City of Hazel Park, City Clerk’s Office
111 E. Nine Mile Rd; Hazel Park, MI 48030
T (248) 546-4064 F (248) 414-5945

FOIA FEE & ITEMIZATION REPORT
(Effective July 1, 2015)
Follow [www.hazelpark.org](http://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  

   _______ pages at 10¢ 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**:  $_______