



Council Report

Date: May 19, 2014
To: City Council
Through: Karolyn Kent, Deputy City Manager
From: Christine Zielonka, Development and Sustainability Department Director
Pamela Alexander, Senior Fiscal Analyst
Subject: Recommended Fees and Charges Updates: Development and Sustainability
Citywide

Strategic Initiatives



Purpose and Recommendation

The purpose of this report is to recommend modifications to fees charged by the Development and Sustainability Department for fiscal year 2014/15. The Department consists of three areas: Planning, Development Services and Environmental and Sustainability. The proposed fee modifications include only Planning and Development Services.

Background

Various fees are charged for services related to the land development process in Planning and Development Services. Fees and fines are also assessed by the Code Compliance section for violation of the Zoning and Nuisance Codes. All fees are reviewed annually to insure they are aligned with the cost of providing the service or, in the case of Code penalties, are proportionate to the violation.

Discussion

Planning and Development Services

Planning and Development Services is proposing one change to the fee schedule.

1. Revise the Records Request fee to \$46.00 for one location for the first hour. This fee replaces the non-refundable Research Fee of \$20.00 for a maximum of 5 items per request. It is recommended that an hourly fee will more accurately align with the full cost of providing the service.
2. The schedule has also been updated to provide clarification of the fees and

charges by category for Non-Commercial Public Records and Commercial Public Records as per A.R.S. 39-121.01(D) (1) and 39-121-03(A).

Alternatives

Alternatives to the recommended fee modifications could include increasing, decreasing or making no changes to the fees.

Fiscal Impact

If the fee modifications recommended under the Planning and Development Services sections are not implemented the Department will not be capturing the full cost of the service provided.

The total estimated 2014/15 fiscal impact for Planning and Development Services is \$41,991.

Coordinated With

Office of Management and Budget
City Attorney's Office

Fee Recommendation Schedule -REVISED 2-3-14

**Department: Development & Sustainability
Proposed Changes to Fees & Charges
Planning**

Document of Change: Resolution

Description of Services:	Current Fee/Charge	Unit	Proposed Fee/Charge	Date Last Revised	FY 14/15 Fiscal Impact	Notes
Records Requiring Staff Research: RECORDS REQUESTED FOR A NON-COMMERCIAL PURPOSE (FEES AUTHORIZED PURSUANT TO A.R.S. 39-121.01(D)(1)						
Research Fee (Non-Refundable)(Maximum 5 items per request)	\$20.00			07/01/11 07/01/10		
Copies						
Letter/Legal	\$1.00	sheet				
Ledger (11x17)	\$5.00	sheet		03/03/08		
Larger than 11x17	\$10.00	sheet				
CD-ROM	\$5.00	CD		07/01/12		
Plus, if appropriate, reasonable fees for copying, cost of time, equipment and personnel used in producing copies of the records. ARS 39-121-.01.						
RECORDS REQUESTED FOR A COMMERCIAL PURPOSE (FEES AUTHORIZED PURSUANT TO A.R.S. 39-121.03(A)						
RECORDS REQUEST FEE (NON-REFUNDABLE, MINIMUM CHARGE OF ONE HOUR, ONE LOCATION PER REQUEST)	\$20.00	Maximum of 5 items per request	\$46.00/HOUR	7/1/14 07/01/10	\$ 20,995	
Copies						
Letter/Legal	\$1.00	sheet				
Ledger (11x17)	\$5.00	sheet		03/03/08		
Larger than 11x17	\$10.00	sheet				
CD-ROM	\$5.00	CD		07/01/12		
A REASONABLE FEE FOR THE COST OF TIME, EQUIPMENT AND PERSONNEL USED IN PRODUCING COPIES OF THE RECORDS. A FEE FOR THE VALUE OF THE REPRODUCTION ON THE COMMERCIAL MARKET AS DETERMINED BY THE CITY.						
Permit/Inspection Records (computer file)	\$25.00	each		03/03/08		
Duplicate Inspection Record Cards	\$25.00	each				
Microfiche Records	\$5.00	document				
Zoning Verification Letters	\$100.00	letter				
Outside City Utility Service Requests				07/01/11 03/03/08 07/01/11		
Utility Verification Letters	\$100.00	letter				
Subcommittee appeals of required infrastructure improvements	\$1,500.00	case				
Subcommittee appeals of required infrastructure improvements owner/ -builder of a single residence	- \$500.00					
OTHER FEES AND CHARGES						
Zoning Verification Letters (ONE PARCEL REQUEST)	\$100.00	letter				
Outside City Utility Service Requests				07/01/11 03/03/08 07/01/11		
Utility Verification Letters	\$100.00	letter				
Subcommittee appeals of required infrastructure improvements	\$1,500.00	case				
Subcommittee appeals of required infrastructure improvements owner/ builder of a single residence	- \$500.00					

Fee Recommendation Schedule -REVISED 2-3-14

**Department: Development & Sustainability
Proposed Changes to Fees & Charges
Development Services**

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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.