

The Coconino County Board of Supervisors will hold a Regular Meeting and Public Hearing on Tuesday, November 15, 2011, at 6:00 pm in the County Administrative Center First Floor Meeting Room, 219 East Cherry, Flagstaff, Arizona, to hear any taxpayer wishing to comment for or against any proposed fee increase. Following the Public Hearing the Board will consider adoption of a revised fee schedule.

**What is a user fee?**

A user fee service is one in which the applicant (personal, business, organizational) receives a benefit that does not accrue to non applicants. The underlying philosophy is that someone who receives a special service from which he/she will benefit (especially monetarily) should pay all, or a portion of, the full cost of that service unless otherwise decided.

**Are fee changes the result of a budget shortfall?**

No. Coconino County evaluates the cost of all services every other year, and uses that cost analysis to recommend fee increases and decreases. Our policy is to recommend regular changes to our fee schedule, in order to avoid large increases in any given year while maintaining our cost recovery percentages. This creates routing incremental fee changes that are easier to absorb than increases that are not done as frequently and are thus more significant. The cost of some fees increased since the last study, and others decreased due to technology and efficiencies in service delivery. Many fees are adopted the full cost, with a sliding fee scale applied based on ability to pay. For fees that have a community benefit, the Board of Supervisors subsidizes a portion of the cost of the services with County tax dollars.

**How much of the total County budget is supported by user fees?**

In total about 11% of all County revenues come from charges for services, licenses, permits, fees, fines, or forfeits.

**Are user fees charged by all County departments included on this schedule?**

No. Each year Coconino County studies approximately ½ of all user fee services. The current schedule includes fees that are charged by the Adult Probation, the Board of Supervisors, Clerk of Superior Court, Community Development, Constable, County Attorney, Finance, Human Resources, Information Technology (GIS), Justice Courts, Public Defender, Recorder (Elections), Sheriff, and Superior Court. Select Public Health Services District and Community Services fees were also considered. All other department fees will be included in next year's study. The net effect is that each fee is studied every two years.

**Proposed Fee Changes**

Please note, the recommended fee is the current staff recommendation. **The Board of Supervisors may elect to adopt up to the full cost that is listed for each fee.** Fees that are set by Statute are included in bold.

Department	Fee Name	Current Fee	Recommended Fee	Increase (Decrease) per Unit	Full Cost	Subsidy per Unit
Adult Probation	Deferred Prosecution	\$ 317	\$ 317	\$ -	\$ 221	\$ (96)
Adult Probation	IPS Probation	75	75	-	997	922
Adult Probation	Out of County Probation (set up)	150	150	-	225	75
Adult Probation	Out of State Probation (set up)	300	300	-	1,190	890
Adult Probation	Standard Probation	75	75	-	179	104
Adult Probation	Work Furlough	12	12	-	13	1
Board of Supervisors	Bingo License (Non-Profit)	-	25	25	134	109
Board of Supervisors	CD of Meetings	10	27	17	27	-
Board of Supervisors	Certified Copies	-	82	82	82	-
Board of Supervisors	Copies (a) charge direct costs only	0.25	1.00	0.75	1.00	-
Board of Supervisors	Fireworks Permit	115	134	19	134	-
Board of Supervisors	Liquor License Established Business	138	267	129	267	-
Board of Supervisors	Liquor License Special Event Profit	134	267	133	267	-
Board of Supervisors	Liquor License Special Event: Non-Profit	25	25	-	267	242
Clerk of Superior Court	Annual Certification of Bail Bondsman	9	9	-	24	15
Clerk of Superior Court	Authentication (3 seals)	28	28	-	55	27
Clerk of Superior Court	Certificate of Any Matter	9	9	-	33	24
Clerk of Superior Court	Certificate of Document Correctness	9	9	-	23	14
Clerk of Superior Court	Certificate of Official Capacity Notary Public or JP	9	9	-	33	24
Clerk of Superior Court	Certified Copy of Marriage License Application	9	9	-	30	21
Clerk of Superior Court	Civil Subpoena Issuance	9	9	-	34	25
Clerk of Superior Court	Civil-Additional Defendant Fee	60	60	-	120	60
Clerk of Superior Court	Civil-Additional Plaintiff Fee	87	87	-	213	126
Clerk of Superior Court	Civil-Answer of Garnishee-Defendant	-	-	-	94	94
Clerk of Superior Court	Civil-Answer or Initial Appearance	60	60	-	107	47
Clerk of Superior Court	Civil-Civil Traffic Appeal	32	32	-	94	62
Clerk of Superior Court	Civil-Complaint Name Change	97	97	-	90	(7)

Department	Fee Name	Current Fee	Recommended Fee	Increase (Decrease) per Unit	Full Cost	Subsidy per Unit
Clerk of Superior Court	Civil-Complaint Petition	\$ 87	\$ 87	\$ -	\$ 229	\$ 142
Clerk of Superior Court	Civil-Filing Intervener	87	87	-	213	126
Clerk of Superior Court	Civil-For Stay or Special Action	97	97	-	213	116
Clerk of Superior Court	Civil-Foreign Judgment	97	97	-	222	125
Clerk of Superior Court	Civil-Garnishee's Contesting	54	54	-	94	40
Clerk of Superior Court	Civil-Notice of Appeal Filing/Cross Appeal	31	31	-	71	40
Clerk of Superior Court	Civil-Order to Show Cause	54	54	-	111	57
Clerk of Superior Court	Civil-Petition to Take Deposition	97	97	-	39	(58)
Clerk of Superior Court	Civil-Tax Case	97	97	-	213	116
Clerk of Superior Court	Civil-Venue Change to This County	97	97	-	222	125
Clerk of Superior Court	Civil-Venue Change Transmittal	9	9	-	40	31
Clerk of Superior Court	Civil-Venue Change Under 12-404	9	9	-	40	31
Clerk of Superior Court	Copies per Page	-	-	-	4	4
Clerk of Superior Court	Court Trust Account/charge per action	9	9	-	34	25
Clerk of Superior Court	Demand for Notice	9	9	-	22	13
Clerk of Superior Court	Document Locating Research/each year searched	9	9	-	27	18
Clerk of Superior Court	Dom Rel-Annulment Petition	94	94	-	128	34
Clerk of Superior Court	Dom Rel-Annulment Petition Response	87	87	-	94	7
Clerk of Superior Court	Dom Rel-Legal Separation Petition	94	94	-	198	104
Clerk of Superior Court	Dom Rel-Marriage Dissolution Petition	94	94	-	198	104
Clerk of Superior Court	Dom Rel-Misc Dom Rel Res Response to Custody	62	62	-	120	58
Clerk of Superior Court	Dom Rel-Misc Domestic Rel for Custody	70	70	-	206	136
Clerk of Superior Court	Dom Rel-Post Decree Petition	47	47	-	1	(46)
Clerk of Superior Court	Dom Rel-Response to Initial Dissolution	87	87	-	112	25

Department	Fee Name	Current Fee	Recommended Fee	Increase (Decrease) per Unit	Full Cost	Subsidy per Unit
Clerk of Superior Court	Dom Rel-Response to Initial Legal Separation	\$ 87	\$ 87	\$ -	\$ 120	\$ 33
Clerk of Superior Court	Dom Rel-Venue Change This County	105	105	-	198	93
Clerk of Superior Court	Dom Rel-Venue- Change Transmittal	9	9	-	28	19
Clerk of Superior Court	Domestic Relations Misc. Paternity	93	93	-	206	113
Clerk of Superior Court	Domesticated Foreign Decree	70	70	-	52	(18)
Clerk of Superior Court	Emancipation of Minor	39	39	-	78	39
Clerk of Superior Court	Exemplification (2 seals)	18	18	-	55	37
Clerk of Superior Court	For Clerk Provided Services	9	9	-	34	25
Clerk of Superior Court	Issuance of Any Writ	9	9	-	31	22
Clerk of Superior Court	Marriage License	26	26	-	30	4
Clerk of Superior Court	Passport Fee	25	25	-	33	8
Clerk of Superior Court	Payment History Record	9	9	-	27	18
Clerk of Superior Court	Per Page Comparison Fee	-	-	-	2	2
Clerk of Superior Court	Photographic Copies Per Page	-	-	-	4	4
Clerk of Superior Court	Postage and Handling	2	2	-	6	4
Clerk of Superior Court	Power of Attorney	9	9	-	27	18
Clerk of Superior Court	Probate Court Accounting Fee	50	75	25	77	2
Clerk of Superior Court	Probate Enhancement Fee	10,212	10,212	-	43,408	33,196
Clerk of Superior Court	Probate-Any Person Opposing Contest Application	29	29	-	87	58
Clerk of Superior Court	Probate-Appoint Conservator or Make Protective Order	70	70	-	126	56
Clerk of Superior Court	Probate-Formal Testacy or Appt. Petition	70	70	-	135	65
Clerk of Superior Court	Probate-Informal Probate or Appt. Application	70	70	-	166	96
Clerk of Superior Court	Probate-Opposing Testacy Guardianship/ Conservatorship	70	70	-	126	56

Department	Fee Name	Current Fee	Recommended Fee	Increase (Decrease) per Unit	Full Cost	Subsidy per Unit
Clerk of Superior Court	Probate-Petition for Transfer of Real Property	\$ 70	\$ 70	\$ -	\$ 87	\$ 17
Clerk of Superior Court	Probate-Petition to Appoint Guardian	70	70	-	126	56
Clerk of Superior Court	Probate-Post Judgment Activities	29	29	-	63	34
Clerk of Superior Court	Probate-Single Estate Application	70	70	-	126	56
Clerk of Superior Court	Probate-Supervised Administration	70	70	-	135	65
Clerk of Superior Court	Process Server Certification	59	59	-	88	29
Clerk of Superior Court	Reopen a Court File	9	9	-	34	25
Clerk of Superior Court	Res Domestic Relations Mis Paternity	86	86	-	206	120
Clerk of Superior Court	Retrieve Bank Record	9	9	-	23	14
Clerk of Superior Court	Return Check Fee	9	9	-	32	23
Clerk of Superior Court	Seal a Court File	9	9	-	36	27
Clerk of Superior Court	Stop Payment on a Check	5	5	-	28	23
Clerk of Superior Court	Trans From Justice Crt-Real Prop becomes an issue (Defendant)	60	60	-	79	19
Clerk of Superior Court	Trans From Justice Crt-Real Prop becomes an issue (Plaintiff)	87	87	-	79	(8)
Clerk of Superior Court	Transcript Filing	9	9	-	27	18
Clerk of Superior Court	Transfer From Justice Court Appellant	97	97	-	160	63
Clerk of Superior Court	Transfer From Justice Court-Appellate	54	54	-	81	27
Clerk of Superior Court	Transfer From Justice Court-Jurisdiction Exceeded	54	54	-	79	25
Clerk of Superior Court	Warrant	75	125	50	128	3
Community Development	Abandonment	500	500	-	2,720	2,220
Community Development	Adjust for Lot Size Reduction	50	50	-	70	20
Community Development	Administrative Adjustment	50	50	-	70	20
Community Development	Amended Final Plat	200	200	-	213	13
<sup>a</sup> Community Development	Building Permit (all combined)	445,813	445,813	-	650,150	204,337

<sup>A</sup>If there are projects where a building permit is applied for after construction has begun, the building permit fee is double what the fee would have been if the application was initiated upfront.

Department	Fee Name	Current Fee	Recommended Fee	Increase (Decrease) per Unit	Full Cost	Subsidy per Unit
Community Development	Building Plan Review (all combined)	\$ 249,973	\$ 249,973	\$ -	\$ 265,786	\$ 15,813
Community Development	Cond Use Permit-Addition to Existing CUP	600	600	-	1,015	415
<sup>b</sup> Community Development	Cond Use Permit-Commercial-Commercial Industry Zone	600	600	-	1,539	939
<sup>b</sup> Community Development	Cond Use Permit-Commercial-G&AR Zones	600	600	-	1,549	949
Community Development	Cond Use Permit-Cottage Industry	400	400	-	1,015	615
<sup>b</sup> Community Development	Cond Use Permit-Multiple Family Residence-RM Zone	600	600	-	1,503	903
Community Development	Cond Use Permit-Nonprofit Organization	400	400	-	1,015	615
Community Development	Cond Use Permit-Public Utility	600	600	-	1,503	903
Community Development	Cond Use Permit-Renewal of Existing CUP	600	600	-	1,015	415
Community Development	Cond Use Permit-Single Family Residential	400	400	-	1,015	615
Community Development	Continuance	100	100	-	1,088	988
Community Development	Design Review Overlay	400	400	-	1,088	688
Community Development	Extension Request	-	50	50	54	4
Community Development	Final Plat	500	500	-	639	139
Community Development	Home Occupation Permit	-	-	-	13	13
Community Development	Land Division Permit - new lot	300	300	-	342	42
Community Development	Land Division Permit - no new parcel	100	100	-	188	88
Community Development	Lighting Permit	50	50	-	205	155
Community Development	Medical Marijuana Dispensary Permit	-	60	60	58	(2)
<b>Community Development</b>	<b>Mobile Home Permit</b>	<b>230</b>	<b>230</b>	<b>-</b>	<b>364</b>	<b>134</b>
Community Development	Permit - Appeal	300	300	-	1,705	1,405
Community Development	Plan or Ordinance Amendment	400	400	-	1,127	727
Community Development	Preliminary Subdivision Plat	1,500	1,500	-	2,720	1,220
Community Development	Sign Permit	50	50	-	103	53

<sup>b</sup>The base fee is listed in the summary above. Depending on the permit type, there may be an additional per acre charge for projects that exceed a baseline size (as measured in acres).

Department	Fee Name	Current Fee	Recommended Fee	Increase (Decrease) per Unit	Full Cost	Subsidy per Unit
Community Development	Temporary Use Permit	\$ 50	\$ 50	\$ -	\$ 58	\$ 8
Community Development	Temporary Use Permit to P&Z Comm	100	175	75	175	-
Community Development	Variance	400	400	-	1,023	623
<sup>b</sup> Community Development	Zone Change to G, AR, RR or RS	400	400	-	887	487
<sup>b</sup> Community Development	Zone Change to MHP, PRD, PC, PS, OS, RC, P, MR	500	500	-	2,932	2,432
<sup>b</sup> Community Development	Zone Change to RM, CN, CG, CH, MP, M-1, M-2	400	400	-	1,479	1,079
Community Development	Zoning Violation Appeal to Board	300	300	-	2,050	1,750
<sup>c</sup> Community Services	Homecare: Attendant Care	-	10	10	71	61
<sup>c</sup> Community Services	Homecare: Respite Care	-	10	10	71	61
Constable	Civil Subpoena	40	40	-	26	(14)
Constable	Civil Summons	40	40	-	77	37
Constable	Criminal Subpoena	-	-	-	26	26
Constable	Forcible Detainer	56	56	-	52	(4)
Constable	Injunctions Against Harassment	40	40	-	52	12
Constable	Other Postings or Servings	-	-	-	52	52
Constable	Small Claims Summons	40	40	-	77	37
Constable	Warrant Arrests	125	125	-	37	(88)
Constable	Warrant Processing	125	125	-	2	(123)
Constable	Writ of Execution	48	48	-	172	124
Constable	Writ of Garnishment	69	69	-	52	(17)
Constable	Writ of Replevin	56	56	-	69	13
Constable	Writ of Restitution	77	77	-	86	9
County Attorney	Media Disclosure Audiotape	8	11	3	11	-
County Attorney	Media Disclosure CD	5	11	6	11	-
County Attorney	Media Disclosure DVD	10	11	1	11	-
County Attorney	Media Disclosure Videotape	15	11	(4)	11	-
Finance	1099 Replacement	10	10	-	10	-
Finance	Special Assessment Process	23	23	-	23	-
Finance	Status Inquiry	7	10	3	10	-
Finance	W-2 Replacement	-	-	-	12	12
Human Resources	Conference Fee	25	41	16	41	-
Human Resources	Workshop Cancellation Fees	10	41	31	41	-

<sup>b</sup>The base fee is listed in the summary above. Depending on the permit type, there may be an additional per acre charge for projects that exceed a baseline size (as measured in acres).

<sup>c</sup>Homecare fees will be charged on a sliding fee scale, based on ability to pay. Please contact the Community Services Department at 679-7447 for more information.

Department	Fee Name	Current Fee	Recommended Fee	Increase (Decrease) per Unit	Full Cost	Subsidy per Unit
Human Resources	Workshop Fees	\$ 15	\$ 41	\$ 26	\$ 41	\$ -
Information Technology	Color Map - 11 x 17	10	20	10	26	6
Information Technology	Color Map - 20 x 34	40	30	(10)	31	1
Information Technology	Color Map - 34 x 44	50	40	(10)	41	1
Information Technology	Color Map - 8 1/2 x 11	5	10	5	26	16
Information Technology	Custom Maps	50	70	20	71	1
Information Technology	GIS Data - Parcel/Land Use Layer	100	100	-	20	(80)
Information Technology	GIS Data for Commercial Use	10,000	10,000	-	20	(9,980)
Justice Courts	<b>Additional Assessment</b>	-	13	13	<b>New Fee</b>	
Justice Courts	<b>Audio Tape Copy</b>	24	24	-	24	-
Justice Courts	<b>Civil Subpoena</b>	24	24	-	24	-
Justice Courts	Civil Traffic Default Fee	20	20	-	22	2
Justice Courts	<b>Civil-Initial Filing</b>	85	85	-	152	67
Justice Courts	<b>Civil-Subsequent</b>	55	55	-	36	(19)
Justice Courts	Crim/Traffic Enhancement	10	10	-	18	8
Justice Courts	Defensive Driving Diversion	100	100	-	22	(78)
Justice Courts	<b>Document Certification</b>	24	24	-	10	(14)
Justice Courts	Document Locating Research	24	24	-	27	3
Justice Courts	Document Transfer on Appeal	24	24	-	30	6
Justice Courts	Domestic Violence Order	-	-	-	73	73
Justice Courts	Exemplification	24	24	-	18	(6)
Justice Courts	Forcible Entry-Defendant	26	26	-	24	(2)
Justice Courts	<b>Forcible Entry-Initial Filing</b>	40	40	-	42	2
Justice Courts	Harassment Injunction	-	-	-	73	73
Justice Courts	<b>Issuance of Writs</b>	24	24	-	24	-
Justice Courts	License Suspensions	10	10	-	14	4
Justice Courts	Local FARE Fee	5	5	-	6	1
Justice Courts	<b>Notary Services</b>	4	4	-	6	2
Justice Courts	<b>Other Filings</b>	24	24	-	29	5
Justice Courts	Partial Payment Processing	10	10	-	17	7
Justice Courts	<b>Per Page Copy Fee</b>	0.50	0.50	-	1.21	0.71
Justice Courts	Reopen a Sealed Court File	24	24	-	24	-
Justice Courts	Seal a Court File	24	24	-	24	-
Justice Courts	<b>Small Claims-Initial Filing</b>	33	33	-	60	27
Justice Courts	<b>Small Claims-Subsequent</b>	23	23	-	24	1

Department	Fee Name	Current Fee	Recommended Fee	Increase (Decrease) per Unit	Full Cost	Subsidy per Unit
Justice Courts	Time Payments Processing	\$ 20	\$ 20	\$ -	\$ 29	\$ 9
Justice Courts	Warrant Failure to Pay	-	125	125	New Fee	
Justice Courts	Warrant Issuance	75	75	-	86	11
Justice Courts	Warrant Issuance No Fee	-	-	-	83	83
Juvenile Court	*Detention Fees	65	320	255	320	-
Juvenile Court	Diversions Fees	50	50	-	592	542
Juvenile Court	Electronic Monitoring	4.25	4.25	-	4.25	-
Juvenile Court	Probation	50	50	-	953	903
Juvenile Court	Probation Fees JIPS	50	50	-	1,128	1,078
Public Defender	Adult Defense - Felony	400	400	-	571	171
Public Defender	Adult Defense - Misdemeanor	100	100	-	190	90
Public Defender	Initial Adult Appearance	25	25	-	83	58
Public Defender	Initial Juvenile Appearance	25	25	-	37	12
Public Defender	Juvenile Case	30	30	-	203	173
Public Health Services District	Birth Certificate no Change	19	19	-	6	(13)
Public Health Services District	Birth Certificate with Change	27	27	-	20	(7)
Public Health Services District	Boot Camp for New Dads	-	-	-	\$24/person	\$24/person
Public Health Services District	EQ: Septic File Search	35	14	(21)	14	-
Public Health Services District	FTF Oral Health Screening	-	177	177	177	-
Public Health Services District	Guardianship Investigations Paid	600	981	381	981	-
Public Health Services District	Health Start (annual rate)	-	\$750/family	\$750/family	\$878/family	\$128/family
Public Health Services District	HIV Counseling and Testing	-	-	-	25	25
Public Health Services District	HIV Ed ADHS Reporting	-	-	-	141	141
Public Health Services District	HIV Education	-	-	-	2	2
Public Health Services District	Labor Basics Scholarships	-	-	-	\$94/person	\$94/person
Public Health Services District	NICP Visits	-	-	-	363	363
Sheriff	Class 3 Firearms Applications	90	108	18	108	-
Sheriff	DUI Impound	150	150	-	145	(5)
Sheriff	Fingerprinting	9	9	-	9	-
Sheriff	Pawn License	500	500	-	65	(435)
Sheriff	Photographs	21	25	4	25	-
Sheriff	Records Search & Copies	\$35.90/hour	\$35.90/hour	-	\$35.90/hour	-

Department	Fee Name	Current Fee	Recommended Fee	Increase (Decrease) per Unit	Full Cost	Subsidy per Unit
Sheriff	Video/Audio Tape Copy	\$ 36	\$ 43	\$ 7	\$ 43	\$ -
Superior Court	ADR Court	480	480	-	512	32
Superior Court	ADR Mediation Fee	200	200	-	388	188

\*Current Fee: The currently adopted fee

\*Recommended Fee: Staff recommendation to the Board of Supervisors on a new fee to enact

\*Increase/(Decrease) per Unit: Proposed change in the fee

\*Full Cost: Full cost to provide the service

\*Subsidy per Unit: Proposed subsidy of taxpayer dollars for the service

### **Recover - Elections**

- Election cancellation (new fee): \$50 per election
- Vote by Mail: \$2.50 per registered voter effective 7/1/2012
- Special or local polling place elections: \$5.00 per registered voter effective 7/1/2012
- Consolidated County or State polling place election: \$2.00 per registered voter effective 7/1/2012