

| CITY CLERK'S OFFICE | | Proposed Changes | |
|---|--|--|---|
| Fee Description | Current Base Fee | Additions, Limits, & Notes | |
| Peddler/Solicitor Permit | \$25 per application, \$25 for each additional applicant (agent) | | |
| Civil Union Statement Filing | \$50 | | |
| Civil Union Statement Copy | \$10 per copy | | |
| Civil Union Termination | \$10 | | |
| Arguments for Initiative/Referendum | \$250 deposit | City Code 2.85.060 D.3f adopted 2-03-06 & 4-12-2011. | |
| Liquor License Application | \$150 | | |
| Liquor License Modifications | \$50 | | |
| Special Event Liquor License Application | \$25 | | |
| New Business License ¹ | \$70 New License Fee | | |
| <u>New Business License²</u> <u>additional business/location same owner</u> | <u>\$5</u> | | <u>Current fee, just need to add to Fee Schedule. Each additional business has a one-time \$5 application fee with an Annual Renewal fee of \$35.</u> |
| Annual Renewal Business License | \$35 per year | | |

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¹ This business license is required of all businesses within the Sedona City limits and not just those subject to the transaction privilege tax.

| CITY CLERK'S OFFICE | | | Proposed Changes |
|--|--|--|---|
| Fee Description | Current Base Fee | Additions, Limits, & Notes | |
| Annual Business License Change | \$10 per occurrence | | |
| Annual Business License (Delinquent) | \$5 per month until licensed | | |
| Special Event Business License ³ | \$10 per event | | |
| Annual Special Event Business License | | Temporary Annual Special Event Business License is valid for one calendar year. | New license application \$70 per calendar year. (justification attached) |
| Short-Term Rental Permit Fee ⁴ | \$200 | Per application for one unit | \$250 \$210 (justification attached) |
| <u>Bingo License</u> | <u>License Class A \$5</u> <u>Class B \$25</u> <u>Class C \$50</u> | <u>Adding Arizona Revised Statute Title 5-414 fee for local body to fee schedule. Fees have existed per ARS but not included on added the fee to schedule.</u> | <u>License Class A \$10</u> <u>Class B \$25</u> <u>Class C \$50</u> |

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³ This special event business license is for a temporary special event and is valid for only 7 days from the date of issuance.

⁴ This short-term rental permit fee was previously under the city manager's department.

9-Victims of crimes, including domestic violence, will not be charged a fee for a single copy of the police report prepared in connection with the Police Department's investigation of the offense.

| PUBLIC WORKS/ENGINEERING SERVICES | | | Proposed Changes |
|-----------------------------------|---|--|--|
| Fee Description | Current Base Fee | Additions, Limits, & Notes | |
| Grading Permit | | | |
| • 0 – 50 CY | \$11 | | |
| • 51 – 100 CY | \$21 | | |
| • 101 – 1,000 CY | \$41 for the first 100CY, | Plus \$21 for each additional 100CY or fraction thereof | |
| • 1,001 – 10,000 CY | \$220 for the first 1,000 CY, | Plus \$21 for each additional 1000 CY or fraction thereof | |
| • 10,001 – 100,000 CY | \$417 for the first 10,000CY | Plus \$23 for each additional 10,000CY or fraction thereof | |
| • 100,001 – 200,000 CY | \$648 for the first 100,000 CY | Plus \$23 for each additional 10,000 CY or fraction thereof | |
| • 200,000 CY + | \$870 for the first 200,000 CY | Plus \$20 for each additional 10,000 CY or fraction thereof | |
| Grading <u>Plan Review Fees</u> | | | <u>Combining the cumbersome 2 grading fee tables, plus 2.58% inflation per ENR</u> |
| • 0 – 100 CY | \$12 | | <u>\$45</u> |
| • 101 – 1,000 CY | \$43 | | <u>\$86 for the first 100CY, plus \$26 for each additional 100CY</u> |

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| PUBLIC WORKS/ENGINEERING SERVICES | | | Proposed Changes |
|-------------------------------------|---|---|--|
| Fee Description | Current Base Fee | Additions, Limits, & Notes | |
| • 1,001 – 10,000 CY | \$59 | | \$295 for the first 1,000CY, plus \$25 for each additional 1,000CY |
| • 10,001 – 100,000 CY | \$65 for the first 10,000 CY | Plus \$12 for each additional 10,000 CY or fraction thereof | \$495 for the first 10,000CY plus \$40 for each additional 10,000CY. |
| • 100,001 – 200,000 CY | \$174 for the first 100,000 CY | Plus \$8 for each additional 10,000 CY or fraction thereof | \$850 for the first 100,000CY, plus \$35 for each additional 10,000CY |
| • 200,000 CY | \$251 for the first 200,000 CY | Plus \$4 for each additional 10,000 CY or fraction thereof | We will never reach this much earthwork |
| • Additional Meetings | \$80 per hour – 1 hour minimum | | \$82 |
| • Additional Plan Review | \$61 per hour – 1 hour minimum | | \$63 |
| • Inspection Outside Business Hours | \$72 per hour – 2 hour minimum | | \$74 |
| • Re-Inspection | \$80 per hour – 1 hour minimum | | \$82 |
| • Inspection Where No Fee Indicated | \$61 per hour – 1 hour minimum | | \$63 |
| Right of Way (ROW) Utility Permit | | | |
| • Under Franchise Agreement | \$0 | | |

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| PUBLIC WORKS/ENGINEERING SERVICES | | | Proposed Changes |
|---|--|--|------------------|
| Fee Description | Current Base Fee | Additions, Limits, & Notes | |
| • Outdoor Dining Agreement | \$1.10 per sq ft per month for outdoor dining space within the ROW | | |
| • No Franchise Agreement | \$100 per year | | |
| Right of Way Project Permit | | Includes Block Party Permits | |
| • Initial Issuance | \$60 per 60 days | | |
| • Extensions | \$50 per 30 days | | |
| • Additional Inspections | \$50 per hour | | |
| • After-the-Fact Permit | \$180 | | |
| • Project Permit Inspection | \$60 per hour 1st hour | \$50 per hour non-prorated 2nd hour | |
| • Project Permit Amendment | \$60 per amendment | | |
| Small Wireless Facility (SWF) Fees: | | | |
| • Right-of-Way (ROW) Use Fee | \$50 per year times the number of SWF's | Legislative control Max fee allowed by A.R.S. 9-591 et seq. | |
| • ROW Use Fee for Monopoles and Associated Wireless Facilities | Limited to not more than the direct and actual cost of managing the ROW | Legislative control Max fee allowed by A.R.S. 9-59 et seq. | |

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| PUBLIC WORKS/ENGINEERING SERVICES | | | Proposed Changes |
|---|--|--|------------------|
| Fee Description | Current Base Fee | Additions, Limits, & Notes | |
| <ul style="list-style-type: none"> Authority Utility Pole Attachment | \$50 per year | Legislative control Max fee allowed by A.R.S. 9-591 et seq. | |
| Application for Collocating SWF's: | | Legislative control Max fee allowed by A.R.S. 9-591 et seq. | |
| <ul style="list-style-type: none"> SWF Collocation | \$100 per SWF up to 5 \$50 per additional SWF | Legislative control Max fee allowed by A.R.S. 9-591 et seq. | |
| Batched Applications up to 25 SWF's | | Legislative control Max fee allowed by A.R.S. 9-591 et seq. | |
| <ul style="list-style-type: none"> First 5 SWF's | \$500 | Legislative control Max fee allowed by A.R.S. 9-591 et seq. | |
| <ul style="list-style-type: none"> Additional 20 sites | \$50 per additional SWF | Legislative control Max fee allowed by A.R.S. 9-591 et seq. | |

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| PUBLIC WORKS/ENGINEERING SERVICES | | | Proposed Changes |
|--|---|--|------------------|
| Fee Description | Current Base Fee | Additions, Limits, & Notes | |
| <ul style="list-style-type: none"> Total for Batch of 25 | \$1,500 | Legislative control Max fee allowed by A.R.S. 9-591 et seq. | |
| Utility Pole & Monopole Applications | | Legislative control Max fee allowed by A.R.S. 9-591 et seq. | |
| <ul style="list-style-type: none"> New, Replacement, or Modified Utility Poles NOT Subject to Zoning Review | \$750 | Legislative control Max fee allowed by A.R.S. 9-591 et seq. | |
| <ul style="list-style-type: none"> New, Replacement, or Modified Monopoles and Utility Poles and Collocation of Wireless Facilities Subject to Zoning Review | \$1,000 | Legislative control Max fee allowed by A.R.S. 9-591 et seq. | |
| Special Permit – Right of Way City Developed Consent Permit by Agreement, License or Lease | Fees set in agreement, license or lease | | |
| Vertical Banner Permits, Including Installation and Removal | \$120 minimum | \$10 per banner beyond 12 banners | |
| Special Fees (Plan Review) Outside other permits | | | |

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| PUBLIC WORKS/ENGINEERING SERVICES | | | Proposed Changes |
|---|--|--|---|
| Fee Description | Current Base Fee | Additions, Limits, & Notes | |
| • Traffic Control Review | \$300 per day review | <u>Change to hourly rate – Victor & Dalton</u> | <u>\$50.00 per hour</u> Changed to an hourly cost (staff time plus overhead) |
| • Pre-Construction and Maintenance Conference | \$300 minimum per conference | <u>Change to hourly rate – Victor & Dalton</u> | <u>\$50.00 per hour</u> Changed to an hourly cost (staff time plus overhead) |
| • Project Specific Stormwater Pollution Control Plan | \$300 if not part of a grading plan | <u>Change to hourly rate – Michael</u> | <u>\$50.00 per hour</u> Changed to an hourly cost (staff time plus overhead) |
| Other Services Provided | | | |
| • Change of Address Request, Including Processing, Notification and Updates | \$43 per request when change is not due to addressing error or not the initial address | | <u>\$45.00 per request</u> Changed/ Increased ~5% (\$2.00) to cover staff time. No previous adjustments since 2012 |
| • Traffic Control Assistants | \$25 per hour per person | | <u>update to ~\$35</u> Changed/ Increased to reflect current wages and overhead costs |
| • Speed Hump/Stop Sign Policy Review | \$200 | | |
| Wastewater Permits: | | | |
| • Wastewater Permit | \$50 | | |
| • Inspection Outside Business Hours | \$65 per hour – 2 hour minimum | | |

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| WASTEWATER | | | Proposed Changes |
|---|------------------|---|---|
| Fee Description | Current Base Fee | Additions, Limits, & Notes | |
| Wastewater Capacity Fees: | | | |
| <ul style="list-style-type: none"> 0 – 8 WSFUs* | \$4,633.00 | *Water Supply Fixture Units Calculation based on the Economics Research Network (ERN) rate increase of 4.93% for calendar year 2024. ($\$4,415.00 \times 4.93\% = \$217.66 + \$4,415.00 = \$4,632.66$) and rounded to the nearest dollar amount. | <u>*Water Supply Fixture Units Calculation based on the Economics Research Network (ERN) rate increase of 2.58% for calendar year 2025. ($\\$4,633 \times 2.58\% = \\$119.53 + \\$4,633.00 = \\$4,752.53$) and rounded to the nearest dollar amount, \$4,753.00.</u> |
| <ul style="list-style-type: none"> 8.1 – 17 WSFUs | \$11,854.00 | Calculation based on the Economics Research Network (ERN) rate increase of 4.93% for calendar year 2024. ($\$11,297.00 \times 4.93\% = \$556.94 + \$11,297 = \$11,853.94$) and rounded to the nearest dollar amount. | <u>Calculation based on the Economics Research Network (ERN) rate increase of 2.58% for calendar year 2025. ($\\$11,854.00 \times 2.58\% = \\$305.83 + \\$11,854.00 = \\$12,159.83$) and rounded to the nearest dollar amount, \$12,160.00.</u> |
| <ul style="list-style-type: none"> 17.1 – 29 WSFUs | \$21,036.00 | Calculation based on the Economics Research Network (ERN) rate increase of 4.93% for calendar year 2024. ($\$20,048.00 \times 4.93\% = \$988.37 + \$20,048.00 = \$21,036.37$) and rounded to the nearest dollar amount. | <u>Calculation based on the Economics Research Network (ENR) rate increase of 2.58% for calendar year 2025. ($\\$21,036.00 \times 2.58\% = \\$542.73 + \\$21,036.00 = \\$21,578.73$) and rounded to the nearest dollar amount, \$21,579.00.</u> |

| WASTEWATER | | | Proposed Changes |
|--|------------------|--|--|
| Fee Description | Current Base Fee | Additions, Limits, & Notes | |
| <ul style="list-style-type: none"> 29.1 – 42 WSFUs | \$31,541.00 | Calculation based on the Economics Research Network (ERN) rate increase of 4.93% for calendar year 2024. $(\$30,059.00 \times 4.93\% = \$1,481.91 + \$30,059 = \$31,540.91)$ and rounded to the nearest dollar amount. | <u>Calculation based on the Economics Research Network (ERN) rate increase of 2.58% for calendar year 2025. $(\\$31,541.00 \times 2.58\% = \\$813.76 + \\$31,541.00 = \\$32,354.76)$ and rounded to the nearest dollar amount, \$32,355.00.</u> |
| <ul style="list-style-type: none"> 42.1 – 55 WSFUs | \$42,295.00 | Calculation based on the Economics Research Network (ERN) rate increase of 4.93% for calendar year 2024. $(\$40,308.00 \times 4.93\% = \$1,987.18 + \$40,308.00 = \$42,295.00)$ and rounded to the nearest dollar amount. | <u>Calculation based on the Economics Research Network (ERN) rate increase of 2.58% for calendar year 2025. $(\\$42,295.00 \times 2.58\% = \\$1,091.21 + \\$42,295.00 = \\$43,386.21)$ and rounded to the nearest dollar amount, \$43,386.00.</u> |
| <ul style="list-style-type: none"> > 55 WSFUs (per WSFU) | \$827.21 | This fee is for each WSFU, or portion thereof, over 55 and is added to the fee for 55 WSFUs. For example, 60 WSFUs would be calculated as follows: $\\$37,326 + 42,295.00 + (5 \times \\$827.21 = \\$46,431.05)$ | <u>This fee is for each WSFU or portion thereof, over 55 and is added to the fee for 55 WSFUs. For example, 60 WSFUs would be calculated as follows: $\\$43,386.00 + (5 \times \\$848.55 = \\$4,242.76) = \\$47,628.76$.</u> |
| Reclaimed Water Use Fees: | | | |
| New Reclaimed Water Use Contract application fee | \$25 | | |
| Reclaimed Water Fees: | | | |
| <ul style="list-style-type: none"> | | | |



MEMO

City Clerk's Office

TO City Staff

FROM Marcy Garner, Deputy City Clerk

DATE August 20, 2024

SUBJECT Request to update consolidated fee schedule to include Annual Special Event, Business Licenses

The Sedona City Clerks' Office currently charges \$70.00 for a new regular business license application, \$35 for an annual renewal of a regular business license and \$10 for each special event, business license.

Business - Per Sedona City Code, "Business" means all activities or acts, personal or corporate, engaged in by any person or entity (or agent or employee of such person or entity) conducted for the purpose of apparent gain, benefit, or advantage, either direct or indirect, but not casual activities or sales. The term "business" shall include any trade, business, game, amusement, profession or occupation."

Special Event Business License – Per Sedona City Code, "Special Event Business License" Application for a temporary special event business license shall be made to the city no later than 5:00 p.m. three business days prior to the special event on forms made available by the city."

Historically, the Clerk's Office has issued regular business licenses to businesses located outside of city limits that participate in several special events throughout the calendar year. Several events being 7 or more events in a calendar year. This simplified the process for applicants by allowing them to renew annually for a flat fee, instead of submitting several applications throughout the year. These businesses would list the location of the special event as the business' physical location. This process would streamline the application process.

One concern with the current process is that it skews our statistics when running reports using our business license software, (Civic Review). There is currently no differentiation between a regular local business and a business located outside of city limits participating in several special events annually.

By creating a separate application with a separate fee of \$70.00, applicants can apply for an "Annual Special Event" business license every calendar year. An application designated to an "Annual Special Event" business license, will allow staff to generate reports and isolate the two types of business license for accurate data.

An "Annual Special Event" business licenses can be applied for annually for a \$70.00 fee which is consistent with the new business license application fee of \$70.00.

There are currently approximately 40 businesses interested in an "Annual Special Event" business license out of approximately 485 "Special Event" business licenses. Of those businesses, the majority participate in Farmer's Markets and Art shows. These are continuous events that occur on weekends a few months out of the year. With an "Annual Special Event" business license, businesses can attend these events without putting additional strain on staff with repetitive applications to process weekly. The current process with only one type of special event business license is not advantageous to staff as it creates redundant effort.

I reviewed the websites of similar nearby cities, (Flagstaff, Cottonwood, Camp Verde and Payson) and did not find a similar type of annual special event business license application to compare our process with.

Aside from the addition of a new fee, we also need to add two established fees to the consolidated fee schedule. We currently have language in our city code, for an additional business license fee. Per Sedona City Code, 5.05.030, Issuance of Business license. "Every application shall be accompanied by the nonrefundable business license fee, as listed in the city fee schedule for the first business and \$5.00 for each additional business owned and operated by the same person or entity in a single location." This \$5.00 fee is currently not listed on the consolidated fee schedule.

There is a statutory rate for Bingo License fees that also needs to be added to the consolidated fee schedule. Per Arizona Revised Statute Title 5-414, a Bingo License has the following classifications and fees. Class A, \$5, class B, \$25 and class C, \$50.

Service Fee Summary Calculation

| | |
|---------------------------------|--------------------------|
| Service Fee: | Short-Term Rental Permit |
| Proposed Effective Date: | 1/1/2025 |
| Units: | Permit |

| TOTAL ANNUAL COST OF SERVICE | |
|-------------------------------------|------------------------|
| Cost Type | Annual Cost of Service |
| Personnel | \$ 94,848 |
| Ongoing Supplies & Services | \$ 70,150 |
| Indirect Cost Allocations | \$ 42,051 |
| Permit Enforcement CD | \$ 31,172 |
| Total Annual Cost of Service | \$ 238,221 |

| PER UNIT FEE | |
|-------------------------------|------------------|
| Description | Amount |
| Total Annual Cost of Service | \$ 238,221 |
| Number of Permits | 1,137 |
| 100% Cost Recovery Fee | \$ 210.00 |

| | |
|---------------------|------------------|
| PROPOSED FEE | \$ 210.00 |
|---------------------|------------------|

Service Fee Detail Calculations

Service Fee: Short-Term Rental Permit
Proposed Effective Date: 1/1/2025

| PERSONNEL COSTS | | | | |
|------------------------------|---|--------------------------|----------------------------|------------------------|
| Title | Activities Included | Hourly Wage+ERE Budgeted | Time per Permit (in hours) | Annual Cost of Service |
| Short-Term Rental Specialist | Review of permit applications including delinquencies and outstanding complaints/citations Processing and approval of permit applications Generating and issuing permit | \$ 45.60 | 1.83 | \$ 94,848.00 |
| Personnel Total | | | | \$ 94,848.00 |

| ONGOING SUPPLIES & SERVICES COSTS | | | | |
|--|--|---------------|--------------|------------------------|
| Program | Description | Annual Amount | % Applicable | Annual Cost of Service |
| STR Monitoring/Administration | Budgeted office supplies, postage, travel/training | \$ 7,150.00 | 100% | \$ 7,150.00 |
| IT Direct Costs | Budgeted STR registration/monitoring software/licensing software | \$ 63,000.00 | 100% | \$ 63,000.00 |
| Ongoing Supplies & Services Total | | | | \$ 70,150.00 |

| ONE-TIME SUPPLIES & SERVICES COSTS | | | | |
|---|-------------------------------------|-----------------------------------|--------------|------------------------|
| Program | Description | Annual Amount Amortized over Life | % Applicable | Annual Cost of Service |
| STR Monitoring/Administration | Budgeted furniture for new position | \$ 890.00 | 100% | \$ 890.00 |
| One-Time Supplies & Services Total | | | | \$ 890.00 |

N/A for FY25

| INDIRECT COST ALLOCATIONS | | | | |
|--|---|---------------|--------------|------------------------|
| Program | Description | Annual Amount | % Applicable | Annual Cost of Service |
| STR Monitoring/Administration | Budgeted CMO Administration support | \$ 5,960.00 | 100% | \$ 5,960.00 |
| STR Monitoring/Administration | Budgeted Human Resources support | \$ 3,970.00 | 100% | \$ 3,970.00 |
| STR Monitoring/Administration | Budgeted Financial Services support | \$ 4,090.00 | 100% | \$ 4,090.00 |
| STR Monitoring/Administration | Budgeted IT support (less direct charges) | \$ 4,410.00 | 100% | \$ 4,410.00 |
| STR Monitoring/Administration | Budgeted General Services support including liability insurance | \$ 930.00 | 100% | \$ 930.00 |
| STR Monitoring/Administration | Budgeted Facilities Maintenance support | \$ 4,980.00 | 100% | \$ 4,980.00 |
| STR Monitoring/Administration | Unbudgeted Legal Services support | \$ 17,710.80 | 100% | \$ 17,710.80 |
| Indirect Cost Allocations Total | | | | \$ 42,050.80 |