

CITY OF BUCKEYE
Council Workshop Agenda
COUNCIL ACTION REPORT

MEETING DATE: 12/16/25	AGENDA ITEM: 2.A. DS - User Fee Study
DATE PREPARED: 12/11/25	DISTRICT NO.: all
STAFF LIAISON: Brian Craig, Development Services Director, bcraig@buckeyeaz.gov, (623) 692-7616	
DEPARTMENT: Financial Services	AGENDA ITEM TYPE: Workshop Item

TIME NEEDED: One Hour

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
 Council to receive a summary of findings from the Comprehensive User Fee Study for Airport, Development Services (building, planning, fire safety, permitting and business license), Community Services, Water Resources and Utility Billing fees prepared by consultant MGT. (Approximate time: 1 hour)

SUMMARY

PROJECT DESCRIPTION:

The primary objective of the study is to equip the City's decision makers with essential data for informed pricing decisions. The primary goals of the study:

- Determine the City's costs to provide specific fee-related services.
- Determine whether there are opportunities to implement new fees.
- Identify service areas where the City could adjust fees to better reflect the full cost of services or to consider subsidizing fees with general fund revenue to reflect economic or policy considerations.
- Provide comparative data with other neighboring cities.

This study details the full cost of services and presents recommendations for proposed fees, as well as fiscal projections based on recommended cost recovery levels. The recommendations are based on the results of the cost analysis, historical cost recovery levels, and market comparisons.

BENEFITS:

To determine fees that should be charged which will be equitable to both city residents and the City. Fees charged should reflect the needs and well-being of our community while also being fiscally responsible.

FUTURE ACTION:

To enact a new fee structure that will go before Council for a vote.

FINANCIAL IMPACT STATEMENT:

This will be determined by the cost recovery level.

BUDGETED:

No

FISCAL YEAR:

2026

Items related to a project or facility location must include an attached vicinity map for Council Review.

ATTACHMENTS:

[DSD - Development User Fees Presentation.pdf](#)

[CSD Fees and Cost Recovery Presentation.pdf](#)