

City of Southfield FOIA Fee Itemization Form

REQUESTER NAME: ACKLEY-SMITH

DEPARTMENT: POLICE

**Component Cost Calculations**

**1. Labor Costs - Search, Location, and Examination of Records\***

Enter the hourly wage of the lowest paid employee capable of performing the search, location and examination

Enter Hourly Rate: \$ 24.86

Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); or if the requested information is available online and the requestor requests the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost): 50% or 1.5

Multiply the hourly wage times the fringe benefit multiplier of 1.5  
 $\$24.86 \times 1.5 =$  \$37.29

(If stipulated by the requestor, add the hourly overtime wage increment, but do not include in the calculation of fringe benefit costs)

**Permitted Rate Calculation: Hourly rate /4 (four 15 minute increments per 60 minute hour)**  
 $\$37.29 /4 =$  \$9.32 (Rate per 15 minute increment)

**Increment calculation: Number of minutes to search, locate & examine divided by 15.**  
(must round down partial increments)

Ex. 11-14=10 min, 16-34=15 min, 36-44=30 minutes, 46-59=45 minutes

Enter No. of Minutes: 900 /15 = 60 (15 minute increments to complete)

Multiply the permitted rate by the number of minute increments :  
 $\$9.32 \times$  60 =

\$559.35 (Labor Costs to Search, Locate & Examine)

**2. Employee Labor Costs - Redaction \***

Enter the hourly wage of the lowest paid employee capable of performing the redaction:

Enter Hourly Rate: \$ 24.86

Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); or if the requested information is available online and the requestor requests the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost): 50% or 1.5

Multiply the hourly wage times the fringe benefit multiplier of 1.5  
 $\$24.86 \times 1.5 =$  \$37.29

(If stipulated by the requestor, add the hourly overtime wage increment, but do not include in the calculation of fringe benefit costs)

**Permitted Rate Calculation: Hourly rate /4 (four 15 minute increments per 60 minute hour)**  
 $\$37.29 /4 =$  \$9.32

**Increment calculation: number of minutes to redact and divide by 15.**  
(must round down partial increments)

Ex. 11-14=10 min, 16-34=15 min, 36-44=30 minutes, 46-59=45 minutes

Enter No. of Minutes: 450 /15= 30 (15 minute increments to redact)

Multiply the permitted rate by the number of minute increments :  
 $\$9.32 \times$  30 =

\$279.68 (Labor Costs to Redact)

**(Complete calculation below for contracted costs ONLY IF APPLICABLE)**

Contracted Labor Costs - 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 or firm contracted: \_\_\_\_\_

Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage)  
Hourly Rate           

**Increment calculation: number of minutes to redact and divide by 15.**  
(must round down partial increments)

Ex. 11-14=10 min, 16-34=15 min, 36-44=30 minutes, 46-59=45 minutes

Enter No. of Minutes:            /15 = 0 (15 minute increments to redact)

Multiply the permitted rate by the number of minute increments :  
\$0.00  $\times$  0 =

\$0.00 (Contracted Labor Costs to Redact)

### 3. Non Paper Physical Media

Actual and most reasonably economical cost of:

|              | <u>Cost</u> |   | <u>Enter Quantity</u> |   | <u>Total</u> |
|--------------|-------------|---|-----------------------|---|--------------|
| Flash Drives | \$ 10.00    | x |                       | = | \$0.00       |
| CDs          |             | x |                       | = | \$0.00       |
| Other Media  |             | x |                       | = | \$0.00       |

### 4. Paper Copies

Actual total incremental cost of duplication (not including labor) up to a maximum of .10/per page

**Note: Must print double sided if available and costs less**

|                                   | <u>Letter Paper (8 1/2" x 11")</u> |   | <u>City's cost</u> |   | <u>Total</u> |
|-----------------------------------|------------------------------------|---|--------------------|---|--------------|
| Enter No. of double sided sheets: |                                    | x | \$0.02             | = | \$0.00       |
| Enter No. for color copies**:     |                                    |   | \$0.07             | = | \$0.00       |
|                                   | <u>Legal Paper (8 1/2" x 14")</u>  |   |                    |   |              |
| Enter No. of double sided sheets: |                                    | x | \$0.02             | = | \$0.00       |
| Enter No. for color copies**:     |                                    |   | \$0.07             | = | \$0.00       |
|                                   | <u>Other (11" x 17"):</u>          |   |                    |   |              |
| Enter No. of double sided sheets: |                                    | x | \$0.03             | = | \$0.00       |
| Enter No. for color copies**:     |                                    |   | \$0.08             | = | \$0.00       |

**\*\* If color copies, use color copy rate for entire duplication cost**

### 5. Labor Cost - Duplication copying and transferring records to non-paper physical media

Enter the hourly wage of the lowest paid employee capable of duplication, copying and transfer:

Enter Hourly Rate:

Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); or if the requested information is available online and the requestor requests the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost): 50% or 1.5

Multiply the hourly wage times the fringe benefit multiplier of 1.5

\$0.00 x 1.5= \$0.00

**Permitted Rate Calculation: Hourly rate /4 (four 15 minute increments per 60 minute hour)**

Rate: \$0.00 /4 = \$0.00

**Increment calculation: number of minutes to duplicate/copy/transfer divided by 15.**

(must round down partial increments)

Ex. 11-14=10 min, 16-34=15 min, 36-44=30 minutes, 46-59=45 minutes

Enter No. of Minutes: /15 = 0 (15 minute increments to dup/copy/transfer)

Multiply the permitted rate by the number of minute increments :

\$0.00 x 0 =

\$0.00 (Labor Costs to Duplicate/Copy)

### 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 of expedited shipping or insurance only if stipulated by requestor:

**Component Cost Calculations Subtotal:**

\$839.03

#### Clerk's Office ONLY

Waivers and Reductions: Subtract any fee waiver or reduction

- \$20.00 for indigency or non profit organization as further described in the Public Body's procedures and guidelines \$ 20.00
- Any amount determined by the Public Body due to search and furnishing of the public record determined to be in the public interest
- The reduction percentage amount due to the late response of the Public Body (maximum 50%) (5% of fee x dates late)

**Waiver/Reduction Total:** 20.00

**Subtract any good faith deposit received:** \$ 409.15

**Total Due:** \$409.88 deposit due