

CITY OF TOLLESON
NOTICE OF INTENT TO ESTABLISH NEW CITYWIDE FEES
IN ACCORDANCE WITH A.R.S. § 9-499.15

The City of Tolleson hereby announces its intent to establish new fees, as outlined in the proposed Citywide Fee Schedule, pursuant to Arizona Revised Statutes § 9-499.15.

Details regarding the proposed fees, along with supporting reports and data, are available for public review on the City's website at www.tolleson.az.gov (under "Public Notices") or in person at the Tolleson Civic Center, located at 9055 West Van Buren Street, Tolleson, Arizona 85353.

The new fees will be considered by the Mayor and City Council during the Regular Council Meeting scheduled for March 25, 2025, at 6:00 PM. The meeting will take place at the Tolleson Civic Center, 9055 West Van Buren Street, Tolleson, Arizona 85353, and will also be accessible via Zoom Webinar at <https://us02web.zoom.us/j/84069679194> or by phone at 1-253-215-8782 (Meeting ID: 840 6967 9194).

A public hearing will take place during the meeting, providing an opportunity for community members to offer their input on the proposed fees.

Published in the Arizona Republic on February 28, 2025.
Posted on the City's website on January 17, 2025.



CITYWIDE FEE SCHEDULE

Fees are separated by service area to facilitate the identification of a particular fee within the document.
However, fees as adopted on this schedule may be assessed citywide.

DEPARTMENT	FEE	AMOUNT	UNIT OF MEASURE
CITY CLERK	Public Records Requests		
	Cassettes, CDs, DVDs, and Videotapes	\$10.00	Per Item
	Public Record Hard Copying	\$5.00	Per Request (up to 20 pages)
	Archived Records Copying (older than 3 years)	\$20.00	Per Request (up to 20 pages)
	Copying of Additional Pages	\$0.20	Per Page (after 20 pages)
	CDs	\$10.00	Per CD
	Equipment and Personnel	\$35.30 for producing copies of the records or for converting the records into read-only electronic format, but not for the cost of searching records.	Per Hour (after the first hour)
	Digital Records	Free	
CITY COURT	Arrest Warrant Processing	\$50.00	Per Warrant
	Case Default Fee (Warrants & Suspension)	\$50.00	Per Case
	Certified Copies	\$17.00	Per Record
	Compliance Monitoring	N/A	Per Case
	Copy of Hearing/CD	\$17.00	Per Case
	Deferred Prosecution	TBD by Prosecutor/State	Per Case
	Diversion Program	\$25.00	Per Case
	Driver's License Suspension	\$15.00	Per Case (Fee no longer imposed after September 2022)
	Indigent Administrative Assessment (Determined by the Judge based on financial affidavit)	\$0.00	Per Charge
	Jury Cancellation	N/A	Per Case
	Municipal Court Enhancement	\$5.00	Per Case (included in court fine)
	Probation Program	\$0.00	Per Case
	Public Defender (Determined by the Judge based on financial affidavit)	TBD by Judge	Per Case
	Research Fee	\$17.00	Per Search

Administrative Fee	\$20.00	Per Case
Prosecution Fee	\$10.00; \$35.00 for violation of A.R.S. Title 28, Chpt 4; or TBD by Judge	Per Citation
Order to Show Cause	\$50.00	Per Order
Abstract Fee	\$10.00	Per Request
Community Service Monitoring	\$10.00	Per Case

DEVELOPMENT SERVICES

Building Permits (based on project valuation)		
\$0.00 to \$500.00	\$24.00	Flat
\$501.00 to \$2,000.00	\$24.00 for the first \$501.00 of Value plus \$3.00 for each \$100.00, or fraction thereof , to and including \$2,000.00	Increment
\$2,001.00 to \$40,000.00	\$69.00 for the first \$2,001.00 plus \$11.00 for each additional \$1,000.00 or fraction thereof, to and including \$40,000.00	Increment
\$40,001.00 to \$100,000.00	\$487.00 for the rest \$40,001.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof to and including \$100,000.00	Increment
\$100,001.00 to \$500,000.00	\$1,027.00 for the first \$100,001.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof to and including \$500,000.00	Increment
\$500,001.00 to \$1,000,000.00	\$3,827.00 for the first \$500,001.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00	Increment
Over \$1,000,000.00	\$6,327.00 for the first \$1,000,001.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof	Increment
Building Plan Review Fee	65% of Building Permit Fee	Flat
Afterhours Inspections	\$70.50	Per Hour (4-hour minimum)
New Certificate of Occupancy	\$47.00	Flat
Reinstitute Electrical Service	\$47.00	Flat
Planning and Zoning		
Variance	\$250.00 + \$200.00	Per Page
Use Permit	\$300.00 + \$200.00	Per Page
Zoning Ordinance Amendment	\$600.00 + \$300.00	Per Page
Zoning Change	\$1,500.00 + \$350.00	Per Page

Preliminary Plat/Final Plat/MLD	\$1,500.00 + \$200.00	Per Page
Site Plan (Single Family)	\$750.00 + \$350.00	Per Page
Site Plan (Residential Other)	\$1,200.00 + \$450.00	Per Page
Site Plan (Commercial & Industrial)	\$2,000.00 + \$600.00	Per Page
Zoning Permit (Fence)	\$47.00	Flat
Zoning Verification Letter	\$100.00	Per Letter
Appeal	\$200.00	Per Case
Business Licenses		
Business License	\$60.00	Annually
Amusement Device/Gaming Centers (1-5 machines)	\$60.00 + \$50.00 per machine	Annually
Gaming Centers (6 or more machines)	\$60.00 + \$350.00 per machine	Annually
Carnival Company	\$100.00	Per Day
Circus (Seating 3,000 or less)	\$150.00	Per Day
Circus (Seating 4,000 or less)	\$175.00	Per Day
Circus (Seating 5,000 or less)	\$200.00	Per Day
Circus (Seating over 5,000)	\$250.00	Per Day
Construction Contractor	\$60.00	Annually
Distributor of Handbills	\$5.00 (up to \$25.00 maximum)	Per Day
Licensed Liquor Sales: Distiller/Brewer/Winery	\$300.00	Annually
On-sale Retailer (Spirituos Liquor)	\$400.00	Annually
On-sale Retailer (Wine and Beer)	\$240.00	Annually
On-sale Retailer (Beer)	\$160.00	Annually
Off-sale Retailer (Spirituos Liquor)	\$300.00	Annually
Off-sale Retailer (Wine and Beer)	\$160.00	Annually
Off-sale Retailer (Beer)	\$120.00	Annually
Club	\$300.00	Annually
Hotel-Motel (Spirituos Liquor)	\$300.00	Annually
Restaurant (Spirituos Liquor)	\$300.00	Annually
Massage Parlors/Businesses employing Licensed Massage Therapists	\$60.00	Annually
Movie Theaters (showing obscene/X-rated films)	\$200.00	Per Day
Palmistry/Fortune Telling	\$200.00	Per Month
Salespersons/Canvassers without a Fixed Business	\$120.00	Annually
Street Merchant or Fakir	\$35.00	Per Day

Street Stands or Sales	\$35.00	Per Day
Street Ballyhoos	\$35.00	Per Day
Sexually-oriented Business	\$500.00 + \$500.00	Per Application + Annually
Adult Service Provider Permit	\$100.00	Per Application
Sexually-oriented Business Manager Permit	\$150.00	Per Application
Adult Book Store	\$500.00 + \$500.00	Per Application + Annually
Escort	\$85.00	Annually
Escort Service Bureau	\$195.00 + \$50.00	Per application + Annually
Special Permit Fee		
Auction House	\$3,000.00	Annually
Pawnshop	\$3,000.00	Annually
Secondhand Dealer	\$3,000.00	Annually
Junk Dealer	\$3,000.00	Annually
Junk Collectors	\$3,000.00	Annually
Dealer of Precious Items	\$3,000.00	Annually
Transaction Convenience Fees		
Credit Card	3.25%	Per Transaction
Echeck	\$1.05	Per Transaction
Engineering Permits (based on-civil project valuation)		
\$0.00 to \$500.00	\$24.00	Flat
\$501.00 to \$2,000.00	\$24.00 for the first \$501.00 of Value plus \$3.00 for each \$100.00, or fraction thereof, to and including \$2,000.00	Increment
\$2,001.00 to \$40,000.00	\$69.00 for the first \$2,001.00 plus \$11.00 for each additional \$1,000.00 or fraction thereof, to and including \$40,000.00	Increment
\$40,001.00 to \$100,000.00	\$487.00 for the rest \$40,001.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00	Increment
\$100,001.00 to \$500,000.00	\$1,027.00 for the first \$100,001.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00	Increment
\$500,000.00 to \$1,000,000.00	\$3,827.00 for the first \$500,001.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00	Increment

Over \$1,000,000.00	\$6,327.00 for the first-\$1,000,001.00 plus \$3.00 for each additional \$1,000.00 or fraction thereof	Increment
Engineering Plan Review Fee	65% of Civil Permit Fee	Flat
Engineering		
Commercial		
Permit application requires a non-refundable deposit due at submittal - For Commercial Only	\$200.00	Per Submittal
Plan Review	\$300.00	Per Sheet
Report Review	\$600.00	Each
At Risk Grading/Drainage Permit	Actual Grading/Drainage Permit	Each
Haul Permit	\$300.00	Each
Minor Land Division	\$600.00	Per Request
Permit	3.5% of Construction Cost	Each
Revision to Approved Plan	\$300.00	Per Sheet
Revision to Approved Report	\$600.00	Per Report
Re-Inspection Fee (after 2 failures)	\$150.00	Each
Permit Extension	10% of Permit Fee	Per Request
Permit Reactivation of Expired Permit	50% of Permit Fee	Per Request
Residential		
Application Review	\$25.00	Each
Permit	\$50.00	Each
Pavement Less Than 3 Years Old:		
Less than 5 Square Yard	\$330.00	Per Square Yard
5 to 100 Square Yard	\$1,650.00 + \$18.00	Per Square Yard Over 5
Greater than 100 Square Yard	\$3,360.00 + \$14.00	Per Square Yard Over 100
Pavement 3-10 Years Old:		
Less than 5 Square Yard	\$165.00	Per Square Yard
5 to 100 Square Yard	\$825.00 + \$9.00	Per Square Yard Over 5
Greater than 100 Square Yard	\$1,680.00 + \$7.00	Per Square Yard Over 100
Temporary Traffic Control		
Minimum - No Restrictions Planned*	\$50.00	Each
Roadway Restriction*	\$75.00	Per Day
Left Turn Prohibition - Signalized Intersection*	\$50.00	Per Day/Direction
Bike Lane / Alley / Sidewalk Closure*	\$20.00	Per Day
Collector Road Closure*	\$1,000.00	Per Day
Arterial Road Closure*	\$2,500.00	Per Day

	*Includes Plan Review / Fees are Non-Refundable		
	TCP Extension	\$50.00	Each
	"No Parking" Sign Installation	Actual cost of contractual labor and materials plus an additional 15% administrative fee	Per Request
	Work Started without Permits	Double Permit Fee	Each
	Afterhours Inspections	\$70.50	Per Hour (4-hour minimum)
EMERGENCY PREPAREDNESS	No Fees	N/A	N/A
EMPLOYEE RESOURCES	No Fees	N/A	N/A
FIELD OPERATIONS	Sanitation		
	Sanitation Monthly Fee: All Residential Customers (90-Gallon Container)		
	Basic Service (1 Trash and 1 Recycling Container)	\$15.00	Per Month
	Each Additional Container	\$7.50	Per Month
	Sanitation Monthly Fee: All Non-Residential Customers (90-Gallon Container)		
	First Container	\$30.00	Per Month
	Each Additional Container	\$30.00	Per Month
	Sanitation Monthly Fee: All Non-Residential Customers (300-Gallon Container) or 2-4 yard container		
	First Container	\$90.00	Per Month
	Each Additional Container	\$90.00	Per Month
	Non-residential rate is for 2 weekly pickups. 1 pickup per week is 1/2 the rate.		
FINANCE	Non-Sufficient Funds (NSF) Fee (Returned Checks)	\$24.00	Flat
	Penalty on Delinquent Balances	1.50%	Per Month
	Finance Charge on Delinquent Balances	1.50%	Per Month
FIRE	Annual Fire Inspections	No charge	

Annual Fire Reinspection: 2nd and 3rd (violations NOT cleared)	\$50.00	Per Reinspection
Annual Fire Reinspection: 4th and on (violations NOT cleared)	\$250.00	Per Violation (Up to \$2,500 per violation)
Violation of the Fire Code	\$250.00	Per Violation (Up to \$2,500 per violation)
Fireworks /Public Events		
Consumer Fireworks Retail Sales	\$400.00	Per Permit
Pyrotechnics before a proximate audience	\$150.00	Per Permit
Flame Effects before a proximate audience	\$75.00	Per Permit
Membrane Structures and Tents (per Chapter 31)	\$125.00	Per Event
Carnivals and Fairs 105.6.4	\$75.00	Per Inspection
Annual Operational Permits		
Annual Operational Permit authorized International Fire Code 105.1.6	\$100.00	Annual
Operating without a permit (Applies to all permits)	300% of permit fee	
Temporary Operational Permit authorized International Fire Code 105.6	\$250.00	Per Permit
Stop Work Order	\$500.00	Per Incident
Public Safety Radio Amplification System - New	\$300.00	Per Permit
Public Safety Radio Amplification System - Modification	\$150.00	Per Permit
Compliance Engine Fire Suppression report	\$15.00	Per report
Fire Access Gates, Knox Box, Knox Locks, Knox Key Switch or Opticom	\$100.00	Per report
Automatic Fire Sprinkler Systems and Fire Alarms		
Automatic Fire Sprinkler System - New Installation	\$400.00	Per Permit
Automatic Fire Sprinkler System - Modification	\$100.00	Per Permit
Fire Alarm Systems - New Manual/Automatic System Install	\$300.00	Per Permit
Fire Alarm System - Modification	\$100.00	Per Permit

Alarm System - Non-Compliance	\$75.00	Per Incident
False activation of an alarm within 12-month period: 1st - 2nd	N/A	
False/Nuisance Alarms - Third and subsequent occurrences	\$425.00	Per Event
Hazardous Materials		
Hazardous Materials Operations Permit	\$300.00	Annual
(a) More than 550 pounds of materials on site, annual fee	\$400.00	Annual
(b) HAZMAT materials management plan required; annual fee	\$100.00	Annual
Hazardous Materials Inventory Assessment Fee	\$100.00	Annual
Abandon, remove, place out-of-service or modify a Storage when hazardous materials are in use or stored in excess of the exempt area (Example: Ammonia)	\$250.00	Per Permit
Battery System - New Installation	\$200.00	Per Permit
Battery System - Modification	\$100.00	Per Permit
Capacitor Energy Storage Systems - New	\$200.00	Per Permit
Solar Photovoltaic Power Systems - New installation	\$200.00	Per Permit
Solar Photovoltaic Power Systems - Modification	\$100.00	Per Permit
Capacitor Energy Storage Systems - Modification	\$100.00	Per Permit
Special Hazard Stop Work violation	\$2,500.00	Per Incident
Other		
Lock Box Residential Device and Installation	\$85.00	Per Box
Education and Training		
Instructor Fee (required for all classes/training)	\$80.00	Per Hour
CPR/AED Digital Certification Card with Access to Digital Book (6 Student Minimum)	\$30.00	Materials per student

	CPR/AED First Aid Digital Certification Card with Access to Digital Book (6 student Minimum)	\$50.00	Materials per student
	Fire-Staffing		
	After-hour inspection/Prevention standby (Firewatch) (2 hours minimum)	\$150.00	Per Hour
	Fire-Staffing	\$80.00	Per Hour
	Fire Operations		
	Engine Company/Ladder Tender	\$500.00	Per Hour
	Ladder Company	\$600.00	Per Hour
	Command Vehicle	\$250.00	Per Hour
	Brush Truck/Support Truck	\$230.00	Per Hour
	Staff Vehicle	\$150.00	Per Hour
	All Other Permits Not Listed, but Included in the Fire Code	\$40.00	
	Fee Structure: All fire fees listed are flat fees unless otherwise indicated.		
GOVERNMENT AFFAIRS	No Fees	N/A	N/A
HUMAN SERVICES	No Fees	N/A	N/A
INFORMATION TECHNOLOGY	No Fees	N/A	N/A
LIBRARY	Passports		
	Passport Processing Fee	\$35.00	Per Application
	Passport Picture Fee	\$10.00	Per Applicant
PARKS AND RECREATION	Facility Rental Fees		
	Facility Rental Fee - Residents	\$0.03 per square foot	Per Hour
	Facility Rental Fee - Non-Residents	\$0.05 per square foot	Per Hour
	Facility Rental Fee - Organizations	\$0.05 per square foot	Per Hour
	Facility Rental Fee - Government Agency	No Charge	No Charge
	Staffing Fee (Required beginning at 5 P.M.)	\$40.00 (Previously \$30)	Per Hour (2 Hour Minimum)
	Techonology Support Fee (Required beginning at 5 P.M.)	\$50	Per Hour

AV Equipment Fee (Required beginning at 5 P.M.)	\$40	Per Hour
Review and Permit Fees for Special Events		
Review Fee	\$75.00	Per Event
Class 1 Permit	\$25.00; additional \$25.00 expedited fee if submitted less than 5 days before the event	Flat
Class 2 Permit	\$50.00; additional \$50.00 expedited fee if submitted less than 5 days before the event	Flat
Class 3 Permit	\$175.00; additional \$150.00 expedited fee if submitted less than 30 days before the event	Flat
Main Streets (Van Buren Street)	\$500 + parking with sidewalk open; \$500.00 downtown Van Buren directly in front of the business property lines with written consent of business affected by closure is required; \$250.00 for each additional business affected by closure; written consent of each business is required	Flat
Local Streets	\$250.00 up to first ¼ mile (includes both directions, street + parking with sidewalk open) for events that are free and open to the public with unrestricted access; \$175.00 each additional ¼ mile	Flat
Clean Up Deposit	250.00	Flat
Use of City Restrooms (If portable restrooms not provided)	250.00	Flat
Veterans Park Ramada Reservations		
Ramada 1 (Residents and Non-Profit Organizations - 35 max)	FREE	Flat
Ramada 1 (Non-Residents - 35 max)	\$15.00	Flat
Ramada 2 (Residents and Non-Profit Organizations - 35 max)	FREE	Flat
Ramada 2 (Non-Residents - 35 max)	\$15.00	Flat

Ramada 3 (Residents and Non-Profit Organizations - 65 max)	\$20.00	Flat
Ramada 3 (Non-Residents - 65 max)	\$30.00	Flat
Ramada 4 (Residents and Non-Profit Organizations - 65 max)	\$20.00	Flat
Ramada 4 (Non-Residents - 65 max)	\$30.00	Flat
Class 1 Beer Permit (Residents and Non-Profit Organizations - 15 max)	\$10.00	Flat
Class 1 Beer Permit (Non-Residents - 15 max)	\$20.00	Flat
Class 2 Beer Permit (Residents and Non-Profit Organizations - 35 max)	\$20.00	Flat
Class 2 Beer Permit Non-Residents - 35 max)	\$35.00	Flat
Veterans Park Ball Fields		
Baseball/Softball Fields (Residents and Non-Profit Organizations)	\$3.00	Per Hour
Baseball/Softball Fields (Non-Residents)	\$6.00	Per Hour
Baseball/Softball Field Lights (Residents and Non-Profit Organizations)	\$6.00	Per Hour
Baseball/Softball Field Lights (Non-Residents)	N/A	N/A
Veterans Park Special Events		
Rental Fees		
Park Festival Area (Non-Profit) - 6 hour maximum, stage and vending structures included)	\$400.00	Flat
Park Festival Area (Resident) - 6 hour maximum, stage and vending structures included)	\$500.00	Flat
Park Festival Area (Non-Resident) - 6 hour maximum, stage and vending structures included)	\$800.00	Flat
Exclusive Park Use (Non-Profit)	\$5,000.00	Flat
Exclusive Park Use (Resident)	\$3,000.00	Flat
Exclusive Park Use (Non-Resident)	\$7,000.00	Flat
Vending Booth Set-Up (both sides)	\$300.00	Flat

Vending Booth and Stage Set-Up	\$600.00	Flat
Vending Booth Set-Up (one side)	\$150.00	Flat
Special Use Event Liquor Permit	\$300.00	Flat
Police Services	\$55.00 (per officer as determined)	Per Hour (3 hour minimum)
Fire/EMS Services	\$45.00 (per staff, minimum of 2)	Per Hour (4 hour minimum)
Tent/Canopy Permit (tents above 400 sq. ft. & canopies above 900 sq ft)	\$47.00/tent	Flat
Business License (Fixed business)	\$60.00	Annually
Business License (No fixed business)	\$120.00	Annually
Date Hold Deposit	\$100.00 (Due with Special Event Application	Flat
Damage/Cleaning Deposit	\$500.00 (Due upon approval of event)	Flat
Traffic Operations	Use an approved City vendor	
Barricades	Use an approved City vendor	
Trash Container Drop Off/Pick Up	Proposal to Field Operations	
Park Maintenance	Determined on an individual event basis	
Inspection Fees	A separate Fire Department Permit may be required	
Paseo de Luces Grass Area	Not available as a rental, only public use	
McNeal Park	Not available as a rental, only public use	
Reports		
DVD	\$15.00 (4.7 GB limit)	Per DVD
Email	\$10.00 (5 MB limit)	Per Email
Fax	\$10.00 (20-page limit)	Per Fax
Flash Drive	\$20.00 (16 GB limit)	Per Flash Drive
Paper Copies (First 9 pages)	\$10.00	Per Copy
Paper Copies (Additional pages)	\$0.10	Per Additional Page
Videos		
Videos (First 30 minutes)	\$20.00	Per 30 Minutes
Videos (Each additional 30 minutes)	\$20.00	Per 30 Minutes

POLICE

UTILITIES

DVD	\$15.00 (4.7 GB limit)	Per DVD
Email	\$10.00 (5 MB limit)	Per Email
Flash Drive	\$20.00 (16 GB limit)	Per Flash Drive
Animal Control		
Pound Fee	\$0	Per Animal
Sewer		
Sewer Charges (Residential)		
Base Fee	\$10.00	Flat
Sewer Charges (Government, Commercial, & Industrial)		
Residential Water Deposit	120.00	Per Acct
Government, Commercial, and Industrial Water Deposit	150.00	Per Acct
Water Service Turn on-off	20.00	Per Request
Base Fee	\$8.00	Flat
Cost per thousand gallons used	\$1.25	Per 1,000 Gallons
Water (2)		
Basic Charge (All Customers)	\$16.35	Per Month
Minimum Water Charges (Residential) (1)(2)(4)	\$15.27	Per Month
Minimum Water Charges (Commercial & Governmental)	\$17.97	Per Month
Minimum Water Charges (Industrial) (5)	41.70	Per Month
Volume Charges (Residential - First 3,000 gallons)(2)	Monthly Minimum Charge	Flat
Volume Charges (Residential - Next 7,000 gallons)	\$4.41	Per 1,000 Gallons
Volume Charges (Residential - Next 20,000 gallons)	\$4.66	Per 1,000 Gallons
Volume Charges (Residential - Over 30,000 gallons)	\$5.12	Per 1,000 Gallons
Volume Charges (Multifamily - First 3,000 gallons)	Monthly Minimum Charge	Flat
Volume Charges (Multifamily - Next 7,000 gallons)	\$4.99	Per 1,000 Gallons
Volume Charges (Multifamily - Next 20,000 gallons)	\$4.99	Per 1,000 Gallons
Volume Charges (Multifamily - Over 30,000 gallons)	\$4.99	Per 1,000 Gallons
Volume Charges (Commercial & Government - First 3,000 gallons)	Monthly Minimum Charge	Flat
Volume Charges (Commercial & Government - Next 7,000 gallons)	\$4.99	Per 1,000 Gallons

Volume Charges (Commercial & Government - Next 20,000 gallons)	\$4.99	Per 1,000 Gallons
Volume Charges (Commercial & Government - Over 30,000 gallons)	\$4.99	Per 1,000 Gallons
Volume Charges (Industrial - First 3,000 gallons)	Monthly Minimum Charge	Flat
Volume Charges (Industrial - Over 3,000 gallons) (3)	\$6.37	Per 1,000 Gallons
Fee for Disconnection from Service for Delinquency	\$40.00	Flat
(1) Includes 1st 3,000 gallons		
(2) Outside City service area 1.3X rate		
(3) All usage after 3,000 gal.		
(4) Includes multi family and residential trailer		
(5) Includes construction water		

JUSTIFICATION REPORT FOR CITY OF TOLLESON FEE SCHEDULE

DEVELOPMENT SERVICES DEPARTMENT

Engineering Fees:

Civil Engineering Fees can be divided into three categories including permit and inspections, plan review, and miscellaneous fees. Permit fees finance the cost of the inspections required. These may be a flat fee or based on quantities per unit of measure. Plan review fees finance the review of plans to determine compliance with applicable codes and ordinances. Plan review fees are based on various units of measure as outlined on the following pages. Plan review fees are assessed on the date the application has passed prescreen and is accepted for substantive department review unless otherwise specified. Miscellaneous fees are those fees that do not fall under any other construction or review activity. Fees shall be reviewed regularly to ensure they are aligned with the cost of providing the service.

Currently, the City of Tolleson is charging engineering review fees as a percentage of the overall project permit cost based on the Building Valuation Table. This calculation does not always account for the complexity of the review and is not easily identifiable in the preliminary stages of the project. On smaller projects with lower civil impacts, the fee could be too small. Another challenge is generating a project cost before the design has begun. This has caused various projects to have delayed civil review start times. Under the new system, fees will be calculated based on the sheet count or report number. This calculation will be simple for staff or development teams. This will simplify the engineering review process.

There are a couple fees being introduced which have not been covered in the past. Traffic Control permits are not currently charged for. Contractors have pulled no fee permits but proposed fee will allow the City to charge for traffic control permits. There are various staff support items that are not being accounted for but would be covered by the fee including traffic signal coordination, plan review and other coordination items.

Another fee being introduced is pavement restoration fees. Most municipalities have fees associated with cutting asphalt within the first 10 years of placement. Since cutting asphalt can affect the pavement lifecycle, these fees are used to help with early rehab. The fees are reduced in years 3-10 due to the lessening effect as the pavement ages. The first 3 years have been found critical to a longer life cycle. Fees shall cover the cost of providing service.

Online Credit Card and Electronic Check Processing Fees:

Development Services does not currently accept credit card payments online. The cities online payment processor charges the City of Tolleson an amount for each transaction processed. Currently, Development Services does not allow credit card payments and is covering the cost of the fee charged by the processor for electronic check payments. By adopting these fees, Development Services will be able to accept credit card payments and pass the processing fee onto the customer. The processing transaction fee for credit cards is 3.25% and \$1.05 for electronic checks. This will add the convenience of online credit card payments for our customers

and cover the costs incurred by the City of Tolleson for each transaction. Fees shall cover the transaction costs incurred by the City of Tolleson.

Zoning Verification Letter Fee:

Development Services does not currently have means to charge clients for this service. Development Services staff spend an inordinate amount of time researching the properties history and compiling this information into a letter formatting the properties history from a zoning perspective.

Currently, Development Services does not charge clients for the time it takes staff to research and compile the zoning history on a property. Nearly all other cities in the valley charge a fee for this service. By adopting this fee, it will allow Development Services to cover the cost of the staff time utilized to provide the service. Development Services has set this fee at \$100, which is right in line with what neighboring cities are charging.

FIRE DEPARTMENT

Each fee aligns with the goal of ensuring public safety, compliance with fire safety standards, and recovery of operational costs. Justifications reference the National Fire Protection Association (NFPA) standards, International Fire Code (IFC), and other industry guidelines.

Annual Fire Inspections

Fee: Variable

Justification: Annual inspections are required to ensure compliance with fire safety codes, as mandated by the IFC and NFPA 1 Fire Code. The fee for reinspection beyond the initial visit covers administrative costs, travel, and personnel time. This encourages property owners to resolve violations promptly, improving overall safety.

Fireworks/Public Events

Fee: Variable

Justification: Fireworks displays and public events require detailed safety assessments and compliance checks. These fees ensure resources are available to review safety plans, conduct inspections, and enforce NFPA 1123 and IFC 105.6.14 standards, which govern fireworks and open flames.

Annual Operational Permits

Fee: Variable

Justification: Annual operational permits ensure that activities or conditions posing potential fire hazards are monitored and regulated. The fees recover costs for plan reviews, site inspections, and administrative processes, as outlined in IFC Chapter 1.

Automatic Fire Sprinkler Systems and Fire Alarms

Fee: Variable

Justification: Fees associated with fire sprinkler systems and fire alarms cover plan reviews,

testing, and inspections to ensure compliance with NFPA 13 (sprinkler systems) and NFPA 72 (fire alarms). These systems play a critical role in fire suppression and early detection, protecting lives and property.

Hazardous Materials

Fee: Variable (e.g., \$300 for operations permits, \$100 for inventory assessment)

Justification: Hazardous materials fees fund the oversight of materials that pose significant risks to public safety and the environment. Inspections and permits ensure compliance with NFPA 400 and IFC Chapter 50, which regulate storage, handling, and disposal of hazardous substances.

Lock Box Residential Device and Installation

Fee: \$85 per box

Justification: Lock boxes provide secure and rapid access to residential properties for first responders. The fee covers device procurement, installation, and maintenance, aligning with IFC 506, which mandates such access for emergency response.

Education and Training

Fee: Variable

Justification: Education and training fees support programs aimed at improving public awareness and preparedness for fire safety. These initiatives include fire drills, emergency planning, and certifications, complying with NFPA 1451, which advocates for public fire safety education.

Fire-Staffing

Fee: Variable

Justification: Fire-staffing fees ensure adequate personnel are available for events, construction projects, and other activities requiring fire department oversight. This aligns with IFC Chapter 1 and NFPA 1710, which set minimum staffing levels for fire operations.

Fire Operations

Fee: Variable

Justification: Fire operations fees recover costs associated with emergency response, fire suppression, and specialized services. These fees ensure readiness and compliance with NFPA 1500, which mandates safe and effective fire department operations.

LIBRARY DEPARTMENT

Passports:

The \$35 fee to process passports is a mandated charge set by the federal government to cover the costs associated with the submission and processing of passport applications. This fee directly supports the administrative costs incurred by the city.

The \$10 passport picture processing fee is an optional service to passport applicants. The fee recovers the costs associated with providing passport photos including the expense of purchasing and maintaining the necessary photo equipment and supplies. Additionally, the fee helps offset

the estimated staff time required to capture, review, and ensure that each photo meets the specific government requirements.

PARKS AND RECREATION DEPARTMENT

Room Rental Staffing, Technology Support and AV Equipment Fees:

Background

The current room rental rate for staff includes several key provisions. First, every fee-based room reservation incorporates an additional fee to cover a mandatory minimum of two (2) hours of staffing. This ensures that necessary personnel are available to assist with setup and other requirements during the event. Additionally, a staffing fee of \$30/hour applies to all bookings scheduled outside regular business hours, with a minimum charge of two hours. Lastly, all fee-based reservations must meet a minimum booking duration as outlined in the policy, ensuring appropriate utilization of resources and facilities.

Proposal for Rate Change

City Management proposes the following updates to the room rental rates and staffing fees:

1. Staffing Rate: **Increase the staffing fee to \$40/hour.** This adjustment reflects the average wages of staff required to open and close the rooms and provide necessary support during their function.
2. Technology Support Rate: **Introduce an additional rate of \$50/hour** for renters who require audiovisual (AV) support. This fee covers staff assistance with connecting screens, setting up projectors, and handling other AV technical needs.
3. AV Equipment Rate: **Introduce rate for equipment cost of \$40/hour**, if needed, for the renter.

Justification for Rate Change

The proposed \$40/hour rate aligns with the average wages of staff assigned to manage room reservations, ensuring staffing costs are adequately covered while maintaining a high standard of service for renters. The \$50/hour AV support fee reflects the specialized skills and time required for staff to assist with technical setups, ensuring the successful execution of events requiring AV capabilities. The equipment fee is also designed to cover wear and tear. Equipment costs are separate from the AV support fee and apply if renters require devices such as sound connectors, screens, or microphones. This separation ensures transparency and fair cost allocation for equipment usage. The current \$30/hour fee does not fully account for the average wages of personnel, particularly those with technical expertise. By implementing the proposed rate structure, we provide a fair and transparent approach to cost recovery while maintaining accessibility for renters.

MO Trades Worker	\$29.80
MO Maintenance Worker 2 Field Ops	\$22.06
MO Maintenance Worker 2 Field Ops	\$19.25
MO Maintenance Specialist	\$33.45

MO Maintenance Supervisor	\$42.48
MO Maintenance Worker 1	\$20.97
MO Maintenance Worker 1	\$20.78
MO Maintenance Worker 1	\$20.27
MO Maintenance Specialist	\$32.65
MO Maintenance Worker 2 Field Ops	\$25.28
MO Maintenance Worker 2 Field Ops	\$25.28
AVERAGE WAGE AND BENEFIT COST	\$39.86

IT Support Coordinator	\$33.46
IT Support Coordinator	\$33.46
IT Support Coordinator	\$33.46
AVERAGE WAGE AND BENEFIT COST	\$50.19

Operational Efficiency

The new rates simplify billing by distinguishing standard staffing support from specialized AV support. This distinction helps renters better understand the costs of their bookings and encourages them to plan. By doing so, staff can allocate resources more effectively, ensuring smoother operations and better service quality.

Market Competitiveness

The proposed rates ensure our facilities remain competitive in the market. Comparable venues in the region charge similar or higher rates for room rentals and AV support. For example, Peoria offers a flat rate for room rentals that bundles staffing and AV costs, while Avondale has a higher per-hour rate that includes these services. Many groups may not need AV included with their rental, so our unbundled approach provides flexibility and ensures renters only pay for the required services. The updated rates strike a balance between covering operational costs and providing affordable, high-quality services to renters.

By adopting this Fee Schedule, the City of Tolleson ensures fairness, transparency, and alignment with regional standards while maintaining high-quality services for residents and stakeholders.