

3. Non-Paper Physical Media	This is the actual and most reasonably economical cost of computer discs, computer tapes, or other digital or similar media.				
	Type of Media	Cost Each	Number	Estimated	Actual
	DVD/CD	\$1			
Total (\$):					

4. Paper Copies	This is the actual and most reasonably economical cost of necessary duplication or publication of paper copies.				
	Type of Paper	Cost	Number of sheets	Estimated	Actual
	8½ x 11 or 8½ x 14	\$.05 per sheet			
Total (\$):					

5. Labor Costs Duplication Copying, and 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.					
	Title	Hourly Wage (\$/hr.)	Hours Charged	Fringe Benefit Multiplier	Estimated	Actual
Total (\$):						

6. Mailing	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.				
	Cost			Estimated	Actual
	Postage				
	Delivery Confirmation				
	Total (\$):				

SUBTOTAL	Subtotal of fee components (\$)					
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Waivers and Reductions	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.					
	Reduction			Estimated	Actual	
	Waiver of 1 st hour of staff time.					
Waiver of first \$20.00 due to indigency.						
Deposit Paid						
Total reduction (\$):						

TOTAL	Subtotal minus total reduction (\$):					
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