

CITY OF SPOKANE PUBLIC RECORD REQUESTS *BASIC FEE SCHEDULE (effective February 1, 2009)	
Review of requested records	No Charge
Letter or legal size	No Charge for 10 pages or less \$0.50 per page if request is for 11 pages or more
Actual charge	If materials need to be copied by an outside source or by the City of Spokane's reprographic division, the requestor pays the actual amount invoiced to the City by the Vendor
Postage	Actual postage costs
Engineering Services / Building Services Standard Size Plan (24" x 36" sheet)	\$2.00 per plan sheet
Color copies: Letter/Legal-sized 11" x 17" size	\$1.07 per page \$1.32 per page
Audio/Visual copies: Audio tapes CD/DVD's	\$15.00 per tape \$15.00 per CD/DVD
<p>NOTE: Fees may be charged above the basic fee schedule if a department has determined specific charges for a particular record.</p> <p>*Municipal Court, Police Department and Spokane Public Library are not covered under this cost schedule.</p>	

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CALCULATION OF ACTUAL PER PAGE COSTS

Reprographics Charges \$0.03/page
(wages, paper, toner and photocopier lease)

Copy Charges \$0.498 per minute

2009 Clerk III Wages / Benefits	
Wages	\$42,148.00
Benefits	<u>\$20,049.00</u>
	<u>\$62,197.00</u>

2080 work hours per year = 124,800 minutes per year

\$62,197.00 divided by 124,800 = \$0.498 per minute

Average Copy Times

Average copy time for first page is three (3) minutes.

Average copy time for subsequent pages is one (1) minute.

Actual Costs

Actual costs for first page is \$1.58

Actual costs for subsequent pages is \$0.528 per page.