



"Citrus Capital of the World"

City of Santa Paula

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August 3, 2004

RECEIVED
VENTURA COUNTY SUPERIOR COURT

AUG - 9 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

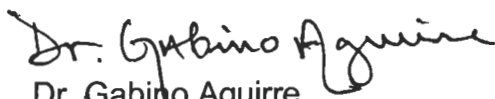
OFFICE OF THE
PRESIDING JUDGE

Dear Honorable Clark:

This is in response from the City Council to the 2003-2004 Grand Jury Report entitled "Public Records Act Implementation" dated June 4, 2004. The Grand Jury recommended that the City Council or City Manager develop and publish, or review and update, 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 administrative appeal. Staff will develop such a policy manual as recommended by the Grand Jury by October 1, 2004.

The Santa Paula City Council thanks the Ventura County 2003/2004 Grand Jury for its report and recommendations.

Sincerely,


Dr. Gabino Aguirre
Mayor
City of Santa Paula

cc: Wally Bobkiewicz, City Manager
Karl H. Berger, City Attorney