

Freedom of Information Act Request Detailed Cost Itemization

Date: _____ Prepared for _____ Date Request Received: _____

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the City's FOIA Policies and Guidelines.

| DETAILED COSTS | TOTAL |
|---|----------|
| Labor (search, locate, examine) ⁽¹⁾ | |
| Hourly rate (with fringe) \$ _____ ÷ 4= \$ _____ increment rate # of increments _____ x Increment rate \$ _____ | \$ _____ |
| Hourly rate (with fringe) \$ _____ ÷ 4= \$ _____ increment rate # of increments _____ x Increment rate \$ _____ | \$ _____ |
| Hourly rate (with fringe) \$ _____ ÷ 4= \$ _____ increment rate # of increments _____ x Increment rate \$ _____ | \$ _____ |
| Labor (separate and redact) ⁽¹⁾ | |
| Hourly rate (with fringe) \$ _____ ÷ 4= \$ _____ increment rate # of increments _____ x Increment rate \$ _____ | \$ _____ |
| Labor (copy/duplication) ⁽¹⁾ | |
| Hourly rate (with fringe) \$ _____ ÷ 4= \$ _____ increment rate # of increments _____ x Increment rate \$ _____ | \$ _____ |
| Hourly rate (with fringe) \$ _____ ÷ 4= \$ _____ increment rate # of increments _____ x Increment rate \$ _____ | \$ _____ |
| Hourly rate (with fringe) \$ _____ ÷ 4= \$ _____ increment rate # of increments _____ x Increment rate \$ _____ | \$ _____ |
| Contracted Labor Costs ^{(1) (2)} | |
| Hourly rate (with fringe) \$ _____ ÷ 4= \$ _____ increment rate # of increments _____ x Increment rate \$ _____ Name of Person/Firm Contracted _____ | \$ _____ |
| Non-Paper Physical Media | |
| Flash Drive \$ _____ x (#) _____ used | \$ |
| CD \$ _____ x (#) _____ used | \$ |
| DVD \$ _____ x (#) _____ used | \$ |
| Labels \$ _____ x (#) _____ sheets | \$ |
| Paper Copies | |
| _____ copy (8½"x11" & 8½"x14") x \$ _____ | \$ |
| _____ color copy (8½"x11" & 8½"x14") x \$ _____ | \$ |
| _____ copy (11"x17") x \$ _____ | \$ |
| _____ color copy (11"x17") x \$ _____ | \$ |
| _____ commercial copy/scan (i.e. site plan) x \$ _____ | \$ |

| | | |
|--|---|----------|
| Non-Paper Physical Media for records already available on website ⁽³⁾ | Flash Drive \$ _____ x (#) _____ used | \$ _____ |
| | CD \$ _____ x (#) _____ used | \$ _____ |
| | DVD \$ _____ x (#) _____ used | \$ _____ |
| | Labels \$ _____ x (#) _____ sheets | \$ _____ |
| Paper Copies for records already available on website ⁽³⁾ | _____ copy (8½"x11" & 8½"x14") x \$ _____ | \$ _____ |
| | _____ color copy (8½"x11" & 8½"x14") x \$ _____ | \$ _____ |
| | _____ copy (11"x17") x \$ _____ | \$ _____ |
| | _____ color copy (11"x17") x \$ _____ | \$ _____ |
| | _____ commercial copy (i.e. site plan) x \$ _____ | \$ _____ |
| Mailing Cost | Actual Cost | \$ _____ |
| SUBTOTAL Fees Before Waivers, Discounts or Deposits: | | \$ _____ |
| Indigent Waiver (\$20) ⁽⁴⁾ | | \$ _____ |
| Public Interest Waiver | | \$ _____ |
| TOTAL <input type="checkbox"/> This is an estimated total – Deposit Due – see below ⁽⁵⁾ (once payment is received, the City will process your request) | | \$ _____ |
| <input type="checkbox"/> Good Faith 50% Deposit Due (estimated request) ⁽⁵⁾ Deposit Amount Required \$ _____ (once payment is received, the City will process your request) Less 50% Deposit Paid on _____ | | \$ _____ |
| <input type="checkbox"/> Increased Deposit Due to Previous FOIA Fees Not Paid in Full ⁽⁵⁾ Percent Deposit Required: _____ % Deposit Amount Required \$ _____ Less Deposit Paid on _____ | | \$ _____ |
| Late Response Labor Costs Reduction _____ # of days x 5% = _____ (total % reduction) Total Labor Costs \$ _____ minus reduction \$ _____ = Reduced Total Labor Cost | | \$ _____ |
| FINAL TOTAL DUE TO RECEIVE FOIA MATERIAL (payable to "City of Northville") | | \$ _____ |
| Credit Cards accepted for <u>in-person pick up only</u> . A 3% credit card fee or no less than \$2 credit card fee will be applied to your final total due. | | \$ _____ |

The City of Northville has adopted the foregoing fee calculation as part of its Freedom of Information Act Request Policy.

- (1) Labor costs include hourly wage and up to 50% of fringe benefits of the lowest paid employee capable of searching for, locating, examining, redacting, and duplicating the public records regardless of whether that person is available or is who actually performs the labor. A Labor Fee is being charged because failure to do so will result in unreasonably high costs to the City, specifically _____

Overtime rate is not charged unless requestor has stipulated so in writing. Overtime is not used to calculate fringe benefit cost.

- (2) Actual cost does not exceed 6x the State minimum hourly wage.
(3) For records already available on the website and the requestor has stipulated the record be provided in paper or non-paper physical media.
(4) Must sign Indigence Waiver and provide proof of indigence.
(5) Once your deposit is received, the City will process your request. Do not pay more than the requested deposit amount. The Final Total Due must be paid in-full before copies may be picked up, delivered, or mailed.

The Public Summary of the City's FOIA Procedures and Guidelines is available free of charge at:

Website: www.ci.northville.mi.us **Email:** dmassa@ci.northville.mi.us **Phone:** 248-349-1300
Address: City of Northville, Attn: FOIA Coordinator, 215 W. Main Street, Northville, Michigan, 48167

Fees for Detailed Itemization Form

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.*

LABOR COST RATES

The City will charge the hourly wage of the City's lowest-paid employee capable of performing the labor, regardless of whether that person is available or who actually performs the labor.

| Position | Hourly Rate \$ | Fringe Rate \$ (up to 50% of hourly rate) | Total Hourly Rate \$ | 15 Minute Increment Rate* |
|-------------------------------|----------------|--|-------------------------|------------------------------|
| Lowest Clerical | 21.50 | 10.75 | 32.25 | 8.06 |
| Building Clerk | 22.49 | 11.25 | 33.74 | 8.44 |
| Tax Clerk | 22.49 | 11.25 | 33.74 | 8.44 |
| PT Admin Asst (Clerk) | 20.00 | 10.00 | 30.00 | 7.50 |
| PT Admin Asst (DDA) | 25.63 | 12.82 | 38.45 | 9.61 |
| Accounting Supr/HR Specialist | 28.15 | 14.08 | 42.23 | 10.56 |
| Accountant | 46.13 | 3.57 | 49.70 | 12.43 |
| Lowest Police Officer | 26.18 | 13.09 | 39.27 | 9.82 |
| Fire Fighter | 15.02 | 1.88 | 16.90 | 4.23 |
| City Clerk | 33.23 | 16.62 | 49.85 | 12.46 |
| Police Chief | 46.81 | 23.41 | 70.22 | 17.56 |
| Police Captain | 43.85 | 21.93 | 65.78 | 16.45 |
| Police Sergeant | 39.42 | 19.71 | 59.13 | 14.78 |
| Police Records Clerk | 26.50 | 13.25 | 39.75 | 9.94 |
| Fire Chief | 29.47 | 14.74 | 44.21 | 11.05 |
| Finance Director | 49.30 | 24.65 | 73.95 | 18.49 |
| CM Admin Assistant | 26.58 | 13.29 | 39.87 | 9.97 |
| City Manager | 62.70 | 31.35 | 94.05 | 23.51 |
| DDA Director | 37.91 | 18.96 | 56.87 | 14.22 |
| DPW Director | 50.51 | 25.26 | 75.77 | 18.94 |
| DPW Assistant Director | 40.41 | 20.21 | 60.62 | 15.16 |
| Contracted Labor | See below** | | | |

* 15 increment rate is total hourly rate divided by 4

** Contracted Labor (i.e. outside attorney) the cost shall not exceed an amount equal to 6 times the state minimum hourly wage rate of \$9.65 (currently \$57.90)

COPY COSTS (actual copy costs)

- \$.01 per black and white copy (8½"x11" and 8½"x14")
- \$.08 per color copy (8½"x11" and 8½"x14")
- \$.02 per black and white copy (11"x17")
- \$.08 per color copy (11"x17")
- \$5.10 per Commercial-Sized Copy (i.e. site plan) at FedEx Office
- \$5.99-11.83 per Commercial-size copy Scan (i.e. site plan) at FedEx Office

MISCELLANEOUS MEDIA (actual cost for these medias)

- CD \$.15 each
- DVD \$.17 each
- Flash Drive \$5.45 each
- Mailing Labels \$.09 sheet
- Media not listed will be quoted at actual cost