

TOWN OF CHINO VALLEY

▶ **2024**

Comprehensive User Fee
Study Report





TABLE OF CONTENTS

TABLE OF CONTENTS	i
Executive Summary	1
User Fee Background	2
Background	2
Additional Policy Considerations	3
Study Objective	4
Scope of the Study	4
Aim of the Report.....	5
Project Approach and Methodology	6
Conceptual Approach.....	6
Fully Burdened Hourly Rates.....	6
Summary Steps of the Study	7
Allowable Costs	7
Methodology.....	8
Quality Control/Quality Assurance	8
Reasons for cost increases/decreases over current fees.....	9
Town Staff Contributions	9
Chino Valley User Fees	10
Cost Recovery.....	10
Subsidization	10
Impact on Demand (Elasticity)	11
Summary	11
Town Clerk	12
Analysis	12
Business Licenses	13
Analysis	13
Police	14
Analysis	14
Animal Control	15
Analysis	15



Library	16
Analysis	16
Aquatic Center	17
Analysis	17
Senior Center	18
Analysis	18
Recreation	19
Analysis	19
Court	20
Analysis	20
Engineering	21
Analysis	21
Building	22
Analysis	22
Planning	23
Analysis	23
Appendix A – Total Allowable Cost to be Recovered	24
Appendix B – Fully Burdened Hourly Rates	25
Appendix C – Cost Recovery Analysis	30



Executive Summary

The Town of Chino Valley engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the Town to support the various activities for which the Town charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identify 100% full cost recovery for Town services and the recommended level of recovery as determined through discussion with departmental staff.

The reality of the local government fee environment is that significant increases to achieve 100% cost recovery can often not be feasible, desirable, or appropriate depending on policy direction —particularly in a single year. The recommended fees identified herein are either at or less than full cost recovery.



User Fee Background

Background

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole. As cities struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefit. Unlike most revenue sources, towns have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.



Additional Policy Considerations

The recent trend for municipalities is to update their fee schedules to reflect the actual costs of certain public services primarily benefiting users. User Fees recover costs associated with the provision of specific services benefiting the user, thereby reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover support costs. Support costs are those costs relating to a local government's central service departments that are properly allocable to the local government's operating departments. Central services support cost allocations were incorporated using the indirect overhead percentage of 10%.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the Town include an inflationary factor in the resolution adopting the fee schedule to allow the Town Council, by resolution, to annually increase or decrease the fees.

The Town may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a Town's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can be suitable if there is a clear method, or current practice of obtaining said factor.

Each Town should use an inflator that they believe works the best for their specific situation and needs. It is also recommended that the Town perform this internal review annually with a comprehensive review of services and fees performed every three to five years, which would include adding or removing fees for any new or eliminated programs/services.



Study Objective

As the Town of Chino Valley seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. These tools provide assurance that the Town has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the Town administration and its constituency. Given the limitations on raising revenue in local government, the Town recognizes that a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the reasonable full cost of providing Town services, including direct salaries and benefits of Town staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the Town to provide each service; however, each fee is set at the Town's discretion, up to 100% of the total cost, as specified in this report.

The principal goal of the study was to help the Town determine the full cost of the services that the Town provides. In concert with that goal, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Enhancing fairness and equity
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with Town policies and goals

The study results will help the Town better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the Town.

Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following Chino Valley departments and fee groups:

- Town Clerk
- Business Licenses
- Police
- Animal Control
- Library
- Aquatic Center
- Senior Center



-
- Recreation
 - Court
 - Engineering
 - Building
 - Planning

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.

Aim of the Report

The User Fee Study focused on the cost of Town services, as Town staff currently provides them at existing, known, or reasonably anticipated service and staff levels. This report provides a summary of the study results, and a general description of the approach and methods Willdan and Town staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide an influential dissertation on the qualities of the utilized tools, techniques, or other approaches.



Project Approach and Methodology

Conceptual Approach

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the Town for which it charges a user fee. The full cost of providing a service may not necessarily become the Town’s fee, but it serves as the objective basis as to the maximum amount that may be collected.

Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for Town personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits, but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

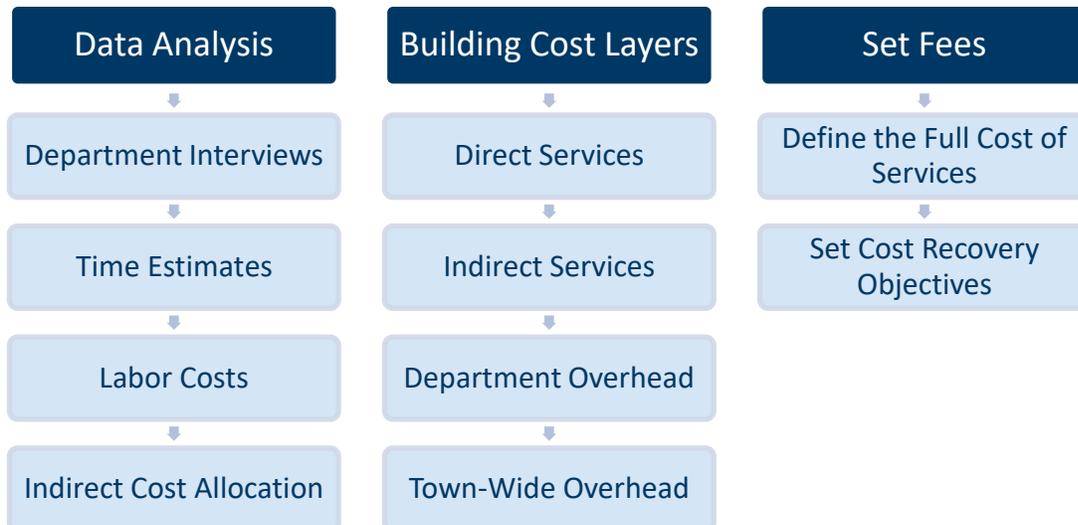
- Wages, Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Internal Service Costs charged to each department
- Indirect Town-wide overhead costs

An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to account for an average calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, emergency leave, holidays, and other considerations as necessary. Dividing the full cost by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate, to calculate a fee cost based on the personnel and the amount of their time that is involved in providing each service.

Summary Steps of the Study

The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following list provides a summary of the study process steps:

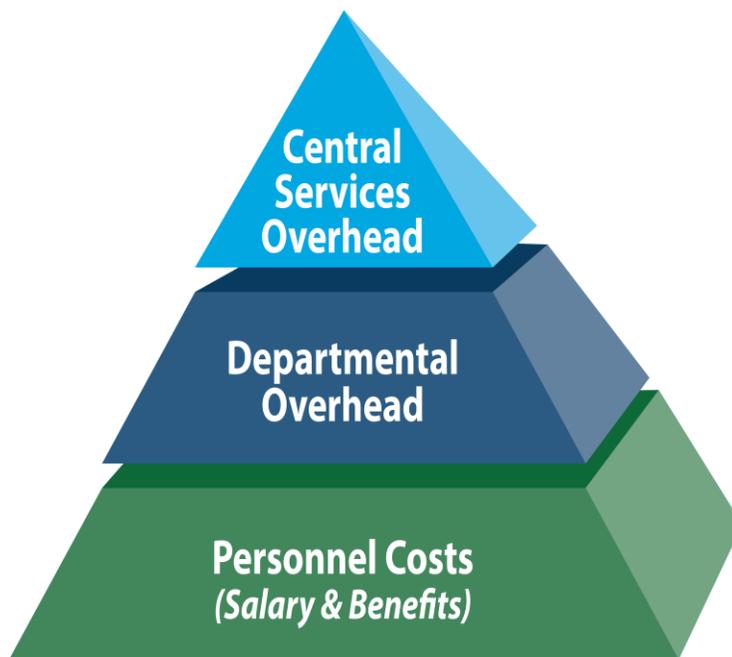


Allowable Costs

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service (**Appendix A**). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the Town’s central services overhead, where departmental and central service overhead costs constitute support costs.

These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs represent services provided by those Central Services Departments whose primary function is to support other Town departments.





Methodology

The two methods of analysis for calculating fees used in this report are the:

Case Study Method (Standard Unit Cost Build-Up Approach): This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when Town staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with Town staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Programmatic Approach: The standard Case Study approach relies upon the detailed analysis of specific time estimates, salaries and benefits, expenditures, and overhead costs. In many instances, the underlying data are not available or vary widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence fee levels more than other types of services. With these general constraints, and to maximize the utility of this analysis, Willdan employed a different methodology where appropriate to fit the programs' needs and goals. An example of fees utilizing a programmatic approach are rent fees.

Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable Town staff
- Clear instructions and guidance to Town staff
- Reasonableness tests and validation
- Normalcy/expectation ranges
- FTE balancing
- Internal and external reviews
- Cross-checking



Reasons for cost increases/decreases over current fees

Within the fee tables in **Appendix C**, the differences identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:

- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions,
- Staffing levels and the positions that complete fee and service activity have changed,
- Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees,
- Costs that this study has identified as part of the full cost of services may not have been accounted for previously,
 - Departmental overhead and administration costs,
 - Indirect overhead,
- Changes in processes and procedures within a department, or the town as a whole.

Town Staff Contributions

As part of the study process, Willdan received tremendous support and cooperation from Town staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data,
- Staffing structures,
- Fee and service structures, organization, and descriptions,
- Direct and indirect work hours (billable/non-billable),
- Time estimates to complete work tasks,
- Current fee levels,
- Incorporation of the Town's Cost Recovery goals in fee suggestions,
- Review of draft results and other documentation.

A User Fee Study requires significant involvement of the managers and line staff from the departments—on top of their existing workloads and competing priorities. The contributions from Town staff were critical to this study. We would like to express our appreciation to the Town and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.



Chino Valley User Fees

Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in **Appendix C**. In general, full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were predominantly determined by Willdan and Town Staff through a time and materials survey conducted for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The Town's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time and materials survey used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service. Specifically, in providing services, a number of employees and Departments are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The principal goal of this study was to identify the cost of Town services, to provide information to help the Town make informed decisions regarding the actual fee levels and charges. The responsibility of determining the final fee levels is a complicated task. Town staff must consider many issues in formulating recommendations, and the Town Council must consider those same issues and more in making the final decisions.

There are occasions where the suggested fees deviate from the full cost calculation. For those cases, there are reasonable explanations, typically to account for individual service need considerations in providing the service to the public. Unfortunately, there are no hard and fast rules to guide the Town, since many of the considerations are based on the unique characteristics of the Town of Chino Valley, and administrative and political discretion.

Subsidization

Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) who receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, many services fall into the range between these two extremes.

Of course, subsidization can be an effective public policy tool since it can be used to reduce fees to encourage certain activities (such as compliance inspections to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without burdensome costs.



Despite the intent, it is important for the Town and public to understand that subsidies will be covered typically by the General Fund. Therefore, the general taxpayer will potentially help to fund private benefits, and/or other Town services will not receive funds that are otherwise directed to cover subsidies.

Impact on Demand (Elasticity)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may have a desirable effect to the Town. However, the level of the fees that would cause demand changes is largely unknown. The Cost of Service Study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the Town should consider the potential impacts of these issues when deciding on fee levels.

Summary

If the Town's principal goal of this study was to maximize revenues from user fees, and participation from the public in Town services was guaranteed to remain constant, Willdan would recommend setting user fees at 100% of the full cost identified in this study. However, we understand that revenue enhancement is not the only goal of a cost of service study, and sometimes full-cost recovery is not needed, desired, or appropriate. Other Town and departmental goals, Town Council priorities, policy initiatives, past experience, implementation issues, and other internal and external factors may influence staff recommendations and Town Council decisions. In this case, the proper identification of additional services (new or existing services) and creation of a consistent and comprehensive fee schedule was the primary objective of this study.

The preceding sections provide background for each department or division and the summary results of this study's analysis of their fees. For the full detail of each fee's analysis, refer to [Appendix C](#) of this report.



Town Clerk

The Town Clerk's Office serves as a support office for the Town Council and other Town departments. The Town Clerk facilitates public information requests and provides relevant information to the public about the town's operations, policies, and procedures. The Town Clerk is a custodian of all official town records and has the authority to issue certified copies of these records. Finally, the Town Clerk's Office is responsible for overseeing all municipal elections.

Analysis

Willdan individually reviewed the services associated with the Town Clerk's office. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in the Town Clerk's office relied primarily upon a standard unit cost build-up approach whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. As a result, 4 fees would remain as currently set, 1 fee would increase to get closer to full cost recovery, 2 fees would be reduced to be closer to cost recovery, and 16 fees would be eliminated as detailed in [Appendix C](#).



Business Licenses

Business licenses are provided by the Town Clerk's department. The Town Clerk has the authority to issue business licenses to those requesting them.

Analysis

Willdan individually reviewed the services associated with business licenses. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in business licenses relied primarily upon a standard unit cost build-up approach whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The current average subsidy amount for all the fees and services for business licenses is at 71%. It is recommended that the Town increase the fees for business licenses as detailed in [Appendix C](#) which would reduce the average subsidy to 54%. On an individual basis, there would be 9 fees that remain at their current levels, 2 fees would see an increase, and 10 fees would be removed.



Police

The Chino Valley Police Department is responsible for ensuring public safety and maintaining law and order within the Town. The Department operates with integrity, honor, and dedication to protect the community, prevent crime, and maintain public order. Police officers fulfill their responsibilities through law enforcement, crime prevention, crisis management, community engagement, and providing essential support services.

Analysis

Willdan individually reviewed the services associated with Police. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in the Police Department relied primarily upon a standard unit cost build-up approach whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. Also, some fees are set by State Law and cannot be changed by the Town. As a result, there would be no changes to the current fee structure but the Town will add 6 new fees.



Animal Control

The Town of Chino Valley Animal Control provides a comprehensive range of services to the citizens. Animal control officers are responsible for enforcing local animal-related laws and regulations, including addressing the issues related to stray animals, animal disturbances, animal bites, cruelty towards animals, and animal adoptions.

Analysis

Willdan individually reviewed the services provided by Animal Control. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in Animal Services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. This cost analysis yielded differing cost recovery results between the current fee and the full cost for each service. The current average subsidy amount for all the fees and services in the Animal Control department is at 44%. It is recommended that the Town increase the fees for Animal Control as detailed in [Appendix C](#) which would reduce the average subsidy to 34%. The suggested fee amounts would result in an increase for 4 fees, 7 fees would remain as currently set, and 3 fees would be removed as detailed in [Appendix C](#).



Library

Chino Valley Public Library is dedicated to ensuring that citizens have access to a wide range of resources and information. Library plays a crucial role in promoting literacy and education by offering programs and resources for people of all ages, including children, teens, and adults, to foster a love for reading, learning, and academic achievement. Library provides cultural and recreational resources, such as books, music, and films in order to enrich the cultural experiences and leisure activities of community members. Librarians and library staff are available to offer guidance and assist individuals with their needs.

Analysis

Willdan individually reviewed the services provided by Library. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in Library relied primarily upon a standard unit cost build-up approach whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. It is important to recognize that the majority of library services are dedicated to benefiting the public in various ways. As a result, these services often receive the biggest financial support through subsidies from the General Fund, demonstrating Town's commitment to make Library resources accessible to as many people as possible. On an individual basis, 6 fees would remain at their current levels, and 14 fees would be removed.



Aquatic Center

The Aquatic Center Division is responsible for a variety of services and aquatic facilities for the residents and visitors in the Town. Aquatic Center responsibilities include facility rentals, swim classes, daily use, and season passes.

Analysis

Willdan individually reviewed the services provided by Aquatic Center. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in Aquatic Center fees relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. This cost analysis yielded differing cost recovery results between the current fee and the full cost for each service. Also, comparisons to other municipalities were considered in setting the suggested fees. The current average subsidy amount for all the fees and services in the Aquatic Center Division is at 26%. The suggested fee amounts would result in an increase for 6 fees, 2 fee would decrease, 7 fees would remain as currently set, and 5 fees would be removed as detailed in [Appendix C](#).



Senior Center

The Senior Center Division is responsible for a variety of services and facilities for the residents and visitors in the Town. Senior Center responsibilities include facility rentals, van transportation fees, and meals.

Analysis

Willdan individually reviewed the services provided by the Senior Center. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in Recreation fees relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. This cost analysis yielded differing cost recovery results between the current fee and the full cost for each service. Also, comparisons to other municipalities were considered in setting the suggested fees. The current average subsidy amount for all the fees and services in the Senior Center Division is at 33%. The suggested fee amounts would result in an increase for 2 fees, 3 fee would decrease, 5 fees would remain as currently set, 1 new fee would be added, and 2 fees would be removed as detailed in [Appendix C](#).



Recreation

The Recreation Department is responsible for a variety of services and facilities for the residents and visitors in the Town. Recreation responsibilities include Community Center rentals, park rentals, athletic complex rentals, athletic programs fees, special events, and concession stand fees.

Analysis

Willdan individually reviewed the services provided by Recreation. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in Recreation fees relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. This cost analysis yielded differing cost recovery results between the current fee and the full cost for each service. Also, comparisons to other municipalities were considered in setting the suggested fees. The current average subsidy amount for all the fees and services in the Recreation Department is at 81%. The suggested fee amounts would result in an increase for 9 fees, 1 fee would decrease, 1 fee would remain as currently set, 5 new fees would be added, and 7 fees would be removed as detailed in [Appendix C](#).



Court

The Chino Valley Municipal Court Department is responsible for State and Town ordinance violations punishable by fine. The office activities include collecting fines and court costs, issuing warrants of arrest, and pretrial hearings and trials.

Analysis

Most of the Court fees are out of the Town Council control. The fees are determined by a State Statute or the Judge. On an individual basis, 6 fees would remain at their current levels, 3 fees would increase, 4 new fees would be added, and 2 fees would be removed.



Engineering

The Engineering Division is responsible for the review, planning, and design of the Town's infrastructure system. The Engineering Division provides staff to assure that Town owned infrastructure such as drainage, municipal structures, streets, traffic signals, wastewater, and water projects are constructed in accordance with approved plans and specifications as well as meet the Town engineering and design standards.

Analysis

Willdan individually reviewed the services and programs associated with the Engineering Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Engineering services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee would recover the costs associated with the requested service. The current average subsidy amount for all the fees and services in Engineering is at 59%. It is recommended that the Town increase the fees for engineering as detailed in [Appendix C](#) which would reduce the average subsidy to 41%. As a result, 21 fees would increase, 3 fees would remain as currently set, 1 fee would decrease, and 7 fees would be deleted.



Building

The Building division is responsible for the review of building plans, issuance of building permits, inspection of structures, and investigation of complaints relating to building code violations. Plan review includes new construction, additions, remodeling, and tenant improvements for both commercial and residential construction. This program also determines occupancy classification for new buildings and for changes in existing buildings.

Analysis

Willdan individually reviewed the services provided by Building. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in Building fees relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The average current subsidy for Building fees is at 47% and the suggested fees would bring the subsidy down to 31%. Valuation Fees would be increased to reach 90% cost recovery. As a result, there would be an increase to 7 fees, 52 fees would remain as currently set, 10 new fees would be added, and 22 fees would be removed from the schedule as detailed in **Appendix C**.



Planning

The Planning Division is responsible for implementing the Town's Development Code and related goals, policies and objectives of the Town's General Plan, and Advanced Planning. The Planning Division duties include zoning maps, land divisions, annexations, land use permits, and zoning code. The Planning Division provides support to the Town's Planning and Zoning Commission.

Analysis

Willdan individually reviewed the services provided by Planning. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of services in Planning relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee would recover the costs associated with the requested service. The analysis has shown that in general Planning services are currently under-recovering the cost of providing services.

It is recommended to increase the fees for all Planning services to recover more cost. Current fees are heavily subsidizing the cost of providing services, the current subsidy for all planning fees is at 80%. The fee increases would bring the subsidy down to 70%. On an individual fee basis, there would be an increase to 14 fees, 5 fees would remain as currently set, 15 new fees would be added, and 5 fees would be removed as detailed in **Appendix C**.



Appendix A – Total Allowable Cost to be Recovered

Below are the total allowable costs that may be recovered through User Fees; however, only a percentage of the total allowable cost is realized as staff not only works on services related to User Fees, but also works on an array of other Town functions during the operational hours of the Town. The amounts listed below will not reconcile to Town budgets as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, contract costs, and any other costs that are charged directly to the service requestor.

Town of Chino Valley, AZ Overhead Rate Calculations

Department	Salary and Benefits	Department Operations & Administration	Direct Overhead	Indirect Overhead
Prosecutor	94,000	5,900	6.3%	10.0%
Town Clerk	221,200	28,500	12.9%	0.0%
Town Manager	568,500	74,600	13.1%	0.0%
HR	232,000	29,100	12.5%	0.0%
Court	324,000	10,100	3.1%	10.0%
Finance	436,400	34,100	7.8%	0.0%
IT	190,300	128,700	67.6%	0.0%
Council	35,700	27,600	77.3%	0.0%
Planning	566,400	33,100	5.8%	10.0%
Bld. Inspection	420,400	21,500	5.1%	10.0%
Police	3,843,500	261,900	6.8%	10.0%
Animal control	179,800	37,600	20.9%	10.0%
Recreation	107,700	69,600	64.6%	10.0%
Library	371,900	54,400	14.6%	10.0%
Senior Center	253,600	154,200	60.8%	10.0%
Parks Maint.	248,700	336,800	135.4%	10.0%
Aquatic Center	107,300	129,300	120.5%	10.0%
Facilities Maint.	376,600	255,500	67.8%	10.0%
Fleet Maint.	157,800	192,300	121.9%	10.0%
Engineering	509,500	43,800	8.6%	10.0%
Roads	672,900	388,600	57.8%	10.0%
Water	298,800	268,300	89.8%	10.0%
Sewer	298,800	510,900	171.0%	10.0%



Appendix B – Fully Burdened Hourly Rates

Below are fully burdened hourly rates of staff positions that provide for the services detailed in [Appendix C](#). The FBHRs were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. When a central service department position works on a fee or project in the purview of an operating department, the overhead rates of the operating department (shown in [Appendix A](#)) will be applied to that central service positions' salary and benefit rate for full cost recovery. For any user fee service request that is outside the scope of the fees detailed in [Appendix C](#), or for services for which there is no fee currently set, the Town can charge up to the full cost of the FBHR for personnel involved.



Town of Chino Valley, AZ

Fully Burdened Hourly Rate Calculation

O&M

Department	Position	FTE's	Total Salary & Benefits	S&B Hourly Rate	Direct %	Indirect %	Fully Burdened Hourly Rate
------------	----------	-------	-------------------------	-----------------	----------	------------	----------------------------

Department Rates

Prosecutor	1.00	100,337	60.81	6%	10%	71.09
Town Clerk	4.90	378,644	46.76	13%	0%	52.79
Town Manager	4.00	587,400	89.00	13%	0%	100.68
HR	2.00	257,737	78.10	13%	0%	87.90
Court	4.50	348,712	47.93	3%	10%	54.37
Finance	4.00	454,865	68.92	8%	0%	74.30
IT	3.00	290,977	58.78	68%	0%	98.54
Council	7.00	51,600	4.47	77%	0%	7.92
Planning	5.00	598,664	72.57	6%	10%	84.49
Bld. Inspection	5.00	427,651	55.04	5%	10%	63.64
Code Enforcement	2.00	147,987	44.84	5%	10%	51.85
Police	32.00	3,690,948	79.62	7%	10%	93.55
Police Civilian	5.50	409,599	47.02	7%	10%	55.25
Animal control	4.00	211,111	31.68	21%	10%	42.13
Recreation	2.00	128,069	38.81	65%	10%	70.28
Library	5.54	421,962	54.00	15%	10%	68.09
Senior Center	4.25	285,503	38.41	61%	10%	67.95
Parks Maint.	5.00	318,715	39.51	135%	10%	102.31
Aquatic Center	1.00	129,388	14.25	121%	10%	34.56
Facilities Maint.	6.00	426,511	47.35	68%	10%	87.43
Fleet Maint.	3.00	256,702	55.03	122%	10%	134.30
Engineering	7.00	807,658	69.93	9%	10%	83.53
Roads	9.00	727,837	54.60	58%	10%	94.75
Water	3.50	331,909	60.54	90%	10%	126.39
Sewer	3.50	333,455	64.55	171%	10%	192.42

Position Rates*

Animal control	Animal control - 11 Adoption Specialist Shelter Technician	0.50	26,642.83	32.29	21%	10%	42.95
Animal control	Animal control - Adoption Specialist/Shelter Technician	1.00	52,626.71	31.89	21%	10%	42.42
Animal control	Animal control - Animal Control Officer	2.00	107,019.15	32.43	21%	10%	43.13
Animal control	Animal control - P/T Adoption Specialist	0.50	24,822.08	30.09	21%	10%	40.02
Aquatic Center	Aquatic Center - LifeGuards	1.00	129,388.34	14.25	121%	10%	34.56
Bld. Inspection	Bld. Inspection - Building Inspector, Senior	1.00	99,376.00	60.23	5%	10%	69.64
Bld. Inspection	Bld. Inspection - Chief Building Official	1.00	126,649.27	76.76	5%	10%	88.75
Bld. Inspection	Bld. Inspection - Permit Technician	2.00	128,781.81	39.02	5%	10%	45.12
Bld. Inspection	Bld. Inspection - Plans Examiner	1.00	72,843.41	44.15	5%	10%	51.05
Code Enforcement	Code Enforcement - Code Enforcement Officer	2.00	147,987.46	44.84	5%	10%	51.85



Town of Chino Valley, AZ
Fully Burdened Hourly Rate Calculation

O&M

Department	Position	FTE's	Total Salary & Benefits	S&B Hourly Rate	Direct %	Indirect %	Fully Burdened Hourly Rate
------------	----------	-------	-------------------------	-----------------	----------	------------	----------------------------

Position Rates*

Court	Court - 35 Presiding Magistrate	1.00	89,786.94	54.42	3%	10%	61.72
Court	Court - Court Administrator	1.00	99,121.64	60.07	3%	10%	68.14
Court	Court - Court Clerk	2.00	128,109.72	38.82	3%	10%	44.03
Court	Court - Police Services Specialist / Training Officer	0.50	31,693.98	38.42	3%	10%	43.58
Engineering	Engineering - Admin/Service Writer	1.00	69,850.67	42.33	9%	10%	50.57
Engineering	Engineering - Assistant Town Engineer	1.00	157,214.56	95.28	9%	10%	113.82
Engineering	Engineering - Public Works Director/Town Engineer	1.00	200,203.72	121.34	9%	10%	144.94
Engineering	Engineering - PW/CIP Engineering Project Manager	1.00	120,778.86	73.20	9%	10%	87.44
Engineering	Engineering - Sr. Administrative Technician	1.00	72,392.13	43.87	9%	10%	52.41
Facilities Maint.	Facilities Maint. - Custodian	3.00	170,965.36	34.54	68%	10%	63.77
Facilities Maint.	Facilities Maint. - Facilities and Parks Manager	1.00	104,769.45	63.50	68%	10%	117.23
Facilities Maint.	Facilities Maint. - Facilities Maintenance Worker, Senior	1.00	64,627.87	39.17	68%	10%	72.32
Facilities Maint.	Facilities Maint. - Senior Facilities & Pool Maintenance Worker	1.00	86,148.33	52.21	68%	10%	96.40
Finance	Finance - Accountant	1.00	68,991.38	41.81	8%	0%	45.08
Finance	Finance - Accountant, Senior	1.00	98,146.78	59.48	8%	0%	64.13
Finance	Finance - Accounting Technician, Senior	1.00	77,437.73	46.93	8%	0%	50.60
Finance	Finance - Administrative Services Director	1.00	210,289.37	127.45	8%	0%	137.41
Fleet Maint.	Fleet Maint. - Fleet Manager	1.00	106,504.58	64.55	122%	10%	157.53
Fleet Maint.	Fleet Maint. - Fleet Mechanic	2.00	150,197.04	45.51	122%	10%	111.08
HR	HR - Human Resources Analyst, Senior	1.00	95,674.64	57.98	13%	0%	65.26
HR	HR - Human Resources Director	1.00	162,062.30	98.22	13%	0%	110.54
IT	IT - Information Technology Manager	1.00	129,305.95	78.37	68%	0%	131.37
IT	IT - Information Technology Support Technician	1.00	80,812.16	48.98	68%	0%	82.10
IT	IT - IT Support Technician	1.00	80,858.74	49.01	68%	0%	82.15
Library	Library - Librarian, Youth Services	1.00	70,277.80	42.59	15%	10%	53.71
Library	Library - Library Assistant	2.54	108,109.06	25.79	15%	10%	32.51
Library	Library - Library Director and Special Projects Manager	1.00	161,975.97	98.17	15%	10%	123.78
Library	Library - Library Manager	1.00	81,599.27	49.45	15%	10%	62.36
Parks Maint.	Parks Maint. - Parks Maintenance Worker	3.00	173,915.22	35.13	135%	10%	90.99
Parks Maint.	Parks Maint. - Parks Maintenance Worker, Senior	2.00	144,800.15	43.88	135%	10%	113.63
Planning	Planning - Assistant Development Services Director	1.00	132,009.89	80.01	6%	10%	93.15
Planning	Planning - Development Services Director	1.00	192,420.06	116.62	6%	10%	135.78
Planning	Planning - Planner, Associate	1.00	87,937.15	53.30	6%	10%	62.05
Planning	Planning - Processing Coordinator	1.00	74,060.73	44.89	6%	10%	52.26



Town of Chino Valley, AZ

Fully Burdened Hourly Rate Calculation

O&M

Department	Position	FTE's	Total Salary & Benefits	S&B Hourly Rate	Direct %	Indirect %	Fully Burdened Hourly Rate
------------	----------	-------	-------------------------	-----------------	----------	------------	----------------------------

Position Rates*

Police	Police - PD1 Police Cadet	6.00	537,478.18	54.29	7%	10%	63.79
Police	Police - PD10 Police Sergeant	5.00	654,844.37	79.38	7%	10%	93.26
Police	Police - PD14 Police Lieutenant	2.00	315,253.96	95.53	7%	10%	112.25
Police	Police - PD18 Chief of Police	1.00	185,042.84	112.15	7%	10%	131.77
Police	Police - PD4 Police Officer	14.00	1,537,647.71	66.56	7%	10%	78.21
Police	Police - PD4D Police Detective	4.00	460,681.23	69.80	7%	10%	82.01
Police Civilian	Police Civilian - Police Civilian Operations Supervisor	1.00	94,910.99	57.52	7%	10%	67.59
Police Civilian	Police Civilian - Police Services Specialist	2.00	133,793.48	40.54	7%	10%	47.64
Police Civilian	Police Civilian - Police Services Specialist / Training Officer	0.50	45,219.66	54.81	7%	10%	64.40
Police Civilian	Police Civilian - Police Services Specialist	1.00	69,876.91	42.35	7%	10%	49.76
Police Civilian	Police Civilian - Property & Evidence/Crime Scene Technician	1.00	65,798.36	39.88	7%	10%	46.85
Prosecutor	Prosecutor - Paralegal	1.00	100,336.81	60.81	6%	10%	71.09
Recreation	Recreation - Recreation/Events Coordinator	1.00	57,223.73	34.68	65%	10%	62.80
Recreation	Recreation - Recreation/Events Coordinator, Senior	1.00	70,845.38	42.94	65%	10%	77.75
Roads	Roads - Public Works Inspector	1.00	99,735.64	60.45	58%	10%	104.89
Roads	Roads - Streets Foreman	1.00	92,420.36	56.01	58%	10%	97.20
Roads	Roads - Streets Maintenance Worker	4.00	264,139.27	40.02	58%	10%	69.45
Roads	Roads - Streets Maintenance Worker, Senior	2.00	158,560.10	48.05	58%	10%	83.38
Roads	Roads - Streets Superintendent	1.00	112,981.48	68.47	58%	10%	118.82
Senior Center	Senior Center - Administrative Aide	0.50	18,892.36	22.90	61%	10%	40.51
Senior Center	Senior Center - Assistant Cook	1.00	42,023.08	25.47	61%	10%	45.05
Senior Center	Senior Center - Community Services Director	1.00	131,520.41	79.71	61%	10%	140.99
Senior Center	Senior Center - Cook	1.00	55,541.50	33.66	61%	10%	59.54
Senior Center	Senior Center - Kitchen Assistant	0.75	37,525.97	30.32	61%	10%	53.64
Sewer	Sewer - Utilities Maintenance Mechanic	2.00	163,165.72	49.44	171%	10%	147.38
Sewer	Sewer - Utilities Manager	0.50	67,656.88	82.01	171%	10%	244.45
Sewer	Sewer - WWTP Operator	1.00	102,632.48	62.20	171%	10%	185.41
Town Clerk	Town Clerk - Administrative Technician, Senior	0.90	64,299.64	43.30	13%	0%	48.88
Town Clerk	Town Clerk - Deputy Town Clerk/Records Technician	1.00	77,268.10	46.83	13%	0%	52.86
Town Clerk	Town Clerk - Records Specialist	1.00	60,349.72	36.58	13%	0%	41.29
Town Clerk	Town Clerk - Town Clerk	1.00	117,832.13	71.41	13%	0%	80.61
Town Manager	Town Manager - Administrative Technician, Senior	1.00	66,532.27	40.32	13%	0%	45.61
Town Manager	Town Manager - Assistant to the Town Manager	1.00	135,052.75	81.85	13%	0%	92.59
Town Manager	Town Manager - Economic Development Manager	1.00	138,297.40	83.82	13%	0%	94.82
Town Manager	Town Manager - Town Manager	1.00	247,517.46	150.01	13%	0%	169.70



Town of Chino Valley, AZ

Fully Burdened Hourly Rate Calculation

O&M

Department	Position	FTE's	Total Salary & Benefits	S&B Hourly Rate	Direct %	Indirect %	Fully Burdened Hourly Rate
------------	----------	-------	-------------------------	-----------------	----------	------------	----------------------------

Position Rates*

Water	Water - Utilities Maintenance Technician	1.00	68,696.38	41.63	90%	10%	86.92
Water	Water - Utilities Maintenance Technician, Senior	1.00	84,752.68	51.37	90%	10%	107.24
Water	Water - Utilities Manager	0.50	67,656.88	82.01	90%	10%	171.21
Water	Water - Utilities Operator	1.00	110,803.43	67.15	90%	10%	140.20

Contract Personnel

	Aquatic Center - Cashier			14.25	121%	10%	34.56
	Aquatic Center - Instructor			20.00	121%	10%	48.51
Town Clerk	Administrative Technician	1.00	58,894.27	35.69	13%	0%	40.29
Planning	Senior Planner	1.00	112,235.67	68.02	6%	10%	79.20
Engineering	PW Analyst	1.00	87,370.10	52.95	9%	10%	63.25
Engineering	PW Inspector	1.00	99,847.60	60.51	9%	10%	72.29



Appendix C – Cost Recovery Analysis

The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees in which the full cost, percent target cost recovery level, or percent change is listed as “NA”, the amount or percentage was not calculable based on cost data or variable fee structure. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one-to-one basis, a full cost was not calculated (for penalties and fines), or when there is not a current fee amount to compare against.

Police

Police				
#	Description	Current Fee/Charge	Unit	Notes
1	Finger Printing - per card	5.00		
2	Level 1 VIN inspection on site	10.00		
3	Level 1 VIN inspection off site	20.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$15.88	69%	\$5.00	\$0
\$39.11	74%	\$10.00	\$0
\$78.21	74%	\$20.00	\$0

Add new fees or fee replacements below

New	Police Report Copy	\$5 for first 9 pages + 25 cents per page		switch to flat fee
New	Digital Recording (video body cam)	0.00	per video hour	
New	CD/DVD photos/documents	2.00	each	
New	Police Digital Recording Copy	0.00	per video hour	
New	Statistical Report	0.00		
New	Background Check	0.00		

\$23.82	58%	\$10.00	NA
\$82.19	44%	\$46.00	\$ 46
\$58.76	83%	\$10.00	\$ 8
\$82.19	51%	\$40.00	\$ 40
\$47.64	58%	\$20.00	\$ 20
\$23.82	58%	\$10.00	\$ 10

Animal Control

Animal Control				
#	Description	Current Fee/Charge	Unit	Notes
1	Animal License Altered Dog	8.00		
2	Animal License Unaltered Dog	36.00		
3	Late Fee	8.00		
4	Impound Fee	30.00		changed
5	Boarding Fee	12.00	per day	
6	Adoption fee -- puppy up to 6 months	200.00		
7	Adoption fee -- 6 months - 1 year	175.00		
8	Adoption fee -- 1 year and up	150.00		
9	Adoption fee -- kitten up to six months	115.00		
10	Adoption fee -- kitten six months and older	50.00		
11	Biting Dog Retrieval Fee	25.00	per dog, per incident	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$14.14	43%	\$8.00	\$0
NA	NA	\$36.00	\$0
		\$8.00	\$0
\$53.92	44%	\$30.00	\$0
\$53.03	77%	\$12.00	\$0
\$212.42	-18%	\$250.00	\$50
\$212.42	18%	\$175.00	\$0
\$212.42	29%	\$150.00	\$0
\$172.42	28%	\$125.00	\$10
\$172.42	42%	\$100.00	\$50
\$86.27	42%	\$50.00	\$25

Fees removed, replaced, or consolidated

7	Transportation Fee	0.00	REMOVE	
11	Rabies Shot	10.00	REMOVE	
5	Impound Fee Without Pickup	24.00	REMOVE	

Aquatic Center

Aquatic Center				
#	Description	Current Fee/Charge	Unit	Notes
DAILY USE				
1	Ages 0-2 Child	0.00	day	
2	Ages 3-54	3.00	day	
3	Ages 55 and Older	3.00	day	
4	Family -- 5 Immediate Family Members	14.00	day	
SEASON PASSES				
5	Ages 0-2 Child	0.00		
6	Ages 3-54	85.00		
7	Ages 55 and Older	85.00		
8	Family -- 5 Immediate Family Members	225.00		
9	Family -- Additional	25.00		
LEARN TO SWIM				
10	Swim Lessons -- 8 sessions, 30 min each	45.00		
11	Fitness Program Lessons -- 9 sessions, 1 hour each	45.00		
12	Private Lessons -- 9 sessions, 1 hour each	20.00	per hour	
AQUATIC FACILITY RENTAL				
13	Aquatic Facility Party Room Only (Party Package)	75.00		2 hour minimum
14	Lifeguards, minimum 4, 1-200 guests	80.00		2 hour minimum
15	Lifeguards, minimum 6, 201-400 guests	130.00		2 hour minimum

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$0.00	\$0
NA	NA	\$3.00	\$0
NA	NA	\$2.00	-\$1
NA	NA	\$10.00	-\$4
NA	NA	\$0.00	\$0
NA	NA	\$100.00	\$15
NA	NA	\$85.00	\$0
NA	NA	\$300.00	\$75
NA	NA	\$50.00	\$25
\$32.45	-39%	\$45.00	\$0
\$39.11	-15%	\$45.00	\$0
\$36.29	17%	\$30.00	\$10
NA	NA	\$75.00	\$0
\$279.39	-7%	\$300.00	\$20
\$417.65	4%	\$400.00	\$270

Fees removed, replaced, or consolidated

13	Adult -- 4 sessions, 1 hour each	45.00	REMOVE	
16	Aquatic Facility	150.00	Remove	
19	Slide Rental	40.00	Remove	
3	Ages 18-54	4.00	day	REMOVE
8	Ages 18-54	140.00	REMOVE	

Senior Center

Senior Center				
#	Description	Current Fee/Charge	Unit	Notes
	Facility Rental - Private			4250 sq ft
New	Deposit	300.00		
1	Building Use (half day)	100.00		
2	Building Use (full day)	150.00		
3	Building Use (weekly) Non Profit - Charge per Month (2 hour minimum)	100.00		
	Facility Rental - Non-Profit Organizations			
4	Building Use (per day)	75.00		4250 sq ft
	Van Transportation Fees			
5	Yavapai County	15.00		
6	Other Arizona	25.00		
7	Out of State - Average trip 225 miles	depends on ind. trip		
	Meals			
8	Congregate Meals (over age 60)	4.00	donation from Town	Get federal funding
9	Congregate Meals (under age 60)	6.00	donation from Town	Get federal funding

Full Cost	Subsidy %	Suggested Fee	Fee Δ
-----------	-----------	---------------	-------

NA	NA	\$250.00	-\$50
NA	NA	\$100.00	\$0
NA	NA	\$150.00	\$0
NA	NA	\$0.00	-\$100

NA	NA	\$50.00	-\$25
----	----	---------	-------

\$28.20	11%	\$25.00	\$10
\$47.00	-6%	\$50.00	\$25
NA	NA	depends on ind. trip	NA

\$6.26	36%	\$4.00	\$0
\$6.26	4%	\$6.00	\$0

Fees removed, replaced, or consolidated

5	Local (Chino Valley)	5.00		REMOVE
6	Quad-City	10.00	REMOVE	

Recreation

Recreation				
#	Description	Current Fee/Charge	Unit	Notes
	Community Center / Activity Center			1,700 sq ft
1	Deposit	300.00		
1	Room Rental (half day) (per room)	125.00	2 rooms available	change to half day / full day
2	Non-Profit (half day) (per room)	75.00	2 rooms available	change to half day / full day
3	Room Rental (full day) (per room)	250.00	2 rooms available	change to half day / full day
4	Non-Profit (full day) (per room)	125.00	2 rooms available	change to half day / full day
	Park Ramada Reservation			
5	Half Day	36.00		
6	Full Day	72.00		
	Athletic Fields			
New	Youth League per Season - baseball, softball			
New	Youth League per Season - Other			
7	Athletic Tournaments w/set up, cleaning, fence (off season)	65.00		Change
New	Field Rental private w/set up and cleaning		full day per field	
New	Temporary Fence Set Up Per Rental			
	Concession Stand			
New	Concession Stand Deposit			
8	Concession Stand at Community Center Park (per day; not league)	30.00	day	
9	Lights, per hour / per field (not league or tournaments)	10.00	hour	
	SPECIAL EVENTS			
10	Application Filing fee	10.00	actually charging \$10	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
-----------	-----------	---------------	-------

NA	NA	\$250.00	-\$50
NA	NA	\$150.00	\$25
NA	NA	\$75.00	\$0
NA	NA	\$300.00	\$50
NA	NA	\$150.00	\$25

NA	NA	\$50.00	\$14
NA	NA	\$100.00	\$28

NA	NA	\$3,000.00	\$3,000
NA	NA	\$2,000.00	\$2,000
\$1,937.84	48%	\$1,000.00	\$935
\$202.65	1%	\$200.00	\$200
\$242.63	-3%	\$250.00	\$250

\$1,000.00	50%	\$500.00	\$500
NA	NA	\$100.00	\$70
\$25.15	40%	\$15.00	\$5

\$77.75	68%	\$25.00	\$15
---------	-----	---------	------

Fees removed, replaced, or consolidated

9.1	Concession Stand at Community Center Park (per league season)	30.00	REMOVE	
	Deposit - Key	50.00	REMOVE	
2	Commercial (half day) (per room)	125.00	REMOVE	change to half day / full day
6	CV Youth League Season, one time fee	100.00	REMOVE	Change
8	Non-CV Leagues/Teams & Adult League/Teams w/out set up (per field per hour)	25.00	REMOVE	Change
New	Athletic Field League Fee	REMOVE	little league - 200 games	
New	Set up fee per field per day	REMOVE	town has to set up	

Court

Municipal Court					
#	Description	Current Fee/Charge	Unit	Notes	Fee Type
1	Court Improv. Fee	40.00		Assessed to all Court Cases*	
2	Warrant Fee - pre adjudication	100.00	CHANGE LANGUAGE	Assessed to cases when a new arrest warrant is issued; no warrant on long form complaint	
New	Warrant Fee - post adjudication	100.00	CHANGE LANGUAGE	Assessed to cases when a new arrest warrant is issued	
New	Default Civil Traffic and code violations Fee	New	per each charge	Need to add to ordinance	
4	NSF Service Fee	35.00		Assessed to cases where payment by check is returned by financial institution for insufficient funds	
5	Research Fee	17.00	Set by state	Assessed to requests for extensive records searches, case file copying, copying of recorded court proceedings	
New	Minimum Clerk Fee	17.00	Set by state	22-404	
New	Record Duplication Fee	17.00	Set by state		
6	Request for Case File Copies	0.50	per page; Set by state	Assessed to any non-pary request for copies of a case, except governmental agencies	
7	Traffic Case Processing Fee	15.00		Assessed to violations of the State Transportation statute or Town traffic code relating to traffic movement or control	
8	Jail Reimbursement Fee	\$150.00 -- first day, \$70.00 -- perday thereafter	Set by County	Pursuant to town code 34.22(1), this fee is assessed to any person convicted of a misdemeanor and sentenced to a term of incarceration in the county jail or other detention facility	
9	Deferred Prosecution Fee	125.00		Assessed when a defendant enters a deferred prosecution agreement	
10	Indigent Defense Fee	375.00		Represented in court by a public defender	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$40.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$150.00	\$50
\$22.62	12%	\$20.00	NA
\$48.67	1%	\$48.00	\$13
NA	NA	\$17.00	\$0
NA	NA	\$17.00	\$0
NA	NA	\$17.00	\$0
NA	NA	\$0.50	\$0
\$5.87	-241%	\$20.00	\$5
NA	NA	\$150.00 -- first day, \$70.00 -- perday thereafter	NA
\$47.88	-213%	\$150.00	\$25
\$375.00	NA	\$0-\$500	NA

Add new fees or fee replacements below

New	CD fee for audio recording excluding criminal appeals	0.00			
-----	---	------	--	--	--

NA	NA	\$3.00	3
----	----	--------	---

Fees removed, replaced, or consolidated

3	Suspended License Fee	50.00	REMOVE; by state	Assessed to default or failure to pay cases where a license suspension is ordered through Motor Vehicle Division	
10	Suspended Sentencing Fee	0.00-500.00	REMOVE	Assessed when a defendant's sentence is suspended	

Engineering

Engineering				
#	Description	Current Fee/Charge	Unit	Notes
1	Engineering Reports: Drainage, Water, Sewer (Includes 1st and 2nd Review) - \$100 per Hour - 4 Hour Minimum	100.00	per hour	4 hour min
2	Engineering Reports: Traffic (Includes 3 Reviews) - \$100 Per Hour - 4 Hour Minimum	100.00	per hour	4 hour min
3	Engineering Infrastructure Plan Review: 1st and 2nd Review (Each Component Billed Separately) - Per Sheet	350.00	per sheet	40 pg Sample
4	Engineering Plan Reviews: 3rd and Subsequent Reviews - Per Sheet	150.00	per sheet	40 pg Sample
Construction Inspection: Utility Lines (Water, Sewer, Storm Drain & Channels, Gas, Electric, etc.)				
5	0 to 2,500 Linear Feet - Per LF	0.40	per liner ft	2,500 LF Sample
6	2,501 to 5,000 - Per LF	0.34	per liner ft	5,000 LF Sample
7	5,001 Plus - Per LF	0.25	per liner ft	6,000 LF Sample
Construction Inspection: Streets				
8	0 to 7,000 Square Yards	0.32	per sq yard	7,000 sq yards Sample
9	7,001 to 14,000 Square Yards	0.26	per sq yard	14,000 sq yards Sample
10	14,001 Plus Square Yards	0.27	per sq yard	15,000 sq yards Sample
11	As-Built Plans - Per Sheet	100.00	per sheet	40 pg Sample
12	Third Party Engineering Services: Plan & Report Review - Same as in-house report review	400.00		
13	Third Party Engineering Services: Inspection - Utility Lines & Streets - Actual cost as billed + 5%	see note		
14	Right-Of-Way Permits: Base Rate - Per Permit	70.00		
15	Right-Of-Way Permits: 1st inspection	0.25	per liner ft	50 In ft Sample
16	Right-Of-Way Permits: 2nd & Subsequent Inspections - Per Inspection	70.00		
17	Right-Of-Way Permits: Driveway Culvert Installation and driveways - Per Permit	30.00		
18	Grading Plan Review:			
		75.00		0 to 200 cubic yards
		140.00		201 to 1,000 cubic yards
		210.00		1,001 to 10,000 cubic yards
		280.00		10,000 to 100,000 + cubic yards
19	Grading Permit Construction Inspection:			
		38.00		0 to 200 cubic yards
		134.00		201 to 1,000 cubic yards
		390.00		1,001 to 10,000 cubic yards
		775.00		10,001 + cubic yards

Fees removed, replaced, or consolidated

6	1,001 to 2,000 - Per LF	0.38	per liner ft	2,000 LF Sample
8	3,001 to 4,000 - Per LF	0.30	per liner ft	4,000 LF Sample
9	4,001 to 5,000 - Per LF	0.27	per liner ft	5,000 LF Sample
11	0 to 2,000 Square Yards	0.35	per sq yard	2,000 sq yards Sample
12	2,001 to 4,000 Square Yards	0.34	per sq yard	4,000 sq yards Sample
14	6,001 to 8,000 Square Yards	0.30	per sq yard	8,000 sq yards Sample
15	8,001 to 10,000 Square Yards	0.28	per sq yard	10,000 sq yards Sample

Full Cost	Subsidy %	Suggested Fee	Fee Δ	Cost Recovery
\$165.29	9%	\$150.00	\$50	91%
\$165.29	9%	\$150.00	\$50	91%
\$373.49	0%	\$375.00	\$25	100%
\$62.06	-61%	\$100.00	-\$50	161%

\$1.77	43%	\$1.00	\$0.60	57%
\$2.00	55%	\$0.90	\$0.56	45%
\$1.98	60%	\$0.80	\$0.55	40%

\$2.10	52%	\$1.00	\$0.68	48%
\$2.06	56%	\$0.90	\$0.64	44%
\$2.05	61%	\$0.80	\$0.53	39%
\$99.56	0%	\$100.00	\$0	100%

NA	NA	Actual 3rd Party Cost + 5%	NA	
NA	NA	Actual 3rd Party Cost + 5%	NA	

\$172.58	36%	\$110.00	\$40	64%
\$5.39	81%	\$1.00	\$0.75	19%
\$101.17	1%	\$100.00	\$30	99%
\$173.46	60%	\$70.00	\$40	40%

\$327.93	54%	\$150.00	\$75	46%
\$612.48	54%	\$280.00	\$140	46%
\$1,181.58	53%	\$550.00	\$340	47%
\$2,319.78	53%	\$1,100.00	\$820	47%

\$447.23	66%	\$150.00	\$112	34%
\$808.67	65%	\$280.00	\$146	35%
\$1,508.98	64%	\$550.00	\$160	36%
\$2,954.73	63%	\$1,100.00	\$325	37%

Planning

Planning				
#	Description	Current Fee/Charge	Unit	Notes
Zoning Maps				
1	Zoning Maps (GIS) - 8.5" x 11"	5.00		Move to ITS
2	Zoning Maps (GIS) - 11" x 17"	10.00		Move to ITS
3	Zoning Maps (GIS) - 24" x 36"	20.00		size change; Move to ITS
4	Zoning Maps (GIS) - 36" x 48"	25.00		size change; Move to ITS
Land Divisions				
5	Lot Split (Minor Land Division) Application (Per Lot Fee is in addition to this)	45.00		word change
6	Lot Split recorded Without Town Approval - penalty fee	45.00		word change
New	Subdivision Preliminary Plat Application Fee (Per Lot Fee and Advertisement Fee is in addition to this)	0.00		word change
New	Subdivision Final Plat Application Fee (Per Lot Fee and Advertisement Fee is in addition to this)	0.00		word change
7	Minor Subdivision (Per Lot Fee and Advertisement Fee is in addition to this)	800.00		word change
8	Subdivision Per Lot Fee (Applicable on all Land Divisions)	20.00	per lot	word change
Annexations				
9	Annexations application fee (Per Acre Fee and Advertisement Fee is in addition to this)	500.00		word change
New	Annexations per acre	0.00		
10	legal ad and advertising fees	115.00		word change
General Plan				
11	Minor General Plan Amendment (Plus Advertisement Fee)	200.00		word change
12	Major General Plan Amendment (Plus Advertisement Fee)	400.00		word change
Land Use Permit				
13	Residential Rezone application (Per Acre Fee and Advertisement Fee is in addition to this)	400.00		word change
New	Residential Rezone - per acre	10.00		word change; 7 acre sample
New	Commercial Rezone application (Per Acre Fee and Advertisement Fee is in addition to this)	400.00		word change
New	Commercial Rezone - per acre	10.00		word change; 7 acre sample
14	Signs - Temporary Signs (per month)	5.00		word change
15	Signs - Permanent Signs (one-time fee)	100.00		word change
16	Site Plan Review	100.00		word change
17	Conditional Use Permit - Initial Application	400.00		word change
New	Conditional Use Permit - per acre	0.00		word change; 7 acre sample

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$23.29	79%	\$5.00	\$0
\$23.29	57%	\$10.00	\$0
\$35.29	29%	\$25.00	\$5
\$37.29	20%	\$30.00	\$5
\$1,918.59	84%	\$300.00	\$255
\$1,424.08	65%	\$500.00	\$455
\$21,159.65	89%	\$2,400.00	\$2,400
\$21,159.65	89%	\$2,400.00	\$2,400
\$10,587.01	77%	\$2,400.00	\$1,600
\$172.35	71%	\$50.00	\$30
\$10,587.01	95%	\$500.00	\$0
\$172.35	56%	\$75.00	\$75
\$115.00	0%	\$115.00	\$0
\$21,159.65	76%	\$5,000.00	\$4,800
\$31,739.48	68%	\$10,000.00	\$9,600
\$10,587.01	86%	\$1,500.00	\$1,100
\$83.18	76%	\$20.00	\$10
\$10,587.01	89%	\$1,200.00	\$800
\$83.18	64%	\$30.00	\$20
\$183.31	97%	\$5.00	\$0
\$290.41	57%	\$125.00	\$25
\$1,130.70	78%	\$250.00	\$150
\$10,587.01	91%	\$1,000.00	\$600
\$159.90	87%	\$20.00	\$20

Planning				
#	Description	Current Fee/Charge	Unit	Notes
Zoning Code				
18	Board of Adjustment - Variance (Plus Advertisement Fee)	121.00		word change
19	Text Amendment - as pertains to Code amendments (Plus Advertisement Fee)	250.00		word change

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$9,934.19	95%	\$500.00	\$379
\$11,431.98	96%	\$500.00	\$250

Add new fees or fee replacements below

Use columns as needed and we can modify the look of it later on

New	Land use permit (Fence, <200 sqft shed, ancillary structures)	0.00		
New	Development Agreement - Minor	0.00		
New	Development Agreement - Major	0.00		
New	Pre-annexation Development Agreement	0.00		
New	Z.C. Interpretation Letter	0.00		
New	Appeal of Z.C. Interpretation Letter to Board of Adjustment (Plus Advertisement Fee)	0.00		
New	Zoning Verification Letter	0.00		
New	Maintenance Improvement District	0.00		

\$276.46	73%	\$75.00	\$ 75
\$5,358.00	53%	\$2,500.00	\$ 2,500
\$13,931.98	64%	\$5,000.00	\$ 5,000
\$24,199.11	59%	\$10,000.00	\$ 10,000
\$2,289.26	65%	\$800.00	\$ 800
\$11,793.63	87%	\$1,500.00	\$ 1,500
\$601.52	67%	\$200.00	\$ 200
\$4,789.26	48%	\$2,500.00	\$ 2,500

Fees removed, replaced, or consolidated

6	Land Use: Minor Land Division (Lot Split) fee for each newly created parcel	15.00	REMOVE	
9	Land Use: Rezone - Advertising Fee (Per Legal Ad Required)	115.00	REMOVE	
16	Land Use: Conditional Use Permit - Advertising Fee (Per Legal Ad Required)	115.00	Remove	
33	Land Use: Board of Adjustment - Advertising Fee (Per Legal Ad Required)	115.00	Remove	
12	Land Use: Subdivision - Advertising Fee (Per Ad)	115.00	Remove	

Building

Building				
#	Description	Current Fee/Charge	Unit	Notes
Building Fees				
1	Single Family Residence -- Valuations - permit fee	80.00	per sq ft	
2	Unfinished Basement -- Valuations	45.00	per sq ft	
3	Arizona Room -- Valuations	20.00	per sq ft	
4	Agricultural Buildings -- Pole Barns; Barns (Wood); Metal -- Valuations	15.00	per sq ft	Town: consolidate fees 4,5,6 into one fee
5	Patio Covers, Awnings, Porch/Patio, and Canopies -- Wood -- Valuations	15.00	per sq ft	Town: add Porch/Patio
6	Patio Covers, Awnings, Porch/Patio, and Canopies -- Metal - Valuations	12.00	per sq ft	Town: add Porch/Patio
7	Carports -- Wood --Valuations	15.00	per sq ft	
8	Carports -- Metal --Valuations	12.00	per sq ft	
9	Covered Decks -- Wood -- Valuations	20.00	per sq ft	
10	Covered Decks -- Metal -- Valuations	17.00	per sq ft	
11	Uncovered Decks -- Valuations	12.00	per sq ft	
12	Garages - Masonry, Metal, Wood - Valuations per SQF	20.00	per sq ft	Town: consolidate fees 14, 15, 16 into one fee
13	Fire Places/Free Standing Stoves at Other than New Construction	80.00		
14	Gazebos - Wood, Metal - Valuations per SQF	12.00	per sq ft	Town: consolidate fees 18 and 19
15	Fences Over Six Feet in Height - Concrete or Masonry - Per Lineal Foot	12.00	per linear ft	
16	Foundations Only - 25% of Planned Structure Valuation	N/A		Town: replace 1/4 with 25%
17	Commercial Hoods - Type 1 & Type 2 - Primary + Secondary for Addtl Hoods	154.00		
18	Commercial Hoods - Each Additional Hood	103.00		
19	Pools Requiring a Permit - Flat fee	256.80		Town: delete "All"
20	Ramadas (Structure Over Manufactured Home) - Val. per SQF	15.00	per sq ft	
21	Plumbing, Electrical and Mechanical - Fee per Permit Type	80.00	per permit	
22	Retaining Walls Over Four Feet - Per Lineal Foot	12.00	per linear ft	
23	Roof Structure Replacement - Flat fee	154.00		
24	Storage Buildings or Sheds Larger Than 200 SQF - Metal - Valuations per SQF	7.00	per sq ft	Town: replace 120 by 200
25	Storage Buildings or Sheds Larger Than 200 SQF - Wood - Valuations per SQF	9.00	per sq ft	Town: replace 120 by 200

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$80.00	NA
NA	NA	\$45.00	NA
NA	NA	\$20.00	NA
NA	NA	\$15.00	NA
NA	NA	\$15.00	NA
NA	NA	\$12.00	NA
NA	NA	\$15.00	NA
NA	NA	\$12.00	NA
NA	NA	\$20.00	NA
NA	NA	\$17.00	NA
NA	NA	\$12.00	NA
NA	NA	\$20.00	NA
\$159.14	40%	\$95.00	\$15
NA	NA	\$12.00	NA
NA	NA	\$12.00	NA
NA	NA	N/A	NA
\$368.05	40%	\$220.00	\$66
\$228.78	52%	\$110.00	\$7
\$437.69	9%	\$400.00	\$143.20
NA	NA	\$15.00	NA
\$228.78	52%	\$110.00	\$30
NA	NA	\$12.00	NA
\$298.41	40%	\$180.00	\$26
NA	NA	\$7.00	NA
NA	NA	\$9.00	NA

Building								
#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
26	Tenant Improvements - Valuations per SQF	14.00	per sq ft		NA	NA	\$14.00	NA
27	Underground Storage Tanks Over 5,000 Gallons	154.00			\$228.78	33%	\$154.00	\$0
28	Inspections Outside of Normal Business Hours	100.00			\$208.92	4%	\$200.00	\$100
29	Reinspection Fees	80.00			\$139.28	43%	\$80.00	\$0
New	Reinspection Fees - after 1st reinspection	80.00			\$139.28	-1%	\$140.00	\$60
30	Additional Plan Review Required by Changes to approved plans-per hr.	50.00	per hour		\$69.64	28%	\$50.00	\$0
31	Additional Plan Review Required by Changes, Additions or Revisions to Approved Plans - Min. 1 Hr.	65% permit fee			NA	NA	65% permit fee	NA
PLAN REVIEW								
32	Single Family Residence - Valuations per SQF	65% of Permit fee			\$661.22	NA	65% permit fee	NA
33	Unfinished Basement - Valuations per SQF	65% of Permit fee			\$394.97	NA	65% permit fee	NA
34	Arizona Room - Valuations per SQF	65% of Permit fee			\$394.97	NA	65% permit fee	NA
35	Agricultural Buildings - Barns (Wood) - Valuations per SQF	65% of Permit fee			\$306.22	NA	65% permit fee	NA
36	Agricultural Buildings - Metal (Mare Motel) - Valuations per SQF	65% of Permit fee			\$306.22	NA	65% permit fee	NA
37	Agricultural Buildings - Pole Barns - Valuations per SQF	65% of Permit fee			\$220.05	NA	65% permit fee	NA
38	Patio Covers, Awnings, Porch, Patio and Canopies - Wood - Valuations per SQF	65% of Permit fee		Town: add Porch/Patio	\$308.80	NA	65% permit fee	NA
39	Patio Covers, Awnings, Porch, Patio and Canopies - Metal - Valuations per SQF	65% of Permit fee		Town: add Porch/Patio	\$308.80	NA	65% permit fee	NA
40	Carports - Wood - Valuations per SQF	65% of Permit fee			\$308.80	NA	65% permit fee	NA
41	Carports - Metal - Valuations per SQF	65% of Permit fee			\$308.80	NA	65% permit fee	NA
42	Covered Decks - Metal - Valuations per SQF	65% of Permit fee			\$308.80	NA	65% permit fee	NA
43	Covered Decks - Wood - Valuations per SQF	65% of Permit fee			\$308.80	NA	65% permit fee	NA
44	Decks - Valuations per SQF	65% of Permit fee		Town: remove "Uncovered"	\$220.05	NA	65% permit fee	NA
45	Garages - Masonry, Metal, Wood - Valuations per SQF	65% of Permit fee		Town: consolidate fees 71, 72,73	\$308.80	NA	65% permit fee	NA
46	Fire Places/Free Standing Stoves at Other than New Construction - Val. per SQF	65% of Permit fee			\$133.87	NA	65% permit fee	NA
47	Gazebos - Wood and Metal - Valuations per SQF	65% of Permit fee		Town: consolidate fees 75 and 76	\$220.05	NA	65% permit fee	NA
48	Fences Over Six Ft. in Height - Concrete or Masonry - Per Lineal Foot	65% of Permit fee			\$220.05	NA	65% permit fee	NA
49	Foundations Only	65% of Permit fee		Town: delete "1/4 of Planned Structure Valuation"	\$306.22	NA	65% permit fee	NA
50	Comm. Hoods-Type 1 & Type 2-Primary + Sec. for Add'l Hoods	65% of Permit fee			\$133.87	NA	65% permit fee	NA

Building				
#	Description	Current Fee/Charge	Unit	Notes
51	Commercial Hoods - Each Additional Hood	65% of Permit fee		
52	Pools Requiring a Permit - Flat fee	65% of Permit fee		Town: delete "All"
53	Ramadas(Structure Over Manufactured Home)-Valuations per SQF	65% of Permit fee		
54	Plumbing, Electrical and Mechanical - Fee per Permit Type	65% of Permit fee		
55	Retaining Walls Over Four Feet - Per Lineal Foot	65% of Permit fee		
56	Roof Structure Replacement	65% of Permit fee		Town: delete "Flat Fee"
57	Storage Buildings or Sheds Larger Than 200 SQF - Metal - Valuations per SQF	65% of Permit fee		Town: replace 120 with 200
58	Storage Buildings or Sheds Larger Than 200 SQF - Wood - Valuations per SQF	65% of Permit fee		Town: replace 120 with 200
59	Tenant Improvements - Valuations per SQF	65% of Permit fee		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$133.87	NA	65% permit fee	NA
\$308.80	NA	65% permit fee	NA
\$220.05	NA	65% permit fee	NA
\$133.87	NA	65% permit fee	NA
\$308.80	NA	65% permit fee	NA
\$133.87	NA	65% permit fee	NA
\$220.05	NA	65% permit fee	NA
\$220.05	NA	65% permit fee	NA
\$308.80	NA	65% permit fee	NA

Add new fees or fee replacements below

Use columns as needed and we can modify the look of it later on

New	Description	Cost Valuation	Unit	Notes
New	Solar Ground Mounts	Cost Valuation		
New	Solar - Roof Mount	80.00		
New	Solar - Labor Values <\$5000	132.00		
New	Demo - Commercial (no plan review fee)	50.00		
New	Conversion - Garage to Habitable - per square foot	60.00		
New	Conversion - Patio to Habitable - per square foot	65.00		
New	Residential Remodel	0.00		
New	Residential Addition	0.00		
New	Residential Demo	0.00		

NA	Subsidy %	Cost Valuation	NA
\$228.03	4%	\$220.00	\$220
\$228.03	4%	\$220.00	\$220
\$175.67	43%	\$100.00	\$100
NA	NA	\$60.00	\$60
NA	NA	\$65.00	\$65
\$175.67	43%	\$100.00	\$100
\$175.67	43%	\$100.00	\$100
\$175.67	43%	\$100.00	\$100

Fees removed, replaced, or consolidated

4	Agricultural Buildings -- Barns (Wood) -- Valuations	20.00	per sq ft	Town: consolidate fees 4,5,6 into one fee
5	Agricultural Buildings -- Metal (Mare Motel) -- Valuations	15.00	per sq ft	Town: consolidate fees 4,5,6 into one fee
14	Garages - Metal - Valuations per SQF	20.00	per sq ft	Town: consolidate fees 14, 15, 16 into one fee

Building								
#	Description	Current Fee/Charge	Unit	Notes	Full Cost	Subsidy %	Suggested Fee	Fee Δ
15	Garages - Wood - Valuations per SQF	20.00	per sq ft	Town: consolidate fees 14, 15, 16 into one fee				
18	Gazebos - Metal - Valuations per SQF	12.00	per sq ft	Town: consolidate fees 18 and 19				
32	[2] Shed Larger than 200 SQ Feet with Other Than a Walk Through Doors are Garages	20.00	per sq ft	Town: remove the fee				
37	Building Plan Review	65% permit fee		Town: remove the fee				
39	Tenant Improvements - Valuations per SQF	13.00	per sq ft	Possibly duplicate fee (see fee #33) Town: remove the fee				
40	Underground Storage Tanks Over 5,000 Gallons	100% cost recovery		Possibly duplicate fee (see fee #34)				
41	Inspections Outside of Normal Business Hours	100% cost recovery		Possibly duplicate fee (see fee #35)				
42	Reinspection Fees	80.00		Duplicate fee (see fee #36)				
43	Underground Storage Tanks Over 5,000 Gallons	65% permit fee						
54	Single Family Residence - 1000 SQF - Valuation			Town: remove the fee				
55	Single Family Residence - 2000 SQF - Valuation			Town: remove the fee				
56	Single Family Residence - 3000 SQF - Valuation			Town: remove the fee				
57	Single Family Residence - 4000 SQF - Valuation			Town: remove the fee				
58	Single Family Residence - > 4000 SQF (Example uses 5,000 SQF) - Valuation			Town: remove the fee				
71	Garages - Metal - Valuations per SQF	65% of Permit fee		Town: consolidate fees 71, 72,73				
72	Garages - Wood - Valuations per SQF	65% of Permit fee		Town: consolidate fees 71, 72,73				
75	Gazebos - Metal - Valuations per SQF	65% of Permit fee		Town: consolidate fees 75 and 76				
89	Storage Buildings or Sheds Larger Than 120 SQF [2] - Valuations per SQF	65% of Permit fee		Town: remove the fee				
90	[2] Shed Larger than 200 SQF with Other Than Walk Through Doors are Garages are Garages	65% of Permit fee		Town: remove the fee				

Building Valuation Table - Building Permit Fees

Minimum Value	Maximum Value	Current Base Rate	Suggested Base Rate	Current Plus \$\$	Suggested Plus \$\$	For every
0.00	0.00	0.00	0.00	0.00	0.00	0
1.00	500.00	75.00	91.14	0.00	0.00	0
501.00	2,000.00	75.00	91.14	3.81	4.63	100
2,001.00	25,000.00	132.15	160.59	17.50	21.27	1,000
25,001.00	50,000.00	496.25	603.04	12.62	15.34	1,000
50,001.00	100,000.00	804.55	977.69	8.75	10.63	1,000
100,001.00	500,000.00	1,242.18	1,509.50	7.00	8.51	1,000
500,001.00	1,000,000.00	4,042.18	4,912.06	5.93	7.21	1,000
1,000,000.00	and Up	7,007.18	8,515.13	3.93	4.78	1,000

Percent Change = 21.5%

Cost Recovery Level = 90%



5500 Democracy Drive, Suite 130
Plano, TX 75024
Phone: 972.378.6588

www.willdan.com