



Fees and Charges Report

Date: March 5, 2026

To: Audit, Finance, and Enterprise Committee

Through: Michael Kennington, Deputy City Manager, Chief Financial Officer

From: Brian A. Ritschel, Office of Management & Budget Director

Subject: Citywide Administrative Updates to Schedule of Fees and Charges

Purpose and Recommendation

The Office of Management & Budget recommends administrative updates to various departmental Fee & Charges schedules, including renaming a fee and moving fees between departments.

Background

The Office of Management & Budget gathers information from all departments on desired updates to Fees & Charges Schedules on an annual basis. Departments recommend these updates in their own report. There are several clean-up items/adjustments that need to be made that the department would like to present as a whole for review.

Discussion

Departments that have minor updates to fee schedules, with no fiscal impact, include:

- **Community Services – Animal Control Division (Exhibit A)**
Copy the associated Animal Control fees from the Police Fee Schedule to the newly created Community Services Fee Schedule. Animal Control previously fell under Police, so its fees were listed in the Police Fee Schedule. It now operates under Community Services and provides services separate from Police.
- **Business Services – Revenue Collection Operations (Exhibit B)**
Move all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule, as Business Services has administered and charged these fees for nearly a decade.
- **Mesa Fire & Medical (Exhibit C)**
Update the reference of 'MVA' to '911 Recording' in 'Fire Investigations, MVA, etc.' under Photos/CD. Mesa Fire & Medical (MFMD) has never charged for MVA photos on CDs, and this correction is necessary to accurately reflect the documents MFMD provides.
- **Mesa Police Department (Exhibit D)**
Rename the Police Fee Schedule title, delete fee, and move fees under the appropriate

departments.

- Rename the schedule from 'Police, City Prosecutor's Office & Animal Control Division' to just 'Police'.
- Remove the Video Medium fee from the Police Fee Schedule. The 2024 addition of the Police Video Recordings fee makes the existing Video Medium fee obsolete.
- Remove the Alarm Fines, Fees, and Assessments from the Police Fee Schedule and relocate to the Business Services Fee Schedule.

Alternatives

Taking no action will result in no fiscal impact, as the departments have been operating in this capacity.

Fiscal Impact

There is no fiscal impact to make these administrative updates and corrections to the applicable schedules.

Coordinated With

This report was coordinated with the Business Services, Community Services, Mesa Fire & Medical, and Mesa Police Department.

Fees & Charges Schedule – Key

Heading Configuration

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

Font Indications

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

Schedule of Fees & Charges

Exhibit A – Animal Control Division

Department: Community Services

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
ANIMAL CONTROL					Add new header
ANIMAL CONTROL REPORT (UPON RECEIPT OF REQUEST, NO REFUND)	\$5.00		FIRST 50 PAGES	\$0	Copy from Police Department to Community Services Department
	\$0.20		EACH ADDT'L PAGE		Renaming Description of Service
MISCELLANEOUS PAPER DOCUMENTS OTHER THAN ANIMAL CONTROL REPORT (UPON RECEIPT OF REQUEST, NO REFUND)	\$0.20		PER PAGE	\$0	Copy from Police Department to Community Services Department Renaming Description of Service
PHOTO (UPON RECEIPT OF REQUEST, NO REFUND)	\$10.00		EACH	\$0	Copy from Police Department to Community Services Department Renaming and adding new verbiage
AUDIO MEDIUM (UPON RECEIPT OF REQUEST, NO REFUND)	\$10.00		EACH	\$0	Copy from Police Department to Community Services Department
VIDEO MEDIUM (EXCLUDES ANIMAL CONTROL VIDEO RECORDINGS) (UPON RECEIPT OF REQUEST, NO REFUND)	\$25.00		EACH	\$0	Copy from Police Department to Community Services Department Renaming Description of Service
ANIMAL CONTROL VIDEO RECORDINGS (UPON RECEIPT OF REQUEST, NO REFUND)	\$46.00		PER HOUR OF VIDEO REVIEWED, PRORATED BY THE MINUTE	\$0	Copy from Police Department to Community Services Department Renaming Description of Service

Estimated Total Annual Fiscal Impact: \$0

Schedule of Fees & Charges

Exhibit B – Alarm Fines, Fees, and Assessments

Department: Business Services – Revenue Collection Operations

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
ALARM FINES, FEES AND ASSESSMENTS:					Heading.
Alarm Permit:					Subheading.
BURGLARY FUNCTION	\$10.00		EACH	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule & add Unit.
PANIC/HOLDUP FUNCTION	\$10.00		EACH	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule & add Unit.
BURGLARY FUNCTION AND PANIC/HOLDUP FUNCTION	\$20.00		EACH	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule & add Unit.
REVOKED PERMIT REINSTATEMENT FEES	\$25.00		EACH	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule & add Unit.
OPERATING AN ALARM SYSTEM WITHOUT A PERMIT	\$100.00		EACH	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule & add Unit.
False Alarm Assessments – Burglary:					Subheading
1ST FALSE BURGLARY ALARM	\$50.00		EACH	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule & add Unit.
2ND FALSE BURGLARY ALARM	\$100.00		EACH	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule & add Unit.

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
3RD FALSE BURGLARY ALARM	\$150.00		EACH	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule & add Unit.
4TH FALSE BURGLARY ALARM	\$200.00		EACH	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule & add Unit.
5TH FALSE BURGLARY ALARM	\$250.00		EACH	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule & add Unit.
6TH FALSE BURGLARY ALARM	\$300.00		EACH	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule & add Unit.
7TH FALSE BURGLARY ALARM AND EACH SUBSEQUENT FALSE ALARM	\$400.00		EACH	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule & add Unit.
False Alarm Assessments - Panic and/or Hold-Up:					Subheading
1ST FALSE PANIC AND/OR HOLD-UP ALARM	\$0.00		EACH	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule & add Unit.
2ND FALSE PANIC AND/OR HOLD-UP ALARM	\$100.00		EACH	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule & add Unit.
3RD FALSE PANIC AND/OR HOLD-UP ALARM	\$200.00		EACH	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule & add Unit.

Estimated Total Annual Fiscal Impact: \$0

Schedule of Fees & Charges

Exhibit C – Fire Investigations

Department: Mesa Fire & Medical

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
<i>Photos/CD</i>					Heading
Fire Investigations, MVA-911 RECORDINGS , etc.	\$5.00		Per CD	\$0	Update the reference of MVA to 911 Recordings, in the fee Fire Investigations, MVA, etc.

Estimated Total Annual Fiscal Impact: \$0

Schedule of Fees & Charges

Exhibit D – Police

Department: Police Department

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
Police, City Prosecutor's Office & Animal Control Division					Rename the schedule from 'Police, City Prosecutor's Office & Animal Control Division' to just 'Police'.
Video Medium (excludes Police video recordings) Upon receipt of request, no refund	\$25.00-		Each	\$0	Remove (replaced by Police Video Recordings).
ALARM FINES, FEES AND ASSESSMENTS:					Heading - Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule.
Alarm Permit:					Subheading - Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule.
Burglary Function	\$10.00-		Each	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule.
Panic/holdup Function	\$10.00-		Each	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule.
Burglary Function And Panic/holdup Function	\$20.00-		Each	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule.
Revoked Permit Reinstatement Fees	\$25.00-		Each	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule.

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Total Fiscal Impact	Notes
Operating an Alarm System without a Permit	\$100.00-		Each	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule.
False Alarm Assessments — Burglary:					Heading - Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule.
1st False Burglary Alarm	\$50.00-		Each	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule.
2nd false Burglary Alarm	\$100.00-		Each	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule.
3rd False Burglary Alarm	\$150.00-		Each	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule.
4th False Burglary Alarm	\$200.00-		Each	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule.
5th False Burglary Alarm	\$250.00-		Each	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule.
6th False Burglary Alarm	\$300.00-		Each	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule.
7th False Burglary Alarm and Each Subsequent False Alarm	\$400.00-		Each	\$0	Moved all Alarm Fines, Fees, and Assessments from the Police Fee Schedule to the Business Services Fee Schedule.

