

465 1st Avenue
P.O. Box 970
Holbrook, AZ 86025

OUR MISSION

City of Holbrook Government exists to provide ethical and responsible local government.

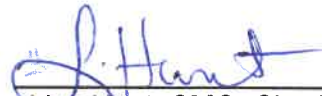
AGENDA

Work Session

5:00 p.m. – January 8, 2025

1. Call to Order:
2. Roll Call:
3. Proposed Fiscal Year 2025-26 Consolidated Fee Schedule
4. Adjournment:

Posted this 2nd day of January 2025



Lisa Hunt, CMC, City Clerk



FEE SCHEDULE 2025 - 2026

FACILITY USE FEES

Ball Field				Old Fee
	Lights		\$ 10.00	
Note: Fee waived for non-profit fundraising	Tournaments: per field/per day-		\$ 33.00	
	Key Deposit - Concession Stand		\$ 25.00	
	Cleaning Deposit -Concession Stand and bathrooms		\$ 25.00	
Community Center				
	Facility: per day		\$ 50.00	
	Facility Multiuse: per month		\$ 50.00	
	Office: per month		\$ 35.00	
Fitness Center				
	Membership: per month		\$ 25.00	\$ 12.50
	One-time User Fee		\$ 15.00	\$ 6.00
	Office: per month		\$ 35.00	
Gillespie Park Electricity				
	Vendors/Other: per day		\$ 20.00	\$ -
	Non-profits: per day		\$ 5.00	



FEE SCHEDULE 2025 - 2026

FACILITY USE FEES

Recreation Center			
	Facility including kitchen: per day	\$ 75.00	
	Facility Multiuse: per month	\$ 75.00	
	Key Deposit	\$ 25.00	
	Cleaning Deposit	\$ 50.00	
Golf Course			
	Single 9 hole walking	\$ 15.00	\$ 10.00
	Single 18 hole walking	\$ 25.00	\$ 20.00
	Single Monthly greens fee	\$ 70.00	\$ 40.00
	Single Yearly greens fee	\$ 700.00	\$ 450.00
	Senior Monthly greens fee	\$ 60.00	\$ 36.00
	Senior Yearly greens fee	\$ 600.00	\$ 405.00
	Family Monthly greens fee	\$ 110.00	\$ 45.00
	Family Yearly greens fee	\$ 1,100.00	\$ 495.00
	Cart Only 9 holes	\$ 12.00	\$ 10.00
	Cart Only 18 holes	\$ 18.00	\$ 15.00
	Cart Barn Monthly rental	\$ 50.00	\$ 18.00
	Disc Golf	\$ 10.00	\$ -
	Trail Fee	\$ 5.00	\$ -



FEE SCHEDULE 2025 - 2026

FACILITY USE FEES

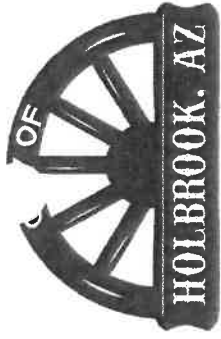
Swimming Pool				
	Child 0-15	\$	2.00	\$ 1.25
	Child 16-17	\$	2.50	\$ 1.75
	Adult 18-61	\$	3.50	\$ 2.25
	Senior 62+	\$	3.00	\$ 2.00
	Child 0-17 (40 swims)	\$	55.00	\$ 40.00
	Adult 18-61 (40 swims)	\$	90.00	\$ 70.00
	Family (3)	\$	145.00	\$ 115.00
	Family (4)	\$	175.00	\$ 135.00
	Family (5+)	\$	210.00	\$ 160.00
	Water Aerobics	\$	18.00	\$ 12.00
	Lessons (10)	\$	20.00	\$ 12.00
	Rental (includes 2 lifeguards)	\$	85.00	\$ 60.00
	Cleaning Deposit	\$	75.00	\$ 50.00
	Extra Lifeguard	\$	20.00	\$ 14.00



FEE SCHEDULE 2025 - 2026

CEMETERY FEES

			Old Fee
Standard Grave In-City	\$600.00		\$375.00
Standard Grave Navajo County	\$1,200.00		\$475.00 (15 mile)
Standard Grave Non-Resident	\$2,400.00		\$575.00 (>15 miles)
1/4 Grave In-City	\$250.00		\$175.00
1/4 Grave Navajo County	\$450.00		\$200.00 (15 mile)
1/4 Grave Non-Resident	\$850.00		\$225.00 (>15 miles)
1/2 Grave In-City	\$400.00		\$200.00
1/2 Grave Navajo County	\$800.00		\$400.00 (15 mile)
1/2 Grave Non-Resident	\$1,400.00		\$450.00 (>15 miles)
Open/Close Standard Plot	\$250.00		\$200.00
Open/Close Infant/Urn Plot	\$250.00		\$200.00
Weekend/Holiday Open/Close Additional	\$150.00		\$100.00
Crypt In-City	\$650.00		\$500.00
Crypt Navajo County	\$850.00		\$600.00 (15 mile)
Crypt Non-Resident	\$1,100.00		\$700.00 (>15 miles)



FEE SCHEDULE 2025 - 2026

CEMETERY FEES				
Crypt – Open/Close		\$150.00		\$100.00
Exhumations		\$900.00		\$750.00
Headstone Setting (Flat Single)		\$150.00		\$100.00
Headstone Setting (Flat Double)		\$200.00		\$150.00
Headstone Setting (Upright Single)		\$250.00		\$200.00
Headstone Setting (Upright Double)		\$350.00		\$300.00
Veteran Plot Including O/C In-City		\$750.00		\$500.00
Veteran Plot Including O/C In N.C.		\$1,00.00		\$600.00 (15 mile)
Veteran Plot Including O/C Non-Resident		\$1,800.00		\$700.00 (>15 miles)



FEE SCHEDULE 2025 - 2026

LIBRARY FEES

Library Materials, Lost or Damaged Beyond Repair			Old Fee
Replacement Cost: Varies on actual cost to purchase item, plus \$5.00 processing fee		\$ 20.00 \$	5.00
Collection Agency			
Referral Fee (per account):		\$ 10.00	
Library Card			
Initial card:		\$ -	
Replacement card:		\$ 5.00	

CREDIT CARD CONVENIENCE FEE

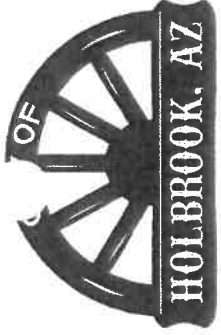
2.5% fee assessed per credit card transaction

JUSTICE COURT STAFFING FEE

Court Staffing		\$ 45.00 \$	30.00
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UTILITY DEPOSIT FEE

Utility Deposit Fee		\$ 150.00 \$	250.00
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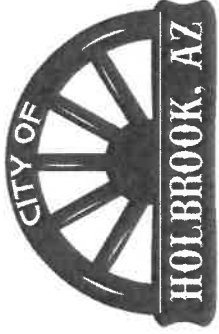
FEE SCHEDULE 2025 - 2026

UTILITY FEES

Water

Old Fee

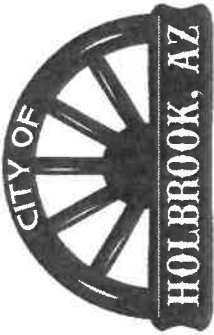
	Base	Unit (1000 G)	Base	Unit (1000 G)
Residential	\$	8.19	\$	2.53
Residential - Out of City	\$	16.37	\$	2.85
Residential - Summer				2.27
Commercial	\$	15.12	\$	2.53
Commercial - Out of City	\$	30.26	\$	2.85
Bulk - Potable (includes base, water preservation, CIP fees)				
Government Entities - Landscape				22.00
Non-government Organization - Landscape				1.59
				1.59
Waster water				
Residential	\$	15.12	\$	2.53
Residential - Out of City	\$	16.37	\$	2.53
Commercial	\$	31.52	\$	2.53
Commercial - Out of City	\$	30.26	\$	2.53
Sanitation				
Toter			\$	30.08
Toter (Extra)			\$	24.68



FEE SCHEDULE 2025 - 2026

BUILDING INSPECTIONS AND ZONING

TYPE OF SERVICE	DETAILS	COST	Old Fee
Sign Permit	Commercial	\$50.00 + \$1.50 per square foot	
Fence Permit	Residential/Commercial	\$25.00	\$ -
Certificate of Occupancy	New Residential/Commercial	\$50.00	\$ -
Inspection Fee	If no fee is specifically indicated	\$75.00	\$ 47.00
Re-Inspection Fee	Per re-inspection	\$75.00	\$ -
Meter Loop	For installation	\$50.00	\$ 47.00
Gas Line Inspection	For installation	\$50.00	\$ 47.00
City Business License	Annually	\$35.00	\$ -
Special/Emergency Inspections	On Fridays - Minimum 1 hour charge	\$75.00 per hr	\$ -
Panel Upgrade/ Inspection		\$75.00	\$ 47.00
Variance		\$250.00	\$ 100.00
Conditional Use Permit		\$150.00	\$ 80.00
Zone Change		\$250.00	\$ 150.00



FEE SCHEDULE 2025 - 2026

BUILDING INSPECTIONS AND ZONING

TYPE OF SERVICE	DETAILS	COST	Old Fee
Building Permit	Commercial/Residential/New/Remodel/Accessory Buildings	Fees based on IBC/UBC Building Data – IRC	1997 Valuation
	Permits are good for 6-months	2018 Charts and Formulas	
Solar System	Residential Installation	Fees based on IBC/UBC Building Data – IRC 2018 Charts and Formulas	\$ 47.00
Permit Renewal	Every 6 months prior to expiration	\$20.00	\$ -
Permit Reactivation	If permit expired	10% of original fee	\$ -
Plan Review	Fee will be credited back towards Permit purchase	\$100.00	\$ -

Proposed Fee Adjustments

Service	Current Fee (With Account)	Proposed Fee (With Account)	Current Fee (W/O Account)	Proposed Fee (W/O Account)	Rationale for Increase
Green Waste - Drop Off	Free	No Change	\$7.00	No Change	
Household/Yard Waste - Cubic Yard	\$12.00	No Change	\$24.00	No Change	
Construction Debris - Cubic Yard	\$24.00	No Change	\$36.00	\$48.00	Increased landfill and transport costs.
White Goods - Refrigerator	Free	\$10.00	\$7.00	\$20.00	Environmental disposal requirements.
White Goods - Washer/Dryer/Stove	Free	\$5.00	\$7.00	\$10.00	Segmented to reflect disposal costs.
Special Waste - Per Hour	\$94.37	\$250.00	N/A	N/A	Accounts for equipment and manpower expenses.
Roll-Off 20 Yard - Commercial Green	\$200.00	\$200.00	N/A	N/A	Formalized fee previously charged but not listed.
Roll-Off 10 Yard - Commercial Green	\$100.00	\$100.00	N/A	N/A	Formalized fee previously charged but not listed.

Anticipated Benefits

1. Improved Financial Sustainability

The revised fees ensure the sanitation department can recover costs, reducing reliance on general funds and enabling investments in equipment and infrastructure.

2. Enhanced Service Delivery

Additional revenue from the updated fees will support the hiring of skilled staff, timely equipment maintenance, and process improvements, leading to better service delivery.

3. Environmental Compliance

Higher fees for white goods and special waste reflect the city's commitment to complying with environmental regulations while promoting responsible disposal practices.

Report on Proposed Increases to Sanitation Fees

Introduction

The City of Holbrook's sanitation department provides essential waste management services, including the collection, processing, and disposal of various types of waste. A review of the current fee structure revealed that many fees do not accurately reflect the true costs of service, particularly for special waste handling and white goods disposal. Additionally, some services, such as roll-off fees for commercial green waste, were not explicitly listed in the previous fee schedule despite being charged.

This report justifies the proposed increases to sanitation fees, ensuring they cover the actual costs of operation, align with regional standards, and support the sustainability of Holbrook's sanitation services.

Justification for Fee Increases

1. Cost Recovery

The existing fee structure has not accounted for the increasing costs of equipment, fuel, and labor required for waste collection and disposal. Special waste services, in particular, have relied heavily on backhoes and other equipment, as well as additional manpower hours, which were not previously factored into the fees.

2. Differentiated Rates for "With City Account" and "Without City Account"

Rates for individuals or entities without city accounts have been increased at a higher rate than those with city accounts to reflect the additional administrative burden and operational strain these services impose. This ensures fairness to city account holders while covering the added costs of service delivery for non-account holders.

3. Category-Based Adjustments for White Goods

White goods (appliances) have been categorized based on disposal costs. Refrigerators, for instance, require additional handling due to environmental regulations related to refrigerant disposal. This segmentation ensures each fee reflects the true cost of managing that specific item.

4. New Roll-Off Fee Transparency

Fees for 20-yard and 10-yard roll-offs for commercial green waste were previously charged but not explicitly listed in the fee schedule. Adding these fees ensures transparency and consistency in billing practices.

5. Competitive Alignment

The proposed fee increases align Holbrook's rates with regional standards for sanitation services while ensuring the department remains competitive in its pricing.

Report For Justification For Adding New Fees At The Holbrook Animal Shelter

Introduction:

The Holbrook Animal Shelter provides essential services to the community, including pet licensing, kennel inspections, rabies vaccinations, and animal care. However, current operations do not fully recover the costs associated with these services, requiring significant subsidies from the general fund.

To better align fees with the actual costs of services provided, staff recommends adding the following new fees to the Holbrook Animal Shelter's fee schedule. These fees reflect the cost of resources, staff time, and materials while remaining competitive with regional and industry standards.

PROPOSED NEW FEES:

Fee Description	Proposed Fee
Kennel Permit - Non-Commercial A (5-12 dogs/cats)	Cost of individual pet license + \$25
Kennel Permit - Non-Commercial B (> 13 dogs/cats)	Cost of individual pet license + \$35
Kennel Permit – Commercial (for profit entities)	Cost of individual pet license + \$150
Late Fee (Non-Commercial A/B)	\$10
Late Fee (Commercial)	\$25
Reinspection Fee (Non-Commercial)	\$10
Reinspection Fee (Commercial)	\$50
Canine Hybrids Permit Fee	\$50 + cost to license individually
Late Fee (Canine Hybrids)	\$25
Reinspection Fee (Canine Hybrids)	\$25
Sales Permit (street vendors)	\$15 per day
Pet Disposal Fee	\$25 per 100 lbs + \$25 for pickup
Microchip Fee	\$20
Rabies Shot	\$15
Owner Surrender Pickup	Additional \$25

These fees are structured to ensure equity, consistency, and alignment with industry practices. They also establish uniform rates for cats and dogs to simplify the fee structure.

JUSTIFICATION:

1. Covering Costs:

Currently, the shelter absorbs a significant portion of operational costs, including personnel, equipment, and supplies. These new fees will help recoup costs associated with licensing, inspections, vaccinations, animal care, and administrative tasks.

2. Competitive Rates:

The proposed fees are aligned with regional and industry standards. For example, the cost of kennel permits in most cities are more than \$100.00.

3. Encouraging Compliance:

Introducing late fees and reinspection fees incentivizes timely compliance with city codes, reducing administrative burdens and ensuring public safety.

4. Sustainability:

By adding these fees, the shelter can enhance its financial sustainability, reducing reliance on the general fund and ensuring continued quality services.

FINANCIAL IMPLICATIONS:

The addition of these fees is projected to generate significant revenue to offset operational costs. This funding will support critical shelter activities, including licensing, inspections, and animal care, while reducing the financial burden on the City.

4. Transparency and Equity

The inclusion of previously unlisted fees and adjustments to account-based versus non-account-based rates ensure a fair and transparent fee structure for all users.

Conclusion

The proposed increases to sanitation fees are necessary to align costs with operational realities, support sustainability, and ensure compliance with regulatory standards. These adjustments reflect the city's commitment to providing efficient, equitable, and environmentally responsible sanitation services. Approval of these changes is recommended to maintain the long-term viability of the sanitation department.

CITY OF HOLBROOK

NOTICE OF INTENT – PROPOSED NEW OR INCREASED RATES, FEES, AND CHARGES

Pursuant to A.R.S. § 9-499.15, the City of Holbrook provides Notice of Intent that the City of Holbrook intends to adopt new or increase certain rates, fees, and charges. This Notice of Intent will be posted on the City's website with a copy of the report and/or data supporting such changes to the City's fee schedule and be distributed through the City's social media accounts.

The Holbrook City Council will consider the revisions to its fee schedule at its meeting on January 14th, 2025, in the Council Chambers of the Holbrook Municipal Building, 465 1st Avenue, Holbrook, Arizona, as part of the Council Meeting scheduled to begin at 6:00 pm.

IF APPROVED BY COUNCIL, THE RATES, FEES, AND CHARGES WILL BECOME EFFECTIVE ON March 1st, 2025.

A copy of the City's fee schedule and written report supporting these new and/or increased fees, rates, and charges may be reviewed at the office of the City Clerk of the City of Holbrook, 465 1st Avenue, Holbrook, Arizona, during office hours, Monday through Thursday, 8 a.m. – 4:30 p.m. Information is also available on the Holbrook website at: www.holbrookaz.gov. Persons wishing to comment on the proposed changes may do so, in writing, prior to the meeting listed above or may testify in person at the meeting. The City Council may adopt any of the above fees, rates, and charges at its meeting.

Dated this ___ day of _____, 20__.

CITY OF HOLBROOK

Lisa Hunt, City Clerk

DATE POSTED ON CITY WEBSITE: _____, 20__.

Report: Justification for Increasing Fitness Center Membership Fees

Introduction

The City's fitness center operates at a rate that is currently below industry standards. To sustain and improve the quality of services provided, it is recommended to increase both the monthly membership and one-time usage fees. These changes will help cover rising operational costs, improve equipment upkeep, and enhance member experience.

Current and Proposed Fee Structure

Fee Type	Current Fee	Proposed Fee
Monthly Membership Fee	\$12.50	\$25.00
One-Time Usage Fee	\$6.00	\$15.00

Justification for Fee Increases

1. National Benchmarking <https://renewbariatrics.com/gym-membership-statistics/> - :text=Costs of Gym Membership Statistics&text=Gym

memberships typically range from, fall between %24500 and %24700. and Current Rates:

- o **Industry Standard Monthly Fees:** The average monthly cost of a gym membership in the U.S. is \$58, with typical monthly rates ranging from \$10 to \$40, plus additional fees such as initiation and annual dues.
- o **Current Fees Comparison:** At \$12.50 per month, our current rate is well below industry standards and among the lowest available nationally.
- o **One-Time Usage Fee Context:** Many gyms charge an initiation fee ranging from \$100 to \$200. Our current one-time usage fee of \$6.00, in lieu of an initiation fee, is significantly below these standards.

2. Proposed Fee Adjustment:

- o **Monthly Membership Fee:** An increase from \$12.50 to \$25 would keep the membership fee competitive yet aligned with industry trends, enhancing our ability to cover ongoing operational costs and improve services.
- o **One-Time Usage Fee:** Adjusting the one-time usage fee from \$6.00 to \$15 supports necessary funding for facility upkeep and improvements. This revised fee is still well below industry-standard initiation charges.

3. Financial Impact of Fee Increases:

- o These adjustments will help generate necessary funds for maintaining the fitness center and improving equipment and facilities. The increased revenue will allow the City to address operational costs without needing to add new surcharges.

4. Affordability and Accessibility for Members:

- o With a proposed \$25 monthly fee and a low one-time usage fee of \$15, our center's pricing remains very competitive, accessible, and substantially below national averages.

Conclusion

The proposed fee increases from \$12.50 to \$25 for monthly memberships and from \$6.00 to \$15 for the onetime usage fee will support the fitness center's financial health, improve services, and ensure a sustainable, high quality fitness facility for the City's residents. These adjustments align with industry norms while keeping membership affordable.

Report: Justification for Implementing an Electricity Usage Fee at Gillespie Park

Current Fees and Proposed Changes:

Fee Type	Current Fee	Recommended Fee	Notes
Non-Profit Usage	\$5.00	\$5.00	No change; maintains affordability for community groups
Electricity Usage (New Fee)	N/A	\$20.00	Applies to all other users to cover electricity costs

Justification for New \$20.00 Electricity Usage Fee

1. **Cost Recovery:** Implementing a \$20.00 fee for electricity usage at Gillespie Park will help recover some of the operational costs associated with powering events. Many park users, such as vendors and event organizers, require access to electricity for equipment, lighting, and other amenities. The new fee ensures these costs are shared by users rather than covered entirely by the city's resources.
2. **Equitable Contribution:** While non-profits will continue to benefit from a \$5.00 usage fee, other users will contribute \$20.00 toward electricity costs. This approach provides equitable support for non-profit events while ensuring that commercial users pay their fair share for resource usage.
3. **Sustainability:** The proposed \$20.00 electricity fee will support the sustainable maintenance of Gillespie Park by providing funds to offset power usage costs. This fee will also help maintain a reliable power supply, benefiting all park patrons and promoting responsible resource management.

Conclusion

Adding a \$20.00 electricity fee for users at Gillespie Park is a practical step to cover increasing energy costs associated with park usage. The structure retains the existing \$5.00 fee for non-profit organizations, supporting their community-focused events while ensuring that other users contribute to the costs associated with electricity usage. This new fee will enhance the park's sustainability and help maintain quality services for the Holbrook community.

Report: Justification for Increasing Golf Course Fees at Hidden Cove Golf Course

Introduction

The City of Holbrook is considering a fee adjustment for Hidden Cove Golf Course to better align with regional market trends and improve operational sustainability. This report compares current fees at Hidden Cove with suggested increases, analyzes rates charged by nearby golf courses, and includes a percentage increase for each fee category. The goal of these adjustments is to enhance the financial stability of the course while continuing to offer affordable recreational options for residents and visitors.

Current Fee Structure, Proposed Adjustments, and Percentage Increases

The following table outlines the current fees at Hidden Cove Golf Course, the suggested increases, and the percentage change for each fee. A comparison with fees charged at Snowflake, Birdy Ranch, and Elephant Rock is also included for reference.

Category	Current Fee	Suggested Fee	% Increase	Snowflake Fee	Birdy Ranch Fee	Elephant Rock Fee
Single 9 Hole Walking	\$10	\$15	50%	\$20	\$40	N/A
Single 18 Hole Walking	\$20	\$25	25%	\$29	\$69	\$85
Single Monthly Greens Fee	\$40	\$70	75%	\$90	\$275	N/A
Single Yearly Greens Fee	\$450	\$700	56%	\$800	\$3,200	\$825
Senior Monthly Greens Fee	\$36	\$60	67%	N/A	N/A	N/A
Senior Yearly Greens Fee	\$405	\$600	48%	N/A	N/A	N/A
Family Monthly Greens Fee	\$45	\$110	144%	\$150	\$375	N/A
Family Yearly Greens Fee	\$495	\$1,100	122%	\$1,500	\$4,500	\$1,125
Cart Only 9 Holes	\$10	\$12	20%	\$14	N/A	N/A
Cart Only 18 Holes	\$15	\$18	20%	\$20	N/A	N/A
Cart Barn Monthly Rental	\$18	\$50	178%	\$70 (Trail Fee)	N/A	N/A
Disc Golf Fee	N/A	\$10	N/A	N/A	N/A	N/A
Trail Fee	N/A	\$5	N/A	N/A	N/A	N/A

Key Considerations for Fee Increases

1. Market Competitiveness:

- Hidden Cove Golf Course's current fees are well below market rates. Nearby courses such as Snowflake, Birdy Ranch, and Elephant Rock charge significantly higher fees across all categories.

2. Operational Costs:

- Rising costs for maintaining the course, including equipment, water, labor, and general upkeep, necessitate increased revenue to sustain operations. The current fees do not generate sufficient revenue to keep pace with these growing expenses.

3. Course Improvements:

- To enhance the playing experience and attract more golfers, ongoing course improvements are essential. The additional revenue from increased fees will help fund projects such as improved landscaping, better course facilities, and potential expansions of services.

4. Competitiveness:

- Even with the proposed increases, Hidden Cove Golf Course will remain significantly more affordable than regional competitors. This positions it as a value-driven option for golfers, attracting local residents while maintaining its ability to draw visitors from neighboring communities.

5. Sustainability:

- Without fee adjustments, the City risks running the golf course at a loss, which could lead to either decreased service quality or reliance on external subsidies. The proposed increases ensure that the course remains financially viable and continues to serve the community effectively.

6. Community Engagement:

- While fee increases can be challenging, the proposed rates still provide value and flexibility for residents. By offering a variety of rate tiers (e.g., senior and family discounts), the course remains accessible.

Reasoning for Percentage Increases

The proposed percentage increases for the golf course fees are designed to balance several factors: the need to reduce operational losses, ensure community access, and keep Holbrook's golf course fees competitive with nearby facilities. Here's a breakdown of the reasoning behind each percentage increase:

1. Single 9 Hole Walking Fee:

- Reasoning: The current 9-hole walking fee is significantly lower than the market rate for nearby courses, such as Snowflake (\$20) and Birdy Ranch (\$40). Increasing this fee by 50%, from \$10 to \$15, helps align Hidden Cove's pricing closer to the regional norm while still remaining affordable.
- Impact: This increase will provide a modest boost in revenue without burdening players. Hidden Cove will still be priced 25% lower than Snowflake, making it a more attractive option for budget-conscious golfers while generating additional revenue for course upkeep.

2. Single 18 Hole Walking Fee:

- Reasoning: The current fee for 18 holes of walking is below average, with nearby courses charging up to \$85. Raising the fee by 25%, from \$20 to \$25, keeps Hidden Cove competitive but ensures the fee structure better supports operational costs.
- Impact: This increase is relatively modest compared to competitors, allowing the course to remain accessible. It will improve the revenue stream needed to cover ongoing maintenance and potentially fund small-scale improvements.

3. Single Monthly Greens Fee:

- Reasoning: The single monthly greens fee is set far below regional courses, some of which charge up to \$275. A 75% increase (from \$40 to \$70) reflects the growing costs of maintaining the course while still offering an affordable alternative to higher-priced options.
- Impact: The increase provides a more sustainable revenue stream for the course while maintaining a low monthly option for frequent golfers. This helps improve the quality of the course without drastically reducing affordability.

4. Single Yearly Greens Fee:

- Reasoning: Nearby courses charge up to \$3,200 for yearly greens fees, which is much higher than the \$450 currently charged at Hidden Cove. Increasing this by 56%, to \$700, brings the fee more in line with market standards while remaining affordable for regular players.
- Impact: A higher yearly fee will better cover operational costs and provide long-term financial sustainability. Even with the increase, Hidden Cove will still offer one of the best values in the region, which should help maintain membership.

5. Senior Monthly Greens Fee:

- Reasoning: The senior monthly fee has not been adjusted to reflect inflation and operational costs. The proposed 67% increase, from \$36 to \$60, balances the need to support course operations with providing a discounted rate for seniors.
- Impact: This increase helps ensure that the course remains financially viable while maintaining affordability for seniors. The increase is moderate and keeps Hidden Cove more affordable compared to other courses.

6. Senior Yearly Greens Fee:

- Reasoning: To maintain fairness with other categories, the senior yearly fee will increase by 48%, from \$405 to \$600. This increase reflects inflationary pressures while keeping the fee lower than other courses, ensuring accessibility for senior golfers.
- Impact: Seniors will continue to benefit from a discounted yearly rate, which remains affordable compared to regional competitors. This fee helps ensure that senior golfers contribute to the course's sustainability.

7. Family Monthly Greens Fee:

- Reasoning: The current family monthly fee is exceptionally low compared to the costs of maintaining family-friendly services. A 144% increase (from \$45 to \$110) reflects the true cost of family membership and enables the course to offer additional family-oriented services.
- Impact: The higher fee will support the introduction of new family events and facilities, improving the experience for families. While the increase is substantial, it remains competitive with regional courses and enhances the overall family value proposition.

8. Family Yearly Greens Fee:

- Reasoning: The current family yearly fee does not generate enough revenue to cover operational costs for family-oriented services. A 122% increase (from \$495 to \$1,100) ensures that the fee reflects the cost of maintaining these services and keeping the course competitive.
- Impact: This increase supports the addition of more family amenities and programming, ensuring the course remains attractive to families while generating sufficient revenue to cover the costs associated with family membership.

9. Cart Only 9 Holes Fee:

- Reasoning: Cart maintenance costs have increased, and the current \$10 fee does not cover the expenses. A 20% increase, bringing the fee to \$12, is reasonable and aligns with the pricing of nearby courses.
- Impact: This modest increase will help maintain the golf cart fleet without significantly impacting affordability for golfers who prefer to use carts for shorter rounds.

10. Cart Only 18 Holes Fee:

- Reasoning: Similar to the 9-hole fee, the current 18-hole cart fee is insufficient to cover maintenance costs. A 20% increase, from \$15 to \$18, ensures better alignment with operational needs.
- Impact: This fee increase will generate additional revenue to help maintain the cart fleet and cover costs related to upkeep, while still keeping the course affordable.

11. Cart Barn Monthly Rental Fee:

- Reasoning: The current cart barn fee is significantly below market rates and does not cover the costs of providing storage space. A 178% increase, from \$18 to \$50, brings the fee closer to regional averages and covers the cost of storage and utilities.
- Impact: This substantial increase reflects the true cost of the service. It will ensure that the storage facilities remain operational and well-maintained, offering better value for customers in the long term.

12. Disc Golf Fee:

- Reasoning: A new disc golf fee of \$10 is introduced to capitalize on the growing popularity of the sport and generate additional revenue. This fee reflects the cost of maintaining the course for disc golfers and offering related services.
- Impact: The introduction of the disc golf fee will attract a new demographic of players, enhancing the diversity of offerings at Hidden Cove. It will also help fund maintenance for both traditional golf and disc golf areas, ensuring long-term sustainability.

13. Trail Fee:

- Reasoning: A \$5 trail fee is introduced to support trail maintenance and ensure the quality of walking paths at the course. This fee aligns with practices at other courses that charge for trail use or similar amenities.
- Impact: The trail fee will generate additional revenue specifically for maintaining and improving the trails. This will improve the walking experience for golfers and other recreational users, ensuring the longevity of the course's infrastructure.

Conclusion

The proposed fee increases for Hidden Cove Golf Course are necessary to ensure the sustainability of the course and to provide an improved recreational experience. Rising operational costs, the need for course improvements, and market competitiveness justify these changes. The modest percentage increases, when compared to fees at other regional golf courses, demonstrate that Hidden Cove will continue to offer exceptional value while covering essential maintenance and operational expenses. These adjustments are a proactive step toward maintaining the quality and longevity of the course for years to come.

Report on Pool Fees Increase Proposal for the City of Holbrook

Introduction

The City of Holbrook's public pool has been operating at a significant financial loss for the past three years. The primary reasons for these losses include the rising costs of utilities and staffing, with a large portion attributed to lifeguard salaries and maintenance expenses. Despite efforts to control costs, the pool has consistently experienced losses exceeding \$120,000 annually.

This report outlines the current financial situation, analyzes the cost recovery challenges, and provides recommendations for revising pool fees to help offset these losses.

Financial Analysis

Year	Revenue	Maintenance	Utilities	Lifeguards	Loss
2022	\$14,343.75	\$53,771.55	\$9,910.52	\$74,252.40	-\$123,590.72
2023	\$14,135.89	\$53,771.55	\$11,011.70	\$74,252.40	-\$124,899.76
2024	\$13,913.63	\$53,771.55	\$12,235.23	\$74,252.40	-\$126,345.55

Despite slightly decreasing revenues, the costs associated with operating the pool (particularly utility and lifeguard costs) have continued to rise. In 2024, losses are projected to exceed \$126,000, making it clear that adjustments must be made to the fee structure to ensure the sustainability of the facility.

Key Considerations for Fee Increases

1. Rising Costs of Operations:

- Utility costs have increased from \$9,910.52 in 2022 to \$12,235.23 in 2024, reflecting a 23% increase over two years.
- Lifeguard costs, while stable at \$74,252.40 annually, make up a significant portion of operational expenses.

2. Revenue Shortfalls:

- Current revenue generation, based on the current fee structure, is insufficient to cover even a small fraction of operational costs. For instance, the total revenue in 2024 of \$13,913.63 only covers approximately 10% of the total expenses.

3. Fee Structure Benchmarking:

- The current fee structure has remained unchanged for several years and no longer aligns with the cost of providing services.

4. Community Engagement:

- While increasing fees may present a burden to some residents, maintaining the pool's operation is essential for community well-being. Public input and tiered fee increases could help mitigate concerns.

Proposed Fee Adjustments

Fee Type	Current Fee	Recommended Fee	% Increase
Child 0-15	\$1.25	\$2.00	60%
Child 16-17	\$1.75	\$2.50	43%
Adult 18-61	\$2.25	\$3.50	56%
Senior 62+	\$2.00	\$3.00	50%
Child 0-17 (40 swims)	\$40.00	\$55.00	38%
Adult 18-61 (40 swims)	\$70.00	\$90.00	29%
Family (3)	\$115.00	\$145.00	26%
Family (4)	\$135.00	\$175.00	30%
Family (5+)	\$160.00	\$210.00	31%
Water Aerobics	\$12.00	\$18.00	50%
Lessons (10)	\$12.00	\$20.00	67%
Rental (includes 2 Lifeguards)	\$60.00	\$85.00	42%
Cleaning deposit	\$50.00	\$75.00	50%
Extra Lifeguard	\$14.00	\$20.00	43%

Reasoning for Percentage Increases

The proposed percentage increases for the pool fees are designed to balance several factors: the need to reduce operational losses, ensure community access, and keep Holbrook's pool fees competitive with nearby facilities. Here's a breakdown of the reasoning behind each percentage increase:

1. Child 0-15 (60% Increase)

- Reasoning: Children are the primary users of the pool, and the existing fee is very low. A modest increase from \$1.25 to \$2.00 still keeps the pool affordable for families, while contributing more to operational costs.
- Impact: This brings the fee more in line with actual costs without overburdening families, while encouraging continued use.

2. Child 16-17 (43% Increase)

- Reasoning: Older children often use the pool more independently, and the higher rate reflects this greater usage while remaining affordable for students and young users.
- Impact: This fee increase will help ensure that older children contribute more to cost recovery.

3. Adult 18-61 (56% Increase)

- Reasoning: Adults are less frequent users, but the costs of operating the pool remain the same regardless of the age group. Increasing the adult rate from \$2.25 to \$3.50 better reflects the real cost of pool usage.
- Impact: The fee is still modest, encouraging use while improving revenue.

4. Senior 62+ (50% Increase)

- Reasoning: Seniors often rely on public amenities for recreation. A slight increase in fees from \$2.00 to \$3.00 balances the need for cost recovery while keeping the pool affordable for seniors on fixed incomes.
- Impact: This increase remains compassionate toward seniors but also helps address the overall funding gap.

5. Child 0-17 (40 Swims) (38% Increase)

- Reasoning: The 40-swim package is popular with families, and increasing the fee from \$40 to \$55 ensures that regular users contribute fairly to pool operations.
- Impact: This package still offers a significant discount per swim compared to single-entry fees, encouraging frequent use.

6. Adult 18-61 (40 Swims) (29% Increase)

- Reasoning: Adults who purchase the 40-swim pass are likely regular users. Increasing this fee from \$70 to \$90 ensures that regular adult users contribute more, but the per-swim cost remains discounted.
- Impact: This maintains affordability for frequent users while improving cost recovery.

7. Family (3) (26% Increase)

- Reasoning: Family passes encourage group attendance, and the increase from \$115 to \$145 reflects the significant use of the pool by multiple individuals while keeping the fee competitive.
- Impact: The family pass still provides substantial savings compared to individual entries, maintaining affordability for families.

8. Family (4) (30% Increase)

- Reasoning: Larger families contribute more to pool traffic and operational wear and tear. Increasing the fee from \$135 to \$175 helps cover these additional costs while remaining affordable for families with children.
- Impact: The per-person cost remains reasonable for family groups.

9. Family (5+) (31% Increase)

- Reasoning: This increase accounts for the higher usage by large families. The \$160 to \$210 increase ensures larger families contribute fairly while still providing significant value compared to individual fees.
- Impact: This fee remains competitive for large families while improving cost recovery.

10. Water Aerobics (50% Increase)

- Reasoning: Water aerobics classes require dedicated staff and often involve additional equipment. Increasing the fee from \$12 to \$18 ensures these specialized sessions contribute more toward covering staffing costs.
- Impact: The price remains accessible, given the value of the specialized service provided.

11. Lessons (10 Sessions) (67% Increase)

- Reasoning: Swimming lessons are in high demand and require trained staff. The increase from \$12 to \$20 better reflects the cost of providing this service while remaining affordable for parents.
- Impact: This price still offers significant value compared to private lessons.

12. Rental (Includes 2 Lifeguards) (42% Increase)

- Reasoning: Pool rentals, especially for private events, require the presence of lifeguards and increased facility maintenance. The fee increase from \$60 to \$85 ensures that private events cover these additional costs.
- Impact: This fee remains attractive for community events and private parties, contributing more fairly to operational costs.

13. Cleaning Deposit (50% Increase)

- Reasoning: The cleaning deposit increase from \$50 to \$75 ensures that any additional cleaning required after pool rentals is adequately covered, reflecting the rising cost of cleaning services.
- Impact: This deposit motivates renters to leave the facility in good condition, reducing strain on city staff.

14. Extra Lifeguard (43% Increase)

- Reasoning: The need for additional lifeguards increases staffing costs. Raising the fee from \$14 to \$20 ensures this cost is covered without putting undue strain on city resources.
- Impact: This maintains safety while ensuring the pool staff costs are properly compensated.

The percentage increases have been carefully chosen based on factors such as user group affordability, rising operational costs, and comparisons with similar facilities. These increases are moderate enough to maintain accessibility for Holbrook residents while addressing the pool's financial sustainability.

Justification for Fee Increases

1. **Cost Recovery:** The proposed fee increases are designed to recover a larger portion of operational costs while still maintaining accessibility for residents. Even with the revised fees, the pool will likely operate at a deficit; however, the loss will be significantly reduced.
2. **Market Comparison:** The recommended fees remain in line with or below those charged by similar facilities in neighboring cities, ensuring that Holbrook's pool remains competitive and affordable for residents.
3. **Sustainability:** The revised fee structure will help ensure that the pool can continue to operate and serve the community without requiring an unsustainable level of financial support from the city's general fund.
4. **Fairness:** The fee structure has been adjusted in a way that equitably distributes the cost burden across different user groups, with moderate increases for children, adults, and families. Special programs such as water aerobics and swim lessons, which require additional staffing, have been adjusted accordingly.

Conclusion

Increasing pool fees is a necessary step to address the significant operational losses the City of Holbrook's pool has faced in recent years. The proposed fee increases are moderate, fair, and aligned with the goal of maintaining the pool as a valuable community resource. It is recommended that the city adopt the revised fee structure for the 2025 season to help offset rising costs and ensure long-term sustainability.

Report on Cemetery Fee Increase Proposal for the City of Holbrook

Introduction The City of Holbrook has reviewed its current cemetery fees and compared them with fees from surrounding communities such as Pinetop-Lakeside, Taylor, Snowflake, and Winslow. Holbrook's fees, particularly for non-residents, are substantially lower than those of nearby municipalities. To maintain quality services, cover operational costs, and ensure the sustainability of cemetery management, we recommend an increase in cemetery fees.

This report outlines the justification for these changes and provides a comparative analysis.

Justification for Fee Increase

1. Cost Recovery and Maintenance

Current cemetery fees in Holbrook do not adequately cover rising operational and maintenance costs, including labor, equipment, and groundskeeping. As a result, the cemetery operations are partially subsidized by general funds, placing an undue burden on the city's budget. Increasing the fees will help Holbrook better recover these costs while allowing for proper maintenance of the grounds and timely service.

2. Regional Comparison

A regional comparison reveals that Holbrook's fees are notably lower than those of surrounding municipalities, especially for non-residents:

- **Standard Grave In-City:** Holbrook currently charges \$375, significantly lower than Pinetop-Lakeside (\$750), Taylor (\$600), Snowflake (\$600), and Winslow (\$450).
- **Non-Resident Standard Grave:** Holbrook charges \$575 compared to Winslow's \$1200 and Pinetop-Lakeside's \$3000. By aligning with other regional fees, Holbrook ensures fair pricing and avoids becoming a low-cost alternative that could lead to overburdening city services.

3. Inflation and Increased Labor Costs

The cost of labor, equipment, and materials has steadily increased over recent years. A moderate increase in fees is necessary to accommodate these rising costs. Without an adjustment, the city's general fund may continue subsidizing cemetery operations, potentially diverting resources from other critical municipal services.

4. Improved Services

Increasing fees will allow the City of Holbrook to continue providing quality services, including plot maintenance, timely burials, and upkeep of headstones and crypts. With sufficient revenue, the city can ensure that its cemetery remains a well-maintained, dignified final resting place for the community.

5. Non-Resident Demand

Holbrook experiences demand from non-residents for burial services due to its relatively lower prices compared to other cities. The new fee structure for non-residents is designed to address this demand and reflect the true costs associated with providing burial services for individuals who do not contribute to local taxes.

Proposed Fee Changes

Fee Category	Current Fee	Recommended Fee	Regional Comparison (Average)
Standard Grave In-City	\$375.00	\$600.00	\$600.00
Standard Grave Navajo County	\$475.00 (15 mile)	\$1,200.00	\$950.00 (Winslow)
Standard Grave Non-Resident	\$575.00 (>15 miles)	\$2,400.00	\$2500.00 (Taylor/Snowflake)
1/4 Grave In-City	\$175.00	\$250.00	N/A
1/4 Grave Navajo County	\$200.00 (15 mile)	\$450.00	N/A
1/4 Grave Non-Resident	\$225.00 (>15 miles)	\$850.00	N/A
1/2 Grave In-City	\$200.00	\$400.00	\$300.00
1/2 Grave Navajo County	\$400.00 (15 mile)	\$800.00	\$425.00
1/2 Grave Non-Resident	\$450.00 (>15 miles)	\$1,400.00	\$475.00
Open/Close Standard Plot	\$200.00	\$250.00	\$250.00
Open/Close Infant/Urn Plot	\$200.00	\$250.00	\$175.00
Weekend/Holiday Open/Close Additional	\$100.00	\$150.00	\$150.00
Crypt In-City	\$500.00	\$650.00	\$800.00
Crypt Navajo County	\$600.00 (15 mile)	\$850.00	\$850.00
Crypt Non-Resident	\$700.00 (>15 miles)	\$1,100.00	N/A
Crypt – Open/Close	\$100.00	\$150.00	\$120.00 (Winslow)
Exhumations	\$750.00	\$900.00	\$900.00
Headstone Setting (Flat Single)	\$100.00	\$150.00	\$125.00
Headstone Setting (Flat Double)	\$150.00	\$200.00	N/A
Headstone Setting (Upright Single)	\$200.00	\$250.00	N/A
Headstone Setting (Upright Double)	\$300.00	\$350.00	N/A
Veteran Plot Including O/C In-City	\$500.00	\$750.00	N/A
Veteran Plot Including O/C In N.C.	\$600.00 (15 mile)	\$1,00.00	N/A
Veteran Plot Including O/C Non-Resident	\$700.00 (>15 miles)	\$1,800.00	N/A

Conclusion

The recommended fee adjustments ensure that Holbrook's cemetery services are financially sustainable while remaining affordable compared to other regional municipalities. The increases reflect a balance between operational needs and regional norms, while also maintaining high standards for cemetery services. By aligning the fees with surrounding areas and ensuring adequate funding for maintenance, Holbrook can continue to provide quality, respectful burial services to both residents and non-residents. Approval of the proposed fee increases is recommended to secure the long-term financial health of the city's cemetery operations.

Report: Justification for Increasing the Replacement Item Processing Fee at the Library

Current Fees and Proposed Changes:

Fee Type	Current Fee	Recommended Fee	Notes
Replacement Item Processing Fee	\$5.00	\$20.00	Applies to replacement item charges to cover updated material and labor costs

Justification for Increasing the Replacement Item Processing Fee to \$20.00

Cost Recovery: The current \$5.00 processing fee has not been adjusted in over a decade, despite rising costs of materials and labor. Increasing this fee to \$20.00 will help cover expenses incurred by the city when replacing items, ensuring that these additional costs are met without impacting other areas of the budget.

Market and Inflation Adjustments: In recent years, the cost of materials and labor has significantly increased, making the current \$5.00 fee inadequate to cover replacement expenses fully. The recommended \$20.00 fee aligns more accurately with current replacement costs, ensuring that the city is not subsidizing these charges from other funds.

Sustainability: The proposed increase to \$20.00 will contribute to the sustainability of the city's operations by helping to offset replacement costs without drawing on additional city resources. This adjustment will make the replacement process more self-sustaining, allowing funds to be allocated more effectively across other city needs.

Conclusion

The proposed increase in the processing fee for replacement items from \$5.00 to \$20.00 is a necessary adjustment to cover rising material and labor costs. This increase will help ensure that those requiring item replacements contribute fairly to the costs, thereby supporting the city's financial sustainability and allowing for continued effective operations.

Report: Justification for Implementing a 2.5% Credit Card Convenience Fee

The City is currently absorbing substantial costs associated with processing credit card transactions. These costs are increasing as more residents utilize credit card payments for utility bills and other city services. A 2.5% convenience fee is recommended to offset these costs and align with industry norms while maintaining equitable access to services.

Current Situation – based on August 2024 numbers alone (see attached Cost Analysis from Xpress BillPay)

1. Total Sales and Fees:

- Total Sales: \$94,386.50
- Current Total Fees: \$1,416.97
- Net Effective Rate: 1.50%

2. Breakdown of Fees:

- Fees are driven by various card types and transaction structures.
- Utility-related transactions have higher fees due to specialized interchange rates, which will likely increase if utility interchange rate eligibility is revoked.
- If Visa moves the City to Non-Qualified Utility Rates, fees will rise significantly, creating additional financial strain.

3. Online Payments Breakdown:

- Non-Auto Pay Online Payments: 234 transactions, \$29,891.84 total, average \$127.74 per transaction
- Auto Pay Online Payments: 173 transactions, \$23,033.47 total, average \$133.14 per transaction

Cost Impact

If no action is taken, rising transaction volumes and rate changes will further increase the City's burden:

- Estimated fee increase under Non-Qualified Utility Rates: \$312.73.
- Monthly service and fixed acquisition fees are also projected to rise.

Proposed 2.5% Convenience Fee

Implementing a 2.5% convenience fee would allow the City to recover processing costs while remaining competitive with other municipalities and businesses.

1. Revenue Offset:

- At a 2.5% fee, the City would generate approximately \$2,359.66 on the \$94,386.50 in current credit card sales.
- This would cover the \$1,416.97 in current fees, plus provide a buffer for future increases, mitigating the risk of utility interchange rate reclassification.

2. Resident Impact:

- The average transaction amount of \$107.01 would incur a fee of \$2.68.
- This small fee is in line with industry standards and would likely be accepted by residents as a fair trade-off for the convenience of credit card payments.

Conclusion

The implementation of a 2.5% credit card convenience fee is a sustainable solution to offset rising transaction costs and protect the City's financial health. This measure ensures that residents who choose to pay with credit cards contribute to the costs of this service, thereby reducing the burden on the City's general funds.

City of Holbrook

Cost Analysis for August 2024

CURRENT RATES

Total Sales: \$94,386.50

Total Fees: \$1,104.24

Net Effective Rate: 1.17%

FEES CHARGED				Interchange		Assessment		Association Dues		Sales Discount		Authorization Fees				
Description	Count	\$ Sales	\$ Avg.	Rate	Per Item	Subtotal	Rate	Subtotal	Per Item	Subtotal	Rate	Subtotal	Per Item	Subtotal	TOTAL	
Mastercard B2B VIP Rate 7 - MVG	2	\$1,299.80	\$649.90	3.00%	\$0.10	\$39.19									\$39.19	
MC BUS SPEND LEVEL 2 DATA RATE I	1	\$10.00	\$10.00	2.80%	\$0.10	\$0.38									\$0.38	
MC BUS SPEND LEVEL 4 UTILITIES	1	\$2,149.81	\$2,149.81		\$1.50	\$1.50									\$1.50	
MC BUS SPEND LVL 5 UTILITIES	4	\$1,317.53	\$329.38		\$1.50	\$6.00									\$6.00	
MC COMM DATA RATE 1 LG MARKET FLEET	5	\$1,365.54	\$273.11	2.70%	\$0.10	\$37.37									\$37.37	
MC COMM UTILITIES BUS DEBIT	4	\$1,236.16	\$309.04		\$1.50	\$6.00									\$6.00	
MC Consumer Credit Refund Group 2	1	(\$40.00)	-\$40.00				1.750%	(\$0.70)							(\$0.70)	
MC ENHANCED UTILITIES	1	\$121.15	\$121.15		\$0.75	\$0.75									\$0.75	
MC HIGH VALUE UTILITIES	1	\$115.84	\$115.84		\$0.75	\$0.75									\$0.75	
MC Interconstrate1 DIGICOMMCORE	1	\$58.01	\$58.01	1.60%		\$0.93									\$0.93	
MC MC DIGITAL ENABLEMENT	146														\$0.93	
MC MC DIGITAL ENABLEMENT	3								\$0.02	\$2.92					\$2.92	
MC MC DIGITAL ENABLEMENT		\$16,130.93							\$0.40	\$1.20					\$1.20	
MC MC NABU Fee-Non Domestic	1	\$58.01	\$58.01		\$0.0295	\$0.03	0.02%	\$3.23							\$3.23	
MC Regulated POS Debit	1	\$2.00	\$2.00	0.05%	\$0.2100	\$0.21									\$0.03	
MC REGULATED POS DEBIT WITH FRAUD ADJ	155	\$15,925.81	\$102.75	0.05%	\$0.22	\$42.06									\$0.21	
MC SMTCKT CNP World Elite	1	\$4.00	\$4.00	2.60%	\$0.02	\$0.12									\$42.06	
MC UTILITIES CREDIT	3	\$323.53	\$107.84		\$0.75	\$2.25									\$0.12	
MC UTILITIES DEBIT	14	\$949.25	\$67.80		\$0.65	\$9.10									\$2.25	
MC UTILITIES PREPAID	16	\$1,186.48	\$74.16		\$0.65	\$10.40									\$9.10	
MC UTILITIES BUSINESS CARD	2	\$150.31	\$75.16		\$1.50	\$3.00									\$10.40	
MC WORLD ELITE UTILITIES	19	\$1,432.35	\$75.39		\$0.75	\$14.25									\$3.00	
MC WORLD UTILITIES CREDIT	6	\$546.28	\$91.05		\$0.75	\$4.50									\$14.25	
MC DISCOUNT RATE		\$28,193.85													\$4.50	
VISA DEBIT & PREPAID REGULATED	461	\$41,892.11	\$90.87	0.05%	\$0.22	\$122.37					0.25%	\$70.48			\$70.48	
VISA PURCHASING CARD - CNP	10	\$3,208.69	\$320.87	2.70%	\$0.10	\$87.63									\$122.37	
VISA UTILITY BUSINESS CARD	15	\$4,099.13	\$273.28		\$1.50	\$22.50									\$87.63	
VISA UTILITY CREDIT	77	\$10,182.86	\$132.24		\$0.75	\$57.75									\$22.50	
VISA UTILITY DEBIT	74	\$5,880.89	\$79.47		\$0.65	\$48.10									\$57.75	
VISA V1 COMMERCIAL SOLUTIONS		\$9,545.33					0.01%	\$0.95							\$48.10	
VISA VI DIGITAL COMM FEE	409								\$0.0075	\$3.07					\$0.95	
VISA VI DIGITAL COMM FEE		\$43,294.11					0.0075%	\$3.25							\$3.07	
VISA VI DOM SALES AUTH APF CREDIT	107								\$0.0195	\$2.09					\$3.25	
VISA VI DOM SALES AUTH APF DEBIT	554								\$0.0155	\$8.59					\$2.09	
VISA DISCOUNT RATE		\$65,263.68													\$8.59	
DISCOVER PSL UTILITIES - PREMIUM	5	\$681.26	\$136.25		\$0.75	\$3.75					0.25%	\$163.16			\$163.16	
DISCOVER PSL UTILITIES - PREMIUM PLUS	1	\$104.90	\$104.90		\$0.75	\$0.75									\$3.75	
DISCOVER PSL UTILITIES - REWARD	2	\$142.81	\$71.41		\$0.75	\$1.50									\$0.75	
DSCV DI ADDRESS VERIFICATION FEE	8								\$0.005	\$0.04					\$1.50	
DSCV DI DIGITAL INVESTMENT FEE		\$908.97					0.01%	\$0.09							\$0.04	
DSCV DISCOUNT RATE		\$928.97					0.25%	\$2.32							\$0.09	
AMEX INTERNET NETCONNECT	7														\$2.32	
DSCV INTERNET NETCONNECT	8												\$0.20	\$1.40	\$1.40	
MC INTERNET NETCONNECT	248												\$0.15	\$1.20	\$1.20	
VISA INTERNET NETCONNECT	662												\$0.15	\$37.20	\$37.20	
DSCV ASSESSMENT		\$928.97											\$0.15	\$99.30	\$99.30	
DSCV DATA USAGE FEE	2						0.14%	\$1.30							\$1.30	
DSCV NETWORK AUTH FEE	8								\$0.0025	\$0.01					\$0.01	
MC ACQUIRING LICENSE FEE		\$25,407.73							\$0.019	\$0.15					\$0.15	
MC ASSESSMENT		\$23,792.11					0.004%	\$1.02							\$1.02	
MC ASSESSMENT		\$4,396.74					0.14%	\$33.31							\$33.31	
MC CROSS-BORDER ASSESSMENT FEE		\$58.01					0.15%	\$6.60							\$6.60	
MC INTERNATIONAL SUPPORT FEE	1	\$58.01					0.60%	\$0.35							\$0.35	
MC NABU FEE	247						0.85%	\$0.49							\$0.49	
MONTHLY SERVICE FEE	1								\$0.0195	\$4.82					\$4.82	
VI SIF-NEVER APPROVE	1												\$5.00	\$5.00	\$5.00	
VISA ASSESSMENT		\$47,773.00					0.13%	\$62.10	\$0.10	\$0.10					\$0.10	
VISA ASSESSMENT		\$17,490.68					0.14%	\$24.49							\$62.10	
VISA FIX ACQ NTWK FEE 2	1								\$41.56	\$41.56					\$24.49	
VISA VI DOM REFUND TRX APF DEBIT	1								\$0.0155	\$0.02					\$41.56	
TOTALS:	882	\$ 94,386.50	\$107.01												\$0.02	
															TOTAL:	\$1,104.24

City of Holbrook

Cost Analysis for August 2024

GOVERNMENT RATES

(if assessing a convenience fee)

Total Sales: \$94,386.50

Total Fees: \$1,416.97

Net Effective Rate: 1.50%

DESCRIPTION	Count	\$ Sales	\$ Avg.	Interchange Rate	Per Item	Subtotal	Assessment Rate	Subtotal	Association Dues Per Item	Subtotal	Sales Discount Rate	Subtotal	Authorization Fees Per Item	Subtotal	TOTAL
Mastercard B2B VIP Rate 7 - MVG	2	\$1,299.80	\$649.90	3.00%	\$0.10	\$39.19									\$39.19
MC BUS SPEND LEVEL 2 DATA RATE 1	1	\$10.00	\$10.00	2.80%	\$0.10	\$0.38									\$0.38
MC BUS SPEND LEVEL 4 UTILITIES	1	\$2,149.81	\$2,149.81		\$1.50	\$1.50									\$1.50
MC BUS SPEND LVL 5 UTILITIES	4	\$1,317.53	\$329.38		\$1.50	\$6.00									\$6.00
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MC COMM UTILITIES BUS DEBIT	4	\$1,236.16	\$309.04		\$1.50	\$6.00									\$6.00
MC Consumer Credit Refund Group 2	1	(\$40.00)	(\$40.00)				1.75%	(\$0.70)							(\$0.70)
MC ENHANCED UTILITIES	1	\$121.15	\$121.15		\$0.75	\$0.75									\$0.75
MC HIGH VALUE UTILITIES	1	\$115.84	\$115.84		\$0.75	\$0.75									\$0.75
MC Interconstrate1 DIGICOMMCORE	1	\$58.01	\$58.01	1.60%		\$0.93									\$0.93
MC MC DIGITAL ENABLEMENT	146								\$0.02	\$2.92					\$2.92
MC MC DIGITAL ENABLEMENT	3								\$0.40	\$1.20					\$1.20
MC MC DIGITAL ENABLEMENT		\$16,130.93					0.02%	\$3.23							\$3.23
MC MC NABU Fee-Non Domestic	1	\$58.01	\$58.01		\$0.03	\$0.03									\$0.03
MC Regulated POS Debit	1	\$2.00	\$2.00	0.05%	\$0.21	\$0.21									\$0.21
MC REGULATED POS DEBIT WITH FRAUD ADJ	155	\$15,925.81	\$102.75	0.05%	\$0.22	\$42.06									\$42.06
MC SMTCKT CNP World Elite	1	\$4.00	\$4.00	2.60%	\$0.02	\$0.12									\$0.12
MC UTILITIES CREDIT	3	\$323.53	\$107.84		\$0.75	\$2.25									\$2.25
MC UTILITIES DEBIT	14	\$949.25	\$67.80		\$0.65	\$9.10									\$9.10
MC UTILITIES PREPAID	16	\$1,186.48	\$74.16		\$0.65	\$10.40									\$10.40
MC UTILITIES BUSINESS CARD	2	\$150.31	\$75.16		\$1.50	\$3.00									\$3.00
MC WORLD ELITE UTILITIES	19	\$1,432.35	\$75.39		\$0.75	\$14.25									\$14.25
MC WORLD UTILITIES CREDIT	6	\$546.28	\$91.05		\$0.75	\$4.50									\$4.50
MC DISCOUNT RATE		\$28,193.85													\$70.48
VISA DEBIT & PREPAID REGULATED	461	\$41,892.11	\$90.87	0.05%	\$0.22	\$122.37					0.25%	\$70.48			\$70.48
VISA PURCHASING CARD - CNP	10	\$3,208.69	\$320.87	2.70%	\$0.10	\$87.63									\$87.63
VISA UTILITY BUSINESS CARD	15	\$4,099.13	\$273.28		\$1.18	\$17.83									\$17.83
VISA UTILITY CREDIT	77	\$10,182.86	\$132.24		\$1.81	\$139.39									\$139.39
VISA UTILITY DEBIT	74	\$5,880.89	\$79.47		\$1.14	\$84.51									\$84.51
VISA V1 COMMERCIAL SOLUTIONS		\$9,545.33					0.01%	\$0.95							\$0.95
VISA VI DIGITAL COMM FEE	409								\$0.01	\$3.07					\$3.07
VISA VI DIGITAL COMM FEE		\$43,294.11					0.01%	\$3.25							\$3.25
VISA VI DOM SALES AUTH APF CREDIT	107								\$0.02	\$2.09					\$2.09
VISA VI DOM SALES AUTH APF DEBIT	554								\$0.02	\$8.59					\$8.59
VISA DISCOUNT RATE		\$65,263.68									0.25%	\$163.16			\$163.16
DISCOVER PSL UTILITIES - PREMIUM	5	\$681.26	\$136.25		\$0.75	\$3.75									\$3.75
DISCOVER PSL UTILITIES - PREMIUM PLUS	1	\$104.90	\$104.90		\$0.75	\$0.75									\$0.75
DISCOVER PSL UTILITIES - REWARD	2	\$142.81	\$71.41		\$0.75	\$1.50									\$1.50
DSCV DI ADDRESS VERIFICATION FEE	8								\$0.01	\$0.04					\$0.04
DSCV DI DIGITAL INVESTMENT FEE		\$908.97					0.01%	\$0.09							\$0.09
DSCV DISCOUNT RATE		\$928.97					0.25%	\$2.32							\$2.32
AMEX INTERNET NETCONNECT	7												\$0.20	\$1.40	\$1.40
DSCV INTERNET NETCONNECT	8												\$0.15	\$1.20	\$1.20
MC INTERNET NETCONNECT	248												\$0.15	\$37.20	\$37.20
VISA INTERNET NETCONNECT	662												\$0.15	\$99.30	\$99.30
DSCV ASSESSMENT		\$928.97					0.14%	\$1.30							\$1.30
DSCV DATA USAGE FEE	2								\$0.00	\$0.01					\$0.01
DSCV NETWORK AUTH FEE	8								\$0.02	\$0.15					\$0.15
MC ACQUIRING LICENSE FEE		\$25,407.73					0.00%	\$1.02							\$1.02
MC ASSESSMENT		\$23,792.11					0.14%	\$33.31							\$33.31
MC ASSESSMENT		\$4,396.74					0.15%	\$6.60							\$6.60
MC CROSS-BORDER ASSESSMENT FEE		\$58.01					0.60%	\$0.35							\$0.35
MC INTERNATIONAL SUPPORT FEE	1	\$58.01					0.85%	\$0.49							\$0.49
MC NABU FEE	247								\$0.02	\$4.82					\$4.82
MONTHLY SERVICE FEE	1														\$5.00
VI SIF-NEVER APPROVE	1								\$0.10	\$0.10					\$0.10
VISA ASSESSMENT		\$47,773.00					0.13%	\$62.10							\$62.10
VISA ASSESSMENT		\$17,490.68					0.14%	\$24.49							\$24.49
VISA FIX ACQ NTKW FEE 2	1								\$41.56	\$41.56					\$41.56
VISA VI DOM REFUND TRX APF DEBIT	1								\$0.02	\$0.02					\$0.02
TOTALS:	882	\$94,386.50	\$107.01												\$1,416.97

Non-utility rates

Utility Rate Fees: \$1,104.24

Gov't Rate Fees: \$1,416.97

Estimated Fee Increase: \$312.73

Estimated Convenience Fee 1**:

Estimated Convenience Fee 2***:

NOTE: These fees only account for the credit card merchant fees. They do not account for XBP fees, eCheck cost savings, or potential usage decreases.

*There are rules regarding what types of payments do and do not qualify for convenience fees. Online and Phone payments qualify. Over-the-counter and Auto Pays do NOT qualify. An admin receipted payment could have been done over-the-counter (qualify) or over-the-phone (non-qualified). That's why I list the admin payments as "maybe".

**This estimated fee calculation assumes that all Admin Receipted payments occurred via phone call, which would allow them to be assessed a convenience fee.

***This estimated fee calculation assumes that all Admin Receipted payments occurred via front counter (i.e. - face to face), which would allow NOT them to be assessed a convenience fee.

MESA

Mesa residents, here's how to avoid an extra \$30 a year on your utility bill



Lily Altavena

The Republic | azcentral.com

Published 9:42 a.m. MT Feb. 26, 2018

Mesa residents paying their utility bills will now be charged a 2.37 percent fee for paying with a credit or debit card.

The fee, which will not go into city coffers, is assessed by a third-party processor, according to the city. Until now, the city — meaning, taxpayers — has covered these fees. Shifting the burden onto credit and debit customers will save the city about \$1.2 million every year, Michael Kennington, the city's chief financial officer, said in a press release.

The new fee doesn't just apply to utility bills. It will also apply to development services fees including building permits and charges at Falcon Field Airport.

The fee will go into effect March 12.

Doing the math

A fee of 2.37 percent adds \$1.18 on to a \$50 bill, \$2.37 to an \$100 bill (you probably could have figured that one out) and \$4.74 to a \$200 bill. Annually, that comes out to an added \$14.16, \$28.44 and \$56.88, respectively.

Customers can avoid paying the extra money by instead paying with a checking or savings account (not with a debit card).

Mesa will also stop accepting American Express cards after March 12. It will still accept MasterCard, Visa and Discover.

Do other cities charge?

Phoenix, Tempe, Gilbert, Glendale and Chandler do not assess credit-card fees for utility payments. Scottsdale charges an extra \$1.95 for credit- or debit-card transactions with a maximum of \$300. Gilbert does add a 2.68 percent credit-card surcharge onto development fees.

SRP, APS and Southwest Gas all attach convenience fees for credit-card payments, ranging from \$1.90 to \$2.95.

READ MORE:

Glendale wants to be more bike-friendly, so how does it stack up in metro Phoenix?

Mesa man who sought state investigator job accused of having child porn

John Force released from hospital after NHRA crash in Arizona Nationals

SurePay / AutoPay Enrollment

TRANSLATE

The recurring payment program will automatically deduct your City of Mesa utility payment from the bank account or credit card you designate approximately 2 days before your due date. The date your payment will be withdrawn will appear on your utility bill. Should you wish to cancel your recurring payment, please do so at least two business days prior to the withdrawal date.

SurePay / AutoPay will take effect on the first monthly utility bill generated after it has been set up. **Any past due or current balance outstanding at the time of enrollment must be paid manually.** To sign up, please log in to 'My Utility Account' and complete the steps below or call us at 480-644-2221. **Please note: 2.37% Service Fee will be charged when a credit or debit card is used for utility bill payments.**

1. Go to the My Utility Account customer portal: <https://utilities.mesaaz.gov>
2. **Register/login** to your account. If you are a new online customer you will need your account number (**12 or 13 digit number** including the dash) and service address zip code
3. Select the "Bills & Payment" tab in the left-hand side navigation bar
4. Select "Payment" from the top navigation bar
5. Select "Auto Pay"
6. Select Auto Pay method and enter payment account information or select a saved payment account, if applicable
7. Click "Confirm"
8. Review the Auto Pay Enrollment information and confirm by clicking "Submit Auto Pay"



www.mesaaz.gov

- Add or Remove Accounts
- Add or Remove Payment Methods
- Monitor account activity
- View Bill, Payment, Usage or Email History
- WaterSmart portal access

Gilbertaz.gov

Log in or Create Online Profile

Additional Payment Options

Credit or Debit Card

- Visa, Mastercard, Discover or Debit Card
- \$2.50 convenience fee per transaction
- Maximum payment amount of \$300 per transaction
- Multiple transactions allowed for payments over \$300
- 24 hours a day, 7 days a week

Call 1-866-466-2422

Make Online Payment

Bank Account

- Checking, Savings or any account using ACH
- Schedule a one-time payment
- No fee
- No maximum amount per transaction

Schedule a payment

Utilities

I want to



Select

Select

Online Utilities Account

Online accounts allow users to manage Paperless Billing Options and Set Up Scheduled Bank Payments as well as the following services:

- Setup AutoPay Options - Scheduled Bank Payments
- Paperless billing option
- No fees
- No maximum amount per transaction

Report: Justification for Increasing the Justice Court Staffing Fee for the City of Holbrook

Introduction

The City of Holbrook has an Intergovernmental Agreement (IGA) with Navajo County, whereby county judges serve as magistrates for the city's justice court system. This agreement includes a staffing fee, which the city has historically aligned with the county's fee structure to ensure uniformity and cost-sharing benefits. Recently, Navajo County increased its staffing fee from \$30.00 to \$45.00 per Ordinance #03-11. This report outlines the rationale for adjusting Holbrook's fee to match the county's updated rate and provides justifications for this increase.

Current Fee Structure, Proposed Adjustment, and Percentage Increase

Fee Type	Current Fee	Recommended Fee	% Increase
Justice Court Staffing Fee	\$30.00	\$45.00	50%

Justification for Fee Increase

1. Cost Recovery

- Matching the county's updated staffing fee allows Holbrook to better recover the actual costs associated with maintaining and operating the justice court system under the IGA.
- Increasing the staffing fee to \$45.00 aligns Holbrook's contributions with the rising operational costs borne by the county, ensuring continued access to efficient and well-resourced judicial services.

2. Consistency and Uniformity

- By mirroring Navajo County's fee structure, Holbrook maintains consistency in the court system, which prevents complications associated with differing bond schedules for city and county cases. A uniform fee structure simplifies processes for all court users, whether they are interacting with county or city services, and reduces confusion for the public and legal professionals.
- This alignment also reinforces Holbrook's collaborative relationship with the county, supporting seamless integration between city and county judicial functions.

3. Sustainability

- Ensuring the city's fee is consistent with the county's updated rate will contribute to the financial sustainability of Holbrook's justice court operations. This increase reduces the likelihood of significant subsidies from the city's general fund, helping offset the rising costs associated with the shared judicial services.
- With the updated fee structure, Holbrook can sustain high-quality court operations without compromising other city services or redirecting additional resources from the general fund.

4. Fairness

- The proposed fee increase ensures that users of the justice court system contribute more equitably to its operations, especially given the recent rise in expenses. The \$15 increase is proportionate to the county's rate and spreads the cost burden fairly among court users.

- Adjusting the fee to match the county rate also ensures that all individuals are subject to the same fee structure, promoting fairness and transparency in the judicial process.

Conclusion

Increasing the Justice Court Staffing Fee from \$30.00 to \$45.00 is a necessary adjustment to maintain cost recovery, ensure consistency in court operations, and uphold a fair and sustainable fee structure. By aligning with Navajo County's updated fee, Holbrook continues to benefit from a cohesive and efficient justice system without imposing an undue financial burden on the city's general fund.

It is recommended that the City of Holbrook adopt the proposed staffing fee increase to ensure the continued viability of justice court services and maintain a unified approach to judicial operations in partnership with Navajo County.



**ORDINANCE NO. 03-11
JUSTICE COURT STAFFING FEE ORDINANCE**

**(Amended on June 25, 2024)
Amending Section 2 of Ordinance 03-11**

WHEREAS the Board of Supervisors is authorized by A.R.S. §11-251.08 to adopt fee schedules for specific products and services that Navajo County provides to the public; and

WHEREAS by the adoption of Ordinance No. 03-11, effective May 10, 2011, the Board of Supervisors established a Justice Court Staffing Fee in the amount of \$30.00 payable in civil, criminal and traffic cases filed in the Navajo County Justice Courts as set forth in the Ordinance; and

WHEREAS the fee imposed by Section 2.2 of the ordinance shall be reviewed by the Navajo County Finance Department to ensure that the amount collected does not substantially exceed or fail to defray the actual costs of staffing as set forth; and

WHEREAS the Finance Director has recommended an increase in the Justice Court Staffing Fee from \$30.00 to \$45.00, effective July 1, 2024, to defray the costs; and

WHEREAS following a duly noticed public hearing held on this date, the Board finds that the recommended fee of ~~\$45.00~~ reflects the increase required to defray the costs.

SECTION 2: FEE TO DEFRAY STAFFING COSTS

- 2.1 Basis for Justice Court Staffing Fee.** The Justice Courts in Navajo County, the Navajo County Attorney, Public Defender, and Finance Department have determined that additional staffing is required to keep pace with increased caseloads resulting from population growth in the county. The fee established by this ordinance will not fully defray the costs of such additional staffing but is based on the salary and employee-related expenses for eight clerical and attorney positions serving the Justice Courts. These costs have been determined by the Finance Department to be **\$604,217 for the Fiscal Year 2024-2025**. Based on current caseloads, the fee required to offset these costs is **\$45.00** per civil case filing, ~~\$45.00~~ for each count on which the defendant is convicted in a criminal

case, and **\$45.00** for each civil traffic violation as to which a judgment is entered in favor of the state.

2.2 Fee. Based on the analysis of the Navajo County Finance Department, there is hereby imposed a Justice Court Staffing Fee of **\$45.00** to be collected in cases filed in the Justice Courts. This fee shall be collected as follows: (1) from the plaintiff at the time of filing of each civil action, with the exception of cases filed in the Small Claims Division; (2) from the defendant as part of the fines, fees and surcharges imposed in each criminal action resulting in a conviction, said fee to be collected on each separate count of which the defendant is convicted; and (3) from the defendant as part of the civil sanctions, fees and assessments in each civil traffic action in which a judgment is entered in favor of the state, said fee to be collected on each separate violation as to which a judgment is entered in favor of the state. This fee may be waived only in cases of extreme financial hardship as determined by the Justice of the Peace. All such fees shall be deposited monthly with the Navajo County Treasurer and held in a separate account for the sole purpose of defraying staffing costs as set forth herein.

2.3 Annual Review. The fee imposed by Section 2.2 shall be reviewed annually by the Navajo County Finance Department to ensure that the amount collected does not substantially exceed (or fail to defray) the actual costs of staffing as set forth herein. If appropriate, the Finance Director shall recommend an upward or downward adjustment of the fee to the Board of Supervisors prior to the start of the next fiscal year. Any such adjustment shall be set forth in a resolution duly adopted by the Board.

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of Navajo County, Arizona. Ordinance Number 03-11 is hereby amended on June 25, 2024.

NAVAJO COUNTY BOARD OF SUPERVISORS

By



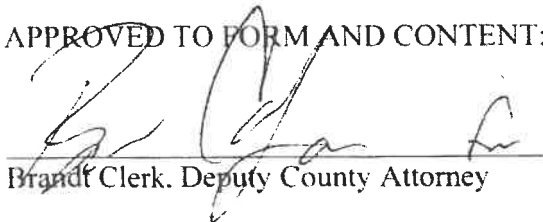
Fern Benally, Vice Chair

ATTEST:



Melissa W. Buckley, Clerk of the Board

APPROVED TO FORM AND CONTENT:



Brandt Clerk, Deputy County Attorney

Report: Justification for Increasing Fees for Bulk Water Hauls – Commercial and Residential

Introduction

The City of Holbrook currently charges bulk water haulers a flat rate of \$2.85 per 1,000 gallons for water usage, whereas residential customers pay a different fee structure covering water usage, base, water preservation, and capital improvement fees. Since water haulers receive the same treated water as residents, it is appropriate to adjust their fees to include these essential base fees, ensuring that haulers contribute equitably to the system's operation and infrastructure. Additionally, a \$0.78 fee has been proposed to cover the costs of a new water dispensing machine dedicated to water hauler use.

For commercial water haulers using the McLaws pump, fees will mirror those applied to treated water haulers. The city must account for the maintenance of the electric pump and the McLaws water system infrastructure, making it necessary to include these considerations in the capital improvement plan to ensure consistent service quality and long-term sustainability. The revised fee structure for water haulers is presented below.

It is also noteworthy that Holbrook's adjusted rates remain significantly lower than those in neighboring communities, including:

- ENWIN: \$10.00 per 1,000 gallons
- Prescott: \$15.17 per 1,000 gallons
- Winslow: \$10.00 per 1,000 gallons
- Snowflake: \$5.00 per 1,000 gallons
- Marana: \$5.27 per 1,000 gallons

Current Fee Structure, Proposed Adjustment, and Additional Fees

Fee Type	Residential Current Fee	Commercial - In-City Current Fee	Commercial - Out-of-City Current Fee	Bulk Hauler Current Fee	Recommended Fee (All Bulk Haulers)	% Increase
Water Usage (per 1,000 gallons)	\$2.53	\$2.53	\$2.85	\$2.85	\$2.53	0%
Water Base Fee	\$8.19	-	-	-	\$8.19	New Fee
Water Preservation Fee	\$8.00	-	-	-	\$8.00	New Fee
Capital Improvement Fee	\$2.50	-	-	-	\$3.28	New Fee
TOTALS	\$21.22	\$2.53	\$2.85	\$2.85	\$22.00	

Justification for Fee Increases

1. Cost Recovery and Fairness

- The revised fee structure ensures that water haulers contribute proportionately to the operational and infrastructure costs associated with the city's water system. By aligning hauler fees with those charged to residential customers, Holbrook establishes an equitable distribution of costs across all users who benefit from treated water.
- Including these fees for water haulers ensures that all users of Holbrook's water system contribute to its sustainability, allowing the city to maintain a high standard of service without shifting costs disproportionately to residents.

2. Infrastructure and Capital Improvement Support

- The capital improvement fee, now adjusted to \$3.28 for water haulers, reflects both the general maintenance needs of the water system and the costs of the (to be) newly installed water dispensing machine dedicated to hauler use. The \$0.78 addition to the base capital improvement fee is essential to recover the cost of this specialized infrastructure, which facilitates water haulers' access to treated water on a 24/7 basis.
- This adjustment ensures that water haulers contribute fairly to the necessary infrastructure upgrades, supporting reliable service and minimizing the potential for disruptions or costly repairs.

3. Water Preservation and Environmental Responsibility

- The \$8.00 water preservation fee aligns with Holbrook's commitment to sustainable water management and environmental responsibility. This fee applies equally to residents and haulers, reflecting the city's efforts to encourage responsible water use and fund conservation initiatives.
- As demand for water resources increases, this fee helps mitigate the impact of water extraction and reinforces the city's stewardship of its water resources, benefiting both current and future users.

4. Alignment with Residential Customer Fees

- Since water haulers receive the same quality of treated water as residential users, aligning their fees with those of residents is both reasonable and consistent with Holbrook's principles of fairness and transparency. The recommended \$8.19 water base fee and additional fees align closely with what residents currently pay, ensuring all users bear a fair share of the cost burden.
- This alignment also simplifies the fee structure, making it easier to administer and communicate, while promoting transparency for all water system users.

Conclusion

Implementing these fee adjustments for water haulers is a necessary and fair measure to ensure cost recovery, support infrastructure needs, and promote environmental responsibility. By aligning water hauler fees with those charged to residential customers—and including a small additional fee for dedicated infrastructure costs—Holbrook reinforces an equitable and sustainable approach to water system funding.

It is recommended that the City of Holbrook adopt the revised fee structure, which will enhance the long-term viability of Holbrook's water system and ensure all users contribute equitably to its upkeep and development.

Report: Justification for Increasing Residential Water Utility Deposit to \$250.00

Introduction

The City of Holbrook currently requires a deposit of \$150.00 for residential water utility accounts. Given recent data indicating that a significant number of accounts on the shut-off list have delinquent balances exceeding the current deposit amount, it is necessary to adjust the deposit requirement to better safeguard the city against unpaid utility bills. In the latest billing cycle, 62 accounts were on the shut-off list, and 55 of these accounts had delinquent balances over \$150, with an average balance of \$279. Increasing the deposit to \$250.00 will help mitigate the financial risk to the city and ensure greater accountability in maintaining up-to-date payments.

Current and Proposed Deposit Amounts

Current Deposit	Proposed Deposit	% Increase
\$150.00	\$250.00	66.67%

Justification for Deposit Increase

1. Risk Mitigation and Financial Security

- The current deposit of \$150.00 has proven insufficient to cover outstanding balances in the event of a shut-off. With delinquent account balances averaging \$279, a \$150 deposit leaves the city exposed to potential revenue loss and additional administrative burdens in managing unpaid accounts.
- Raising the deposit to \$250.00 provides a more effective safeguard, covering a greater portion of potential delinquencies and reducing the city's financial risk.

2. Alignment with Delinquency Patterns

- Of the recent 62 accounts on the shut-off list, 89% (55 accounts) had delinquent balances exceeding the \$150.00 deposit, which indicates that the current deposit amount is no longer adequate for its intended purpose. The new \$250.00 deposit aligns more closely with these delinquency patterns, offering better protection against typical unpaid balances.
- By setting the deposit at \$250.00, the city ensures that it can cover a larger percentage of unpaid balances should an account default, ultimately improving the financial stability of Holbrook's water utility service.

3. Administrative Efficiency and Cost Reduction

- Insufficient deposit amounts often lead to additional administrative costs in collecting delinquent accounts and initiating service shut-offs. A higher deposit reduces the frequency and cost of pursuing unpaid bills by providing a more realistic security amount upfront.
- This adjustment allows city staff to spend less time on collections and account management, creating a more efficient process and enabling resources to be directed toward service improvements.

4. Encouraging Timely Payment

- A higher deposit creates a stronger incentive for customers to keep their accounts current, as there is a greater security at stake. This change is likely to reduce delinquency rates and encourage timely payments, helping the city maintain steady cash flow and avoid cost collection measures.
- For customers, this is an opportunity to stay on track with utility payments, fostering more responsible account management and reducing the likelihood of accruing large balances.

5. Fairness

- Additionally, this adjustment equitably distributes the financial responsibility for maintaining utility services, ensuring all residents contribute fairly to the city's cost recovery and risk management efforts.

Conclusion

Increasing the residential water utility deposit to \$250.00 is a necessary adjustment to align with current delinquency trends and protect the city's financial interests. This revised deposit better covers potential unpaid balances, reduces administrative costs, and encourages customers to maintain regular payments, enhancing overall service sustainability. With the increased deposit, Holbrook can continue to provide reliable utility services to all residents while effectively managing financial risks associated with unpaid accounts.

It is recommended that the City of Holbrook adopt the proposed deposit increase to ensure adequate security and promote timely payments, benefiting both the city and its residents.

Report on Proposed Increases for Building Inspection and Zoning Fees

Introduction

The City of Holbrook has conducted a thorough analysis of its building inspection and zoning fees compared to Navajo County and surrounding municipalities. The review highlights that current fees are outdated, with some rates unchanged since 1997. These fees no longer cover the rising costs of providing building inspection, zoning, and permitting services, nor do they reflect the increased complexity of modern construction and zoning requirements.

This report outlines the justification for increasing these fees to better align with operational costs, provide consistent service, and ensure compliance with updated codes and regulations.

Justification for Fee Increases

1. Cost Recovery

Many of Holbrook's fees, such as permit renewals, plan reviews, and re-inspections, are currently set at \$0.00, providing no revenue to offset the administrative and labor costs associated with these services. Similarly, fees for inspections, permits, and variances are significantly lower than county and market standards. Updating these fees ensures the city can adequately fund its inspection and zoning departments without relying on general funds.

2. Alignment with Modern Standards

Current building permits are still calculated based on 1997 valuation tables, which do not reflect the costs of modern construction. Using outdated metrics undermines the city's ability to enforce safety and quality standards. Updating fees in line with IRC 2018 valuation formulas ensures that the city complies with modern building codes and covers the costs of enforcement.

3. Increased Demand and Complexity

Growth in Holbrook's residential and commercial sectors, including solar installations and other modern systems, has increased demand for specialized inspections and permits. Fees for services like solar system permits, panel upgrades, and conditional use permits need to reflect the expertise and resources required for these tasks.

4. Regional and Market Competitiveness

Holbrook's fees for many services, such as sign permits, variance applications, and gas line inspections, are significantly lower than those charged in nearby municipalities. Updating fees will align Holbrook with regional standards while ensuring fairness and competitiveness.

5. Operational Efficiency and Improved Services

The additional revenue from updated fees will enable the city to invest in staff training, technology, and resources to streamline permitting and inspection processes. This will result in faster service delivery, higher compliance rates, and better support for residents and businesses.

Proposed Fee Changes

Service	Details	Current Fee	Proposed Fee	Regional Comparison (Average)
Building Permit	Based on IRC 2018 valuation formulas	1997 Valuation	2018 Valuation	Market-Driven
Solar System	Residential installation	\$47.00	\$100.00	\$125.00
Permit Renewal	Every 6 months prior to expiration	\$0.00	\$20.00	\$50.00
Permit Reactivation	If permit expired	\$0.00	10% of original fee	\$100.00
Plan Review	Credited towards permit purchase	\$0.00	\$100.00	\$150.00
Sign Permit	Commercial	\$50.00 + \$1.50/sq ft	\$75.00 + \$2.00/sq ft	\$100.00+
Fence Permit	Residential/Commercial	\$0.00	\$25.00	\$30.00
Certificate of Occupancy	New Residential/Commercial	\$0.00	\$75.00	\$100.00
Inspection Fee	If no specific fee is indicated	\$47.00	\$75.00	\$100.00
Re-Inspection Fee	Per re-inspection	\$0.00	\$75.00	\$100.00
Meter Loop Inspection	For installation	\$47.00	\$75.00	\$90.00
Gas Line Inspection	For installation	\$47.00	\$75.00	\$90.00
City Business License	Annually	\$0.00	\$35.00	\$50.00
Special/Emergency Inspections	On Fridays, minimum 1 hour charge	\$0.00	\$75.00/hr.	\$100.00/hr.
Panel Upgrade Inspection		\$47.00	\$75.00	\$100.00
Variance		\$100.00	\$250.00	\$300.00
Conditional Use Permit		\$80.00	\$150.00	\$200.00
Zone Change		\$150.00	\$250.00	\$300.00
Emergency Inspections		\$150.00	\$250.00	\$350.00

Conclusion

The proposed fee adjustments reflect the city's efforts to align with modern standards, recover operational costs, and provide improved services. These changes are necessary to sustain the growing demand for building inspection and zoning services while ensuring fairness and regional competitiveness.

Approval of the proposed fee increases is recommended to secure the financial sustainability of these critical city functions and maintain high standards for public safety and development oversight.

This is Navajo County.

Type of Service:	Details:	Cost:
Building Permit	New Dwelling, Remodel, Commercial, Addition, Garage, Accessory Buildings, Towers, Tower Additions.	Fees will vary in accordance with IBC/UBC Building Valuation Data- IRC 2018 Charts and Formulas adopted by Resolution 9-2022
Plan Review/Check	Plans review	35% of the total building permit fee.
Manufactured Home	For Installation	Fees will vary in accordance with the Delegation Agreement between Navajo County and AZDOH
Factory Built Buildings (FBB)	For Residential and Commercial Installation	Fees will vary in accordance with the Delegation Agreement between Navajo County and AZDOH
Solar System	For Residential Installation	\$150.00
Septic System	For Residential Conventional System Installation	\$500.00
Septic System	For Residential Alternative System Installation	\$800 Starting Fee, fees will vary depending on complexity of the system
Well	For Residential Installation	Fees will vary in accordance with ADWR
Inspection Fee- If no fee is specifically indicated	One (1) hour minimum charge	\$75.00 per hour
Re-inspection Fee	Two (2) hour minimum charge.	\$75.00 per hour

Meter Loop	For Installation	\$50.00
Gas Line Inspection	For Installation	\$50.00
Plan Revision Minor	Residential	\$200.00
Plan Revision Minor	Non-Residential	\$300.00
Plan Revision Major	All Permits	35% of total building permit
Reactivation of expired permit	All Permits	10% of original fee
Administrative Waiver		\$300.00
Zoning Verification Letter		\$75.00
Special Event Permit		\$300.00
Temporary RV Permit		\$200.00
Temporary Use Permit		\$300.00
Guest House Permit		\$400.00
Minor Land Division & Plat Alteration		2 Parcels - \$430.00
		3 Parcels - \$480.00
		4 Parcels - \$530.00
		5 Parcels - \$580.00
Lot Line Adjustment		\$430.00
Ordinance/Text Amendment		\$800.00
Revisions to Conditions, Stipulations, or Plat Variances		\$1000.00 + \$50.00/lot
Site Plan Review		\$400.00 + \$30.00/acre
Site Plan Amendment (Major)		\$500.00 + \$30.00/acre
Site Plan Amendment (Minor)		\$400.00 + \$30.00/acre

Special Use Permit		\$600.00 + \$50.00/acre
Special Use Permit RV/MH Park		\$600.00 + \$50.00 per space
Special Use Permit Time Extension		\$600.00
Zone Change		\$1000.00 + \$50.00/acre
Zone Change Time Extension		\$1,000.00
Zone Change with Comprehensive Plan Amendment		\$2,000.00
Tentative Plat		\$1000.00 + \$50.00/lot
Tentative Plat Amendment		\$1000.00 + \$25.00/lot
Tentative Plat Time Extension		\$1,000.00
Final Plat		\$1000.00 + \$50.00/lot
Final Plat Amendment		\$1000.00 + \$25.00/lot
Abandonment and Reversion to Acreage		\$600.00 + \$50.00/acre
Variance		\$500.00
Greater Than Two Plan Reviews		\$150.00/sheet per review
Expedited/Outside Review		\$500.00 + Cost of Consultant

Planning & Development Services

Building will be offering a special inspection, for emergencies only, on Fridays for a fee of \$75.00 per hour. Fees must be prepaid or collected on-site prior to inspection. Hours charged shall be determined by the Building Official and are determined by the location and type of inspection. This fee is non-refundable for failed inspections, inability to access a property, or any other unforeseen issues not at fault of Navajo County. All special inspections must be scheduled by 3:00 p.m. Thursday.

Digital Permitting

Members of the public can submit permits digitally by using Planning and Development Services' [MaintStar Permitting Center](#).

Comprehensive Plan Update

Navajo County is completing an update to the Navajo County Comprehensive Plan throughout 2024. The Navajo County Comprehensive Plan Update is a joint effort between Navajo County and the community! Logan Simpson is the lead consulting firm that will be assisting the County in facilitating public engagement, drafting the Update, and managing this website! For more information on this

Contact Us



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Report on Proposed Increases for Building Inspection and Zoning Fees

Introduction

The City of Holbrook has conducted a thorough analysis of its building inspection and zoning fees compared to Navajo County and surrounding municipalities. The review highlights that current fees are outdated, with some rates unchanged since 1997. These fees no longer cover the rising costs of providing building inspection, zoning, and permitting services, nor do they reflect the increased complexity of modern construction and zoning requirements.

This report outlines the justification for increasing these fees to better align with operational costs, provide consistent service, and ensure compliance with updated codes and regulations.

Justification for Fee Increases

1. Cost Recovery

Many of Holbrook's fees, such as permit renewals, plan reviews, and re-inspections, are currently set at \$0.00, providing no revenue to offset the administrative and labor costs associated with these services. Similarly, fees for inspections, permits, and variances are significantly lower than county and market standards. Updating these fees ensures the city can adequately fund its inspection and zoning departments without relying on general funds.

2. Alignment with Modern Standards

Current building permits are still calculated based on 1997 valuation tables, which do not reflect the costs of modern construction. Using outdated metrics undermines the city's ability to enforce safety and quality standards. Updating fees in line with IRC 2018 valuation formulas ensures that the city complies with modern building codes and covers the costs of enforcement.

3. Increased Demand and Complexity

Growth in Holbrook's residential and commercial sectors, including solar installations and other modern systems, has increased demand for specialized inspections and permits. Fees for services like solar system permits, panel upgrades, and conditional use permits need to reflect the expertise and resources required for these tasks.

4. Regional and Market Competitiveness

Holbrook's fees for many services, such as sign permits, variance applications, and gas line inspections, are significantly lower than those charged in nearby municipalities. Updating fees will align Holbrook with regional standards while ensuring fairness and competitiveness.

5. Operational Efficiency and Improved Services

The additional revenue from updated fees will enable the city to invest in staff training, technology, and resources to streamline permitting and inspection processes. This will result in faster service delivery, higher compliance rates, and better support for residents and businesses.

Proposed Fee Changes

Service	Details	Current Fee	Proposed Fee	Regional Comparison (Average)
Building Permit	Based on IRC 2018 valuation formulas	1997 Valuation	2018 IBC Fee Schedule	Market-Driven
Solar System	Residential installation	\$47.00	2018 IBC Fee Schedule	\$125.00
Permit Renewal	Every 6 months prior to expiration	\$0.00	\$20.00	\$50.00
Permit Reactivation	If permit expired	\$0.00	10% of original fee	\$100.00
Plan Review	Credited towards permit purchase	\$0.00	\$100.00	\$150.00
Sign Permit	Commercial	\$15/30/40/50	\$50.00 + \$1.50/sq ft	\$100.00+
Fence Permit	Residential/Commercial	\$0.00	\$25.00	\$30.00
Certificate of Occupancy	New Residential/Commercial	\$0.00	\$50.00	\$100.00
Inspection Fee	If no specific fee is indicated	\$47.00	\$75.00	\$100.00
Re-Inspection Fee	Per re-inspection	\$0.00	\$75.00	\$100.00
Meter Loop Inspection	For installation	\$47.00	\$50.00	\$90.00
Gas Line Inspection	For installation	\$47.00	\$50.00	\$90.00
City Business License	Annually	\$0.00	\$35.00	\$50.00
Special/Emergency Inspections	On Fridays, minimum 1 hour charge	\$0.00	\$75.00/hr.	\$100.00/hr.
Panel Upgrade Inspection		\$47.00	\$75.00	\$100.00
Variance		\$100.00	\$250.00	\$300.00
Conditional Use Permit		\$80.00	\$150.00	\$200.00
Zone Change		\$150.00	\$250.00	\$300.00

Conclusion

The proposed fee adjustments reflect the city's efforts to align with modern standards, recover operational costs, and provide improved services. These changes are necessary to sustain the growing demand for building inspection and zoning services while ensuring fairness and regional competitiveness.

Approval of the proposed fee increases is recommended to secure the financial sustainability of these critical city functions and maintain high standards for public safety and development oversight.