

County Administrator's Digest

June 25, 2015

Alan G. Vanderberg, County Administrator



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WEST MICHIGAN ISSUES & IMPACT

Follow the link for the latest edition of [West Michigan Issues and Impacts](#). Co-Host Shannon Felgner and I interview Mr. Roger Safford, Regional Director for the Michigan Department of Transportation (MDOT).



STATE OF OTTAWA COUNTY 2015

In case you missed the [2015 State of Ottawa County Address](#), follow the link to view it on miOttawa.org.

"THE OTTAWA WAY THRIVES"

Bill Capodagli and I co-authored an article entitled "[The Ottawa Way Thrives](#)", for the International City/County Management Association's Public Management (PM) Magazine published in the July 2015 issue. The Magazine is available now by hard copy and the digital version will be available on June 27, 2015, follow this link http://icma.org/en/press/pm_magazine/current_issue.

NEW FOIA LAW COMPLIANCE

Counsel for the City of Grand Rapids, Kent County, Ottawa County and Grand Valley State University worked together to develop a master form policy, rules, procedures and an itemization form that local government units can use for compliance with the significantly changed Michigan FOIA law. Other organizations such as the Michigan Municipal League also developed templates.

The attached documents provide the law, summary of the law and all of the templates developed by the West Michigan collaborative group, [click](#)



[here](#) to view.

SPRING GOLD STANDARD LEADERS GRADUATION

It was once again an honor to attend and speak at the May 27 GOLD graduation. The employees listed below graduated and also had their department head or supervisor in attendance as well.

The GOLD Training program was built in late 2007 and classes began in January 2008. We have had 235 GOLD graduates and 1165 employees (of 1209) have completed at least one class through the program (96%). We opened our program to locals in 2014. We have had 48 enrollments from 12 local municipalities since that time.

Connie Barker (Clerk/ROD)

Jennifer Orme (HR)

John Borgerding (Facilities)

Shane Pavlak (IT - GIS)

Jim Bush (Equalization)

Kyle Roffey (Parks)

Brian Busscher (Equalization)

Angie Rogers (Prosecutor's Office)

Amy Chidester (District Court)

Sandi Stasko (CMH)

Kristi Chittenden (CMH)

Andrew Steffes (Juvenile Detention)

Dawn Dotson (Public Health)

Sarah Vander Ploeg (Prosecutor's Office)

Amy Dubault (FOC)

Stew Whitney (Public Health - Env)

Jennifer Gustafson (Prosecutor's Office)

Stephanie Williams (Fiscal - CMH)

Kristen Hintz (Parks)

Stacy Wilson (Public Health - Env)

Chris Koster (Sheriff's Office)

Shelley Wittaniemi (Fiscal - PH)

Marcia Mansaray (Public Health)

Amanda Zant (Sheriff's Office)

Mike Morrow (IT)

OTTAWA COUNTY AMBASSADOR PROGRAM (Misty Cunningham)

Earlier this year, the Customer Service Team came up with the idea of developing a County Ambassador Program. This program will assist new employees and current employees that accept new positions through the transition into their new roles within Ottawa County. Certainly, there will be job-specific questions that only a supervisor or co-worker can answer. The Ambassador Program is meant to answer those other questions; while creating a solid, knowledgeable network of "go-to" people willing to help not only new employees, but current employees; while promoting the Ottawa Way.

The Ambassador Program was designed by a sub-committee of the Customer Service Team in partnership with Human Resources. Over 80 County employees applied to be Ambassadors and 80 of those employees signed up for and went through a five hour training session. Ottawa County Ambassador Directories were created that include contact information, work location and pictures. The directories are being distributed to all County employees. The Ambassador Program was officially rolled out this week with several Ambassadors already being assigned to assist new employees. To read a little bit more about the program, [click here](#) for the flyer.

THE OTTAWA COUNTY SHERIFF'S OFFICE "PROTECTOR MONUMENT" (Captain Valerie Weiss)

The monument is a life-size, bronze statue surrounded by brick pavers plus markers to thank large donors and to honor fallen officers in Ottawa County.

"Making a Difference in the Communities We Serve" has been the philosophy of the Ottawa County Sheriff's Office. This is the focus of the men and women of the department who serve our communities and those who serve in corrections. We believe everyone who serves in the Sheriff's Office makes a difference and adds to the quality of life within our county.

The Sheriff's Office began fundraising in the spring of 2013. The budget for completion was estimated at \$79,000. We formed a committee to begin the fundraising process and held two major fundraisers.

We started our "Buy A Brick Program" to kick off fundraising for the monument and began planning for fundraising events. The first event held was a "Sweet Justice" fundraiser at the FOE in Grand Haven. The event was hosted by the Sweet Justice Band which is comprised of local police officers including some Ottawa County Deputies.



The second event was a 5K run/walk at Pigeon Creek; the park staff donated their time to assist us with the event. We called it the "Monumental Trail Run." We had over 100 participants that came out for the event to support the monument. Both events were very successful in raising funds to get us to our goal.

In March 2014 we obtained enough funding to order the statues from Brodin Studios in Minnesota. The life size monuments are

created using the ancient lost wax process of hot bronze casting. It explains on their website that they use the more than 5000 year old casting method. It is a lengthy progression of steps that require a great deal of attention. The end result is a finished piece that is unsurpassed in detail, quality, and beauty. At Brodin Studios they use the lost wax process over other casting methods as it allows us to customize each sculpture for any department with your specific uniform style, patches, and badges.

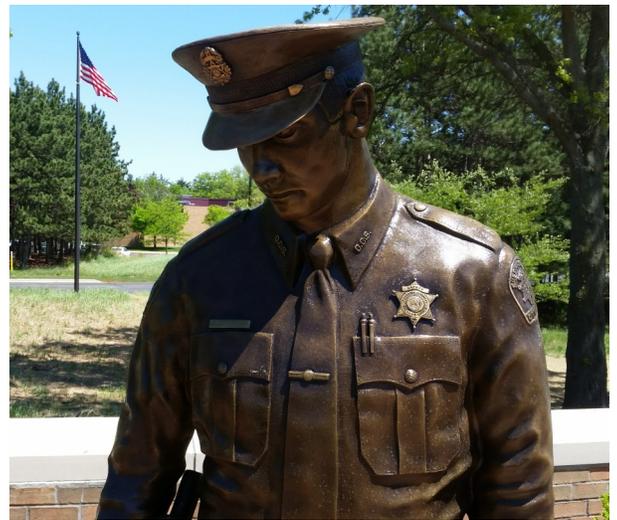


Once the statues were ordered the momentum picked up and we had a large amount of brick sales and in kind donors that made this project a success. We chose May 15 as a dedication date. In 1962, President John F. Kennedy signed a proclamation which designated May 15th as Peace Officers Memorial Day and the week in which that date falls as Police Week.

During a dedication ceremony, the monument was unveiled and dedicated on May 15, 2015. The Protector Monument is a memorial to past officers, a tribute to those presently serving, and a challenge of excellence to those who will serve in the future. Donations from individuals and businesses made this project possible

and we sincerely thank them all. The public is welcome and encouraged to view the monument located at the Sheriff's Office Headquarters in West Olive.

The Sheriff's Office thanks the County Commissioners, the County Administration, County employees and the community for their support in this process that made it a success.



QUARTERLY MEETING: OTTAWA COUNTY ROAD COMMISSION AND OTTAWA COUNTY (Keith Van Beek)

Attendees: County - Joe Baumann, Don Disselkoe, Phil Kuyers, Al Vanderberg and Keith Van Beek
Road Commission - Tom Bird and Brett Laughlin

231 Update: No official date has yet been provided for the opening of the bridge/northern section of 231. We are expecting it to be open yet this Fall, and the County is planning to work with all partners to coordinate opening events including a run/walk across the bridge. The Road Commission is

waiting to hear information/direction from MDOT on the plan for winter plowing/maintenance on how best to clear snow and ice from the bridge. The County will be working with MDOT and local governments to engage in some type of corridor study to move towards the final alignment of the remaining portion of 231 going south.

1. Regular Road Commission Handouts: Brett distributed and reviewed reports on revenue from the Michigan Transportation Fund, status of the budget for maintenance on the MDOT contract for state roads, and the 2015 construction programs for primary roads, the countywide millage, bridges, local roads, township programs, drainage work and skip paving projects. [Click here](#) for the handouts.
2. Park West Drain: Brett was asked to discuss, and has a meeting yet this week, with Water Resources Commissioner Joe Bush on some coordination questions for the Park West Drain project impacting roads. This group asked to be kept updated on how that progresses.
3. US 31 traffic lights: The group discussed and learned that MDOT handles the traffic signals along the US 31 corridor, and in many cases lights adjacent to the corridor. The majority of the signalization project from several years back is still in place, but any requests for changes to the system of lights have a cascading effect that may fix one timing problem and could create another.
4. Strategic Planning for statewide Asset Management Council: Don serves on this group, and on August 4 and 5 the group will meet in Ottawa County to conduct their regular board meeting and conduct strategic planning, facilitated by Al and Keith.
5. Bike Lanes: The group briefly discussed the history and rationale for participation of bike lanes, most recently along Lakeshore Drive. The private groups asking for participation will need to secure and commit to funding soon, as the Lakeshore Drive road improvements will be bid in July and construction starts in August.
6. Memorandum of Understanding Review: Short conversation, the Road Commission will likely begin negotiations on union contracts late this calendar year for contracts that expire in May of 2016.
7. State Transportation Funding: The group discussed various plans by the State for road funding as Proposal 1 failed.

GVSU ECONOMIC IMPACT BROCHURE

GVSU Vice President and General Counsel Tom Butcher passed the [GVSU Economic Impact brochure](#) out to fellow Grand Valley Metro Council Board Members at recent meeting.

This is excellent information on the impact of one of our major community institutions so I am sending it along for your information, click the link above to view the brochure.

PARK WEST DRAIN

This attached Holland Sentinel article is from May but is a good article on the progress of the Park West Drain project.

[Park West Drain construction advances in Park Township](#)

5 REASONS WHY MICHIGAN LAW REQUIRES CHILD HEARING & VISION SCREENINGS



Michigan's Public Health Code requires children 3 - 5 years of age to have a hearing and vision screening prior to kindergarten entry. The Ottawa County Department of Public Health's (OCDPH) Hearing & Vision program focuses on the importance of early detection and offers free screening services to school aged children. Comprehensive screenings are conducted by fully trained hearing and vision technicians. Last year, OCDPH referred 8% of all children vision screened and nearly 3% hearing screened to a specialist. Parents registering their child in kindergarten or first grade must supply their school with a testing certificate. Failing to do so, will result in exclusion from school. www.miottawa.org/hearingvision

1. Hearing and vision loss can impede a child's development and performance.
2. Early detection may lead to better care and treatment.
3. Hearing and vision are vital to learning, working and socialization.
4. Proper hearing and vision enables children to reach their full potential.

Every dollar invested in screenings saves Michigan \$112 in hearing and \$162 in vision costs. *(Values are based on health care costs and future productivity loss.)*

"After your vision referral to an eye doctor, our daughter received her first pair of glasses. Thank you so much for letting us know about her difficulties, as it was not something she had previously expressed. We appreciate it!

– OCDPH Hearing & Vision client

Sources:

OCDPH 2014 Annual Report, Hearing & Vision (page 18)
www.miOttawa.org/health2014



OCDPH 2013 Annual Report, Hearing & Vision (page 26)
www.miOttawa.org/health2013

CDC: Hearing loss in children, www.cdc.gov/ncbddd/hearingloss/facts.html

Contact:

Janine Chittenden, Child Health Team Supervisor

(616)844-2399, jchittenden@miottawa.org

MISSY STAFFORD - DISPATCHER OF THE YEAR!

OCCDA Executive Director Tim Smith recently passed on the news that Missy Stafford has been named Dispatcher of the Year for 2014. Congratulations to Missy for her outstanding work for this award and also for the past 20 years during which she has always projected a positive image of OCCDA in the caring and professional way she does her job.

Congratulations and thank you Missy!!!!!!

MAY OCCDA STATS (Tim Smith)

The call volume and incident numbers handled through Central Dispatch for May 2015 were:

Total Incidents – 10,161 up 2.7% over May 2014 and down 1% YTD over 2014

Fire Incidents – 1,273 up 9.3% over May 2014 and up 2.4% YTD over 2014

Law Incidents – 8,888 up 1.8% over May 2014 and down 1.1% YTD over 2014

911 Calls – 9,510 up 2.3% over May 2014 and down 1% YTD over 2014

911 Hang Up calls – 974 up 5.7% over May 2014 and up 8.7% YTD over 2014

Wireless 911 calls – 95.3% of 911 calls for May 2015 and 91.5% of 911 calls YTD for 2015

911 calls answered in 10 seconds or less - 94.5% for May 2015 and 94.4% YTD 2015

(NENA recommended standard is 90% within 10 seconds)

GVMC WEEKLY UPDATE (John Weiss)

[Click here](#) for the most recent updates.



**GRAND VALLEY
STATE UNIVERSITY**

**LEGAL, COMPLIANCE,
AND RISK MANAGEMENT
DIVISION**

May 29, 2015

John W. Weiss
Executive Director
Grand Valley Metropolitan Council
678 Front Ave. Ste 200
Grand Rapids, MI 49504

Dear John:

I want to formally report to you about the development of a Freedom of Information Act (FOIA) policy for use by members of the Grand Valley Metropolitan Council (GVMC). As I had shared with the GVMC during my presentation, I reached out to the legal counsels for Kent and Ottawa Counties and the City of Grand Rapids. Recently, we met and reviewed materials that were developed by Steven Mann, a partner at Miller Canfield law firm, through the Michigan Municipal League (MML). These materials are well done and I have asked Steve, and he has granted permission, to share the materials with the GVMC membership for them to use as they deem appropriate. A copy of these documents are included with this report.

Also, I have been working with representatives of state universities in the development of a FOIA draft policy and have included that with this report. I wish to point out a significant difference between this policy draft and that of the MML. The amendments to the FOIA permit, but do not require, a fee appeal process. If there is one, it must follow the process in FOIA. The version of the state universities does not have a fee appeal process.

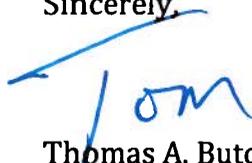
Finally, I want to point out that there are some excellent materials for FOIA Coordinators that have been developed by the Michigan Municipal Risk Management Authority (MMRMA) through the work of Chris Johnson and Carlito Young of the Johnson, Rosati, Schultz & Joppich law firm. Some of the members of the GVMC are members of the MMRMA and they can access the FOIA materials through member's only portion of the website. For those members of the GVMC who are not members of the MMRMA, they are able to obtain a copy of the materials by contacting Cara Kowal by email at CKowal@mrrma.org or calling her at (734) 513-0300.

Thomas A. Butcher, Vice President and General Counsel

4068 James H. Zumberge Hall • 1 Campus Drive • Allendale, MI 49401-9403 • (616) 331-2067 • Fax (616) 331-3950 • butchert@gvsu.edu

Finally, I want to extend my assistance to any member (or their representative) of the GVMC if there are questions about the FOIA amendments or any of the materials.

Sincerely,



Thomas A. Butcher
Vice President and General Counsel

Thomas A. Butcher, Vice President and General Counsel

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[Insert Municipality Name and Logo Here]
WRITTEN PUBLIC SUMMARY OF FOIA PROCEDURES AND GUIDELINES

Consistent with the requirements of the Michigan Freedom of Information Act, Act 442, Public Acts of Michigan, 1976, as amended ("FOIA"), the following is the Written Public Summary of the [Municipality]'s FOIA Procedures and Guidelines. This document is meant to provide a summary of the FOIA procedures, but all persons submitting a request for public records are encouraged to review the full Procedures and Guidelines. If you have any questions about submitting a request or the FOIA process, please contact _____, the FOIA Coordinator at [email address].

1. How do I submit a FOIA request to the [Municipality]?

- a. Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the [Municipality] must be submitted in writing.
- b. A request must sufficiently describe a public record so as to enable the [Municipality] to find it.
- c. No specific form to submit a written request is required. [However a FOIA Request form for your use and convenience is available on the [Municipality]'s website at _____.]
- d. Written requests can be made by delivery to any [Municipality] office in person or by mail, and should be addressed to the attention of the FOIA Coordinator.
- e. Requests can also be made by facsimile to (____)-____-____ for non-Police or Public Safety records and to (____)-____-____ for records related to Police and Public Safety.
- f. A request may also be submitted by e-mail to _____. To ensure a prompt response, e-mail requests should contain the term "FOIA" or "FOIA Request" in the subject line and be sent to _____.

Note: If you are serving a sentence of imprisonment in a local, state or federal correctional facility you are not entitled to submit a request for a public record.

2. When and how will the [Municipality] respond to my request?

- a. Within 5 business days of receipt of a FOIA request the [Municipality] will issue a response. If a request is received by facsimile or e-mail the request is deemed to have been received on the following business day.
- b. If the request is emailed and goes to the spam or junk mail folder, it will not be considered "received" until 1 day after the [Municipality] becomes aware of the request.
- c. The [Municipality] will respond to your request in one of the following ways:
 - i. Grant the request- This means the [Municipality] will make the requested public records available for inspection or will provide copies of the requested public records.
 - ii. Issue a written notice denying the request- This notice will contain an explanation as to why the [Municipality] has denied the request. A request will be denied if the information requested is exempt from disclosure under FOIA or another statute, or if the requested public record does not exist.
 - iii. Grant the request in part and issue a written notice denying in part the request- If some of the requested public record is exempt from disclosure, the [Municipality] will make the non-exempt portions of the public record available for inspection or will provide copies.
 - iv. Issue a notice indicating that due to the nature of the request the City needs an additional 10 business days to respond- The [Municipality] may issue one 10 day extension.

- v. Issue a written notice indicating that the public record requested is available at no charge on the City's website- If the requested public records are posted on the [Municipality]'s website, the [Municipality] will provide with reasonable specificity the location of these public records.
- d. If the request is granted, or granted in part, the City will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available. If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the City will require a deposit before processing the request.

3. What are the [Municipality]'s deposit requirements?

- a. If the [Municipality] has made a good faith calculation that the total fee for processing the request exceeds \$50.00, the [Municipality] will require that you provide a deposit in the amount of 50% of the total estimated fee. When the [Municipality] requests the deposit it will provide you a non-binding best efforts estimate of how long it will take to complete your request following receipt by the [Municipality] of your deposit.
- b. If you have not paid the [Municipality] for copies of public records made in fulfillment of a previously granted written request, the [Municipality] will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when certain conditions exist.

4. How does the [Municipality] calculate the fee for completing a FOIA request?

- a. There are six fee components the [Municipality] will charge for, and which are provided in more detail in the Procedures and Guidelines and the Fee Itemization Form:
 - i. Labor costs for searching for, locating, and examining public records;
 - 1. Cost will be charged in 15 minute increments with all partial time rounded down.
 - 2. Cost will be the hourly wage of the lowest-paid employee capable of performing the tasks, regardless of who actually performs the task, and will also include a charge to cover or partially cover the cost of fringe benefits.
 - ii. Labor costs for redacting public records;
 - 1. Cost will be charged in 15 minute increments with all partial time rounded down.
 - 2. Cost will be the hourly wage of the lowest-paid employee capable of performing the tasks, regardless of who actually performs the task, and will also include a charge to cover or partially cover the cost of fringe benefits.
 - 3. If the FOIA Coordinator determines there is no employee capable of redacting the exempt information, the FOIA Coordinator may contract for the labor and treat the contracted labor costs in the same manner as employee labor costs, but the hourly rate charged may not exceed six times the State's minimum hourly wage rate.

- iii. Copies provided on non-paper physical media;
 - 1. The fee charged will be the actual and most reasonably economical cost of the non-paper physical media, such as computer discs, computer tapes, or other digital or similar media.
- iv. Copies provided on paper;
 - 1. The [Municipality] will charge \$0.10 per sheet of paper for copies made on 8 ½ by 11-inch or 8 ½ by 14-inch paper.
 - 2. The fee for all other sized paper will be the actual and total incremental cost.
- v. Labor costs for duplication or publication of the public records;
 - 1. Cost will be charged in 1 minute increments with all partial time rounded down.
 - 2. Cost will be the hourly wage of the lowest-paid employee capable of performing the tasks, regardless of who actually performs the task, and will also include a charge to cover or partially cover the cost of fringe benefits.
- vi. Mailing the public records.
 - 1. The fee charged shall be the actual cost of mailing the public records in a reasonably economical and justifiable manner.
 - 2. The [Municipality] may charge for the least expensive form of postal delivery confirmation.
- b. The portion of the labor costs related to searching for, locating and examining a public record, and deleting and separating exempt from non-exempt information will only be charged if the cost to the [Municipality] is unreasonably high. The [Municipality] will determine whether completing a FOIA request results in an unreasonably high cost on a case-by-case basis, based on the nature of the particular request.

5. How do I challenge the denial of a public record?

- a. If your FOIA request was denied in whole or in part and you believe this denial was improper, you may file an appeal with the [head of Municipality]. The appeal must be in writing, must specifically include the word “appeal” and must identify the reason or reasons you believe the denial was improper.
- b. Within 10 business days of receiving the appeal, the [head of Municipality] will respond in writing to do one of the following:
 - i. Reverse the denial;
 - ii. Issue a written notice upholding the denial;
 - iii. Reverse the denial in part and issue a written notice to uphold the denial in part;
 - or
 - iv. Issue a notice extending the response period for up to 10 business days.
- c. Within 180 days after receiving a final determination from the [head of Municipality] or the [Municipality] has failed to respond, you may commence a civil action.

6. How do I challenge an excessive fee?

- a. If you are charged a fee that you believe exceeds the amount permitted under FOIA and the Procedures and Guidelines, you may submit a written appeal for a fee reduction to the [head of Municipality]. This written appeal must include the word “appeal” and identify how the fee exceeds the amount permitted. The [Municipality] will respond within 10 business days of receiving the appeal and shall do one of the following:
 - i. Waive the fee;

- ii. Reduce the fee and issue a written determination of the specific basis supporting the remaining fee, with a certification from the [head of Municipality] that the statements are accurate and the fee amount complies with the Procedures and Guidelines and FOIA;
 - iii. Uphold the fee and issue a written determination indicating the specific basis supporting the fee, with a certification from the [head of Municipality] that the statements are accurate and the fee amount complies with the Procedures and Guidelines and FOIA; or
 - iv. Issue notice extending the response period for up to 10 business days and detailing why the extension is necessary.
- b. Within 45 days after a determination of an appeal to the [head of Municipality] is received or the [Municipality] has failed to respond, you may commence a civil action.

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[Insert Municipality Name and Logo Here]

**FREEDOM OF INFORMATION ACT
PROCEDURES AND GUIDELINES**

I. INTRODUCTION

The Michigan Freedom of Information Act, 1976 P.A. 442, MCL §15.231 *et seq.*, (“FOIA” or the “Act”) was enacted by the Michigan Legislature to provide for public access to certain public records of public bodies with the express intent “that all Persons, ... are entitled to full and complete information regarding the affairs of the government and the official acts of those who represent them as public officials and public employees...”.

FOIA sets requirements for the disclosure of public records by public bodies upon written request by a requester. The Public Body is a public body under the Act, and shall comply with its requirements. The Public Body’s [board/commission/council] shall designate a FOIA Coordinator to accept, process, track, grant, and/or deny requests in writing as required by the Act.

Terms not defined herein shall have the meaning given under FOIA.

II. THE FOIA COORDINATOR

- a. Designation of the FOIA Coordinator: The FOIA Coordinator shall be the [Title of chosen FOIA Coordinator], or his or her designee. [Requests for public records maintained by the [police/fire/public safety] [department[s]], shall be handled by _____, as an assistant FOIA Coordinator.] The FOIA Coordinator is authorized to designate other employees to act on his or her behalf.
- b. Receiving and Processing Requests. The FOIA Coordinator shall be responsible for accepting and processing all FOIA requests. The FOIA Coordinator shall make all determinations regarding whether the FOIA requests are granted or denied, and whether the response time should be extended. If the FOIA Coordinator issues a notice extending the period to respond, he or she shall specify a reason and the date by which the Public Body will respond.
- c. Determination of Exempt Material. The FOIA Coordinator shall determine whether any of the information in the requested public records is exempt from disclosure. The FOIA Coordinator shall also determine whether there is a Public Body employee capable of redacting the necessary information. If there is no such employee, the FOIA Coordinator shall arrange for a person or firm of the FOIA Coordinator’s choosing to provide this service.
- d. Determination of Cost and Fees. The FOIA Coordinator shall determine the costs of complying with each FOIA request by completing the Fee Itemization Form in compliance with the cost guidelines provided in Section IX. The FOIA Coordinator shall also determine whether each FOIA request would result in an unreasonably high cost to the Public Body and whether a fee may be charged for

the request. The FOIA Coordinator shall also determine if a deposit shall be required in accordance with Section X herein.

- e. Revising Forms. The FOIA Coordinator is authorized to make reasonable revisions to and create necessary forms to implement these Procedures and Guidelines and administer the FOIA Program.
- f. Compliance. All actions taken by the FOIA Coordinator or his or her designee under this section shall be consistent with the requirements of FOIA and these Procedures and Guidelines.

III. RIGHT TO INSPECT, COPY, OR RECEIVE PUBLIC RECORD

A requester has a right to inspect, copy, or receive copies of requested public records. If a person requests to inspect public records without having the public records duplicated, the following shall apply:

- a. The requester shall make an appointment with the FOIA Coordinator, who shall provide the requester a reasonable opportunity for inspection and examination of the public records during usual business hours. If requester arrives without an appointment the FOIA Coordinator shall endeavor to accommodate the public records inspection.
- b. The Public Body shall make reasonable accommodations to a person requesting the opportunity to inspect public records, but at all times shall protect public records from loss, unauthorized alteration, mutilation, or destruction, and shall also prevent the excessive and unreasonable interference with the discharge of its functions. To this extent, any person requesting to inspect the public records shall be under the direct supervision of the FOIA Coordinator or his or her designee at all times.
- c. If the requested public records contain exempt information, the FOIA Coordinator will make copies for inspection with the exempt material redacted.

IV. PROCEDURES AND GUIDELINES

- a. Procedures and Guidelines Available at No Cost. The Public Body will keep copies of these Procedures and Guidelines, including a written public summary, available at its public office and will provide a copy, at no cost, to any person requesting the Procedures and Guidelines.
- b. Maintaining Procedures and Guidelines on Website. The public body shall post and maintain these Procedures and Guidelines on its website.
- c. Responses to Written Requests. A copy of these Procedures and Guidelines, including a written public summary, shall be included with all responses. If the Procedures and Guidelines are maintained on the Public Body's website, a link to the documents may be provided in lieu of providing paper copies.

V. WRITTEN REQUESTS

- a. Submit in Writing. All requests for public records must be submitted in writing to the FOIA Coordinator. The writing may be submitted by mail, fax, electronic mail, or other electronic transmission. Requests for public records should be as

specific as possible and must describe the public record sufficiently to enable the Public Body to find the public record.

- b. Subscription. A Person may subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall remain valid for up to six (6) months, at the request of the subscriber, and shall be renewable.
- c. Record Retention. The FOIA Coordinator will retain a copy of all written requests for public records for no less than 1 year.

VI. TIME TO RESPOND

- a. When a Request is Considered Received. Requests submitted by mail are considered received on the day they arrive at the Public Body. A request made by fax, electronic mail, or other electronic transmission is not considered received until 1 business day after the electronic transmission is made. If the electronic mail is delivered to the Public Body's spam or junk folder, the request is not considered received until 1 day after the Public Body becomes aware of the request. The Public Body shall keep a record of when the request is delivered to the spam or junk mail folder and when the Public Body first becomes aware of the request.
 - i. The FOIA Coordinator shall review the spam and/or junk mail folders for public record requests at reasonably frequent intervals, but in any event not less frequently than once every fourteen calendar days.
 - ii. Employees of the Public Body who maintain email addresses through the Public Body are required to review the spam and/or junk mail folders for public record requests at reasonably frequent intervals, but in any event not less frequently than once every fourteen calendar days. Public Body Employees must promptly forward all FOIA requests to the FOIA Coordinator.
- b. Response within Five Business Days; Extension. Unless otherwise agreed to in writing by the requester, the Public Body shall respond to the request within five (5) business days after receipt. However, the Public Body may issue a notice extending the time to respond for not more than ten (10) business days, which shall include the reason for the extension and the date by which the Public Body will respond. The Public Body shall not issue more than one (1) notice of extension for a particular request.

VII. FORM OF RESPONSE

- a. Within five (5) business days after the Public Body receives a request, the FOIA Coordinator shall respond to the request by:
 - i. Granting the request;
 - ii. Issuing a written notice denying the request;
 - iii. Granting the request in part and issuing a written notice denying the request in part; or

- iv. Issuing a notice extending the time to respond by ten (10) business days.
- b. Failure to respond to a request shall only constitute a final determination to deny the request if:
 - i. Failure was willful and intentional; OR
 - ii. Written request included language requesting information within first 250 words of body of request or the envelope or subject line of the email, letter, or fax included the following words, characters or abbreviations, or recognizable misspellings: “Freedom of Information”, “Information”, “FOIA”, “Copy”.
- c. Denial of Request. To the extent a request, or any portion thereof, is denied, the written response shall be signed by the FOIA Coordinator and shall contain all of the following:
 - i. An explanation of the basis for denial under FOIA or another statute, if that is the reason for denying the request;
 - ii. A certificate that the public record does not exist under the name given or by another name reasonably known, if that is the reason or denying the request;
 - iii. A description of a public record or information on a public record that is separated or deleted, if such separation or deletion is so made;
 - iv. A full explanation of the requestor’s right to appeal to the [Head of the Public Body] or to seek judicial review of the denial; and
 - v. Notice of the right to receive attorney’s fees and damages if the court determines the Public Body has not complied.

VIII. EXEMPTIONS and PROTECTION OF CONFIDENTIAL INFORMATION

- a. Exempt Material Policy. In order to protect individuals from an invasion of privacy, to ensure there is no interference with the safety of the public, and to ensure the safe and efficient operations of the Public Body, it is the policy of the Public Body to exempt from disclosure all information that may be exempted in accordance with FOIA.
- b. Mandatory Exemptions. The Public Body must exempt information that, if released, would prevent the Public Body from complying with the Family Educational Rights and Privacy Act of 1974, 20 USC 1232g.

IX. COSTS

It shall be the policy of the Public Body to recover all costs associated with responding to FOIA requests to the extent permitted by FOIA. The Public Body hereby establishes the following fee schedule and rules relating to the collection of fees in connection with the processing and fulfillment of FOIA requests:

- a. Cost Components Associated With Requests Resulting In Unreasonably High Costs. The FOIA Coordinator may only charge a fee for the costs involved with searching for, locating and examining a public record, and the deletion and

separation of exempt from non-exempt information when it results in unreasonably high costs to the Public Body. In determining what is an unreasonably high cost to the Public Body the FOIA Coordinator shall consider each request on a case-by-case basis to determine how the nature of the particular request differs from the usual request received by the Public Body. If the request would result in a cost that is unreasonably high relative to the requests the Public Body usually receives, the Public Body may charge for completing the request. *See Bloch v Davison Community Schools*, 2011 WL 1564645 (Mich Ct App). The FOIA Coordinator shall also consider the following factors to determine whether the cost is unreasonably high:

1. Volume of public records requested;
 2. The estimated hours of labor required to complete the request;
 3. The complexity of searching for, examining, and reviewing, a public record, and the deletion and separation of exempt from non-exempt information;
 4. The need to search for, examine, and review public records from different departments, commissions, boards, or committees for the City;
 5. The available staffing for responding to the request; and
 6. Any other similar factors designated by the FOIA coordinator.
- i. Labor Costs – Search, Location, and Examination of Records. The labor costs of searching for, locating, and examining public records.
1. This cost shall not exceed the hourly wage plus a fringe benefit multiplier of 50% of the hourly wage (but not to exceed the actual fringe benefit costs) of the lowest-paid employee capable of performing these tasks, regardless of whether that employee is available or who actually performs these tasks.
 2. This fee shall be charged in increments of 15 minutes or more. All partial time increments must be rounded down.
 3. Overtime wages shall not be included unless overtime is specifically stipulated by the requester.
- ii. Labor Costs – Redacting Records. The labor costs directly associated with separating and deleting exempt information from non-exempt information.
1. Performed by Public Body Employee. If this tasks is performed by an employee, the cost shall not exceed the hourly wage plus a fringe benefit multiplier of 50% of the hourly wage (but not to exceed the actual fringe benefit costs) of the lowest-paid employee capable of performing these tasks in the particular instance, regardless of whether that person is available or who actually performs the tasks.

2. Contracted Labor. If the Public Body does not employ a person capable of separating and deleting exempt from non-exempt information in the particular instance as determined by the FOIA Coordinator on a case-by-case basis, it may treat necessary contracted labor costs in the same manner as employee labor costs, if it clearly notes the name of the contracted person or firm on the Fee Itemization Form. The total labor costs under this subsection for contracted labor shall not exceed an amount equal to six (6) times the state minimum hourly wage.
 3. Labor costs shall be estimated and charged in increments of 15 minutes or more. All partial time increments must be rounded down.
 4. Overtime wages for employees shall not be included unless overtime is specifically stipulated by the requester.
 5. The Public Body shall not charge for the costs of redaction if it knows or has reason to know that it previously redacted the public record and the redacted version is still in the Public Body's possession.
- b. Cost Components Applicable to All FOIA Requests. The Public Body will charge for the actual cost of processing and fulfilling a FOIA request. The fee charged by the Public Body shall not exceed the sum of the following components:
- i. Non-paper Physical Media.
 1. Non-paper physical media may be used in lieu of paper copies, and the requester may stipulate that the public records be provided on non-paper physical media, electronically mailed, or otherwise electronically provided in lieu of paper copies.
 2. If the Public Body provides the public records on non-paper physical media, the Public Body shall charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media.
 3. If the Public Body does not have the technological capability necessary to provide the requested record on non-paper physical media, this subsection does not apply.
 4. In order to ensure the integrity and security of the Public Body's technological infrastructure, the Public Body will procure any requested non-paper physical media and will not accept non-paper physical media from the requestor.
 - ii. Paper Copies. The actual total incremental cost of necessary duplication or publication, not including labor.
 1. The total cost per sheet of paper and the number of sheets used shall be itemized.

2. The fee shall not exceed \$0.10 per sheet of paper for copies made on 8 ½ by 11-inch paper or 8 ½ by 14 inch paper.
 3. The fee for other sized paper shall be charged at the actual total incremental cost.
 4. The Public Body shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.
- iii. Labor Costs – Duplication or Publication of Public records. The cost of labor associated with duplication or publication of the public records, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media through the internet or other electronic means as stipulated by the requestor.
1. This cost shall not exceed the hourly wage plus a fringe benefit multiplier of 50% of the hourly wage (but not to exceed the actual fringe benefit costs) of the lowest-paid employee capable of performing these tasks, regardless of whether that person is available or who actually performs these tasks.
 2. This fee shall be charged in increments of 1 (one) minute. All partial time increments must be rounded down.
 3. Overtime wages shall not be included unless overtime is specifically stipulated by the requester.
- iv. Mailing. The actual cost of mailing the public records in a reasonably economical and justifiable manner.
1. Expedited shipping or insurance costs shall not be included unless specifically stipulated by the requester.
 2. The Public Body may charge for the least expensive form of postal delivery confirmation.
- c. Public Records May Be Provided Without Charge or at Reduced Cost. A search for public records may be conducted or copies of public records may be furnished without charge or at a reduced charge if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public records can be considered as primarily benefiting the general public.
- d. Fee Waiver. A public record search shall be made and a copy of the public record shall be furnished without charge for the first \$20.00 of the fee for each request made that satisfies either of the following:
- i. Indigence.
 1. An individual who is entitled to information under FOIA and who submits an affidavit stating the individual is not requesting the information in conjunction with any outside parties who are

offering the individual payment or other compensation for making the request, and:

- A. Certifying the individual is indigent and receiving public assistance; OR
 - B. Stating facts showing inability to pay the cost because of indigency.
2. If the requestor is eligible for this discount, it shall be noted on the Fee Itemization Form.
 3. If the requestor is ineligible for the discount, the Public Body shall inform the requester specifically of the reason for ineligibility in the Public Body's written response. A requester is ineligible if the individual has previously received discounted copies of public records based on indigency from the Public Body twice during that calendar year.
- ii. Non-Profit Organization. A nonprofit organization formally designated by the state to carry out activities under Subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402, and the Protection and Advocacy for Individuals with Mental Illness Act, Public Law 99-319, or their successors, if the request:
 1. Is made directly on behalf of the organization or its clients;
 2. Is made for a reason wholly consistent with the mission and provisions of the above referenced statutes; AND
 3. Is accompanied by documentation of its designation by the State.
 4. If the requestor is eligible for this discount, it shall be noted on the Fee Itemization Form.
- e. Fee Reduction for Untimely Responses. For each day the Public Body exceeds the five business day response requirement, the Public Body will reduce the labor costs charged by 5% per day up to a maximum 50% reduction, if:
 - i. The late response was willful and intentional; OR
 - ii. Written request included language requesting information within first 250 words of body of request or the envelope or subject line of the email, letter, or fax included the following words, characters or abbreviations, or recognizable misspellings: "Freedom of Information", "Information", "FOIA", "Copy".
 - f. Statutorily Determined Cost of Records. If a statute expressly provides for the sale of or fee for providing the requested public records the statute shall govern the cost and in such case the fees and costs provided herein, to the extent they conflict with the statute, shall not apply.

X. DEPOSIT

- a. Good Faith Deposit. If the FOIA Coordinator estimates that the costs associated with responding to a specific FOIA request will exceed \$50.00, the FOIA Coordinator may request a good faith deposit, not to exceed fifty-percent (50%) of the total cost, prior to compiling the public records.
 - i. The response requesting the deposit must include a non-binding best efforts estimate regarding the time it will take to comply with the request, and a detailed estimate of cost for complying with the request using the Fee Itemization Form.
- b. Deposit Due to Unpaid Balance. If a requester has not paid in full for a previously completed request, the FOIA Coordinator may take the following actions:
 - i. Require a deposit of up to 100% of the estimated fee before it begins a full search for an subsequent request from the requester if:
 - 1. The final fee for the prior request was not more than 105% of the estimated fee;
 - 2. Records made available contained the information being sought in the prior written request and are still in public body's possession;
 - 3. Public records were made available to the requester subject to payment within the time frame estimate;
 - 4. 90 days have passed since notifying the requester the records were available;
 - 5. Requester is unable to show proof of prior payment to public body;
AND
 - 6. Public body provides a detailed itemization calculating the cost of the current request.
 - ii. The FOIA Coordinator shall no longer require a deposit under this subsection if:
 - 1. Individual can show proof of prior payment in full;
 - 2. Public body is subsequently paid in full; or
 - 3. Three hundred sixty-five (365) days have passed since the written request for which full payment was not remitted.
- c. Best Efforts Time Estimate. All responses requiring a deposit shall also include a best efforts estimate of the time it will take to comply with the request. This estimate is not binding, but shall be provided in good faith.

XI. FEE ITEMIZATION FORM

- a. Itemization. All fees, charges, fee waivers, fee reductions, and deposit requests must be individually itemized using the attached Fee Itemization Form.

XII. PUBLIC RECORDS AVAILABLE ON WEBSITE

- a. Written Requests for Public Records Available on Website. There will be no charge for records which are available on the Public Body's website if the FOIA

Coordinator knows or has reason to know they are available on the website. Instead, the FOIA Coordinator will notify the requester in writing that all or a portion of the requested public records are available on the website. This notification will also provide the specific webpage address, to the degree practicable, of these public records and will include a detailed itemization of the estimated cost (using the Fee Itemization Form) to the requester if that person chooses to have the documents provided in another format, such as paper format or non-paper physical media.

- i. If, after receiving the above referenced written notification and itemization, the requester requests the documents to be provided in another format, the requester shall be charged for the cost of providing these documents, which cost shall include the actual cost of fringe benefits of the lowest paid employee capable of providing the requested public records and shall not be subject to the 50% multiplier limitation.
- b. Verbal Requests for Information Available on Website. Any verbal request for information that the Public Body employee knows or has reason to know is available on the website shall be responded to where practicable by informing the requester about the website address.

XIII. APPEALS

a. Appealing a Denial of Public Records.

- i. If the Public Body makes a final determination to deny all or a portion of a request, the requester may:
 1. Submit a written appeal to the [Head of the Public Body] specifically stating the word “appeal” and the reasons for reversal;
OR
 2. File a civil action in circuit court to compel disclosure. This action must be filed within 180 days after the Public Body’s final determination to deny the request.
- ii. If the requester appeals to the [Head of the Public Body], within ten (10) business days after receiving a written appeal, the [Head of the Public Body] shall do one of the following:
 1. Reverse the denial;
 2. Issue a written notice to the requester upholding the disclosure denial;
 3. Reverse the denial in part and issue a written notice to the requester upholding the denial in part; OR
 4. If either of the following apply, issue a notice extending for up to 10 business days, the period during which the [Head of the Public Body] shall respond to the written appeal:

- A. 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
 - B. The need to collect the requested public records from numerous field offices, facilities, or other establishments which are located apart from the particular office receiving or processing the request.
 - iii. [If the [Head of the Public Body] is a Board or Commission, the public body is not considered to have received written appeal until the first regularly scheduled meeting of that board or commission. If the board or commission denies in whole or in part, the requester can commence a civil action].
 - iv. Within 180 days after receiving a final determination from the [Head of the Public Body], the requester may commence a civil action.
- b. Appealing an Excessive Fee.
- i. If the Public Body requires a fee that exceeds the amount permitted, the requester may:
 - 1. Submit to the [Head of the Public Body] a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the fee exceeds the amount permitted; OR
 - 2. Commence civil action. This action must be filed within 45 days after notice of the fee is received, or determination of an appeal to the [Head of the Public Body] is received. If a civil action is commenced, the Public Body will not complete the request until the action is resolved. Such action shall not be filed unless:
 - A. [The Public Body does not provide for appeals to the [Head of the Public Body];
 - B. The [Head of the Public Body] failed to respond to the written appeal; OR
 - C. The [Head of the Public Body] issued a determination to a written appeal.
 - ii. If the requester submits an appeal to the [Head of the Public Body], within ten (10) business days of receiving the written appeal, the public body shall do one of the following:
 - 1. Waive the fee;
 - 2. Reduce the fee and issue a written determination indicating the specific basis supporting the remaining fee, with a certification from the [Head of the Public Body] that the statements are accurate and the fee amount complies with these publicly available procedures and guidelines;

3. Uphold the fee and issue a written determination indicating the specific basis that supports the fee with a certification from the [Head of the Public Body] that the statements are accurate and the fee amount complies with publicly available procedures and guidelines; OR
 4. Issue notice extending for up to ten (10) days the period during which the [Head of the Public Body] must respond to the written appeal. The notice must detail why the extension is necessary, and the Public Body may only issue one (1) notice of extension.
- iii. Within 45 days after receiving a final determination from the [Head of the Public Body], the requester may commence a civil action.

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FOIA Fee Itemization Form

(Effective July 1, 2015)

Component	Cost Calculations	Total
1. Labor Costs – Search, Location ,and Examination of Records*	<p>Enter the hourly wage of lowest paid employee capable of performing the search, location and examination <div style="text-align: right;">\$_____ per hour</div></p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) <div style="text-align: right;">_____%</div></p> <p>Multiply the hourly wage times the fringe benefit multiplier <div style="text-align: right;">\$_____ x 1.____ = \$_____</div></p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) <div style="text-align: right;">\$_____ + _____ = \$_____</div></p> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment <div style="text-align: right;">\$_____ / 4 = \$_____</div></p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate <div style="text-align: right;">_____ x \$_____ = \$_____</div></p>	<p>\$_____</p>
2. Employee Labor Costs – Redaction*	<p>If performed by the public body’s employee:</p> <p>Enter the hourly wage of lowest paid employee capable of performing the redaction <div style="text-align: right;">\$_____ per hour</div></p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) <div style="text-align: right;">_____%</div></p> <p>Multiply the hourly wage times the fringe benefit multiplier <div style="text-align: right;">\$_____ x 1.____ = \$_____</div></p>	

	<p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs)</p> <p style="text-align: center;">\$ _____ + _____ = \$ _____</p> <p>Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment</p> <p style="text-align: center;">\$ _____ / 4 = \$ _____</p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate</p> <p style="text-align: center;">_____ x \$ _____ = \$ _____</p>	\$ _____
2. Contracted Labor Costs – Redaction*	<p>If performed by Contracted Labor (Only permitted if the public body does not employ a person capable of redacting the records as determined by the FOIA Coordinator):</p> <p>Name of person or firm contracted:</p> <p>_____</p> <p>Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage (i.e. \$8.15x6=\$48.90)</p> <p style="text-align: right;">\$ _____ per hour</p> <p>Divide the hourly rate by four (4) to determine the charge per fifteen (15) minute increment</p> <p style="text-align: center;">\$ _____ / 4 = \$ _____</p>	
	<p>Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate</p> <p style="text-align: center;">_____ x \$ _____ = \$ _____</p>	\$ _____
3. Non-Paper Physical Media	<p>Actual and most reasonably economical cost of:</p> <p>Flash Drives \$ _____ x number used _____ = \$ _____</p> <p>Computer Discs \$ _____ x number used _____ = \$ _____</p> <p>Other Media \$ _____ x number used _____ = \$ _____</p>	\$ _____
4. Paper Copies	<p>Actual total incremental cost of duplication (not including labor) up to a <u>maximum of 10 cents per page</u>:</p> <p>Letter paper (8 ½” x 11”)</p> <p style="text-align: center;">number of sheets _____ x \$0.____ = \$ _____</p> <p>Legal paper (8 ½” x 14”)</p> <p style="text-align: center;">number of sheets _____ x \$0.____ = \$ _____</p>	

	<p>Actual cost of other types of paper:</p> <p>Type of Paper: _____ number of sheets ___ x \$ _____ = \$ _____</p> <p>Type of Paper: _____ number of sheets ___ x \$ _____ = \$ _____</p> <p>(NOTE: Must print double-sided if available and costs less.)</p>	<p>\$ _____</p>
<p>5. Labor Cost – Duplication Copying, and transferring records to non-paper physical media</p>	<p>Enter the hourly wage of lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media \$ _____ per hour</p> <p>Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____ %</p> <p>Multiply the hourly wage times the fringe benefit multiplier \$ _____ x 1. _____ = \$ _____</p> <p>If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) \$ _____ + _____ = \$ _____</p> <p>Divide the resulting hourly wage by _____ to determine the charge per _____ (__) minute increment \$ _____ / 4 = \$ _____</p> <p>(NOTE: May use any time increment for this category)</p>	
	<p>Number of ___ minute increments (partial time increments must be rounded down) multiplied by the permitted rate _____ x \$ _____ = \$ _____</p>	<p>\$ _____</p>
<p>6. Mailing</p>	<p>Actual cost of mailing records in a reasonable and economical manner:</p> <p>Cost of mailing: \$ _____</p> <p>Cost of least expensive form of postal delivery confirmation: \$ _____</p> <p>Cost of expedited shipping or insurance only if specifically stipulated by the requestor: \$ _____</p>	<p>\$ _____</p>
	<p style="text-align: right;">Subtotal</p>	<p>\$ _____</p>

Waivers and Reductions	Subtract any Fee Waiver or Reduction: \$20.00 for indigency or nonprofit organization as further described in the Public Body's procedures and guidelines. Any amount determined by the Public Body due to the search and furnishing of the Public Record determined to be in the public interest. \$ _____ The reduction amount due to the late response of the Public Body. 5% of fee x ____ days late = _____% reduction (maximum reduction is 50%)	-\$ _____
Deposit	Subtract any good-faith deposit received: \$ _____	-\$ _____
	Total Due	\$ _____

*Note: Labor costs for search, location, examination and redaction (categories 1 and 2 on the itemization form) may not be charged unless the failure to charge a fee would result in unreasonably high costs to the public body because of the nature of the request in the particular instance, and the public body specifically identifies the nature of these unreasonably high costs.

The Court of Appeals has interpreted this provision to require that the determination be made relative to the usual or typical costs incurred by the public body in responding to FOIA requests. The key factor in determining whether the costs are "unreasonably high" is the extent to which the particular request differs from the usual request. *Bloch v Davison Cmty Schools*, (Mich.App. Apr. 26, 2011), 2011 WL 1564645.

Freedom of Information Act Processing

Summary

As provided in Section 1 of the Michigan Freedom of Information Act, "It is the public policy of this state that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with this act. The people shall be informed so that they may fully participate in the democratic process."¹ To that end, all people, excluding prisoners, are allowed to file FOIA requests with a Public Body. A requester must simply file a request in writing with the Public Body's FOIA Office (or Coordinator), and the Public Body will begin processing his or her request.² The Public Body, in its initial response, will do one of the following within the timeframe permitted by the statute: provide the requested documents, provide some of the requested documents while withholding others, withhold all of the requested documents, inform the requester that additional time is needed, require a fee deposit prior to further processing, or inform the requester that the requested record has not been sufficiently described. If a request is denied or partially denied, the Public Body will explain why the documents have not been released and inform the requester of his or her challenge and appeal options. A fee deposit will be required when processing a request will require significant Public Body employee time and resources. The Public Body will notify the requester of the estimated cost and provide a non-binding, best efforts estimate of the time it will take to complete the processing of the request. It is possible that after further processing of the request, the Public Body will determine that the cost of processing the request is significantly less or greater than the estimated cost. If that is the case, the Public Body will notify the requester. After the Public Body receives the required deposit, it will make every effort to provide the requested documents within the time estimate provided.

Requesters must understand, however, that at any given time, the Public Body is processing multiple requests and cannot devote all of its time to one particular request. If a requester feels that he or she was wrongly denied responsive documents, he or she may appeal to the Head of the Public Body or file

¹ M.C.L.A. 15.231.

² Verbal requests for information are not FOIA requests for purposes of these Procedures and Guidelines. If a verbal request for information is received by a Public Body employee who knows that the information is available on the Public Body's website, the employee, where practicable, will inform the requester about the Public Body's website address.

a civil action. Requesters are also always free to contact the FOIA Office with any questions about the processing of their requests. Detailed Procedures and Guidelines follow.

Procedures and Guidelines

1. How to submit a FOIA request to the Public Body

- a. A FOIA request must be submitted in writing to the FOIA Office (or Coordinator). The request may be transmitted in hard copy, by email, or by facsimile.
- b. The Public Body FOIA Office (or Coordinator) address _____.
The email address is _____. The fax number is _____.
- c. A request should describe the record(s) sought sufficiently to enable the Public Body to find the record(s) and should provide the requester's contact information.
- d. Requests should state that they are submitted pursuant to the Michigan Freedom of Information Act.
- e. Requests received electronically are deemed received the next business day. A business day is defined as Monday through Friday, exclusive of holidays and institutional closure days.
- f. If a request is delivered to the FOIA Office (or Coordinator) junk mail folder, the request will be deemed received one business day after the FOIA Office (or Coordinator) becomes aware of the request. The FOIA Office (or Coordinator) will check the junk mail folder at least once per week.

2. Responses to FOIA requests to the Public Body

- a. The Public Body will respond to a FOIA request within 5 business days of the FOIA Office (or Coordinator) receiving the request.
- b. A response will consist of one or more of the following:
 - i. A release of all of the requested records
 - ii. A partial release of the requested records, and a partial denial (if some or a portion of the records do not exist, are not in the possession of the Public Body, and/or are exempt from disclosure)

- iii. A complete denial of records (if all of the records do not exist, are not in the possession of the Public Body, and/or are exempt from disclosure)
- iv. A notice that more time is needed to process the request
 - 1. If more time is needed, the Public Body will send out a follow up response within 10 business days of the initial response.
- v. A notice that a fee deposit is required prior to further processing
 - 1. If a fee deposit is required, the Public Body will include in its response a non-binding, best efforts estimate regarding the time it will take to provide the records to the requester.
- vi. A notice that the record(s) sought has (have) not been sufficiently described to enable the Public Body to locate the record(s).
- c. The response will state the FOIA exemptions under which any information and/or documents are withheld, if applicable.
- d. If there is a denial of records for any reason, the response will set forth the procedures for challenge and/or appeal.

3. Deposit Requirements

- a. A fee deposit will be required when the processing of a request will result in fees equal to or greater than \$50.00.³ **[We understand that different public bodies will use different measurements here.]**
- b. The required deposit will equal up to 50% of the estimated cost of fulfilling the request as calculated at the time of the initial response.
- c. If the Public Body requires a deposit, it will not process the FOIA request further until the deposit is paid.
- d. If, after receipt of the deposit and further processing of the request, the Public Body learns that the processing costs will be significantly different from the estimated costs, the Public Body will so notify the requester. Where the actual effort to search for, review and separate exempt material significantly exceeds the original estimate, the Public Body will notify the requester. The requester may choose to receive a revised fee

³ The Public Body has determined, consistent with FOIA, that failure to charge fees in situations where the fees would be equal to or greater than \$50.00 would result in unreasonably high costs to the Public Body.

deposit request, or limit his/her original request to those records which may be processed within the time stated in the original fee estimate.

- e. A person who makes a FOIA request for which a deposit is required may withdraw that FOIA request without charge instead of paying the required deposit.
- f. The Public Body will treat multiple concurrent FOIA requests on the same topic(s) and/or regarding the same recordkeeper(s) and from the same person as one FOIA request for purposes of determining whether the fee is below \$50.00.
- g. In certain circumstances where a requester has not paid the remainder of the fee for processing an earlier request, the Public Body may require 100% of the estimated fees for processing a subsequent request prior to processing the subsequent request.

4. Calculation of Fees

- a. Fees are calculated by adding together the following costs⁴:
 - i. The labor costs⁵ for searching for, locating, and examining responsive records
 - ii. The labor costs⁵ for review, separation, and deletion of exempt information from non-exempt information
 - iii. The cost of non-paper physical media, if used
 - iv. The cost per copy of paper copies, not to exceed \$.10/page for standard 8 ½ x 11 inch paper
 - v. The labor costs⁵ directly associated with duplication or publication, which may include copying to non-paper media
 - vi. The cost of mailing
- b. Final fees for responding to a FOIA request will be billed when the Public Body responds to the FOIA request. An invoice will be provided by the Public Body with the response. The amount invoiced must be paid within thirty days. **[This provision and the following one may change based on the public body's position regarding whether to require the full fee amount prior to the release of records.]**

⁴ A copy of the standard form that the Public Body uses for fee itemization, with additional explanatory information, is attached to these Procedures and Guidelines.

⁵ Labor costs will be estimated and charged in increments of 15 minutes or more, with all partial time increments rounded down. The labor is charged at the hourly rate of the lowest paid Public Body employee capable of doing the work, plus fringe benefits, if applicable. If it is not possible for the work to be done by a Public Body employee, the Public Body will contract the work out and charge per the provisions of the statute.

- c. The Public Body reserves the right to require payment in full of all fees incurred in processing a FOIA request before delivering the final, responsive documents.
- d. The Public Body's decision to deny access to public records sought by a FOIA request because those records are, in whole or in part, exempt from disclosure does not excuse the person who files that FOIA request from payment of fees for the work undertaken by the Public Body in response to that request.
- e. The Public Body may waive or reduce the fees it is authorized to charge if it determines that a waiver or reduction of the fee is in the public interest because responding to the FOIA request should be considered as primarily benefiting the general public.
- f. Fee reductions or waivers are required in certain instances involving proven indigence or non-profit organizations. The Public Body will apply these reductions or waivers in accordance with the statute.

5. Procedures for Challenge and Appeal [Each Public Body will need to decide if this will include fee appeals or not. Such provisions are not included here.]

- a. If the Public Body denies a request in whole or in part, the requester may:
 - i. Submit an appeal to the Head of the Public Body, in writing, via the FOIA Office (or Coordinator), using the contact information listed in Item 1, above. The appeal must specifically use the word "appeal" and identify the reason(s) the requester seeks reversal of the denial. The Head of the Public Body must respond to the appeal within 10 business days by doing one of the following:
 - 1. Reversing the FOIA Officer's (or Coordinator) decision
 - 2. Upholding the FOIA Officer's (or Coordinator) decision
 - 3. Reversing in part and upholding in part the FOIA Officer's (or Coordinator) decision
 - 4. Issuing a notice of extension for not more than 10 additional business days.
 - ii. Commence a civil action in the Court of Claims within 180 days after the Public Body's final determination to deny a request.

- b. If a requester has questions regarding any FOIA response, including estimated fees or actual fees assessed, the requester should not hesitate to contact the FOIA Office (or Coordinator) by email (_____) or telephone (_____).

DISCLAIMER: This document is intended only as an example of how a public body might attempt to comply with the FOIA requirements set forth by 2014 Public Act 563. It is not intended as legal advice and should not be relied upon as such. One should consult their legal counsel for advice and assistance on matters of FOIA and the implementation of the amendments to it.

Category of Costs/Description	Time (Hours)	Hourly Wage	Benefits % Multiplier Used in Hourly Wage	Amount
4 (1) (a) Searching, locating and examining responsive records <i>[shall not charge more than hourly wage of lowest-paid employee capable of task, regardless of whether that person is available to perform the labor; labor costs shall be estimated and charged in increments of 15 minutes or more, all partial time rounded down]</i>				
4 (1) (b) Labor costs, including necessary review, directly associated with the separating and deleting of exempt from nonexempt information <i>[for public body employee, shall not charge more than hourly wage of lowest-paid employee capable of task, regardless of whether that person is available to perform the labor; if contracted labor the costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate; labor costs estimated and charged in increments of 15 minutes or more, partial time rounded down; shall not charge if already redacted record still in public body's possession]</i>				
4 (1) (c) Cost of computer discs, computer tapes, or other digital or similar media <i>[actual and most reasonably economical cost; requestor may stipulate that public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided in lieu of paper copies; does not apply if public body lacks the technological capability necessary]</i>				
4 (1) (d) Cost of paper copies <i>[actual total incremental cost of necessary duplication or publication, not including labor; calculated as a total cost per sheet of paper, itemized to show both cost per sheet and number of sheets; fee shall not exceed 10 cents per sheet of paper; shall utilize the most economical means available including double-sided printing if cost saving and available]</i>				

<p>4 (1) (e) Cost of labor directly associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor <i>[shall not charge more than hourly wage of its lowest-paid employee capable of task, regardless of whether that person is available to perform the labor; labor costs may be estimated and charged in increments of the public body's choosing, but all partial time shall be rounded down]</i></p>				
<p>4 (1) (f) Cost of mailing <i>[actual cost of mailing, for sending the public records in a reasonably economical and justifiable manner; shall not charge more for expedited shipping or insurance unless stipulated by requestor, but may charge for least expensive form of postal delivery confirmation when mailing public records]</i></p>				
			TOTAL	
<p><i>When calculating labor costs under (A), (B) or (E), fee components shall be itemized in a manner that expresses both the hourly wage and the number of hours charged. The public body may also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used. Subject to the 50% limitation, the public body shall not charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed itemization described in subsection (4).</i></p>				

Ottawa County Ambassador Program



The Ambassador Program of Ottawa County was developed by the Customer Service Team in 2015 to improve the experience for newly hired employees and improve the communication network of employees throughout the county. Ultimately, it is a way to provide excellent customer service and improve the organization as a whole.

Ambassadors are:

A Friend

A Resource

A Point of Contact

An Encourager

There are two primary roles of an ambassador: New Hire Ambassadors and Networking Ambassadors. Each play a vital role with representing Ottawa County.

New Hire Ambassador

New Hire Ambassadors will be paired* with a new hire to:

- Create a welcoming environment for new employees.
- Help reduce initial confusion and uncertainty during their first weeks.
- Answer basic questions and provide general information.
- Invite them into the Ottawa County culture.

Networking Ambassador

A Networking Ambassador is:

- A resource for coworkers on knowledge outside of their own department.
- A liaison for their department to other departments.
- A point of contact for providing information on break rooms, workout facilities, restrooms, parking, technology, etc.

*The Human Resources Department will assist with the Ambassador Program by pairing County Ambassadors with new employees.

For more information, please contact a member of the Ambassador Program Committee or the Human Resources Department at 738-4800.

Ambassador Program Committee Members: Spencer Ballard, Anna Bednarek, Misty Cunningham, Cindy Driver, Jody Hansen, Laura Mousseau, Kelli Rantz, Dan Ruiz, Stew Whitney, John Wolffis

OTTAWA COUNTY ROAD COMMISSION

06/11/2015

2015 Primary Road Program

	Primary Road	Project Limits	Township	Bid Date	Miles	Estimate	Engineering	STP	OCRC	Comments
459-501	Port Shedlon Street	40th Avenue to Chicago Drive Resurface 55'	Georgetown	May	2.52	\$912,909	\$45,645	\$747,216	\$211,338	
459-502	Fruitport Road	M-104 to County Line Resurface 28'	Spring Lake	June	3.38	\$1,265,675	\$74,250	\$650,000	\$689,925	AC 2016 \$50,000
459-503	Lakeshore Drive	New Holland St to Butternut Dr Resurface 24' + 3' Shoulders	Port Sheldon	July	3.30	\$1,575,000	\$78,750	\$798,000	\$855,750	
459-497	96th Avenue	County Line to BL-196 Resurface Existing	Holland/Zeeland	Aug 14'	2.50	\$698,458 \$91,000	\$34,923	\$382,146	\$351,235 \$91,000	1/2 Complete - 2014 OCRC Portion of HCT project
459-504	Byron Road	24th Avenue to County Line Intersection Improvements	Jamestown	Item I	3.00	\$1,200,000	\$60,000	\$0	\$1,260,000	
459-506	172nd Avenue	Comstock Street to Robbins Road Milling and Resurfacing	Grand Haven	Item I	0.50	\$215,074	\$10,000		\$10,000	GHT DDA \$215,074
	ROW & Other								\$300,000	
Total					15.20	\$5,958,116	\$303,568	\$2,577,362	\$3,769,248	\$3,913,010 - 2015 Budget

2015 Countywide Millage Program

	Bridge Location	Project Limits	Township	Bid Date	Miles	Estimate	Engineering	STP	OCRC	Comments
465-15001	Douglas Avenue	144th Avenue to River Avenue Resurfacing	Holland	June	1.35	\$625,000			\$625,000	Millage funds not available until 2016
465-15002	Riley Street	Butternut Drive to 136th Avenue Resurface + 3' Shoulders	Holland	June	0.76	\$350,000				HCT to fund and be reimbursed 2017
Total					2.11	\$975,000	\$0	\$0	\$625,000	

2015 Bridge Program

	Bridge Location	Project Limits	Township	Bid Date	Miles	Estimate	Engineering	STP	OCRC	Comments
452-252	Luce Street	over Sand Creek Reconstruct (Replacement)	Tallmadge	Nov - 14'	0.10	\$1,115,296	\$125,000	\$1,059,531	\$180,765	Complete
482-205	State Road	over N Branch of Crockery Creek Reconstruct (Replacement)	Crockery		0.10	\$990,000	\$60,000	\$940,500	\$109,500	
482-206	Quincy Street Various Locations	over Black Creek Preventative Maintenance	Zeeland		0.10	\$40,000	\$5,000	\$38,000	\$7,000	
Total					0.30	\$2,145,296	\$190,000	\$2,038,031	\$297,265	\$312,850 - 2015 Budget

2015 Local Road Programs

	Location	Project Limits	Township	Bid Date	Miles	Estimate	Engineering	TWN	OCRC	Comments
Local Paved	Ironwood Drive	48th Avenue to 40th Avenue	Wright	Item III	1.07	\$257,500	\$5,000		\$262,500	
	48th Avenue	M-45 North	Allendale	Item III	0.75	\$205,000	\$5,000		\$210,000	
	160th Avenue	Croswell Street to Fillmore Street	Port Sheldon	Item I	1.50	\$300,000		\$300,000		
	Greenly Street	120th Avenue to 112th Avenue	Holland	Item I	1.00	\$217,000	\$5,000	\$222,000		
	8th Avenue	Gooding Street to Hoover Street	Chester	Item III	1.00	\$164,500	\$5,000	\$169,500		
	Greenly Street	US-31 to West Shore Drive	Holland		0.15	\$47,300		\$47,300		
	168th Avenue	Perry Street to north of Lakewood	Park		0.75				\$35,000	Park West Drain Project
Cape Seal	Linden/Luce Street	M-45 to Kenowa Avenue Cape Seal Surface 24'	Tallmadge	February	5.48	\$355,000	\$5,480		\$360,480	
	Butternut Drive	New Holland St to Lakeshore Dr Cape Seal Surface 30'	Port Sheldon	February	3.53	\$286,500	\$3,530		\$290,030	
	Port Sheldon Street	Butternut Drive to US-31 Cape Seal Surface 24'	Port Sheldon	February	3.76	\$245,000	\$3,760		\$248,760	
	Fillmore Street	72nd Avenue to 48th Avenue Cape Seal Surface 24'	Allendale/Blendon	June	3.00	\$194,304	\$3,760		\$105,554	\$92,510 GVMC Fed GPA
Seal Coat (Chip Seal)	Fillmore Street	Hiawatha Drive to US-31	Grand Haven		2.22	\$83,250	\$2,220		\$85,470	
	168th Avenue	Buchanan Street to Lincoln St.	Grand Haven		1.01	\$37,875	\$1,010		\$38,885	
	Winans Street	168th Avenue to 152nd Avenue	Grand Haven		2.15	\$80,625	\$2,150		\$82,775	
	Wilson Street	180th Avenue to US-31	Spring Lake		1.29	\$48,375	\$1,290		\$49,665	
	Kelly Street	Fruitport Road to 144th Avenue	Spring Lake		1.00	\$37,500	\$1,000		\$38,500	
	Hickory Street	Fruitport Road to 144th Avenue	Spring Lake		1.23	\$46,125	\$1,230		\$47,355	
	144th Avenue	Boom Road to Leonard Street	Crockery		1.08	\$40,500	\$1,080		\$41,580	
	130th Avenue	M-104 to State Road	Crockery		1.02	\$38,250	\$1,020		\$39,270	
	120th Avenue	Lincoln St. to North Cedar	Robinson		2.33	\$81,550	\$2,330		\$83,880	
	128th Avenue	M-45 to Green Street	Robinson		4.05	\$141,750	\$4,050		\$145,800	
	88th Avenue	Leonard Street to State Road	Polkton		3.96	\$148,500	\$3,960		\$152,460	
	8th Avenue	Wilson Street to Harding Street	Chester		1.00	\$37,500	\$1,000	\$38,500		
	Kenowa Avenue	Wilson Street to Gooding Street	Chester		3.00	\$112,500	\$3,000	\$115,500		
8th Avenue	Truman Street to Hoover Street	Chester		1.00	\$37,500	\$1,000	\$38,500			
Crack Seal	Crack Seal Program	Various Primary Road	Various Townships		46.00	\$238,332	\$9,200		\$247,532	
	Crack Seal Program	Various Local Roads	Various Township		25.00	\$127,205	\$3,914		\$131,119	
Total					119.33	\$3,609,441	\$75,984	\$931,300	\$2,696,615	\$2,447,849 - 2015 Budget

2015 Local Township Programs

	Location	Project Limits	Township	Start Date	Miles	Estimate	Engineering	TWN	OCRC	Comments
2014 Reconstruct	Quincy Street 481-5299	64th Ave to 1900' west Reconstruct and Pave	Zeeland		0.36	\$343,000	\$25,000	\$368,000		
2015 Reconstruct	Winans Street 481-5315	104th Avenue to 96th Avenue Construct to Gravel Grade	Robinson		1.00	\$391,800	\$35,000	\$426,800		
	Ransom Street 481-5324	64th Avenue to 1700' east	Zeeland		0.32	\$365,000	\$30,000	\$395,000		Pave in 2015
	68th Avenue 481-5300	Taft Street to Wilson Street Construct to Gravel Grade	Polkton		1.00	\$540,000	\$40,000	\$580,000		Pave in 2015
2015 Sub Resurfacing	Allendale Township	Subdivision - 481-5339	Allendale	Item III	0.98	\$209,232		\$209,232		
	Georgetown Township	Subdivision - 481-5330	Georgetown	Item II	5.95	\$1,283,120		\$1,283,120		
	Grand Haven Township	Subdivision - 481-5325	Grand Haven	Item III	1.63	\$377,520		\$377,520		
	Holland Township	Subdivision - 481-5331	Holland	Item I	5.54	\$1,287,106		\$1,287,106		
	Park Township	Subdivision - 481-5326	Park	Item I	2.78	\$579,990		\$579,990		
	Zeeland Township	Subdivision - 481-5341	Zeeland	Item II		\$442,105		\$442,105		
2015 Black - Fiber	Spring Lake Township	Fiber Mat/Black Mat	Spring Lake		1.79	\$145,487		\$145,487		
Sidewalk	64th Avenue	Adams Street to Byron Road	Zeeland		1.00	\$654,844		\$242,344		State Funding \$412,500
	24th Avenue	Greenly Street to Quincy Street	Jamestown		0.50	\$131,388		\$62,357		State Funding \$69,031
	I-96 Underpass	I-96 Underpass @ M-231	Crockery		0.10	\$104,850		\$17,850		CMAQ \$87,000
	Spoonville Trail - Phase I	120th from M-231 to Leonard	Crockery		1.10	\$903,180		\$279,000		State Funding \$624,180
Total					24.05	\$7,758,622	\$130,000	\$6,695,911		\$0

2015 Drainage Program

	Location	Project Limits	Township	Work	Estimate	Engineering	OCRC	Comments
2015 Culvert Replacements	104th Avenue	North of Garfield Street	Crockery	Replace with 8.5' Alum. CMP	\$55,000	\$5,000	\$60,000	
	112th Avenue	South of Taft Street	Crockery	Replace with 60" Elliptical Pipe	\$50,000	\$5,000	\$55,000	
	Van Buren Street	East of 56th Avenue	Blendon	Replace with 87"x53" Alum. CMP	\$60,000	\$5,000	\$65,000	
	Tyler Street	West of 112th	Olive	Replace with 50"x30" Alum. CMP	\$30,000	\$3,000	\$33,000	
Total					\$195,000	\$18,000	\$213,000	\$315,250 2014 Budget

2015 Gravel Road Program

	Location	Project Limits	Township	Miles	Estimate	Engineering	OCRC	Comments
2015 Gravel Road Improvements	Pierce Street	60th Avenue to 56th Avenue	Allendale	0.5	\$12,500.00	\$ 625.00	\$ 13,125.00	
	Warner Street	60th Avenue to 56th Avenue	Allendale	0.5	\$12,500.00	\$ 625.00	\$ 13,125.00	
	60th Avenue	Leonard Street to Hayes Street	Polkton	1.0	\$25,000.00	\$ 1,250.00	\$ 26,250.00	
	Hayes Street	68th Avenue to 60th Avenue	Polkton	1.0	\$25,000.00	\$ 1,250.00	\$ 26,250.00	
	96th Avenue	Taft St to Wilson St	Polkton	1.0	\$25,000.00	\$ 1,250.00	\$ 26,250.00	
	14th Avenue	Roosevelt to Wilson	Wright	2.0	\$20,000.00	\$ 1,000.00	\$ 21,000.00	
	Hayes Street	48th Avenue to 40th Avenue	Wright	1.0	\$25,000.00	\$ 1,250.00	\$ 26,250.00	
	Taft Street	30th Avenue to 24th Avenue	Wright	0.8	\$18,750.00	\$ 937.50	\$ 19,687.50	
	128th Avenue	Port Sheldon St to VanBuren Street v	Olive	1.0	\$25,000.00	\$ 1,250.00	\$ 26,250.00	
	80th Avenue	Port Sheldon St to Tyler St with Tree	Blendon	1.0	\$30,000.00	\$ 1,500.00	\$ 31,500.00	
	80th Avenue	Barry St to Port Sheldon St. with Tre	Blendon	1.5	\$37,500.00	\$ 1,875.00	\$ 39,375.00	
	Mason Street	48th Avenue to East of 40th Avenue	Jamestown	1.2	\$30,000.00	\$ 1,500.00	\$ 31,500.00	
	12th Avenue	North of Jackson Street	Georgetown	0.4	\$10,000.00	\$ 500.00	\$ 10,500.00	
	64th Avenue	Tyler to Baldwin Street	Blendon	0.5	\$12,500.00	\$ 625.00	\$ 13,125.00	
	64th Avenue	Port Sheldon Street to VanBuren Stre	Blendon	1.0	\$25,000.00	\$ 1,250.00	\$ 26,250.00	
	64th Avenue	North of New Holland Street	Blendon	0.3	\$ 7,500.00	\$ 375.00	\$ 7,875.00	
	152nd Avenue	M-45 to US-31	Grand Haven	1.8	\$45,000.00	\$ 2,250.00	\$ 47,250.00	
	136th Avenue	Rich Street to Lincoln Street	Robinson	1.5	\$37,500.00	\$ 1,875.00	\$ 39,375.00	
112th Avenue	Winans Street to Fillmore	Robinson	1.5	\$37,500.00	\$ 1,875.00	\$ 39,375.00		
Hickory Street	Apple Drive and Mienk Drive	Crockery	1.2	\$30,000.00	\$ 1,500.00	\$ 31,500.00		
Total				20.65	\$491,250	\$24,563	\$515,813	\$112,988 Budget \$500,000 Revised Budget 4/16/15

2015 Skip Paving Program

	Location	Project Limits	Township	Length	Estimate	Engineering	OCRC	Comments
2015 Skip Paving	2nd Avenue	South of M-45	Tallmadge	100'	\$1,540		\$1,540	
	60th Avenue	South of M-45	Allendale	250'	\$3,208		\$3,208	
	Alger Street	East of 60th Avenue	Allendale	250'	\$3,208		\$3,208	
	Cottonwood Drive	West of Bauer Road	Georgetown	1200'	\$23,100		\$23,100	
	56th Avenue	North of Port Sheldon Street	Blendon	1200'	\$15,400		\$15,400	
	Quincy Street	East of 120th Avenue	Holland	950'	\$12,192		\$12,192	
	Quincy Street	West of US-31	Holland	1100'	\$16,940		\$16,940	
	Stanton Street	West of 120th Avenue	Olive	700'	\$8,984		\$8,984	
	Riley Street	East of 80th Avenue	Zeeland	200'	\$2,567		\$2,567	
	Adams Street	East of 68th Avenue	Zeeland	400'	\$6,160		\$6,160	
	Comstock Street	East of Williams Way	Grand Haven	800'	\$15,400		\$15,400	
130th Avenue	North of M-104	Crockery	100'	\$1,283		\$1,283		
Total					\$109,982	\$0	\$109,982	\$100,000 Budget

Date 06/05/2015
 Time 10:44:13

Ottawa County Road Commission
AR - Maintenance Expenditure Summary
05/01/2015 thru 05/31/2015

Function Description	Labor	Equipment	Material	Total	----- State Stores -----		Budget	YTD	Balance
					Current	YTD			
000109 Surface Maintenance	6,581.37	8,095.93	2,141.79	16,819.09			200,000.00	135,219.12	64,780.88
000119 Shoulder Maintenance	413.72	562.41	7,173.95	8,150.08			45,000.00	71,459.72	-26,459.72
000121 Trees & Shrubs	130.26	262.66		392.92			10,000.00	10,109.98	-109.98
000122 Drainage & Backslopes	1,485.25	3,697.77		5,183.02			20,000.00	7,038.26	12,961.74
000124 Roadside Cleanup	2,215.21	868.49	2,569.66	5,653.36			30,000.00	25,037.21	4,962.79
000126 Grass & Weed Control	694.72	1,792.54		2,487.26			50,000.00	2,633.04	47,366.96
000127 Brush Mowing							10,000.00	640.88	9,359.12
000128 Culvert/Underdrain Maintenance							2,000.00		2,000.00
000130 Guard Rail & Guard Post	816.85	1,692.84	1,147.87	3,657.56			35,000.00	71,375.33	-36,375.33
000131 Cable Rail	197.58	247.26		444.84			50,000.00	40,644.84	9,355.16
000132 Sweeping & Flushing	173.68	613.00		786.68			40,000.00	2,731.10	37,268.90
000133 Tourist Facilities	1,693.46	734.80		2,428.26			30,000.00	14,166.26	15,833.74
000135 Freeway Lighting			63.82	63.82				446.81	-446.81
000137 R.O.W. Fences							5,000.00		5,000.00
000139 Other Routine Maintenance							1,000.00	341.17	658.83
000141 Winter Maintenance							1,346,446.00	1,489,032.25	-142,586.25
000144 Winter Maintenance Patrol							150,000.00	149,537.10	462.90
000149 Other Winter Maintenance	2,484.56	7,345.23	89,883.80	99,713.59			70,000.00	153,570.97	-83,570.97
000160 Traffic Signs	276.32	204.45	97.61	578.38			20,000.00	18,655.77	1,344.23
000161 Traffic Signals							2,000.00		2,000.00
000164 Delineator Maintenance	810.71	249.89	80.37	1,140.97			18,000.00	12,796.32	5,203.68
000168 Traffic Signal Energy			1,581.35	1,581.35			7,000.00	10,408.17	-3,408.17
000181 Overhead							219,511.00	232,522.38	-13,011.38
000185 Field Supervision	9,421.10	3,425.59		12,846.69			150,000.00	116,118.13	33,881.87
000187 Leave & Benefits							350,149.00	383,879.49	-33,730.49
000188 Permit Activities	79.76	14.15		93.91			2,000.00	218.90	1,781.10
000195 No-Fault Auto Liability Ins							20,000.00	19,436.00	564.00
	27,474.55	29,807.01	104,740.22	162,021.78			2,883,106.00	2,968,019.20	-84,913.20
Leave & Benefits	27,474.55 X	71.7903		19,724.05					
Overhead	181,745.83 X	8.5002		15,448.74					
Total				197,194.57					

Approved: _____
 Engineer/Manager

I hereby certify that to the best of my ability the attached report represents only those items which are properly chargeable to the Michigan Department of Transportation in accordance with our contract for Trunkline Maintenance.

Signed: _____

Signed: _____

Signed: _____
 (Clerk of Road Commission)

Date: _____

Alumni Impact

Kent, Ottawa, and Muskegon counties

Lakers are Leaders

Grand Valley alumni are decision makers and leaders. Although they live throughout the U.S. and the world, their impact is greatest in Kent, Ottawa, and Muskegon counties, where nearly half of all graduates live or work.

Top Area Employers of Grand Valley Alumni:

Amway Corporation
Auto-Owners Insurance
BDO USA LLP
FCA US LLC (formerly Chrysler Group)
Gentex Corporation
Gordon Food Service Inc.
Haworth
Herman Miller
Meijer Inc.
Perrigo Company
Spectrum Health/Priority Health
State of Michigan
Steelcase Inc.
Whirlpool Corporation
Wolverine World Wide Inc.

More than 25,000 Grand Valley students are gaining the education and experience necessary to lead Michigan into a strong future



ASHLEY STROTBAUM, '11, IS A PHYSICIAN ASSISTANT AT HELEN DEVOS CHILDREN'S HOSPITAL.



Grand Valley Switchboard — all campuses
(616) 331-5000

Main Campus
1 Campus Drive
Allendale, MI 49401

Robert C. Pew Grand Rapids Campus
Richard M. DeVos Center
401 Fulton Street West
Grand Rapids, MI 49504

L.V. Eberhard Center
301 Fulton Street West
Grand Rapids, MI 49504

Cook-DeVos Center for Health Sciences
301 Michigan Street NE
Grand Rapids, MI 49503

L. William Seidman Center
50 Front Avenue SW
Grand Rapids, MI 49504

Michigan Alternative & Renewable Energy Center (MAREC)
200 Viridian Drive
Muskegon, MI 49441

Meijer Campus in Holland
515 S. Waverly Road
Holland, MI 49423

Muskegon Regional Center
Stevenson Center for Higher Education at Muskegon Community College
221 S. Quarterline Road
Muskegon, MI 49442

Robert B. Annis Water Resources Institute (AWRI)
Lake Michigan Center
740 W. Shoreline Drive
Muskegon, MI 49441

Traverse City Regional Center
Northwestern Michigan College
University Center
2200 Dendrinos Drive
Traverse City, MI 49684

Detroit Center
163 Madison Street
Detroit, MI 48226



GRAND VALLEY STATE UNIVERSITY
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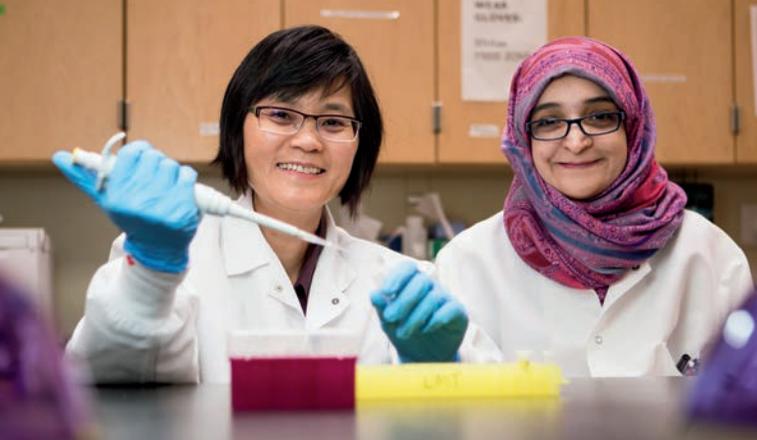
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Economic Impact on West Michigan





Economic Impact

Kent, Ottawa, and Muskegon counties
(Greater Grand Rapids-Holland-Muskegon Region)

Using model provided by
W.E. Upjohn Institute for Employment Research



Grand Valley State University: Enhancing Michigan's Prosperity

The Governor and Legislature adopted a higher education funding plan that ties a small portion of state appropriations to university performance measures. Grand Valley was awarded for its performance in key areas by the state and by the Business Leaders for Michigan. Grand Valley is getting it done with the lowest appropriation per student in the state. Lowest appropriation — best-in-class results.

Top Producer of Graduates

In the last decade, Grand Valley has been a top performer among the state's 15 public universities. The number of degrees awarded by the group increased by about 10,000 with Grand Valley having one of the largest increases at 24 percent.

Grand Valley's Growth Benefits Region

New construction and renovations pumped more than \$133.5 million into the local economy in 2014, creating nearly 2,919 trade and construction jobs. On the Allendale Campus, a new Science Laboratory Building will open in fall 2015 and construction will begin on a new \$37 million housing building and a \$7.8 million Recreation Center addition.

Grand Valley Tuition Remains Below State Average

Grand Valley has been recognized as one of "America's 100 Best College Buys" for the 19th year in a row because of low tuition and high value. The university offers \$258 million in financial aid and the average student pays \$4,000 less than the posted tuition price.



Total Sales in the Region*\$730 million

**Total Estimated Employment
Attributed to GVSU** **10,772**

Faculty and Staff

Full-time2,412
Part-time 810
Total 3,222

Total Faculty and Staff Salary in the Area \$234.6 million

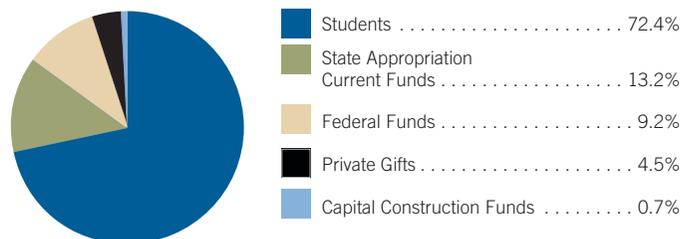
Students

Full-time 20,461
Part-time 4,633
Total 25,094

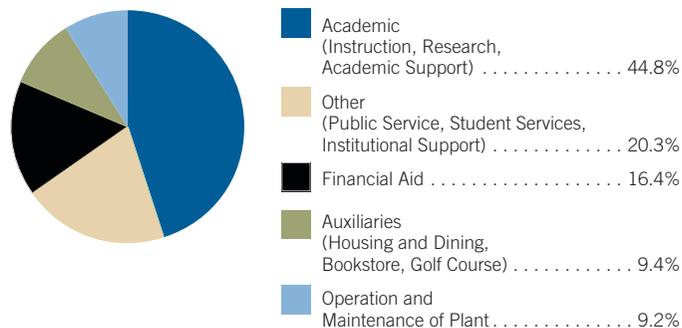
Total Estimated Student Expenditures in the Area \$175.0 million

The University

Source of Revenues, 2013-2014



Expenditures, 2013-2014



*Total Sales in the Region represents increase in sales for all business in the three metropolitan areas due to the existence of Grand Valley State University.
*This total does not include economic activity by GVSU alumni.

A Great Return on Investment

Grand Valley has a record of producing high-quality graduates who stay in Michigan and give back to their communities. Nearly 90 percent of recent graduates are employed or pursuing advanced degrees. Of those working, 86 percent are employed in Michigan.

Grand Valley alumni now number more than 100,000; nearly half are living or working in West Michigan's tri-county area. The expertise of alumni in Michigan meets the needs of businesses across the state.

- 13,883 degrees and certifications in teaching and school administration
- 18,186 in business and public administration
- 10,377 in nursing, physical therapy, occupational therapy, and physician assistant and related medical fields

Grand Valley alumni are widely represented in many other careers including engineering, law enforcement, politics, music, theater, social work, journalism and computer and information technology. Grand Valley also attracts more than 400 students from other countries to live and study in the region.





GVMC Staff Present at State-Wide GIS Conference

Two members of our GVMC Staff made presentations at the recent IMAGIN Conference. IMAGIN is a professional development organization committed to providing opportunities for its members to network with professionals who are using, creating, or maintaining GIS resources within Michigan. IMAGIN serves as a crossroads for GIS information users/developers at all levels of government, business, and non-profit organizations by providing its members partnership opportunities to recognize, share, and create spatial data resources for both traditional and new applications. This year the conference was held in Traverse City.

IMAGIN is a non-profit organization founded in 1993 to establish a statewide forum to advance the use of geographic information systems and spatially referenced information. There are currently over 150 members representing government, private sector, university, & non-profit organizations.

Brian Zuber our Graduate Assistant from GVSU presented work he has been doing for his Biology Master's Degree. Also presenting was Jason Moore our GIS Manager who spoke about our EREGIS and Mobile GIS Applications.



Brian Zuber



Jason Moore



Sparta Village Votes to Rejoin GVMC

On Monday evening, Grand Rapids Township Supervisor Mike DeVries, Alpine Supervisor Alex Arends, John Weiss GVMC Executive Director and Abed Itani our Director Of Transportation met with the Village Council of Sparta .

During the meeting the Village Council voted unanimously to rejoin GVMC. Sparta currently is part of both our Regional Geographic Information System and Lower Grand River Organization of Watersheds.

According to Village Manager, Julius Suchy, " *Being part of the Grand Valley Metro Council is important to the Village of Sparta because it gives us access to regional resources and a seat at the table for larger regional discussions. The resources and staff at the GVMC are top notch and they have a great track record of helping their communities get issues resolved with the State and other organizations. As a small community this type of expertise is invaluable and would not be available to us if we were not members of the GVMC.*"

In the coming months, the Board of Directors and members of GVMC will be processing the applications of Nelson Township and Sparta Village as new members.