

CITY OF OTSEGO
FREEDOM OF INFORMATION ACT FEE ITEMIZATION FORM

Pursuant to Section 4 of the Michigan Freedom of Information Act, MCL 15.234 (the "FOIA" or the "Act"), the following costs will be charged for responses to FOIA requests, pursuant to the FOIA Fee Schedule adopted and periodically revised by the City of Otsego.

Y / N (circle one): A fee for labor cost is being charged because the failure to do so will result in unreasonably high costs to the City of Otsego because of the nature of the request in this particular instance. Specifically, if the amount exceeds fifty dollars (\$50.00).

Labor costs shall not be more than the hourly wage of the City of Otsego's lowest-paid employee capable of performing the labor in the particular instance, regardless of whether that person is available or actually performs the labor. Labor costs will be estimated and charged in 15 minute time increments. All partial time increments will be rounded down. No overtime will be charged unless the person making the request provides written approval. If the number of minutes is less than 15, there will be no charge. If the City of Otsego charges to cover or partially cover the cost of fringe benefits, it will use a 50 percent multiplier to account for those benefits.

					TOTALS
LABOR COST TO LOCATE					
Hourly Wage Charged					
OT Wages (as Stipulated by the Requestor)					
Charge per increment	\$0.0000	\$0.0000	\$0.0000	\$0.0000	
Minutes to perform this task					
Minute increments	15	15	15	15	
Increment(s)	0	0	0	0	
Subtotal Cost	\$ -	\$ -	\$ -	\$ -	\$ -
LABOR COST TO COPY					
Hourly Wage Charged					
OT Wages (as Stipulated by the Requestor)					
Charge per increment	\$0.0000	\$0.0000	\$0.0000	\$0.0000	
Minutes to perform this task					
Minute increments	15	15	15	15	
Increment(s)	0	0	0	0	
Subtotal Cost	\$ -	\$ -	\$ -	\$ -	\$ -
EMPLOYEE LABOR COST TO SEPARATE EXEMPT FROM NON-EXEMPT MATERIAL					
Hourly Wage Charged					
OT Wages (as Stipulated by the Requestor)					
Charge per increment	\$0.0000	\$0.0000	\$0.0000	\$0.0000	
Minutes to perform this task					
Minute increments	15	15	15	15	
Increment(s)	0	0	0	0	
Subtotal Cost	\$ -	\$ -	\$ -	\$ -	\$ -
CONTRACTED LABOR COST TO SEPARATE EXEMPT FROM NON-EXEMPT MATERIAL					
Hourly Wage Charged					
OT Wages (as Stipulated by the Requestor)					
Charge per increment	\$0.0000	\$0.0000	\$0.0000	\$0.0000	
Minutes to perform this task					
Minute increments	15	15	15	15	
Increment(s)	0	0	0	0	
Subtotal Cost	\$ -	\$ -	\$ -	\$ -	\$ -
COPYING (DUPLICATION OR PRINTING) COST					
Letter (8 1/2 x 11-inch, single- or double-sided) page count					
Price per sheet:	\$0.1000	\$0.1000	\$0.1000	\$0.1000	
Legal (8 1/2 x 14-inch, single- or double-sided) page count	0				
Price per sheet:	\$0.1200	\$0.1200	\$0.1200	\$0.1200	
Other paper sizes (single- or double-sided) page count	0				
Price per sheet:	\$0.1500	\$0.1500	\$0.1500	\$0.1500	
Actual and most reasonably economical cost of non-paper physical digital media (or being provided to the requestor in such format as stipulated) Type : Disc / Tape / Drive / Other Digital	0				
Medium Cost per Item	\$1.1900	\$1.1900	\$1.1900	\$1.1900	
Subtotal Cost	\$ -	\$ -	\$ -	\$ -	\$ -

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MAILING COST				
Cost of Envelope or Package	\$0.0600	\$0.0600	\$0.0600	\$0.0600
Number of Envelope or Package				
Postage per Stamp	\$0.5100	\$0.5100	\$0.5100	\$0.5100
Number of Stamps				
Postage per Pound	\$0.0000	\$0.0000	\$0.0000	\$0.0000
Number of Pounds				
Postage per Package	7.95	7.95	7.95	7.95
Number of Packages				
Price of Delivery Confirmation	\$0.0000	\$0.0000	\$0.0000	\$0.0000
Number of Delivery Confirmations				
Price of Expedited Shipping/Insurance (If Requested)	\$0.0000	\$0.0000	\$0.0000	\$0.0000
Number of Expedited Shipping/Insurance Requests				
Subtotal Cost	\$ -	\$ -	\$ -	\$ -
Affidavit of Indigency Submitted? (If Yes, subtract \$20.00)				
Qualified Non-Profit Organization per Section 4(2)(f)(2)(b) of the FOIA? (If Yes, subtract \$20.00)				

TOTAL ESTIMATED FEE **\$ -**

If estimated cost exceeds \$50.00, a good faith deposit of 50% is required before the request will be processed.

50% Deposit: **\$ -**

The Request will be processed, but the balance of the cost must be paid before copies may be picked up, delivered, or mailed.

Balance Due: **\$ -**