NOVI CITY CLERK'S OFFICE
45175 TEN MILE ROAD
NOVI, MI 48375
(248) 347-0456
Fax (248) 347-0577

FOIA COST SUMMARY

Revised July 1, 2015

PAPER COPIES (per sheet)	
8 1/2" x 11" and 8 1/2" x 14" (Black and White)	$0.01
8 1/2" x 11" and 8 1/2" x 14" (Color)	$0.06
11" x 17"	$0.02
24" x 36"	$1.32
30" x 36"	$1.65
36" x 48"	$2.64

NON-PAPER PHYSICAL MEDIA	
4 GB USB	$8.55
8 GB USB	$9.47
16 GB USB	$13.70
32 GB USB	$25.01
Computer Disc	$0.50
DVD	$0.58

HOURLY RATES OF EMPLOYEES	
Department Director	$41.48 - $68.31
Deputy/Assistant Director	$27.29 - $48.37
Executive Secretary/Administrative Assistant	$20.47 - $27.06
Computer Support Specialist	$27.61 - $28.46
Code Compliance Officer III	$28.99
Senior Customer Service Representative	$23.25
Account Clerk	$21.27 - $22.36
Customer Service Representative	$18.82
Police Clerk I	$17.12
Part Time Customer Service Representative	$12.00 - $16.50
Part Time Accountant	$20.00

Paper copies: Copies will be double-sided if available and costs less.

Plans: If it is determined that the volume of a set of plans is too large for the City to copy, they will be sent out and the requestor will be charged for the actual costs to prepare the document.

Electronic copies: There will be no charge for documents that are already available electronically or can be scanned in without first printing off a copy from another source or software system.

Mailing costs: The actual cost of mailing records in a reasonable and economical manner. The City may charge for the least expensive form of postal delivery confirmation. The City will charge for costs associated with expedited shipping or insurance if specifically stipulated by the requestor.