



Ann Arbor Police Department  
Chief James Baird  
**RECORDS SECTION**

301 E. Huron, Ann Arbor, MI 48104

Phone: 734.794.6954 Fax: 734.994.9928 Email: [a2policerecords@a2gov.org](mailto:a2policerecords@a2gov.org)



January 11, 2018

Councilmember Jack Eaton  
[jeaton@a2gov.org](mailto:jeaton@a2gov.org)

Subject: Deposit Required for Freedom of Information Act Request No. 18-010 received January 8, 2018

Dear Councilmember Eaton:

I am responding to your request under the Michigan Freedom of Information Act (FOIA) for all calls for service to 1209 Hutchins in 2016 and 2017.

As provided under the FOIA, half of the estimated total, **\$59.65**, must be paid as a deposit before your request will be processed. A detailed itemization of this estimate is attached. The balance of the actual final fee must be paid after we have completed the processing of your request.

The deposit can be paid at Police Records, Monday – Thursday, between the hours of 9 a.m. and 4 p.m., or alternatively, a check made payable to Ann Arbor Police Records can be sent to the address noted above.

Upon receipt of your deposit, you may expect the requested records within five business days.

The City's FOIA Procedures and Guidelines and Written Public Summary are available online at [www.a2gov.org/FOIA](http://www.a2gov.org/FOIA).

If you have any questions, please contact the Records Section at 734.794.6954 or email [a2policerecords@a2gov.org](mailto:a2policerecords@a2gov.org).

Sincerely,

A handwritten signature in cursive script that reads "Amy Cervantes".

Amy Cervantes, Records Supervisor

AC:ac

# Ann Arbor Police

## Detailed Fee Itemization - Freedom of Information Act

### FEE ESTIMATION - FOIA No. 18-010

For more details, see the attached Detailed Fee Itemization Descriptions	Employee Title	Lowest Hourly Wage + Fringe Benefit (1.5%)	Estimated Minutes	Hours Charged (rounded down in .25 increments except videos*)	Estimated Fee	
<b>1) Labor Costs - Search</b>	Search & Location of Records	PPA	\$28.22	90	1.5	<b>\$42.33</b>
<b>2) Labor Costs - Review/Redaction</b>	Review of Documents, photos, and/or Audio	PSS Sergeant	\$71.76	120	2	<b>\$143.52</b>
		City Attorney	\$50.48		0	<b>\$0.00</b>
	Review of <b>Video*</b>	PSS Sergeant	\$71.76		Based on estimated minutes	<b>\$0.00</b>
		City Attorney	\$50.48		Based on estimated minutes	<b>\$0.00</b>
	Redaction of <b>Video*</b>	PPA	\$28.22		Based on estimated minutes	<b>\$0.00</b>
	Redaction of Audio	PPA	\$28.22		0	<b>\$0.00</b>
<b>3) Labor Costs - Duplication</b>	Duplication, copying & transferring records to physical media	PPA	\$28.22		0	<b>\$0.00</b>
<b>4) Media</b>	<b>Type of Media</b>	<b>Cost Each</b>	<b>Quantity</b>			
	DVD/CD	\$1			<b>\$0.00</b>	
<b>5) Paper</b>	<b>Type of Paper</b>	<b>Cost per 2-sided Sheet</b>	<b>No. of 2-sided Sheets</b>	Note: There is no fee for pages if the request is being emailed.		
	8½ x 11 or 8½ x 14	\$0.05	104		<b>\$5.20</b>	
<b>Subtotal before waivers &amp; reductions</b>					<b>\$191.05</b>	
<b>6) Waivers &amp; Reductions</b>	Up to the 1st hour of the highest-wage staff time waived (except for video review & redaction*)				<b>\$71.76</b>	
	Waiver of first \$20.00 due to indigence					
	Deposit paid, if 50% estimation was required					
<b>ESTIMATED Total Fee after waivers &amp; reductions <u>without</u> mailing</b>					<b>\$119.29</b>	
<b>7) Mailing Fee</b>	Mailing Fee, if mailing is requested (there is no fee for the first 8 pages)					

**AMOUNT DUE (which equals 50% of the estimation)      \$59.65**

Lowest hourly wage for Police Professional Assistant (PPA) = \$18.81 x 1.5 fringe benefit = \$28.22 (1/2/18)  
 Lowest hourly wage for Professional Standards Sergeant (PSS) = \$47.84 x 1.5 for fringe benefit = \$71.76 (1/2/18)  
 Lowest hourly wage for City Attorney = \$33.65 x 1.5 for fringe benefit = \$50.48 (1/3/18)  
 Document Review/Redaction Estimation = 1 minute per page (or review with PSS Sergeant)  
 Video Review Estimation = Total video minutes (Background videos do not have audio so review time for each 10 min. is 1 min.)  
 911/Radio Traffic Review Estimation = Highlight all files, right click, click Properties, click Details and see Length for total minutes  
 Video/911 Call Redaction Estimation = PPA to review with the PSS Sergeant

**\*According to the City's FOIA Procedures and Guidelines and Written Public Summary, which is available online at [www.a2gov.org/FOIA](http://www.a2gov.org/FOIA), the first hour of City Staff is free. Exceptions to the free hour are for any staff time processing video recordings for redaction or for any IT staff time performing a search for or retrieval of electronic information.**



## Detailed Fee Itemization Descriptions – Freedom of Information Act

Ann Arbor Police Department - Records Section  
 Justice Center  
 301 E. Huron St., P.O. Box 8647  
 Ann Arbor, MI 48107

Tel: 734.794.6954  
 Fax: 734.994.9928  
[a2policerecords@a2gov.org](mailto:a2policerecords@a2gov.org)

The following fee components are being charged/estimated in compliance with Section 4 of the Michigan Freedom of Information Act (MCL 15.234) and the City's FOIA Procedures and Guidelines. If the City is seeking a deposit prior to providing the public records sought, the total estimated fee is itemized on this form.

If you believe that you have been charged a fee in excess of that permitted by the FOIA or the City's FOIA Procedures and Guidelines, you must submit to the City Administrator, within 45 days of the date of this response, a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the City's Procedures and Guidelines or section 4 of the FOIA. Within 45 days after the appeal determination, you may commence a civil action in Washtenaw County Circuit Court for a fee reduction. The City's FOIA Procedures and Guidelines and Written Public Summary are available on the City's website at [www.a2gov.org/FOIA](http://www.a2gov.org/FOIA) or in person at the City Clerk's Office.

If all or a portion of the requested public records are publicly available on a City internet site, the City is required to inform you and, where practicable, include a specific internet address. For this request, the following public records can be found at the following City internet address(es): \_\_\_\_\_

If public records you requested are available on a City internet site, but you still would like the City to send you a printed or electronic copy of the records, the labor and material costs for duplication or publication of those records will be added to the fee for the request in accordance with the City's FOIA Procedures and Guidelines. The fringe benefit multiplier for these costs is permitted to exceed 50% of the hourly wage, reflecting actual costs.

<b>1) Labor Costs</b>  Search, Location, & Examination of Records	This is the cost of labor directly associated with the necessary searching for, locating, and examining of public records in conjunction with receiving and fulfilling a granted written request. These costs are estimated and charged in 15-minute (.25 hour) increments, rounded down, with a fringe benefit multiplier to account for overhead as permitted under the FOIA. The number to the right of the decimal point in the fringe benefit multiplier indicates the overhead charge as a percent of the hourly wage.
<b>2) Labor Costs</b>  Redaction	This is the cost of labor, including necessary review, directly associated with separating and redacting exempt from nonexempt information. These costs are estimated and charged in-15 minute (.25 hour) increments, rounded down, with a fringe benefit multiplier to account for overhead as permitted under the FOIA. The number to the right of the decimal point in the fringe benefit multiplier indicates the overhead charge as a percent of the hourly wage.
<b>3) Labor Costs</b>  Duplication Copying, & Transferring Records to Non-Paper Physical Media	This is the cost of labor directly associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to other electronic forms as stipulated by the requester. For City employees, these costs are estimated and charged in 15-minute (.25 hour) increments, rounded down, with a fringe benefit multiplier to account for overhead as permitted under the FOIA. The number to the right of the decimal point in the fringe benefit multiplier indicates the overhead charge as a percent of the hourly wage. For duplication or publication that must be done, or is more economically done, off-site, the City charges the requester the actual costs charged to the City for the work.
<b>4) Non-Paper Physical Media</b>	This is the actual and most reasonably economical cost of computer discs, computer tapes, or other digital or similar media. (Type of Media DVD/CD Cost Each \$1.00)
<b>5) Paper Copies</b>	This is the actual and most reasonably economical cost of necessary duplication or publication of paper copies. (Type of Paper 8½ x 11 or 8½ x 14, Cost \$0.05 per sheet, No. of 2-sided Sheets)
<b>6) Waivers and Reductions</b>	The City waives one hour of the highest-wage City staff time expended in search, examination, review, or the deletion or separation of exempt from nonexempt information. This waiver does not apply to labor for duplication, retrieval of electronic records by IT staff, or review/redaction of video.
<b>7) Mailing</b>	This is the actual cost of mailing for sending the public records in a reasonably economical and justifiable manner, including costs to ship public records off-site to be copied, if necessary or more economical. The City will not charge for expedited shipping or insurance unless specifically stipulated by the requester. The City will charge for the least expensive form of postal delivery confirmation when mailing public records.

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