FREEDOM OF INFORMATION ACT (FOIA) COST ESTIMATE & ITEMIZATION FORM

Public Body/Department: West Michigan Shoreline Regional Development Commission
FOIA Request Number: PMLWC FOIA 251121
Date Request Received: November 21, 2025
Requestor Name: Jefferson F. Henry
Address/Email/Phone: jfhenry@peremarquettelakewatershedcouncil.com
Method of Delivery (Email/Mail/Pick-Up/Other): Email

A. COST ITEMIZATION

#	Fee Category	Calculation (Complete all that apply)	Estimated Cost
1	Labor for locating, searching, examining records (Hourly Rate of lowest paid employee capable of performing compliance tasks plus fringe benefits at a maximum 50%. Billed in ¼ hour increments, rounded downward to the next ¼ hour increment)	Executive Director Hours: ___ × Rate/hr: $ ____ Environmental Program Manager Hours: 17.5 × Rate/hr: $ 47.58 Finance Manager Hours: ___ × Rate/hr: $ ____ Office Manager Hours: ___ × Rate/hr: $ ____	$ 832.65
2	Labor for redaction/separating exempt from non-exempt information	Executive Director Hours: ___ × Rate/hr: $ ____ Environmental Program Manager Hours: ___ × Rate/hr: $ ____ Finance Manager Hours: ___ × Rate/hr: $ ____ Office Manager Hours: ___ × Rate/hr: $ ____	$ _____
3	Duplication/Copying/Scanning	Pages: 77 × $ .05 /page × # 1 of copies	$ 3.85

#	Fee Category	Calculation (Complete all that apply)	Estimated Cost
4	Labor for duplication (if separate from Item 1/2)	Office Manager Hours: .5 × Rate/hr: $ 43.00	$ 21.50
5	Non-paper media (USB/CD/DVD/etc.)	Actual cost: $ ___ each × Qty: ___	$ _____
6	Mailing/Postage/Shipping	Method: Email	$ _____
7	**TOTAL ESTIMATED COST**		**$** 858.00

B. REQUIRED DEPOSITS & REDUCTIONS (if applicable)

Category	Amount
Total Estimated Fee (from Section A)	$ 858.00
Less waiver for indigent requestor (if applicable)	$ _____
Less reduction for untimely response (if applicable)	$ _____
Amount Due	**$** 858.00
Deposit required if cost exceeds $50 (50% minimum):	$ 429.00

C. STATUS & NOTES

- Estimated # of records/pages: 77 pages
- Format of release (PDF, paper, electronic files, etc.): PDF
- Estimated completion date: 12/08/2025
- Additional notes: Document will be sent via PDF to fhenry@peremarquettelakewatershedcouncil.com upon 50% deposited received and has cleared WMSRDC's bank account

Prepared By: Amanda S. Finance Manager Date: 12/08/2025

Approved By: Erin Kuhn Executive Director Date: 12/08/2025

Requestor Signature (if deposit required): _____ Date: _____