



## STAFF REPORT

Meeting Date: 6-2-14

Agenda Item #:

TO: Mayor and Town Council  
FROM: Donna Rogers, Finance Director/Budget Officer  
THRU: Susan Parker, Town Administrator  
TITLE: Copy Fee Calculation

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**Summary:**

Find attached the proposed Copy Fee Schedule and a chart to show how I came to the proposed cost of per copy.

I recommend approving the attached fee schedule.



The Town of Sunset Beach

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### FEE SCHEDULE

General	Fee
Yard Sale Permit	\$5.00
Copies – General Public Records	
8 ½ x 11 (Black & White)	05¢ change to: 14 Cents
8 ½ x 11 (Color Copy)	15¢ change to: 30 cents
8 ½ x 14 (Black & White)	10¢ change to: 14 cents
8 ½ x 14 (Color Copy)	15¢ change to: 30 cents
11 x 17 (Black & White)	15¢ change to: 11 cents
11 x 17 (Color Copy)	20¢ change to: 27 cents
Color Copy of Zoning Map	15¢ Remove/Not Available
Copy of Zoning Ordinance	10¢ per page Remove/Cost is per sheet

This Fee Schedule was adopted by the Sunset Beach Town Council during the Regular Meeting held on April 4, 2011 by a unanimous vote.

TOWN OF SUNSET BEACH

ATTEST:

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Lisa H. Anglin, Town Clerk

Copy Fee Calculation

8-1/1 x 11 Black & White	1 Ream	500 Sheets in Ream
9.89	Cost to Purchase	
+ <u>25.00</u>	Contract (includes service and toner/cartridge)	
34.89	500 divided by 34.89 = 14 cents	
8-1/2 x 11 Color	1 Ream	500 Sheets in Ream
9.89	Cost to Purchase	
+ <u>25.00</u>	Contract (includes service and toner/cartridge)	
34.89	500 divided by 34.89 = 14 cents + .16 cent cost in contract for color per copy = .30 cents	
8-1/2 x 14 Black & White	1 Ream	500 Sheets in Ream
11.89	Cost to Purchase	
+ <u>25.00</u>	Contract (includes service and toner/cartridge)	
36.89	500 divided by 36.89 = 14 cents	
8-1/2 x 14 Color	1 Ream	500 Sheets in Ream
11.89	Cost to Purchase	
+ <u>25.00</u>	Contract (includes service and toner/cartridge)	
36.89	500 divided by 36.89 = 14 cents + .16 cent cost in contract for color per copy = .30 cents	
11x17 Black & White	1 Ream	500 Sheets in Ream
20.39	Cost to Purchase	
+ <u>25.00</u>	Contract (includes service and toner/cartridge)	
45.39	500 divided by 45.39 = 11 cents	
11x17 Color	1 Ream	500 Sheets in Ream
20.39	Cost to Purchase	
+ <u>25.00</u>	Contract (includes service and toner/cartridge)	
45.39	500 divided by 46.39 = 11 cents + .16 cent cost in contract for color per copy = .27 cents	