

FOIA FEE & ITEMIZATION REPORT

(Effective July 1, 2015)

Follow www.hazelpark.org to obtain Hazel Park FOIA Procedures & Guidelines

1. Labor Costs: Search, Location and Examination of Records

Hourly Wage (\$ _____ per hour x _____ hours / minutes)

Fringe Benefit Multiplier

- Maximum of 50% of hrly wage – not to exceed actual cost _____

- Overtime wage (if stipulated to; does not include fringe benefit calculation) _____

- Hourly wage div. by (4) = 15 min. increment charge \$ _____

15 min. increments (rounded down) multiplied by permitted rate:

_____ 15 min. increments x \$ _____ \$ _____ \$ _____

2. Employee Labor Cost: Redaction

By a Public Body Employee:

Hourly Wage (\$ _____ per hour)

Fringe Benefit Multiplier

- Maximum of 50% of hrly wage – not to exceed actual cost _____

- Overtime wage (if stipulated to; does not include fringe benefit calculation) _____

- Hourly wage div. by (4) = 15 min. increment charge \$ _____

15 min. increments (rounded down) multiplied by permitted rate:

_____ 15 min. increments x \$ _____ \$ _____ \$ _____

***By Contracted Labor: (if Applicable)**

Name of Person or Firm: _____

Hourly rate charged by contractor (less than \$48.90 State Min. Wage) \$ _____

Hourly wage div. by (4) = 15 min. increment charge \$ _____

15 min. increments (rounded down) multiplied by permitted rate:

_____ 15 min. increments x \$ _____ \$ _____ \$ _____

3. Non-Paper Media: Actual & Most Economical Cost

Flash Drive \$ _____ x _____ used = _____

Computer Disc \$ _____ x _____ used = _____

Other Media \$ _____ x _____ used = _____

Site Plan PDF \$ _____ x _____ used = _____ \$ _____ \$ _____

4. Paper Copies: Maximum of 10¢ per page – must be double sided

_____ pages at 10¢ per page _____
-Site Plans/Large Documents: _____ pages at \$6.00 per page _____ \$_____

5. Labor: Copying/Transferring records to Digital Media

Hourly Wage (\$_____ per hour x _____ hours / minutes)

Fringe Benefit Multiplier

- Maximum of 50% of hrly wage – not to exceed actual cost _____

- Overtime wage _____

(if stipulated to; does not include fringe benefit calculation) _____

15 min. increments (rounded down) multiplied by permitted rate:

_____ 15 min. increments x \$_____ \$_____ \$_____

6. Mailing: Actual Cost / Most Reasonable & Economical Manner

Cost of Mailing \$_____

Cost of Least Expense Postal Delivery Confirmation \$_____

Expedited Shipping/Insurance if requested \$_____ \$_____ \$_____

Waivers and Reduction: Subtract any Fee Waiver or Reduction

W/O charge for the first \$20 for indigency or nonprofit organization
as described in Hazel Park's Procedures and Guidelines \$_____ - \$20 \$_____

Any amount determined by Hazel Park due to the search and
Furnishing of the Public Record determined to be in the
Public Interest \$_____

The reduction amount due to City's late response.

5% of fee x _____ days late = _____% reduction (maximum 50%) (\$_____) \$_____

Deposit: If the entire fee estimate exceeds \$50.00 based on calculation

Deposit (-_____)

TOTAL DUE: \$_____