



Fees and Charges Report

Date: April 4, 2024

To: Audit, Finance, and Enterprise Committee

Through: Marc Heirshberg, Deputy City Manager

From: Nana Appiah, Development Services Director
Susan Lu, Fiscal Analyst

Subject: Development Services Department Update to Schedule of Fees and Charges, Citywide

Purpose and Recommendation

The Development Services Department recommends the following modifications to the Fee Schedule. The Department consists of five areas: Planning, Building Safety, Civil Engineering Review, Permit and Customer Service, and Special Projects and Economic Development. If approved by City Council, the changes will take effect July 1, 2024.

Background

Various fees are charged for services related to the land development process in Planning and Development Services. Fees are reviewed regularly to ensure they are aligned with the cost of providing the related service.

Discussion

Development Services (Exhibit A)

The Development Services Department is proposing the following fee change:

1. Increase the Permit Extension fee from \$110.00 to \$120.00.

Development Services issues many permits that take an hour of work time to review and process. In FY 2021/22, the Department increased 30 hourly related permits fees from \$110 to \$120. The Expired Applications/Permits Extension fee, which extends expired applications and expiring permits by 180 days, was inadvertently left off the list of fees to be increased.

The estimated annual fiscal impact of this proposed change is \$4,020.00.

Planning (Exhibit B)

The Development Services Department is proposing the following fee changes for Planning:

1. Eliminate the Certification fee as a Subdivision Development Review Fee.

Maricopa County now stores Certification documents electronically. This fee is no longer applicable as the service is provided by the County. Fees associated with the service will be collected by the County as shown in the Maricopa County's Fee Schedule.

2. Eliminate the Miscellaneous fee for Residential Guidelines.

Residential guidelines are now available online (Development Services page, Residential Construction & Building Permit). This fee is no longer applicable.

3. Eliminate fees associated with the Preliminary Plan Review Team.

The Planning Division continues to improve various planning processes to increase work efficiency and clarity for the development community. One of the improvements made in previous years was to combine Subdivision Technical Review with the existing Preliminary Plat Approval Process.

Currently, the Preliminary Plat Approval/Subdivision Review is \$2,991.00 plus \$130/lot, unit, tract or parcel. This fee encompasses both Subdivision Technical Review, as well as Preliminary Plat Approval process.

4. Eliminate Land Use Guidelines (Falcon Field) fee.

Residential guidelines are now available online (Development Services page, Residential/Construction & Building Permit). This fee is no longer applicable.

5. Eliminate Tape Duplication (tape not included) fee.

Residential guidelines are now available online (Development Services page, Residential/Construction & Building Permit). This fee is no longer applicable.

6. Eliminate Subdivision Regulations fee.

Residential guidelines are now available online (Development Services page, Residential/Construction & Building Permit). This fee is no longer applicable.

Methodology

Development Services

Hourly fees are calculated based on the average total cost of a department employees' time spent, as well as the cost of equipment and overhead. Increasing the permit extension fee by \$10 will ensure all hourly fees are uniform.

Planning

Various Planning fees were identified as no longer being provided by the City because they are provided by another source, or have been combined with another process in the current schedule.

Alternatives

Alternative to the recommended fee modification could include increase, decreasing, or making no changes to the permit extension fee.

Fiscal Impact

The total estimated annual fiscal impact is \$4,020.

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 – Development Services

Department: Development Services

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
Expired Applications/Permits	\$110.00	\$120.00	Per extension	4299	\$4,020.00	\$10 increase to align fee with 30 other hourly fees.
Time extensions for Applications that expired in accordance with Mesa City Code Section 4-1-4(H) and Permits that expired in accordance with Section 4-1-4(N) shall be \$110.00 \$120.00 for each 180-day extension, non-prorated.						

Estimated Total Annual Fiscal Impact: \$4,020.00

Schedule of Fees & Charges

Exhibit B – Planning Fees

Department: Development Services

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
<i>Subdivision Development Review Fees</i>						
Certification	\$1.00		Per sheet in a set	3134	\$0.00	Certification set documents are now electronically stored by Maricopa County, so this service is no longer applicable to the City. Fees relating to this service will be collected by the County as shown in the Maricopa County's Fee Schedule.
<i>Preliminary Plan Review Team</i>						
Preliminary Information Conference	\$162.00		Each	3128	\$0.00	As part of Planning's process improvements, this is now combined with the pre-plat review process.
PPRT Technical Review	\$200.00		Each	4314	\$0.00	As part of Planning's process improvements, this is now combined with the pre-plat review process.
<i>Miscellaneous</i>						All fees within section are being removed
Residential Guidelines	\$5.00		Each	3124	\$0.00	Guidelines are now freely available online; this fee and service is no longer applicable

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
Land Use Guidelines (Falcon Field)	\$5.00		Each	3124	\$0.00	Guidelines are now freely available online; this fee and service is no longer applicable
Tape Duplication (tape not included)	\$10.00		Each	3124	\$0.00	Guidelines are now freely available online; this fee and service is no longer applicable
Subdivision Regulations	\$15.00		Each	3124	\$0.00	Guidelines are now freely available online; this fee and service is no longer applicable

Estimated Total Annual Fiscal Impact: \$0.00