



**CITY OF BUCKEYE
COUNCIL WORKSHOP
SEPTEMBER 6, 2016
MINUTES**

**City Council Chambers
530 E. Monroe Ave.
Buckeye, AZ 85326
5:00 p.m.**

1. Call to Order/Roll Call

Mayor Meck called the meeting to order at 5:00 p.m.

Members Present: Councilmember HagEstad, Councilmember Orsborn, Councilmember McAchran (excused at 5:31 p.m.; returned at 5:34 p.m.), Councilmember Heustis, Vice Mayor Hess, and Mayor Meck (excused at 5:01 p.m.; returned at 5:03 p.m.).

Members Absent: Councilmember Garza.

Departments Present: Interim City Manager Roger Klingler, City Attorney Shiela Schmidt, City Clerk Lucinda Aja, Deputy City Clerk Summer Stewart, Assistant to Council Carol Conley, Police Chief Larry Hall, Finance Director Larry Price, Economic Development Director Len Becker, Public Works Director Scott Lowe, Public Information Office Bob Bushner, Development Services Director George Flores, Information Technology Director Greg Platacz, and Deputy Director of Planning Terri Hogan.

2. Discussion of the Development User Fee Schedule

Staff Liaison: George Flores, Development Services Director

Mr. Flores opened the discussion and introduced the MGT of America Consulting, LLC (MGT) team members, Executive Vice President Eric Parish, Senior Manager Jeff Wakefield, and Manager Cindy Sconce. Mr. Parish provided a brief overview of MGT Financial Services, a consulting firm providing financial services to the public sector. Ms. Sconce provided information related to the role of the team members and the user fee study. The study provides information related to actual costs of providing services, ensures compliance with the law, increases revenues, and identifies way to better manage and allocate resources. Study scope and objectives were reviewed and include identifying all user fee services, calculating costs of services, ensuring recommended fees are defensible, and providing a comparison of what comparable jurisdictions are charging for similar services. Mr. Wakefield summarized the methodology utilized in developing a user fee schedule; direct and indirect costs are calculated and compared and a comparison survey is provided. The timeline for the study, with a project start date of September 6, 2016 and an estimated completion date of February 21, 2017, was reviewed. Sample forms that will be utilized to gather data were presented. Councilmember Heustis requested information related to the location of MGT and further information related to fee comparisons. Mr. Parish stated MGT is a national firm with corporate headquarters in Tallahassee and regional offices in Denver and Sacramento, with several projects in Arizona. Mr. Parish clarified coordination will take place with City staff in order to identify comparator cities. Mr. Flores stated Buckeye will utilize Phoenix and other west valley cities as comparator cities. Mr. Parish provided further information related to the process of

gathering information from comparator cities. Recommended fees are based on costs and level of service. Vice Mayor Hess requested clarification regarding frequency of user fee schedule updates. Mr. Parish stated he recommends a policy of updating user fee schedules every three to five years. Councilmember Orsborn requested further information related to fee schedule updates and subsidized fees. Mr. Parish stated there is a simple way to include an inflation factor and clarified periodic fee updates may be included to reflect those factors. Mr. Wakefield provided additional information related to subsidized fees. Mayor Meck requested clarification regarding the timeline of providing information to Council. Mr. Flores stated information will be shared with development partners and updates will be provided to Council prior to 2017; workshops will be scheduled as needed. Mr. Wakefield stated the goal of the project is to calculate the full costs of providing user fee services and to establish updated user fee implementation strategies.

3. Council will make a motion to adjourn the meeting.

A motion was made by Councilmember Orsborn and seconded by Vice Mayor Hess to adjourn the meeting at 5:44 p.m. Motion passed unanimously.

Jackie A. Meck, Mayor

ATTEST:

Lucinda J. Aja, City Clerk

I hereby certify that the foregoing minutes are a true and correct copy of the Council Workshop held on the 6th day of September, 2016. I further certify that a quorum was present.

Lucinda J. Aja, City Clerk