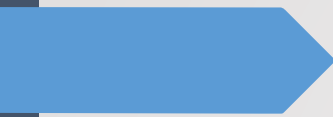


Public Records Request Platform

City Council Meeting

November 26, 2018



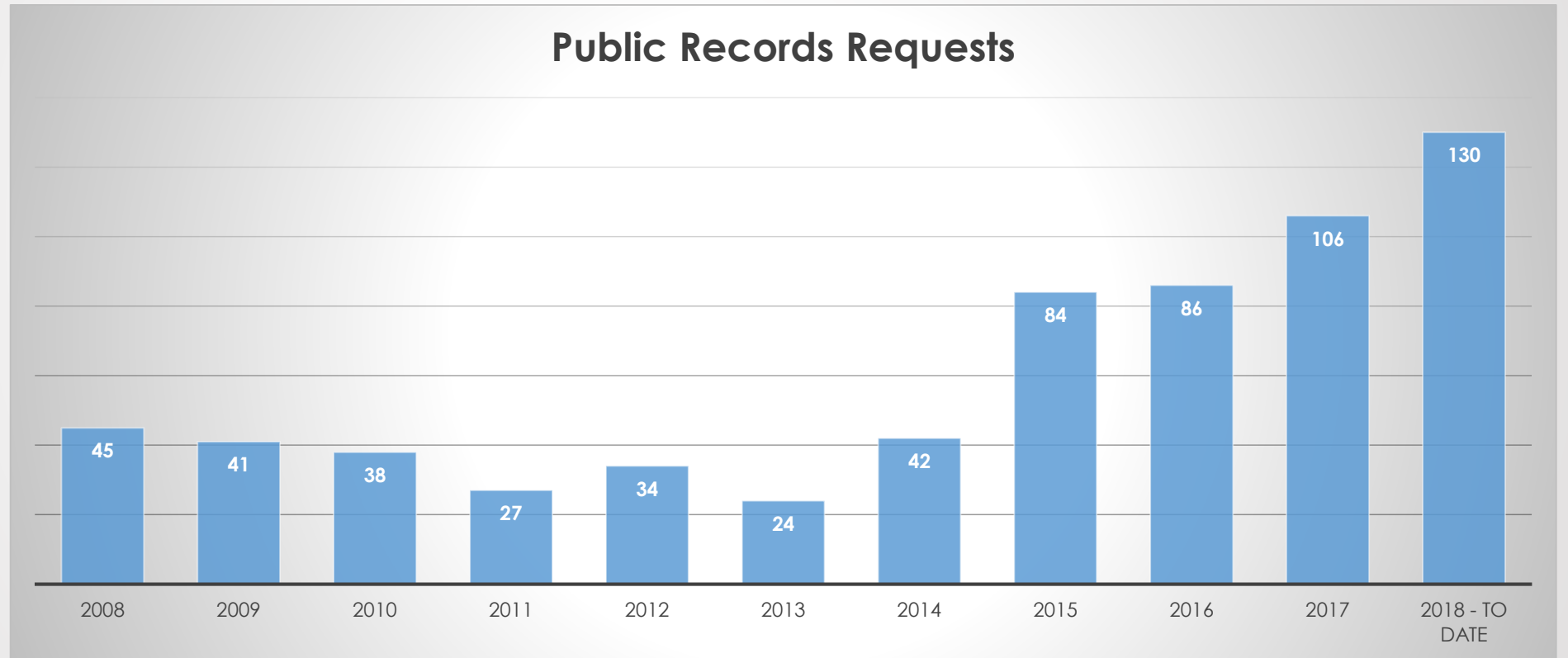


California Public Records Act (PRA)

Government Code §§ 6250-6276.48


- Give the public access to information so that they can monitor the actions of their government
- Presumption that records will be made available to the public, unless there is a legal reason not to do so
- What is considered a public record is broadly defined
- Legal exceptions are limited
- Very limited applicability of fees to offset the costs of producing records

City of Fort Bragg Public Records Requests





Impact to City of Fort Bragg

- Increased volume and complexity
 - Estimated annual staff cost of \$66,723 or 878 staff hours
 - 25% of the City Clerk's time
 - Lost opportunity cost to work on other projects or tasks
- 



Managing the Increase in PRA Requests

- Allocate set amount of staff time to requests to better manage time
- More efficiently respond to Requests
- NextRequest – web-based platform
 - Automates many of the steps
 - Tracks staff time, cost spent and requestor
 - Read receipts
 - Self-service
 - Publicly available
 - Proactively post documents

Mendocino County Portal

Public Record Requests
MENDOCINO COUNTY

MAKE REQUEST

ALL REQUESTS

DOCUMENTS

SIG



Explore **392** requests and counting.

If you need Mendocino County records that may have been previously released, please search past requests. You may find what you need!

SEARCH:



STATUS

☐ Closed

☐ Open

REQUEST DATE

POINT OF CONTACT

DEPARTMENTS

392 results

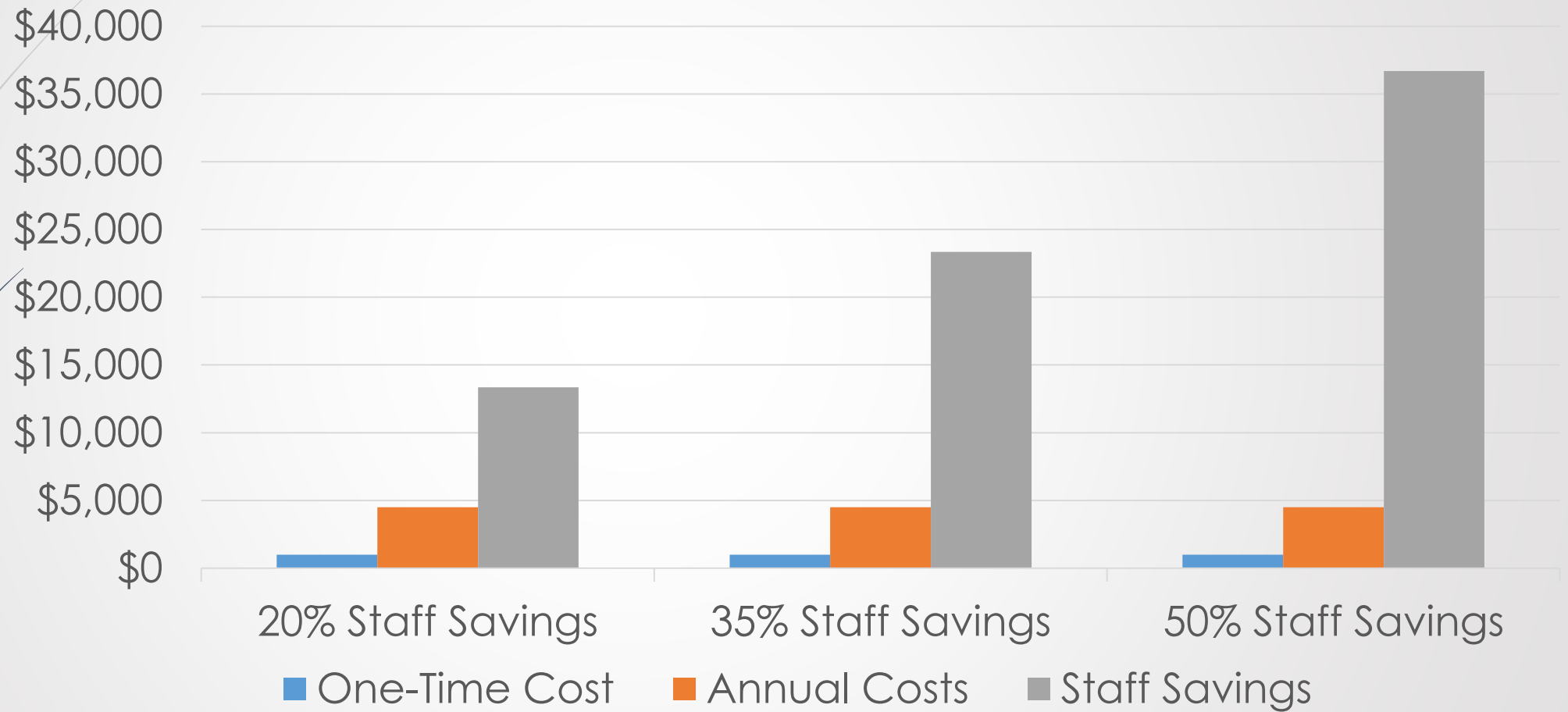
Id #	Status	Request Date	Request	Departments	Point of Contact
18-466	<input checked="" type="checkbox"/>	11/13/18	Dear Sir / Madam, I am writing to ask for your help with a request under the California Public ...	Retirement	Judy Zeller
18-464	<input checked="" type="checkbox"/>	11/09/18	All environmental records related to 13980 Highway 128, Boonville, CA 95415 (APNs 029-110-09 &...	Environmental Health	Trey Strickland
18-463	<input checked="" type="checkbox"/>	11/09/18	All environmental records related to 90 West Redwood Avenue, Fort Bragg, CA 95437 (APNs 008-151-2...	Environmental Health	Trey Strickland
18-460	<input checked="" type="checkbox"/>	11/08/18	We are searching for food safety inspections for the following locations: 1. Safeway: 660 S Main...	Environmental Health	Trey Strickland
18-459	<input checked="" type="checkbox"/>	11/06/18	Any and all records, include use permits, building permits and any other applications to building...	Planning & Building	Adrienne Thompson
18-450	<input checked="" type="checkbox"/>	10/31/18	Audio recording of the November 19, 2015 Mendocino County Planning Commission meeting.	Planning & Building	Adrienne Thompson
18-447	<input checked="" type="checkbox"/>	10/31/18	ORIGINAL WILLIAMSON ACT DOCUMENTS FOR PARCELS: ASSESSMENT NO. 56280 (ap# 174-120-0100) AND AS...	Planning & Building	Adrienne Thompson
18-445	<input checked="" type="checkbox"/>	10/30/18	I'd like to look all site plans pertaining to property located at 367 N. Main St., Ukiah. I'm mo...	Planning & Building	Adrienne Thompson

Cost of Portal vs. Estimated Staff Cost Savings

Portal Service	One-Time Cost	Annual Costs		
Annual NextRequest License	\$0	\$3,750		
Set Up Fee, Configuration and Training	\$1,000	\$0		
Redaction Module	\$0	\$750		
Total Cost	\$1,000	\$4,500		
Staff Savings	20%	35%	50%	
Estimated Annual Staff Savings*	\$13,345	\$23,353	\$36,688	

*Limited to City Clerk's time responding, managing and reviewing PRA Requests

Cost of Portal vs. Estimated Staff Cost Savings*



*Limited to City Clerk's time responding, managing and reviewing PRA Requests



Questions and Direction

