CITY OF MARINE CITY FREEDOM OF INFORMATION REQUEST FEE SCHEDULE

Component	Cost Calculations	Total Cost
1. Labor Costs/ Search/Location/ and Examination of Records	Amount of time charged for in 15 minute Increments 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. 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 - Redaction*	Amount of time charged for in 15 minute 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 50% of the hourly wage to reflect fringe benefits paid to the employee capable of performing redaction (if necessary)hrs.	
3.Contracted Labor Costs for Redaction	If performed by contracted labor (only permitted if the public 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 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 Media	Actual and most reasonably economical cost of: 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 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.cityofmarinecity.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.

	information they need.	•		07	0		
4	-	which of the f	ollowing w	avs they			
The requestor must identify which of the following ways they are wishing to receive the information:							
	9	Set up with F	OIA Coordi	nator			
		-	OIA COOI UI	114101			
	Non-Paper M						
		SB Drive					
		mail					
	D	isc					
	Signature of Requestor			Date Signed			
(Adopt	red 7/16/15)			City of Marin	e City FOIA Fee Sheet		
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Effective 7/16/15