



## Fees and Charges Report

**Date:** March 23, 2023  
**To:** Audit, Finance, and Enterprise Committee  
**Through:** Michael Kennington, Deputy City Manager  
**From:** Brian A. Ritschel, Office of Management & Budget Director  
**Subject:** Citywide Administrative Updates to Schedule of Fees and Charges

### **Purpose and Recommendation**

The Office of Management & Budget recommends administrative updates to various department Fee & Charges schedules to remove fees no longer applicable, clean up verbiage, and align the intention of a fee.

### **Background**

The Office of Management & Budget gathers information from all departments on desired updates to Fees & Charges Schedules on an annual basis. Departments recommend these updates in their own report. There are a number of clean up items/adjustments that need to be made that the department would like to present as a whole for review.

### **Discussion**

Departments that have minor updates to fee schedules, with no fiscal impact, include:

- Business Services Revenue Collection Operations
  - Mobile Food Vendor requires an investigation fee of \$25 per license. The double asterisk was mistakenly missed when updating the final schedule for FY 2022/23.

- Removal of the Renewal late fee under Massage/Body Work Establishments. If businesses do not renew on time, they must reapply.
- City Clerk
  - Replace “CD” with “digital media” (currently thumb drive, likely to change with technology).
- Police Department (as listed under the Police, City Prosecutor’s Office & Animal Control Division Schedule of Fees & Charges):
  - Remove all alarm fees related to alarm companies. Municipalities have been preempted by the State from regulating alarms companies for several years (HB2546 2014).
  - Removal of all printed photo options (not offered by Records or Photo Safety). Digital copies are provided for photographs as a CD/DVD.

### **Alternatives**

Taking no action will result in no fiscal impact, as the departments have been operating in this capacity.

### **Fiscal Impact**

There is no fiscal impact to make these administrative updates and corrections to the applicable schedules.

### **Coordinated With**

Updates were requested by and coordinated with the City Clerk, Business Services, and the Police Department.

## Fees & Charges Schedule – Key

### Heading Configuration

<b><u>Schedule of Fees &amp; Charges</u></b>
<b>Department</b>
Contact Information
<b>HEADING 1</b>
HEADING 2
<i>Heading 3</i>
Description of Fee
Description of Fee 2

### Font Indications

Font	Font Indications
Regular Font	Existing fee or language
<del>Strikethrough</del>	Fee or language will be deleted from the Fee Schedule
<b>BOLD CAPS</b>	Language is being added to Fee Schedule
<b>Bold</b>	New or increased Fee Amount

**Schedule of Fees & Charges**  
**Exhibit A – Revenue Collection Operations**  
**Department: Business Services**

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
<u>MOBILE FOOD VENDOR**</u>						** Added, indicating a required Investigation Fee of \$25.00 per license. All fees are non-refundable and are not prorated.
<u>MASSAGE/BODYWORK ESTABLISHMENTS</u>						
Renewal Late Fee (Massage Establishment Only)	\$25.00					Not applicable. If a business does not renew on time, they must reapply.

**Estimated Total Annual Fiscal Impact: \$0**

**Schedule of Fees & Charges**

**Exhibit B – City Clerk**

**Department: City Clerk**

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
<i>Documents</i>						
<del>CD</del> <b>Digital Media</b>	\$5.00		Each			Replace CD with Digital Media

**Estimated Total Annual Fiscal Impact: \$0**

**Schedule of Fees & Charges**

**Exhibit C – Police, City Prosecutor’s Office & Animal Control Division**

**Department: Police Department**

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
<i>PHOTO</i>						
4 x 5 Color	\$2.50		Each			Remove, no longer offered
8 x 10 Black and White	\$5.00		Each			Remove, no longer offered
8 x 10 Color	\$5.00		Each			Remove, no longer offered
Polaroid	\$5.00		Each			Remove, no longer offered
Photograph, 5 x 7, (photo radar requests)	\$5.00		Each			Remove, no longer offered
<i>ALARM FINES, FEES AND ASSESSMENTS</i>						
Alarm Company Licensing – Initial License Fees:						Remove, no longer offered
Primary Alarm Business	\$200.00					Remove, no longer offered
Reciprocal Alarm Business	\$75.00					Remove, no longer offered
Alarm Agent	\$70.00					Remove, no longer offered
Criminal History Investigation – Cost determined by DPS	Current Cost					Remove, no longer offered
Alarm Company Licensing – Renewal License Fees:						Remove, no longer offered
Primary Alarm Business	\$20.00					Remove, no longer offered
Reciprocal Alarm Business	\$10.00					Remove, no longer offered
Alarm Agent	\$20.00					Remove, no longer offered
Criminal History Investigation – Cost determined by DPS	Current Cost					Remove, no longer offered
Duplicate License Fee	\$10.00					Remove, no longer offered
Alarm Company Assessments						Remove, no longer offered
Failure to ECV (civil litigation)	\$50.00					Remove, no longer offered
Failure to provide permit number when asking for police response	\$15.00					Remove, no longer offered
Request Dispatch to a location in error	\$75.00					Remove, no longer offered
Failure to Provide Cancel/New Subscriber Lists as required	\$50.00					Remove, no longer offered

**Estimated Total Annual Fiscal Impact: \$0**



## Fees and Charges Report

**Date:** March 23, 2023

**To:** Audit, Finance, and Enterprise Committee

**Through:** Natalie Lewis, Deputy City Manager

**From:** Cindy Ornstein, Director for the Department of Arts and Culture  
Illya Riske, Assistant Director for the Department of Arts and Culture

**Subject:** Arts & Culture Department Update to Schedule of Fees and Charges,  
Citywide

### Purpose and Recommendation

The purpose of this report is to recommend modifications to Arts & Culture's Schedule of Fees and Charges. The department recommends a 5% increase to the Facility Rental Fees at the Mesa Arts Center.

### Background

The Mesa Arts Center has four theaters that are available to the public for rentals depending upon availability. Due to inflation and increased contract costs, the department recommends the increase of the Mesa Arts Center facility fees to support increases in general maintenance and operational costs at the Mesa Arts Center.

### Discussion

Arts & Culture recognizes the importance of identifying revenue streams to support its ongoing maintenance and operations costs. In May 2022, the contracted security company, Allied Universal, requested an hourly rate increase for security guards due to the difficulty in hiring staff in the current job market. City Council approved the increase on June 6, 2022, which went into effect July 1, 2022.

Increasing rates for facility rentals helps recuperate these increasing costs and more accurately reflects the cost to run the facilities. While the 5% increase will not completely cover the security contract increase, it will help support the increased cost.

**Alternatives**

The alternative to raising rental fees for the City's theater rentals is to request additional General Fund support for the Mesa Arts Center for maintenance and operations.

Taking no action would result in flat revenues, fewer resources to support maintenance and operations costs, and if General Fund were not allocated to support these increased costs, there would be a reduction in the availability of the theaters for rent due to the reduction in available budget to support theater operations, staffing, and security.

**Fiscal Impact**

The fiscal impact is that this increase will generate an additional \$21,091 in revenue to the Arts and Culture Fund and will assist with offsetting current operational costs at the Mesa Arts Center.

**Coordinated With**

The affected groups are the Commercial and Nonprofit groups who frequently rent and use the Mesa Arts Center theaters.



## Fees & Charges Schedule – Key

### Heading Configuration

<b><u>Schedule of Fees &amp; Charges</u></b>
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<b>Bold</b>	New or increased Fee Amount

**Schedule of Fees & Charges**  
**Exhibit A – Arts and Culture**  
**Department: Arts and Culture**

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
MESA ARTS CENTER			Flat Rate			
<u>RENTALS:</u>						
<u>FACILITY USE FEES:</u>						
<i>Tom and Janet Ikeda Theater:</i>						
Industrial Rate, Daily	\$4,283	<b>\$4,497</b>		3179	\$750	
Commercial Rate Daily Plus Labor, FOH and Box Office	<del>\$3,439</del> vs. 5%***	<b>\$3,611</b>		3179	\$2,837	
Non-Profit Rate, Daily plus Labor, FOH and Box Office	<del>\$2,547</del> vs. 5%***	<b>\$2,674</b>		3179	\$7,278	
<i>Virginia G. Piper Repertory</i>						
Industrial Rate, Daily	\$2,431	<b>\$2,553</b>		3179	\$243	
Industrial Rate, Weekly	n/a					
Commercial Rate, Daily Plus Labor, FOH and Box Office Daily	<del>\$1,999</del> vs 5%***	<b>\$2,099</b>		3179	\$779	
Commercial Rate, Weekly	<del>\$9,686</del>	<b>\$10,170</b>		3179	\$0	
Non-Profit Rate, Daily plus Labor, FOH and Box Office	\$1,430	<b>\$1,502</b>		3179	\$2,996	
Non-Profit Rate, Weekly plus Labor, FOH and Box Office	\$7,380	<b>\$7,749</b>		3179	\$1,214	
<i>Nesbitt/Elliott Playhouse</i>						
Industrial Rate, Daily	\$1,274	<b>\$1,338</b>		3179	\$0	
Industrial Rate, Weekly	n/a					
Commercial Rate, Daily Plus Labor, FOH and Box Office	<del>\$923</del>	<b>\$969</b>		3179	\$208	
Commercial Rate, Weekly	<del>\$3,714</del>	<b>\$3,900</b>		3179	\$0	
Non-Profit Rate, Daily plus Labor, FOH and Box Office	<del>\$660</del>	<b>\$693</b>		3179	\$594	
Non-Profit Rate, Weekly plus Labor, FOH and Box Office	<del>\$2,830</del>	<b>\$2,972</b>		3179	\$3,354	
<i>Anita Cox Farnsworth Studio Theater</i>						
Industrial Rate, Daily	<del>\$608</del>	<b>\$638</b>		3179	\$46	
Industrial Rate, Weekly	n/a					
Commercial Rate, Daily Plus Labor, FOH and Box Office	<del>\$435</del>	<b>\$457</b>		3179	\$76	
Commercial Rate, Weekly	\$1,621	<b>\$1,702</b>		3179	\$0	
Non-Profit Rate, Daily Plus Labor, FOH and Box Office	<del>\$368</del>	<b>\$405</b>		3179	\$401	
Non-Profit Rate, Weekly Plus Labor, FOH and Box Office	<del>\$1,103</del>	<b>\$1,216</b>		3179	\$315	

**Estimated Total Annual Fiscal Impact: \$21,091**



## Fees and Charges Report

**Date:** March 23, 2023

**To:** Audit, Finance, and Enterprise Committee

**Through:** Natalie Lewis, Deputy City Manager

**From:** Nana Appiah, Development Services Director  
Chase Carlile, Senior Fiscal Analyst

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

### Purpose and Recommendation

The purpose of this report is to recommend modifications to fees charged by the Development Services Department for fiscal year 2023/24. The Department consists of two areas: Planning, and Development Services (Permitting, Civil and Building Plan Review and Building Inspections).

### Background

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

### DEVELOPMENT SERVICES

Development Services is proposing the following fee changes:

1. Remove the Partial Certificate of Occupancy

The current Department schedule of fees and charges includes a \$500 fee collected for a partial certificate of occupancy. The City no longer provides this service and does not collect such fees. The department recommends removing this fee from the fee schedule.

Fiscal Impact: \$0.00

2. Increase the Solid Waste Residential Permit fee from \$227 to \$311

Title 5, Chapter 13 of the Mesa City code requires the Development Services Director to levy a Solid Waste Residential Development Fee to recover the

cost of providing solid waste services to new residential development.

This fee was last adjusted in 2015. Over the past 7 years the cost of providing this service has increased. The \$84 increase will cover the increased costs and ensure that the City of Mesa is recovering the full cost of this service.

Fiscal Impact: \$170,000.00

Additionally, minor text and name changes are proposed to align the fees listed in the fee schedule. This change has no fiscal impact.

**Alternatives**

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

**Fiscal Impact**

Total estimated FY 2023/24 fiscal impact for Development Services is \$170,000.

**Coordinated With**

Development Services coordinated with Solid Waste.

## Fees & Charges Schedule – Key

### Heading Configuration

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**Schedule of Fees & Charges**  
**Exhibit A – Development Services**  
**Department: Development Services**

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
<u>MISCELLANEOUS PERMITS, SERVICES AND FEES:</u>						
<u>Use Permits:</u>						
<i>Certificates of Occupancy</i>						
Partial Certificate of Occupancy	\$500.		Each	1101-4299	0	Fee no longer collected
<u>Solid Waste Residential Development Fee</u>	\$227.00	<b>\$311.00</b>	Single-Residence (Attached & Detached)	3008-4304	\$170,000	
<u>SINGLE FAMILY AND DUPLEX DWELLINGS</u>						
Fees: The Building Permit Fee is calculated by applying the Total Valuation to the Residential Rate Table as indicated above. <del>The minimum Building Permit Fee for projects less than \$25,000 is based upon the number of required inspections as determined by the Plans Examiner.</del>						Eliminated language no longer applicable
<i>Miscellaneous Residential Construction (Renovations/Remodeling, Improvements, Accessory Buildings and Factory-Built Building Sets)</i>						
Fees: The Building Permit Fee is calculated by applying the Total Valuation to the Residential Rate Table as indicated above. <del>The minimum Building Permit Fee for projects less than \$25,000 is based upon the number of required inspections as determined by the Plans Examiner.</del>						Eliminated language no longer applicable

<u>NEW MULTI-FAMILY RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL PROJECTS AND ADDITIONS TO EXISTING BUILDINGS</u>						
<i>Valuation</i>						
Valuation=Building Area times the current <b>building valuation data square foot Construction Costs per Square Foot.</b>						Clarified language
<i>Fees</i>						
The Building Permit Fee is calculated by applying the Total Valuation to the Commercial Rate Table. <del>The minimum Building Permit Fee for projects less than \$25,000 is based upon the number of required inspections as determined by the Plans Examiner.</del>						Eliminated language no longer applicable
<i>Miscellaneous Residential Construction (Renovations/Remodeling, Improvements, Accessory Buildings and Factory-Built Building Sites)</i>						
<i>Fees</i>						
The Building Permit Fee is calculated by applying the Total Valuation to the Commercial Rate Table. <del>The minimum Building Permit Fee for projects less than \$25,000 is based upon the number of required inspections as determined by the Plans Examiner.</del>						Eliminated language no longer applicable
<u>OTHER COMMERCIAL</u>						
<i>Stand Alone Permits</i>						
Stand Alone Permits are those that involve separate plumbing, mechanical, electrical, fire protection or other construction work not <b>also</b> requiring a Building Permit or that are not part of a Building Permit.						Clarified language
<i>Fourth and Subsequent Re-submittals of Drawings</i>						Removed language

<b>SPECIAL SERVICES</b>	-					
<i>Expedited Projects</i>						
Expedited service entitles the project to special handling on the initial submittal and two (2) re-submittals. Expedited fees are an additional premium added to and calculated on the Total Permit Fee (Building Permit Fee and Civil Engineering Fee, if any). A deposit equal to 100% (1.00) of the permit application deposit shall be collected with the initial submittal of documents for permit. Expedited premiums shall not be credited toward the associated Building Permit Fee or Civil Engineering Fee. Refer to Mesa City Code Section 4-1-4(K)8. Services, <del>turn-around</del> <b>turnaround</b> times and processing for super-expedited projects shall be as agreed between the applicant and the Development and Sustainability Director.						

**Estimated Total Annual Fiscal Impact: \$170,000**





## Fees and Charges Report

**Date:** March 23, 2023

**To:** Audit, Finance, and Enterprise Committee

**Through:** Candace Cannistraro, Deputy City Manager

**From:** Corinne Nystrom, Falcon Field Airport Director  
Rick Welker, Financial Coordinator, Falcon Field Airport

**Subject:** Falcon Field Airport Update to Schedule of Fees and Charges, Citywide

### Purpose and Recommendation

The purpose of this report is to recommend modifications to the Falcon Field Airport's Schedule of Fees and Charges to take effect August 1, 2023.

### Background

Falcon Field Airport continues to serve the general aviation needs of the region. It currently rents City of Mesa-owned property and facilities, including three (3) Large Executive Hangars, 6 Small Executive Hangars, 39 Large T-Hangars, 361 Regular T-hangars, 115 Covered Tie-downs, 282 Tie-downs, 80 small end of hangar storage units and 8 large end of hangar storage units. The Fees and Charges are reflective of the General Aviation Airport business model. Falcon Field Airport is not supported by the City of Mesa's General Fund and is self-sustained using the Airport Fees and Charges as resources to operate.

### Discussion

Falcon Field Airport reviews its Schedule of Fees and Charges on an annual basis to determine the relevance and reasonableness of all fees and charges. An annual survey is conducted to compare similar fees and charges with surrounding general aviation airports. The department analyzes each individual fee to determine where Falcon Field Airport is in the marketplace. Falcon Field Airport recommends for Fiscal Year (FY) 2023/24 an overall average increase of 9.9% to most Fees and Charges. Exceptions to the proposed increase include violation fees and special events parking.

There are five viable factors to increase fees and charges. The first factor is inflation. Over the past year the airport has realized increased costs of 7% -- 10% in utilities, insurance, building maintenance, and construction costs. The second factor is the comparable market. Similar Arizona General Aviation Airports are increasing their Fees and Charges. They are raising rates because of the rising costs to do business. The third factor is the Federal Aviation Administration (FAA). The FAA requires that in order to continue to receive Federal Grants, Falcon Field Airport must maximize their

efforts to remain self-sustaining. The fourth factor is the demand. There is a high demand for General Aviation Storage. The increased demand and a shortage of hangars in the marketplace are driving rents higher. As an example, demand for City-owned rental properties at Falcon Field Airport has grown substantially. Falcon Field Airport has a Regular T Hangar wait list of almost 5 years; Large T Hangar wait list of over 6 years; Covered Tie-Down wait list of over 1½ years; and Open Tie-Down wait list of 4 months.

In addition to overall increases, a new storage container fee is being proposed for tenants who choose to keep a storage container on their leased premise(s). After obtaining a permit for the storage container through Development Services, a monthly fee of \$150 per storage unit per month will be charged for the container. This new fee is estimated to generate \$54,000 per year in new revenue.

### **Alternatives**

The alternative would be to leave the current fees in place and not reflect any adjustments.

### **Fiscal Impact**

The estimated fiscal impact that the proposed fee adjustments will result in approximately \$263,318 of total additional revenue in FY 2023/24.

### **Coordinated With**

Falcon Field Airport has coordinated with the Office of Management and Budget on this recommendation to make changes to the Airport's Schedule of Fees and Charges. Falcon Field Airport periodically meets with Airport tenants to discuss airport business. Over the past few quarters, the department has indicated the increase in rents with no objections.

## Fees & Charges Schedule – Key

### Heading Configuration

<b><u>Schedule of Fees &amp; Charges</u></b>
<b>Department</b>
Contact Information
<b>HEADING 1</b>
HEADING 2
<i>Heading 3</i>
Description of Fee
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**Schedule of Fees & Charges**  
**Exhibit A – Falcon Field Airport**  
**Department: Falcon Field Airport**

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
<i>Tiedowns</i>						
Small Single Engine Aircraft	<del>\$49.00</del>	<b>\$51.00</b>	Month	3688	\$4,800.00	
Small Twin Engine Aircraft	<del>\$59.00</del>	<b>\$68.00</b>	Month	3688	\$3,024.00	
Large Prop Aircraft (>12,500 lbs. MCTW)	<del>\$127.00</del>	<b>\$138.00</b>	Month	3688		
Jet Aircraft	<del>\$127.00</del>	<b>\$138.00</b>	Month	3688		
Helicopters	<del>\$127.00</del>	<b>\$138.00</b>	Month	3688		
Covered Tiedowns	<del>\$114.00</del>	<b>\$130.00</b>	Month	3688	\$22,080.00	
<i>Hangars</i>						
Regular T-Hangar	<del>\$238.00</del>	<b>\$250.00</b>	Month	3677	\$51,840.00	
Large T-Hangar	<del>\$400.00</del>	<b>\$430.00</b>	Month	3677	\$14,040.00	
Small Executive	<del>\$620.00</del>	<b>\$670.00</b>	Month	3677	\$3,600.00	
Large Executive Hangars	<del>\$1,255.00</del>	<b>\$1,355.00</b>	Month	3677	\$3,600.00	
Hangar Transfer Fee	<del>\$228.00</del>	<b>\$250.00</b>	Per transfer	3692	\$528.00	
Hangar Cleaning Deposit	<del>\$285.00</del>	<b>\$300.00</b>	Per Hangar	3677		
<i>Storage Rooms</i>						
Small	<del>\$71.00</del>	<b>\$75.00</b>	Month	3680	\$2,976.00	
Large	<del>\$172.00</del>	<b>\$180.00</b>	Month	3680	\$576.00	
Storage Room Cleaning Deposit (fully refundable if clean)	<del>\$171.00</del>	<b>\$180.00</b>	Unit	3680		
<i>Waiting List/Security Deposit (equal to one month's current monthly rent)</i>						
Open Tie Down Small Single Engine Aircraft	<del>\$49.00</del>	<b>\$51.00</b>	Month	3689	\$1,200.00	
Open Tie Down Small Twin Engine Aircraft	<del>\$59.00</del>	<b>\$68.00</b>	Month	3689	\$216.00	
Open Tie Down Large Propeller Aircraft (12,500 lbs.)	<del>\$127.00</del>	<b>\$138.00</b>	Month	3689		

Open Tie Down Jet Aircraft	<del>\$127.00</del>	<b>\$138.00</b>	Month	3689		
Open Tie Down Helicopter	<del>\$127.00</del>	<b>\$138.00</b>	Month	3689		
Open Tie Down Large Propeller Aircraft (12,500 lbs.)	-					
Covered Tie-Down	<del>\$114.00</del>	<b>\$130.00</b>		3689	\$9,600.00	
Regular T-Hangar	<del>238.00</del>	<b>\$250.00</b>		3689	\$11,520.00	
Large T-Hangar	<del>\$400.00</del>	<b>\$430.00</b>		3689	\$5,400.00	
Small Executive Hangar	<del>\$620.00</del>	<b>\$670.00</b>		3689	\$1,800.00	
Large Executive Hangar	<del>\$1,255.00</del>	<b>\$1,355.00</b>		3689	\$2,400.00	
Small Storage Room	<del>\$71.00</del>	<b>\$75.00</b>		3689	\$480.00	
Large Storage Room	<del>\$172.00</del>	<b>\$180.00</b>		3689	\$384.00	
Waiting List Application Fee	<del>\$25.00</del>	<b>\$50.00</b>		3689	\$66,000.00	
Late Payment Fee (Hangars, Tie-Downs, Storage Rooms)	20% of Account Balance Due		Month			
Return Payments	\$25.00		Each			
<b>Fuel Flowage Fee</b>						
100LL AVGAS & Alternative Fuels	<del>\$0.11</del>	<b>\$0.12</b>	Per gallon	3674	\$1,118.26	
Jet A Fuel	<del>\$0.13</del>	<b>\$0.14</b>	Per gallon	3674	\$875.80	
<b>Access Control Card</b>						
Additional or Replacement Access Control Card	<del>42.00</del>	<b>\$50.00</b>	Each	3682	\$800.00	
<b>Lease Document Transaction Fee</b>						
	<del>\$265.00</del>	<b>\$270.00</b>	Each	3692	\$60.00	
<b>Rental Car Concessions</b>						
Rental Car Concession Fee – On Airport	<del>7%</del>	<b>10%</b>	Of gross contract	3697	\$300.00	
Rental Car Concession Fee - Off Airport	<del>7%</del>	<b>10%</b>	Of gross contract	3697	\$100.00	
<b>Storage Container fee</b>						
		<b>\$150.00</b>	<b>Per Unit Per Month</b>		\$54,000.00	Tenant is allowed to keep storage containers on their premises. Permit is required.

**Estimated Total Annual Fiscal Impact: \$263,318**



## Fees and Charges Report

**Date:** March 23, 2023

**To:** Audit, Finance, and Enterprise Committee

**Through:** Scott Butler, Assistant City Manager

**From:** Mary Cameli, Fire Chief  
Tara Acuña, Deputy Director

**Subject:** Mesa Fire & Medical Department Update to Schedule of Fees and Charges, Citywide

### Purpose and Recommendation

The purpose of this report is to recommend changes to the Mesa Fire and Medical Department's (MFMD) Schedule of Fees and Charges. After reviewing the current fee schedule, MFMD has identified modifications to the schedule to ensure cost recovery for the service provided.

### Background Discussion

- MFMD is no longer providing the service for underground fuel tank removal. The fee is no longer applicable and should be removed. The service is now handled by ADEQ.
- Due to the cost to respond to alarm calls, MFMD is recommending modifying the fee schedule to include costs related to responding to false alarms. The recommended fee for the response is as follows:
  - First occurrence in year: \$0
  - Second occurrence: \$100
  - Third occurrence and beyond: \$200 each

This fee is comparable to those of Phoenix, Scottsdale, and other cities and towns in the valley. Additionally, it mirrors that of the Police Department's Panic and/or Hold-Up False Alarm Assessment fee structure.

- MFMD is recommending a new fee for the sale of fireworks that will be charged in addition to the Special Event Permit fee. This fee is comparable to those of Phoenix, Scottsdale, and other cities and towns in the valley.
  - For tents that sell fireworks, the department is recommending an additional fee of \$250 per tent in addition to the Special Event Permit fee outlined in the Schedule. The fee will cover costs of fire inspectors to inspect firework inventory, storage container, and other items specific to sales.

### **Alternatives**

Mesa Fire and Medical Prevention Division attempts to recover all costs by revenue. If the fees are not increased, the cost recovery will be reduced.

### **Fiscal Impact**

Total estimated new revenue based on the added fees/charges is \$16,000 annually.

- False alarm response fee: \$6,000
- Tent with firework sale: \$10,000

### **Coordinated With**

These fees and charges are being recommended in coordination between MFMD and the Office of Management and Budget.

## Fees & Charges Schedule – Key

### Heading Configuration

<b><u>Schedule of Fees &amp; Charges</u></b>
<b>Department</b>
Contact Information
<b>HEADING 1</b>
HEADING 2
<i>Heading 3</i>
Description of Fee
Description of Fee 2

### Font Indications

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Regular Font	Existing fee or language
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**Schedule of Fees & Charges**

**Exhibit A – Fire and Medical**

**Department: Fire and Medical**

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
<i>Special Events Permit</i>						
Carnivals, Tents, <b>Temporary Structures</b> , Trade Shows, etc.	\$150.00		Per request <b>received more</b> greater than 14 days <b>prior to event</b>			Added temporary structures; Clarified language in unit description
	\$300.00		Per request <b>received</b> less than 14 days <b>prior to event</b>			Clarified language in unit description
	\$40.00		Each additional tent <b>or temporary structure</b>			
<b>Tent with Firework Sale</b> An additional fee of \$250 shall be applied for temporary sale of legal fireworks when conducted outside of a structure that requires in frequency inspection under the Mesa Fire Code.	n/a	<b>\$250</b>	<b>Per tent</b>	<b>4205</b>	\$10,000	This is a new charge for tents that sell fireworks to account for the Inspector's time to inspect the tent. The amount of the fee is comparable to surrounding cities charges.
Pyrotechnics & fireworks <b>display</b>	\$250		Per request			Change to "pyrotechnics and firework display"
Underground fuel tank removal	\$150.00		Per request	4205		Remove, this is now handled by ADEQ
<b>False Alarm Response</b>						
<b>First Occurrence</b>		<b>\$0</b>	<b>Occurrence</b>	<b>4206</b>		
<b>Second Occurrence</b>		<b>\$100</b>	<b>Occurrence</b>	<b>4206</b>	\$4,000	
<b>Third Occurrence and beyond</b>		<b>\$200</b>	<b>Per Occurrence</b>	<b>4206</b>	\$2,000	

**Estimated Total Annual Fiscal Impact: \$16,000**



## Fees and Charges Report

**Date:** March 23, 2023

**To:** Audit, Finance & Enterprise Committee

**Through:** Scott Butler, Deputy City Manager

**From:** John Tatz, Presiding City Magistrate  
Shawn Haught, Court Administrator

**Subject:** Municipal Court Update to Schedule of Fees and Charges, Citywide

### Purpose and Recommendation

The purpose of this report is to recommend an increase of three dollars (\$3.00) to the Court Construction Fee, resulting in a fee amount of \$34.50 per filing effective July 1, 2023. The Court Construction Fee helps pay the debt service associated with the construction of the Mesa Municipal Court facility.

### Background and Discussion

A Court Construction Fee of fifteen dollars (\$15.00) was established by Ordinance 4416 in 2005 for the purpose of offsetting costs associated with the construction, debt service, furniture, fixtures and equipment of a new Mesa Municipal Court facility. The ordinance was revised in November 2006 by Ordinance 4621 increasing the fee to \$16.50.

Ordinance 4621 states that “this fee shall be increased July 1, 2008, and every third year thereafter in the amount of three dollars (\$3.00), and shall be discontinued upon retirement of debt associated with construction of the new court facility.”

The current fee amount is \$31.50, made effective July 1, 2020.

### Alternatives

The increase is outlined in City ordinance, therefore, any alternatives to implementation of the prescribed \$3.00 scheduled increase would require a revision of the existing ordinance.

**Fiscal Impact**

Increasing the Court Construction Fee will ensure compliance with the existing ordinance and continue to reduce the debt service obligation associated with the construction of the Mesa Municipal Court. The fee increase is anticipated to increase revenues by \$75,000.

**Coordinated With**

The Municipal Court coordinated with the City Attorney's Office and the Office of Management and Budget for this report.

## Fees & Charges Schedule – Key

### Heading Configuration

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**Schedule of Fees & Charges**

**Exhibit A**

**Department: Municipal Court**

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
Court Construction Fee: (Note: per Ordinance 4621, fee is increased every three years. Fee set at <del>\$31.50</del> <b>\$34.50</b> effective <del>7/1/2020</del> <b>7/1/2023</b> .)	<del>\$31.50</del>	<b>\$34.50</b>	Per case	1413-4401	\$75,000	Automatic per Ordinance

**Estimated Total Annual Fiscal Impact: \$75,000**



## Fees and Charges Report

**Date:** March 23, 2023

**To:** Audit, Finance, and Enterprise Committee

**Through:** Candace Cannistraro, Deputy City Manager

**From:** RJ Zeder, Transportation Department Director  
Orlando Otero, Deputy Transportation Director-Field Operations

**Subject:** Transportation Update to Schedule of Fees and Charges for In Lieu Payments from Utility and Telecommunication Companies for Pavement Surfacing Replacement - Citywide

### Purpose and Recommendation

The purpose of this report is to recommend an increase to the existing fee for payment in lieu of surface treatments required during the pavement repair process for work conducted by utility and telecommunication companies.

### Background

Pavement cuts are extractions or modifications of roadways performed by the City to allow utility and communication companies access to underground utilities. Pavement cuts accelerate the rate of deterioration of the City's streets, therefore, fees have been established to allow for an in lieu payment made by the utility or telecommunication company to be credited to Transportation's Field Operations budget. The fees are then utilized when the street undergoes future treatment based on an existing maintenance schedule.

Research has shown that the quality and design life of a roadway is diminished by approximately 27% when pavement cuts are required as part of work performed. Maricopa Association of Governments (MAG) has developed specifications for pavement matching and surfacing replacement to minimize the level of roadway deterioration, which the City has adopted.

MAG Specification 336 allows for the following:

"In lieu of placing the seal coat as required previously, and with approval of the Contracting Agency, the Contractor may deposit with the Contracting Agency for credit to the Street Maintenance Department, a negotiated agreed upon amount. The Street Maintenance Department will incorporate this work into their street maintenance program."

## **Discussion**

Since July 2011, Contractors have been allowed to submit a payment to the City in lieu of placing seal coat as previously required. The fee is based upon the City contract pricing for slurry seal coat materials. A fee of \$1.55 per square yard was established for in lieu payments and used as a negotiated agreed upon unit price amount since July 2011. An Increase was approved in 2020 to reflect market costs at a new rate of \$1.70 per square yard.

**Due to market price increases, the cost of slurry seal has increased to \$2.75 per square yard. The Transportation Department is recommending an increase to the in lieu payment from \$1.70 per square yard to \$2.75 per square yard.**

### **Alternatives**

If the in lieu payment is not increased, the City could require the utility company cutting into the roadway to perform the required slurry seal coating per MAG specifications. With this alternative, the area seal coated by the utility company is then not aligned with the City's established maintenance schedule for the roadway. The materials used by other companies not monitored under City contract are not consistent with those used by the City and, therefore, may not bond as well, further contributing to the deterioration of the life of the roadway. There is also limited availability of vendors and equipment for this type of work, making it difficult to complete smaller jobs.

### **Fiscal Impact**

In lieu payments received from companies performing cuts in City roadways have allowed for the maintenance to be performed according to established maintenance schedule. The increase to the fee will generate \$50,000 to \$100,000 per year to recuperate the contract costs for the slurry seal.

### **Coordinated With**

The Transportation Department coordinated with Engineering Construction.

## Fees & Charges Schedule – Key

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**Schedule of Fees & Charges**  
**Exhibit A – In lieu Slurry Seal**  
**Department: Transportation**

Description of Service	Current Fee Range	Proposed Fee Range	Unit	Revenue Source Code	Total Fiscal Impact	Notes
In-Lieu Payments for Pavement Surfacing Replacement	\$1.70	\$2.75	Per Square Yard	1205-4317	\$62,000	Revenues varies year to year based on development activity. \$62K of Total Fiscal Impact is based on 62% unit cost increase for an estimated \$100K in collections.

**Estimated Total Annual Fiscal Impact: \$62,000**