



City of Port Hueneme

OFFICE OF THE MAYOR

RECEIVED
VENTURA COUNTY SUPERIOR COURT

June 11, 2004

JUN 11 2004

Honorable Bruce A. Clark, Presiding Judge
Superior Court of California, Ventura County
Ventura County Hall of Justice
800 S. Victoria Avenue
Ventura, CA 93009

OFFICE OF THE
PRESIDING JUDGE

**REF: VENTURA COUNTY 2003-2004 GRAND JURY REPORT: PUBLIC
RECORDS ACT IMPLEMENTATION**

Dear Judge Clark:

The City has received and reviewed the Grand Jury report entitled "Public Records Act Implementation".

Staff concurs with the Grand Jury's findings as they pertain to the City of Port Hueneme.

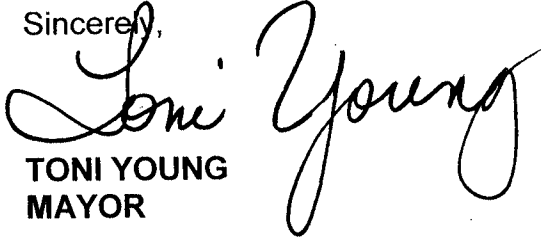
Pursuant to Recommendation R-04 of the report, the City is currently in the process of developing and publishing a policy manual addressing implementation of the Public Records Act, with emphasis on proper fee charging, assistance in formulating the public record request, a requirement to maintain logs or files of requests for compliance audit, counsel review of any proposal to deny a request, timely responses to the requestor, and availability of an administrative appeal.

The scheduled date of implementation is August 1, 2004.

Recognizing and agreeing that the public has a right to know and further acknowledging that for Port Hueneme, with minimal requests for public records, the cost to implement this proposed Policy is negligible; the Grand Jury should nevertheless carefully balance its recommendations with due consideration of the fiscal impacts such recommendations may impose, particularly in these times of financial difficulties for local government.

**PUBLIC RECORDS ACT IMPLEMENTATION
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Sincerely,

A handwritten signature in black ink that reads "Toni Young". The signature is written in a cursive, flowing style. The first name "Toni" is written in a smaller, more compact script, while "Young" is written in a larger, more expansive script with a long, sweeping tail on the "g".

**TONI YOUNG
MAYOR**

c: City Council
City Manager
City Attorney
City Clerk