

Exhibit 2

**FREEDOM OF INFORMATION ACT REQUESTS
FEE SCHEDULE (NON-POLICE)**

Pursuant to the Michigan Freedom of Information Act (FOIA) (MCL 15.243(3)), the City of Ann Arbor is entitled to establish a policy seeking reimbursement to the City for the costs incurred in honoring FOIA requests when a request results in an unusually high cost to the public body. Based on the volume and complexity of requests that the City of Ann Arbor annually receives, the implementation of a cost recovery policy is appropriate. The following costs incurred in responding to a FOIA request shall be chargeable to each FOIA requester:

1. Actual duplication costs or publication costs as established below, or if the nature of the duplication necessitates duplication by outside sources, the actual cost invoiced by the outside source.

Copies	\$.05 per 8½ x 11 page \$.07 per 8½ x 14 page \$.25 per 11 x 17 page \$3.00 per 8½ x 11 GIS print \$12.50 per 30"x30" GIS print
Blueprint Copies	Copied off-site; cost equal to rate charged to City
Compact Disk	\$ _____/hour* for labor to create disk <i>plus</i> \$1.00 for disk
Photographs, videotapes, maps, plans, microforms, or any other type of medium	Copied off-site; cost equal to rate charged to City
Subscriptions	Actual costs

* Based on hourly wage plus fringe benefits of lowest paid employee capable of performing the functions involved in responding to the request

2. Actual labor costs incurred in duplication or publications. For purposes of copying only, the hourly wage of the lowest paid employee capable of performing the work shall be the lowest paid full-time position for the City of Ann Arbor, regardless of who actually does the work.

Hourly wage divided by 60, then multiplied by number of minutes.

However, if the City FOIA Coordinator or City employee responding to the request is certain that, because of the complexity of the public records being requested or for other valid reasons, a higher skill level employee is minimally required to adequately perform the work, the per minute labor rate based on wage rate for such employee may be used.

3. Actual mailing costs. (Postage costs will be waived for up to 8 pages in business envelope.)
4. Labor costs incurred in searching, examining, reviewing, deleting or separating materials will be charged where the nature of the request in the particular instance would result in an unreasonably high cost to the City. Unreasonably high cost means any one or a combination of the following, but only necessary for the proper processing of a request: (i) the need to search for, collect or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to a single request or single request which contains a series of subrequests, and/or (ii) the need to collect the requested public records from numerous locations, files or

databases. All requests from an individual, entity or association during a five-business-day period will be considered a single request solely for the purposes of the following formula. In order to implement this policy uniformly and in consideration of the primary benefit to the general public of the release of public records through FOIA, the following formula will be applied to any response.

1 hour or less	No Charge*
Over 1 hour	Number of hours or fraction thereof over 1 of FOIA Coordinator multiplied by \$_____ labor rate of lowest paid staff capable of doing the search, examination, review, deletion and/or separation of the materials and/or responding to the requestor, regardless of who actually does the work;** plus
Over 1 hour	Number of hours or fraction thereof over 1 of all other staff multiplied by \$_____ labor rate of lowest paid staff capable of doing the search, examination, review, deletion and/or separation of the materials, regardless of who actually does the work;*** plus
IT time for search/retrieval of electronic records	Number of hours or fraction thereof of IT staff (for search/retrieval of electronic records) multiplied by \$_____labor rate of lowest paid IT staff capable of performing the search/retrieval activities

* Does not apply to IT staff time for search/retrieval of electronic records, which is calculated as described.

** Applies only if FOIA Coordinator or designee(s) incurred more than 1 hour of time.

*** Applies only if City staff (regardless of number of staff involved) incurred more than 1 hour, not including IT staff doing search/retrieval of electronic records.

5. Review/Inspection Costs. City FOIA rules require that inspection and examination of public records be conducted by the requesting person in the presence of an employee of the City and under conditions required in order to protect the public record and prevent excessive and unreasonable interference with the discharge of municipal functions. Fees may be charged for the necessary copying of a public record for inspection when review of a particular document requires the deletion and separation of exempt from non-exempt information.

Labor (required staff presence during review)	\$_____/hour (divided by 60, then multiplied by number of minutes)
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If the requester indicates that he/she wishes to have copies of public records after inspection, the applicable costs for copying and labor as outlined above shall apply to any document which has not previously been copied in connection with the deletion and separation of exempt from non-exempt information. If the requestor indicates that he/she wishes to have copies of public records already made and assessed for as necessary copying for review, no additional charge shall apply.

This policy does not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute, or by resolution of City Council.

A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request to an individual who is entitled to information under the Act and who submits the documentation required by Section 10.3.3 that the individual is then receiving public assistance, or if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.

11/09