



Fees and Charges Report

Date: May 17, 2021
To: City Council
Through: Natalie Lewis, Deputy City Manager
From: Christine Zielonka, Development Services Director
Chase Carlile, Sr. Fiscal Analyst
Subject: Development Services Department Fees and Charges – Citywide

Purpose and Recommendation

The purpose of this report is to recommend modifications to fees charged by the Development Services Department for FY 2021/22. The Department consists of two areas: Planning, and Development Services (Permitting, Civil and Building Plan Review and Building Inspections). The Fees and Charges if approved by City Council will be effective as of July 1, 2021

Background

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

DEVELOPMENT SERVICES (Exhibit A)

Development Services is proposing the following fee changes:

1. Increase 30 fees from \$110.00 to \$120.00.

Development Services issues many permits that only take an hour to process. The hourly cost of \$110 per hour was calculated at least 3 years ago and is based on the average total cost of a department employee as well as the cost of equipment and overhead. Over the past 3 years the cost of employees has increased, and Development Services is proposing a 9% increase to these fees to cover the increase in personal services costs.

The fiscal impact of this proposed change is \$17,000.

PLANNING FEES (Exhibit B)

The Department is proposing the following changes to Planning's fees and charges:

1. Combine, and reduce, the Subdivision Technical Review fee with the Preliminary Plat Approval fee.

The Planning Division continues to improve various process to make their work functions more effective, and easier for the development community to understand. One of the improvements made this past year was to combine the Subdivision Technical Review with the existing Preliminary Plat Approval process. Combining these processes resulted in a 25% reduction of staff time required to conduct the review. The new process also benefits the customer by reducing the length of the approval process by one month as both reviews are performed simultaneously rather than sequentially.

Currently, the Subdivision Technical Review fee is \$1,944.00 plus \$65/lot, unit, tract or parcel. The Preliminary Plan Approval fee is also \$1,944.00 plus \$65/lot, unit or parcel. The proposed combined Preliminary Plan Approval/Subdivision Review fee is \$2,991.00 plus \$130/lot, unit, tract or parcel. The fiscal impact of this change is -\$40,887.

2. Increase the Zoning Verification Letter Fee to \$240.00 per parcel.

The current fee for zoning verification letters is \$100 per parcel. However, this fee no longer covers the cost of providing this service. On average, staff spend two hours per request conducting research and preparing letters for customers. Increasing the fee to \$240 covers the cost of providing this service.

This change has a fiscal impact of \$20,000.

Alternatives

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

Fiscal Impact

If the fee modifications recommended by the Development Services Department are not implemented the fee schedule would not accurately represent the cost of providing the services.

Total estimated FY21/22 fiscal impact for Development Services is \$17,000.

Total estimated FY21/22 fiscal impact for Planning is -\$20,887.

Total estimated fiscal impact is -\$3,887.

Fees & Charges Schedule – Key

Heading Configuration

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|--|
| <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 |
|--|---------------------|--------------------|-------------------|---------------------|---------------------|--|
| <i>Other Residential</i> | | | | | | |
| Fourth and Subsequent Resubmittals of Drawings | \$110.00 | \$120.00 | Hour, min 2 hours | 4299 | \$17,000 | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Addenda to permitted Drawing | \$110.00 | \$120.00 | Hour, min 2 hours | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Standard Plans | \$110.00 | \$120.00 | Hour | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| <i>Other Commercial</i> | | | | | | |
| Fourth and Subsequent Resubmittals of Drawings | \$110.00 | \$120.00 | Hour, min 2 hours | 4299 | \$17,000 | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Addenda to permitted Drawing | \$110.00 | \$120.00 | Hour, min 2 hours | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Standard Plans | \$110.00 | \$120.00 | Hour | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| <i>Annual Facilities Permits</i> | | | | | | |
| Annual Facilities Permit Hourly charges | \$110.00 | \$120.00 | Hour | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| <i>Use Permits</i> | | | | | | |
| General Use Permit (per Title 11) | \$110.00 | \$120.00 | Each | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Grand Opening Banners | \$110.00 | \$120.00 | Each | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |

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|---|---------------------|-----------------|-----------------|------|--|--|
| Subdivision Sign | \$110.00 | \$120.00 | Each | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Subdivision Directional Sign | \$110.00 | \$120.00 | Each | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Mobile Home Location Outside of Park | \$110.00 | \$120.00 | Each | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Model Home Sales Office | \$110.00 | \$120.00 | Each | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
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| <i>Certificates of Occupancy</i> | | | | | | |
| Duplicate Certificate of Occupancy | \$110.00 | \$120.00 | Each | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Duplicate Certificate of Occupancy Inspection | \$110.00 | \$120.00 | Dwelling Unit | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
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| <i>Other Fees and Charges</i> | | | | | | |
| Outside City Utility Service Requests | \$100.00 | \$120.00 | Letter | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
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| <i>Other Miscellaneous Fees</i> | | | | | | |
| House Moving | \$110.00 | \$120.00 | Each | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Damage Repair Inspection Fee | \$110.00 | \$120.00 | Each | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Re-Inspections | \$110.00 | \$120.00 | Inspection Trip | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| After-Hours Inspections at Night or Weekends (2 hour minimum) | \$110.00 | \$120.00 | Hour | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |

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|---|---------------------|-----------------|-----------------|------|--|--|
| Damage Repair Inspection Fee (in additional to repair permit) | \$110.00 | \$120.00 | Inspection Trip | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Demolition (no fee required for condemnation) | \$110.00 | \$120.00 | Each | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| After-Hours Work Permit | \$110.00 | \$120.00 | Each | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Desert Uplands Temporary Residential Fence Permit | \$110.00 | \$120.00 | Inspection | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Building Board of Appeals (condemnation Appeals) | \$110.00 | \$120.00 | Appeal | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Holiday Sales Lots with Temporary Electrical service (additional fee) | \$110.00 | \$120.00 | Each | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Holiday Sales Lots with Night Watchman Quarter (additional fee) | \$110.00 | \$120.00 | Each | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Construction Trailer | \$110.00 | \$120.00 | Each | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
| Construction Storage Unit | \$110.00 | \$120.00 | Each | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |
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| Additional Services | | | | | | |
| Additional Services hourly rate | \$110.00 | \$120.00 | Hour | 4299 | | This 9% increase is a result of increased personal services costs. The total fiscal impact of adjusting these 30 fees is \$17,000. |

Total Development Services – Exhibit A Financial Impact = \$17,000

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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>Zoning Application Fees</i> | | | | | | |
| Preliminary Plat Approval/ SUBDIVISION REVIEW | \$1944.00 plus \$65/ acre, lot, unit, tract or parcel | \$2,991.00 plus \$130/acre, lot, unit, tract or parcel | | 3137 | -\$40,887 | We are merging two fees together. There is a 25% staff time savings, so the combined fee incorporates that reduction |
| | | | | | | |
| <i>Subdivision Development Review Fees</i> | | | | | | |
| Subdivision Technical Review | \$1,944.00 plus \$65/lot, unit, tract or parcel | | | 3134 | 0 | Merging fee with Preliminary Plat Approval fee |
| | | | | | | |
| <i>Other Fees and Charges</i> | | | | | | |
| Zoning Verification Letters (One Parcel Request) | \$100- | \$240 | Letter | 4299 | \$20,000 | It takes a permit technician an average of 2 hours to prepare a zoning verification letter. This adjustment takes that into account and more accurately represents the actual cost of the providing the service. |

Total Planning Fees – Exhibit B Financial Impact = -\$20,887

Total Development Services Department Fee changes – (Exhibit A + B) Financial Impact = -\$3,887