

## EXHIBIT A – FEE SCHEDULE

### Clark Regional Emergency Services Agency Records Fee Schedule

*NOTE: Multiple fees may apply to the same records request. CRESA follows RCW 42.56.070 (7) and RCW 42.56.120 of the Public Records Act (PRA) which allows for charging requestors for actual costs incurred for providing copies of public records. An explanation of factors and manner used in actual cost calculations is described in Exhibit B. This fee schedule may be updated based on changes to factors such as staff compensation and benefits costs.*

Service/Size	Unit	Fee
<b>RECORDS AVAILABLE AT NO COST</b>		
In-person records inspection at CRESA facility by appointment (no copies provided)	<i>Appointments can be pre-arranged during regular business hours. Appointment time slots range from 30 minutes to two (2) hours</i>	<i>No charge</i>
Records on the CRESA website	<i>Direct web links already available at <a href="http://www.cresa911.org">www.cresa911.org</a></i>	<i>No charge</i>
Fees Waived – Annual Minimum	<i>The first \$3.00 of public records fees each calendar year per requestor will be waived</i>	<i>No charge</i>
<b>PAPER COPIES</b>		
Standard paper copies (paper size 11x17 or smaller)	<i>Black and white and/or color copies per page of paper</i>	<i>\$0.15 per page plus actual staff time making copies at \$0.62 per minute</i>
<b>COPYING PHYSICAL RECORDS TO ELECTRONIC FORMAT (Scanning)</b>		
Digitizing physical records (scanning)	<i>Per minute OR per scanning project if outsourced</i>	<i>2 estimated hours or less: \$0.62 per minute</i>  <i>Over 2 estimated hours: Project will be outsourced to a scanning service. Outside vendor's actual costs will be charged</i>

COPYING ELECTRONIC RECORDS		
Copying electronic records to the Public Request Portal	<i>Per electronic record file</i>	<i>\$0.25 per record</i>
Copying records to a storage device (USB drive)	<i>Per electronic record file</i>	<i>\$0.25 per record plus actual cost of storage device listed below</i>
Electronic records storage	<i>Per gigabyte (GB) of files</i>	<i>\$0.10 per GB</i>
OTHER RECORDS FEES		
Mailing records	<i>Per envelope/package</i>	<i>\$0.62 per minute spent mailing records plus actual costs to mail records including postage and mailing envelope or container</i>
Digital records storage device (USB drive)	<i>Per device</i>	<i>Actual cost per USB drive (currently \$2.00)</i>
Specialized technical expertise to prepare or copy data compilations or provide customized access to data or records when such data compilations are not used by the agency for other business purposes per <i>RCW 42.56.120 (3)(a)(i)</i> . Includes AVL data requests prepared by GIS technician.	<i>Per request requiring technical expertise</i>	<i>Customized service charge equaling the actual cost of technical staff time (salary and benefits) and/or outside vendor actual costs</i>
Other outsourced copying or other services from a third-party vendor	<i>Per request requiring outsourced service</i>	<i>Actual vendor costs</i>

## INTERGOVERNMENT AGREEMENT

Member government agencies, as defined by the Clark Regional Emergency Services Intergovernmental Agreement for Communications Services, shall not incur charges for public records requests. Additionally, non-member government agencies that subscribe for communications services will also be exempt from copy fees. All other entities will be charged based on the rates listed above. The CRESA Director is also vested with the authority to waive fees for other public agencies.

## PAYMENT INFORMATION AND DEPOSITS

CRESA accepts credit card and debit card payments, subject to a convenience fee. Alternatively, CRESA also accepts payment via personal check, e-check, or exact cash with no additional surcharge.

For large requests, or if the estimated costs of producing the requested records is over \$25, CRESA reserves the right to collect a 10% deposit of the estimated fees before beginning work on the request. After the deposit is received, staff will commence work. Once the records are available, final charges minus the deposit amount are due. Records will be provided after full payment is received.

## EXHIBIT B – COST STUDY

### Statement of Factors and Manner Used to Determine Actual Costs for Producing Copies

*This information may be updated based on changes to factors such as staff compensation and benefits costs.*

#### CRESA STAFF WAGE PER MINUTE

The per minute cost for CRESA staff to produce public records was calculated based on the weighted average of the hourly rates of the salary and benefits of the actual CRESA staff currently processing public records requests, which is \$36.90 per hour, or **\$0.62 per minute**.

#### COPYING ELECTRONIC RECORDS

CRESA utilizes a public records software portal to receive and manage public records requests, to store responsive records, and to provide electronic copies of records to customers. RCW 42.56.070 provides that agencies may recover the actual cost of the electronic production or file transfer of the record *and* the use of cloud-based data storage and processing services. ***CRESA has elected not to recover the cost for this public records portal system.***

For staff time copying electronic records to the public records request portal, CRESA performed a timed case study to determine the average amount of time it takes to make electronic copies of 20 files. For consistency, staff used the same original 20 files, the same mock request and identical procedures for e-printing, re-naming, organizing for transmittal, uploading to the public records portal, publishing to customer account and sending instructions for accessing the electronic copies on the request portal.

Time Test Number 1 = 8 minutes and 12 seconds

Time Test Number 2 = 7 minutes and 51 seconds

Time Test Number 3 = 8 minutes and 50 seconds

Time Test Number 4 = 8 minutes and 51 seconds

Average time = 8 minutes and 26 seconds (8.43 minutes)

Average time per file = 8.43 minutes divided by 20 files equals 0.42 minutes per file

The average per minute cost, including benefits, of CRESA staff who process public records requests is \$0.62. Multiplying this wage by the average time per file yields the electronic file flat rate:

$\$0.62 \text{ staff cost per minute} \times 0.42 \text{ minutes per electronic file copied} = \$0.26 \text{ per file}$

#### **CRESA has elected to round down to \$0.25 per electronic file**

A flat rate fee is overall less expensive for customers than itemizing actual fees. It is more efficient for staff to rely upon a flat fee whenever possible. This efficiency is a cost savings for taxpayers. This flat rate fee may be recalculated as needed based on increases to staff salary and benefits costs.

## GIGABYTE FEE

CRESA has established that it is unduly burdensome to determine the per gigabyte fee for excess data storage costs per request. Therefore, CRESA is electing to use the standard rate established by RCW 42.56.120 of **\$0.10 per gigabyte**.

## PAPER OR OTHER PHYSICAL COPIES

Due to the inconsistent characteristics of physical records and the numerous formats of electronic files, it is not possible to determine a flat rate for copying and printing. Therefore, CRESA will charge the staff time, currently **\$0.62 per minute**, to duplicate records in physical format, plus paper costs at **\$0.15 per page**.

### Copies from physical format:

Prior to making copies, CRESA staff will start a timer and calculate the time it takes to:

- Remove the physical record from its original location (excluding time spent locating the record)
- Remove any paperclips, staples, etc.
- Count the number of original pages
- Determine duplex or simplex originals
- Repair any torn or partial pages
- Make the copies using agency equipment
- Compare the originals to the copies for quality and completeness
- Return the originals to their proper location
- Transmit the records to the customer
- Prepare instructions and transmittal letter

### Physical copies from electronic format:

Prior to printing copies, CRESA staff will start a timer and calculate the time it takes to:

- Copy electronic records into on central location
- Count the number of original files
- Reformat/resize to print, if necessary
- Print the copies using agency equipment
- Compare the originals to copies for quality and completeness
- Transmit the records to the customer
- Prepare instructions and transmittal letter

CRESA has established that it is unduly burdensome to determine the per copy fee for physical paper, toner, leased copier equipment costs, etc. Therefore, CRESA is electing to use the standard rate established by RCW 42.56.120 of **\$0.15 per page of paper**. Utilizing this flat rate is a cost savings to the requestor.

## SCANNING PHYSICAL RECORDS TO ELECTRONIC FORMAT

Due to the inconsistent characteristics of physical records, it is not possible to determine a flat rate for scanning. Therefore, CRESA will charge the staff time, currently **\$0.62 per minute**, to convert physical paper records to electronic files. Prior to making a scanned copy, CRESA staff will start a timer and calculate the time it takes to:

- Remove the physical record from its original location (excluding time spent locating the record)
- Remove any paperclips, staples, etc.
- Count the number of original pages
- Determine duplex or simplex originals
- Repair any torn or partial pages for scanning
- Make the scans using agency equipment
- Compare the originals to the scanned copies for quality and completeness
- Rename the scanned files
- Return the originals to their proper location
- Upload the scanned files to the records portal
- Transmit the records to the customer
- Prepare instructions and transmittal letter

## MAILING AND POSTAGE FEES

Due to the inconsistent characteristics of what records might be requested to be mailed to a customer, it is not possible to determine a flat rate for mailing. CRESA will charge the staff wage per minute of **\$0.62** to perform the below-listed actions, **plus the actual cost of envelope, box, or other container in which the records will be shipped, plus the postage cost and any other delivery-related fees**. Prior to starting preparation of the mailing, CRESA staff will start a timer and calculate the time it takes to do the following:

- Prepare the envelope or package (address the envelope, print label for box, etc.)
- Weigh the envelope or parcel
- Calculate postage
- Deliver the envelope or parcel to the post office or delivery service (ie UPS Store) if special handling is required beyond what CRESA's regular postage services can accommodate

## ELECTRONIC RECORDS ON STORAGE DEVICE

For providing electronic copies of records on an external storage device, CRESA will charge the flat rate electronic file copying fee, as established by time trials and weighted average of staff salaries and benefits, *plus* the actual cost of the external storage device. The current electronic copy flat rate fee is **\$0.25 per file**. For more information on the calculation of the flat rate for copying electronic records, see section above "Copying Electronic Records."

Currently the average actual cost of a standard USB drive is **\$2.00 per drive**. Due to network security requirements, CRESA is *not* able to use external storage devices provided by the customer.

## TECHNICAL EXPERTISE

If technical expertise is necessary to copy records or prepare data compilations for a request, and these reports and/or data compilations are not used by CRESA for any business purpose, CRESA will identify the internal technical staff or outside technical specialist who can create the custom report, query, script, etc. to export or copy the requested record or data from the system or device on which it is stored.

The actual per minute wage (including benefits) of the technician's time will be charged to the customer for time spent to compile data responsive to the public records request and to give the requestor electronic access to responsive records. If redactions are required, the customized service charge for staff time will *not* include time spent to redact records.