)

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

1. The 1994 HES Street Name Sign Replacement Project (PN:XXXX) is hereby approved.
2. Program Supplement No. 058 to the Local Agency-State Agreement for Federal-Aid Projects No. 03-5002 to provide engineering, construction, and construction engineering for sign replacement is hereby approved.
3. The 1994/95 CIP program is amended in an amount of \$300,000 as follows:
  - a). The Capital Grants Revenue budget (511-500-XXXX-3513) is increased in an amount of \$300,000 to reflect Federal Funds to be received pursuant to Program Supplement No. 058.
  - b). That \$300,000 be appropriated from the Capital Grants fund (511-500-XXXX-3513) to the 1994 HES Street Name Sign Replacement project (511-500-XXXX-4820).

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

KG:ec  
ED1-22.E

FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_



City Council  
Re: **Citizen Use of Reports**  
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## **BACKGROUND INFORMATION**

Councilmember Terry Kastanis, as the chair of the Sacramento Public Library Authority, asked Library staff to explore ways in which the information in reports prepared at public expense can be made more available for public use. The usefulness of these reports for reference purposes beyond the original purpose of the report is confirmed by Library staff who frequently refer to environmental impact reports and other city reports for reference data sought by citizens.

It appeared to Library staff and the City Attorney's office that the appropriate bodies to adopt such a policy are the City Council and the Board of Supervisors, the bodies for which most of the reports are prepared. If the City Council adopts the proposed policy, that fact will be brought before the Library Authority Board and the Board is likely to recommend that the Board of Supervisors adopt a similar policy.

Library staff and the City Attorney's office worked with Councilmember Kastanis to devise a simple, low-cost approach to encouraging the use of public reports. The recommended proposal involves placing in a prominent place on the cover, inside cover, or cover page a written statement encouraging use of the report:

### **"THIS DOCUMENT IS A PUBLIC RECORD**

This document was prepared at public expense for the City of Sacramento. You are invited and encouraged to make use of the information contained in this document. Because this document is a public record, it may be duplicated for non-commercial use."

After the Law and Legislation Committee meeting, Councilmember Kastanis and City staff met and agreed to recommend to the full Council a modification of the proposal to state that the City Council may, in exceptional circumstances, designate documents which shall not be so marked.

## **FINANCIAL CONSIDERATIONS**

This report has no financial implications. The cost of implementing the policy would be nominal. It is hoped that the results of the policy will be greater utility, for the benefit of the public, of the moneys spent on City reports. The City will continue to charge its costs of duplication when the City provides a copy of a document to a member of the public.

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**POLICY CONSIDERATIONS**

The Council, by adopting this proposal, would be declaring its policy that reports prepared at public expense should be available for additional uses by members of the public.

**MBE/WBE**

This report does not concern procurement of goods or services.

Respectfully submitted,

SAMUEL L. JACKSON, City Attorney

By: *Diane B. Balter*  
DIANE B. BALTER  
Deputy City Attorney

Recommendation Approved:

*William H. Edgar*  
WILLIAM H. EDGAR  
Deputy City Manager

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

## A RESOLUTION ENCOURAGING PUBLIC USE OF DOCUMENTS PREPARED AT PUBLIC EXPENSE

### BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The public should be encouraged to make use of information contained in reports prepared at public expense. To do so, the following statement shall be included on the front cover, inside cover or cover page of reports prepared at public expense:

"THIS DOCUMENT IS A PUBLIC RECORD

This document was prepared at public expense for the City of Sacramento. You are invited and encouraged to make use of the information contained in this document. Because this document is a public record, it may be duplicated for non-commercial use."

2. The City Council may, in exceptional circumstances, designate documents which shall not be so marked.

3. This resolution shall not supersede the City's general policy of charging for the costs of duplication when the City provides a copy of a report to a member of the public.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO. \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

