

RESOLUTION NO. 1238

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDMONDS, WASHINGTON, REPEALING RESOLUTION NO. 1154 AND ESTABLISHING NEW FEES FOR THE COPYING AND TRANSCRIPTION OF PUBLIC RECORDS

WHEREAS, section 1.20.040 of the Edmonds City Code provides that fees for copying public records shall be established by the City Clerk and approved by resolution of the City Council; and

WHEREAS, RCW 42.56.120 permits agencies such as cities to impose a reasonable charge for providing photocopies of public records so long as the charge shall not exceed Fifteen Cents (\$0.15) per page, subject to certain exceptions; and

WHEREAS, the City Clerk has established a schedule of fees for copying, reproducing and transcription of public records; now, therefore,

THE CITY COUNCIL OF THE CITY OF EDMONDS, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Resolution No. 1154 and the fee schedule adopted thereby, is repealed.

Section 2. The "Public Records Fee Schedule," attached as Exhibit A hereto and incorporated herein by this reference, is hereby adopted as the official schedule of fees for copying, reproducing, and transcription of public records for the City of Edmonds.

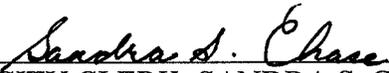
RESOLVED this 21st day of December, 2010.

APPROVED:



MAYOR, MIKE COOPER

ATTEST/AUTHENTICATED:



CITY CLERK, SANDRA S. CHASE

FILED WITH THE CITY CLERK: 12-17-2010
PASSED BY THE CITY COUNCIL: 12-21-2010
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EXHIBIT "A"

**CITY OF EDMONDS
PUBLIC RECORDS FEE SCHEDULE**

Updates to this fee schedule will be made as new documents become available. Any records not identified in this index will be charged on a cost basis.

Document Description	Department	Fee
Copies, standard or legal size	All Departments	15¢ per page (first 5 pages free)
Electronic copies (pdf) e-mailed	All Departments	No charge
Electronic copies (pdf) on CD	All Departments	Cost of the CD (no charge for pdf document).
Business license list	City Clerk	\$5.00 per report
Certification charge (blanket)	City Clerk	\$5.00/blanket
Certification charge	City Clerk	\$5.00 per page
Transcriptions	City Clerk	\$25.00 minimum per hour labor
Citizen/immigration letters	Mayor	No charge
Cemetery Deeds	Parks & Recreation	1 free copy
Land Use Files		
Land use files relating to subdivisions, Conditional Use Permits, variances, etc.	Planning	Cost per copy (See Note 2)
Code Books		
Community Development Code Book	Code Publishing Co.	\$75.00 plus tax
City Code Book	Code Publishing Co.	\$70.00 plus tax
Comprehensive Plans		
City Comprehensive Plan	Planning	See Notes 1 and 2
Comprehensive Park, Recreation & Open Space Plan	Parks & Recreation	See Notes 1 and 2
Pine Ridge Park Master Plan	Parks & Recreation	See Notes 1 and 2

Bikeway/Walkway Plan	Engineering	See Notes 1 and 2
Water, Sewer, Stormwater or Transportation Comprehensive Plan	Engineering	See Notes 1 and 2
Stormwater basin studies	Engineering	See Notes 1 and 2
Maps		
Aerial	Engineering	See Notes 1 and 2
Aerial base map including overlays	Engineering	See Notes 1 and 2
Aerial, reproducible (Mylar)	Engineering	See Notes 1 and 2
Miscellaneous maps (includes plat maps, as-built prints and quarter section maps)	Planning & Engineering	See Notes 1 and 2
Customized electronic maps	Planning	See Note 3
Construction Plans		
Construction plans	Building, Planning, Engineering	\$5.00 per sheet
Electronic construction plans (pdf) sent via email (maximum of 3 plans sheets)	Building, Planning, Engineering	No charge
Electronic construction plans (pdf) on CD	Building, Planning, Engineering	Cost of CD (no charge for pdf documents)
Reports, Misc.		
Traffic collision reports or Investigation reports	Police	\$3.00 per report up to 10 pages. 15¢ for each additional page.
Incident Reports	Fire	15¢ for each page
Incident photographs and CDs	Fire	Reimburse actual cost
Photographs (4" x 6" size)	Police	\$1.00 per print
Photographs (larger size)	Police	Reimburse actual cost
Fingerprint cards	Police	\$5.00 each

Budget & Financial Reports		
Annual Budget Book	Finance	\$15.00
Comprehensive Annual Financial Report	Finance	\$10.00
Audio/Video Recordings		
Public meeting audio recordings	City Clerk	\$10.00 for audio duplication, per hour minimum of equipment use, plus materials
Municipal Court proceedings audio recordings	Municipal Court	\$10.00 for audio duplication, per hour minimum of equipment use, plus materials
City Council Meetings video recordings	Council Office	\$10.00 for video duplication per hour minimum of equipment use, plus materials

NOTES:

- Note 1: Documents are available for review. Copies may be obtained at the per page cost.
- Note 2: If it is determined that staff salaries, benefits, or overhead charges would cause the per copy charge to be higher than 15¢ per page, a statement detailing the actual cost will be prepared. The statement will include the factors and manner used to determine the actual per page copying cost or other allowable costs (per RCW 42.56.120).
- Note 3: The city may provide customized electronic maps in response to a request and charge a fee for the customization.

RCW 42.56.120
Charges for copying.

No fee shall be charged for the inspection of public records. No fee shall be charged for locating public documents and making them available for copying. A reasonable charge may be imposed for providing copies of public records and for the use by any person of agency equipment or equipment of the office of the secretary of the senate or the office of the chief clerk of the house of representatives to copy public records, which charges shall not exceed the amount necessary to reimburse the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives for its actual costs directly incident to such copying. Agency charges for photocopies shall be imposed in accordance with the actual per page cost or other costs established and published by the agency. In no event may an agency charge a per page cost greater than the actual per page cost as established and published by the agency. To the extent the agency has not determined the actual per page cost for photocopies of public records, the agency may not charge in excess of fifteen cents per page. An agency may require a deposit in an amount not to exceed ten percent of the estimated cost of providing copies for a request. If an agency makes a request available on a partial or installment basis, the agency may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the agency is not obligated to fulfill the balance of the request.

[2005 c 483 § 2. Prior: 1995 c 397 § 14; 1995 c 341 § 2; 1973 c 1 § 30 (Initiative Measure No. 276, approved November 7, 1972). Formerly RCW 42.17.300.]