



TOWN COUNCIL NOTICE & AGENDA

STUDY SESSION
TUESDAY, FEBRUARY 11, 2025
5:00 PM

COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY, ARIZONA 86323

AGENDA

- 1. CALL TO ORDER; ROLL CALL**
- 2. Discussion regarding fee schedule updates.**
- 3. ADJOURNMENT**



TOWN COUNCIL NOTICE & AGENDA

REGULAR MEETING
TUESDAY, FEBRUARY 11, 2025
6:00 PM

COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY, ARIZONA 86323

A majority of the Councilmembers may attend a private invocation in the Council Conference Room immediately prior to the Council meeting. No Town business will be discussed.

AGENDA

- 1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL**
- 2. INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS**
 - a. Presentation by Police Chief McIntire and Sgt. Szymanski on Cadet Program and awards received at recent competition.
 - b. Presentation and update from Thomas Stultz and Vincent Gallegos regarding Yavapai Regional Transit.
 - c. Presentation and update regarding the Boys and Girls Clubs of Central Arizona from Alex Heinemann, Chief Executive Officer.
 - d. Presentation and update from Maggie Holmberg, Economic Development Manager, regarding recent developments, projects, and important legislative bills.

3. CALL TO THE PUBLIC - Individuals requesting to speak, please complete a Speaker Comment Card and return to the Clerk.

Call to the Public is an opportunity for the public to address the Council on any issue within the jurisdiction of the Council that is not on the agenda. Public comment is at the discretion of the Council and not required by law. Individuals are limited to speak for three (3) minutes, yielding of time will not be permitted. The total time for Call to the Public may be up to 30 minutes per meeting. Council action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism. Disrespectful behavior will not be tolerated; this includes loud outbursts, profanity, and disruptive discussions among our audience.

4. CURRENT EVENT SUMMARIES AND REPORTS

This item is for information only. The Mayor, any Councilmember, or Town Manager may present a brief summary or report of current events. If listed below, there may also be a presentation on information requested by the Mayor and Council and questions may be answered. No action will be taken.

- a. Status reports by Mayor and Council regarding current events.
- b. Status report by Town Manager Terri Denemy regarding Town accomplishments, and current or upcoming projects.

5. CONSENT AGENDA

All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

- a. Consideration and possible action to approve the January 14, 2025, study session and regular meeting minutes.

6. ACTION ITEMS

The Council may vote to recess the public meeting and hold an Executive Session on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of discussion or consultation for legal advice with the Town Attorney. Executive sessions are not open to the public and no action may be taken in executive session.

- a. Consideration and possible action to approve Job Order No. 2 to the Cooperative Purchasing Agreement with Cactus Asphalt, a Division of Cactus Transport, Inc., for crack sealing at various Town locations for an amount not to exceed \$150,000.

Recommended Action: Approve Job Order No. 2 to the Cooperative Purchasing Agreement with Cactus Asphalt, a Division of Cactus Transport, Inc., for crack sealing in various Town locations for an amount not to exceed \$150,000.

- b. Consideration and possible action to adopt the Notice of Intent and set a public hearing to consider adding or increasing fees with regard to individuals, businesses, and water and wastewater fees pursuant to A.R.S. § 9-499.15 and 9-511.01.

Recommended Action: Adopt the Notice of Intent to add and increase fees on businesses and water and wastewater rates and set a public hearing for April 22, 2025, to consider the proposed new or increased fees.

7. ADJOURNMENT



TOWN COUNCIL NOTICE & AGENDA

**EXECUTIVE SESSION
TUESDAY, FEBRUARY 11, 2025
6:15 PM**

COUNCIL CONFERENCE ROOM | 202 N. STATE ROUTE 89 | CHINO VALLEY, ARIZONA 86323

AGENDA

1. **CALL TO ORDER; ROLL CALL**
2. **An executive session for legal advice pursuant to A.R.S. §38-431.03 (A)(3) regarding Utility Scale Solar.**
3. **ADJOURNMENT**

Dated this 4th day of February, 2025.

By: *Erin N. Deskins, Town Clerk*

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 928-636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request reasonable accommodation to participate in this meeting.

Council meetings are live-streamed on Town of Chino Valley Facebook page.

CERTIFICATION OF POSTING

The undersigned hereby certifies that a copy of this notice was duly posted at Chino Valley South Campus, Chino Valley Post Office, and Chino Valley North Campus in accordance with the statement filed by the Town Council with the Town Clerk.

Date: _____

Time: _____

By: _____

Erin N. Deskins, Town Clerk



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 2
MEETING DATE: 2/11/2025
CONTACT PERSON: Katie Pehl, Finance Director
ITEM TYPE: Presentation

AGENDA ITEM TITLE:

Discussion regarding fee schedule updates.

SUMMARY:

Willdan Financial Services has completed a comprehensive user fee study for the Town, excluding water and wastewater fees. The full report is available on the Town's website and at the Town Clerk's office.

Following Willdan's study, staff conducted a detailed review and prepared a modification report outlining current and proposed fee changes, along with an updated consolidated fee schedule. In addition to Willdan's recommendations, staff reviewed water and wastewater deposits, service fees, the standpipe base rate, RV park and mobile home park water and wastewater buy-in fees, and wastewater base charges. Staff also examined the original fee authorizations and addressed prior inconsistencies, such as duplicate and unspecified fees, as part of a general housekeeping update. The last full fee schedule was adopted in October 2012, with various amendments in subsequent years.

Fees are periodically reviewed to ensure they align with the cost of providing services while remaining fair and reasonable for customers. The goal is to achieve cost recovery where appropriate while balancing affordability. As part of the adoption process, the Town Council will have the opportunity to review, modify, reduce, or remove any proposed fee adjustments following the public hearing.

To proceed with the adoption of fee adjustments, the Town must first approve a Notice of Intent and schedule a public hearing at least 60 days later. The Notice, including the hearing's date, time, and location, must be published once in a newspaper of general circulation within the Town's boundaries at least 20 days before the hearing.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT?

Ensuring that the Town's fee schedule is up to date, transparent, and equitable is essential for maintaining fiscal responsibility and providing quality services to the community. Staff will continue to refine and improve the fee structure as needed to meet the Town's operational and financial goals.

ATTACHMENTS:

None



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 2d
MEETING DATE: 2/11/2025
CONTACT PERSON: Maggie Holmberg, Economic Development Manager
ITEM TYPE: Presentation

AGENDA ITEM TITLE:

Presentation and update from Maggie Holmberg, Economic Development Manager, regarding recent developments, projects, and important legislative bills.

SUMMARY:

Economic Development Manager, Maggie Holmberg, to provide updates on recent developments, projects and important legislative bills. The updates will include development updates, strategic economic goals, business attraction and retention efforts, GCVC (Greater Chino Valley Collaborative), grant initiatives and bills that have a direct and indirect impact on Chino Valley.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

N/A

FISCAL IMPACT?

N/A

ATTACHMENTS:

None



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 5a
MEETING DATE: 2/11/2025
CONTACT PERSON: Erin Deskins, Town Clerk
ITEM TYPE: Consent/Minutes

AGENDA ITEM TITLE:

Consideration and possible action to approve the January 14, 2025, study session and regular meeting minutes.

STAFF RECOMMENDATION:

Approve the January 14, 2025, study session and regular meeting minutes.

ATTACHMENTS:

1.	2025 01 14 CC SS RG EX MND
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**MINUTES OF THE STUDY SESSION
AND REGULAR MEETING OF THE TOWN COUNCIL
OF THE TOWN OF CHINO VALLEY**

TUESDAY, JANUARY 14, 2025

5:00 PM

**COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY,
ARIZONA 86323**

STUDY SESSION

1. CALL TO ORDER; ROLL CALL

Mayor Armstrong called the meeting to order at 5:02 p.m.

Present: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer

Absent:

Staff Present: Town Manager Terri Denemy, Economic Development Manager Maggie Holmberg, Human Resources Director Laura Kyriakakis, Development Services Director Laurie Lineberry, Assistant Development Services Director Will Dingee, Senior Planner Jessica Barragan, Finance Director Katie Pehl, Public Works Director/Town Engineer Frank Marbury, Police Chief Josh McIntire, Community Services Director Cyndi Thomas, IT Manager Spencer Guest, Audio Visual Technician Nicholas Harwick, Deputy Town Clerk Sara Burchill, Town Clerk Erin N. Deskins

2. Discussion, update, and presentation regarding the Rodeo Drive RV Park at Old Home Manor.

Terri Denemy, Town Manager, presented the following:

- Gave a brief review on discussions of Old Home Manor (OHM) and stated that staff felt the topics and questions required more conversation.
- Staff brought all subject matter experts in a group presentation on different impacts and concerns.
- Discussed the parcel changes and stated that staff would be looking to Council for direction on that issue.
- Staff would be reviewing the following key points: the history of OHM, what is currently located at OHM, the proposed project itself, how it fits into the General Plan, financial implications of an RV Park, infrastructure considerations, and master planning at OHM.
- The Council would have a study session tomorrow to discuss water and sewer.
- Discussed the impact that developing or not developing the RV Park could have on other projects. The money the Town would receive from the sale of the land was

important when considering how much infrastructure improvements would cost.

Maggie Holmberg, Economic Development Manager, presented the following:

- Gave a brief history of the purchase and planning/development of OHM.
- Listed what businesses are currently at OHM. Demand has been and continues to be largely outdoor recreation activity.
- Gave a brief overview of the site plan.
 - There was a portion of the site that was a wash and could not be built on. The Town would continue to own that portion of the parcel.
- Briefly summarized some of the rules and regulations regarding reservations and units.

Katie Pehl, Finance Director, presented the following:

- Briefly reviewed potential one-time and on-going revenues.

Laurie Lineberry, Development Services Director, presented the following:

- The General Plan listed OHM as Horizontal Multi-Use (HMU) which included a component of multi-family. The prior General Plan called it employment park (commercial, recreation, education, and public services).
- OHM was split between public and business park (BP). BP zoning allowed for hotels and motels under a Conditional Use Permit (CUP).
- The zoning administrator could determine if a use was similar to one already allowed in the zone. In this case, the zoning administrator determined an RV Park was appropriate for the zoning because of the transient nature of an RV Park, the bed tax, the fact that it's not a residence, and the similar characteristics between an RV Park and hotels/motels.
- Land use designation states, "The principle purpose of public land is to allow those government uses which are necessary to serve the public in particular locations of the Town and to distinguish them from private uses...and other uses as approved by the Town Council." For these reasons staff had deemed the proposed sites for this project appropriate.

Frank Marbury, Town Engineer, presented the following:

- Gave a brief review of the history of the Invitation for Bid (IFB) process and how and why the parcels changed throughout the various IFB processes.
- Provided a cost breakdown on the first IFB as proposed by the developer. After engineering looked at what it would cost the Town and the developer to extend water and utilities, the cost of extension made the parcel not a viable option.
 - Under this proposal the proceeds from the sale would have to be reinvested into the infrastructure of the project and more funds would be required.
- Provided a cost breakdown on the second IFB as proposed by the developer. After engineering looked at what it would cost the Town and the developer to extend water and utilities, the cost again made the parcel not a viable option.
 - Under this proposal the proceeds from the sale would have to be reinvested into the infrastructure of the project.
- Gave details on the third IFB as proposed by the developer. Engineering looked at what it would cost to extend water and utilities. The developer would be responsible to pay to extend utilities and half of the street to the east of the parcel.

- There would be no off-site extensions necessary. Council could use the revenue from the sale at their discretion.

Terri Denemy, Town Manager, presented the following:

- Gave a brief overview of the previous master planning of OHM and how the proposed RV Park fits in with the current plans.
- Gave a plan for future discussions with Council and how they would like staff to proceed.

Maggie Holmberg, Economic Development Manager, presented the following:

- Discussed the fact that several master plans had been created since 1991 and none had come to fruition because of the cost to construct and projects that have been proposed. Without the money to build out a master plan, the Town would be left with selling the master plan to a big developer who wanted to buy it all and invest in the master plan. But the Town could only sell up to \$15 million before having to go to vote and get Council approval.

Council and staff discussed the following:

- Discussion ensued regarding the change in parcel number 306-02-001L to 306-02-001X and that it was a County change for tax purposes.
- Vice-Mayor Granillo inquired if the parcels had to be 40-acre minimums.
 - Staff stated they were currently 40-acre parcels, but could be split.
- Councilmember McCafferty inquired if there had been a transportation study done on the area.
 - Staff stated that one had not been done at this point.
- Councilmember McCafferty inquired if the monthly sewer rates were fixed whether spaces were occupied or not.
 - Staff stated that was correct.
- Councilmember McCafferty inquired what the 3rd IFB was advertised as.
 - Staff stated it was advertised as an RV Park.
- Councilmember McCafferty inquired why staff doesn't consider parcel A because RV Parks do not draw a lot of other businesses that the Town would want in a Business Park.
 - Staff stated that an RV Park was a compatible use for the area as it would allow people to attend events at Ichor Airsoft and Compass Training Center and spend their money in Town.
 - Councilmember McCafferty stated that he agreed and was the reason he wanted it in parcel A.
- Councilmember Switzer suggested rezoning parcels 306-02-001X and 306-02-001J from BP to recreation.
 - Staff stated that they could be rezoned to public land and the Council could then allow for an RV Park at Council discretion.
- Councilmember McCafferty inquired about a traffic plan for circulation as he felt it would be a difficult area to navigate with RVs and trailers.
 - Staff stated that Perkinsville is a major arterial that handles traffic now. The intent with Road 4 North on the way to the Business Park was to straighten it out and make it a commercial access to that area to supplement or even

- replace Perkinsville Road.
 - Staff further stated that the General Plan reflects that there should be a transportation plan and would be done as funds permit.
- Councilmember Holt stated he supports the RV Park, but he is not keen on the location because the developer would be getting a nicer site with infrastructure for the same price.
 - Staff stated it was an open bid and that was the highest and only bid received.
- Councilmember Holt inquired if the Town had any land behind the RC airport and could get access behind Haystack to draw in more side-by-side riders.
 - Staff stated it was leased to Compass Training.
- Councilmember Switzer stated he had issues with Perkinsville being the only access road. He did not believe people would use Road 4 North.
- Councilmember Switzer inquired what the offer was on each IFB.
 - Staff stated that the offer was largely the same at \$27,500/acre and an appraisal was done.
- Councilmember Switzer stated that they needed to discuss sewer implications in more detail before voting on the RV Park.
- Councilmember Switzer inquired if the numbers that would be discussed regarding the sewer plant expansion would account for the build out of Perkinsville 44 Phase 1.
 - Staff stated they would not because they don't know how long that will take. Staff mentioned that Bright Star was not built out yet either and it was over 20 years old. Staff stated they look at annual flow rates when projecting flow volumes.
- Councilmember Switzer inquired if the RV Park going in on Road 1 South was all septic.
 - Staff stated that it would be on sewer.
- Councilmember Schacherer stated that he was not happy about the price.
 - Staff stated it was the highest and only bid received.
 - Councilmember Schacherer stated that the appraisal was done in 2021 with a shelf-date appraisal of two years.
- Councilmember Schacherer stated that Council wanted it closer to Old Home Manor Dr. which would provide four different access points.
 - Staff stated there were two points of access.
 - Staff stated they didn't believe the pathway down Perkinsville could support a fire vehicle.
 - Councilmember Schacherer stated that they should put money aside and look at the safest place.
- Vice-Mayor Granillo stated that he didn't like the location either but the Town needed to build something and start somewhere as it's been 46 years since the land was purchased. RVs break down and the Town had three major auto stores that would be busy along with restaurants, local shopping, Compass Training, Ichor Airsoft, etc.

Mayor Armstrong opened the meeting to public comment.

Gina Pecoraro, Chief Operating Officer for Compass Training Center, presented the following:

- She agreed with Vice-Mayor Granillo. Compass Training Center would be building three more range pads to bring more competition to the range, but there was nowhere to stay and all of the money was going to Prescott. The Town could get more money through the grocery store, and other taxes supporting the town. Saying "no" gives up

the land that has been sitting there for no reason. The land gives the Town the ability to make money and build infrastructure. She stated there were three roads that lead to the parcel including MA Perkins, Perkinsville, and Rodeo. She stated that she drove her RV down Road 4 North because it was safer.

3. ADJOURNMENT

Mayor Armstrong adjourned the meeting at 6:03 p.m.

REGULAR MEETING

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL

Mayor Armstrong called the meeting to order at 6:15 p.m. and led the Pledge of Allegiance.

Present: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer

Absent:

Staff Present: Town Manager Terri Denemy, Town Attorney Andrew McGuire - remote, Officer John Arietta (Sgt. at Arms), Human Resources Director Laura Kyriakakis, Development Services Director Laurie Lineberry, Assistant Development Services Director Will Dingee, Senior Planner Jessica Barragan, Finance Director Katie Pehl, Public Works Director/Town Engineer Frank Marbury, Police Chief Josh McIntire, Officer Dianne Enriquez, Officer Sean Snyder, Officer Tod Cupp, Economic Development Manager Maggie Holmberg, Community Services Director Cyndi Thomas, Magistrate Joan Dwyer, Court Administrator Ronda Apolinar, IT Manager Spencer Guest, Audio Visual Technician Nicholas Harwick, Deputy Town Clerk Sara Burchill, Town Clerk Erin N. Deskins

2. INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

- a. Presentation of Life Saving Awards by YCSO Commander Boelts and Chino Valley Police Chief McIntire to:

- Officer D. Enriquez
- Officer S. Snyder
- Officer T. Cupp

Josh McIntire, Chief of Police, presented the following:

- Chino Valley Police Department Officers saved three lives on three separate calls.
- The first award would be presented by Lieutenant Morales who was stepping in for Commander Boelts.

Lieutenant Morales, Yavapai County Sheriff's Office (YCSO), presented the following:

- He was recognizing Officer Enriquez for answering a YCSO call. They had received a call on January 6, 2024, about an infant who was not breathing. The location was out of fire district and they were unable to respond. Other first responders had an extended arrival time. Officer Enriquez was off-duty and related to the victim. She began doing CPR for several minutes before any other deputies or EMS arrived. Due to her actions the child started breathing again. The child was taken to the hospital as a precaution and was in attendance at the meeting. He expressed gratitude for the good work the members of the Police Department were doing on- and off-duty.

Josh McIntire, Police Chief, presented the following:

- Officer Snyder responded to a call of a man with a gunshot wound on October 19, 2024 at 12:58 a.m. off Williamson Valley Road when Sheriffs had an extended ETA. Officer Snyder asked his sergeant for permission to go outside their jurisdiction to assist. Once he received permission he responded and arrived at 1:13 a.m. Officer Snyder was calm, reassured the man's wife that he was there to help, and placed chest seals on the entrance and exit wounds stopping air from entering the man's thorax which would have led to death. After securing the weapon and gathering information Sheriffs and EMS arrived. The man was transported to the hospital and received further care and survived. Snyder's quick response and actions saved the man's life.
- Officer Cupp responded to a call of an elderly man not breathing on the morning of November 18, 2024. Officer Cupp arrived in less than three minutes. The man was not breathing and had no heartbeat. Officer Cupp began CPR and continued for several minutes until fire and paramedics arrived. They were able to get a heartbeat before transferring the man to the hospital. Officer Cupp's interventions save the man's life.

3. CALL TO THE PUBLIC - Individuals requesting to speak, please complete a Speaker Comment Card and return to the Clerk.

Call to the Public is an opportunity for the public to address the Council on any issue within the jurisdiction of the Council that is not on the agenda. Public comment is at the discretion of the Council and not required by law. Individuals are limited to speak for three (3) minutes, yielding of time will not be permitted. The total time for Call to the Public may be up to 30 minutes per meeting. Council action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism. Disrespectful behavior will not be tolerated; this includes loud outbursts, profanity, and disruptive discussions among our audience.

William Bailey presented the following:

- He stated that he was opposed to solar farms because they are not cost effective, an eyesore, reduce property values, increase heat, deter wildlife, and were a waste of money. He would be back next month when the item came up on the agenda.

Chris Kuknyo presented the following:

- He had been the District 4 Yavapai County Supervisor for a little over a week and it had been a good week. They picked up \$280,000 to start swapping out cesspools and putting in septic. They were starting negotiations for a park in Paulden between

Dewey Levie and PACO. He met with the Greater Chino Valley Collaborative. One woman just outside Chino Valley town limits was denied a school in a residential neighborhood, but he wanted there to be more conversation about it. Firewise would be very important this summer unless some rain came in. He welcomed the new councilmembers and offered for them to call him and work together.

Jim Wagner presented the following:

- He lived in unincorporated Yavapai County and was opposed to utility scale solar (USS). He expressed confusion on why USS was necessary in Chino Valley town limits when there were plenty of other locations. He stated that he knew Draconis was coming with a proposal and he felt comments that there was no proposal in front of Council were disingenuous. He did not believe the claims that a USS project would bring more jobs to Chino Valley because once constructed all workers would likely move and only a small amount of maintenance jobs might stay. He believed any incentives and money would disappear when the new president took office. He listed concerns about USS including being located on top of the Little Chino Aquifer and affecting animal habitat.

Keng Chan presented the following:

- He lived in unincorporated Yavapai County and was asking that Town Council would either return the P&Z recommended ordinance to staff to be rewritten or pass one that states “no utility scale solar in Chino Valley.” He gave a brief history of the solar energy committee. He stated that staff had not released the names of the committee members, but did release the agendas. He stated they contained no presentations from environmental specialists other than Arizona Game and Fish. There were no presentations regarding fire, hazards of USS and battery storage systems, etc. There were presentations from companies proposing USS projects. He referred to 1,000 acre farms that used 10,000,000 gallons of water per month. The area was at a 22,000 acre foot deficit per year.

Christopher Pirone presented the following:

- He lived in unincorporated Yavapai County and was opposed to the USS ordinance. His property line was right next to a proposed USS and would directly impact his property values, well, views, and quiet, undeveloped acreage. He stated that the Council needed to consider the following before approving a USS ordinance: they were being misled and the projects would not benefit Chino Valley residents, all energy produced would go to California or Nevada or the highest bidder, it would be detrimental to the local aquifer, any battery storage system would cost the Town million in firefighter training, equipment, and new personnel, CAFMA did not currently have the resources, a lithium fire could poison the groundwater, and runoff of chemicals to prevent weeds would pose the earliest threat. He stated that large companies such as these came into small towns that didn't have the funds to fight a lawsuit and he encouraged the Council be strong in their decision making.

Bev Wilson presented the following:

- She was a Town resident and was opposed to solar, nor did she want a commercialized/industrial community. She discussed the threat to the pronghorn, dead

carcasses from birds being killed on the panels, fires from electrical storage (she referred to other electrical storage fires), and how fires would affect the air quality. She stated the Town should look at getting an independent environmental study, but not by the Sierra club or any other group affiliated with solar. She asked what the councilmembers wanted to be remembered for.

Lee Divelbiss presented the following:

- He lived in unincorporated Yavapai County and stated that he opposed USS or battery storage systems. He agreed with all those who spoke before him.

Lon Higgins presented the following:

- He lived in unincorporated Yavapai County and stated that California had a lot of issues because of water and asked if Arizona would become California East.

4. CURRENT EVENT SUMMARIES AND REPORTS

This item is for information only. The Mayor, any Councilmember, or Town Manager may present a brief summary or report of current events. If listed below, there may also be a presentation on information requested by the Mayor and Council and questions may be answered. No action will be taken.

- a. Status reports by Mayor and Council regarding current events.

Mayor Armstrong presented the following:

- Attended a ceremony at the Prescott courthouse on the 9th to support law enforcement.
- LASER cleaned up their property on Saturday and Mayor Armstrong went out to help. He stated that they do a great job and any animals would be well taken care of in an emergency.
- He attended the local Mayors/Managers meeting, and a meeting with the Board of Supervisors Chair and County Manager to discuss a Regional Water Program.

- b. Status report by Town Manager Terri Denemy regarding Town accomplishments, and current or upcoming projects.

Terri Denemy, Town Manager, presented the following:

- The Town was fortunate to have a dedicated Police Department. National Night Out (NNO) was a great event. Last year the Town's NNO was voted 5th in the nation. This year it received 3rd place. It says a lot about the Police Department and the community's support and engagement with them. A recent law enforcement post on the Town's social media got the second most engagement the Town had ever received.
- Monday is a holiday and Town offices and facilities would be closed.
- In February the Town would be holding a Town Council meeting dedicated to presenting the solar ordinance to Council. It would be advertised on all social media and other media outlets.

5. CONSENT AGENDA

All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Robert Switzer to approve consent agenda items 5 a, b, and c.

AYE: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer

NAY: None

7 - 0 Passed – Unanimously

- a. Consideration and possible action to ratify the emergency purchase of a blower controller for the Chino Valley Water Reclamation Facility in the amount of \$16,076.54.
- b. Consideration and possible action to approve the December 10, 2024, regular meeting minutes.
- c. Consideration and possible action to approve entity and subcommittee appointments.

6. ACTION ITEMS

The Council may vote to recess the public meeting and hold an Executive Session on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of discussion or consultation for legal advice with the Town Attorney. Executive sessions are not open to the public and no action may be taken in executive session.

- a. Public Hearing, consideration, and possible action to approve Resolution No. 2024-1278 for a Conditional Use Permit (CUP) allowing for the expansion of an APS substation located at 3011 Jerome Junction.

Recommended Action: i) Hold a Public Hearing ii) Approve Resolution No. 2024-1278

Jessica Barragan, Senior Planner, presented the following:

- Gave an overview of the property, location, and the extension proposed. The property was appropriate for zoning.
- A Conditional Use Permit (CUP) was required to allow public utilities.
- Staff recommended a decorative wall in lieu of landscaping as water was not available in the area. Concepts were provided for Council review.
- Notice was provided to properties within a 1,000 foot radius. Staff received no concerns or opposition to the existing use or proposed expansion.
- She pointed out a typo from the staff report. Stipulation 7 on page 2 of the Resolution should state 2025, not 2024.
- The Planning & Zoning Commission forwarded a unanimous recommendation of

approval.

- Applicant was available for questions.

Council and staff discussed the following:

- Councilmember Schacherer stated it was located on Colorado and Jerome Junction.
 - Staff stated that was correct, Road 4 North ends right before the Peavine and turns into Colorado but the intention was that it would eventually turn into Road 4 North.
- Councilmember McCafferty inquired if staff would choose a façade that they felt was most appropriate.
 - Staff stated that was correct.

Council and Paul Murphy, applicant, discussed the following:

- Councilmember Holt inquired if this had anything to do with a solar farm.
 - Mr. Murphy stated that it had nothing to do with solar.
- Councilmember Holt inquired if there would be any lithium batteries on site.
 - Mr. Murphy stated that there would not be lithium batteries.
- Councilmember Schacherer inquired about APS's 10-foot wall requirement.
 - Mr. Murphy stated that was required by APS because it is considered critical infrastructure and required a 10-foot wall and anti-climb spikes on top.
 - Councilmember Schacherer inquired about the substation on Road 1 West that only had fencing.
 - Mr. Murphy stated that it depended on the criticality of the substation itself and considered wattage and other factors. But he could not answer specifically to that substation.

Mayor Armstrong opened the Public Hearing.

Keng Chan presented the following:

- He provided the Council with a map from the Town's Development Services Department. He stated that the map showed a solar proposal in the area of Jerome Junction. He questioned that APS was being honest with the Town. He cited issues with large companies and industries like "Big Pharma," the tobacco industry, and Monsanto.

Mayor Armstrong closed the Public Hearing.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember John McCafferty to approve Resolution 2024-1278.

AYE: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Larry Holt, Councilmember Robert Switzer

NAY: Councilmember Robert Schacherer

6 - 1 Passed

- b. Consideration and possible action to authorize staff to move forward with the successful bidder for RV Park development at Old Home Manor Parcel No. 306-02-001X (formerly 306-02-001L) per the Invitation For Bid issued May 24, 2023, and to give staff permission to return with a purchase and sale agreement.

Recommended Action: Authorize staff to move forward with the successful bidder for RV Park development at Old Home Manor Parcel No. 306-02-001X (formerly 306-02-001L) per the IFB issued May 24, 2023.

Terri Denemy, Town Manager, presented the following:

- Council had a Study Session earlier and there were additional questions, a lot having to do with sewer. The Study Session scheduled for tomorrow about water and sewer might be able to answer some of those questions.
- Staff had also tentatively planned to bring this item back at the January 28th meeting depending on the outcome of today's discussions.
- Staff was willing to answer more questions now, or Council could bring them up tomorrow and staff could bring a purchase agreement back on the 28th.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Larry Holt to take no action on this item.

AYE: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer

7 - 0 Passed – Unanimously

7. ADJOURNMENT

MOVED by Councilmember Sherri Phillips, seconded by Vice-Mayor Eric Granillo to adjourn the meeting at 7:07 p.m. and move into Executive Session.

AYE: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer

NAY: None

7 - 0 Passed – Unanimously

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 14th day of January, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2025.

Erin N. Deskins, Town Clerk

DRAFT



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6a
MEETING DATE: 2/11/2025
CONTACT PERSON: Frank Marbury, Public Works Director/Town Engineer
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Consideration and possible action to approve Job Order No. 2 to the Cooperative Purchasing Agreement with Cactus Asphalt, a Division of Cactus Transport, Inc., for crack sealing at various Town locations for an amount not to exceed \$150,000.

SUMMARY:

Public Works staff has identified the following streets to receive crack sealing in order to increase the lifespan of the pavement by preventing water intrusion.

- East Perkinsville Road between North Road 1 East and Jerome Junction
- Mesa View Estates North (Lauren Lane, Kobol Way, and Homestead Mesa Drive)
- East Center Street between SR-89 and Road 1 East
- Portions of Chino Meadows Unit 5 as funding allows

Procurement of construction services utilizes the Town's Cooperative Purchasing Agreement with Cactus Asphalt, a division of Cactus Transport, Inc., which piggybacks off the City of Prescott Job Order Contracting for Public Works / Horizontal Construction Projects Contract No. 2023-208. The agreement allows a maximum dollar amount of an individual Job Order not to exceed \$1,000,000 and the combined maximum dollar amount during any fiscal year not to exceed \$3,000,000.

Cactus Asphalt intends to commence construction towards the end of February and is anticipated to last a week.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

Approve Job Order No. 2 to the Cooperative Purchasing Agreement with Cactus Asphalt, a Division of Cactus Transport, Inc., for crack sealing in various Town locations for an amount not to exceed \$150,000.

FISCAL IMPACT?

Available budget: Streets Capital Improvement Fund - North Reed Road	\$318,975.00
Less this approval item: Crack sealing agreement with Cactus Asphalt*	-\$150,000.00
Remaining budget: Streets Capital Improvement Fund - North Reed Road	\$168,975.00

*This item was not budgeted. However, the North Reed Road project came in under budget and is expected to leave sufficient available funds for this project.

ATTACHMENTS:

1.	AGR - Cactus Asphalt JOC Job Order 2 - Crack Sealing
2.	Attachment 1 to Cactus Asphalt JOC Job Order 2 - Proposal

**COOPERATIVE PURCHASING AGREEMENT
BETWEEN THE
TOWN OF CHINO VALLEY
AND
CACTUS ASPHALT, A DIVISION OF CACTUS TRANSPORT, INC.**

JOB ORDER NO. 2

Job Order Contracting Services for Public Works/Horizontal Construction Projects

THIS JOB ORDER NO. 2 (this “Job Order”) is entered into as of February 11, 2025, between the Town of Chino Valley, an Arizona municipal corporation (the “Town”), and Cactus Asphalt, a division of Cactus Transport, Inc., an Arizona corporation (the “Job Order Contractor”). In accordance with the Cooperative Purchasing Agreement between the Town and the Job Order Contractor, dated September 26, 2023 (the “Agreement”), the Job Order Contractor will perform the Scope of Work detailed in Section 1 below, pursuant to the terms and conditions of the Agreement.

1. Scope of Work. The Job Order Contractor shall provide materials and services to provide job order contracting services for public works/horizontal construction projects, as described in Attachment 1 to this Job Order. Upon acceptance by the Town, this Job Order will become part of the Agreement and shall be attached thereto as part of Exhibit B.

2. Schedule of Completion of Services. The Job Order Contractor shall commence work immediately upon execution of this Job Order and complete the work required herein within 90 days of said execution.

3. Fee Breakdown. The total cost to complete the Scope of Work required under this Job Order shall not exceed \$150,000.

4. Subject to the Agreement. This Job Order is subject to the terms and conditions of the Agreement and the underlying Prescott Contract (No. 2023-208, dated June 13, 2023).

5. Conflict of Interest. The Town may cancel this Job Order pursuant to ARIZ. REV. STAT. § 38-511.

6. Forced Labor of Ethnic Uyghurs. To the extent applicable under ARIZ. REV. STAT. § 35-394, the Job Order Contractor warrants and certifies that it does not currently, and agrees for the duration of this Agreement that it will not use the forced labor, any goods or services produced by the forced labor, or any contractors, subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People’s Republic of China.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first set forth above.

“Town”

TOWN OF CHINO VALLEY,
an Arizona municipal corporation

Tom Armstrong, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

“Job Order Contractor”

CACTUS ASPHALT, A DIVISION OF
CACTUS TRANSPORT, INC., an Arizona
corporation

By:_____

Name:_____

Title:_____

ATTACHMENT 1
TO
COOPERATIVE PURCHASING AGREEMENT
BETWEEN THE
TOWN OF CHINO VALLEY
AND
CACTUS ASPHALT, A DIVISION OF CACTUS TRANSPORT, INC.

JOB ORDER NO. 2

Job Order Contracting Services for Public Works/Horizontal Construction Projects

[Scope of Work]

See following pages.



To:	TOWN OF CHINO VALLEY	Contact:	Bruce Cooper
Address:	1020 WEST PALOMINO ROAD, P.O. BOX 406 CHINO VALLEY, AZ 86323	Phone:	520-636-7140
		Fax:	520-636-7141
Project Name:	Chino Valley Winter 2025 Crack Seal	Bid Number:	
Project Location:	Various, Chino Valley, AZ	Bid Date:	1/24/2025

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1-2	Crack Sealing 1/4" To 1" Width, > 5,000 LBS	37,750.00	LB	\$1.75	\$66,062.50
1-5	Traffic Control - Crack Sealing	37,750.00	LB	\$0.45	\$16,987.50
2-1	Crack Seal 1" To 2" Utilizing Crack Mastic	12,000.00	LB	\$3.40	\$40,800.00
2-2	Traffic Control - Crack Mastic	12,000.00	LB	\$1.35	\$16,200.00
Bid Price Subtotal:					\$140,050.00
Yavapai County, State And Chino Valley 6.73%:					\$9,421.86
Total Bid Price:					\$149,471.86

Notes:

- **Quantity Discount Given on Select Unit Prices for Select Areas**
- **Pricing based off Pinal County JOC 234128ROQ**
- Standard Terms and Conditions to follow.
- All work quoted above is scheduled on an "as available" basis unless otherwise stated. Cactus encourages customers to verify start dates as soon as possible and realize that schedule issues and or changes on your project may mean you will be moved back to our next available date behind other customers who have met their intended schedule. **Your project will not be formally scheduled without a binding letter of intent or a formal contract.** We apologize for any inconvenience, but we value our relationships with all customers.
- All scheduling contingent upon mutual agreement of Owner and Cactus Asphalt.
- Prices above based on completing each task in one mobilization. If an additional mobilization is required, charges may apply.
- Quoted prices are valid for 14 days unless otherwise noted, PO or letter of intent to award required to lock pricing past 14 days. Final material pricing expires 3 months from quote date with PO or LOI.
- Cactus is not responsible for notification, nor removal of vehicles and property from work areas.
- Cactus will require this proposal with exclusions be included in any contractual agreement.
- Unit prices above include all applicable State, County & City taxes for contracting.
- In the event that quantities differ from above, billing will reflect agreed upon measured quantities.
- **EXCLUSIONS (Unless Otherwise Specified):** Bonds, Permits, Plans, Engineering, Survey, Staking, Traffic Control, Construction Water, As-Builts, Testing, Inspection, Clear & Grubb, Grading, Landscape Repairs, Weed Killer, Crack Routing, Crack-Sealing, Curb Line/Joint Sealing, Asphalt Patching, ABC, Landscape Materials, Vegetation Replacement, Preservative Seals, Prime Coats, Concrete Structures, Irrigation/Pipe Work, All Underground Items, Utility Removal or Relocation, Drywells, Rip/Rap, Structural Backfill, Striping, Curb Painting, New Signage, Parking Bumpers Removal or Replacement, Import, Export, Excavation, Subgrade Stabilization, Removal of Debris Generated by Other Trades, Erosion Control, SWPPP, Thickened Pavement Edge, Project Information Sign And Any Special Insurance Requirements.
- Asphalt materials pricing is based on the current months ADOT index for Bituminous materials. There are strong indicators that there will be significant increases in asphalt prices going forward. Adjustments to the quoted prices for paving items will be made and finalized 14 days prior to the time of scheduled paving operations with appropriate notification, documentation and communication.
- AZROC 194430-A General Engineering



To:	TOWN OF CHINO VALLEY	Contact:	Bruce Cooper
Address:	1020 WEST PALOMINO ROAD, P.O. BOX 406 CHINO VALLEY, AZ 86323	Phone:	520-636-7140
		Fax:	520-636-7141
Project Name:	Chino Valley Winter 2025 Crack Seal	Bid Number:	
Project Location:	Various, Chino Valley, AZ	Bid Date:	1/24/2025

- As of February 2023 Cactus Asphalt, Southwest Slurry Seal and American Pavement Preservation of Nevada have merged under one banner to form one of the largest and premier pavement preservation groups in the Southwest. If you have received a bid or proposal from Cactus Asphalt, Southwest Slurry Seal and/or American Pavement Preservation of Nevada for the same project, please contact us immediately and deem the second and third proposal "non-responsive".
- The elimination of any existing drainage problem or reflective cracking is neither intended nor guaranteed when providing slurry and micro sealing services.
- Power steering marks are normal and should not be cause for undue concern on slurry and micro surfacing pavement treatments.

Terms and Conditions: Due to the complex nature of private utility locating, please review the agreement: Cactus Asphalt will consider our performance in any claim that may arise. We are not responsible for any nonconductive line. (Non-Metallic, PVC, Water Line, Etc.) We are not responsible for any conductive lines with no accessible connection point. We are not responsible for conductive lines that do not appear on blueprints, maps, or as-builts provided by customer. We are not responsible for locating lines where no blueprints, maps, or as-builts provided are by customer prior to locating. Cactus Asphalt is not responsible for any damages related from Blue Stake Ticket Services. Owners/Clients are reminded that per AZ One Call Law, AZ Blue Stake Center must be notified, and all affected utility owners must respond prior to commencement of excavation.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Cactus Asphalt Authorized Signature: _____ Estimator: Tim Osterholz
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1/30/2025 4:08:33 PM

Page 2 of 4

Paving • Seal Coating • Crack Sealing • Patching • Chip Sealing • Fabric Overlay • More

Contractors Licenses: AZ – 194430 • NV – 0040581 • NM – 022995 • UT – 944049-5501

† 623-907-2800 † 623-907-2900 cactusasphalt.com 8211 W. Sherman St. Tolleson, AZ 85353

TERMS AND CONDITIONS

GENERAL

Owner shall timely notify Cactus Asphalt (Cactus) in writing when the premises will be ready for work to commence, and shall give unobstructed access to all areas where work is to be done. Any necessary towing and costs of delays shall be the responsibility of the owner.

Cactus is not responsible for any utility lines (water, electric, sprinkler, communications, cable, etc.) which may lie within eighteen inches (18") of the surface. Owner is responsible for supplying all known layouts of any such utility lines which are known to exist. Cactus is not responsible for damage to undisclosed, unknown or improperly placed lines.

If Cactus encounters any different site condition or concealed condition, including but not limited to underground utilities, debris, ground water, underground storage tanks, hazardous material, "hard dig" soils, or any material or substance regulated by federal, state, local law, ordinance, or regulation, any other environmental, health or safety issue, or concern, or other conditions, that were unknown to Cactus before submission of this Proposal, the contract price shall be equitably adjusted to compensate Cactus for any additional work performed or damages incurred as a result of any such conditions. At Cactus' sole discretion, Cactus may stop all work on the project, until the parties have reached an agreement, in writing, concerning any such equitable adjustment, and Cactus shall have no obligation to perform any work which, as determined by Cactus, directly or indirectly involves any environmental, health or safety risk or hazard.

The Owner is responsible for ensuring that all surfaces are kept in a condition acceptable to the application of the agreed upon product. This includes ensuring that all automatic sprinklers that may place water on the surface are turned off. Any delay caused by failure to perform the above may result in additional expense to the owner.

Cactus is not responsible for ponding water where grade is less than 2%.

Owner is to provide a water source that is acceptable to Cactus and is sufficient for performing the work.

Cactus is fully licensed and insured. All Cactus employees are covered by Worker's Compensation Insurance.

Unless otherwise agreed in writing, the prices contained within this agreement do not include the costs of permits or bonds.

WARRANTY

All work performed by Cactus is covered by a one year warranty on workmanship. Normal wear and tear, abuse, weather, and other acts of God are excluded.

PAYMENT AND TAXES

By law, taxes may only be waived upon receipt of a valid exemption certificate. Taxes are determined in accordance with the jurisdiction where the work is performed. The owner is responsible for payment of all taxes.

Unless otherwise stated within this agreement, all payment is due upon transmittal of invoice. In addition to other terms contained elsewhere in this proposal, Owner agrees to pay a service charge at the rate of 2% per month on all accounts that become 10 days past due. All costs of collection, as well as attorney's fees, will be added to the balance and interest due.

Cactus reserves the right (without further notice) to suspend or terminate this agreement if work is stopped for 30 or more days because of a failure to make progress payments or other delay not caused by Cactus. In such event Cactus reserves the right to recover payment for all work performed, including reasonable overhead, profit and damages under the contract.

This agreement shall be governed by and construed in accordance with Arizona law, and any lawsuit or arbitration arising from this agreement must be filed in Maricopa County, Arizona. If any provision of this agreement is determined invalid or unenforceable by a court of competent jurisdiction, that provision alone will be deemed stricken and the remainder of the agreement will be enforced.

Any dispute arising from this agreement, not timely resolved after good faith negotiation, will be submitted, at Cactus's sole discretion, to mediation, binding arbitration, or litigation in state court. If mediation is elected, its completion is an express condition precedent to Cactus's election of binding arbitration or state court litigation. If Cactus elects arbitration, the arbitration will be governed by and conducted in accordance with the Arizona Revised Uniform Arbitration Act at A.R.S. §12-1501, et seq.

A property owner has the right to file a written complaint with the Arizona Registrar of Contractors for an alleged violation of A.R.S. § 32-1154(A). Any such complaint must be filed within the applicable time period set forth in A.R.S. § 32-1155(A). The Registrar's phone number is (602) 542-1525, and its website address is <http://www.azroc.gov/>.



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM # 6b
MEETING DATE: 2/11/2025
CONTACT PERSON: Katie Pehl, Finance Director
ITEM TYPE: Action Item

AGENDA ITEM TITLE:

Consideration and possible action to adopt the Notice of Intent and set a public hearing to consider adding or increasing fees with regard to individuals, businesses, and water and wastewater fees pursuant to A.R.S. § 9-499.15 and 9-511.01.

SUMMARY:

Willdan Financial Services has completed a comprehensive user fee study for the Town, excluding water and wastewater fees. The full report is available on the Town's website and at the Town Clerk's office.

Following Willdan's study, staff conducted a detailed review and prepared a modification report outlining current and proposed fee changes, along with an updated consolidated fee schedule. In addition to Willdan's recommendations, staff reviewed water and wastewater deposits, service fees, the standpipe base rate, RV park and mobile home park water and wastewater buy-in fees, and wastewater base charges. Staff also examined the original fee authorizations and addressed prior inconsistencies, such as duplicate and unspecified fees, as part of a general housekeeping update. The last full fee schedule was adopted in October 2012, with various amendments in subsequent years.

Fees are periodically reviewed to ensure they align with the cost of providing services while remaining fair and reasonable for customers. The goal is to achieve cost recovery where appropriate while balancing affordability. As part of the adoption process, the Town Council will have the opportunity to review, modify, reduce, or remove any proposed fee adjustments following the public hearing.

To proceed with the adoption of fee adjustments, the Town must first approve a Notice of Intent and schedule a public hearing at least 60 days later. The Notice, including the hearing's date, time, and location, must be published once in a newspaper of general circulation within the Town's boundaries at least 20 days before the hearing.

PREVIOUS ACTION:

N/A

STAFF RECOMMENDATION:

Adopt the Notice of Intent to add and increase fees on businesses and water and wastewater rates and set a public hearing for April 22, 2025, to consider the proposed new or increased fees.

FISCAL IMPACT?

Ensuring that the Town's fee schedule is up to date, transparent, and equitable is essential for maintaining fiscal responsibility and providing quality services to the community. Staff will continue to refine and improve the fee structure as needed to meet the Town's operational and financial goals.

ATTACHMENTS:

1.	Notice of Intent - 02-11-2025
2.	Modification Report - February 2025
3.	Consolidated Fee Schedule - July 2025 - DRAFT
4.	2024 Chino Valley User Fee Report - Willdan
5.	Water and Wastewater Fee Schedule Analysis - February 2025

**TOWN OF CHINO VALLEY, ARIZONA
PUBLIC NOTICE**

**NOTICE OF INTENT
PURSUANT TO A.R.S. §§ 9-499.15 AND 9-511.01**

Pursuant to A.R.S. §§ 9-499.15 and 9-511.01, the Town of Chino Valley hereby gives notice that it may add or increase fees on individuals and businesses and that it may add or increase water and wastewater rates, rate components, fees, or service charges through changes to and the adoption of an updated consolidated fee schedule. The Town provides this written notice of the proposed new or increased fees.

Pursuant to A.R.S. §§ 9-499.15 and 9-511.01, a schedule of the proposed new or increased fees and a written report or data supporting the proposed new or increased fees are posted on the Town's website <https://www.chinoaz.net>.

The Chino Valley Town Council will hold a public hearing to consider the proposed new or increased fees at its regularly scheduled meeting on April 22, 2025, at 6:00 p.m. in the Council Chambers, at 202 N. State Route 89, Chino Valley, Arizona 86323.

IF APPROVED BY THE TOWN COUNCIL, THE NEW OR INCREASED FEES WILL BECOME EFFECTIVE 30 DAYS AFTER SUCH APPROVAL.

Dated this _____ day of _____, 2025.

TOWN OF CHINO VALLEY

Erin. N. Deskins, Town Clerk



Town of Chino Valley FEE MODIFICATIONS REPORT

February 2025

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MODIFICATIONS – Community Services: Aquatics

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Daily Use/Admission								
No Change	Ages 0-2 Child	Per Day	No Charge	Resolution 2024-1253	Per Day	No Charge		N/A – This was updated in May 2024
No Change	Ages 3-54	Per Day	3.00	Resolution 2024-1253	Per Day	3.00		N/A – This was updated in May 2024
No Change	Ages 55 and Over	Per Day	2.00	Resolution 2024-1253	Per Day	2.00		N/A – This was updated in May 2024
No Change	Family – 5 Immediate Family Members	Per Day	10.00	Resolution 2024-1253	Per Day	10.00		N/A – This was updated in May 2024
Season Passes								
No Change	Ages 0-2 Child	Per Season	No Charge	Resolution 2024-1253	Per Season	No Charge		N/A – This was updated in May 2024
No Change	Ages 3-54	Per Season	100.00	Resolution 2024-1253	Per Season	100.00		N/A – This was updated in May 2024
No Change	Ages 55 and Over	Per Season	85.00	Resolution 2024-1253	Per Season	85.00		N/A – This was updated in May 2024
No Change	Family – 5 Immediate Family Members	Per Season	300.00	Resolution 2024-1253	Per Season	300.00		N/A – This was updated in May 2024
No Change	Family – Additional Members	Per Season	50.00	Resolution 2024-1253	Per Season	50.00		N/A – This was updated in May 2024
Learn to Swim								
No Change	Swim Lessons	Per 8 Sessions	45.00	Resolution 2024-1253	Per 8 Sessions	45.00	8 sessions, 30 minutes each	N/A – This was updated in May 2024
No Change	Fitness Program Lessons	Per 12 Sessions	45.00	Resolution 2024-1253	Per 12 Sessions	45.00	12 sessions, 1 hour each	N/A – This was updated in May 2024
Aquatic Facility Rental								
No Change	Aquatic Facility Party Room Only	Per 2 Hour Period	75.00	Resolution 2024-1253	Per 2 Hour Period	75.00	Party package	N/A – This was updated in May 2024
No Change	Aquatic Facility (1-200 Guests)	Per 2 Hour Period	300.00	Resolution 2024-1253	Per 2 Hour Period	300.00	Includes required lifeguards	N/A – This was updated in May 2024
No Change	Aquatic Facility (201-400 Guests)	Per 2 Hour Period	400.00	Resolution 2024-1253	Per 2 Hour Period	400.00	Includes required lifeguards	N/A – This was updated in May 2024

MODIFICATIONS – Community Services: Library

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
General								
Eliminate	Photocopies (Includes Ink)	Per Page	0.10	Resolution 12-1001	N/A	N/A		Fee will be eliminated. Photocopy costs will be contained under Town Clerk – General Fees
No Change	Black and White Printing – Public Access Computers Self Service	Per Page	0.10	Resolution 12-1001	Per Page	0.10		N/A
Add	Color Printing – Public Access Computers Self Service	N/A	N/A	N/A	Per Page	0.50		*Currently charging 0.50
No Change	Library Card - New	Per Card	No Charge	Resolution 12-1001	Per Card	No Charge		N/A
No Change	Library Card – Replacement	Per Card	3.00	Resolution 12-1001	Per Card	3.00		N/A
Eliminate	Purchase of 3.5" diskette	Per Item	1.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Purchase of CD-ROM Disks	Per Item	1.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; Media costs will be contained under Town Clerk – General Fees
Eliminate	Flash Drives/Thumb Drives	Per Item	10.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; Media costs will be contained under Town Clerk – General Fees
Consolidate	Overdue Items of Chino Valley Library	Per Day	0.10	Resolution 12-1001	Per Day	0.10	New description: "Overdue Items"	Fees will be consolidated for simplification purposes
Consolidate	Overdue Items of Other Yavapai Network Libraries	Per Day	0.10	Resolution 12-1001				
Consolidate	Overdue Items from Libraries Outside the Yavapai Library Network	Per Day	0.10	Resolution 12-1001				
Consolidate	Item Lost or Destroyed – Chino Valley Library	Per Item	Actual Cost +5.00	Resolution 12-1001	Per Item	Actual Cost +5.00	New description: Lost/Destroyed Items	Fees will be consolidated for simplification purposes
Consolidate	Item Lost or Destroyed – Other Yavapai Network Libraries	Per Item	Actual Cost +5.00	Resolution 12-1001				
Consolidate	Item Lost or Destroyed – Libraries Outside the Yavapai Library Network	Per Item	Actual Cost +5.00	Resolution 12-1001				
Eliminate	Materials Requested from Chino Valley Library	Per Item	0.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated
Eliminate	Materials Requested from Other Yavapai Library Network Libraries	Per Item	0.50	Resolution 12-1001	N/A	N/A		Fee will be eliminated
Eliminate	Materials Requested from Libraries Outside the Yavapai Library Network	Per Item	1.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated
Eliminate	Items Referred to Outside Collection Agency for Collection	Per Item	Library Labor and Admin Cost	Resolution 12-1001	N/A	N/A		Fee will be eliminated

MODIFICATIONS – Community Services: Recreation

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Community Center/Activity Center Rental								
Modify/Add	Private Individuals	Per Hour	36.00	Resolution 12-1001	Per Half Day	150.00	New description: “Room Rental (Half Day)”	Simplification for an easier reservation process
					Per Full Day	300.00	New description: “Room Rental (Full Day)”	Simplification for an easier reservation process
Consolidate	Commercial	Per Hour	60.00	Resolution 12-1001	N/A	N/A		Merged with private individuals’ rate
Add	Deposit	N/A	N/A	N/A	Per Reservation	300.00	Refundable	To protect Town property from damage
Community Center/Activity Center Rental – Non-Profit Organizations								
Modify/Add	Non-Profit	Per Reservation	36.00	Resolution 12-1001	Per Half Day	75.00	New description: “Non-Profit Room Rental (Half Day)”	To mirror the private rental rates with discount for non-profits
					Per Full Day	150.00	New description: “Non-Profit Room Rental (Full Day)”	To mirror the private rental rates with discount for non-profits
Park Ramada Reservation								
Modify	Ramada (Half Day)	Per Half Day	36.00	Resolution 12-1001	Per Season	50.00		To align with other community ramada rentals
Modify	Ramada (Full Day)	Per Half Day	72.00	Resolution 12-1001	Per Season	100.00		To align with other community ramada rentals
Athletic Fields								
Add	Deposit – Youth League and Tournaments	N/A	N/A	N/A	Per Season/Event	500.00	Refundable; forfeit if tournament cancelled less than 14 days prior to event	To protect Town property from damage
Eliminate	CV Youth League Season	One-Time Fee	100.00	Resolution 12-1001	N/A	N/A		Not utilized
Eliminate	CV Youth Athletic Tournaments w/set up	Per Field	65.00	Resolution 12-1001	N/A	N/A		Not utilized
Modify/Add	Non-CV Youth Leagues/Teams & Adult League/Teams w/out set up	Per Field/Hour	25.00	Resolution 12-1001	Per Season	3,000.00	New description: “Youth League (Baseball/Softball)”	Simplification for customer experience and improved cost recovery

MODIFICATIONS – Community Services: Recreation

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
					Per Season	2,000.00	New description: "Youth League (Other)"	Simplification for customer experience and improved cost recovery
					Per Day	1,000.00	New description: "Athletic Tournaments (Off Season)"; Includes set up, cleaning, fence	Simplification for customer experience and improved cost recovery
Add	Deposit – Field Rental – Private	N/A	N/A	N/A	Per Rental	200.00	Refundable	To protect Town property from damage
Add	Field Rental - Private	N/A	N/A	N/A	Per Day	200.00	Includes set up and cleaning	To specify a fee that wasn't previously identified
Add	Temporary Fence Setup	N/A	N/A	N/A	Per Rental	250.00		To specify a fee that wasn't previously identified
Modify	Lights	Per Hour/Field	10.00	Resolution 12-1001	Per Hour/Field	15.00	Excludes leagues and tournaments	To improve cost recovery
Concession Stand								
Add	Deposit	N/A	N/A	N/A	Per Reservation	500.00	Refundable	To protect Town property from damage
Modify	Concession Stand – Community Center Park	Per Day	30.00	Resolution 12-1001	Per Day	100.00	Excludes leagues	To improve the ability to cover associated costs of use, electrical, water, etc.
Special Events								
Modify	Application Filing Fee	Per Event	36.00	Resolution 12-1001	Per Event	25.00	Previously under Town Clerk	*Currently charging 10.00

MODIFICATIONS – Community Services: Senior Center

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Facility Rental								
Modify	Building Use (Half Day)	Per Half Day	100.00	Resolution 12-1001	Per Half Day	150.00		To match the cost of rentals for other Town facilities
Modify	Building Use (Full Day)	Per Full Day	150.00	Resolution 12-1001	Per Full Day	300.00		To match the cost of rentals for other Town facilities
Eliminate	Building Use (Weekly)	Per Month	100.00	Resolution 12-1001	N/A	N/A		Not utilized
Add	Deposit	N/A	N/A	N/A	Per Reservation	300.00	Refundable	To protect Town property from damage
Facility Rental – Non-Profit Organizations								
Modify/Add	Non-Profit	Per Reservation	75.00	Resolution 12-1001	Partial Day	No Charge	New description: “Building Use - Shared”	To provide non-profits access to a shared space for no cost
					Per Full Day	150.00	New description: “Building Use – Private”; Private use	To match the cost of rentals for other Town facilities
Van Transportation Fees								
Consolidate	Local (Chino Valley)	Per Trip/Person	5.00	Resolution 12-1001	Per Trip/Person	Varies	New description: “Trip Fees”; Fee calculated depending on trip details and actual trip cost	To improve cost recovery specific to the actual costs associated with the trip
Consolidate	Quad-City	Per Trip/Person	10.00	Resolution 12-1001				
Consolidate	Yavapai County	Per Trip/Person	15.00	Resolution 12-1001				
Consolidate	Other Arizona	Per Trip/Person	25.00	Resolution 12-1001				
Consolidate	Out of State	Per Trip/Person	Varies	Resolution 12-1001				
Meals								
Modify	Congregate Meals (Under Age 60)	Per Meal/Person	5.00	Resolution 12-1001	Per Meal/Person	6.00	Suggested donation – NOT REQUIRED	*Currently suggesting 6.00; To improve cost recovery
No Change	Congregate Meals (Over Age 60)	Per Meal/Person	4.00	Resolution 12-1001	Per Meal/Person	4.00	Suggested donation – NOT REQUIRED	N/A

MODIFICATIONS – Development Services: Building

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Building Fees – Valuation Based (Use Building Valuation Table)								
No Change	Single Family Residence	Valuation Per Square Foot	80.00	Resolution 12-1001	Valuation Per Square Foot	80.00		N/A
No Change	Unfinished Basement	Valuation Per Square Foot	45.00	Resolution 12-1001	Valuation Per Square Foot	45.00		N/A
No Change	Arizona Room	Valuation Per Square Foot	20.00	Resolution 12-1001	Valuation Per Square Foot	20.00		N/A
Consolidate	Agricultural Buildings – Barns (Wood)	Valuation Per Square Foot	20.00	Resolution 12-1001	Valuation Per Square Foot	15.00	New description: “Agricultural Buildings – Wood/Metal”; Pole Barns; Barns	Simplification
Consolidate	Agricultural Buildings – Metal (Mare Motel)	Valuation Per Square Foot	15.00	Resolution 12-1001				
Consolidate	Agricultural Buildings – Pole Barns	Valuation Per Square Foot	15.00	Resolution 12-1001				
Modify	Patio Covers, Awnings and Canopies – Wood	Valuation Per Square Foot	15.00	Resolution 12-1001	Valuation Per Square Foot	15.00	New description: “Patio Covers, Awnings, Porch, Patio, and Canopies – Wood”	Verbiage changes only
Modify	Patio Covers, Awnings and Canopies – Metal	Valuation Per Square Foot	12.00	Resolution 12-1001	Valuation Per Square Foot	12.00	New description: “Patio Covers, Awnings, Porch, Patio, and Canopies – Metal”	Verbiage changes only
No Change	Carports – Wood	Valuation Per Square Foot	15.00	Resolution 12-1001	Valuation Per Square Foot	15.00		N/A
No Change	Carports – Metal	Valuation Per Square Foot	12.00	Resolution 12-1001	Valuation Per Square Foot	12.00		N/A
No Change	Covered Decks – Wood	Valuation Per Square Foot	20.00	Resolution 12-1001	Valuation Per Square Foot	20.00		N/A
No Change	Covered Decks – Metal	Valuation Per Square Foot	17.00	Resolution 12-1001	Valuation Per Square Foot	17.00		N/A
Modify	Uncovered Decks	Valuation Per Square Foot	12.00	Resolution 12-1001	Valuation Per Square Foot	12.00	New description: “Decks”	Verbiage changes only
Add	Conversion – Garage to Habitable	N/A	N/A	N/A	Valuation Per Square Foot	60.00		To specify a valuation previously not included
Add	Conversion – Patio to Habitable	N/A	N/A	N/A	Valuation Per Square Foot	65.00		To specify a valuation previously not included
Consolidate	Garages –Metal	Valuation Per Square Foot	20.00	Resolution 12-1001	Valuation Per Square Foot	20.00	New description: “Garages – Masonry, Metal, Wood”	Simplification
Consolidate	Garages –Wood	Valuation Per Square Foot	20.00	Resolution 12-1001				
Consolidate	Garages – Masonry	Valuation Per Square Foot	20.00	Resolution 12-1001				

MODIFICATIONS – Development Services: Building

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Consolidate	Gazebos – Metal	Valuation Per Square Foot	12.00	Resolution 12-1001	Valuation Per Square Foot	12.00	New description: “Gazebos – Wood/Metal”	Simplification
Consolidate	Gazebos – Wood	Valuation Per Square Foot	12.00	Resolution 12-1001				
Modify	Fences Over Six Feet in Height – Concrete or Masonry	Valuation Per Lineal Foot	12.00	Resolution 12-1001	Valuation Per Linear Foot	12.00		Verbiage changes only
Modify	Fences Over Six Feet in Height – All Other	Valuation Per Lineal Foot	9.00	Resolution 12-1001	Valuation Per Linear Foot	9.00		Verbiage changes only
No Change	Foundations Only	Percentage of Planned Structure Valuation	25%	Resolution 12-1001	Percentage of Planned Structure Valuation	25%		N/A
No Change	Ramadas (Structure Over Manufactured Home)	Valuation Per Square Foot	15.00	Resolution 12-1001	Valuation Per Square Foot	15.00		N/A
Add	Residential Remodel or Addition	N/A	N/A	N/A	Valuation Per Square Foot	100.00		To specify a fee previously not included
Modify	Retaining Walls Over Four Feet	Valuation Per Lineal Foot	12.00	Resolution 12-1001	Valuation Per Linear Foot	12.00		Verbiage changes only
Modify	Storage Buildings or Sheds Larger Than 120 Square Feet – Metal	Valuation Per Square Foot	7.00	Resolution 12-1001	Valuation Per Square Foot	7.00	New description: “Storage Buildings or Sheds Larger Than 200 Square Feet – Metal”	Change of square footage of building to match practice
Modify	Storage Buildings or Sheds Larger Than 120 Square Feet – Wood	Valuation Per Square Foot	9.00	Resolution 12-1001	Valuation Per Square Foot	9.00	New description: “Storage Buildings or Sheds Larger Than 200 Square Feet – Wood”	Change of square footage of building to match practice
Eliminate	Shed Larger Than 200 Square Feet with Other Than a Walk Through Doors are Garages	Valuation Per Square Foot	20.00	Resolution 12-1001	N/A	N/A		Not utilized
No Change	Tenant Improvements	Valuation Per Square Foot	14.00	Resolution 12-1001	Valuation Per Square Foot	14.00		N/A
Eliminate	Tenant Improvements	Valuation Per Square Foot	13.00	Resolution 12-1001	N/A	N/A		Duplicate fee
Building Fees – Flat Rate								
Consolidate	Commercial Hoods – Type 1 & Type 2 Primary + Secondary for Add'l Hoods	First Hood	154.00	Resolution 12-1001	First Hood	220.00	New description: “Commercial Hoods – Type 1 and 2”	Simplification and clarity; improve cost recovery
Consolidate	Commercial Hoods – Each Additional Hood	Per Each Additional Hood	103.00	Resolution 12-1001	Per Each Additional Hood	110.00		Simplification and clarity; improve cost recovery
Add	Demolition – Commercial	N/A	N/A	N/A	Per Permit	100.00	No plan review fee	To specify a fee previously not included

MODIFICATIONS – Development Services: Building

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Add	Demolition – Residential	N/A	N/A	N/A	Per Permit	100.00	No plan review fee	To specify a fee previously not included
Modify	Fireplaces/Free Standing Stoves	Per Fireplace/Stove	80.00	Resolution 12-1001	Per Fireplace/Stove	95.00	Excluding new construction	To improve cost recovery
Modify	Pools Requiring a Permit	Per Pool	256.80	Resolution 12-1001	Per Pool	400.00		To improve cost recovery
Modify	Plumbing, Electrical, and Mechanical Fee	Per Permit Type	80.00	Resolution 12-1001	Per Permit Type	110.00		To improve cost recovery
Modify	Roof Structure Replacement	Per Roof	154.00	Resolution 12-1001	Per Roof	180.00		To improve cost recovery
Add	Solar – Ground Mount	N/A	N/A	N/A	Per System	220.00	No plan review fee	To specify a fee previously not included
Add	Solar – Roof Mount	N/A	N/A	N/A	Per System	220.00	No plan review fee	To specify a fee previously not included
Add	Solar – Labor Values <5,000	N/A	N/A	N/A	Per System	220.00	No plan review fee	To specify a fee previously not included
No Change	Underground Storage Tanks Over 5,000 Gallons	Per Tank	154.00	Resolution 12-1001	Per Tank	154.00		N/A
Eliminate	Underground Storage Tanks Over 5,000 Gallons	Per Tank	100% Cost Recovery	Resolution 12-1001	N/A	N/A		Duplicate fee
Inspections/Other								
Modify	Inspections Outside of Normal Business Hours	Per Inspection	100.00	Resolution 12-1001	Per Inspection	200.00		To improve cost recovery
Eliminate	Inspections Outside of Normal Business Hours	Per Inspection	100% Cost Recovery	Resolution 12-1001	N/A	N/A		Duplicate fee
Modify	Reinspection Fees	Per Inspection	80.00	Resolution 12-1001	1 st Reinspection	80.00		N/A
					Per Subsequent Reinspection	140.00		To improve cost recovery
Eliminate	Reinspection Fees	Per Inspection	80.00	Resolution 12-1001	N/A	N/A		Duplicate fee
No Change	Additional Plan Review Required by Changes to Approved Plans	Per Hour	50.00	Resolution 12-1001	Per Hour	50.00		N/A

MODIFICATIONS – Development Services: Building

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Plan Review								
Consolidate	Single Family Residence – 1000 SQF	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Single Family Residence”	Simplification
Consolidate	Single Family Residence – 2000 SQF	Percentage of Permit Fee	65%	Resolution 12-1001				
Consolidate	Single Family Residence – 3000 SQF	Percentage of Permit Fee	65%	Resolution 12-1001				
Consolidate	Single Family Residence – 4000 SQF	Percentage of Permit Fee	65%	Resolution 12-1001				
Consolidate	Single Family Residence – >4000 SQF	Percentage of Permit Fee	65%	Resolution 12-1001				
No Change	Unfinished Basement	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Arizona Room	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
Consolidate	Agricultural Buildings – Barns (Wood)	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Agricultural Buildings – Wood/Metal”; Pole Barns; Barns	Verbiage changes only
Consolidate	Agricultural Buildings – Metal (Mare Motel)	Percentage of Permit Fee	65%	Resolution 12-1001				
Consolidate	Agricultural Buildings – Pole Barns	Percentage of Permit Fee	65%	Resolution 12-1001				
Modify	Patio Covers, Awnings and Canopies – Wood	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Patio Covers, Awnings, Porch, Patio, and Canopies – Wood”	Verbiage changes only
Modify	Patio Covers, Awnings and Canopies – Metal	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Patio Covers, Awnings, Porch, Patio, and Canopies – Metal”	Verbiage changes only
No Change	Carports – Wood	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Carports – Metal	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
Consolidate	Commercial Hoods – Type 1 & Type 2 Primary + Secondary for Add'l Hoods	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Commercial Hoods – Type 1 and 2”	Simplification
Consolidate	Commercial Hoods – Each Additional Hood	Percentage of Permit Fee	65%	Resolution 12-1001				
No Change	Covered Decks – Wood	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Covered Decks – Metal	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A

MODIFICATIONS – Development Services: Building

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Add	Conversion – Garage to Habitable	N/A	N/A	N/A	Percentage of Permit Fee	65%		To specify a fee previously not included
Add	Conversion – Patio to Habitable	N/A	N/A	N/A	Percentage of Permit Fee	65%		To specify a fee previously not included
Modify	Uncovered Decks	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Decks”	Word change only
Consolidate	Garages –Metal	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Garages – Masonry, Metal, Wood”	Verbiage changes only
Consolidate	Garages –Wood	Percentage of Permit Fee	65%	Resolution 12-1001				
Consolidate	Garages – Masonry	Percentage of Permit Fee	65%	Resolution 12-1001				
Consolidate	Gazebos – Metal	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Gazebos – Wood/Metal”	Verbiage changes only
Consolidate	Gazebos – Wood	Percentage of Permit Fee	65%	Resolution 12-1001				
No Change	Fences Over Six Feet in Height – Concrete or Masonry	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Fences Over Six Feet in Height – All Other	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Fireplaces/Free Standing Stoves	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	Excluding new construction	N/A
No Change	Foundations Only	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Plumbing, Electrical, and Mechanical Fee	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Pools Requiring a Permit	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Ramadas (Structure Over Manufactured Home)	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
Add	Residential Remodel or Addition	N/A	N/A	N/A	Percentage of Permit Fee	65%		To specify a fee previously not included
No Change	Retaining Walls Over Four Feet	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Roof Structure Replacement	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
Modify	Storage Buildings or Sheds Larger Than 120 Square Feet – Metal	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Storage Buildings or Sheds Larger Than 200 Square Feet – Metal”	Change of square footage of building to match practice

MODIFICATIONS – Development Services: Building

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Modify	Storage Buildings or Sheds Larger Than 120 Square Feet – Wood	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: "Storage Buildings or Sheds Larger Than 200 Square Feet – Wood"	Change of square footage of building to match practice
Eliminate	Shed Larger Than 200 Square Feet with Other Than a Walk Through Doors are Garages	Percentage of Permit Fee	65%	Resolution 12-1001	N/A	N/A		Not utilized
No Change	Tenant Improvements	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Underground Storage Tanks Over 5,000 Gallons	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
Other								
No Change	Additional Plan Review Required by Changes to Approved Plans	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A

MODIFICATIONS – Development Services: Building Valuation Table

Proposed Action	Minimum Value	Maximum Value	Base Rate	Plus	For Every Additional (or fraction thereof)	Current Fee Authorization	Base Rate*	Plus*	For Every Additional (or fraction thereof)	Basis for Change
Modify	0.00	500.00	75.00	0.00	0	Resolution 12-1001	91.14	0.00	0	To improve cost recovery to 90%
Modify	501.00	2,000.00	75.00	3.81	100	Resolution 12-1001	91.14	4.63	100	
Modify	2,001.00	25,000.00	132.15	17.50	1,000	Resolution 12-1001	160.59	21.27	1,000	
Modify	25,001.00	50,000.00	496.25	12.62	1,000	Resolution 12-1001	603.04	15.34	1,000	
Modify	50,001.00	100,000.00	804.55	8.75	1,000	Resolution 12-1001	977.69	10.63	1,000	
Modify	100,001.00	500,000.00	1,242.18	7.00	1,000	Resolution 12-1001	1,509.50	8.51	1,000	
Modify	500,001.00	1,000,000.00	4,042.18	5.93	1,000	Resolution 12-1001	4,912.06	7.21	1,000	
Modify	1,000,000.00	and Up	7,007.18	3.93	1,000	Resolution 12-1001	8,515.13	4.78	1,000	

*Increase by CPI each year on July 1 starting in 2026.

MODIFICATIONS – Development Services: Planning

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
General								
Consolidate	Land Use: Rezone – Advertising Fee	Per Legal Ad Required	115.00	Resolution 12-1001	Per Ad	115.00	New description: “Advertisement Fee”; For legal or other required ads	Simplification
Consolidate	Land Use: Subdivision & PAD – Advertising Fee	Per Ad	115.00	Resolution 12-1001				
Consolidate	Land Use: Conditional Use Permit – Advertising Fee	Per Legal Ad Required	115.00	Resolution 12-1001				
Consolidate	Annexations (Legal Ad Fees)	Per Ad	115.00	Resolution 12-1001				
Consolidate	Land Use: Board of Adjustment – Advertising Fee	Per Legal Ad Required	115.00	Resolution 12-1001				
No Change	Zoning Maps (8.5” x 11”)	Per Map	5.00	Resolution 12-1001	Per Map	5.00		N/A
No Change	Zoning Maps (11” x 17”)	Per Map	10.00	Resolution 12-1001	Per Map	10.00		N/A
Modify	Zoning Maps (22” x 36”)	Per Map	20.00	Resolution 12-1001	Per Map	25.00	New description: “Zoning Maps (24” x 36”)”	Size change; to improve cost recovery
Modify	Zoning Maps (34” x 44”)	Per Map	25.00	Resolution 12-1001	Per Map	30.00	New description: “Zoning Maps (36” x 48”)”	Size change; to improve cost recovery
Land Divisions								
Modify	Land Use: Minor Land Division (Lot Split) Application	Per Application	45.00	Resolution 12-1001	Per Application	300.00	New description: “Lot Split, Consolidation, or Lot Line Adjustment Application Fee”; Per lot fee is in addition	To improve cost recovery
Add	Subdivision Preliminary Plat – Application Fee	N/A	N/A	N/A	Per Application	2,400.00	Per lot fee and advertisement fee are in addition	To specify a fee previously not included; add clarity
Add	Subdivision Final Plat – Application Fee	N/A	N/A	N/A	Per Application	2,400.00	Per lot fee and advertisement fee are in addition	To specify a fee previously not included; add clarity
Modify	Land Use: Subdivision & PAD – Preliminary & Final Plat Review	Per Each	800.00	Resolution 12-1001	Per Application	2,400.00	New description: “Minor Subdivision Final Plat – Application Fee”; Per lot fee and advertisement fee are in addition	To improve cost recovery
Eliminate	Land Use: Minor Land Division (Lot Split) Fee for Each Newly Created Parcel	Per New Parcel	15.00	Resolution 12-1001	N/A	N/A		Simplification

MODIFICATIONS – Development Services: Planning

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Modify	Land Use: Subdivision & PAD – Preliminary & Final Plat Review	Per Lot	20.00	Resolution 12-1001	Per Lot	50.00	New description: “Lot Fee”; Applicable on all land divisions	To improve cost recovery
Modify	Land Use: Failure to Record Minor Land Division (Lot Split) with Town Prior to Title Transfer	Per Lot Split	45.00	Resolution 12-1001	Per Lot Split	500.00	New description: “Penalty”; Applied to lot splits recorded without Town approval	To improve cost recovery
Annexations								
Modify	Annexations	Per Application	500.00	Resolution 12-1001	Per Application	500.00	New description: “Annexations Application Fee”; Per acre fee and advertisement fee are in addition	To improve cost recovery
Add	Annexations Per Acre Fee	N/A	N/A	N/A	Per Acre	75.00		
Add	Pre-Annexation Development Agreement	N/A	N/A	N/A	Per Agreement	10,000.00		To specify a fee previously not included; to improve cost recovery
Land Use								
Modify/Add	Land Use: Rezone (+10.00 Acre)	Per Application	400.00 + 10.00 per acre	Resolution 12-1001	Per Application	1,500.00	New description: “Rezone Application – Residential”; Per acre fee and advertisement fee are in addition	To improve cost recovery
					Per Acre	20.00	New description: “Rezone Acre Fee – Residential”	To improve cost recovery
					Per Application	1,200.00	New description: “Rezone Application – Commercial”; Per acre fee and advertisement fee are in addition	To improve cost recovery
					Per Acre	30.00	New description: “Rezone Acre Fee – Commercial”;	To improve cost recovery
Modify	Land Use: Signs – Temporary Signs	Per Month	5.00	Resolution 12-1001	Per Month	5.00	New description: “Signs – Temporary”	To improve cost recovery
Modify	Land Use: Signs – Permanent Signs	Per Sign	100.00	Resolution 12-1001	Per Sign	125.00	New description: “Signs – Permanent”	To improve cost recovery
Modify	Land Use: Commission Site Plan Review	Per Review	100.00	Resolution 12-1001	Per Review	250.00	New description: “Site Plan Review”	To improve cost recovery

MODIFICATIONS – Development Services: Planning

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Modify	Land Use: Conditional Use Permit – Initial Application	Per Application	400.00	Resolution 12-1001	Per Application	1,000.00	New description: “Conditional Use Permit Application”	To improve cost recovery
Add	Conditional Use Permit Acre Fee	N/A	N/A	N/A	Per Acre	20.00		To improve cost recovery
Add	Land Use Permit	N/A	N/A	N/A	Per Permit	75.00	Fence, <200sqft shed, ancillary structures, and metal storage containers	To improve cost recovery
Modify	Land Use: Board of Adjustment	Per Variance	121.00	Resolution 12-1001	Per Variance	500.00	New description: “Variance”; Advertisement fee is in addition	To improve cost recovery
General Plan								
Modify	Land Use: General Plan Amendment – Residential	Per Amendment	200.00	Resolution 12-1001	Per Amendment	5,000.00	Advertisement fee is in addition	To improve cost recovery
Modify	Land Use: General Plan Amendment – Other	Per Amendment	400.00	Resolution 12-1001	Per Amendment	10,000.00	Advertisement fee is in addition	To improve cost recovery
Zoning Code								
Modify	Text Amendment – As Pertains to Code Amendments	Per Amendment	250.00	Resolution 12-1001	Per Amendment	500.00	New description: “Text Amendment”; Advertisement fee is in addition	To improve cost recovery
Add	Zoning Verification Letter	N/A	N/A	N/A	Per Letter	200.00		To specify a fee previously not included; to improve cost recovery
Add	Interpretation Letter	N/A	N/A	N/A	Per Letter	800.00		To specify a fee previously not included; to improve cost recovery
Add	Written Interpretation Appeal	N/A	N/A	N/A	Per Appeal	1,500.00	Advertisement fee is in addition	To specify a fee previously not included; to improve cost recovery
Development Agreements/Improvement Districts								
Add	Development Agreement – Minor	N/A	N/A	N/A	Per Agreement	2,500.00		To specify a fee previously not included; to improve cost recovery
Add	Development Agreement – Major	N/A	N/A	N/A	Per Agreement	5,000.00		To specify a fee previously not included; to improve cost recovery
Add	Maintenance Improvement District	N/A	N/A	N/A	Per District	2,500.00		To specify a fee previously not included; to improve cost recovery

MODIFICATIONS – Municipal Court

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Reports and Services								
Add	Record Duplication Fee	N/A	N/A	N/A	Per Record	25.00	Set by State; ARS §22-404	To specify a fee previously not included
Modify	Research in Locating a Document Fee	Per Document	17.00	Resolution 16-1075	Per Document	25.00	Set by State; ARS §22-404; assessed to requests for extensive records searches, case file copying, copying of recorded court proceedings	Adjust per Judge
Add	Minimum Clerk Fee	N/A	N/A	N/A	Per Request	25.00	Set by State; ARS §22-404	To specify a fee previously not included
No Change	Case File Copies	Per Page	0.50	Resolution 16-1075	Per Page	0.50	Set by State; ARS §22-404; assessed to any non-party request for copies of a case, except governmental agencies	N/A
Add	CD Fee	N/A	N/A	N/A	Per CD	3.00	For audio recording excluding criminal appeals	To specify a fee previously not included
Modify	NSF Service Fee	Per NSF	35.00	Resolution 16-1075	Per NSF	48.00	Assessed to cases where payment by check is returned by financial institution for insufficient funds	To improve cost recovery
Court Fees								
No Change	Court Improvement Fee	Per Case	40.00	Resolution 16-1075	Per Case	40.00	Assessed to all Court Cases	N/A
Modify/Add	Warrant Fee	Per Case	100.00	Resolution 16-1075	Per Case	100.00	New description: "Warrant Fee – Pre Adjudication"; Assessed to cases when a new arrest warrant is issued; no warrant on long form complaint	Split to account for pre and post adjudication
					Per Case	150.00	New description: "Warrant Fee – Post Adjudication"; Assessed to cases when a new arrest warrant is issued	Split to account for pre and post adjudication
Add	Default Civil Traffic and Code Violations Fee	N/A	N/A	N/A	Per Charge	20.00		To specify a fee previously not included
Eliminate	Suspended License Fee	Per Case	50.00	Resolution 16-1075	N/A	N/A		Fee will be eliminated

MODIFICATIONS – Municipal Court

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Modify	Traffic Case Processing Fee	Per Case	15.00	Resolution 16-1075	Per Case	20.00	Assessed to violations of the State Transportation statute or Town traffic code relating to traffic movement or control	Adjust per Judge
Modify	Deferred Prosecution Fee	Per Case	0.00-500.00	Resolution 16-1075	Per Case	150.00	Assessed when a defendant enters a deferred prosecution agreement	*Currently charging 125.00
Modify	Indigent Defense Fee	Per Case	375.00	Resolution 16-1075	Per Case	0.00-500.00	Represented in court by a public defender	To allow range of fee at discretion of Judge
Eliminate	Suspended Sentencing Fee	Per Case	0.00-500.00	Resolution 16-1075	N/A	N/A		Fee will be eliminated
No Change	Jail Reimbursement Fee	First Day	150.00	Resolution 16-1075	First Day	150.00	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	N/A
		Each Day Thereafter	70.00	Resolution 16-1075	Each Day Thereafter	70.00		

MODIFICATIONS – Police

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Reports and Services								
Add	Police Report Copy	N/A	N/A	N/A	Per Report	10.00		Previously charged under Town Clerk Records Request
Add	Statistical Report	N/A	N/A	N/A	Per Report	20.00		Previously charged under Town Clerk Records Request
Modify	Fingerprinting	Per Card	5.00	Resolution 12-1001	Per Card	10.00		To provide better cost recovery
No Change	Level 1 VIN Inspection – On-Site	Per VIN	10.00	Resolution 12-1001	Per VIN	10.00		N/A
No Change	Level 1 VIN Inspection – Off-Site	Per VIN	20.00	Resolution 12-1001	Per VIN	20.00		N/A
Add	Background Check	N/A	N/A	N/A	Per Person	10.00		Added to compare with other municipalities
Digital Recordings								
Add	Video/Body Camera Footage	N/A	N/A	N/A	Per Video Hour Reviewed	46.00	Set by ARS §39-129	Previously charged under Town Clerk Records Request
Add	CVPD Video Recordings	N/A	N/A	N/A	Per Video Hour	40.00	Excludes body camera footage	Previously charged under Town Clerk Records Request
Animal Control								
No Change	Dog License – Altered	Per Year	8.00	Resolution 12-1001	Per Year	8.00		N/A
No Change	Dog License – Unaltered	Per Year	36.00	Resolution 12-1001	Per Year	36.00		N/A
No Change	Late Fee	Per License	8.00	Resolution 17-1114	Per License	8.00		N/A
Consolidate	Impound Fee with Pickup	Per Occurrence	30.00	Resolution 12-1001	Per Occurrence	30.00	New description: “Impound Fee”; Additional boarding fees may apply	Simplification
Consolidate	Impound Fee without Pickup	Per Occurrence	24.00	Resolution 12-1001				
Eliminate	Transportation Fee	Per Trip	0.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated
No Change	Boarding Fee	Per Day	12.00	Resolution 12-1001	Per Day	12.00		N/A
Modify	Biting Dog Retrieval Fee	Per Dog/Per Incident	25.00	Resolution 17-1114	Per Dog/Per Incident	50.00		To provide better cost recovery
Eliminate	Rabies Shot	Per Shot	10.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated

MODIFICATIONS – Police

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Adoption								
Modify	Adoption Fee Unaltered Female Dog	Per Dog	85.00	Resolution 12-1001	Per Animal	250.00	New description: "Canine – Up to 6 Months"	*Currently charging 200.00
Modify	Adoption Fee Unaltered Male Dog	Per Dog	70.00	Resolution 12-1001	Per Animal	175.00	New description: "Canine – 6 Months to 1 Year"	*Currently charging 175.00
Modify	Adoption Fee Altered Dog	Per Dog	25.00	Resolution 12-1001	Per Animal	150.00	New description: "Canine – Over 1 Year"	*Currently charging 150.00
Add	Feline – Up to 6 Months	N/A	N/A	N/A	Per Animal	125.00		*Currently charging 115.00
Add	Feline – Over 6 Months	N/A	N/A	N/A	Per Animal	100.00		*Currently charging 50.00

MODIFICATIONS – Public Works: Engineering

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Engineering Services								
Consolidate	Engineering Reports: Drainage, Water, Sewer (4 hr. minimum)	Per Hour	100.00	Resolution 12-1001	Per Hour	150.00	4 hour minimum; includes 1 st and 2 nd review	Simplification; improve cost recovery
Consolidate	Engineering Reports: Traffic (4 hr. minimum)	Per Hour	100.00	Resolution 12-1001				
Modify	Engineering Plan Review	Per Sheet	350.00	Resolution 12-1001	Per Sheet	375.00	Applicable to 1 st and 2 nd review; each review billed separately	Improve cost recovery
		Per Sheet	150.00	Resolution 12-1001	Per Sheet	100.00	3 rd and subsequent reviews	Improve cost recovery
Consolidate	Third Party Engineering Services: Plan & Report Review	Per Review	400.00	Resolution 12-1001	Per Review/ Inspection	Actual Cost +5%	New description: “Third Party Engineering Services”; Plan/report review; inspection of utility lines/streets	Simplification
Consolidate	Third Party Engineering Services: Inspection – Utility Lines & Streets	Per Inspection	Actual Cost +5%	Resolution 12-1001				
No Change	As-Built Plans	Per Sheet	100.00	Resolution 12-1001	Per Sheet	100.00		N/A
Construction Inspection: Utility Lines (Water, Sewer, Storm Drain & Channels, Gas, Electric, Etc.)								
Consolidate	0 to 1,000 Lineal Feet	Per Lineal Foot	0.40	Resolution 12-1001	Per Linear Foot	1.00	New description: “0 to 2,500 Linear Feet”	Simplification; improve cost recovery
Consolidate	1,001 to 2,000 Lineal Feet	Per Lineal Foot	0.38	Resolution 12-1001				
Consolidate	2,001 to 3,000 Lineal Feet	Per Lineal Foot	0.34	Resolution 12-1001	Per Linear Foot	0.90	New description: “0 to 2,500 Linear Feet”	Simplification; improve cost recovery
Consolidate	3,001 to 4,000 Lineal Feet	Per Lineal Foot	0.30	Resolution 12-1001				
Consolidate	4,001 to 5,000 Lineal Feet	Per Lineal Foot	0.27	Resolution 12-1001				
Modify	5,001+ Lineal Feet	Per Lineal Foot	0.25	Resolution 12-1001	Per Linear Foot	0.80	New description: “5,001+ Linear Feet”	Improve cost recovery
Construction Inspection: Streets								
Consolidate	0 to 2,000 Square Yards	Per Square Yard	0.35	Resolution 12-1001	Per Square Yard	1.00	New description: “0 to 7,000 Square Yards”	Simplification; improve cost recovery
Consolidate	2,001 to 4,000 Square Yards	Per Square Yard	0.34	Resolution 12-1001				
Consolidate	4,001 to 6,000 Square Yards	Per Square Yard	0.32	Resolution 12-1001				

MODIFICATIONS – Public Works: Engineering

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Consolidate	6,001 to 8,000 Square Yards	Per Square Yard	0.30	Resolution 12-1001	Per Square Yard	0.90	New description: “7,001 to 14,000 Square Yards”	Simplification; improve cost recovery
Consolidate	8,001 to 10,000 Square Yards	Per Square Yard	0.28	Resolution 12-1001				
Consolidate	10,001 to 12,000 Square Yards	Per Square Yard	0.26	Resolution 12-1001				
Modify	12,001+ Square Yards	Per Square Yard	0.27	Resolution 12-1001	Per Square Yard	0.80	New description: “14,001+ Square Yards”	Improve cost recovery
Right-of-Way Permits								
Modify	Base Rate	Per Permit	70.00	Resolution 12-1001	Per Permit	150.00	Includes 1 st inspection	*Currently also charge 0.25 per linear foot for 1 st inspection
Modify	2 nd & Subsequent Inspections	Per Inspection	70.00	Resolution 12-1001	Per Inspection	100.00		Improve cost recovery
Modify	Driveway Culvert Installation and Driveways	Per Permit	30.00	Resolution 12-1001	Per Permit	70.00	Includes inspections	Improve cost recovery
Grading Plan Review								
Consolidate	0 to 50 Cubic Yards	Per Plan	40.00	Resolution 12-1001	Per Plan	150.00	New description: “0 to 200 Cubic Yards”	Simplification; improve cost recovery
Consolidate	51 to 100 Cubic Yards	Per Plan	75.00	Resolution 12-1001				
Modify	101 to 1,000 Cubic Yards	Per Plan	140.00	Resolution 12-1001	Per Plan	280.00	New description: “201 to 1,000 Cubic Yards”	Improve cost recovery
Modify	1,001 to 10,000 Cubic Yards	Per Plan	210.00	Resolution 12-1001	Per Plan	550.00		Improve cost recovery
Modify	10,001 to 100,000+ Cubic Yards	Per Plan	280.00	Resolution 12-1001	Per Plan	1,100.00	New description: “10,001+ Cubic Yards”	Improve cost recovery
Grading Permit Construction Inspection								
Consolidate	0 to 50 Cubic Yards	Per Permit	16.00	Resolution 12-1001	Per Permit	150.00	New description: “0 to 200 Cubic Yards”	Simplification; improve cost recovery
Consolidate	51 to 100 Cubic Yards	Per Permit	38.00	Resolution 12-1001				
Modify	101 to 1,000 Cubic Yards	Per Permit	134.00	Resolution 12-1001	Per Permit	280.00	New description: “201 to 1,000 Cubic Yards”	Improve cost recovery
Modify	1,001 to 10,000 Cubic Yards	Per Permit	390.00	Resolution 12-1001	Per Permit	550.00		Improve cost recovery
Modify	10,001+ Cubic Yards	Per Permit	775.00	Resolution 12-1001	Per Permit	1,100.00		Improve cost recovery

MODIFICATIONS – Public Works: Utilities - Water

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Base Charges								
No Change	Residential and Commercial ¾" Meter	Per Meter/Month	6.90	Resolution 2023-1235	Per Meter/Month	6.90	Increases to 7.10 on 1/1/2026	N/A
No Change	Residential and Commercial 1" Meter	Per Meter/Month	11.52	Resolution 2023-1235	Per Meter/Month	11.52	Increases to 11.87 on 1/1/2026	N/A
No Change	Commercial 1 ½" Meter	Per Meter/Month	22.99	Resolution 2023-1235	Per Meter/Month	22.99	Increases to 23.68 on 1/1/2026	N/A
No Change	Commercial 2" Meter	Per Meter/Month	36.78	Resolution 2023-1235	Per Meter/Month	36.78	Increases to 37.88 on 1/1/2026	N/A
No Change	Commercial 3" Meter	Per Meter/Month	69.01	Resolution 2023-1235	Per Meter/Month	69.01	Increases to 71.08 on 1/1/2026	N/A
No Change	Commercial 4" Meter or Larger	Per Meter/Month	115.14	Resolution 2023-1235	Per Meter/Month	115.14	Increases to 118.59 on 1/1/2026	N/A
Volume Charges								
No Change	Tier 1: 0 to 8,000 gallons	Per 1,000 Gallons	5.62	Resolution 2023-1235	Per 1,000 Gallons	5.62	Increases to 5.79 on 1/1/2026	N/A
No Change	Tier 2: 8,000 to 15,000 gallons	Per 1,000 Gallons	7.03	Resolution 2023-1235	Per 1,000 Gallons	7.03	Increases to 7.24 on 1/1/2026	N/A
No Change	Tier 3: 15,001 to 20,000 gallons	Per 1,000 Gallons	8.79	Resolution 2023-1235	Per 1,000 Gallons	8.79	Increases to 9.06 on 1/1/2026	N/A
No Change	Tier 3: 20,001+ gallons	Per 1,000 Gallons	11.43	Resolution 2023-1235	Per 1,000 Gallons	11.43	Increases to 11.77 on 1/1/2026	N/A
No Change	Country West (Per 2001 Agreement)	Per 1,000 Gallons	0.84	Resolution 2023-1235	Per 1,000 Gallons	0.84	Increases to 1.01 on 12/14/2031; no base fee	N/A
Water Resource Fee								
No Change	Water Resource Fee	Per Meter/ Month	2.06	Resolution 2023-1235	Per Meter/ Month	2.06	Increases to 2.12 on 1/1/2026	N/A
Other Administrative Fees								
Consolidate	Deposit	Per Account	75.00	Town Code §51.250	Per Account	75.00	May be waived per the requirements of Town Code §51.250; Refundable after 1 year	Simplification
Consolidate	Deposit – Tenant	Per Account	250.00	Town Code §51.250				
Add	Service Fee	N/A	N/A	N/A	Per Occurrence	25.00	For service on, off, temporary or permanent and all other service calls	*Currently charging

MODIFICATIONS – Public Works: Utilities - Water

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Standpipe Rate (Fill Station)								
Modify	Standpipe Base Rate	Per 1,000 Gallons	6.90	Resolution 2023-1235	Per 1,000 Gallons	12.52	New description: "Tier 1: 0 to 8,000 gallons"; Increases to 12.89 on 1/1/2026	Specifies the intent of the current fee schedule which has been different than practice over the last few years; these rates apply to all standpipe customers; tax is in addition to the specified rates, similar to other utility fees
					Per 1,000 Gallons	13.93	New description: "Tier 2: 8,000 to 15,000 gallons"; Increases to 14.34 on 1/1/2026	
					Per 1,000 Gallons	15.69	New description: "Tier 3: 15,001 to 20,000 gallons"; Increases to 16.16 on 1/1/2026	
					Per 1,000 Gallons	18.33	New description: "Tier 3: 20,001+ gallons"; Increases to 18.87 on 1/1/2026	
Buy-In Fees								
No Change	Residential ¾" & 1" Meter	Per Meter	4,919.50	Resolution 2023-1235	Per Meter	4,919.50	Increases to 5,067.08 on 1/1/2026	N/A
No Change	Multi-Family Residential ¾" & 1" Meter	Per Unit	4,464.44	Resolution 2023-1235	Per Unit	4,464.44	Increases to 4,598.37on 1/1/2026	N/A
No Change	Hotels/Motels	Per Room	3,758.49	Resolution 2023-1235	Per Room	3,758.49	Increases to 3,871.25 on 1/1/2026	N/A
Add	RV Park	N/A	N/A	N/A	Per Space	2,459.75	Increases to 2,533.54 on 1/1/2026	50% of Residential charge
Add	Mobile Home Park	N/A	N/A	N/A	Per Space	3,935.60	Increases to 4,053.66 on 1/1/2026	80% of Residential charge
No Change	Commercial ¾" Meter	Per Meter	4,919.50	Resolution 2023-1235	Per Meter	4,919.50	Increases to 5,067.08 on 1/1/2026	N/A
No Change	Commercial 1" Meter	Per Meter	8,203.26	Resolution 2023-1235	Per Meter	8,203.26	Increases to 8,449.36 on 1/1/2026	N/A
No Change	Commercial 1 ½" Meter	Per Meter	16,520.90	Resolution 2023-1235	Per Meter	16,520.90	Increases to 17,016.52 on 1/1/2026	N/A
No Change	Commercial 2" Meter	Per Meter	26,428.76	Resolution 2023-1235	Per Meter	26,428.76	Increases to 27,221.62 on 1/1/2026	N/A
No Change	Commercial 3" Meter	Per Meter	49,574.99	Resolution 2023-1235	Per Meter	49,574.99	Increases to 51,062.24 on 1/1/2026	N/A
No Change	Commercial 4" Meter	Per Meter	82,640.14	Resolution 2023-1235	Per Meter	82,640.14	Increases to 85,119.35 on 1/1/2026	N/A
No Change	Commercial 6" Meter	Per Meter	165,229.86	Resolution 2023-1235	Per Meter	165,229.86	Increases to 170,186.76 on 1/1/2026	N/A

MODIFICATIONS – Public Works: Utilities - Water

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
No Change	Commercial 8" Meter	Per Meter	264,385.99	Resolution 2023-1235	Per Meter	264,385.99	Increases to 272,317.57 on 1/1/2026	N/A
No Change	Commercial 10" Meter	Per Meter	380,080.22	Resolution 2023-1235	Per Meter	380,080.22	Increases to 391,482.63 on 1/1/2026	N/A
No Change	Commercial 12" Meter	Per Meter	710,544.87	Resolution 2023-1235	Per Meter	710,544.87	Increases to 731,861.22 on 1/1/2026	N/A

MODIFICATIONS – Public Works: Utilities - Wastewater

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Base Charges								
No Change	Residential (All Meter Sizes)	Per Meter/Month	61.53	Resolution 2023-1235	Per Meter/Month	61.53	Increases to 63.38 on 1/1/2026	N/A
No Change	Multi-Family Residential	Per Fixture Unit/Month	3.08	Resolution 2023-1235	Per Fixture Unit/Month	3.08	Includes properties on a master meter, apartments, duplexes, hotels/motels, schools, churches, and similar; One Equivalent Dwelling Unit (EDU) equals 20 Fixture Units (FU); Increases to 3.17 on 1/1/2026;	N/A
Add	RV Park	N/A	N/A	N/A	Per Space/Month	30.77	Increases to 31.69 on 1/1/2026	50% of Residential charge
Add	Mobile Home Park	N/A	N/A	N/A	Per Space/Month	49.22	Increases to 50.70 on 1/1/2026; Includes properties on a master meter	80% of Residential charge
No Change	Commercial ¾" Meter	Per Meter/Month	61.53	Resolution 2023-1235	Per Meter/Month	61.53	Increases to 63.38 on 1/1/2026	N/A
No Change	Commercial 1" Meter	Per Meter/Month	102.97	Resolution 2023-1235	Per Meter/Month	102.97	Increases to 106.06 on 1/1/2026	N/A
No Change	Commercial 1 ½" Meter	Per Meter/Month	204.68	Resolution 2023-1235	Per Meter/Month	204.68	Increases to 210.82 on 1/1/2026	N/A
No Change	Commercial 2" Meter	Per Meter/Month	327.99	Resolution 2023-1235	Per Meter/Month	327.99	Increases to 337.83 on 1/1/2026	N/A
No Change	Commercial 3" Meter	Per Meter/Month	615.56	Resolution 2023-1235	Per Meter/Month	615.56	Increases to 634.02 on 1/1/2026	N/A
No Change	Commercial 4" Meter	Per Meter/Month	1,025.92	Resolution 2023-1235	Per Meter/Month	1,025.92	Increases to 1,056.70 on 1/1/2026	N/A
Other Administrative Fees								
Add	Deposit – All Other	Per Month	125.00	Town Code §51.250	Per Account	125.00	May be waived per the requirements of Town Code §51.250; Refundable after 1 year	Simplification
Add	Deposit – Tenant	Per Month	250.00	Town Code §51.250				
Add	Service Fee	N/A	N/A	N/A	Per Occurrence	25.00	For service on, off, temporary or permanent and all other service calls	*Currently charging, unable to locate authorization

MODIFICATIONS – Public Works: Utilities - Wastewater

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Buy-In Fees								
No Change	Residential	Per Meter	7,379.24	Resolution 2023-1235	Per Meter	7,379.24	Increases to 7,600.62 on 1/1/2026	N/A
No Change	Commercial and Multi-Family Residential	Per Fixture Unit	368.96	Resolution 2023-1235	Per Fixture Unit	368.96	Includes properties on a master meter, apartments, duplexes, hotels/motels, schools, churches, and similar; One Equivalent Dwelling Unit (EDU) equals 20 Fixture Units (FU); Increases to 380.03 1/1/2026	N/A
Add	RV Park	N/A	N/A	N/A	Per Space	3,689.62	Increases to 3,800.31 on 1/1/2026	50% of Residential charge
Add	Mobile Home Park	N/A	N/A	N/A	Per Space	5,903.39	Increases to 6,080.50 on 1/1/2026	80% of Residential charge

MODIFICATIONS – Town Clerk

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
General								
Consolidate	Photocopy – 8.5x11	Per Page	0.25	Resolution 12-1001	Per Page	0.50	New description: "Photocopy"; For black and white or color pages, front and back	Simplification and improving cost recovery
Consolidate	Photocopy – 8.5x14	Per Page	0.35	Resolution 12-1001				
Consolidate	Photocopy – 11x17	Per Page	0.50	Resolution 12-1001				
Consolidate	Photocopy – Color (over cost of B&W Copy)	Per Page	0.10	Resolution 12-1001				
Eliminate	Scanning of Printed Only Records	Per Image	0.25	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Fax	Per Image	1.25	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Consolidate	Recordings – CD/DVD	Per Recording	15.00	Resolution 12-1001	Per Item	15.00	New description: "Digital Media Recordings"; CDs, DVDs, USB Flash Drives	Simplification and maintaining cost recovery
Consolidate	CD/DVD (As Records Storage Device Only)	Per Item	2.00	Resolution 12-1001				
Eliminate	Electronic Records (Copying to Storage Device or Email)	Per Hour	25.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Document Cover/Binding	Per Document	Actual Cost +2.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Modify	U.S. Mailing	Per Piece	Actual Cost +2.00	Resolution 12-1001	Per Piece	Actual Cost		Rare in occurrence, additional processing fee unjustified
Eliminate	Current Agenda Packets	Per Image	Per Image Cost	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Subscriptions: Agendas (Printed)	Per Year	34.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Subscriptions: Agendas (Email)	Per Year	34.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Subscriptions: Agendas (Fax)	Per Year	50.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Subscriptions: Agendas (Mail)	Per Year	103.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Subscriptions: Agenda Packet	Per Year	409.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Monthly New Business License Report	Per Report	34.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; included under commercial request
No Change	Notary	Per Signature	2.00	Resolution 12-1001	Per Signature	2.00	Capped by Arizona Administrative Code	N/A

MODIFICATIONS – Town Clerk

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
							\$2-12-1102 at 10.00 per signature	
Modify	Commercial Request	Per Request	Market Value of Record + Staff Time	Resolution 12-1001	Per Request	Actual Cost	Includes staff time and cost	Simplification
Eliminate	Commercial Request (Business License or Other List)	Per Business/Record	0.17	Resolution 12-1001	N/A	N/A		Fee will be eliminated; included under commercial request
No Change	Argument Submittal – Voter Election Information Pamphlet	Per Argument	80.00	Resolution 12-1001	Per Argument	80.00		N/A
Business License								
Consolidate	General Business License Fee	Per Year	50.00	Resolution 12-1001	Per Application	85.00	Includes initial year and one-time application processing; Applicable to Bingo licenses	Simplification and improving cost recovery; adding verbiage to specify applicability to Bingo licenses
Consolidate	Application Processing Fee	Per Application	33.00	Resolution 12-1001				
No Change	Operating Without a License/Late Fee	Per License	100%	Town Code §110.99	Per License	100%	Town Code §110.99	N/A
Modify	Renewal Fee	Per Year	50.00	Resolution 12-1001	Per Year	50.00	Applicable to Bingo licenses	Adding verbiage to specify applicability to Bingo licenses
Eliminate	Update Fee (for all changes other than ownership)	Per Update	14.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Consolidate	Mobile Merchants	Per Year	50.00	Resolution 12-1001	N/A	N/A		Combined with general business license and renewal fee
Modify	Transient Merchants	Per Day	50.00	Resolution 12-1001	Per Location/Year	50.00	Town Code §112.02	Updating to per location/year to better align with purpose of transient merchant license
No Change	Peddler/Solicitors	Per Day	60.00	Resolution 12-1001	Per Day	60.00	Town Code §112.21	N/A
Eliminate	Peddler/Solicitors Additional Fee Per Worker	Per Day	21.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Peddler/Solicitors Refundable Deposit	Per Application	50.00	Resolution 16-1077	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Special Event Vendors	Per Day	14.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; handled through Community Services
Eliminate	Special Events License Fee	Per Day	115.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete

MODIFICATIONS – Town Clerk

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Eliminate	Swap Meet License	Per Year	346.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Auction License	Per Year	137.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Telephone Company License	Per Year	353.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Sexually Oriented Business Licenses								
No Change	Application/Investigation Fee	Per Application	1,062.00	Resolution 12-1001	Per Application	1,062.00	Town Code §115	N/A
Consolidate	Annual Fee	Per Business	1,062.00	Resolution 12-1001	Per Business and Employee	1,062.00	Town Code §115	Simplification
Consolidate	Annual Fee	Per Employee	1,062.00	Resolution 12-1001				
Liquor Licenses								
Consolidate	General Business License Fee	Per Year	50.00	Resolution 16-1077	N/A	N/A		Charged under regular business license
Modify	Permanent License Application/Processing	Per Application	250.00	Resolution 16-1077	Per Application	250.00	New description: "Permanent Liquor License"; Application and processing	Verbiage changes only
Modify	Temporary License Application/Processing	Per Application	50.00	Resolution 16-1077	Per Application	100.00	New description: "Temporary Liquor License"; Application and processing	Improving cost recovery



Town of Chino Valley FEE MODIFICATIONS REPORT

February 2025

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MODIFICATIONS – Community Services: Aquatics

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Daily Use/Admission								
No Change	Ages 0-2 Child	Per Day	No Charge	Resolution 2024-1253	Per Day	No Charge		N/A – This was updated in May 2024
No Change	Ages 3-54	Per Day	3.00	Resolution 2024-1253	Per Day	3.00		N/A – This was updated in May 2024
No Change	Ages 55 and Over	Per Day	2.00	Resolution 2024-1253	Per Day	2.00		N/A – This was updated in May 2024
No Change	Family – 5 Immediate Family Members	Per Day	10.00	Resolution 2024-1253	Per Day	10.00		N/A – This was updated in May 2024
Season Passes								
No Change	Ages 0-2 Child	Per Season	No Charge	Resolution 2024-1253	Per Season	No Charge		N/A – This was updated in May 2024
No Change	Ages 3-54	Per Season	100.00	Resolution 2024-1253	Per Season	100.00		N/A – This was updated in May 2024
No Change	Ages 55 and Over	Per Season	85.00	Resolution 2024-1253	Per Season	85.00		N/A – This was updated in May 2024
No Change	Family – 5 Immediate Family Members	Per Season	300.00	Resolution 2024-1253	Per Season	300.00		N/A – This was updated in May 2024
No Change	Family – Additional Members	Per Season	50.00	Resolution 2024-1253	Per Season	50.00		N/A – This was updated in May 2024
Learn to Swim								
No Change	Swim Lessons	Per 8 Sessions	45.00	Resolution 2024-1253	Per 8 Sessions	45.00	8 sessions, 30 minutes each	N/A – This was updated in May 2024
No Change	Fitness Program Lessons	Per 12 Sessions	45.00	Resolution 2024-1253	Per 12 Sessions	45.00	12 sessions, 1 hour each	N/A – This was updated in May 2024
Aquatic Facility Rental								
No Change	Aquatic Facility Party Room Only	Per 2 Hour Period	75.00	Resolution 2024-1253	Per 2 Hour Period	75.00	Party package	N/A – This was updated in May 2024
No Change	Aquatic Facility (1-200 Guests)	Per 2 Hour Period	300.00	Resolution 2024-1253	Per 2 Hour Period	300.00	Includes required lifeguards	N/A – This was updated in May 2024
No Change	Aquatic Facility (201-400 Guests)	Per 2 Hour Period	400.00	Resolution 2024-1253	Per 2 Hour Period	400.00	Includes required lifeguards	N/A – This was updated in May 2024

MODIFICATIONS – Community Services: Library

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
General								
Eliminate	Photocopies (Includes Ink)	Per Page	0.10	Resolution 12-1001	N/A	N/A		Fee will be eliminated. Photocopy costs will be contained under Town Clerk – General Fees
No Change	Black and White Printing – Public Access Computers Self Service	Per Page	0.10	Resolution 12-1001	Per Page	0.10		N/A
Add	Color Printing – Public Access Computers Self Service	N/A	N/A	N/A	Per Page	0.50		*Currently charging 0.50
No Change	Library Card - New	Per Card	No Charge	Resolution 12-1001	Per Card	No Charge		N/A
No Change	Library Card – Replacement	Per Card	3.00	Resolution 12-1001	Per Card	3.00		N/A
Eliminate	Purchase of 3.5" diskette	Per Item	1.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Purchase of CD-ROM Disks	Per Item	1.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; Media costs will be contained under Town Clerk – General Fees
Eliminate	Flash Drives/Thumb Drives	Per Item	10.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; Media costs will be contained under Town Clerk – General Fees
Consolidate	Overdue Items of Chino Valley Library	Per Day	0.10	Resolution 12-1001	Per Day	0.10	New description: "Overdue Items"	Fees will be consolidated for simplification purposes
Consolidate	Overdue Items of Other Yavapai Network Libraries	Per Day	0.10	Resolution 12-1001				
Consolidate	Overdue Items from Libraries Outside the Yavapai Library Network	Per Day	0.10	Resolution 12-1001				
Consolidate	Item Lost or Destroyed – Chino Valley Library	Per Item	Actual Cost +5.00	Resolution 12-1001	Per Item	Actual Cost +5.00	New description: Lost/Destroyed Items	Fees will be consolidated for simplification purposes
Consolidate	Item Lost or Destroyed – Other Yavapai Network Libraries	Per Item	Actual Cost +5.00	Resolution 12-1001				
Consolidate	Item Lost or Destroyed – Libraries Outside the Yavapai Library Network	Per Item	Actual Cost +5.00	Resolution 12-1001				
Eliminate	Materials Requested from Chino Valley Library	Per Item	0.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated
Eliminate	Materials Requested from Other Yavapai Library Network Libraries	Per Item	0.50	Resolution 12-1001	N/A	N/A		Fee will be eliminated
Eliminate	Materials Requested from Libraries Outside the Yavapai Library Network	Per Item	1.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated
Eliminate	Items Referred to Outside Collection Agency for Collection	Per Item	Library Labor and Admin Cost	Resolution 12-1001	N/A	N/A		Fee will be eliminated

MODIFICATIONS – Community Services: Recreation

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Community Center/Activity Center Rental								
Modify/Add	Private Individuals	Per Hour	36.00	Resolution 12-1001	Per Half Day	150.00	New description: “Room Rental (Half Day)”	Simplification for an easier reservation process
					Per Full Day	300.00	New description: “Room Rental (Full Day)”	Simplification for an easier reservation process
Consolidate	Commercial	Per Hour	60.00	Resolution 12-1001	N/A	N/A		Merged with private individuals’ rate
Add	Deposit	N/A	N/A	N/A	Per Reservation	300.00	Refundable	To protect Town property from damage
Community Center/Activity Center Rental – Non-Profit Organizations								
Modify/Add	Non-Profit	Per Reservation	36.00	Resolution 12-1001	Per Half Day	75.00	New description: “Non-Profit Room Rental (Half Day)”	To mirror the private rental rates with discount for non-profits
					Per Full Day	150.00	New description: “Non-Profit Room Rental (Full Day)”	To mirror the private rental rates with discount for non-profits
Park Ramada Reservation								
Modify	Ramada (Half Day)	Per Half Day	36.00	Resolution 12-1001	Per Season	50.00		To align with other community ramada rentals
Modify	Ramada (Full Day)	Per Half Day	72.00	Resolution 12-1001	Per Season	100.00		To align with other community ramada rentals
Athletic Fields								
Add	Deposit – Youth League and Tournaments	N/A	N/A	N/A	Per Season/Event	500.00	Refundable; forfeit if tournament cancelled less than 14 days prior to event	To protect Town property from damage
Eliminate	CV Youth League Season	One-Time Fee	100.00	Resolution 12-1001	N/A	N/A		Not utilized
Eliminate	CV Youth Athletic Tournaments w/set up	Per Field	65.00	Resolution 12-1001	N/A	N/A		Not utilized
Modify/Add	Non-CV Youth Leagues/Teams & Adult League/Teams w/out set up	Per Field/Hour	25.00	Resolution 12-1001	Per Season	3,000.00	New description: “Youth League (Baseball/Softball)”	Simplification for customer experience and improved cost recovery

MODIFICATIONS – Community Services: Recreation

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
					Per Season	2,000.00	New description: "Youth League (Other)"	Simplification for customer experience and improved cost recovery
					Per Day	1,000.00	New description: "Athletic Tournaments (Off Season)"; Includes set up, cleaning, fence	Simplification for customer experience and improved cost recovery
Add	Deposit – Field Rental – Private	N/A	N/A	N/A	Per Rental	200.00	Refundable	To protect Town property from damage
Add	Field Rental - Private	N/A	N/A	N/A	Per Day	200.00	Includes set up and cleaning	To specify a fee that wasn't previously identified
Add	Temporary Fence Setup	N/A	N/A	N/A	Per Rental	250.00		To specify a fee that wasn't previously identified
Modify	Lights	Per Hour/Field	10.00	Resolution 12-1001	Per Hour/Field	15.00	Excludes leagues and tournaments	To improve cost recovery
Concession Stand								
Add	Deposit	N/A	N/A	N/A	Per Reservation	500.00	Refundable	To protect Town property from damage
Modify	Concession Stand – Community Center Park	Per Day	30.00	Resolution 12-1001	Per Day	100.00	Excludes leagues	To improve the ability to cover associated costs of use, electrical, water, etc.
Special Events								
Modify	Application Filing Fee	Per Event	36.00	Resolution 12-1001	Per Event	25.00	Previously under Town Clerk	*Currently charging 10.00

MODIFICATIONS – Community Services: Senior Center

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Facility Rental								
Modify	Building Use (Half Day)	Per Half Day	100.00	Resolution 12-1001	Per Half Day	150.00		To match the cost of rentals for other Town facilities
Modify	Building Use (Full Day)	Per Full Day	150.00	Resolution 12-1001	Per Full Day	300.00		To match the cost of rentals for other Town facilities
Eliminate	Building Use (Weekly)	Per Month	100.00	Resolution 12-1001	N/A	N/A		Not utilized
Add	Deposit	N/A	N/A	N/A	Per Reservation	300.00	Refundable	To protect Town property from damage
Facility Rental – Non-Profit Organizations								
Modify/Add	Non-Profit	Per Reservation	75.00	Resolution 12-1001	Partial Day	No Charge	New description: “Building Use - Shared”	To provide non-profits access to a shared space for no cost
					Per Full Day	150.00	New description: “Building Use – Private”; Private use	To match the cost of rentals for other Town facilities
Van Transportation Fees								
Consolidate	Local (Chino Valley)	Per Trip/Person	5.00	Resolution 12-1001	Per Trip/Person	Varies	New description: “Trip Fees”; Fee calculated depending on trip details and actual trip cost	To improve cost recovery specific to the actual costs associated with the trip
Consolidate	Quad-City	Per Trip/Person	10.00	Resolution 12-1001				
Consolidate	Yavapai County	Per Trip/Person	15.00	Resolution 12-1001				
Consolidate	Other Arizona	Per Trip/Person	25.00	Resolution 12-1001				
Consolidate	Out of State	Per Trip/Person	Varies	Resolution 12-1001				
Meals								
Modify	Congregate Meals (Under Age 60)	Per Meal/Person	5.00	Resolution 12-1001	Per Meal/Person	6.00	Suggested donation – NOT REQUIRED	*Currently suggesting 6.00; To improve cost recovery
No Change	Congregate Meals (Over Age 60)	Per Meal/Person	4.00	Resolution 12-1001	Per Meal/Person	4.00	Suggested donation – NOT REQUIRED	N/A

MODIFICATIONS – Development Services: Building

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Building Fees – Valuation Based (Use Building Valuation Table)								
No Change	Single Family Residence	Valuation Per Square Foot	80.00	Resolution 12-1001	Valuation Per Square Foot	80.00		N/A
No Change	Unfinished Basement	Valuation Per Square Foot	45.00	Resolution 12-1001	Valuation Per Square Foot	45.00		N/A
No Change	Arizona Room	Valuation Per Square Foot	20.00	Resolution 12-1001	Valuation Per Square Foot	20.00		N/A
Consolidate	Agricultural Buildings – Barns (Wood)	Valuation Per Square Foot	20.00	Resolution 12-1001	Valuation Per Square Foot	15.00	New description: “Agricultural Buildings – Wood/Metal”; Pole Barns; Barns	Simplification
Consolidate	Agricultural Buildings – Metal (Mare Motel)	Valuation Per Square Foot	15.00	Resolution 12-1001				
Consolidate	Agricultural Buildings – Pole Barns	Valuation Per Square Foot	15.00	Resolution 12-1001				
Modify	Patio Covers, Awnings and Canopies – Wood	Valuation Per Square Foot	15.00	Resolution 12-1001	Valuation Per Square Foot	15.00	New description: “Patio Covers, Awnings, Porch, Patio, and Canopies – Wood”	Verbiage changes only
Modify	Patio Covers, Awnings and Canopies – Metal	Valuation Per Square Foot	12.00	Resolution 12-1001	Valuation Per Square Foot	12.00	New description: “Patio Covers, Awnings, Porch, Patio, and Canopies – Metal”	Verbiage changes only
No Change	Carports – Wood	Valuation Per Square Foot	15.00	Resolution 12-1001	Valuation Per Square Foot	15.00		N/A
No Change	Carports – Metal	Valuation Per Square Foot	12.00	Resolution 12-1001	Valuation Per Square Foot	12.00		N/A
No Change	Covered Decks – Wood	Valuation Per Square Foot	20.00	Resolution 12-1001	Valuation Per Square Foot	20.00		N/A
No Change	Covered Decks – Metal	Valuation Per Square Foot	17.00	Resolution 12-1001	Valuation Per Square Foot	17.00		N/A
Modify	Uncovered Decks	Valuation Per Square Foot	12.00	Resolution 12-1001	Valuation Per Square Foot	12.00	New description: “Decks”	Verbiage changes only
Add	Conversion – Garage to Habitable	N/A	N/A	N/A	Valuation Per Square Foot	60.00		To specify a valuation previously not included
Add	Conversion – Patio to Habitable	N/A	N/A	N/A	Valuation Per Square Foot	65.00		To specify a valuation previously not included
Consolidate	Garages –Metal	Valuation Per Square Foot	20.00	Resolution 12-1001	Valuation Per Square Foot	20.00	New description: “Garages – Masonry, Metal, Wood”	Simplification
Consolidate	Garages –Wood	Valuation Per Square Foot	20.00	Resolution 12-1001				
Consolidate	Garages – Masonry	Valuation Per Square Foot	20.00	Resolution 12-1001				

MODIFICATIONS – Development Services: Building

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Consolidate	Gazebos – Metal	Valuation Per Square Foot	12.00	Resolution 12-1001	Valuation Per Square Foot	12.00	New description: “Gazebos – Wood/Metal”	Simplification
Consolidate	Gazebos – Wood	Valuation Per Square Foot	12.00	Resolution 12-1001				
Modify	Fences Over Six Feet in Height – Concrete or Masonry	Valuation Per Lineal Foot	12.00	Resolution 12-1001	Valuation Per Linear Foot	12.00		Verbiage changes only
Modify	Fences Over Six Feet in Height – All Other	Valuation Per Lineal Foot	9.00	Resolution 12-1001	Valuation Per Linear Foot	9.00		Verbiage changes only
No Change	Foundations Only	Percentage of Planned Structure Valuation	25%	Resolution 12-1001	Percentage of Planned Structure Valuation	25%		N/A
No Change	Ramadas (Structure Over Manufactured Home)	Valuation Per Square Foot	15.00	Resolution 12-1001	Valuation Per Square Foot	15.00		N/A
Add	Residential Remodel or Addition	N/A	N/A	N/A	Valuation Per Square Foot	100.00		To specify a fee previously not included
Modify	Retaining Walls Over Four Feet	Valuation Per Lineal Foot	12.00	Resolution 12-1001	Valuation Per Linear Foot	12.00		Verbiage changes only
Modify	Storage Buildings or Sheds Larger Than 120 Square Feet – Metal	Valuation Per Square Foot	7.00	Resolution 12-1001	Valuation Per Square Foot	7.00	New description: “Storage Buildings or Sheds Larger Than 200 Square Feet – Metal”	Change of square footage of building to match practice
Modify	Storage Buildings or Sheds Larger Than 120 Square Feet – Wood	Valuation Per Square Foot	9.00	Resolution 12-1001	Valuation Per Square Foot	9.00	New description: “Storage Buildings or Sheds Larger Than 200 Square Feet – Wood”	Change of square footage of building to match practice
Eliminate	Shed Larger Than 200 Square Feet with Other Than a Walk Through Doors are Garages	Valuation Per Square Foot	20.00	Resolution 12-1001	N/A	N/A		Not utilized
No Change	Tenant Improvements	Valuation Per Square Foot	14.00	Resolution 12-1001	Valuation Per Square Foot	14.00		N/A
Eliminate	Tenant Improvements	Valuation Per Square Foot	13.00	Resolution 12-1001	N/A	N/A		Duplicate fee
Building Fees – Flat Rate								
Consolidate	Commercial Hoods – Type 1 & Type 2 Primary + Secondary for Add'l Hoods	First Hood	154.00	Resolution 12-1001	First Hood	220.00	New description: “Commercial Hoods – Type 1 and 2”	Simplification and clarity; improve cost recovery
Consolidate	Commercial Hoods – Each Additional Hood	Per Each Additional Hood	103.00	Resolution 12-1001	Per Each Additional Hood	110.00		Simplification and clarity; improve cost recovery
Add	Demolition – Commercial	N/A	N/A	N/A	Per Permit	100.00	No plan review fee	To specify a fee previously not included

MODIFICATIONS – Development Services: Building

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Add	Demolition – Residential	N/A	N/A	N/A	Per Permit	100.00	No plan review fee	To specify a fee previously not included
Modify	Fireplaces/Free Standing Stoves	Per Fireplace/Stove	80.00	Resolution 12-1001	Per Fireplace/Stove	95.00	Excluding new construction	To improve cost recovery
Modify	Pools Requiring a Permit	Per Pool	256.80	Resolution 12-1001	Per Pool	400.00		To improve cost recovery
Modify	Plumbing, Electrical, and Mechanical Fee	Per Permit Type	80.00	Resolution 12-1001	Per Permit Type	110.00		To improve cost recovery
Modify	Roof Structure Replacement	Per Roof	154.00	Resolution 12-1001	Per Roof	180.00		To improve cost recovery
Add	Solar – Ground Mount	N/A	N/A	N/A	Per System	220.00	No plan review fee	To specify a fee previously not included
Add	Solar – Roof Mount	N/A	N/A	N/A	Per System	220.00	No plan review fee	To specify a fee previously not included
Add	Solar – Labor Values <5,000	N/A	N/A	N/A	Per System	220.00	No plan review fee	To specify a fee previously not included
No Change	Underground Storage Tanks Over 5,000 Gallons	Per Tank	154.00	Resolution 12-1001	Per Tank	154.00		N/A
Eliminate	Underground Storage Tanks Over 5,000 Gallons	Per Tank	100% Cost Recovery	Resolution 12-1001	N/A	N/A		Duplicate fee
Inspections/Other								
Modify	Inspections Outside of Normal Business Hours	Per Inspection	100.00	Resolution 12-1001	Per Inspection	200.00		To improve cost recovery
Eliminate	Inspections Outside of Normal Business Hours	Per Inspection	100% Cost Recovery	Resolution 12-1001	N/A	N/A		Duplicate fee
Modify	Reinspection Fees	Per Inspection	80.00	Resolution 12-1001	1 st Reinspection	80.00		N/A
					Per Subsequent Reinspection	140.00		To improve cost recovery
Eliminate	Reinspection Fees	Per Inspection	80.00	Resolution 12-1001	N/A	N/A		Duplicate fee
No Change	Additional Plan Review Required by Changes to Approved Plans	Per Hour	50.00	Resolution 12-1001	Per Hour	50.00		N/A

MODIFICATIONS – Development Services: Building

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Plan Review								
Consolidate	Single Family Residence – 1000 SQF	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Single Family Residence”	Simplification
Consolidate	Single Family Residence – 2000 SQF	Percentage of Permit Fee	65%	Resolution 12-1001				
Consolidate	Single Family Residence – 3000 SQF	Percentage of Permit Fee	65%	Resolution 12-1001				
Consolidate	Single Family Residence – 4000 SQF	Percentage of Permit Fee	65%	Resolution 12-1001				
Consolidate	Single Family Residence – >4000 SQF	Percentage of Permit Fee	65%	Resolution 12-1001				
No Change	Unfinished Basement	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Arizona Room	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
Consolidate	Agricultural Buildings – Barns (Wood)	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Agricultural Buildings – Wood/Metal”; Pole Barns; Barns	Verbiage changes only
Consolidate	Agricultural Buildings – Metal (Mare Motel)	Percentage of Permit Fee	65%	Resolution 12-1001				
Consolidate	Agricultural Buildings – Pole Barns	Percentage of Permit Fee	65%	Resolution 12-1001				
Modify	Patio Covers, Awnings and Canopies – Wood	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Patio Covers, Awnings, Porch, Patio, and Canopies – Wood”	Verbiage changes only
Modify	Patio Covers, Awnings and Canopies – Metal	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Patio Covers, Awnings, Porch, Patio, and Canopies – Metal”	Verbiage changes only
No Change	Carports – Wood	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Carports – Metal	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
Consolidate	Commercial Hoods – Type 1 & Type 2 Primary + Secondary for Add'l Hoods	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Commercial Hoods – Type 1 and 2”	Simplification
Consolidate	Commercial Hoods – Each Additional Hood	Percentage of Permit Fee	65%	Resolution 12-1001				
No Change	Covered Decks – Wood	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Covered Decks – Metal	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A

MODIFICATIONS – Development Services: Building

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Add	Conversion – Garage to Habitable	N/A	N/A	N/A	Percentage of Permit Fee	65%		To specify a fee previously not included
Add	Conversion – Patio to Habitable	N/A	N/A	N/A	Percentage of Permit Fee	65%		To specify a fee previously not included
Modify	Uncovered Decks	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Decks”	Word change only
Consolidate	Garages –Metal	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Garages – Masonry, Metal, Wood”	Verbiage changes only
Consolidate	Garages –Wood	Percentage of Permit Fee	65%	Resolution 12-1001				
Consolidate	Garages – Masonry	Percentage of Permit Fee	65%	Resolution 12-1001				
Consolidate	Gazebos – Metal	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Gazebos – Wood/Metal”	Verbiage changes only
Consolidate	Gazebos – Wood	Percentage of Permit Fee	65%	Resolution 12-1001				
No Change	Fences Over Six Feet in Height – Concrete or Masonry	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Fences Over Six Feet in Height – All Other	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Fireplaces/Free Standing Stoves	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	Excluding new construction	N/A
No Change	Foundations Only	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Plumbing, Electrical, and Mechanical Fee	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Pools Requiring a Permit	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Ramadas (Structure Over Manufactured Home)	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
Add	Residential Remodel or Addition	N/A	N/A	N/A	Percentage of Permit Fee	65%		To specify a fee previously not included
No Change	Retaining Walls Over Four Feet	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Roof Structure Replacement	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
Modify	Storage Buildings or Sheds Larger Than 120 Square Feet – Metal	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: “Storage Buildings or Sheds Larger Than 200 Square Feet – Metal”	Change of square footage of building to match practice

MODIFICATIONS – Development Services: Building

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Modify	Storage Buildings or Sheds Larger Than 120 Square Feet – Wood	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%	New description: "Storage Buildings or Sheds Larger Than 200 Square Feet – Wood"	Change of square footage of building to match practice
Eliminate	Shed Larger Than 200 Square Feet with Other Than a Walk Through Doors are Garages	Percentage of Permit Fee	65%	Resolution 12-1001	N/A	N/A		Not utilized
No Change	Tenant Improvements	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
No Change	Underground Storage Tanks Over 5,000 Gallons	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A
Other								
No Change	Additional Plan Review Required by Changes to Approved Plans	Percentage of Permit Fee	65%	Resolution 12-1001	Percentage of Permit Fee	65%		N/A

MODIFICATIONS – Development Services: Building Valuation Table

Proposed Action	Minimum Value	Maximum Value	Base Rate	Plus	For Every Additional (or fraction thereof)	Current Fee Authorization	Base Rate*	Plus*	For Every Additional (or fraction thereof)	Basis for Change
Modify	0.00	500.00	75.00	0.00	0	Resolution 12-1001	91.14	0.00	0	To improve cost recovery to 90%
Modify	501.00	2,000.00	75.00	3.81	100	Resolution 12-1001	91.14	4.63	100	
Modify	2,001.00	25,000.00	132.15	17.50	1,000	Resolution 12-1001	160.59	21.27	1,000	
Modify	25,001.00	50,000.00	496.25	12.62	1,000	Resolution 12-1001	603.04	15.34	1,000	
Modify	50,001.00	100,000.00	804.55	8.75	1,000	Resolution 12-1001	977.69	10.63	1,000	
Modify	100,001.00	500,000.00	1,242.18	7.00	1,000	Resolution 12-1001	1,509.50	8.51	1,000	
Modify	500,001.00	1,000,000.00	4,042.18	5.93	1,000	Resolution 12-1001	4,912.06	7.21	1,000	
Modify	1,000,000.00	and Up	7,007.18	3.93	1,000	Resolution 12-1001	8,515.13	4.78	1,000	

*Increase by CPI each year on July 1 starting in 2026.

MODIFICATIONS – Development Services: Planning

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
General								
Consolidate	Land Use: Rezone – Advertising Fee	Per Legal Ad Required	115.00	Resolution 12-1001	Per Ad	115.00	New description: “Advertisement Fee”; For legal or other required ads	Simplification
Consolidate	Land Use: Subdivision & PAD – Advertising Fee	Per Ad	115.00	Resolution 12-1001				
Consolidate	Land Use: Conditional Use Permit – Advertising Fee	Per Legal Ad Required	115.00	Resolution 12-1001				
Consolidate	Annexations (Legal Ad Fees)	Per Ad	115.00	Resolution 12-1001				
Consolidate	Land Use: Board of Adjustment – Advertising Fee	Per Legal Ad Required	115.00	Resolution 12-1001				
No Change	Zoning Maps (8.5” x 11”)	Per Map	5.00	Resolution 12-1001	Per Map	5.00		N/A
No Change	Zoning Maps (11” x 17”)	Per Map	10.00	Resolution 12-1001	Per Map	10.00		N/A
Modify	Zoning Maps (22” x 36”)	Per Map	20.00	Resolution 12-1001	Per Map	25.00	New description: “Zoning Maps (24” x 36”)”	Size change; to improve cost recovery
Modify	Zoning Maps (34” x 44”)	Per Map	25.00	Resolution 12-1001	Per Map	30.00	New description: “Zoning Maps (36” x 48”)”	Size change; to improve cost recovery
Land Divisions								
Modify	Land Use: Minor Land Division (Lot Split) Application	Per Application	45.00	Resolution 12-1001	Per Application	300.00	New description: “Lot Split, Consolidation, or Lot Line Adjustment Application Fee”; Per lot fee is in addition	To improve cost recovery
Add	Subdivision Preliminary Plat – Application Fee	N/A	N/A	N/A	Per Application	2,400.00	Per lot fee and advertisement fee are in addition	To specify a fee previously not included; add clarity
Add	Subdivision Final Plat – Application Fee	N/A	N/A	N/A	Per Application	2,400.00	Per lot fee and advertisement fee are in addition	To specify a fee previously not included; add clarity
Modify	Land Use: Subdivision & PAD – Preliminary & Final Plat Review	Per Each	800.00	Resolution 12-1001	Per Application	2,400.00	New description: “Minor Subdivision Final Plat – Application Fee”; Per lot fee and advertisement fee are in addition	To improve cost recovery
Eliminate	Land Use: Minor Land Division (Lot Split) Fee for Each Newly Created Parcel	Per New Parcel	15.00	Resolution 12-1001	N/A	N/A		Simplification

MODIFICATIONS – Development Services: Planning

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Modify	Land Use: Subdivision & PAD – Preliminary & Final Plat Review	Per Lot	20.00	Resolution 12-1001	Per Lot	50.00	New description: “Lot Fee”; Applicable on all land divisions	To improve cost recovery
Modify	Land Use: Failure to Record Minor Land Division (Lot Split) with Town Prior to Title Transfer	Per Lot Split	45.00	Resolution 12-1001	Per Lot Split	500.00	New description: “Penalty”; Applied to lot splits recorded without Town approval	To improve cost recovery
Annexations								
Modify	Annexations	Per Application	500.00	Resolution 12-1001	Per Application	500.00	New description: “Annexations Application Fee”; Per acre fee and advertisement fee are in addition	To improve cost recovery
Add	Annexations Per Acre Fee	N/A	N/A	N/A	Per Acre	75.00		
Add	Pre-Annexation Development Agreement	N/A	N/A	N/A	Per Agreement	10,000.00		To specify a fee previously not included; to improve cost recovery
Land Use								
Modify/Add	Land Use: Rezone (+10.00 Acre)	Per Application	400.00 + 10.00 per acre	Resolution 12-1001	Per Application	1,500.00	New description: “Rezone Application – Residential”; Per acre fee and advertisement fee are in addition	To improve cost recovery
					Per Acre	20.00	New description: “Rezone Acre Fee – Residential”	To improve cost recovery
					Per Application	1,200.00	New description: “Rezone Application – Commercial”; Per acre fee and advertisement fee are in addition	To improve cost recovery
					Per Acre	30.00	New description: “Rezone Acre Fee – Commercial”;	To improve cost recovery
Modify	Land Use: Signs – Temporary Signs	Per Month	5.00	Resolution 12-1001	Per Month	5.00	New description: “Signs – Temporary”	To improve cost recovery
Modify	Land Use: Signs – Permanent Signs	Per Sign	100.00	Resolution 12-1001	Per Sign	125.00	New description: “Signs – Permanent”	To improve cost recovery
Modify	Land Use: Commission Site Plan Review	Per Review	100.00	Resolution 12-1001	Per Review	250.00	New description: “Site Plan Review”	To improve cost recovery

MODIFICATIONS – Development Services: Planning

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Modify	Land Use: Conditional Use Permit – Initial Application	Per Application	400.00	Resolution 12-1001	Per Application	1,000.00	New description: “Conditional Use Permit Application”	To improve cost recovery
Add	Conditional Use Permit Acre Fee	N/A	N/A	N/A	Per Acre	20.00		To improve cost recovery
Add	Land Use Permit	N/A	N/A	N/A	Per Permit	75.00	Fence, <200sqft shed, ancillary structures, and metal storage containers	To improve cost recovery
Modify	Land Use: Board of Adjustment	Per Variance	121.00	Resolution 12-1001	Per Variance	500.00	New description: “Variance”; Advertisement fee is in addition	To improve cost recovery
General Plan								
Modify	Land Use: General Plan Amendment – Residential	Per Amendment	200.00	Resolution 12-1001	Per Amendment	5,000.00	Advertisement fee is in addition	To improve cost recovery
Modify	Land Use: General Plan Amendment – Other	Per Amendment	400.00	Resolution 12-1001	Per Amendment	10,000.00	Advertisement fee is in addition	To improve cost recovery
Zoning Code								
Modify	Text Amendment – As Pertains to Code Amendments	Per Amendment	250.00	Resolution 12-1001	Per Amendment	500.00	New description: “Text Amendment”; Advertisement fee is in addition	To improve cost recovery
Add	Zoning Verification Letter	N/A	N/A	N/A	Per Letter	200.00		To specify a fee previously not included; to improve cost recovery
Add	Interpretation Letter	N/A	N/A	N/A	Per Letter	800.00		To specify a fee previously not included; to improve cost recovery
Add	Written Interpretation Appeal	N/A	N/A	N/A	Per Appeal	1,500.00	Advertisement fee is in addition	To specify a fee previously not included; to improve cost recovery
Development Agreements/Improvement Districts								
Add	Development Agreement – Minor	N/A	N/A	N/A	Per Agreement	2,500.00		To specify a fee previously not included; to improve cost recovery
Add	Development Agreement – Major	N/A	N/A	N/A	Per Agreement	5,000.00		To specify a fee previously not included; to improve cost recovery
Add	Maintenance Improvement District	N/A	N/A	N/A	Per District	2,500.00		To specify a fee previously not included; to improve cost recovery

MODIFICATIONS – Municipal Court

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Reports and Services								
Add	Record Duplication Fee	N/A	N/A	N/A	Per Record	25.00	Set by State; ARS §22-404	To specify a fee previously not included
Modify	Research in Locating a Document Fee	Per Document	17.00	Resolution 16-1075	Per Document	25.00	Set by State; ARS §22-404; assessed to requests for extensive records searches, case file copying, copying of recorded court proceedings	Adjust per Judge
Add	Minimum Clerk Fee	N/A	N/A	N/A	Per Request	25.00	Set by State; ARS §22-404	To specify a fee previously not included
No Change	Case File Copies	Per Page	0.50	Resolution 16-1075	Per Page	0.50	Set by State; ARS §22-404; assessed to any non-party request for copies of a case, except governmental agencies	N/A
Add	CD Fee	N/A	N/A	N/A	Per CD	3.00	For audio recording excluding criminal appeals	To specify a fee previously not included
Modify	NSF Service Fee	Per NSF	35.00	Resolution 16-1075	Per NSF	48.00	Assessed to cases where payment by check is returned by financial institution for insufficient funds	To improve cost recovery
Court Fees								
No Change	Court Improvement Fee	Per Case	40.00	Resolution 16-1075	Per Case	40.00	Assessed to all Court Cases	N/A
Modify/Add	Warrant Fee	Per Case	100.00	Resolution 16-1075	Per Case	100.00	New description: "Warrant Fee – Pre Adjudication"; Assessed to cases when a new arrest warrant is issued; no warrant on long form complaint	Split to account for pre and post adjudication
					Per Case	150.00	New description: "Warrant Fee – Post Adjudication"; Assessed to cases when a new arrest warrant is issued	Split to account for pre and post adjudication
Add	Default Civil Traffic and Code Violations Fee	N/A	N/A	N/A	Per Charge	20.00		To specify a fee previously not included
Eliminate	Suspended License Fee	Per Case	50.00	Resolution 16-1075	N/A	N/A		Fee will be eliminated

MODIFICATIONS – Municipal Court

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Modify	Traffic Case Processing Fee	Per Case	15.00	Resolution 16-1075	Per Case	20.00	Assessed to violations of the State Transportation statute or Town traffic code relating to traffic movement or control	Adjust per Judge
Modify	Deferred Prosecution Fee	Per Case	0.00-500.00	Resolution 16-1075	Per Case	150.00	Assessed when a defendant enters a deferred prosecution agreement	*Currently charging 125.00
Modify	Indigent Defense Fee	Per Case	375.00	Resolution 16-1075	Per Case	0.00-500.00	Represented in court by a public defender	To allow range of fee at discretion of Judge
Eliminate	Suspended Sentencing Fee	Per Case	0.00-500.00	Resolution 16-1075	N/A	N/A		Fee will be eliminated
No Change	Jail Reimbursement Fee	First Day	150.00	Resolution 16-1075	First Day	150.00	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	N/A
		Each Day Thereafter	70.00	Resolution 16-1075	Each Day Thereafter	70.00		

MODIFICATIONS – Police

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Reports and Services								
Add	Police Report Copy	N/A	N/A	N/A	Per Report	10.00		Previously charged under Town Clerk Records Request
Add	Statistical Report	N/A	N/A	N/A	Per Report	20.00		Previously charged under Town Clerk Records Request
Modify	Fingerprinting	Per Card	5.00	Resolution 12-1001	Per Card	10.00		To provide better cost recovery
No Change	Level 1 VIN Inspection – On-Site	Per VIN	10.00	Resolution 12-1001	Per VIN	10.00		N/A
No Change	Level 1 VIN Inspection – Off-Site	Per VIN	20.00	Resolution 12-1001	Per VIN	20.00		N/A
Add	Background Check	N/A	N/A	N/A	Per Person	10.00		Added to compare with other municipalities
Digital Recordings								
Add	Video/Body Camera Footage	N/A	N/A	N/A	Per Video Hour Reviewed	46.00	Set by ARS §39-129	Previously charged under Town Clerk Records Request
Add	CVPD Video Recordings	N/A	N/A	N/A	Per Video Hour	40.00	Excludes body camera footage	Previously charged under Town Clerk Records Request
Animal Control								
No Change	Dog License – Altered	Per Year	8.00	Resolution 12-1001	Per Year	8.00		N/A
No Change	Dog License – Unaltered	Per Year	36.00	Resolution 12-1001	Per Year	36.00		N/A
No Change	Late Fee	Per License	8.00	Resolution 17-1114	Per License	8.00		N/A
Consolidate	Impound Fee with Pickup	Per Occurrence	30.00	Resolution 12-1001	Per Occurrence	30.00	New description: “Impound Fee”; Additional boarding fees may apply	Simplification
Consolidate	Impound Fee without Pickup	Per Occurrence	24.00	Resolution 12-1001				
Eliminate	Transportation Fee	Per Trip	0.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated
No Change	Boarding Fee	Per Day	12.00	Resolution 12-1001	Per Day	12.00		N/A
Modify	Biting Dog Retrieval Fee	Per Dog/Per Incident	25.00	Resolution 17-1114	Per Dog/Per Incident	50.00		To provide better cost recovery
Eliminate	Rabies Shot	Per Shot	10.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated

MODIFICATIONS – Police

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Adoption								
Modify	Adoption Fee Unaltered Female Dog	Per Dog	85.00	Resolution 12-1001	Per Animal	250.00	New description: "Canine – Up to 6 Months"	*Currently charging 200.00
Modify	Adoption Fee Unaltered Male Dog	Per Dog	70.00	Resolution 12-1001	Per Animal	175.00	New description: "Canine – 6 Months to 1 Year"	*Currently charging 175.00
Modify	Adoption Fee Altered Dog	Per Dog	25.00	Resolution 12-1001	Per Animal	150.00	New description: "Canine – Over 1 Year"	*Currently charging 150.00
Add	Feline – Up to 6 Months	N/A	N/A	N/A	Per Animal	125.00		*Currently charging 115.00
Add	Feline – Over 6 Months	N/A	N/A	N/A	Per Animal	100.00		*Currently charging 50.00

MODIFICATIONS – Public Works: Engineering

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Engineering Services								
Consolidate	Engineering Reports: Drainage, Water, Sewer (4 hr. minimum)	Per Hour	100.00	Resolution 12-1001	Per Hour	150.00	4 hour minimum; includes 1 st and 2 nd review	Simplification; improve cost recovery
Consolidate	Engineering Reports: Traffic (4 hr. minimum)	Per Hour	100.00	Resolution 12-1001				
Modify	Engineering Plan Review	Per Sheet	350.00	Resolution 12-1001	Per Sheet	375.00	Applicable to 1 st and 2 nd review; each review billed separately	Improve cost recovery
		Per Sheet	150.00	Resolution 12-1001	Per Sheet	100.00	3 rd and subsequent reviews	Improve cost recovery
Consolidate	Third Party Engineering Services: Plan & Report Review	Per Review	400.00	Resolution 12-1001	Per Review/ Inspection	Actual Cost +5%	New description: “Third Party Engineering Services”; Plan/report review; inspection of utility lines/streets	Simplification
Consolidate	Third Party Engineering Services: Inspection – Utility Lines & Streets	Per Inspection	Actual Cost +5%	Resolution 12-1001				
No Change	As-Built Plans	Per Sheet	100.00	Resolution 12-1001	Per Sheet	100.00		N/A
Construction Inspection: Utility Lines (Water, Sewer, Storm Drain & Channels, Gas, Electric, Etc.)								
Consolidate	0 to 1,000 Lineal Feet	Per Lineal Foot	0.40	Resolution 12-1001	Per Linear Foot	1.00	New description: “0 to 2,500 Linear Feet”	Simplification; improve cost recovery
Consolidate	1,001 to 2,000 Lineal Feet	Per Lineal Foot	0.38	Resolution 12-1001				
Consolidate	2,001 to 3,000 Lineal Feet	Per Lineal Foot	0.34	Resolution 12-1001	Per Linear Foot	0.90	New description: “0 to 2,500 Linear Feet”	Simplification; improve cost recovery
Consolidate	3,001 to 4,000 Lineal Feet	Per Lineal Foot	0.30	Resolution 12-1001				
Consolidate	4,001 to 5,000 Lineal Feet	Per Lineal Foot	0.27	Resolution 12-1001				
Modify	5,001+ Lineal Feet	Per Lineal Foot	0.25	Resolution 12-1001	Per Linear Foot	0.80	New description: “5,001+ Linear Feet”	Improve cost recovery
Construction Inspection: Streets								
Consolidate	0 to 2,000 Square Yards	Per Square Yard	0.35	Resolution 12-1001	Per Square Yard	1.00	New description: “0 to 7,000 Square Yards”	Simplification; improve cost recovery
Consolidate	2,001 to 4,000 Square Yards	Per Square Yard	0.34	Resolution 12-1001				
Consolidate	4,001 to 6,000 Square Yards	Per Square Yard	0.32	Resolution 12-1001				

MODIFICATIONS – Public Works: Engineering

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Consolidate	6,001 to 8,000 Square Yards	Per Square Yard	0.30	Resolution 12-1001	Per Square Yard	0.90	New description: “7,001 to 14,000 Square Yards”	Simplification; improve cost recovery
Consolidate	8,001 to 10,000 Square Yards	Per Square Yard	0.28	Resolution 12-1001				
Consolidate	10,001 to 12,000 Square Yards	Per Square Yard	0.26	Resolution 12-1001				
Modify	12,001+ Square Yards	Per Square Yard	0.27	Resolution 12-1001	Per Square Yard	0.80	New description: “14,001+ Square Yards”	Improve cost recovery
Right-of-Way Permits								
Modify	Base Rate	Per Permit	70.00	Resolution 12-1001	Per Permit	150.00	Includes 1 st inspection	*Currently also charge 0.25 per linear foot for 1 st inspection
Modify	2 nd & Subsequent Inspections	Per Inspection	70.00	Resolution 12-1001	Per Inspection	100.00		Improve cost recovery
Modify	Driveway Culvert Installation and Driveways	Per Permit	30.00	Resolution 12-1001	Per Permit	70.00	Includes inspections	Improve cost recovery
Grading Plan Review								
Consolidate	0 to 50 Cubic Yards	Per Plan	40.00	Resolution 12-1001	Per Plan	150.00	New description: “0 to 200 Cubic Yards”	Simplification; improve cost recovery
Consolidate	51 to 100 Cubic Yards	Per Plan	75.00	Resolution 12-1001				
Modify	101 to 1,000 Cubic Yards	Per Plan	140.00	Resolution 12-1001	Per Plan	280.00	New description: “201 to 1,000 Cubic Yards”	Improve cost recovery
Modify	1,001 to 10,000 Cubic Yards	Per Plan	210.00	Resolution 12-1001	Per Plan	550.00		Improve cost recovery
Modify	10,001 to 100,000+ Cubic Yards	Per Plan	280.00	Resolution 12-1001	Per Plan	1,100.00	New description: “10,001+ Cubic Yards”	Improve cost recovery
Grading Permit Construction Inspection								
Consolidate	0 to 50 Cubic Yards	Per Permit	16.00	Resolution 12-1001	Per Permit	150.00	New description: “0 to 200 Cubic Yards”	Simplification; improve cost recovery
Consolidate	51 to 100 Cubic Yards	Per Permit	38.00	Resolution 12-1001				
Modify	101 to 1,000 Cubic Yards	Per Permit	134.00	Resolution 12-1001	Per Permit	280.00	New description: “201 to 1,000 Cubic Yards”	Improve cost recovery
Modify	1,001 to 10,000 Cubic Yards	Per Permit	390.00	Resolution 12-1001	Per Permit	550.00		Improve cost recovery
Modify	10,001+ Cubic Yards	Per Permit	775.00	Resolution 12-1001	Per Permit	1,100.00		Improve cost recovery

MODIFICATIONS – Public Works: Utilities - Water

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Base Charges								
No Change	Residential and Commercial ¾" Meter	Per Meter/Month	6.90	Resolution 2023-1235	Per Meter/Month	6.90	Increases to 7.10 on 1/1/2026	N/A
No Change	Residential and Commercial 1" Meter	Per Meter/Month	11.52	Resolution 2023-1235	Per Meter/Month	11.52	Increases to 11.87 on 1/1/2026	N/A
No Change	Commercial 1 ½" Meter	Per Meter/Month	22.99	Resolution 2023-1235	Per Meter/Month	22.99	Increases to 23.68 on 1/1/2026	N/A
No Change	Commercial 2" Meter	Per Meter/Month	36.78	Resolution 2023-1235	Per Meter/Month	36.78	Increases to 37.88 on 1/1/2026	N/A
No Change	Commercial 3" Meter	Per Meter/Month	69.01	Resolution 2023-1235	Per Meter/Month	69.01	Increases to 71.08 on 1/1/2026	N/A
No Change	Commercial 4" Meter or Larger	Per Meter/Month	115.14	Resolution 2023-1235	Per Meter/Month	115.14	Increases to 118.59 on 1/1/2026	N/A
Volume Charges								
No Change	Tier 1: 0 to 8,000 gallons	Per 1,000 Gallons	5.62	Resolution 2023-1235	Per 1,000 Gallons	5.62	Increases to 5.79 on 1/1/2026	N/A
No Change	Tier 2: 8,000 to 15,000 gallons	Per 1,000 Gallons	7.03	Resolution 2023-1235	Per 1,000 Gallons	7.03	Increases to 7.24 on 1/1/2026	N/A
No Change	Tier 3: 15,001 to 20,000 gallons	Per 1,000 Gallons	8.79	Resolution 2023-1235	Per 1,000 Gallons	8.79	Increases to 9.06 on 1/1/2026	N/A
No Change	Tier 3: 20,001+ gallons	Per 1,000 Gallons	11.43	Resolution 2023-1235	Per 1,000 Gallons	11.43	Increases to 11.77 on 1/1/2026	N/A
No Change	Country West (Per 2001 Agreement)	Per 1,000 Gallons	0.84	Resolution 2023-1235	Per 1,000 Gallons	0.84	Increases to 1.01 on 12/14/2031; no base fee	N/A
Water Resource Fee								
No Change	Water Resource Fee	Per Meter/ Month	2.06	Resolution 2023-1235	Per Meter/ Month	2.06	Increases to 2.12 on 1/1/2026	N/A
Other Administrative Fees								
Consolidate	Deposit	Per Account	75.00	Town Code §51.250	Per Account	75.00	May be waived per the requirements of Town Code §51.250; Refundable after 1 year	Simplification
Consolidate	Deposit – Tenant	Per Account	250.00	Town Code §51.250				
Add	Service Fee	N/A	N/A	N/A	Per Occurrence	25.00	For service on, off, temporary or permanent and all other service calls	*Currently charging

MODIFICATIONS – Public Works: Utilities - Water

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Standpipe Rate (Fill Station)								
Modify	Standpipe Base Rate	Per 1,000 Gallons	6.90	Resolution 2023-1235	Per 1,000 Gallons	12.52	New description: "Tier 1: 0 to 8,000 gallons"; Increases to 12.89 on 1/1/2026	Specifies the intent of the current fee schedule which has been different than practice over the last few years; these rates apply to all standpipe customers; tax is in addition to the specified rates, similar to other utility fees
					Per 1,000 Gallons	13.93	New description: "Tier 2: 8,000 to 15,000 gallons"; Increases to 14.34 on 1/1/2026	
					Per 1,000 Gallons	15.69	New description: "Tier 3: 15,001 to 20,000 gallons"; Increases to 16.16 on 1/1/2026	
					Per 1,000 Gallons	18.33	New description: "Tier 3: 20,001+ gallons"; Increases to 18.87 on 1/1/2026	
Buy-In Fees								
No Change	Residential ¾" & 1" Meter	Per Meter	4,919.50	Resolution 2023-1235	Per Meter	4,919.50	Increases to 5,067.08 on 1/1/2026	N/A
No Change	Multi-Family Residential ¾" & 1" Meter	Per Unit	4,464.44	Resolution 2023-1235	Per Unit	4,464.44	Increases to 4,598.37on 1/1/2026	N/A
No Change	Hotels/Motels	Per Room	3,758.49	Resolution 2023-1235	Per Room	3,758.49	Increases to 3,871.25 on 1/1/2026	N/A
Add	RV Park	N/A	N/A	N/A	Per Space	2,459.75	Increases to 2,533.54 on 1/1/2026	50% of Residential charge
Add	Mobile Home Park	N/A	N/A	N/A	Per Space	3,935.60	Increases to 4,053.66 on 1/1/2026	80% of Residential charge
No Change	Commercial ¾" Meter	Per Meter	4,919.50	Resolution 2023-1235	Per Meter	4,919.50	Increases to 5,067.08 on 1/1/2026	N/A
No Change	Commercial 1" Meter	Per Meter	8,203.26	Resolution 2023-1235	Per Meter	8,203.26	Increases to 8,449.36 on 1/1/2026	N/A
No Change	Commercial 1 ½" Meter	Per Meter	16,520.90	Resolution 2023-1235	Per Meter	16,520.90	Increases to 17,016.52 on 1/1/2026	N/A
No Change	Commercial 2" Meter	Per Meter	26,428.76	Resolution 2023-1235	Per Meter	26,428.76	Increases to 27,221.62 on 1/1/2026	N/A
No Change	Commercial 3" Meter	Per Meter	49,574.99	Resolution 2023-1235	Per Meter	49,574.99	Increases to 51,062.24 on 1/1/2026	N/A
No Change	Commercial 4" Meter	Per Meter	82,640.14	Resolution 2023-1235	Per Meter	82,640.14	Increases to 85,119.35 on 1/1/2026	N/A
No Change	Commercial 6" Meter	Per Meter	165,229.86	Resolution 2023-1235	Per Meter	165,229.86	Increases to 170,186.76 on 1/1/2026	N/A

MODIFICATIONS – Public Works: Utilities - Water

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
No Change	Commercial 8" Meter	Per Meter	264,385.99	Resolution 2023-1235	Per Meter	264,385.99	Increases to 272,317.57 on 1/1/2026	N/A
No Change	Commercial 10" Meter	Per Meter	380,080.22	Resolution 2023-1235	Per Meter	380,080.22	Increases to 391,482.63 on 1/1/2026	N/A
No Change	Commercial 12" Meter	Per Meter	710,544.87	Resolution 2023-1235	Per Meter	710,544.87	Increases to 731,861.22 on 1/1/2026	N/A

MODIFICATIONS – Public Works: Utilities - Wastewater

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Base Charges								
No Change	Residential (All Meter Sizes)	Per Meter/Month	61.53	Resolution 2023-1235	Per Meter/Month	61.53	Increases to 63.38 on 1/1/2026	N/A
No Change	Multi-Family Residential	Per Fixture Unit/Month	3.08	Resolution 2023-1235	Per Fixture Unit/Month	3.08	Includes properties on a master meter, apartments, duplexes, hotels/motels, schools, churches, and similar; One Equivalent Dwelling Unit (EDU) equals 20 Fixture Units (FU); Increases to 3.17 on 1/1/2026;	N/A
Add	RV Park	N/A	N/A	N/A	Per Space/Month	30.77	Increases to 31.69 on 1/1/2026	50% of Residential charge
Add	Mobile Home Park	N/A	N/A	N/A	Per Space/Month	49.22	Increases to 50.70 on 1/1/2026; Includes properties on a master meter	80% of Residential charge
No Change	Commercial ¾" Meter	Per Meter/Month	61.53	Resolution 2023-1235	Per Meter/Month	61.53	Increases to 63.38 on 1/1/2026	N/A
No Change	Commercial 1" Meter	Per Meter/Month	102.97	Resolution 2023-1235	Per Meter/Month	102.97	Increases to 106.06 on 1/1/2026	N/A
No Change	Commercial 1 ½" Meter	Per Meter/Month	204.68	Resolution 2023-1235	Per Meter/Month	204.68	Increases to 210.82 on 1/1/2026	N/A
No Change	Commercial 2" Meter	Per Meter/Month	327.99	Resolution 2023-1235	Per Meter/Month	327.99	Increases to 337.83 on 1/1/2026	N/A
No Change	Commercial 3" Meter	Per Meter/Month	615.56	Resolution 2023-1235	Per Meter/Month	615.56	Increases to 634.02 on 1/1/2026	N/A
No Change	Commercial 4" Meter	Per Meter/Month	1,025.92	Resolution 2023-1235	Per Meter/Month	1,025.92	Increases to 1,056.70 on 1/1/2026	N/A
Other Administrative Fees								
Add	Deposit – All Other	Per Month	125.00	Town Code §51.250	Per Account	125.00	May be waived per the requirements of Town Code §51.250; Refundable after 1 year	Simplification
Add	Deposit – Tenant	Per Month	250.00	Town Code §51.250				
Add	Service Fee	N/A	N/A	N/A	Per Occurrence	25.00	For service on, off, temporary or permanent and all other service calls	*Currently charging, unable to locate authorization

MODIFICATIONS – Public Works: Utilities - Wastewater

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Buy-In Fees								
No Change	Residential	Per Meter	7,379.24	Resolution 2023-1235	Per Meter	7,379.24	Increases to 7,600.62 on 1/1/2026	N/A
No Change	Commercial and Multi-Family Residential	Per Fixture Unit	368.96	Resolution 2023-1235	Per Fixture Unit	368.96	Includes properties on a master meter, apartments, duplexes, hotels/motels, schools, churches, and similar; One Equivalent Dwelling Unit (EDU) equals 20 Fixture Units (FU); Increases to 380.03 1/1/2026	N/A
Add	RV Park	N/A	N/A	N/A	Per Space	3,689.62	Increases to 3,800.31 on 1/1/2026	50% of Residential charge
Add	Mobile Home Park	N/A	N/A	N/A	Per Space	5,903.39	Increases to 6,080.50 on 1/1/2026	80% of Residential charge

MODIFICATIONS – Town Clerk

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
General								
Consolidate	Photocopy – 8.5x11	Per Page	0.25	Resolution 12-1001	Per Page	0.50	New description: "Photocopy"; For black and white or color pages, front and back	Simplification and improving cost recovery
Consolidate	Photocopy – 8.5x14	Per Page	0.35	Resolution 12-1001				
Consolidate	Photocopy – 11x17	Per Page	0.50	Resolution 12-1001				
Consolidate	Photocopy – Color (over cost of B&W Copy)	Per Page	0.10	Resolution 12-1001				
Eliminate	Scanning of Printed Only Records	Per Image	0.25	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Fax	Per Image	1.25	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Consolidate	Recordings – CD/DVD	Per Recording	15.00	Resolution 12-1001	Per Item	15.00	New description: "Digital Media Recordings"; CDs, DVDs, USB Flash Drives	Simplification and maintaining cost recovery
Consolidate	CD/DVD (As Records Storage Device Only)	Per Item	2.00	Resolution 12-1001				
Eliminate	Electronic Records (Copying to Storage Device or Email)	Per Hour	25.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Document Cover/Binding	Per Document	Actual Cost +2.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Modify	U.S. Mailing	Per Piece	Actual Cost +2.00	Resolution 12-1001	Per Piece	Actual Cost		Rare in occurrence, additional processing fee unjustified
Eliminate	Current Agenda Packets	Per Image	Per Image Cost	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Subscriptions: Agendas (Printed)	Per Year	34.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Subscriptions: Agendas (Email)	Per Year	34.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Subscriptions: Agendas (Fax)	Per Year	50.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Subscriptions: Agendas (Mail)	Per Year	103.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Subscriptions: Agenda Packet	Per Year	409.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Monthly New Business License Report	Per Report	34.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; included under commercial request
No Change	Notary	Per Signature	2.00	Resolution 12-1001	Per Signature	2.00	Capped by Arizona Administrative Code	N/A

MODIFICATIONS – Town Clerk

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
							\$2-12-1102 at 10.00 per signature	
Modify	Commercial Request	Per Request	Market Value of Record + Staff Time	Resolution 12-1001	Per Request	Actual Cost	Includes staff time and cost	Simplification
Eliminate	Commercial Request (Business License or Other List)	Per Business/Record	0.17	Resolution 12-1001	N/A	N/A		Fee will be eliminated; included under commercial request
No Change	Argument Submittal – Voter Election Information Pamphlet	Per Argument	80.00	Resolution 12-1001	Per Argument	80.00		N/A
Business License								
Consolidate	General Business License Fee	Per Year	50.00	Resolution 12-1001	Per Application	85.00	Includes initial year and one-time application processing; Applicable to Bingo licenses	Simplification and improving cost recovery; adding verbiage to specify applicability to Bingo licenses
Consolidate	Application Processing Fee	Per Application	33.00	Resolution 12-1001				
No Change	Operating Without a License/Late Fee	Per License	100%	Town Code §110.99	Per License	100%	Town Code §110.99	N/A
Modify	Renewal Fee	Per Year	50.00	Resolution 12-1001	Per Year	50.00	Applicable to Bingo licenses	Adding verbiage to specify applicability to Bingo licenses
Eliminate	Update Fee (for all changes other than ownership)	Per Update	14.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Consolidate	Mobile Merchants	Per Year	50.00	Resolution 12-1001	N/A	N/A		Combined with general business license and renewal fee
Modify	Transient Merchants	Per Day	50.00	Resolution 12-1001	Per Location/Year	50.00	Town Code §112.02	Updating to per location/year to better align with purpose of transient merchant license
No Change	Peddler/Solicitors	Per Day	60.00	Resolution 12-1001	Per Day	60.00	Town Code §112.21	N/A
Eliminate	Peddler/Solicitors Additional Fee Per Worker	Per Day	21.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Peddler/Solicitors Refundable Deposit	Per Application	50.00	Resolution 16-1077	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Special Event Vendors	Per Day	14.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; handled through Community Services
Eliminate	Special Events License Fee	Per Day	115.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete

MODIFICATIONS – Town Clerk

Proposed Action	Fee Description	Current Unit of Measure	Current Amount	Current Fee Authorization	Proposed Unit of Measure	Proposed Amount	Notes	Basis for Change
Eliminate	Swap Meet License	Per Year	346.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Auction License	Per Year	137.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Eliminate	Telephone Company License	Per Year	353.00	Resolution 12-1001	N/A	N/A		Fee will be eliminated; obsolete
Sexually Oriented Business Licenses								
No Change	Application/Investigation Fee	Per Application	1,062.00	Resolution 12-1001	Per Application	1,062.00	Town Code §115	N/A
Consolidate	Annual Fee	Per Business	1,062.00	Resolution 12-1001	Per Business and Employee	1,062.00	Town Code §115	Simplification
Consolidate	Annual Fee	Per Employee	1,062.00	Resolution 12-1001				
Liquor Licenses								
Consolidate	General Business License Fee	Per Year	50.00	Resolution 16-1077	N/A	N/A		Charged under regular business license
Modify	Permanent License Application/Processing	Per Application	250.00	Resolution 16-1077	Per Application	250.00	New description: “Permanent Liquor License”; Application and processing	Verbiage changes only
Modify	Temporary License Application/Processing	Per Application	50.00	Resolution 16-1077	Per Application	100.00	New description: “Temporary Liquor License”; Application and processing	Improving cost recovery

TOWN OF CHINO VALLEY

► **2024**

Comprehensive User Fee Study Report





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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:

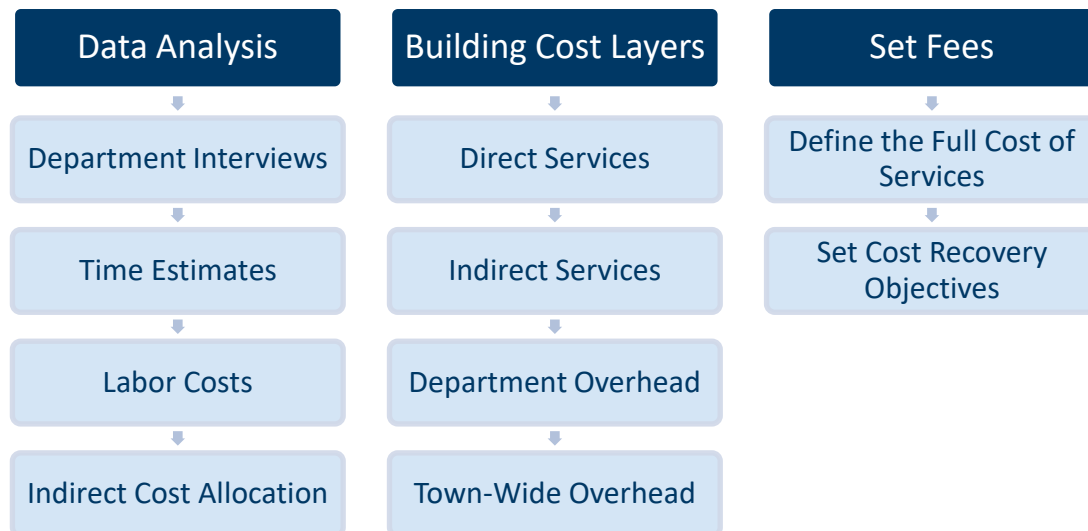
- Wages, Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Internal Service Costs charged to each department
- Indirect Town-wide overhead costs

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

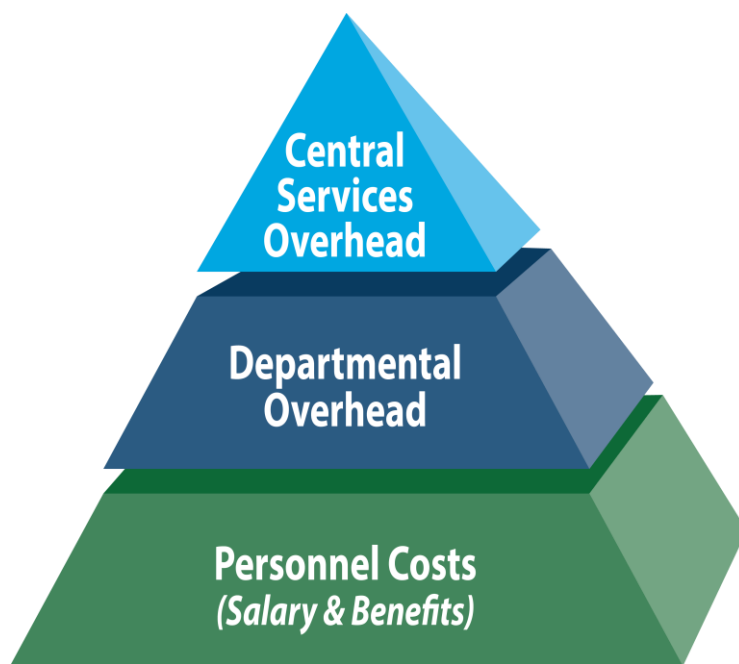
The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following list provides a summary of the study process steps:



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
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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
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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.

Business Licenses

Business Licenses			
#	Description	Current Fee/Charge	Unit
BUSINESS LICENSE			
1	General Business License Fee (year)	50.00	year
2	Application Processing Fee	33.00	
3	Operating without a license/late fee	100%	
4	Renewal Fee (year)	50.00	year
5	Mobile Merchants (year)	50.00	year
6	Transient Merchants (day)	50.00	day
SEXUALLY ORIENTED BUSINESSES			
7	Application/Investigation Fee	1,062.00	
8	Annual Fee (per business)	1,062.00	year
9	Annual Fee (per employee)	1,062.00	year
LIQUOR LICENSES			
10	Permanent License Application/Processing	250.00	
11	Temporary License Application/Processing	50.00	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$50.00	\$0
\$144.22	76%	\$35.00	\$2
		100%	\$0
NA	NA	\$50.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$1,062.00	\$0
NA	NA	\$1,062.00	\$0
NA	NA	\$1,062.00	\$0
NA	NA	\$250.00	\$0
\$146.36	32%	\$100.00	\$50

Fees removed, replaced, or consolidated

5	Update Fee (for all changes other than ownership)	14.00	REMOVE
20	General Business License Fee (per License)	50.00	year
16	Telephone Company License (year)	353.00	year
8	Special Event Vendors (day)	14.00	day
10	License fee (day)	115.00	day
11	Peddlers and Solicitors (day)	60.00	day
12	Additional fee per worker (day)	21.00	day
13	Refundable Deposit	50.00	
SPECIAL BUSINESS ESTABLISHMENTS			
14	Swap Meet License (year)	346.00	year
15	Auction License (year)	137.00	year

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

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	

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

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

Fees removed, replaced, or consolidated

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

Full Cost	Subsidy %	Suggested Fee	Fee Δ
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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
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\$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

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	

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	

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

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	

Add new fees or fee replacements below

New	CD fee for audio recording excluding criminal appeals	0.00			
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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	

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

NA	NA	\$3.00	3
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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	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	NA	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%



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Town of Chino Valley Water and Wastewater Fee Schedule Analysis

February 2025

**This report proposes changes to the wastewater and water deposits, service fees, standpipe rate, wastewater base rate, and wastewater buy-in fees. This report is issued to meet the requirements of ARS §9-511.01.*

Background

The Town last updated its water and wastewater rates on December 12, 2023, through Resolution No. 2023-1235. Since implementing these new rates, several issues have been identified that require correction to ensure fairness, accuracy, and financial sustainability.

Identified Issues

- **Deposit structure:** The current structure imposes higher deposits on tenants than homeowners.
- **Water and sewer service fees:** A standard water and sewer service fee of \$25 needs to be formally codified.
- **Standpipe base rate:** Previous misapplications of the rate structure led to inconsistencies, benefiting some users unfairly.
- **Wastewater base rate:** The rate structure does not clearly define how estimated fixture units should be calculated for RV and mobile park spaces.
- **Water buy-in rate:** Hotels/Motels pay a per room charge where RV and mobile home parks pay commercial meter rates dependent on meter size.
- **Wastewater buy-in rate:** Similar to wastewater base rate, the structure lacks clear guidelines for estimating the fixture units of RV and mobile park spaces.

Financial Impact and Justification

The water and wastewater systems have struggled to fully fund operational and capital needs. Addressing these issues will help ensure that system revenues remain sustainable and that costs are appropriately allocated to water and wastewater customers rather than being absorbed by all Town residents through the general fund.

Regulatory Compliance

To implement these rate adjustments, the Town must comply with the requirements of A.R.S. §9-511.01, including issuing this report and following the prescribed process for modifying utility rates.

Water and Sewer Deposits

To ensure the financial stability of the Town's water and sewer operations while promoting fair and equitable access to services, staff are proposing revisions to the Town deposit requirements for new customers as follows:

- Water Service Deposit: \$75
- Sewer Service Deposit: \$125
- Total for Combined Service: \$200 (Previously \$250)

Deposit Waiver: May be waived per the requirements of Town Code §51.250(A)(B).

Refund Policy: Deposits are refunded after 12 months of timely payments per the requirements of Town Code §51.250(C).

Justification

Risk Mitigation & Cost Recovery – Deposits protect the Town from unpaid bills, which can otherwise be passed on to other customers. Reducing the deposit from \$250 to \$200 strikes a balance between mitigating financial risk and ensuring affordability for new customers. The deposit amounts equate to about two months of service for each utility.

Equitable and Inclusive Policy – The previous policy differentiated between tenants and other customers, creating a disparity in deposit amounts. The new structure removes this differentiation, ensuring fairness and uniformity in customer treatment.

Proposed Rate

Public Works: Utilities - Water				
Fee Description	Unit of Measure	Amount	Notes	Authorization
Other Administrative Fees				
Deposit	Per Account	75.00	May be waived per the requirements of Town Code §51.250; Refundable after 1 year	TBD

Public Works: Utilities - Wastewater				
Fee Description	Unit of Measure	Amount	Notes	Authorization
Other Administrative Fees				
Deposit	Per Account	125.00	May be waived per the requirements of Town Code §51.250; Refundable after 1 year	TBD

Conclusion

The updated deposit policy reflects a balance between financial prudence and customer affordability. By reducing the required deposit and eliminating tenant-based differentiation, the Town ensures a fair, sustainable, and customer-friendly approach to accessing utility service.

Water and Sewer Service Fees

The Town has established a \$25 fee for water and sewer service-related activities, including service activation, deactivation, and related administrative processes. This fee is necessary to recover the costs associated with these services and ensure the continued efficient operation of the Town's water and sewer infrastructure. This action is to codify the charge.

Justification

Labor Costs – Municipal staff time is required to process service requests, schedule work, and physically turn water and/or sewer service on or off. This includes administrative staff processing requests and utility workers performing field operations.

Vehicle and Equipment Costs – Utility personnel use Town-owned vehicles and equipment to access service locations, which incurs fuel, maintenance, and depreciation costs.

Administrative Processing – Costs associated with processing service requests, maintaining service records, and billing adjustments contribute to the overall cost of providing these services.

Emergency and After-Hours Service – In cases requiring service outside of regular business hours, additional labor costs apply, which this fee helps offset.

Proposed Rate

Public Works: Utilities - Water				
Fee Description	Unit of Measure	Amount	Notes	Authorization
Other Administrative Fees				
Service Fee	Per Occurrence	25.00	For service on, off, temporary or permanent and all other service calls	TBD

Public Works: Utilities - Wastewater				
Fee Description	Unit of Measure	Amount	Notes	Authorization
Other Administrative Fees				
Service Fee	Per Occurrence	25.00	For service on, off, temporary or permanent and all other service calls	TBD

Conclusion

This service fee is essential to cover the direct and indirect costs associated with water and sewer service activations, deactivations, and other service calls. Without it, these costs would have to be subsidized by all utility customers, rather than being fairly assigned to those requesting the service. The \$25 fee ensures the sustainability and efficiency of the Town's water and sewer operations for field work performed.

Standpipe Base Rate

The Town is implementing a revised standpipe (fill station) rate structure to align with the original intent of charging appropriate fees for bulk water usage. Over time, the previous implementation did not properly reflect the intended rate structure, leading to inconsistencies in application. To prevent future confusion and ensure fairness among all users, Town staff recommend that the Town combine the applicable base rate with the tiered rate for each 1,000 gallons, creating a simplified and transparent fee structure.

Of the 345 current active customers using the fill station, 290 or 84.3% do not reside in Town limits, 12 or 3.5% are businesses in Town limits, and 42 or 12.2% are individuals who reside in Town limits.

Justification

Alignment with Original Intent – The Town had previously intended to charge for standpipe use in a way that mirrored regular customer billing, but the structure was not implemented in that manner. Instead of applying the base rate plus a tiered rate per 1,000 gallons, the Town divided the base rate by 8, assigned a portion of it per 1,000 gallons, and then added the tiered rate and tax. This adjustment corrects the issue and ensures consistency with the intended rate structure.

Fair and Equitable Cost Distribution – Standpipe users access bulk water, which places different demands on the system than traditional metered accounts. By applying the tiered structure, standpipe users contribute fairly to system costs, just as regular customers do.

Encouraging Efficient Water Use – A tiered rate system incentivizes conservation and discourages excessive use. The additional fee per 1,000 gallons ensures that larger users pay proportionally for their consumption.

Clarity & Transparency – The new structure prevents future misunderstandings about rate application. Customers will clearly understand how charges are determined, improving predictability for budgeting and planning.

Proposed Rate

Public Works: Utilities - Water				
Fee Description	Unit of Measure	Amount	Notes	Authorization
Standpipe Rate (Fill Station)				
Tier 1: 0 to 8,000 gallons	Per 1,000 Gallons	12.52	Increases to 12.89 on 1/1/2026; applies to all standpipe customers; tax is in addition to the specified rate	TBD
Tier 2: 8,000 to 15,000 gallons	Per 1,000 Gallons	13.93	Increases to 14.34 on 1/1/2026; applies to all standpipe customers; tax is in addition to the specified rate	TBD
Tier 3: 15,001 to 20,000 gallons	Per 1,000 Gallons	15.69	Increases to 16.16 on 1/1/2026; applies to all standpipe customers; tax is in addition to the specified rate	TBD
Tier 3: 20,001+ gallons	Per 1,000 Gallons	18.33	Increases to 18.87 on 1/1/2026; applies to all standpipe customers; tax is in addition to the specified rate	TBD

Conclusion

This adjustment ensures that standpipe users pay their fair share while maintaining transparency and consistency with the Town's overall water rate structure. The tiered approach promotes equity, encourages responsible water use, and provides clarity for both customers and staff moving forward.

Wastewater Base Charges

As the Town does not provide water service to all its wastewater customers, it is difficult—if not impossible—to apply alternative rate-setting methodologies, such as a winter quarter average calculation or a cost-per-gallon approach for wastewater charges. These methods rely on accurate and consistent water usage data, which the Town does not have for all customers since some receive water from other providers or use private wells. Without a uniform source of water consumption data, applying a usage-based wastewater rate would result in inconsistencies and inequities among customers.

Instead, the Town's flat rate approach ensures a fair and practical rate structure that can be applied consistently across all wastewater customers, regardless of their water provider. In the past, certain estimates had to be made for multi-family residential establishments that had varying fixture unit counts from month to month. This process resulted in fees that were much lower than the cost of providing service. To simplify this process and ensure equitable treatment of all wastewater users, staff are proposing the establishment of separate wastewater base rates for mobile home park spaces and RV park spaces.

Justification

Equity Among Customer Types – It is important to note that single family residential customers pay the full base rate even if they have a very small home or mobile home on a privately owned lot. Overall, mobile home parks and RV parks typically use less water than traditional single-family homes, supporting reduced sewer rates based on estimated consumption levels. This lower water usage is partially offset due to their greater impact on the wastewater system caused by the higher concentration of solids and the presence of chemical additives in RV waste. These factors increase treatment demands and associated costs, necessitating a rate structure that fairly accounts for their unique wastewater contributions.

Proposed Rate

It is proposed that mobile home spaces should pay 80% of the regular home rate and RV spaces should pay 50% of the regular home rate, reflecting their lower but still substantial use of wastewater services.

Public Works: Utilities - Wastewater				
Fee Description	Unit of Measure	Amount	Notes	Authorization
Base Charges				
Multi-Family Residential	Per Fixture Unit/Month	3.08	Includes properties on a master meter, apartments, duplexes, hotels/motels, schools, churches, and similar; One Equivalent Dwelling Unit (EDU) equals 20 Fixture Units (FU); Increases to 3.17 on 1/1/2026;	TBD
RV Park	Per Space/Month	30.77	Increases to 31.69 on 1/1/2026	TBD
Mobile Home Park	Per Space/Month	49.22	Increases to 50.70 on 1/1/2026; Includes properties on a master meter	TBD

Conclusion

This rate structure provides a specific and equitable approach to sewer billing for mobile home and RV park spaces. By charging a flat rate per month per space, the Town ensures other ratepayers do not supplement RV and mobile home park ratepayers.

Water Buy-In Fees

Water buy-in fees for commercial customers are typically determined based on the size of the water meter, with the exception of hotels and motels, which are charged on a per-room basis. Given the similarities in water usage patterns, RV parks and mobile home parks align more closely with hotels and motels than with other commercial users.

To ensure fairness and consistency, staff propose establishing separate water buy-in rates for mobile home park spaces and RV park spaces. This approach ensures that these properties contribute equitably to system costs while recognizing their distinct water usage differences.

Justification

Equity Among Customer Types – Applying a per-space water buy-in fee for mobile home and RV parks ensures that their residents are charged appropriately relative to standard residential customers. Single-family homeowners, including those in small houses or mobile homes on private lots, pay the full buy-in fee regardless of their actual water consumption. By structuring buy-in fees based on spaces rather than meter size, mobile home parks and RV parks are treated similarly to hotel/motel and absorb their proportionate share of costs that might otherwise be unfairly distributed among other ratepayers.

Proposed Rate

It is proposed that mobile home spaces should pay 80% of the regular home rate and RV spaces should pay 50% of the regular home rate, reflecting their lower but still substantial water usage.

Public Works: Utilities - Water				
Fee Description	Unit of Measure	Amount	Notes	Authorization
Buy-In Fees				
RV Park	Per Space	2,459.75	Increases to 2,533.54 on 1/1/2026	TBD
Mobile Home Park	Per Space	3,935.60	Increases to 4,053.66 on 1/1/2026	TBD

Conclusion

These rates establish a clear and equitable approach to buy-in fees for mobile home and RV park spaces. By applying a standardized per-space rate, the Town ensures that costs are fairly distributed, preventing other ratepayers from subsidizing RV and mobile home parks while maintaining consistency in how new developments are assessed.

Wastewater Buy-In Fees

Similar to the issue with base fees, as the Town does not provide water service to all its wastewater customers, it is difficult to apply alternative rate-setting methodologies for buy-in fees. The buy-in fee for commercial and multi-family residential customers is determined by fixture unit.

Switching RV and mobile home parks to a flat rate per space approach ensures a fair and practical structure that can be applied consistently. In the past, certain estimates had to be made for RV and mobile home parks where fees that were much lower than the cost of providing service were applied. Staff are proposing the establishment of separate wastewater buy-in rates for mobile home park spaces and RV park spaces.

Justification

Equity Among Customer Types – It is important to note that single family residential customers pay the full buy-in fee even if they have a very small home or mobile home on a privately owned lot. Overall, mobile home parks and RV parks typically use less water than traditional single-family homes, supporting reduced sewer rates based on estimated consumption levels. This lower water usage is partially offset due to their greater impact on the wastewater system caused by the higher concentration of solids and the presence of chemical additives in RV waste. These factors increase treatment demands and associated costs, necessitating a rate structure that fairly accounts for their unique wastewater contributions.

Proposed Rate

It is proposed that mobile home spaces should pay 80% of the regular home rate and RV spaces should pay 50% of the regular home rate, reflecting their lower but still substantial use of the wastewater system.

Public Works: Utilities - Wastewater				
Fee Description	Unit of Measure	Amount	Notes	Authorization
Buy-In Fees				
Residential	Per Meter	7,379.24	Increases to 7,600.62 on 1/1/2026	TBD
Commercial and Multi-Family Residential	Per Fixture Unit	368.96	Includes properties on a master meter, apartments, duplexes, hotels/motels, schools, churches, and similar; One Equivalent Dwelling Unit (EDU) equals 20 Fixture Units (FU); Increases to 380.03 1/1/2026	TBD
RV Park	Per Space	3,689.62	Increases to 3,800.31 on 1/1/2026	TBD
Mobile Home Park	Per Space	5,903.39	Increases to 6,080.50 on 1/1/2026	TBD

Conclusion

These rates provide a specific and equitable approach to buy-in fees for mobile home and RV park spaces. By charging a specified rate per space, the Town ensures other ratepayers do not supplement RV and mobile home park ratepayers and that all new RV and mobile home parks are treated the same.

Cash Flow Projections - Water

Below is the projected cash flow table for the water system with the proposed fee changes included. The changes will generate approximately \$171,000 more in revenue for the water system over the next three years, approximately \$96,000 from standpipe fees and \$75,000 from buy-in fees.

	Budget FY24-25	Projected FY25-26	Projected FY26-27	Projected FY27-28
Water Fund				
Revenues				
Water User Rates:				
Residential	407,515	423,938	432,417	441,065
Commercial	372,165	387,163	402,766	418,997
Country West	9,320	9,320	9,320	9,320
Stand Pipe Fill Station	64,000	96,000	98,880	100,858
Water System Buy-In Fees	200,000	150,000	225,000	175,000
Miscellaneous Revenue	10,000	10,200	10,200	10,404
Bond Proceeds	2,000,000	-	-	10,500,000
Total Revenue	3,063,000	1,076,621	1,178,583	11,655,644
Expenditures				
Personnel	349,339	363,313	377,845	392,959
Operating	457,300	473,306	489,871	507,017
Capital	2,554,434	154,434	75,000	10,500,000
Debt Service - Existing & Proposed	33,971	120,452	118,659	119,516
Total Expenditures	3,395,044	1,111,504	1,061,375	11,519,492
Revenues Over (Under) Expenditures	(332,044)	(34,883)	117,207	136,152
Cash at Beginning of Year	712,277	380,233	345,350	462,557
Cash at End of Year	380,233	345,350	462,557	598,710

Cash Flow Projections - Wastewater

Below is the projected cash flow table for the wastewater system with the proposed fee changes included. The changes will generate approximately \$502,000 more in revenue for the wastewater system over the next three years, approximately \$252,000 from mobile home and RV parks and \$250,000 from buy-in fees.

	Budget FY24-25	Projected FY25-26	Projected FY26-27	Projected FY27-28
Wastewater Fund				
Revenues				
Wastewater User Rates:				
Residential	1,715,915	1,785,066	1,893,777	1,950,590
Commercial	89,499	93,106	98,776	101,739
Country West	62,070	131,374	135,315	135,315
Mountain View MHP & RV	26,356	45,858	47,234	47,234
Wastewater System Buy-In Fees	300,000	375,000	325,000	375,000
Miscellaneous Revenue	20,000	20,400	20,400	20,808
Bond Proceeds	-	5,000,000	5,000,000	-
Total Revenue	2,213,840	7,450,804	7,520,502	2,630,686
Expenditures				
Personnel	349,339	363,313	377,845	392,959
Operating	904,900	936,572	969,352	1,003,279
Capital	117,727	5,000,000	5,000,000	100,000
Debt Service - Existing & Proposed	888,401	1,063,923	1,248,898	1,146,386
Total Expenditures	2,260,367	7,363,807	7,596,095	2,642,624
Revenues Over (Under) Expenditures	(46,527)	86,997	(75,593)	(11,937)
Cash at Beginning of Year	(1,606,031)	(1,652,558)	(1,565,561)	(1,641,154)
Cash at End of Year	(1,652,558)	(1,565,561)	(1,641,154)	(1,653,091)

The wastewater system will continue to operate at a deficit, relying heavily on annual buy-in fees and the addition of new customers to sustain operations. The general fund subsidy for the wastewater fund is expected to remain in place for the next few years, with further analysis needed to evaluate and adjust wastewater fees in the future.