



City Council Report

Date: May 7, 2012
To: City Council
Through: Christopher J. Brady, City Manager
From: Frank L. Milstead, Police Chief
Subject: Proposed Police Department Fees and Charges for Fiscal Year 2012/13 Citywide

Strategic Initiatives



Purpose and Recommendation

The City of Mesa Police Department is respectfully requesting that the Mesa City Council authorize the City Manager or his designee to approve the Schedule of Fees and Charges associated with items released under public record law by the Mesa Police Department Records Section. The variety of media types used in responding to public records requests includes items such as compact disks (CD), flash drives, digital video disc (DVD), etc.

Background

The Mesa Police Department (Department) currently charges a fee for copying public records. Victims of crime are provided with copies of reports free of charge.

The fee includes the cost of time, equipment and personnel used in producing copies of records, but does not include the cost of searching for the records.

For Fiscal Year 2012/2013, the Department proposes adding the following fees to the Schedule of Fees and Charges:

- Photograph CD
- Miscellaneous paper documents other than police reports
- CD DVD
- Revise the title for a Letter of Clearance to Mesa Adult Arrest Record Search

Discussion

The Department has transitioned from providing paper copies for public records requests to providing electronic copies to include photographs, audio, and video.

A February 2011 review of Arizona police agencies indicated that fees of \$10 - \$30 per CD/DVD were being charged:

- Chandler Police Department
 - \$10.00 per CD; \$25.00 per audio recording; \$5.00 per photograph
- Scottsdale Police Department
 - \$16.50 per audio recording; \$15.00 per photograph
- Tempe Police Department
 - \$10.00 per audio recording; \$10.00 per photograph
- Arizona Department of Public Safety
 - \$5.00 per cassette; \$25.00 per CD/DVD; \$35 for CD of photograph otherwise \$10.00 per photograph.

The Department has been charging a \$5.00 fee per CD/DVD and is proposing to increase this fee to \$10.00.

The increased fee would partially cover the time, equipment, and personnel used to produce copies of the records.

Alternatives

The Mesa Police Department Records Section can maintain the current fee structure for CD, DVD's and miscellaneous paper documents.

Fiscal Impact

The Department estimates that approximately 800 CD/DVD's and 1,000 paper documents are requested and paid for by the public each year.

The total fiscal impact is anticipated to be approximately \$4,200 per year.

Coordinated With

Budget Office

SCHEDULE OF FEES AND CHARGES

Department: Police
Proposed Changes to Fees and Charges

Document of Change: Resolution

Description of Services:	Current Fee/Charge	Unit	Proposed Fee Charge	Date Last Revised	FY 12/13 Fiscal Impact	Notes	
PHOTO PHOTO CD/DVD	\$5.00	EACH	\$ 10.00	09/01/00	\$1,000	\$5.00 x 200 Department has been charging a \$5.00 fee per CD/DVD pursuant to electronic media transition.	
MISCELLANEOUS MISC. PAPER DOCUMENTS OTHER THAN POLICE REPORTS CD/DVD	\$5.00	PER PAGE EACH	\$0.20 \$10.00		\$200.00 \$3,000		0.20 X 1,000 \$5.00 X 600 Department has been charging a \$5.00 fee per CD/DVD pursuant to electronic media transition. Wording change
LETTER OF CLEARANCE MESA ADULT ARREST RECORD SEARCH (MAARS) Includes certification, does not include fingerprints	\$10.00			07/01/03			
					\$4,200	Total	

TABLE OF FEES FOR POLICE RECORDS

STATEWIDE PD'S

Departments	Criminal Reports	Accident Reports	Incident History	Letter of Clearance	Audio and CD's	Photos	Misc
AZ Dept of Corrections	.25 per page						
Avondale	.50 per page	\$5	\$7	\$5	\$17 per CD		\$15 fingerprints
Buckeye	\$5 first 20 pgs, .50 after 20 pgs				\$15 per CD/Audio/911 Recordings	\$5 per CD	
Bullhead City	\$10 first 15, \$1 page after	Free if not cited		\$5	\$17 Audio	\$25	
Chandler	\$5 first 35 pgs, .15 after 35 pgs		\$5		\$10 per CD/911 Recordings, \$25 per audio	\$5 per sheet	
Clarkdale	.25 per page						
Cochise SO	\$3 first 10, .50 pg after	Same as criminal		\$5	\$8 video tapes, 911 \$3/minute	\$10	
Coconino SO	\$6	\$6			\$25 all types		
Coolidge	\$5 first 25, .25 pg after	Same as criminal		\$10	\$25 CD/DVD	\$4 each	
Cottonwood	.25 per pg			No Charge	\$3 for all types of media		
DPS	\$9 for 9 pgs/\$1 after 50 pgs				\$5 per cassette, \$25 CD/DVD	\$35 per CD, Thumbnail sht \$10	
Douglas	.50 per pg, \$5 maximum			No Charge	\$10 all types		\$5 to mail or fax report
Eager	\$15 first 10, .25 pg after				\$15 videos	\$10	
El Mirage	\$7.50 per report (0-6 mo), \$15 per report (6-24) mo	\$5			\$20 per CD, Video, 911 recordings		
Flagstaff	\$8 over 20 pgs, .10 each pg after			\$7	\$40 per CD	\$4 plus developing cost	\$6 fingerprints
Glendale	\$5 first 50 pgs/.10 after 50 pgs	\$5	\$7	\$5	\$20 per CD/Audio/911		\$10 fingerprints

					recordings		
Gila CO	\$7.50 up to 15 pgs, .25 plus each pg after				\$7.50 audio, \$25 video tape		.25 copies of single documents per page
Goodyear	.50 per page				\$5 per CD/Audio	\$3 - \$7 per print size	
Greenlee SO	\$5	Same as criminal				No Charge	
Kingman	\$2 for 1-5 pgs,\$5 for 6-15 pgs, 16 pgs or more .30 per pg				\$10 audio CD, \$25 video tape	\$5	
Lake Havasu	\$10			\$20	\$45 all types		
MCSO	.50 per page	\$5			\$25	\$10	
Marana	.50 per pg		No Charge	No Charge	\$20 Audio/Video/\$5 CD's 911	\$10 process fee, plus \$1 per photo	\$10 livescan,\$15 ink & roll
Mesa	\$5 first 50 pgs, .20 pg after			\$10	\$5 audio	\$5	Certified copy + \$10
Mohave SO	\$5 first 20, .10 pg after		\$5	\$5	\$25 audio	\$12	
Oro Valley	\$5 to 15 pgs, .25 per pg add after 15			No Charge	\$5 911 audio, \$5 CD, \$10 video/DVD	\$1 per photo digital 1 pg \$1	
Payson	\$5 first 15, .25 pg		\$5		\$5 all types		
PCSO	\$5 to 15 pgs, .25 per pg add after 15. \$15 for each add hr to process			\$4 - \$2 for letter, \$2 notary	\$5 911-audio tapes/CDS, \$5 CD's, \$10 Video/DVD	\$4 for 4x6, \$12 for 8x10	
Peoria	.25 for 50 pgs/.15 after 50 pgs				\$37 audio	\$43 photo	
Pinal SO	\$7.50 25 pgs,25 or more .50 per add pg	\$5		\$5	\$10 video,\$5 duplicating,\$15 audio cassette tapes 1 hr,\$15 911, emails		\$5 certified mail, \$5 certified copy,\$5 CAD
Phoenix	.15 per pg,laserprint .18 per pg photocopy	\$3	No Charge	\$8.50	\$4 photo, \$16.50 Audio, \$29 video tape		
Pima College	No Charge						No Charge
Prescott	Walk in .25 per				\$10 audio tape,	\$5 for first	\$5 VHS for

	page, mail in, \$5 first 10 pgs, .25 per pg after 10				\$10 DVD, \$5 CD	10, .50 each add	each tape
Sahuarita	\$7 first 20 pgs, add .25 pg				\$25 CD/Video/DVD	\$25	\$5 card, \$3 residential, \$5 non residential
San Luis	\$3 first 25, .25 pg after				\$4 all types		
Scottsdale	\$5 for 30 pgs/.25 after 30 pgs	\$9	Same as criminal	\$10	\$16.50 Audio	\$15	
Show Low	\$10	\$10		\$10	\$25 all types		\$10 fingerprints
Sierra Vista	\$3 first 10, .20 add pg		\$3 up to 10 pgs, .20 add	Free – mainly military checks	\$5 Video/DVD/CD	\$5 for CD, \$1 for photo	\$5 fingerprints, \$10 microcassettes
Surprise	\$5 for 10 pg, \$10 for 10-19 pg, \$15 for 20-29 pgs, \$25 for 30-49 pgs, \$35 for 50-100 pgs				\$15 per cassette, \$15 per CD	\$20 up to 12 pics, 35MM	
Tempe	\$5 for 20 pgs, .25 after 20 pgs	Same as criminal		\$10	\$10 per audio, 911 Recordings	\$10 per CD	
Tucson	.25 per pg, free on website,(collision only) victims of Part I crime receive a free case report		.25 per page	\$2.25 for letter + \$1 for notary	\$20 CD/Video/DVD, \$10 911 – audio tapes	\$20 CD, \$10 processing fee for photos, .30/3x5 printed photos	\$10 fingerprints
U of A	\$1 to 5 pgs add'l .10 per pge						\$10
Wickenburg	\$6 for 3 pgs/ .10 after 3 pgs						
Yavapai SO	\$5 Mail in/Walk in first 10 pgs, .50 per page after				\$10 CD/DVD, \$10 video/audio cassettes	\$1 per photo	\$5 per individual for two (2) cards
Yuma	.25 per page	.25 per page			\$5 all types		