



## City Clerk's Office

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

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The City of Shoreline assesses a fee for the costs incurred for electronically producing copies of public records, as authorized by RCW 42.56.120. Fees are determined by charging the hourly rate of the salary and benefits of the City Clerk's Office Administrative Assistant II (the lowest paid City Clerk's Office FTE) for the time it takes to copy records onto the City's file sharing site - currently a Transfer Protocol Transfer site. It is the City's Policy to deliver all electronic records via its FTP site when there are five (5) or more responsive records being delivered to the requestor.

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 email on how requestor can access records

This process was timed multiple times and it was determined the minimum amount of time it takes to complete the above three steps is slightly over 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. If a request takes longer than two minutes to copy, the City charges \$0.62/minute for the total amount of time it takes to copy the records.

**The City Clerk's Office will charge the actual costs incurred are as follows:**

Copies of electronic records to file sharing site - 2 minute minimum for first installment only	\$0.62 per minute (2 minute minimum)
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## **Background Data**

### **Labor**

Costs to copy electronically produced records were calculated based on the hourly rate of the salary and benefits of the Clerk's Administrative Assistant II (the lowest paid City Clerk's Office FTE) which is \$37.08/hour, or \$.62/minute<sup>1</sup>.

### **Time Calculations for Providing Copies**

The Clerk's Office calculated the time it took to copy the following jobs:

#### **Standard Requests**

##### **Test #1 – (2:55)**

1. Create FTP Account and Password = :42
2. Log into account and copy over 45 files = 1:45
3. Copy and paste instructions into email on how to access files =:28

##### **Test #2 – (1:50)**

4. Create FTP Account and Password = :33
5. Log into account and copy over 6 permit files = :46
6. Copy and paste instructions into email on how to access files = :31

##### **Test #3 (2:17)**

1. Create FTP Account and Password = :41
2. Log into account and copy over 22 files = 1:06
3. Copy and paste instructions into email on how to access files = :30

##### **Test #4 (2:05)**

1. Create FTP Account and Password = :41
2. Log into account and copy over 7 files = :54
3. Copy and paste instructions into email on how to access files = :30

##### **Test #5 (2:46)**

1. Create FTP Account and Password = :40
2. Log into account and copy over 375 emails = 1:37
3. Copy and paste instructions into email on how to access files = :29

##### **Test #6 – (3:20)**

1. Log in and Create an FTP Account = :45
2. Log into account and copy over 149 records = 1:55
3. Update instructions to Requestor re 2<sup>nd</sup> Installment = :40

##### **Test #7 – (1:55)**

1. Log in and Create an FTP Account = :45
2. Log into account and copy over 2 records = :50

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<sup>1</sup> Salary data from January 2017

3. Update instructions to Requestor re Supplemental Records = :20

**Test #8 – (3:58)**

1. Log in and Create FTP Account and Password = 1:15
2. Log into account and copy over 2 files = 1:39
3. Copy and paste instructions into email on how to access files = 1:04

**Test #9 – (3:13)**

1. Log in and Create FTP Account and Password = 1:17
2. Log into account and copy over 4 files = 1:03
3. Copy and paste instructions into email on how to access files = :53

**Test #10 – (3:21)**

1. Log in and Create FTP Account and Password = 1:13
2. Log into account and copy over 2 files = 1:09
3. Copy and paste instructions into email on how to access files = :59

**AVERAGE TIME: 2 min 46 sec**

**Large Requests**

**Test #11 (7:19)**

1. Create FTP Account and Password = :43
2. Log into account and copy over 24 Files and 2,828 Emails = 6:00
3. Copy and paste instructions into email on how to access files = :36

**Test #12 (7:56)**

1. Create FTP Account and Password = :36
2. Log into account and copy over 14,646 Emails = 6:46
3. Copy and paste instructions into email on how to access files = :34

**AVERAGE TIME: 7 min 38 sec**

**Findings**

- It takes around 40 seconds to create FTP Username and Login.
- The time it takes to copy files over to FTP site varies because no two files are equal.
- The time it takes to copy over a small number of files varies based on the size of data, but 45 seconds is the least amount of time it takes.
- It takes 40 seconds to copy paste instructions and username and password into an email.

The minimum amount of time it takes to deliver records via the FTP site is slightly over 2 minutes. At \$37.08 per hour, the minimum charge is \$1.24.