



Staff Report

Agenda Item: **Resolution** - Approval of Resolution # ____ replacing Resolution# 1227, setting the fees for the Town of Clarkdale.

Staff Contact: Kathy Bainbridge, Town Clerk

Meeting Date: March 25, 2008

Background: Town fees were last reviewed and revised April 24, 2007. Proposed changes to the Town Fee Schedule are as follows:

GENERAL FEES

- Remove Burn Permit fee - \$5.00; burn permits are now issued by the Clarkdale Fire District.
- Insert Talk of the Town – Business Card Ad - \$10.00; This fee has been charged in the past but no formal authorization from Council to collect fee can be found.
- Delete & Fire Dept; Clarkdale Fire District now issues their own Accident Reports.

TRASH FEES

- Revise Reinstatement Fee for accounts closed due to non-payment - \$10.00 to \$25.00; to keep charges the same as in the WATER SYSTEM – OTHER CHARGES section now that Clarkdale Utilities Billing Department does all billing.
- Add lines for Late Fee Assessment, Account Delinquencies and Account Collections; to keep charges the same as in the WATER SYSTEM – OTHER CHARGES section now that Clarkdale Utilities Billing Department does all billing.

PUBLIC WORKS FEES

- Add lines for Asphalt cut maintenance fee, \$100.00 per 60 square foot minimum cut fee and additional per square foot over 60 of \$1.67; Public Works has to repair most asphalt cuts within one year this fee is to offset those Town maintenance cost.
- Revise fee for Private Road Street Sign and Private Road Traffic Control Signs, \$125.00 to \$200.00 and \$250.00 to \$300.00; these fees were set last year and Public Works Department found that the material and labor cost to install these signs were higher and current fees were not covering the actual cost.

RECLAIMED WATER FEES

- Council adopted a Notice of Intent to set a reclaimed water rate of \$2.00 per 1,000 gallons.

WATER SYSTEM – OTHER CHARGES

- Remove references to Water Line Taps in this section.

SEWER USER FEES

- Add lines for Reinstatement Fee, Late Fee Assessment, Account Delinquencies and Account Collections; to keep charges the same as in the WATER SYSTEM – OTHER CHARGES section now that Clarkdale Utilities Billing Department does all billing.

Recommendation: To approve Resolution # _____ setting fees for the Town of Clarkdale.

RESOLUTION #**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA, REPLACING RESOLUTION #1227, SETTING FEES FOR THE TOWN OF CLARKDALE**

BE IT RESOLVED, that the following price and fee structure is hereby revised as shown:

GENERAL FEES:		
Business License issued annually for the period of July 1 - June 30		
Licenses issued for businesses starting operation between the following dates:		
July 1 - December 31		\$30.00/year
January 1 March 31		\$15.00
April 1 - May 31		\$10.00
June 1 - June 30		\$5.00
Home Occupation License		\$15.00/year
Town Code Copy		\$25.00
Photocopies		\$0.15 each
Photocopies of public records for non-commercial use (includes time, personnel and equipment cost, but does NOT include personnel time for searching for documents). This fee will not be charged for copies required to be free by A.R.S. 39-122(A) - those records concerning "a claim for a pension, allotment, allowance, compensation, insurance or other benefits which [are] to be presented to the United States or a bureau or department thereof."		
Reproduction of records for Commercial Use, defined by A.R.S. 39-121.03(A)		
		To be determined according to A.R.S. 39-121.03(D)
Facsimile	1-3 Pages	\$3.00
	4-10 pages	\$8.00
	11 and up	\$1.00/page
Burn Permit	Talk of the Town - Business Card Ad	\$5.00 \$10.00
Returned Check Fee		
\$35.00		
Police & Fire Dept. Accident Reports		
Same as Public Record		
Liquor Lenience Review - Special Event		
\$25.00 each		
Liquor License Review - Change/Extension		
\$50.00 each		
Liquor License Review - New Application/Transfer of Ownership		
\$100.00 each		
TRASH FEES:		
Household Trash Service		
\$16.25/month for 64 gal. \$18.75 for 96 gal. can \$11.50 per additional can		
Brush Pick-Up (Non-Trash Customer) Maximum of two bundles limbs (4 foot long) with 4 bags		
\$10.00/load		
Reinstatement Fee for accounts closed due to non-payment		
\$10.00 \$25.00		
Late Fee Assessment - On 11 th calendar day past-due		
\$5.00		
Account Delinquencies - On 30 th calendar day past due		
Past due amount at 0.833% per month or 10% per year		
Account Collections (Referrals)		
At Cost		
FACILITY REIMBURSEMENT FEES:		
Ballfield Electricity Reimbursement		
\$25.00/day		
Park Reimbursements - Non-resident of Clarkdale, commercial, other		
Event Requiring Electricity		
	3 to 5 days	\$30.00/day \$90.00
Damage, Cleaning Deposit		
\$50.00		
Reservation of Gazebo/Cabana		
\$30.00		
Booth Fees		
	1-2 days	\$18.00/day
	3-5 days	\$48.00/Event
Park Reimbursements - Resident, private event*		
Event Requiring Electricity		
	3 to 5 days	\$25.00/day \$50.00
Damage, Cleaning Deposit		
\$50.00		
Reservation of Gazebo/Cabana		
\$25.00		
Booth Fees		
	1-2 days	\$15.00/day
	3-5 days	\$40.00/Event

* A resident may NOT book the facilities on behalf of a non-resident as a way of avoiding non-resident rates.

SWIMMING POOL FEES:		
Swimming Pool Reimbursement - Main Pool		
Non-resident of Clarkdale, commercial, other		\$144.00 for up to two hours (2 hour minimum) includes up to 4 lifeguards, \$48.00 per hour thereafter
Resident, private event*		\$120.00 for up to two hours (2 hour minimum) includes up to 4 lifeguards, \$40.00 per hour thereafter
Swimming Pool Reimbursement - Main Pool		
Non-resident of Clarkdale, commercial, other		An additional \$30.00 for up two hours (2 hour minimum) includes lifeguard, \$24.00 per hour thereafter
Resident, private event*		An additional \$25.00 for up two hours (2 hour minimum) includes lifeguard, \$20.00 per hour thereafter
* A resident may NOT book the facilities on behalf of a non-resident as a way of avoiding non-resident rates.		
Swimming Pool Swim Reimbursements:		
Child		\$1.50/session
Adult		\$2.00/session
Child	10 visit pass	\$12.50/pass
Adult	10 visit pass	\$15.00/pass
Child	season	\$40.00/pass
Adult	season	\$60.00/pass
Family	season	\$105.00/pass
Pool passes for Employees and active Town volunteers		1/2 price listed above
Swim Lessons Classes		\$30.00
Clean-up Changes (Cost charged to User if the Town must clean after an event)	includes cleaning supplies	\$25.00/hour per person
LIBRARY FEES:		
Self serve copies		\$0.15/page
Computer Printing	1 - 2 pages	Free
	3 - or more pages	\$0.10/page
Overdue Books, Audio, and Magazine fine	Child	\$0.05/day
	Adult	\$0.10/day
DVD and Interlibrary loans		\$1.00/day
Overdue videos		\$0.25/day
Lost items		replacement cost plus \$5.00
CLARK MEMORIAL CLUBHOUSE FEES:		
Cleaning, Damage and Key Deposit	Event with no alcohol	\$300.00
	Event with alcohol	\$800.00
Security - Town Police Officers required with alcohol event - Minimum two Officers, Minimum two hou		\$30.00/hour per Officer
Clean-up Changes (Cost charged to User if the Town must clean after an event)	includes cleaning supplies	\$25.00/hour per person
Ladies Lounge - Meetings Only - Non-resident of Clarkdale, commercial, other	two hour minimum	\$30.00/ hour
		\$90.00/day
Ladies Lounge - Meeting Only - Resident, private event*	two hour minimum	\$25.00/ hour
		\$75.00/day
* A resident may NOT book the facilities on behalf of a non-resident as a way of avoiding non-resident rates.		
Men's Lounge - Meetings Only - Non-resident of Clarkdale, commercial, other	two hour minimum	\$36.00/ hour
		\$108.00/day
Men's Lounge - Meeting Only - Resident, private event*	two hour minimum	\$30.00/ hour
		\$90.00/day
* A resident may NOT book the facilities on behalf of a non-resident as a way of avoiding non-resident rates.		
Kitchen - Non-resident of Clarkdale, commercial, other	two hour minimum	\$24.00/ hour
		\$72.00/day
Kitchen - Resident, private event*	two hour minimum	\$20.00/ hour
		\$60.00/day
* A resident may NOT book the facilities on behalf of a non-resident as a way of avoiding non-resident rates.		
Auditorium - Non-Resident of Clarkdale - Private event (no alcohol)		\$240.00/day
	four hours or less	\$120.00/half day
Auditorium - Resident of Clarkdale - Private event (no alcohol)*		\$200.00/day
	four hours or less	\$100.00/half day
Auditorium - Commercial event (no alcohol)		\$300.00/day
	four hours or less	\$150.00/half day
Auditorium - All events with alcohol		\$400.00/day
* A resident may NOT book the facilities on behalf of a non-resident as a way of avoiding non-resident rates.		

COURT FEES:		
Court Fine Mailings	per registered mailing	\$5.00
Dog Impoundment		\$20.00
Dog Housing		\$10.00/day
Dog Citation		
1st Offense	Petty Offense	\$50.00 minimum plus applicable surcharges.
2nd Offense with in 1 year of 1st Offense	Class 2 Misdemeanor	\$80.00 minimum plus applicable surcharges.
3rd Offense within 1 year of 1st Offense	Class 2 Misdemeanor	\$150.00 minimum plus applicable surcharges. \$200.00 maximum plus applicable surcharges.
Civil Traffic Default Fee – Per default judgment entered in a civil traffic violation case upon failure to appear or failure to pay a civil sanction, unless such default judgment is set aside under Rule 28, Rules of Procedure in Civil Traffic Cases (as amended). May be waived by the Court.		\$50.00
Warrant Administrative Fee – Charged when a warrant for failure to pay a fine, sanction, restitution, or agency fees, or issues an order to show cause (OSC) to enforce probation or court-ordered counseling or school. Imposed on the person for whom the arrest warrant is issued, or the defendant found in violation at the conclusion or default in an OSC hearing, and it shall be added to the amount set forth in an arrest warrant. May be waived by the Court.		\$100.00
Municipal Court Enhancement Fund Fee – This fee is used to enhance the technological, operational and security capabilities of the court. This fee is applicable to all fines, sanctions, assessments and diversion or probation programs. May be waived by the Court.		\$10.00
Collection Fee – The defendant shall be liable for all costs of collection, including attorney fees and fees charged by a collection agency engaged by the court.		
Court Appointed Counsel Fee – In addition to court appointed attorney reimbursement costs. May be waived by the Court.		\$25.00
Minimum Clerk Fee		Per A.R.S 22-404
Research Fee		Per A.R.S 22-404
Record Duplication		Per A.R.S 22-404
Copies of Documents		Per A.R.S 22-404
ANIMAL FEES: Tags and Licenses (due January 1st.)		
Late Fees	Per permit after 1/31	\$5.00
Livestock Permits		\$25.00/year/animal
Chickens, Rabbits, etc.		
	Up to 15	\$10.00/year
	Each Additional 10 Animals over first 15	\$5.00/year
	1st Renewal After Suspension	\$20.00/year
	Subsequent Renewals	\$50.00/year
Dog Tags	Male Neutered	\$5.00/year
	Female Spayed	\$5.00/year
	Male/Female Unaltered	\$10.00/year
Potbellied Pig Tags	Male Neutered	\$5.00/year
	Female Spayed	\$5.00/year
	Male/Female Unaltered	Not Allowed
COMMUNITY DEVELOPMENT FEES:		
Minor Land Division		\$200.00
Lot Line Adjustment		\$50.00
General Plan Amendment (Major)		\$300.00 + \$15.00/arce
Abandonment Request (road or alley)		\$150.00
Subdivision Abandonment or amend recorded plat		\$150.00
Design Review Board Application		\$90.00
Variance Request - Residential		\$100.00
Variances Request - Commercial		\$300.00
Conditional Use Permit Request		\$200.00
Zoning Change		\$300.00 + \$15.00/arce
Appeal of Design Review Decision		\$50.00
Request By Applicant to Table Hearing After Advertisement		\$100.00
Zoning Code		\$30.00
General Plan		\$30.00
Annexation Application Initial Deposit		\$5,000.00
Mapping: Plot of County Parcel map for individual property and approximately 300 foot area around parcel, black and white with no aerial information with or without zoning boundaries and annotation.		
	8 ½" x 11"	\$2.00
	11"x17"	\$3.00
	18"x24"	\$4.00
	24"x36"	\$5.00

Mapping: Plot of County Parcel map for individual property and approximately 300 foot area around the parcel, color with satellite aerial information and optional zoning district boundaries and annotation.	
8 1/2" x 11"	\$3.00
11"x17"	\$4.00
18"x24"	\$6.00
24"x36"	\$8.00
Mapping: Plots of the following Town maps from the 2002 General Plan (in color): Zoning, General Land Use, land Use Plan, Circulation Plan, Public Agencies, Subdivisions.	
11"x17"	\$4.00
18"x24"	\$6.00
24"x36"	\$8.00
Custom Mapping Work	\$30.00/hour
Site Plan Review Fee	\$300.00 + \$15.00/acre
Blanket Sign Permit (Real Estate)	\$25.00/year or \$3.00/month
SUBDIVISION FILLING FEES:	
Preliminary Plat	\$500.00 + \$15.00 per lot
Final Plat	\$500.00 + \$15.00 per lot
PAD/PUD FEES:	
Extension of Time on Final Approval	\$300.00
Preliminary or Final Site Plan Without a Zoning Map Change	\$1,000.00 + \$5.00 per acre
Revised Preliminary or Final Site Plan Initiated by Applicant	\$250.00 + \$5.00 per acre
Master Plans without Zoning Map Changes	\$500.00 + \$5/00 per acre
Legal, engineering and inspection fees for subdivisions, PAD's and PUD's	Equal to the amount charged to the Town
PUBLIC WORKS FEES:	
Permit With Road Cut	\$50.00
Asphalt cut maintenance fee	minimum cut fee \$100.00 per 60 square foot
	Additional square foot over 60 \$1.67/square foot
Permit Without Road Cut	\$25.00
Permits Issued to Franchised Utility	\$0.00
Private Road Street Sign	\$125.00 \$200.00 per sign
Private Road Traffic control Signs (Stop, Yield, Speed)	\$250.00 \$300.00 per sign
VALLEY VIEW CEMETERY FEES	
Perpetual Care Fund Area:	
One-half lot	\$250.00
Opening and Closing	\$400.00
Perpetual Care	\$150.00
Dome	\$180.00
Companion Graves:	
One-half lot	\$250.00
Opening and Closing	\$880.00
Perpetual Care	\$150.00
Dome	\$380.00
Cremations Only Section:	
One-half lot	\$150.00
Opening and Closing	\$200.00
Perpetual Care	\$50.00
Section V:	
One-half lot	\$500.00
Opening and Closing	\$400.00
Perpetual Care	\$965.00
Dome	\$180.00
Section V Companion Graves:	
One-half lot	\$500.00
Opening and Closing	\$880.00
Perpetual Care	\$965.00
Dome	\$380.00
WATER SERVICE RATES	
Base User Rate Per Billing Period	
Meter Size (inches)	
5/8"	\$23.50
1"	\$39.00*
1 1/2"	\$78.00
2"	\$125.00
3"	\$250.00
4"	\$395.00
6"	\$790.00
8"	\$1,248.00
*Note: A customer having a 1" meter solely to service a mandated residential fire sprinkler system will be charged a 5/8" base user rate	

Volume Rates Per Thousand Gallons		
Block 1 (1,001-10,000 gal)	Block 1 (1,001-10,000 gal)	\$4.00
Block 2 (10,001-20,000 gal)	Block 2 (10,001-20,000 gal)	\$5.60
Block 3 (>20,000 gal)	Block 3 (>20,000 gal)	\$7.84
Other Charges Per Billing Period Per Meter		
	Water Resource Development	\$4.00
	Yavapai County Water Advisory Committee	\$0.32
	Gila River Adjudication	\$0.41
	Water Conservation Program	\$0.25
RECLAIMED WATER FEE		
Reclaimed Water Rate	Per 1,000 gallons	\$2.00/1,000 gallons
WATER SYSTEM CONNECTION CHARGES		
Meter Size (inches)	Type A Fees	
5/8"		\$500.00
1"		\$650.00*
1 1/2"		\$850.00
2"		\$1,150.00
3"		\$2,685.00
4"		\$3,635.00
6"		\$8,485.00
8"		\$11,485.00
*Note: A customer having a 1" meter solely to service a mandated residential fire sprinkler system will be charged a 5/8" base user rate		
Meter Size (inches)	Type B Fees **	
5/8"		\$1,500.00
1"		\$1,500.00
1 1/2"		\$1,500.00
2"		\$1,500.00
3"		\$1,500.00
4"		\$1,500.00
6"		\$1,500.00
8"		\$1,500.00
** Type B Fees to be in effect February 23, 2006 - February 1, 2013.		
WATER SYSTEM NEW ACCOUNT FEES		
Deposits (will be returned to customers after one year, if no delinquencies occur. There will be no interest paid on the deposit)		
3/4 or 5/8"		\$100.00
1"		\$125.00
1 1/2"		\$200.00
2"		\$300.00
3"		\$400.00
4"		\$500.00
6"		\$600.00
8"		\$700.00
Water Service Turn-On		\$25.00
Emergency and Construction Turn-On/Turn-Off		
During Business Hours		\$25.00
Non-Business Hours		\$75.00
WATER SYSTEM – OTHER CHARGES		
Water Line Tap Fee		At cost plus 10% administrative fee. See "Other Water Rate and Fee Policies"
Reconnections (Per Disconnection for Non-Payment)		\$25.00
Meter Re-Reading/Test		\$25.00
Account Transfer		\$25.00
Returned Check/NSF Fee		\$25.00
Late Fee Assessment - On 11 th calendar day past-due		\$5.00
Account Delinquencies - On 30 th calendar day past due		Past due amount at 0.833% per month or 10% per year
Account Collections (Referrals)		At Cost
Civil Penalties		\$100.00 per offense. Each day during which a violation occurs or continues shall be deemed a separate offense.
Unauthorized Turn-On/Turn-Off/Tampering		

OTHER WATER UTILITY RATE AND FEE POLICIES

Deposits – Deposits will be returned to customers after one year, if no delinquencies occur. There will be no interest paid on the deposit.

Disconnection for Non-Payment - Water service shall be disconnected for non-payment sixty (60) days from the due date.

Type B Water Connection Fees – Type B Water Connection Fees are established and remain in place for any new water connections from February 23, 2006-February 1, 2013

Use of hydrants and/or hydrant meters – Use of hydrants and/or hydrant meters for residential, commercial or construction customers will be allowed only by permit through the Clarkdale Public Works Department.

Water Line Taps – The Clarkdale Municipal Water Utility contracts with an appropriately licensed contractor in the State of Arizona to provide meter tap services. Customers have the option of requesting that the Town authorize the Town's approved contractor to perform the tap, or to select their own contractor to do so. If the Town's contractor is used, the actual cost for the tap plus a 10% administrative fee will be reimbursed to the Town by the customer as a "Water Line Tap Fee".

WASTE WATER CONNECTION (CAPACITY) FEE RESIDENTIAL:

Single Family Residential \$3,242.00

WASTE WATER CONNECTION (CAPACITY) FEE COMMERCIAL/INDUSTRIAL:

Water Meter Size & Type	Safe Maximum Operating Capacity (gpm)	Calculated Capacity Ratio	Recommended Wastewater Capacity Fee
¾" Displacement	30	1	\$3,242.00
1" Displacement	50	1.67	\$5,403.33
1 ½ " Displacement	100	3.33	\$10,806.67
2" Displacement	160	5.33	\$17,290.67
3" Compound	320	10.67	\$34,581.33
4" Compound	500	16.67	\$54,033.33
6" Compound	1000	33.33	\$108,066.67
8" Compound	1600	53.33	\$172,906.67
3" Turbine (Class 1)	350	11.67	\$37,823.33
4" Turbine (Class 1)	600	20	\$64,840.00
6" Turbine (Class 1)	1250	41.67	\$135,083.33
8" Turbine (Class 1)	1800	60	\$194,520.00

SEWER USER FEES:

Residential User	\$20.47per month \$20.47per month minimum base rate, plus a usage fee of \$1.90 per thousand gallons of water purchased in excess of 5,000 gallons per month
Commercial	
Reinstatement Fee for accounts closed due to non-payment	\$25.00
Late Fee Assessment - On 1 st calendar day past-due	\$5.00
Account Delinquencies - On 30 th calendar day past due	Past due amount at 0.833% per month or 10% per year
Account Collections (Referrals)	At Cost

WASTE WATER DEVELOPMENT FEES:

Single Family Residential Waste Water Development Fee \$1,000.00

All Other Development Fees:

The rate is established by the proposed use's proportional share, as compared to single family residential uses. The proportional share to be determined based on the chart set forth below, and amended from time to time by Resolution of the Mayor and Common Council, setting forth the gallons per day for various uses (See Exhibit "A").

Single Family Connection Fee Cost per gallon
Average Daily Flow For Single Family Residences

$$\text{Cost per Gallon} \times \text{Gallons per Day} = \text{Connection Fee}$$

$$\frac{1000}{280} = 3.57 \text{ (cost per gallon)}$$

Example: New 10 unit hotel (using table "A" below)
\$3.57 x 125 x 10 = \$4462.50 Connection Fee

All connection fees are to be collected in advance with the following exception:

For buildings completed and occupied prior to May 27, 1997, and where the connection fee falls within specified amounts, a partial financing option will be made available.

If connection is completed within 6 (six) months of the time that the sewer service becomes available, at least ½ (one-half) of the fee is to be paid to the Town of

Specified Amount of Connection Fee	Specified Financing Time Period
\$10,000-\$49,999.99	3 years
\$50,000 +	5 years

TABLE "A"	
AVERAGE DAILY SEWAGE FLOW	
Type of Establishment (Unit Basis)	Sewage Flow (gallons per day)
Airport (passenger)	4
Apartments, multiple family, 1 bedroom or less	105
2 bedrooms or more	140
Bar (patron)	25
Barber Shop (50 per chair over 8)	100
Beauty Parlor (100 per chair over 5)	1000
Camp: Campground overnight with flush toilet (camper space)	25
Campground overnight with flush toilet and shower (camper space)	50
Construction (bed)	50
Day with no meal served (camper space)	15
Luxury (camper)	100-150
Resorts, Day and night, with limited plumbing (camper space)	50
Tourists with central bath and toilet facilities (person)	35
Churches: Without kitchens (person)	7
With kitchens (persons)	10
Clubs, Country: (resident members)	100
(non-resident member)	25
Cottages with seasonal occupancy (resident)	100
Dental Office (chair)	500
Dog kennel (per animal)	15
Dwellings: Boarding or roomed houses (resident)	70
Additional kitchen requirements for non-residents (boarder)	10
Highway Rest Area (contact State Department of Transportation)	
Hospital (bed)	240-400
Hotel: Without kitchen	125
With kitchen (room)	150
Institutions other than hospitals (person)	75-125
Laundries, self service (machine)	180
Manufacturing: No showers (person) (plus daily process water use)	25
With showers (person) (plus daily process water use)	35
Mobile Home Community System: For family (space)	250
For adults only community (space)	150
Motel: Without kitchens (room)	125
With kitchens (room)	150
Office (person)	25
Picnic: Without bathhouses, showers & flush toilets (picnicker)	20
With toilet facilities only (picnicker)	10
Public restrooms (toilet)	200
Recreation Vehicle Park: With water and sewer hook-up (vehicle)	100
Restaurant (seat)	30
Per meal served	7
Schools: Boarding (pupil)	100
Day with cafeteria, gymnasiums and showers (pupil)	25
Day with cafeteria, no gymnasiums and showers (pupil)	20
Day without cafeteria, gymnasiums or showers (pupil)	15
Service Station (bay)	1000
Shopping Center (sq. ft. of store area) (no food/laundry)	0.1
Single Family Residence	280
Stores: Under 5000 Sq. Ft. retail floor	500
Over 5000 sq. ft. retail floor (sq. ft.)	0.1
Swimming Pool (swimmer)	10
Theaters: Drive-In (car space)	5
Movie (seat) (vehicle)	5

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Clarkdale, Arizona, this 24th day of April, 2007.

APPROVED:

ATTEST:

Doug Von Gausig, Mayor

Kathy Bainbridge, Town Clerk