

*attach
to my next
agenda*



April 19, 1983

Mayor Neil Stallings
City Hall
Jonesboro, Arkansas 72401

Dear Mayor:

The Board of Zoning Adjustment has requested that I contact you in regard to the ten dollar (10.00) fee that we charge for the processing of variances submitted for consideration.

It is the consensus of the board that the fee is not adequate for the city to recover administrative costs incurred by the city to process these variances. I can trace back for a period of twelve years in which the fee has been ten dollars, but I haven't gone back to see when it was originally started.

I have compiled the following figures in an attempt to show as accurately as possible the costs incurred for processing a variance. I believe these estimates are conservative and would be easy to defend.

1. Time consumed by the City Inspector in explaining procedures, preparing legal ads, attending meetings, and preparing minutes. (One hour and 15 minutes per item submitted at \$9.00 per hour equals \$11.25)
2. The average cost of legal ads based on a one year study shows an average cost of \$8.40 per item.
3. The minimum cost of secretarial time expended in typing agendas, minutes, making copies, and calling members will expend a minimum of thirty minutes per meeting. This time figured at our costs comes to \$2.50.
4. The postage and administrative supplies for each meeting amounts to \$2.15.

The costs incurred by the city to process a variance is twenty four dollars and thirty cents (\$24.30). It is my recommendation that we request the City Council to approve an increase from the present ten dollar (\$10.00) fee to twenty four dollars and thirty cents (\$24.30.).

This increase does not affect a large portion of the population. In 1981 and 1982 we processed a total of twenty six (26) variances or just slightly over an average of one request per month.

The city ordinance pertaining to Board of Zoning Adjustment fees is within Section 24-39, page 274.1.

Joe D Tomlinson

Joe D. Tomlinson
City Inspector

JDT/bgm