CITY OF ALGONAC FREEDOM OF INFORMATION REQUEST FEE SCHEDULE

| Component | Cost Calculations | Total Cost |
|--------------------------|---|------------|
| 1. Labor Costs/ | Amount of time charged for in 15 minute | |
| Search/Location/ and | Increments | |
| Examination of Records | | |
| | Hourly wage of lowest paid employee capable of performing the | |
| | search, location and examination of materials | |
| | \$hr. | |
| | | |
| | Overtime hourly wage of lowest paid employee capable of | |
| | performing the search, location and examination of materials hr. | |
| | <u> </u> | |
| | Additional costs for up to 50% of the hourly wage to reflect | |
| | fringe benefits paid to the employee who is searching, locating | |
| | and examining materials for FOIA request | |
| | \$50% X (time)hrs. | |
| | | |
| | | |
| 2. Employee Labor Costs | Amount of time charged for in 15 minute | |
| - Redaction* | Increments | |
| | Hourly wage of lowest paid employee capable of performing | |
| | redaction (if necessary) \$hr. | |
| | reduction (in necessary) \$\psi_\$ | |
| | Overtime hourly wage of lowest paid employee capable of | |
| | performing redaction (if necessary) | |
| | \$hr. | |
| | | |
| | Additional costs for up to 50% of the hourly wage to reflect | |
| | fringe benefits paid to the employee capable of performing | |
| | redaction (if necessary) \$50% X (time)hrs. | |
| | φms. | |
| | | |
| 3.Contracted Labor Costs | If performed by contracted labor (only permitted if the public | |
| for Redaction | body does not employ a person capable of redacting the records | |
| | as determined by the FOIA Coordinator: | |
| | V CD /E' w Contracted | |
| | Name of Person/Firm Contracted | |
| | | |
| | Amount of time charged for in 15 minute increments | |
| | | |
| | Hourly rate charged by contractor | |
| | *May not exceed six (6) times the State minimum wage (i.e. | |
| | \$8.15x6=\$48.90) \$per hr. | |
| 4 N | Actual and most reasonably against as a set of | |
| 4.Non Paper Physical | Actual and most reasonably economical cost of: Flash Drives \$x (#)used | |
| Media | Computer Discs \$x (#)used | 444444 |
| | Other Media \$x (#)used | |
| | Δαιοι πισαια φ κ (" <u>j</u> ασσα | |

| 5.Paper Copies | Actual total incremental cost of duplication (not including labor) up to a maximum of 10 cents per page Paper Size x # of Sheets Letter (8 ½ x 11) Legal (8 ½ x 14) Actual Costs other types of Paper Type of Paper: X # of Sheets Type of Paper: X # of Sheets | |
|----------------|---|--|
| | (NOTE: Must print double-sided if available and costs less) | |
| 6.Mailing | Actual cost of mailing records in a reasonable and economical manner Cost of Mailing\$ Cost of least expensive form of postal delivery confirmation: Cost \$ Cost of expedited shipping or insurance only if specifically stipulated by requestor: Cost:\$ | |
| TOTAL COST | Addition of all Totals Together | |

WAIVERS AND REDUCTION OF COSTS

| Waivers/ Reductions | Subtract any Fee Waiver or Reduction | |
|---------------------|--|--|
| | \$20 for indigency or nonprofit organization as further described in the Public Body's procedures and guidelines | |
| | Any amount determined by the Public Body due to the search and furnishing of the Public Record determined to be in the Public Interest | |
| | The reduction amount due to the late response of the Public Body .5% of fee x days late= Reduction (maximum reduction is 50%) | |
| Deposits | Subtract any deposits made in good faith \$ | |
| Total | Total subtraction/reduction/waivers | |
| Final Total Due | Totals of fees/costs | |
| | Less Deposits/waivers/reductions | |
| | GRAND TOTAL DUE TO PICK UP FOIA MATERIAL | |
| Payment | Date and amount paid/ final due (should be 0) | |

- 1. The City Of Algonac has adopted the foregoing fee calculation as part of its Freedom of Information Request Policy
- 2. Under each labor cost, the requestor has the right to ask, should they need the information immediately, and it requires it, that the City approve an overtime charge for the employee processing the request. The requestor acknowledges that they will be charged for the cost of the overtime in their calculation for providing the request.
- 3. Note that some or all of the information that is in the request may be found online at www.algonac-mi.org. If this is the case the requestor will be informed of this by whoever takes the request as long as the requestor has the technology to enter the website and get the information they need.

| The requestor must iden | tify which of the following ways they |
|---------------------------|---------------------------------------|
| Are wishing to receive th | e information: |
| | Only/ Set up with FOIA Coordinator |
| | per Materials |
| | USB Drive |
| | Email |
| | Disc |
| | City Provides/You Provide |
| | |
| | |
| | |
| | |
| | |
| | |
| Signature of Requestor | Date Signed |
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(Adopted 4/21/15) Effective 7/1/15 City of Algonac FOIA Fee Sheet