



202 S. Water St. - Owosso, MI 48867 - 989-725-0580 - Fax 989-725-0528

FREEDOM OF INFORMATION ACT DETAILED ITEMIZATION OF FEES

Requestor's name and address:	
FEE CALCULATION	AMOUNT
Labor costs *to search, locate and examine: <input type="text"/> Hours X <input type="text"/> (hourly wage) (includes multiplier for fringe benefits, not to exceed 50% or actual cost of fringe benefits)	
Labor costs *for review and separation of exempt and non- exempt material: <input type="text"/> Hours X <input type="text"/> (hourly wage) (includes multiplier for fringe benefits, not to exceed 50% or actual cost of fringe benefits)	
Nonpayer physical media: Describe (e.g. CD's, DVD's, flash drive, etc) Actual Cost	
Duplication and publication: Describe (copying, scanning etc.) \$ <input type="text"/> (cost per page) X <input type="text"/> number of pages	
Labor Costs * to duplicate or publish: <input type="text"/> Hours X <input type="text"/> (hourly wage) (includes multiplier for fringe benefits, not to exceed 50% or actual cost of fringe benefits)	
Mailing: Describe and list actual costs:	
Less waiver for indigent person (\$20.00) **	
Less reduction for untimely response: \$ <input type="text"/> subtotal x 5% reduction per day x <input type="text"/> number of days	
Make check payable to the CITY OF OWOSSO PUBLIC SAFETY and mail to: 202 S. Water St Owosso, MI 48867	TOTAL FEE: \$
If the total fee is more than \$50.00, you will be asked to pay a deposit on - half of the amount of the total fee. The total fee and deposit are estimates, and your final costs may vary from these amounts.	DEPOSIT: \$
Part or all of the documents requested are available online at: If you prefer to have these documents sent to you, please forward payment for processing.	

*Labor costs will be calculated using the lowest paid employee capable of performing each task. If more than one hourly rate is used they will be listed on additional copies of this form.

**You must submit an Affidavit of Indigency to qualify for this fee waiver

FIRST 30 MINUTES TO SEARCH, LOCATE, EXAMINE, REVIEW, OR SEPARATE EXEMPT AND NON-EXEMPT MATERIAL ARE FREE

FEE APPEALS

You may appeal these fees by submitting to the City Manager a written appeal for a fee reduction by specifically stating the word “appeal” and identifying how the fee exceeds those permitted under the City’s policies or the Freedom of Information Act. Unless extended by up to 10 days with a written notice detailing the reasons for the extension, the Mayor must respond within 10 business days after receiving the appeal and either: (1) waive the fee, (2) reduce the fee (and explain why), or (3) uphold the fee (and explain why).

If you believe the amount still exceeds the amount permitted by the City’s policies or the Freedom of Information Act, you may file an action in circuit court within 45 days from the date of the City Manager’s response. If you prevail in the action and the court reduces the total fee by 50% or more, the court may, in its discretion, award all or a portion of your reasonable attorney fees, costs and disbursements. If the court determines the City acted arbitrarily and capriciously, it may award in addition to any other damages, punitive damages of \$500.00 and a civil fine of \$500.00. (Any civil fine would go to the State Treasury.)