

# DETAILED ITEMIZATION OF COSTS FORM

(Effective December \_\_, 2020)

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

Enter the hourly wage of lowest paid employee capable of performing the search, location, and examination \$\_\_\_\_\_/hr

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) \_\_\_\_\_%

Multiply the hourly wage by the fringe benefit multiplier

$$\text{\$} \_\_\_\_\_ \times 1.\_\_\_\_\_ = \text{\$} \_\_\_\_\_$$

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

$$\text{\$} \_\_\_\_\_ + \_\_\_\_\_ = \text{\$} \_\_\_\_\_$$

Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment

$$\text{\$} \_\_\_\_\_ /4 = \text{\$} \_\_\_\_\_$$

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Number of 15-minute increments (partial time increments must be rounded down) multiplied by the permitted rate

$$\_\_\_\_\_ \times \text{\$} \_\_\_\_\_ = \text{\$} \_\_\_\_\_ \quad \text{\$} \_\_\_\_\_$$

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## 2.1 Employee Labor Costs: Redaction\*

If performed by a **City employee**, enter the hourly wage of the lowest paid individual capable of performing the redaction

\$\_\_\_\_\_

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)

\_\_\_\_\_ %

Multiply the hourly wage by the fringe benefit multiplier

$$\text{\$ } \_\_\_\_\_\_ \times 1.\_\_\_\_\_\_ = \text{\$ } \_\_\_\_\_\_$$

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

$$\text{\$ } \_\_\_\_\_\_ + \_\_\_\_\_\_ = \text{\$ } \_\_\_\_\_\_$$

Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment

$$\text{\$ } \_\_\_\_\_\_ /4 = \text{\$ } \_\_\_\_\_\_$$

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Number of 15-minute increments (partial time increments must be rounded down) multiplied by the permitted rate

$$\_\_\_\_\_\_ \times \text{\$ } \_\_\_\_\_\_ = \text{\$ } \_\_\_\_\_\_ \quad \text{\$ } \_\_\_\_\_\_$$

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## 2.2 Contract Labor Costs: Redaction

If performed by **Contracted Labor** (only permitted if the City does not employ an individual capable of redacting the records as determined by the FOIA Coordinator):

Name or Individual or Firm:

\_\_\_\_\_

Enter the hourly rate charged, which may not exceed six (6) times the State minimum wage (subject to change, but \$9.65 as of January 1, 2020)

\$ \_\_\_\_\_ /hr

Divide the hourly rate by four (4) to determine the charge per 15-minute

Increment

\$ \_\_\_\_\_ /4 = \$ \_\_\_\_\_

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Number of 15-minute increments (partial time increments must be rounded down) multiplied by the permitted rate

\_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_ \$ \_\_\_\_\_

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### 3. Nonpaper Physical Media

Actual and most reasonably economical cost of:

USB or flash drive \$ \_\_\_\_\_ x number used \_\_\_\_\_ = \$ \_\_\_\_\_

DVDs or CDs \$ \_\_\_\_\_ x number used \_\_\_\_\_ = \$ \_\_\_\_\_

Other Media \$ \_\_\_\_\_ x number used \_\_\_\_\_ = \$ \_\_\_\_\_

\$ \_\_\_\_\_

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### 4. Paper Copies

Actual total incremental cost of duplication (not including labor) up to a maximum of ten (10) cents per page:

Letter paper (8½” x 11”)      number of sheets \_\_\_\_ x \$0.\_\_\_\_ = \$ \_\_\_\_\_

Legal paper (8½” x 14”)      number of sheets \_\_\_\_ x \$0.\_\_\_\_ = \$ \_\_\_\_\_

Actual cost of other types of paper:

Type of paper: \_\_\_\_\_      number of sheets \_\_\_\_ x \$0.\_\_\_\_ = \$ \_\_\_\_\_

Type of paper: \_\_\_\_\_      number of sheets \_\_\_\_ x \$0.\_\_\_\_ = \$ \_\_\_\_\_      \$ \_\_\_\_\_

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**NOTE: Must print double-sided, if available, for cost savings**

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### 5. Labor Cost – Duplication, copying, and transferring records to nonpaper physical media

Enter the hourly wage of lowest paid employee capable of performing the duplication, copying, or transferring digital records to nonpaper physical media

\$\_\_\_\_/hr

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 be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost)

\_\_\_\_\_%

Multiple the hourly wage by the fringe benefit multiplier

\$\_\_\_\_\_ x 1.\_\_\_\_ = \$\_\_\_\_\_

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

\$\_\_\_\_\_ + \_\_\_\_\_ = \$\_\_\_\_\_

Divide the resulting hourly wage by \_\_\_\_\_ to determine the charge per \_\_\_\_\_ ( ) minute increment

\$\_\_\_\_\_ /4 \$\_\_\_\_\_

**NOTE: May use any time increment for this category**

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Number of \_\_\_\_ minute increments (partial time increments must be rounded down) multiplied by the permitted rate

\_\_\_\_\_ x = \$\_\_\_\_\_ \$\_\_\_\_\_

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**6. Mailing (if applicable)**

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, if agreed to by requestor \$ \_\_\_\_\_ \$ \_\_\_\_\_

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**Subtotal** \$ \_\_\_\_\_

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**Waivers and Reductions**

Subtract any fee waiver or reduction (\$20.00 for indigency or nonprofit organization as further described in the City's FOIA Procedures and Guidelines)

Any amount determined by the City due to the search and furnishing of the public record determined to be in the public interest

\$ \_\_\_\_\_

Reduction amount due to the City's late response: 5% of fee x \_\_\_\_ days  
late = % \_\_\_\_ reduction (maximum reduction is 50%)

- \$ \_\_\_\_\_

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**Deposit**

Subtraction any good-faith deposit

- \$ \_\_\_\_\_

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**Total Due** \$ \_\_\_\_\_

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Please note that labor costs for search, location, examination, and redaction (Categories 1 and 2.1 of this Form) may not be charged unless failure to do so would result in unreasonably high costs to the City because of the nature of the request. If any these costs are billed to the requestor, the City will specifically identify the nature of said costs.

In *Bloch v. Davison Cmty. Schs*, 2010 Mich. App. LEXIS 1479 (2010), the Court of Appeals interpreted this provision to require that the determination be made relative to the usual or typical costs incurred by the public body in responding to FOIA requests. The key factor in determining whether costs are "unreasonably high" is the extent to which the particular request differs from the usual request.