

Hourly Research Fee Calculation for Commercial Use

ASA II Hourly Rate	\$ 26.66
Permits Supervisor Hourly Rate ⁽¹⁾	<u>\$ 11.38</u>
Proposed Records Request Fee	\$ 38.03
Administrative Overhead ⁽²⁾	<u>20%</u>
Total	<u><u>\$ 46</u></u>

Source Documentation:

Total Compensation Reported on PB0123-Position Information for position P02971 & P03801 fiscal year 2013/14.

⁽¹⁾ Permits Supervisor time for assistance is estimated to be 30% of time.

⁽²⁾ Costs associated with office, equipment usage, administrative oversight.

Document Retrieval Requests and Estimate of Fiscal Impact for 2014/15

Historical Requests

7/1/12-6/30/13	7/1/13-1/27/14 ⁽¹⁾	Current Flat Rate	Proposed Hourly Rate for 2014/15 (2)	Estimated Revenue 7/1/12-6/30/13	Estimated Revenue 7/1/13-1/27/14	Estimated Number of Requests 7/1/13-6/30/14	Estimated Revenue for Fiscal Year 2013/14	Estimated Average Number of Hours to Complete Document Request	Estimated Revenue with Proposed Hourly Rate ^{(2) & (3)}
162	534	\$ 20.00	\$ 46	\$ 3,240.00	\$ 10,680.00	915	\$ 18,309	1.5	\$ 41,991

Planning Estimate
Commercial Estimate

\$ 20,995
\$ 20,995

Assumptions:

- (1) - Difference in fiscal years is because cases were not loaded as document retrieval cases in Tidemark until December 2012.
- (2) - Assume 67% of the requests will be commercial for Planning and Development Services.
- (3) - Current rate is \$20.00 for a maximum of 5 requests; new rate would be a minimum of one hour at \$46.00 per hour.
- (4) - Estimate residential will be 33%; Planning 33% and Commercial 33%; this is estimate from our current staff who process these requests.



You replied to this message on 1/27/2014 3:23 PM.

From: ☒ Steve Allred
To: ☒ Pamela Alexander
Cc:
Subject: RE: CONFIDENTIAL - Document Request Process

July 1, 2012 – June 30, 2013: **162**

July 2013 through today: **534**

You may already be aware of the reason for
DOC cases in Tidemark until late December

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From: Pamela Alexander
Sent: Monday, January 27, 2014 3:09 PM
To: Steve Allred
Subject: FW: CONFIDENTIAL - Document Request Process

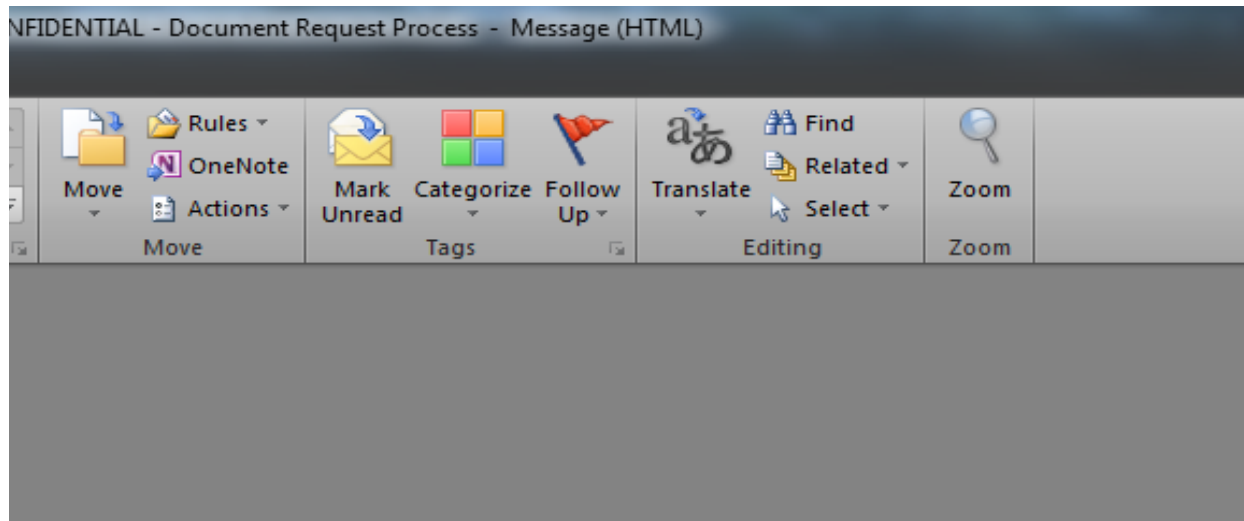
Steve, by any chance do you have the capability to run a report that shows how many docum

Thank you.

From: Pamela Alexander
Sent: Monday, January 27, 2014 1:22 PM
To: Steve Allred
Cc: Heather Basford; Beth Hughes-Ornelas
Subject: FW: CONFIDENTIAL - Document Request Process

Steve, can you help us with an update to the Document Request form? The link is: <http://ap>

As per the City Attorney's Office review and recommendation attached below, we need to a



for the low number (162). We didn't start creating
in 2012.

document requests we have received for the time period of July 1, 2012 – June 30, 2013 and July 2013

<https://mesaaz.gov/DocumentRequest/Request.aspx>

add a drop down box to allow requesters to select whether the document request is for:

