



## **Audit, Finance & Enterprise Committee Report**

**Date:** March 4, 2019  
**To:** Audit, Enterprise & Finance Committee  
**Through:** Natalie Lewis, Deputy City Manager  
**From:** Ruth Giese, Community Services Director  
**Subject:** Proposed Changes to the Fee Schedule for the Police Department

### **Purpose and Recommendation**

The purpose of this report is to recommend clarifications to the Police Department's fees and charges schedule to include the Animal Control Division.

### **Background & Discussion**

Various fees charged for services related to researching and providing records requests, materials requests, and other miscellaneous fees are charged by the Police Department. The Animal Control Division receives similar records and materials requests. The proposed changes clarify that the existing Police Department fee schedule includes the Animal Control Department.

### **Alternatives**

Take no action on clarifying that the Police Department Fee Schedule is also applicable to the Animal Control Division.

### **Fiscal Impact**

There is no estimated fiscal impact to the fee recommendation.

**Schedule of Fees & Charges**

**Exhibit A**

**Department: Police & City Prosecutor's Office & ANIMAL CONTROL DEPARTMENT**

<b>Description of Services</b>	<b>FY 18/19 Current Fee</b>	<b>FY 19/20 Proposed Fee</b>	<b>Unit</b>	<b>Estimated FY 19/20 Annual Impact</b>
<i>PHOTO:</i>				
4 x 5 Color	\$2.50	\$2.50	Each	\$0.00
8 x 10 Black and White	\$5.00	\$5.00	Each	\$0.00
8 x 10 Color	\$5.00	\$5.00	Each	\$0.00
Polaroid	\$5.00	\$5.00	Each	\$0.00
Photograph, 5 x 7, (photo radar requests)	\$5.00	\$5.00	Each	\$0.00
Photo CD/DVD	\$10.00	\$10.00	Each	\$0.00
<i>COPY OF POLICE REPORT:</i>				
Police Report	\$5.00	\$5.00	First 50 pages	\$0.00
	\$0.20	\$0.20	Each add'l page	\$0.00
Certified Copy of Police Report	\$10.00	\$10.00	Additional	\$0.00
<i>MISCELLANEOUS:</i>				
Miscellaneous paper documents other than police reports	\$0.20	\$0.20	Per page	\$0.00
Cassette Tape (if tape itself is released)	\$5.00	\$5.00		\$0.00
Cassette Tape (if tape transcribed)	\$17.00	\$17.00	Per hour charge	\$0.00
VCR Tape	\$25.00	\$25.00	tape plus add'l hourly charge	\$0.00
CD/DVD Recordings (audio, video, body worn camera recordings)	\$10.00	\$10.00	each	\$0.00

**Schedule of Fees and Charges**

**Exhibit A**

**Department: Police, ~~and~~ City Prosecutor's Office, AND ANIMAL CONTROL DIVISION**

<i>SUBPOENAS:</i>	Determined by type and number of records released (refer to above).	Determined by type and number of records released (refer to above).		\$0.00
<i>MESA ADULT ARREST RECORD SEARCH (MAARS):</i>				
Includes certification, does not include fingerprints	\$10.00	\$10.00		\$0.00
<i>PAWN TRANSACTIONS FEES:</i>	\$3.00	\$3.00		\$0.00
<i>SECONDHAND TRANSACTION FEES:</i>	\$3.00	\$3.00		\$0.00

**Total Estimated Financial Impact: \$0.00**