

City of Frankfort, Michigan
Freedom of Information Act Itemized Cost Worksheet

City of Frankfort FOIA Coordinator
412 Main St., P.O. Box 351
Frankfort, MI 49635
Phone (231) 352-7117 Fax (231) 352-7100

Request For:

- Copy
- Certified copy
- Record inspection
- Subscription to Record Issued on Regular Basis

Delivery Method Upon Payment of Balance Due:

- Pick up records in person
- Mail to address below

Requestor Information:

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip Code

Date of FOIA Request: _____

Record(s) Requested:

The following is an itemization of the City of Frankfort's good faith estimate or actual cost of responding to your request for public records under the Michigan Freedom of Information Act. These estimated or actual costs are in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, and the City's FOIA Policies and Guidelines, which can be obtained at no charge at City Hall or on the City's website.

1. Labor Cost for Copying and Duplication of Records Under MCL 15.234(1)(e)

This is the cost of labor directly associated with copying and duplication of documents, including making paper copies, making digital copies, or transferring digital public records to non-paper physical media for distribution to a requestor.

The hourly rate used to calculate this cost shall be the hourly wage of the City's lowest-paid employee capable of the work involved in a particular instance, regardless of whether that person is available or who actually performs the labor.

This cost is calculated on the basis of 15-minute increments, with all partial time increments rounded down. If the number of minutes is less than one increment, there is no charge.

Hourly Wage Charged: \$ _____ *
Charge Per 15-Minute Increment: \$ _____
Fringe Benefit Multiplier (If Applicable): _____ **

* Overtime rate used by stipulation of requestor.

** Not to exceed 50%. Total charge for fringe benefits shall not exceed actual cost of fringe benefits. If overtime rate is used for hourly wage by stipulation of requestor, overtime rate shall not be used to calculate fringe benefit charge.

Requestor has asked for paper or nonpaper copies of information even after being informed that the information is available on City website.

Increments:

x

Charge Per Increment:

\$ _____

=

Labor Cost:

\$ _____

+

LOWER OF

Fringe Benefit Multiplier x Labor Cost:

\$ _____

OR

Total Cost of Fringe Benefits:

\$ _____

=

Total Cost Charged:

\$ _____

2. Labor Cost for Searching For, Locating, and Examining Public Records Under MCL 15.234(1)(a).

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request.

This fee is being charged because the failure to do so will result in unreasonably high costs to the City, as provided in Section 4, Subsection 3 of the FOIA, MCL 15.234(3), and in the City's FOIA Procedures and Guidelines. Specifically:

The hourly rate used to calculate this cost shall be the hourly wage of the City's lowest-paid employee capable of the work involved in a particular instance, regardless of whether that person is available or who actually performs the labor.

This cost is calculated on the basis of 15-minute increments, with all partial time increments rounded down. If the number of minutes is less than one increment, there is no charge.

Hourly Wage Charged: \$ _____ *
Charge Per 15-Minute Increment: \$ _____
Fringe Benefit Multiplier (If Applicable): _____ **

* Overtime rate used by stipulation of requestor.

** Not to exceed 50%. Total charge for fringe benefits shall not exceed actual cost of fringe benefits. If overtime rate is used for hourly wage by stipulation of requestor, overtime rate shall not be used to calculate fringe benefit charge.

Increments:

x

Charge Per Increment:

\$ _____

=

Labor Cost:

\$ _____

+

LOWER OF

Fringe Benefit Multiplier x Labor Cost:

\$ _____

OR

Total Cost of Fringe Benefits:

\$ _____

=

Total Cost Charged:

\$ _____

3a. City Employee Labor Cost for Separating and Deleting Exempt Information from Non-Exempt Information Under MCL 15.234(1)(b).

This is the cost of labor, including necessary review, directly associated with the separating and deleting or redacting of exempt information from nonexempt information. The City will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because the failure to do so will result in unreasonably high costs to the City, as provided in Section 4, Subsection 3 of the FOIA, MCL 15.234(3), and in the City's FOIA Procedures and Guidelines. Specifically:

The hourly rate used to calculate this cost shall be the hourly wage of the City's lowest-paid employee capable of the work involved in a particular instance, regardless of whether that person is available or who actually performs the labor.

This cost is calculated on the basis of 15-minute increments, with all partial time increments rounded down. If the number of minutes is less than one increment, there is no charge.

Hourly Wage Charged: \$ _____ *
Charge Per 15-Minute Increment: \$ _____
Fringe Benefit Multiplier (If Applicable): _____ **

* Overtime rate used by stipulation of requestor.

** Not to exceed 50%. Total charge for fringe benefits shall not exceed actual cost of fringe benefits. If overtime rate is used for hourly wage by stipulation of requestor, overtime rate shall not be used to calculate fringe benefit charge.

Increments:

x

Charge Per Increment:

\$ _____

=

Labor Cost:

\$ _____

+

LOWER OF

Fringe Benefit Multiplier x Labor Cost:

\$ _____

OR

Total Cost of Fringe Benefits:

\$ _____

=

Total Cost Charged:

\$ _____

3b. Contracted Labor Cost for Separating and Deleting Exempt Information from Non-Exempt Information under MCL 15.234(1(b)).

This is the cost of contract labor, including necessary review, directly associated with the separating and deleting or redacting of exempt information from nonexempt information. You are being charged for this cost because the City's FOIA Coordinator has determined that the City does not have an employee capable of separating and deleting exempt information from nonexempt information in this particular instance. The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because the failure to do so will result in unreasonably high costs to the City, as provided in Section 4, Subsection 3 of the FOIA, MCL 15.234(3), and in the City's FOIA Procedures and Guidelines. Specifically:

The hourly rate used to calculate this cost shall be six times the prevailing minimum wage in the State of Michigan.

State Minimum Wage: \$ _____
Six Times State Minimum Wage: \$ _____
Charge Per 15-Minute Increment: \$ _____

Increments:

x

Charge Per Increment:

\$ _____

=

Total Labor Cost:

\$ _____

4. Cost of Copying and Duplication Under MCL 15.234(1)(d); Cost of Nonpaper Physical Media Under MCL 15.234(1)(c).

These are the actual costs of copying and duplicating documents, or of nonpaper physical media used to store documents, provided in fulfillment of your FOIA request. The City is required to utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available. Copying and duplication costs may be charged even if you have asked only to inspect and view particular records, where, for example, copying is necessary to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

Actual cost per sheet of letter and legal size paper:*

- Letter (8 ½ x 11-inch, single and double-sided): \$0.____ per sheet
- Legal (8 ½ x 14-inch, single and double-sided): \$0.____ per sheet

*Not to exceed \$0.10 per sheet.

Actual cost per sheet of other size paper:

- _____: \$0.____ per sheet
(Type and Size of Paper)
- _____: \$0.____ per sheet
(Type and Size of Paper)
- _____: \$0.____ per sheet
(Type and Size of Paper)
- _____: \$0.____ per sheet
(Type and Size of Paper)

Actual and most reasonably economical cost of non-paper physical digital media:

- _____: \$0.____ per unit
(Nonpaper Physical Media**)

**Note type and size, where applicable (e.g., 10MB compact disc)

Requestor has asked for paper or nonpaper copies of information even after being informed that the information is available on City website.

Paper

Type of Sheet:

Cost of Sheet:

X

Number of Sheets:

=

Cost:

\$_____

Nonpaper

Type of Media:

Unit Cost of Media:

X

Number of Units:

=

Cost:

\$_____

5. Cost of Mailing Under MCL 15.234(1)(f).

These are the actual cost of mailing public records in a reasonably economical and justifiable manner. The City may charge for the least expensive form of postal delivery confirmation, but the City may not for expedited shipping or insurance unless specifically requested by the requestor.

Actual Cost of Envelope(s) or Packaging: \$ _____

Itemize if More Than One Envelope or Package:

Actual Cost of Postage: \$ _____

Itemize if More Than One Envelope or Package:

Actual Cost of Lease Expensive Postal Delivery Confirmation: \$ _____

Itemize if More Than One Envelope or Package:

Expedited Shipping or Insurance as Requested: \$ _____

Itemize if More Than One Envelope or Package:

Requestor has asked for paper or nonpaper copies of information even after being informed that the information is available on City website.

Total Cost:

\$ _____

<p>Costs Before Waivers, Discounts, or Deposits:</p> <p>1. Labor Cost for Copying:</p> <p>2. Labor Cost to Locate:</p> <p>3a. Labor Cost to Redact:</p> <p>3b. Contract Labor Cost to Redact:</p> <p>4. Copying/Duplication Cost:</p> <p>5. Mailing Cost:</p>	<p>Subtotal:</p>
<p>Public Interest Waiver</p> <p><input type="checkbox"/> The City has determined that a waiver or reduction of the fee that would otherwise be charged in this instance is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. Therefore:</p> <p><input type="checkbox"/> All fees are waived</p> <p><input type="checkbox"/> Fees are reduced by: _____</p>	<p>Subtotal After Waiver:</p>
<p>Indigence Discount</p> <p><input type="checkbox"/> The City has determined that the requestor qualifies for a waiver of the first \$20.00 of the fee that would otherwise be charged in this instance because:</p> <p><input type="checkbox"/> The requestor has submitted an affidavit stating that the individual is indigent and receiving specific public assistance.</p> <p><input type="checkbox"/> The requestor is not receiving public assistance, but has submitted an affidavit stating facts showing inability to pay the cost because of indigence.</p> <p><input type="checkbox"/> The City has determined that the requestor does not qualify for a waiver of the first \$20.00 of the fee that would otherwise be charged in this instance, notwithstanding a request for an indigence discount, because:</p> <p><input type="checkbox"/> The requestor has previously received discounted copies of public records from the City twice during the current calendar year.</p> <p><input type="checkbox"/> The requestor has asked for information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request.</p>	

<input type="checkbox"/> Other:	<p style="text-align: right;">Subtotal After Discount:</p>
<p>Discount for Nonprofit Organization</p> <p><input type="checkbox"/> The City has determined that the requestor qualifies for a waiver of the first \$20.00 of the fee that would otherwise be charged in this instance because:</p> <p><input type="checkbox"/> The requestor is a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, and the request:</p> <p style="padding-left: 40px;">(i) Was made directly on behalf of the organization or its clients;</p> <p style="padding-left: 40px;">(ii) Was made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931; and</p> <p style="padding-left: 40px;">(iii) Was accompanied by documentation of its designation by the state, if requested by the township.</p>	<p style="text-align: right;">Subtotal After Discount:</p>
<p>Labor Cost Reduction for Late Response</p> <p><input type="checkbox"/> The City was unable to respond to this FOIA request within the time limitations imposed by MCL 15.235(2), and is therefore reducing any estimated or billed labor charges in this itemized cost estimate by 5% for each day that the response is late, up to a maximum of 50% of the total labor charges stated herein, because:</p>	

<p><input type="checkbox"/> The late response was willful and intentional.</p> <p><input type="checkbox"/> The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.</p> <p>Number of Days Over Required Response Time: _____</p> <p>Multiplied by 5%: _____</p> <p>Percentage Discount to Labor Charges (Not to Exceed 50%): _____</p> <p>Dollar Reduction of Labor Charge Under Box 1, Above: _____</p> <p>Dollar Reduction of Labor Charge Under Box 2, Above: _____</p> <p>Dollar Reduction of Labor Charge Under Box 3a, Above: _____</p> <p>Dollar Reduction of Labor Charge Under Box 3b, Above: _____</p>	<p>Subtotal After Reductions:</p>
<p>Good Faith Deposit</p> <p><input type="checkbox"/> As itemized above, the City has estimated in good faith that the total cost of responding to this FOIA request will exceed \$50.00. As such, the City requires a good faith deposit from the requestor equal to 50% of the City's good faith cost estimate. That amount is:</p>	<p>Date Deposit Paid:</p> <p>Subtotal After Deposit Paid:</p>
<p>Increased Deposit Due to Previous FOIA Fees Not Paid In Full</p> <p><input type="checkbox"/> The City has previously fulfilled a FOIA request or requests from the person making this FOIA request, and that person has, at this time, failed to pay the City the full amount owed for one or more previous FOIA responses. The City requires a deposit of 100% of the estimated cost of responding to the current FOIA request, because:</p> <p>(a) The final fee for the unpaid prior written request was not more than 105% of the estimated fee;</p>	

<p>(b) The public records made available in fulfillment of the unpaid prior written request contained the information being sought in that request and are still in the City's possession;</p> <p>(c) The public records sought in the unpaid prior written request were made available to the requestor, subject to payment, within the best effort estimated time frame given for the previous request;</p> <p>(d) 90 days have passed since the City notified the requestor in writing that the public records were available for pickup or mailing;</p> <p>(e) The requestor is unable to show proof of payment to the City regarding the unpaid prior written request;</p> <p>(f) The City has calculated a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit (see above); and</p> <p>(g) Not more than 365 days have passed since the requestor made the prior written request for which full payment has not been remitted to the City.</p>	<p>Date Deposit Paid:</p> <p>Subtotal After Deposit Paid:</p>
<p>The City's FOIA Procedures and Guidelines, as well as a written public summary of those Procedures and Guidelines, are available at no charge at City Hall or on the City's website. If you have any questions about this itemized calculation of costs, please contact the City's FOIA Coordinator at the address, phone number, or email address listed on the first page.</p> <p><input type="checkbox"/> The City will process this request because the estimated fee is less than \$50.00 or because the required deposit has been paid as of _____. However, any unpaid balance must be paid before documents or any responsive information will be provided.</p> <p><input type="checkbox"/> The City will not process this request because the required deposit has not been paid as of _____.</p> <p><input type="checkbox"/> The request has been processed as of _____ and the responsive information is ready to be mailed or picked up.</p> <p><input type="checkbox"/> The entire balance of all actual costs has been paid as of _____.</p> <p><input type="checkbox"/> All responsive information has been provided to the requestor as of _____.</p>	
<p>Signature of FOIA Coordinator</p>	<p>Date</p>