

**Muskegon County Water Resources Commissioner
FOIA Fee Itemization Form**

Component	Cost Calculations	Total
1. Labor Costs – Search, Location ,and Examination of Records*	<p>Enter the hourly wage of lowest paid employee capable of performing the search, location and examination <div style="text-align: right;">\$_____ per hour</div></p> <p>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 request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) <div style="text-align: right;">_____ %</div></p> <p>Multiply the hourly wage times the fringe benefit multiplier <div style="text-align: right;">\$_____ x 1.____ = \$_____</div></p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) <div style="text-align: right;">\$_____ + _____ = \$_____</div></p> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment <div style="text-align: right;">\$_____ / 4 = \$_____</div></p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate <div style="text-align: right;">_____ x \$_____ = \$_____</div></p>	<p>\$_____</p>
2. Employee Labor Costs – Redaction*	<p>If performed by the Water Resources Commissioner’s employee:</p> <p>Enter the hourly wage of lowest paid employee capable of performing the redaction <div style="text-align: right;">\$_____ per hour</div></p> <p>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 request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) <div style="text-align: right;">_____ %</div></p> <p>Multiply the hourly wage times the fringe benefit multiplier <div style="text-align: right;">\$_____ x 1.____ = \$_____</div></p> <p>If stipulated by the requestor, add the hourly overtime wage</p>	

	<p>increment (but do not include in the calculation of fringe benefit costs)</p> <p style="text-align: center;">$\\$ ______ + ______ = \\$ ______$</p> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment</p> <p style="text-align: center;">$\\$ ______ / 4 = \\$ ______$</p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate</p> <p style="text-align: center;">$______ \times \\$ ______ = \\$ ______$</p>	$\$ ______$
2. Contracted Labor Costs – Redaction*	<p>If performed by Contracted Labor (Only permitted if the Water Resources Commissioner does not employ a person capable of redacting the records as determined by the FOIA Coordinator):</p> <p>Name of person or firm contracted:</p> <p>_____</p> <p>Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage (i.e. $\\$8.15 \times 6 = \\48.90)) $\\$ ______$ per hour</p> <p>Divide the hourly rate by four (4) to determine the charge per fifteen (15) minute increment</p> <p style="text-align: center;">$\\$ ______ / 4 = \\$ ______$</p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate</p> <p style="text-align: center;">$______ \times \\$ ______ = \\$ ______$</p>	$\$ ______$
3. Non-Paper Physical Media	<p>Actual and most reasonably economical cost of:</p> <p>Flash Drives $\\$ ______ \times$ number used $______ = \\$ ______$</p> <p>Computer Discs $\\$ ______ \times$ number used $______ = \\$ ______$</p> <p>Other Media $\\$ ______ \times$ number used $______ = \\$ ______$</p>	$\$ ______$
4. Paper Copies	<p>Actual total incremental cost of duplication (not including labor) up to a <u>maximum of 10 cents per page</u>:</p> <p>Letter paper (8 1/2" x 11")</p> <p style="text-align: center;">number of sheets $______ \times \\$0.______ = \\$ ______$</p> <p>Legal paper (8 1/2" x 14")</p> <p style="text-align: center;">number of sheets $______ \times \\$0.______ = \\$ ______$</p> <p>Actual cost of other types of paper:</p>	

	Type of Paper: _____ number of sheets ____ x \$ _____ = \$ _____	
	Type of Paper: _____ number of sheets ____ x \$ _____ = \$ _____	\$ _____
	(NOTE: Must print double-sided if available and costs less.)	
5. Labor Cost – Duplication Copying, and transferring records to non-paper physical media	Enter the hourly wage of lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media \$ _____ per hour	
	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 request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____ %	
	Multiply the hourly wage times the fringe benefit multiplier \$ _____ x 1. _____ = \$ _____	
	If stipulated 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)	
	Number of ____ minute increments (partial time increments must be rounded down) multiplied by the permitted rate _____ x \$ _____ = \$ _____	\$ _____
6. Mailing	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 only if specifically stipulated by the requestor: \$ _____	\$ _____
	Subtotal	\$ _____
Waivers and	Subtract any Fee Waiver or Reduction:	

Reductions	<p>\$20.00 for indigency or nonprofit organization as further described in the Water Resources Commissioner's Procedures and Guidelines.</p> <p>Any amount determined by the Water Resources Commissioner due to the search and furnishing of the Public Record determined to be in the public interest. \$_____</p> <p>The reduction amount due to the late response of the Water Resources Commissioner. 5% of fee x ____ days late = _____% reduction (maximum reduction is 50%)</p>	<p>- \$_____</p>
Deposit	Subtract any good-faith deposit received: \$_____	-\$_____
	Total Due	\$_____

*Note: Labor costs for search, location, examination and redaction (categories 1 and 2 on the itemization form) may not be charged unless the failure to charge a fee would result in unreasonably high costs to the Water Resources Commissioner because of the nature of the request in the particular instance, and the Water Resources Commissioner specifically identifies the nature of these unreasonably high costs.

The Court of Appeals has interpreted this provision to require that the determination be made relative to the usual or typical costs incurred by the Water Resources Commissioner in responding to FOIA requests. The key factor in determining whether the costs are "unreasonably high" is the extent to which the particular request differs from the usual request. *Bloch v Davison Cmty Schools*, (Mich.App. Apr. 26, 2011), 2011 WL 1564645.