

**RESOLUTION NO. 2022-37**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SEDONA,  
ARIZONA, ESTABLISHING AS A PUBLIC RECORD PROPOSED AMENDMENTS TO  
THE CONSOLIDATED FEE SCHEDULE.**


BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF SEDONA,  
ARIZONA that the terms set forth in that document attached hereto as Exhibit A and  
entitled "2022 Amendments to the Sedona Consolidated Fee Schedule" constitute a  
public record to be incorporated by reference into Ordinance No. 2022-12.

At least one (1) paper copy and one (1) electronic copy of this public record shall  
be kept in the office of the City Clerk for public use and inspection.

PASSED AND ADOPTED this 22<sup>nd</sup> day of November, 2022, by the Mayor and  
Council of the City of Sedona, Arizona.

  
\_\_\_\_\_  
Sandra J. Moriarty, Mayor

ATTEST:

  
\_\_\_\_\_  
JoAnne Cook, CMC, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Kurt W. Christianson, City Attorney



## 2022 CONSOLIDATED FEE SCHEDULE PROPOSED CHANGES (BY DEPT.) Exh. A

CITY CLERK'S OFFICE			
Fee Description	Current Base Fee	Additions, Limits, & Notes	Proposed Fee or Increase and Report/Data
Arguments for Initiative/Referendum	\$250 deposit	City Code 2.85.060 D.3f adopted 2-03-06 & 4-12-2011.	Sedona City Code 2.85.060 D.3f. To offset a portion of the proportionate costs of the paper and printing of pamphlet. Refund generated only if costs of paper and printing are less than the amount of deposits received.

CITY MANAGER'S OFFICE	Fee Description	Current Base Fee	Additions, Limits, & Notes	Proposed Fee or Increase and Report/Data
Short-Term Rental Permit Fee	\$0	Per application for one unit	\$200 – 100% cost recovery of direct and indirect costs, see separate report	

COMMUNITY DEVELOPMENT	Current Base Fee	Additions, Limits, & Notes	Proposed Fee or Increase and Report/Data
Fee Description \$1.00 to \$500.00	\$30.00		Remove line and add to next line. There is no reason for this line if added to the following.
\$501.00 to \$2,000	\$30.00 for the first \$500.00 plus \$2.75 for each additional \$1,000 or fraction thereof, to and including \$2,000		1) Change "Total Valuation" to "\$1.00 to \$2,000. This eliminates the need for the line above. 2) Change "\$30.00" to "\$50.00" as the minimum permit fee, as indicated on Page 19 below is \$50.00.
Temporary Sign Permit retrieval	First offense: \$25 per sign, Second offense: \$50 per sign Third offense: \$100 per sign		Adopted by Resolution 2017-29 and have not been incorporated into the Consolidated Fee Schedule.
Art in Private Development Base Fee	\$0.5377	Per gross square foot of development	Increased by Western Region CPI - \$0.5880
Uptown Parking In Lieu Fee	\$35,000 per parking space, increased January 1 of each year based on National Construction Cost Index		Ordinance 2020-05 and Resolution 2020-17. Increase by National Construction Cost Index - \$37,797

FINANCE Fee Description	Current Base Fee	Additions, Limits, & Notes	Proposed Fee or Increase and Report/Data
Lien Filing Fee	\$50 (added to the amount of the lien)		\$65 –100% cost recovery of direct costs – see separate report
Deposit for Utility Services	\$250		\$185 – reduced to improve affordability
Septic Tank Pumping and Repair under Cluster System Septic Pumping and Replacement Agreement	Septic Tank Pumping Reimbursement \$0.40 per gallon.  Reimburse for septic tank replacement or repair up to \$3,000	Reimburse for pump of septic tank based on billing by septic hauler at the rate of \$0.40 per gallon. Reimbursement for pumping shall not include costs related to locating or repair.  Reimbursement for repair/replacement shall be limited to \$3,000. Location costs for the septic tank are not reimbursable. Excessive repair costs will be denied.	Increase reimbursement rate to a maximum of \$0.46 per gallon. Based on a review of current sewer hauler pump fees to determine average rate for reimbursement.

MAGISTRATE COURT	Fee Description	Current Base Fee	Additions, Limits, & Notes	Proposed Fee or Increase and Report/Data
Default Fee	Not to exceed \$50	Default fee applies to civil traffic and local code violations	NA	NA
Compact Disc Recording	\$17 per disc	Amount set by A.R.S 22-404 and subject to change	NA	NA
Research	\$17 per case, plus copy charge	Amount set by A.R.S 22-404 and subject to change	NA	NA
Certified Copies	\$17 per case, plus copy charge	Amount set by A.R.S 22-404 and subject to change	NA	NA
Copies	\$0.50 per page	Amount set by A.R.S 22-404 and subject to change	NA	NA

PUBLIC WORKS/ENGINEERING SERVICES	Fee Description	Current Base Fee	Additions, Limits, & Notes	Proposed Fee or Increase and Report/Data
	Grading Permit			Grading Permits: 10% inflationary increase from January 2020-January 2022 per ENR
	• 0 – 50 CY	\$10		\$11
	• 51 – 100 CY	\$19		\$21
	• 101 – 1,000 CY	\$37 for the first 100 CY	Plus \$19 for each additional 100 CY or fraction thereof	\$41 for the first 100CY, Plus \$21 for each additional 100CY or fraction thereof
	• 1,001 – 10,000 CY	\$208 for the first 1,000 CY	Plus \$19 for each additional 1,000 CY or fraction thereof	\$229 for the first 1,000 CY, Plus \$21 for each additional 1000 CY or fraction thereof
	• 10,001 – 100,000 CY	\$379 for the first 10,000 CY	Plus \$21 for each additional 10,000 CY or fraction thereof	\$417 for the first 10,000CY, Plus \$23 for each additional 10,000CY or fraction thereof
	• 100,001 – 200,000 CY	\$589 for the first 100,000 CY	Plus \$21 for each additional 10,000 CY or fraction thereof	\$648 for the first 100,000 CY, Plus \$23 for each additional 10,000 CY or fraction thereof
	• 200,000 CY +	\$799 for the first 200,000 CY	Plus \$26 for each additional 10,000 CY or fraction thereof	\$879 for the first 200,000 CY, Plus \$29 for each additional 10,000 CY or fraction thereof



PUBLIC WORKS/ENGINEERING SERVICES	Fee Description	Current Base Fee	Additions, Limits, & Notes	Proposed Fee or Increase and Report/Data
	Grading Plan Review			Grading Plan Reviews: 10% inflationary increase from January 2020-January 2022 per ENR
	• 0 – 100 CY	\$11		\$12
	• 101 – 1,000 CY	\$39		\$43
	• 1,001 – 10,000 CY	\$54		\$59
	• 10,001 – 100,000 CY	\$59 for the first 10,000 CY	Plus \$11 for each additional 10,000 cubic yards or fraction thereof	\$65 for the first 10,000 CY, Plus \$12 for each additional 10,000 CY or fraction thereof
	• 100,001 – 200,000 CY	\$158 for the first 100,000 CY	Plus \$7 for each additional 10,000 cubic yards or fraction thereof	\$174 for the first 100,000 CY, Plus \$8 for each additional 10,000 CY or fraction thereof
	• 200,000 CY +	\$228 for the first 200,000 CY	Plus \$4 for each additional 10,000 cubic yards or fraction thereof	\$251 for the first 200,000 CY, Plus \$4 for each additional 10,000 CY or fraction thereof
	• Additional Meetings	\$73 per hour – 1 hour minimum		\$80 per hour – 1 hr minimum
	• Additional Plan Review	\$55 per hour – 1 hour minimum		\$61 per hr – 1 hr minimum
	• Inspection Outside Business Hours	\$65 per hour – 2 hour minimum		\$72 per hour – 2 hour minimum
	• Re-Inspection	\$73 per hour – 1 hour minimum		\$80 per hour – 1 hour minimum
	• Inspection Where No Fee Indicated	\$55 per hour – 1 hour minimum		\$61 per hour – 1 hour minimum

PUBLIC WORKS/ENGINEERING SERVICES Fee Description	Current Base Fee	Additions, Limits, & Notes	Proposed Fee or Increase and Report/Data
Right of Way (ROW) Utility Permit <ul style="list-style-type: none"> <li>• Outdoor Dining Agreement</li> </ul>	\$1.00 per square foot per month for outdoor dining space within the ROW		Increase 10% ENR Inflation for 2021 & 2022. \$1.10 per Sq Ft

WASTEWATER Fee Description	Current Base Fee	Additions, Limits, & Notes	Proposed Fee or Increase and Report/Data
<b>Wastewater Capacity Fees:</b>  <ul style="list-style-type: none"> <li>0 – 8 WSFUs*</li> </ul>	<p style="text-align: center;"><b>\$ 4,088.00</b></p>	<p>*Water Supply Fixture Units Calculation based on the Economics Research Network (ERN) rate increase of 7.99% for calendar year 2023. <math>(\\$4,088.00 \times 7.99\% = \\$326.63 + \\$4,088.00 = \\$4,414.63)</math> and rounded to the nearest dollar amount.</p>	<p style="text-align: center;"><b>\$ 4,415.00</b></p>
<ul style="list-style-type: none"> <li>8.1 – 17 WSFUs</li> </ul>	<p style="text-align: center;"><b>\$10,461.00</b></p>	<p>Calculation based on the Economics Research Network (ERN) rate increase of 7.99% for calendar year 2023. <math>(\\$10,461.00 \times 7.99\% = \\$839.83 + \\$10,461 = \\$11,296.83)</math> and rounded to the nearest dollar amount.</p>	<p style="text-align: center;"><b>\$11,297.00</b></p>
<ul style="list-style-type: none"> <li>17.1 – 29 WSFUs</li> </ul>	<p style="text-align: center;"><b>\$18,565.00</b></p>	<p>Calculation based on the Economics Research Network (ERN) rate increase of 7.99% for calendar year 2023. <math>(\\$18,565.00 \times 7.99\% = \\$1,483.34 + \\$18,565.00 = \\$20,048.34)</math> and rounded to the nearest dollar amount.</p>	<p style="text-align: center;"><b>\$20,048.00</b></p>

WASTEWATER Fee Description	Current Base Fee	Additions, Limits, & Notes	Proposed Fee or Increase and Report/Data
<ul style="list-style-type: none"> <li>29.1 – 42 WSFUs</li> </ul>	\$27,835.00	Calculation based on the Economics Research Network (ERN) rate increase of 7.99% for calendar year 2023. $(\$27,835.00 \times 7.99\% = \$2,224.01 + \$27,835 = \$20,048.34)$ and rounded to the nearest dollar amount.	\$30,059.00
<ul style="list-style-type: none"> <li>42.1 – 55 WSFUs</li> </ul>	\$37,326.00	Calculation based on the Economics Research Network (ERN) rate increase of 7.99% for calendar year 2023. $(\$37,326.00 \times 7.99\% = \$2,982.34 + \$37,326.00 = \$40,308.34)$ and rounded to the nearest dollar amount.	\$40,308.00
<ul style="list-style-type: none"> <li>&gt; 55 WSFUs (per WSFU)</li> </ul>	\$730.01	This fee is for each WSFU, or portion thereof, over 55 and is added to the fee for 55 WSFUs. For example, 60 WSFUs would be calculated as follows: $\$37,326 + (5 \times \$730.01) = \$40,976.05$ .	\$788.34
Reclaimed Water Fees:			
<ul style="list-style-type: none"> <li>Agricultural Use</li> <li>Billing Unit = 1,000 gallons</li> </ul>	\$1.50	Minimum of 100,000 gallons per year required.	\$0.15
<ul style="list-style-type: none"> <li>All other uses</li> <li>Billing Unit = 1,000 gallons</li> </ul>	\$1.50		\$1.50

**Service Fee Summary Calculation**

**Service Fee:** Short-Term Rental Permit  
**Proposed Effective Date:** 1/1/2023  
**Units:** Permit

TOTAL ANNUAL COST OF SERVICE	
Cost Type	Annual Cost of Service
Personnel	\$ 87,710
Ongoing Supplies & Services	\$ 71,850
One-Time Supplies & Services	890
Indirect Cost Allocations	\$ 36,051
<b>Total Annual Cost of Service</b>	<b>\$ 196,501</b>

PER UNIT FEE	
Description	Amount
Total Annual Cost of Service	\$ 196,501
Number of Permits	975
<b>100% Cost Recovery Fee</b>	<b>\$ 202.00</b>

**PROPOSED FEE** \$ 200.00

**Service Fee Detail Calculations**

Service Fee: Short-Term Rental Permit  
 Proposed Effective Date: 1/1/2023

PERSONNEL COSTS			
Title	Activities Included	Hourly Wage-FEE Budgeted	Time per Permit (in hours)
Short-Term Rental Specialist	Review of permit applications including delinquencies and outstanding complaints/citation; Processing and approval of permit applications; Generating and issuing permit	\$ 42.17	2.13
			Annual Cost of Service
			\$ 87,710.00
			<b>Personnel Total \$ 87,710.00</b>

ONGOING SUPPLIES & SERVICES COSTS			
Program	Description	Annual Amount	% Annual Cost of Service
STR Monitoring/Administration	Budgeted office supplies, postage, travel/training	\$ 2,850.00	100%
IT Direct Costs	Budgeted STR registration/monitoring software	\$ 40,000.00	100%
IT Direct Costs	Unbudgeted STR licensing software	\$ 29,000.00	100%
			<b>Ongoing Supplies &amp; Services Total \$ 71,850.00</b>

ONE-TIME SUPPLIES & SERVICES COSTS			
Program	Description	Annual Amount Amortized over Life	% Annual Cost of Service
STR Monitoring/Administration	Budgeted furniture for new position	\$ 890.00	100%
			<b>One-Time Supplies &amp; Services Total \$ 890.00</b>

INDIRECT COST ALLOCATIONS			
Program	Description	Annual Amount	% Annual Cost of Service
STR Monitoring/Administration	Budgeted CMO Administration support	\$ 5,180.00	100%
STR Monitoring/Administration	Budgeted Human Resources support	\$ 3,010.00	100%
STR Monitoring/Administration	Budgeted Financial Services support	\$ 4,400.00	100%
STR Monitoring/Administration	Budgeted IT support (less direct charges)	\$ 4,410.00	100%
STR Monitoring/Administration	Budgeted General Services support including liability insurance	\$ 1,350.00	100%
STR Monitoring/Administration	Budgeted Facilities Maintenance support	\$ 4,180.00	100%
STR Monitoring/Administration	Unbudgeted Legal Services support	\$ 13,521.00	100%
			<b>Indirect Cost Allocations Total \$ 36,051.00</b>

	23.47	Current	Proposed
<b>SUMMARY</b>			
Personnel		\$50.00	\$65.00
Program Overhead		65%	84%
City Central Services Overhead	12.09		
Certified Mailing	7.82		
Lien Filing Costs	34.00	77%	100%
<b>TOTAL \$</b>	<b>77.37</b>		

Personnel Costs	Hours	Wage + ERE Rate	Total
<b>Finance Department</b>			
Revenue Supervisor	0.5	46.94	23.47
<b>TOTAL</b>			<b>\$ 23.47</b>

City Central Services Overhead (Indirect Costs)	% of Personnel Budget	Total
<b>Internal Charges</b>	51%	\$ 12.09

ACCOUNTING

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