



# Audit, Finance & Enterprise Committee Report

**Date:** March 5, 2020  
**To:** Audit, Finance & Enterprise Committee  
**Through:** John Pombier, Assistant City Manager  
**From:** Ken Cost, Interim Police Chief  
Patrick Phelps, Police Information Technology Administrator  
**Subject:** Proposed Police Department Fees and Charges for Fiscal Year 2020/21 (Citywide)

## Purpose and Recommendation

The purpose of this report is to recommend modifications to the Police Department's Schedule of Fees & Charges associated with items released under public record law by the Mesa Police Department's Records Unit.

It is recommended that additional current media types are added to the Schedule of Fees and Charges.

## Background and Discussion

The Police Department currently charges for various media types to distribute police public records. The Department would like to amend the current Miscellaneous fees and charges to the Police Department Schedule of Fees & Charges for Fiscal Year 2020/21:

### Remove:

- Cassette Tape
- Cassette Tape (if transcribed)
- VCR Tape
- CD/DVD

### Add:

- Audio Medium: Fee \$10
- Video Medium: Fee \$25
- For all Records Unit Services, Upon Receipt of Request, a Refund Will Not be Permitted

With changing media formats and ever-increasing electronic file sizes, the Police Department's Records Unit is requesting approval to update the fee schedule by removing the references to cassette and VCR tapes and listing fees charged by "Audio Medium" or "Video Medium".

The new fee for Video Medium will be \$25. A review of Arizona police agencies revealed fees between \$25 and \$29 for videos such as Body Worn Camera videos. The Records Unit has been charging a \$10 for this service and would like to increase the fee to \$25.

In addition, the department is requesting that transcribing be removed as this service is no longer offered.

### **Alternatives**

The Police Department fee for audio and/or video requests remain unchanged.

### **Fiscal Impact**

The Police Department estimates that approximately 3,400 Audio Medium requests and 670 Video Medium requests associated with incidents will be purchased by the public per year. The total fiscal impact is anticipated to be approximately \$50,750 per year.

### **Coordinated With**

The Police Department has coordinated with the Office of Management and Budget To make proposed modifications to the Schedule of Fees & Charges.

## Fees & Charges Schedule – Key

### Heading Configuration

<b><u>Schedule of Fees &amp; Charges</u></b>
<b>Department</b>
Contact Information
<b>HEADING 1</b>
HEADING 2
<i>Heading 3</i>
Description of Fee
Description of Fee 2

### Font Indications

Font	Font Indications
Regular Font	Existing fee or language
<del>Strikethrough</del>	Fee or language will be deleted from the Fee Schedule
<b>BOLD CAPS</b>	Language is being added to Fee Schedule
<b>Bold</b>	New or increased Fee Amount

**Fee Recommendation Schedule**

**Exhibit A**

**Department: Police, City Prosecutor, Animal Control Division**

<b>Description of Fee</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Unit</b>	<b>Revenue Code</b>	<b>Fiscal Impact</b>	<b>Notes</b>
<i>PHOTO:</i>				4399		
4 x 5 Color	\$2.50	\$2.50	Each			
8 x 10 Black and White	\$5.00	\$5.00	Each			
8 x 10 Color	\$5.00	\$5.00	Each			
Polaroid	\$5.00	\$5.00	Each			
Photograph, 5 x 7, (photo radar requests)	\$5.00	\$5.00	Each			
Photo CD/DVD	\$10.00	\$10.00	Each			
<i>COPY OF POLICE REPORT:</i>				4399		
Police Report <b>UPON RECEIPT OF REQUEST, NO REFUND</b>	\$5.00	\$5.00	First 50 pages		\$0	
	\$0.20	\$0.20	Each add'l page		\$0	
Certified Copy of Police Report <b>UPON RECEIPT OF REQUEST, NO REFUND</b>	\$10.00	\$10.00	Additional		\$0	

**Fee Recommendation Schedule**

**Exhibit A**

**Department: Police, City Prosecutor, Animal Control Division**

<i>MISCELLANEOUS:</i>				4399		
Miscellaneous paper documents other than police reports <b>UPON RECEIPT OF REQUEST, NO REFUND</b>	\$0.20	\$0.20	Per page		\$0	
<i>MISCELLANEOUS</i>						
<del>Cassette Tape (if tape itself is released)</del>	<del>\$5.00</del>		<del>each</del>	<del>4399</del>	\$0	Remove
<del>Cassette Tape (if tape transcribed)</del>	<del>\$17.00</del>		<del>Per hour charge</del>	<del>-</del>	\$0	Remove PD does not provide transcription service
VCR Tape	\$25.00		tape plus addtl hourly charge if tape requires editing		\$0	Remove

**Fee Recommendation Schedule**

**Exhibit A**

**Department: Police, City Prosecutor, Animal Control Division**

CD/DVD RECORDINGS (Audio, video, body worn camera recordings)	\$10.00				\$0	Remove
AUDIO MEDIUM UPON RECEIPT OF REQUEST, NO REFUND		\$10.00	Each	4399	\$34,000	Add/Replace Update Cassette Tape and VCR Tape Descriptions from above. No change in fee. Replaces lines removed from above.
VIDEO MEDIUM, UPON RECEIPT OF REQUEST, NO REFUND		\$25.00	Each	4399	\$16,750	Add/Replace Update CD/DVD Description from above. Fee change to \$25 proposed. In line with other PD Agencies.

**Estimated Annual Financial Impact: \$50,750**