CITY OF MARINE CITY 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.	
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	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.	
	φnis.	
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.	
	Overtime hourly wage of lowest paid employee capable of	
	performing redaction (if necessary)	
	\$ hr.	
	Additional costs for up to 500/ of the houndy wage to reflect	
	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:	
	Name of Person/Firm Contracted	
	Amount of time charged for in 15 minute increments	
	Amount of time charged for in 13 minute merements	
	Hourly rate charged by contractor	
	*May not exceed six (6) times the State minimum wage (i.e.	
	\$8.15x6=\$48.90) \$per hr.	
4.Non Paper Physical	Actual and most reasonably economical cost of:	
Media	Flash Drives \$x (#)used	
	Computer Discs \$x (#)used	
	Other Media \$x (#)used	

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:
	Type of Paper: X # of Sheets
	Type of Paper: X # of Sheets
	X # of Sheets
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 COCT	
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 Marine City 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.marinecity-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 identify which of the following ways they				
are wish	are wishing to receive the information:				
	Review Only/ Set up with FOIA Coordinator				
	Non-Paper Materials				
	USB Drive				
	Email				
	Disc				
	5160				
	Signature of Requestor Date Signed				

(Adopted 7/16/15) Effective 7/16/15 City of Marine City FOIA Fee Sheet