

## **CITY COUNCIL AGENDA ITEM**

### **CITY OF SHORELINE, WASHINGTON**

**AGENDA TITLE:** Public Hearing and Discussion of Ordinance No. 784: Amending the Shoreline Municipal Code Chapter 3.01 Fee Schedule in Relationship to Public Records in response to EHB 1595

**DEPARTMENT:** CMO/CCK  
Administrative Services

**PRESENTED BY:** Jessica Simulcik Smith, City Clerk  
Rick Kirkwood, Budget Supervisor

**ACTION:**        ☐ Ordinance        ☐ Resolution        ☐ Motion  
                 ☒ Discussion        ☒ Public Hearing

**PROBLEM/ISSUE STATEMENT:**

Washington's Public Records Act, Chapter 42.56 RCW (PRA), requires public agencies to make public records available for inspection and copying upon request. The PRA was enacted in 1972 by initiative to provide the people with broad rights of access to public records in order to promote the public policy of open government and accountability to the public. The City of Shoreline places a high value on openness and accountability, and is fully committed to complying with the PRA.

In 2015, the Legislature directed the State Auditor's Office to "develop a methodology and conduct a study to establish an accurate cost estimate for providing paper and electronic copies of records in response to requests under the Public Records Act." Based on the study and 12 months of stakeholder group work, in 2017, the Legislature passed Engrossed House Bill 1595 related to costs associated with responding to public records requests. This Bill authorizes agencies to charge a small fee for providing electronically produced copies of records, and authorizes a customized service charge for requests that require staff with information technology expertise to prepare data compilations or provide customized electronic assess. The effective date of EHB 1595 is July 23, 2017.

The City's fees for public records are codified in 3.01.220 of the Shoreline Municipal Code (SMC). SMC Chapter 3.01 *Fee Schedule* must be amended to allow for assessment of fees for electronically produced copies of records and other housekeeping items in relation to the new fee. Proposed Ordinance No. 784 (Attachment A) provides for this amendment. Tonight, Council is scheduled to hold a public hearing to solicit the public's feedback on fees for public records and then discuss these proposed fees. EHB 1595 requires a public hearing for any jurisdiction considering the implementation of these fees.

**RESOURCE/FINANCIAL IMPACT:**

There is no financial impact associated with this action; however, the estimated revenue that would be generated annually from fees for electronically produced copies is approximately \$250.

**RECOMMENDATION**

Staff recommends Council hold a public hearing to solicit the public's feedback on fees for public records and then discuss these proposed fees. No formal action is required tonight. Adoption of proposed Ordinance No. 785 is scheduled for June 19, 2017.

Approved By:           City Manager **DT**   City Attorney **MK**

## **BACKGROUND**

Washington's Public Records Act, Chapter 42.56 RCW (PRA), requires public agencies to make public records available for inspection and copying upon request. The PRA was enacted in 1972 by initiative to provide the people with broad rights of access to public records in order to promote the public policy of open government and accountability to the public. The City of Shoreline places a high value on openness and accountability, and is fully committed to complying with the PRA.

In 2015, the Legislature directed the State Auditor's Office to "develop a methodology and conduct a study to establish an accurate cost estimate for providing paper and electronic copies of records in response to requests under the Public Records Act." Based on the Study and 12 months of stakeholder group work, in 2017, the Legislature passed Engrossed House Bill 1595 related to costs associated with responding to public records requests. This Bill authorizes agencies to charge a small fee for electronically produced copies of records, and authorizes a customized service charge for requests that require staff with information technology expertise to prepare data compilations or provide customized electronic assess. The effective date of EHB 1595 is July 23, 2017.

The City's fees for public records are codified in Shoreline Municipal Code section 3.01.220 (Attachment B). Currently the City charges \$0.15 per page to copy or scan paper up to 11 by 17 inches in size; \$0.25 per page to color copy paper up to 11 by 17 inches in size; and \$3.50 per page to copy paper 24 by 36 inches in size (i.e., plans). Fees are waived if five or fewer pages (up to 11 by 17 inches) are requested. The City charges for the actual cost of a CD, DVD, or flash drive, but does not charge a fee for copying electronic records. In 2016, about 20% of all the requests were assessed fees, and the City collected slightly under \$1,000.

## **DISCUSSION**

With the PRA specifically allowing agencies to charge for electronically produced copies, staff is requesting Council feedback on whether the City should begin assessing these fees. Furthermore, if Council is in favor of accessing them, staff is also seeking feedback on what fee structure to implement.

EHB 1595 allows an agency to establish fees by either conducting its own cost-study to determine actual costs, or if determining actual costs would be unduly burdensome, the local jurisdiction can access statutorily-established default charges, or it may charge a flat fee as an alternative to accessing actual or default charges. The following table provides a side-by-side view of the allowable fee options:

<b>Actual Costs</b>	<b>Default Charges</b>	<b>Flat Fee</b>
<ul style="list-style-type: none"><li>The City may charge actual cost of staff time to copy and send public records.</li></ul>	<ul style="list-style-type: none"><li>10 cents per scanned page</li><li>5 cents per four files or attachments</li><li>10 cents per gigabyte</li></ul>	<ul style="list-style-type: none"><li>Flat fee of up to \$2.00 for providing copies when the estimated costs are expected to be \$2.00 or more.</li></ul>

EHB 1595 also allows an agency to assess a service charge for requests that require staff with information technology expertise to prepare data compilations or provide customized electronic access. An example would be a request for specific data held in a software system that the City does not have a report template to extract. In the past, the City has denied requests like this because a public record does not exist. The ability to assess a service charge will allow the City to build a report and recoup its costs.

#### Actual Costs

The City keeps a statement of the factors and manner used to determine actual costs for photocopying and scanning paper records. Fees are determined by charging the hourly rate of the salary and benefits of the City Clerk's Office Administrative Assistant II (the person who performs copying and scanning most of the time) for the time it takes to copy/scan the records. The City arrived at a set per page fee by timing various copy jobs to determine the average number of seconds it took to prepare and run each page through the machine.

Staff went through the same exercise using similar methodology to determine costs for electronically produced copies. The City currently uses a File Transfer Protocol (FTP) site to deliver electronic records when there are more than five responsive records. Staff has identified three steps in the "copying" process using this method of delivery:

1. Creating a unique FTP account and password for each request
2. Logging into the account and copying over the records
3. Copying instructions into an email on how the requestor can access the records

Staff timed this process multiple times and determined that the minimum amount of time it takes to complete the above three steps is two (2) minutes. At staff's 2017 rate of \$0.62/minute, the minimum charge for copying electronic records is \$1.24. The factor that would cause this process to take more than two minutes is the size of data being copied.

It is difficult to determine a copying fee per file because not all files are equal in size. A large number of small files (Word document, Excel spreadsheet) copy at a faster rate than a small number of large files (Multi-page TIFF, video). Therefore, the fairest way to assess the actual costs of copying records to the FTP site (when it will take longer than two minutes) is to charge based on time.

If a request takes longer than two minutes to copy, the City would charge \$0.62/minute for the total amount of time it takes to copy the records. Since the "file transfer" portion of the copying process does not always require a staff person to sit and wait, the City could also decide to establish a fee cap. Setting a fee cap at \$3.50 would mean requestors would not be charged for copying time over 5.6 minutes.

#### Default Fee

EHB 1595 also allows agencies to charge a default fee of \$0.05 per four (4) files or attachments. If the City were to apply the default fee on the electronic records delivered, so far this year, 61% of the requests had four or less responsive records and would not be assessed a fee; 34% would be charged a fee less than \$0.55; and 5% would be assessed a fee over \$1.00. Attachment C to this staff report shows the public records

requests year-to-date for 2017 for electronic records and how fees would be assessed using the Bill's default fees.

#### Flat Fee

EHB 1595 also allows an agency the option of charging a flat fee of \$2.00 for providing copies when the estimated costs are expected to be \$2.00 or more. A flat fee can only be charged for the initial installment, and may not be charged for any additional installments. If the City went this route, so far this year, three requests would be assessed a \$2.00 flat fee.

#### Cost Comparison for Actual, Default, and Flat Fees:

The following table provides an example of how three requests would be assessed fees under the three fee methodologies:

	<b>Actual Costs @ \$1.24 each Installment</b>	<b>Default Fees</b>	<b>Flat Fee</b>
<b>Request 1</b> 201 Files - 551 MB 1 Installment	\$1.24	\$2.51	\$2.00
<b>Request 2</b> 254 Files - 120 MB 3 Installments	\$3.72	\$3.18	\$2.00
<b>Request 3</b> 291 Files - 110 MB 4 Installments	\$4.96	\$3.64	\$2.00

Attachment C shows that only four out of the 76 request for electronic records in 2017 (requested to date) would be assessed a fee over \$0.75 (the City's current threshold for waiving fees). Since the minimum amount of time it takes to create an FTP account and copy over a small number of records is two minutes, assessing the default fee would not allow the City to recoup its actual costs.

#### Collecting Fees

The City Clerk's Office currently only accepts cash or check and it costs the City \$0.15 to process each check received. As well, the Clerk's Office currently does not have the ability to collect money via debit or credit card and is not expected to do so until 2018. There are typically three different fees for card transactions: a basic transaction fee; interchange fees that are based on percentage depending on the card issuer; and service charges. There are no Washington laws that would prohibit the City from passing on any transaction fees to the customer, meaning establishing a surcharge is an option.

Since the City Clerk's Office does not accept cards, charging a fee for providing electronically produced copies will slow the delivery of the request/installments and could frustrate requestors. Usually if there is a complaint over fees for public records, it is because the Clerk's Office does not accept cards therefore requiring the requestor to mail a check.

There is also a small amount of administrative work associated with collecting fees. The City Clerk's Office has historically charged fees for photocopying and scanning, and if Council decides to assess fees for electronic records, the Clerk's Office is prepared to collect fees for all copying regardless of format.

#### **Staff Recommendation**

If Council decides to assess fees for electronically produced copies of records as authorized by EHB 1595, staff recommends using the *Actual Cost* methodology. Since the City currently assesses fees for copying and scanning hardcopy records using actual costs, fees for copying electronic records should be set using the same methodology so that all requests are treated equally.

Staff also recommends establishing a service charge (at actual staff costs) to prepare data compilations or provide customized electronic access services if they are required to fulfil a request. In addition to adding new fees related to cost recovery for electronic records, staff is proposing a few housekeeping items for the Public Records Fee Schedule by making language consistent and reorganizing the fees into categories.

Exhibit A to proposed Ordinance No. 784 includes these staff recommended changes to the City's Fee Schedule for public records.

#### **RESOURCE/FINANCIAL IMPACT**

There is no financial impact associated with this action; however, the estimated revenue that would be generated annually from fees for copying electronic records is approximately \$250.

#### **RECOMMENDATION**

Staff recommends Council hold a public hearing to solicit the public's feedback on fees for public records and then discuss these proposed fees. No formal action is required tonight. Adoption of proposed Ordinance No. 785 is scheduled for June 19, 2017.

#### **ATTACHMENTS**

Attachment A: Proposed Ordinance No. 784

Attachment A – Exhibit A: Proposed Shoreline Municipal Code section 3.01.220 – Public Records

Attachment B: Adopted Shoreline Municipal Code section 3.01.220 – Public Records

Attachment C: 2017 Electronic Records Requests to-date

**ORDINANCE NO. 784**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING SECTION 3.01.220 TO THE SHORELINE MUNICIPAL CODE TO PROVIDE FOR A FEE FOR THE PROVISION OF PUBLIC RECORDS IN AN ELECTRONIC FORMAT AND NOMINAL HOUSEKEEPING AMENDMENTS IN RELATIONSHIP TO THE NEW FEE.**

WHEREAS, RCW 42.56, Washington's Public Records Act ("Act") allows the public to request public records from the City; and

WHEREAS, while the Act precludes the City from charging a fee for inspecting or locating public records, it does allow the City to charge a reasonable fee for the copying of records; and

WHEREAS, since the Act's adoption in 1972, the use of technology has resulted in many public records stored in an electronic format for which a copying fee was not expressly authorized; and

WHEREAS, with the passage of Engrossed House Bill 1595 during the 2017 regular session, the Washington State Legislature authorized the imposition of a fee for the provision of records in an electronic format and a customized service charge when expertise is required to compile data or when customized access is necessary to provide requested records; and

WHEREAS, EHB 1595, Section 3, codified at RCW 42.56.120, permits the City to impose the actual cost of providing records, to impose a statutorily-authorized default cost, or to adopt a one-time flat fee of up to \$2.00; and

WHEREAS, the City has prepared a cost study so as to determine the actual costs of providing public records; and

WHEREAS, EHB 1595, Section 1, codified at RCW 42.56.070, states that a city seeking to impose actual costs must provide notice and a public hearing; and

WHEREAS, appropriate public notice was given for a public hearing held on June 5, 2017; and

WHEREAS, RCW 42.56.120 requires any fee that the City charge be published; and

WHEREAS, Shoreline Municipal Code (SMC) 3.01.220 contains the published rates the City currently charges for the provision of public records but does not include a fee for the provision of records in an electronic format or for a customized service charge; and

WHEREAS, an amendment is needed to add these fees to chapter SMC 3.01.220 and to make nominal housekeeping amendments based on this amendment;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Amendment to SMC 3.01.220.** SMC 3.01.220 is amended as set forth in Exhibit A to this Ordinance.

**Section 2. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

**Section 3. Severability.** Should any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

**Section 4. Publication and Effective Date.** A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect August 1, 2017.

**PASSED BY THE CITY COUNCIL ON JUNE 19, 2017**

\_\_\_\_\_  
Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Simulcik Smith  
City Clerk

\_\_\_\_\_  
Margaret King  
City Attorney

Date of Publication: \_\_\_\_\_, 2017  
Effective Date: August 1, 2017

**City of Shoreline  
Fee Schedules**

**3.01.220 Public Records**

	2017 Fee Schedule
<b><u>1. Photocopying paper records</u></b>	
1. <b><u>a.</u></b> Black and white photocopies or scanned copies <del>from</del> <b><u>of</u></b> paper up to 11 by 17 inches - if more than five pages	\$0.15 Per Page
2. <b><u>b.</u></b> Black and white photocopies <b><u>of paper</u></b> larger than 11 by 17 inches - City Produced	\$3.50 Per Page
3. Black and white photocopies larger than 11 by 17 inches - Vendor Produced	Cost charged by vendor, depending on size and process
4. <b><u>c.</u></b> Color photocopies up to 11 by 17 inches - if more than one <del>one</del> <b><u>three</u></b> pages	\$0.25 Per Page
<b><u>2. Scanning paper records</u></b>	
<b><u>a. Scans of paper up to 11 by 17 inches - if more than five pages</u></b>	<b><u>\$0.15 Per Page</u></b>
<b><u>3. Copying electronic records</u></b>	
<b><u>a. Copies of electronic records to file sharing site - 2 minute minimum for first installment only</u></b>	<b><u>\$0.62 Per Minute (2 Minute Minimum)</u></b>
<b><u>b. Copies of electronic records onto other storage media</u></b>	<b><u>Cost incurred by City for hardware plus \$0.62/minute</u></b>
<b><u>4. Other fees</u></b>	
<b><u>a. Photocopies - vendor produced</u></b>	<b><u>Cost charged by vendor, depending on size and process</u></b>
5. <b><u>b.</u></b> Convert electronic records (in native format) into PDF format – if more than 15 minutes	<del>\$46.98</del> <b><u>Per hour</u></b> <b><u>37.08</u></b>
<b><u>c. Service charge to prepare data compilations or provide customized electronic access services</u></b>	<b><u>Actual staff cost</u></b>
6. <b><u>d.</u></b> Photographic prints and slides	Cost charged by vendor, depending on size and process
<b><u>e. Clerk certification</u></b>	<b><u>\$1.10 Per document</u></b>
<b><u>5. Geographic Information Systems (GIS) services</u></b>	
7. <b><u>a.</u></b> GIS maps smaller than 11 by 17 inches	\$0.50 Per Page
8. <b><u>b.</u></b> GIS maps larger than 11 by 17 inches	\$1.70 Per Square Foot
9. Clerk-Certification	\$1.10 Per Document
10. <b><u>c.</u></b> Custom GIS Mapping and Data Requests	\$92.00 Per Hour (1 Hour Minimum)
11. Other storage media	Cost incurred by City

[Ord. 784 § 1, 2017; Ord. 778 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 738 § 1, 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 3 (Exh. B), 2009; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 6, 2006; Ord. 435 § 7, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 3, 2001; Ord. 256 § 3, 2000]

**City of Shoreline  
Fee Schedules**

**3.01.220 Public Records**

	<b>2017 Fee Schedule</b>
1. Black and white photocopies or scanned copies from paper up to 11 by 17 inches - if more than five pages	\$0.15 Per Page
2. Black and white photocopies larger than 11 by 17 inches - City Produced	\$3.50 Per Page
3. Black and white photocopies larger than 11 by 17 inches - Vendor Produced	Cost charged by vendor, depending on size and process
4. Color photocopies up to 11 by 17 inches - if more than one page	\$0.25 Per Page
5. Convert electronic records (in native format) into PDF format – if more than 15 minutes	\$46.98 per hour
6. Photographic prints and slides	Cost charged by vendor, depending on size and process
7. GIS maps smaller than 11 by 17 inches	\$0.50 Per Page
8. GIS maps larger than 11 by 17 inches	\$1.70 Per Square Foot
9. Clerk Certification	\$1.10 Per Document
10. Custom GIS Mapping and Data Requests	\$92.00 Per Hour (1 Hour Minimum)
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[Ord. 778 § 1, 2017; Ord. 758 § 3 (Exh. A), 2016; Ord. 738 § 1, 2016; Ord. 728 § 3 (Exh. A), 2015; Ord. 699 § 3 (Exh. A), 2014; Ord. 678 § 1, 2013 (Exh. A); Ord. 650 § 3 (Exh. A), 2012; Ord. 622 § 3 (Exh. A), 2011; Ord. 585 §§ 3(a), 3(b) (Exh. B), 2010; Ord. 563 § 3 (Exh. B), 2009; Ord. 528 § 3 (Exh. A), 2008; Ord. 486 § 3, 2007; Ord. 451 § 6, 2006; Ord. 435 § 7, 2006; Ord. 404, 2005; Ord. 366, 2004; Ord. 342, 2003; Ord. 315, 2002; Ord. 294 § 1, 2001; Ord. 285 § 3, 2001; Ord. 256 § 3, 2000]

Request No.	Request Subject	Date Received	Request Closed	Photocopy/ Scan Fees	# Electronic Files	Size	Default Fees	Flat Fees
PR-17-002	Corr/Email	1/4/2017	1/5/2017	\$ -	1	158 KB	\$0.01	-
PRR-17-010	Misc.	1/11/2017	1/19/2017	\$ -	1	568 KB	\$0.01	-
PRR-17-047	Permit Files	3/3/2017	3/7/2017	\$ -	1	193 KB	\$0.01	-
PRR-17-054	Misc.	3/9/2017	3/16/2017	\$ -	1	392 KB	\$0.01	-
PRR-17-057	Permit Files	3/15/2017	3/22/2017	\$ -	1	506 KB	\$0.01	-
PRR-17-058	Permit Files	3/16/2017	3/21/2017	\$ -	1	101 KB	\$0.01	-
PRR-17-061	Misc.	3/20/2017		\$ -	1	21.2 KB	\$0.01	-
PRR-17-079	Permit Files	4/7/2017	4/13/2017	\$ -	1	16.3 MB	\$0.01	-
PRR-17-082	Permit Files	4/11/2017	4/13/2017	\$ -	1	459 KB	\$0.01	-
PRR-17-084	Permit Files	4/13/2017	4/28/2017	\$ -	1	316 KB	\$0.01	-
PRR-17-098	Permit Files	4/20/2017	4/24/2017	\$ -	1	55.4 KB	\$0.01	-
PRR-17-112	Misc.	5/5/2017	5/11/2017	\$ -	1	81.7 KB	\$0.01	-
PRR-17-115	Permit Files	5/11/2017	5/12/2017	\$ -	1	56.6 KB	\$0.01	-
PR-17-005	Permit Files	1/6/2017	1/17/2017	\$ -	2	378 KB	\$0.03	-
PRR-17-016	Permit Files	1/13/2017	1/19/2017	\$ 3.50	2	2.00 MB	\$0.03	-
PRR-17-025	Serv Req/Code Enfo	2/2/2017	2/14/2017	\$ 2.40	2	568 KB	\$0.03	-
PRR-17-032	Misc.	2/9/2017	2/14/2017	\$ -	2	87.1 KB	\$0.03	-
PRR-17-037	Permit Files	2/23/2017	2/23/2017	\$ -	2	1.09 MB	\$0.03	-
PRR-17-050	Litigation Files	3/6/2017	3/9/2017	\$ -	2	489 KB	\$0.03	-
PRR-17-053	Permit Files	3/7/2017	3/31/2017	\$ -	2	117 KB	\$0.03	-
PRR-17-059	Misc.	3/17/2017	3/30/2017	\$ -	2	177 KB	\$0.03	-
PRR-17-069	Project Files	3/27/2017	3/30/2017	\$ -	2	376 KB	\$0.03	-
PRR-17-076	Misc.	4/5/2017	4/5/2017	\$ -	2	673 KB	\$0.03	-
PRR-17-088	Misc.	4/17/2017	4/18/2017	\$ -	2	321 KB	\$0.03	-
PRR-17-102	Permit Files	4/25/2017	5/1/2017	\$ -	2	718 KB	\$0.03	-
PRR-17-103	Misc.	4/25/2017	5/2/2017	\$ -	2	259 KB	\$0.03	-
PRR-17-106	Permit Files	5/1/2017	5/2/2017	\$ -	2	7.37 MB	\$0.03	-
PRR-17-113	Project Files	5/8/2017	5/11/2017	\$ -	2	1.85 MB	\$0.03	-
PRR-17-014	Permit Files	1/12/2017	1/17/2017	\$ -	3	3.18 MB	\$0.04	-
PRR-17-022	Permit Files	1/27/2017	1/30/2017	\$ -	3	1.25 MB	\$0.04	-
PRR-17-028	Permit Files	2/3/2017	2/7/2017	\$ -	3	977 KB	\$0.04	-
PRR-17-030	Permit Files	2/6/2017	2/8/2017	\$ -	3	1.60 MB	\$0.04	-
PRR-17-036	Permit Files	2/21/2017	2/27/2017	\$ -	3	2.14 MB	\$0.04	-
PRR-17-039	Permit Files	2/23/2017	2/28/2017	\$ -	3	699 KB	\$0.04	-
PRR-17-045	Permit Files	3/2/2017	3/7/2017	\$ -	3	182 KB	\$0.04	-
PRR-17-048	Permit Files	3/3/2017	3/14/2017	\$ 24.30	3	110 KB	\$0.04	-
PRR-17-049	Project Files	3/3/2017	3/10/2017	\$ -	3	33.0 MB	\$0.04	-
PRR-17-055	Misc.	3/8/2017	3/15/2017	\$ -	3	30.1 KB	\$0.04	-
PRR-17-063	Permit Files	3/23/2017	3/27/2017	\$ -	3	1.62 MB	\$0.04	-
PRR-17-068	Project Files	3/24/2017	3/28/2017	\$ -	3	1.35 MB	\$0.04	-
PRR-17-072	Permit Files	3/31/2017	4/3/2017	\$ -	3	1.04 MB	\$0.04	-
PRR-17-077	Misc.	4/5/2017	5/16/2017	\$ -	3	150 KB	\$0.04	-
PRR-17-080	Permit Files	4/10/2017	4/13/2017	\$ -	3	39.8 MB	\$0.04	-
PRR-17-086	Serv Req/Code Enfo	4/14/2017		\$ -	3	195 KB	\$0.04	-
PRR-17-092	Permit Files	4/18/2017			3	841 KB	\$0.04	-
PRR-17-101	Permit Files	4/25/2017	4/27/2017	\$ -	3	1.91 MB	\$0.04	-
PRR-17-008	Permit Files	1/9/2017	1/12/2017	\$ -	4	15.9 MB	\$0.05	-
PRR-17-031	Permit Files	2/8/2017	2/9/2017	\$ 1.80	4	461 KB	\$0.05	-
PRR-17-040	Permit Files	2/27/2017	3/2/2017	\$ -	4	569 KB	\$0.05	-
PRR-17-019	Permit Files	1/23/2017	1/30/2017	\$ -	5	7.63 MB	\$0.06	-
PRR-17-042	Permit Files	2/28/2017	3/2/2017	\$ -	5	1.64 MB	\$0.06	-
PRR-17-105	Permit Files	4/28/2017	4/28/2017	\$ -	5	4.20 MB	\$0.06	-
PRR-17-107	Contracts	5/2/2017	5/9/2017	\$ -	5	3.06 MB	\$0.06	-
PRR-17-085	Project Files	4/14/2017	4/19/2017	\$ -	6	2.43 MB	\$0.08	-
PRR-17-090	Permit Files	4/18/2017	4/20/2017	\$ -	6	16.3 MB	\$0.08	-
PRR-17-095	Permit Files	4/19/2017	4/26/2017	\$ -	7	2.49 MB	\$0.09	-
PRR-17-109	Permit Files	5/2/2017			7	8.35 MB	\$0.09	-

## Attachment C

Request No.	Request Subject	Date Received	Request Closed	Photocopy/ Scan Fees	# Electronic Files	Size	Default Fees	Flat Fees
PRR-17-097	Permit Files	4/20/2017	5/8/2017	\$ -	12	6.03 MB	\$0.15	-
PRR-17-110	Permit Files	5/3/2017	5/9/2017	\$ -	13	41.0 MB	\$0.16	-
PRR-17-087	Permit Files	4/17/2017	4/25/2017	\$ -	14	7.52 MB	\$0.18	-
PRR-17-114	Misc.	5/8/2017	5/12/2017	\$ -	15	1.30 MB	\$0.19	-
PRR-17-009	Permit Files	1/10/2017	1/12/2017	\$ -	16	5.31 MB	\$0.20	-
PRR-17-034	Permit Files	2/13/2017	2/14/2017	\$ -	19	7.53 MB	\$0.24	-
PRR-17-096	Permit Files	4/19/2017	4/21/2017	\$ -	21	9.49 MB	\$0.26	-
PRR-17-012	Corr/Email	1/12/2017	1/25/2017	\$ -	23	18.3 MB	\$0.29	-
PRR-17-067	Permit Files	3/24/2017	3/27/2017	\$ -	32	25.4 MB	\$0.40	-
PRR-17-083	Permit Files	4/13/2017	5/3/2017	\$ 3.45	35	3.75 MB	\$0.44	-
PRR-17-024	Permit Files	2/2/2017	3/16/2017	\$ -	37	1.51 MB	\$0.46	-
PRR-17-018	Permit Files	1/19/2017	3/7/2017	\$ 10.30	38	12.1 MB	\$0.48	-
PRR-17-033	Permit Files	2/10/2017	2/17/2017	\$ 182.25	39	9.33 MB	\$0.49	-
PR-17-001	Permit Files	1/3/2017	1/9/2017	\$ -	42	79 MB	\$0.53	-
PRR-17-015	Permit Files	1/12/2017	1/26/2017	\$ -	44	30.8 MB	\$0.55	-
PRR-17-013	Permit Files	1/12/2017	2/2/2017	\$ 0.90	105	157 MB	\$1.31	-
PRR-17-062	Bids/RFPs	3/22/2017	4/6/2017	\$ -	201	551 MB	\$2.51	\$2.00
PRR-17-027	Project Files	2/3/2017	4/11/2017	\$ -	254	120 MB	\$3.18	\$2.00
PRR-17-007	Project Files	1/6/2017	3/22/2017	\$ 0.90	291	110 MB	\$3.64	\$2.00