

MEMORANDUM

TO: Ventura County Board of Supervisors
FROM: Ventura County Commission For Women
DATE: November 9, 1991
SUBJECT: Agenda and Minute Subscription Fees

Summary and Recommendation:

The Ventura County Commission For Women has conducted a reorganization of its office as a result of a staff position eliminated in the 1991-1992 Budget Cycle. As a result of this review it was determined that the Commission cannot continue to provide certain services free of charge. Therefore it is being recommended that the Board of Supervisors authorize the Commission to implement an annual subscription fee for its monthly agendas and minutes.

Synopsis:

In a supportive effort of the Board of Supervisors intentions to maintain fiscal responsibility and reduce spending Countywide the Commission conducted a review of our office functions in order to best utilize our limited resources. As a result of this review it was determined that the expenses associated with distributing our Agendas and Minutes to everyone requesting to be on our mailing list were too expensive. The average postage cost per month for mailing to over 472 agencies and individuals typically exceeds \$225. This amount does not include staff time or copying charges necessary to carry out the task.

The Commission has taken several steps to insure a more efficient and cost effective process. First, all duplicate mailings to various agencies have been eliminated and private individuals removed from the mailing lists. Only government agencies and non-profit organizations will remain on the Commission's mailing list. The Commission continues to believe it is important for interested individuals to continue to receive our Agendas and Minutes; however, we do not believe that with our limited resources we can accomplish this without passing along the costs associated with this service. Therefore, it is our intent to implement an annual subscription fee to allow interested organizations, businesses and individuals to continue receiving our information.

At the present time we have estimated that it costs us approximately \$1.25 for each Agenda and set of minutes we mail each month. This includes staff time, postage and copying charges, on an annual basis this fee equates to \$15.00. We do not use envelopes for our mailings and postage varies and therefore, do not advocate individuals supplying us with preaddressed stamped envelopes to continue to receive our information.

It is our understanding that the Board of Supervisors must approve any fees implemented by its various agencies and commissions. As you are aware the business of the Commission is supported on a largely volunteer basis with individual Commissioners donating a total of over \$36,000 in in-kind contributions during the 1990-1991 Fiscal Year. Our budget for this fiscal year was reduced substantially and a part-time staff position was also eliminated. The move to implement this fee was a difficult decision to reach; however, we do not see an alternative. There are more important projects and programs that we feel would better be served by utilization of the funds that we presently expend to mail Agendas and Minutes.

Therefore, we are respectfully requesting that the Board of Supervisors authorize the Commission For Women to implement an annual subscription fee of \$15.00 for its Minutes and Agendas.