

City of Orchard Lake Village  
**FOIA Detailed Cost Itemization**

Pursuant to section 4 of the Michigan Freedom of Information Act, MCL 15.234, and according to the City of Orchard Lake Village's FOIA Policies and Guidelines, the following costs will be charged for responses to FOIA requests and other requests for City documents.

Requestor	Phone	Date

All  Some  None  of the requested material is available on the City's website at <http://www.cityoforchardlake.com/> \_\_\_\_\_

Cost Worksheet			Estimated Cost	Final Cost
<b>Copying</b>	\$.10 per page	# of Pages X _____		
<b>Electronic Media</b>	Flash Drive _____ Computer Tape _____	Cost per Item		
	Computer Disk _____ Other _____	X _____		
<b>Labor</b>	<i>Lowest hourly wage: \$_____ Fringe Benefit/Overtime \$_____</i>	# of Hours		
	Duplication/Publication	X _____		
	Searching, locating & examining public records*	X _____		
	Separating and deleting exempt information	X _____		
	Managerial Search Required \$_____ per hour	X _____		
	Overtime stipulated by Requestor _____ (initials) <i>(Charged in 15 minute increments.)</i>	X _____		
<b>Mailing</b>	Business Envelopes: \$0.07	# of Items X _____		
	6 x 9 Envelopes: \$0.28	X _____		
	9 x 12 Envelopes \$0.35	X _____		
	10 x 13 Envelopes \$0.48	X _____		
Additional charged for Postal Delivery Confirmation		X _____		
	Labels: (Calculated per full page) \$0.04	# of Items X _____		
	Postage: <i>The City will charge the actual cost of mailing in a reasonably economical &amp; justifiable manner.</i>	Actual Postage X _____		
<b>Plans</b>	18" x 24" \$3.00	# of Plans X _____		
	24" x 36" \$5.00	X _____		
	36" x 48" \$10.00	X _____		
<b>Other</b>				

<b>Subtotal:</b>		
<b>50% Deposit</b>	_____	_____
	(Date)	(Amount)
<b>Paid:</b>	_____	_____
	(Date)	(Amount)

*Any request that exceeds \$50 will require a good faith deposit of 50% of the estimated total before the request will be processed.*

*In the event that the City of Orchard Lake Village fails to fulfill a request in a timely manner, charges for labor costs will be reduced by 5% per day, up to a total 50% reduction.*

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### **Copying**

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection for blocking out exempt information. No more than the actual cost of a sheet of paper, up to a maximum of 10 cents per sheet can be charged. The City must utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

### **Nonprofit Discounts**

Copies of a public record must be furnished without charge for the first \$20 of the fee for each request by 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, if the request meets ALL of the following Requirements:

- \* is made directly on behalf of the organization or its clients
- \* is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1976 PA 258, MCL 330.1931
- \* is accompanied by documentation of its designation by the state, if requested by the City

### **Electronic Media**

The actual and most reasonably economical cost will be charged for non-paper physical digital media.

### **Labor**

The City will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, examining, and duplicating the public records regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in 15 minute time increments. All partial time increments must be rounded down. The fringe benefit multiplier will not exceed 50% of the hourly wage unless the requested information is available online and is requested in another format. Overtime will not be charged unless specifically requested by the requestor. Contracted labor costs will only be charged if the public body does not employ a person capable of redacting the records.

### **Mailing**

The City will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. A delivery confirmation is not required and the least expensive form of postal delivery confirmation will be used. Expedited shipping or insurance will only be charged if specifically requested by the requestor.

### **Website**

If all or a portion of the requested information is available on the City's website, the City is required to tell you it is available on the website and, where practicable, include a specific webpage address where the information is available. If the website provides all the information needed, it is provided without charge. The usual charge will apply if the City is required to produce copies of material from the webpage.

### **Waivers & Reductions**

A \$20 reduction is given to indigent individuals and nonprofit organizations. An affidavit stating that the individual is indigent and receiving specific public assistance or if not receiving public assistance, stating facts showing inability to pay the cost because of indigence. A maximum of two FOIA's per year qualify for this reduction. Any requests by individuals requesting the information in conjunction with outside parties who are offering or providing payment or remuneration to the individual to make the request are ineligible.