

**CITY COUNCIL MEETING**

**AGENDA ITEM VII**



**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

*November 5, 2012 City Council Meeting*

**From:** Elizabeth Dragon – City Manager

**Subject:** Council to consider establishing a fee for copying Audio tapes of meetings.

1. Councilor moves:

“I move that the Franklin City Council schedule a public hearing on Monday December 3, 2012 at 6:06pm regarding Ordinance #12-12 concerning Chapter 160, fees of the Franklin Municipal Code for audio tape copies.”

2. Mayor calls the vote.

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**Discussion:** Requests for copies of audio tapes of meetings in the past was so infrequent that it was not addressed in Chapter 160 fees. Instead, we required the person supply the tape and we made the duplicate at no charge. The Right to know law allows communities to charge a reasonable fee for reproduction of material. The city has several fees like this in existence in Chapter 160.

However, over the last year or so these requests have increased as the school board periodically requests tapes instead of/or in addition to meeting minutes. This has created a burden on staff to copy tapes in the midst of performing their regular duties. If a taped meeting is lengthy (more than one tape), a staff member must watch the recorder to make sure that the copying process doesn't stop on one tape but continue on the other. Otherwise they lose track of where one tape ends while the original keeps running. This then means they must listen to each tape to find the location where one ends and another begins. This can be time consuming.

Due to the increase in requests, I am asking the council to consider whether there should be a fee and to also consider whether the school board (if officially being requested by the school board) should be exempt from the fee due to their relationship with the City as part of the governmental entity.

I would propose that a tape still be provided by the person making the request (or they be charged our cost for replacement of tapes) and that there be a fee of \$20 as a nominal fee for partial reimbursement of time taken to make the tape(s).

**Alternatives:** Continue as we have in the past-requiring only tapes are provided.



# CITY OF FRANKLIN, NEW HAMPSHIRE

*"The Three Rivers City"*

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## ORDINANCE #12-12

### AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand Twelve;

Be it ordained by the City Council of the City of Franklin that the Franklin Municipal Code, Chapter 160, Fees, 160-1 Fees charged for service by the City of Franklin be changed as follows:

	<u>Current Fee</u>	<u>Change To</u>
Audio Tape copies	none	\$20 plus cost of audio tape

Fee to be effective December 3, 2012

Roll Call:

Councilor Boyd	_____	Councilor Feener	_____
Councilor Clarenbach	_____	Councilor Sharon	_____
Councilor Cournoyer	_____	Councilor Starkweather	_____
Councilor Desrochers	_____	Councilor Trudel	_____
Councilor Dzujna	_____		

A True Copy Attested: \_\_\_\_\_  
City Clerk

Passed: \_\_\_\_\_  
Date

Approved: \_\_\_\_\_  
Mayor