

**TOWN OF SAHUARITA, ARIZONA**  
**2018 Fee Amendments Under Consideration**

Current Fee Description	Proposed Fee Description	Proposed		Current Fee	Proposed Fee	Comments	Justification/Reason for Proposed Change
		Current Town Code Section	Town Code Section				
<b>PUBLIC HEARING, REVIEW, AND PROCESSING FEES (STC 3.10.010)</b>							
To rezone property from any existing zone to a new zone MR, NC, MX, B-1, B-2, CPI, I-1, or I-2, the fee shall be:	To rezone property from any existing zone to a new zone MR, TR, RVC, NC, MX, B-1, B-2, MU, CPI, I-1, or I-2, the fee shall be:	3.10.010 A.3	Same	n/a	n/a	The proposed change is to the fee description, not the fee	A 2015 zoning code amendment removed the TR, RVC, and MU zones from the zoning code and added new zones NC and MX. The fee schedule needs to be updated to reflect these changes.
n/a	Specific Plan Fees - Third submittal and each thereafter	n/a	3.10.010 E.1.f	n/a	\$400.00	New fee.	The fee schedule does not currently contain a fee for third and subsequent submittals for Specific Plans although it does for most other application types. Staff has found that recent Specific Plans have required numerous rounds of revision, and each review takes several hours, or days, to perform. By adding this fee, applicants will be encouraged to make all requested corrections at the time of the second submittal.
Conditional Use Permits - Type II (planning and zoning commission approval)	Same	3.10.010 H.1.b	Same	\$200.00	\$225.00		Staff is proposing an increase in the Type II and Type III Conditional Use Permit fees because these applications take a great deal of time to review and process for public hearings.
Conditional Use Permits - Type II - Public notice fees	Legal ad (\$50.00 per public hearing)	3.10.010 H.1.b	Same	n/a	\$50.00	New fee.	A 2015 zoning code amendment clarified that a legal ad is required for public notice in conditional use permit cases. As such, this fee needs to be added under public notice fees for H.1.b and H.1.c.
Conditional Use Permits - Type III - Public notice fees	Legal ad (\$50.00 per public hearing)	3.10.010 H.1.c	Same	n/a	\$100.00	New fee.	A 2015 zoning code amendment clarified that a legal ad is required for public notice in conditional use permit cases. As such, this fee needs to be added under public notice fees for H.1.b and H.1.c.
Conditional Use Permits - Administrative time extensions or modification of conditional use permit:	Conditional Use Permits - Administrative time extensions or modification of conditional use permit	3.10.010 H.1.e	Same	*See comment	\$100.00	Current fee: Equal to the fees required for the procedures mentioned above	The same 2015 amendment created administrative processes for time extensions and modifications, so an administrative process fee is needed. The proposed fee of \$100.00 is a reduction for Type II and III procedures and no change for Type I procedures.
Conditional Use Permits - MU conditional use permits under STC 18.37.020(A)	Delete	3.10.010 H.2	Delete	\$50.00 plus \$25.00 public notice fees	Delete	This fee is proposed for deletion	A separate 2015 zoning code amendment removed the MU zone from the zoning code, so H.2, which refers to conditional use permits for the MU zone can be removed.

**TOWN OF SAHUARITA, ARIZONA**  
**2018 Fee Amendments Under Consideration**

Current Fee Description	Proposed Fee Description	Proposed		Current Fee	Proposed Fee	Comments	Justification/Reason for Proposed Change
		Current Town Code Section	Town Code Section				
n/a	Board of Adjustment Filing Fees - Plus Public Notice Fees - Posting of Property	n/a	3.10.010 I.4	n/a	Provided by applicant	New.	The zoning code requires posting of the property for public notice of Board of Adjustment hearings. The fee schedule needs to be clarified to ensure that applicants understand that they are responsible for this cost.
Waivers	Same	3.10.010 K.1.a	Same	\$300.00	\$200.00		Staff is proposing a reduction in the waiver fee from \$300.00 to \$200.00 because these requests typically do not take more than two hours to review.
Parcel splits, lot line adjustments, and lot area modifications	Same	3.10.010 K.1.b	Same	\$200.00	\$100.00 per affected lot		Recent applications have brought to light the need to clarify that parcel split, lot line adjustment, and lot area modifications, as well as setback modification fees are per lot. The fee is proposed to be reduced from \$200.00 to \$100.00 since the fee is per lot; any lot line adjustment will affect a minimum of two lots. This represents a reduction in the fee for applications that cover multiple lots.
Time extensions	Time extensions not otherwise specified herein	3.10.010 K.1.c	Same	\$300.00	\$200.00		The time extension fee is proposed to be reduced from \$300.00 to \$200.00 since these requests typically do not take more than two hours to review.
Modification of setback	Same	3.10.010 K.1.f	Same	\$125.00	\$125.00 per lot		Recent applications have brought to light the need to clarify that setback modification fees are per lot.
Special Actions - For special town council action listed above requiring an advertised public hearing, or for small lot or lot reduction options or substantial changes, the fee shall be:	Special Actions - For special town council action listed above requiring an advertised public hearing, or substantial changes, the fee shall be:	3.10.010 K.3	Same	\$500.00	Same	The proposed change is to the fee description, not the fee	The fees for small lot and lot reduction subdivisions are being removed because a recent code amendment removed these options from the zoning code.
For town council reconsideration of a previous action, the fee shall be:	For planning and zoning commission or town council reconsideration of a previous action, the fee shall be:	3.10.010 K.4	Same	\$200.00	Same	The proposed change is to the fee description, not the fee	The planning and zoning commission sometimes needs to reconsider a previous action. There is currently no fee for that process.
Payment for outside professionals	Same	3.10.010 M	Same	*See comment	*Add "technical reviewers" to list	Applicant shall pay all expenses the town paid to outside consultants, such as bond counsel, financial advisors, engineers, appraisers and attorneys.	A 2016 zoning code amendment for wireless communication facilities allowed staff to send technical analyses to a third party expert for review at the applicant's cost. This fee schedule amendment clarifies this point.

**TOWN OF SAHUARITA, ARIZONA**  
**2018 Fee Amendments Under Consideration**

Current Fee Description	Proposed Fee Description	Proposed		Current Fee	Proposed Fee	Comments	Justification/Reason for Proposed Change
		Current Town Code Section	Town Code Section				
<b>DEVELOPMENT REVIEW FEES (STC 3.10.030)</b>							
Tentative Subdivision Plats - Amendments, modifications and extensions	Tentative Subdivision Plats - Amendments and modifications	3.10.030 A.3	Same	*See comment	*See comment	Current:50 percent of the base fee and additional per lot fee per current fee schedule or hourly fee for staff time Proposed: 50 percent of the sum of the base fee and additional per lot fee per current fee schedule, or hourly fee for staff time	Staff proposes removing the tentative plat extension fee and relying on the time extension fee in 3.10.010.K, which is proposed to be \$200.00. This represents a drastic reduction in the fee for extension of a plat from 50% of the initial fee, which would be a minimum of \$1,500.00 for a tentative plat. This amendment is also a clarification that the fee is 50 percent of the SUM of the base fee and per lot fee.
Final Subdivision Plats - Amendments, modificaions, and extensions	Final Subdivision Plats - Amendments and modifications	3.10.030 B.3	Same	*See comment	*See comment	Current:50 percent of the base fee and additional per lot fee per current fee schedule or hourly fee for staff time Proposed: 50 percent of the sum of the base fee and additional per lot fee per current fee schedule, or hourly fee for staff time	Staff proposes removing the extension fee for a final plat. Final plats do not expire; therefore, there is no need to extend one. This amendment is also a clarification that the fee is 50 percent of the SUM of the base fee and per lot fee.
Development Plans - Amendments and modifications to development plan	Same	3.10.030 C.8	Same	*See comment	*See comment	Current:50 percent of the base fee and additional acreage fee per current fee schedule or hourly fee for staff time Proposed: 50 percent of the sum of the base fee and additional acreage fee per current fee schedule, or hourly fee for staff time	Staff proposes to clarify that the fee is 50 percent of the SUM of the base fee and acreage fee, not 50 percent of the sum and 100 percent of the acreage fee.
Development Plans - Extensions	Same	3.10.030 C.10	Same	25 percent of the initial review fee	\$200.00		The fee for extensions is proposed to be reduced from 25% of the initial review fee, which totals a minimum of \$687.50, to a flat fee of \$200.00. Extensions do not require a great deal of review time, and an extension is not intended to be punitive when there are legitimate reasons for requiring it.
n/a	Development Plans - Combined tentative plat/development plan	n/a	3.10.030 C.12	n/a	*See comment	Proposed fee: Development Plan fees plus an additional \$250.00 for review of the tentative plat component	The zoning code allows this combination of plans as an option, but the fee schedule currently only lists separate fees for development plans and tentative plats. This leaves the fee unclear to applicants who wish to combine the plan/plat submittal. The proposed fee of "Development Plan fees plus \$250" covers staff cost in reviewing these plans, as a tentative plat component typically adds one additional sheet to a development plan submittal.
Easement Abandonment	Abandonment of Easement or Right-of-Way	3.10.030 V	Same	\$300.00 /easement	\$300.00 /easement or right-of-way		The fee schedule does not currently contain a fee for abandonment of right-of-way. This process is frequently combined with an easement abandonment, so this is a logical place for it.

**TOWN OF SAHUARITA, ARIZONA**  
**2018 Fee Amendments Under Consideration**

Current Fee Description	Proposed Fee Description	Current Town Code Section	Proposed Town Code Section	Current Fee	Proposed Fee	Comments	Justification/Reason for Proposed Change
n/a	Wireless Communication Facilities, including small wireless facilities	n/a	3.10.030 W	n/a	n/a	This is a new category of fees and is a header	The fees proposed here are in keeping with new state law as well as recent code amendments. The fee schedule does not currently have fees appropriate for these application types and commensurate with the amount of time required to review one of these applications.
n/a	New, replacement, or modified utility poles NOT subject to zoning review	n/a	3.10.030 W.1	n/a	\$750.00	New fee.	
n/a	New or replacement wireless communication facilities subject to zoning review and not listed as exempt or staff decision in STC 18.60.	n/a	3.10.030 W.2	n/a	\$1,000.00	New fee.	
n/a	Substantial changes to existing wireless communication facilities	n/a	3.10.030 W.3	n/a	\$500.00	New fee.	
n/a	Wireless communication facilities requiring zoning staff decision	n/a	3.10.030 W.4	n/a	\$100.00	New fee.	
n/a	Waivers	n/a	3.10.030 W.5	n/a	Subject to Type III conditional use permit fees	New fee.	
n/a	Any required conditional use permit for a wireless communication facility shall be subject to the appropriate conditional use permit fees in addition to the wireless communication facility fees.	n/a	3.10.030 W.6	n/a	n/a	Zoning code provision proposed to be listed here for applicant clarity	
n/a	Eligible Wireless Facilities Modifications	n/a	3.10.030 W.7	n/a	\$250.00	New fee.	
n/a	Payment for Outside Professionals	n/a	3.10.030 X	n/a	*See comment	Proposed fee: Applicant shall pay all expenses the town pays to outside consultants, such as technical reviewers, engineers, and plan review or inspection services	This fee is very similar to a fee listed in 3.10.010. It is proposed to be included in 3.10.030 as well to clarify that this outside professional fee may be charged for development review cases that are not typically associated with a public hearing, especially third party reviewers for building plans and special inspections as may be required for buildings or lighting.

**TOWN OF SAHUARITA, ARIZONA**  
**2018 Fee Amendments Under Consideration**

Current Fee Description	Proposed Fee Description	Current Town Code Section	Proposed Town Code Section	Current Fee	Proposed Fee	Comments	Justification/Reason for Proposed Change
<b>ZONING CLEARANCE FEES (STC 3.10.040)</b>							
Buildings - Residential buildings - up to 120 square feet	Same	3.10.040 A.1.a	Same	\$7.00	\$10.00		Staff proposes to slightly increase fees for residential building zoning clearances in order to simplify the payment process. For cash customers, rounding the fees off speeds up the process as staff will be less likely to need to make change. Also, these fees have not been increased in \$10+ years.
Buildings - Residential buildings - 121 to 500 square feet	Same	3.10.040 A.1.b	Same	\$14.00	\$15.00		Same as above
Buildings - Residential buildings - 501 to 1,500 square feet	Same	3.10.040 A.1.c	Same	\$29.00	\$30.00		Same as above
Buildings - Residential buildings - Each 500-square-foot increment in excess of 1,500 square feet	Buildings - Residential buildings - Each whole 500-square-foot increment in excess of 1,500 square feet	3.10.040 A.1.d	Same	\$7.00	\$10.00 plus \$30.00 base fee		Same as above. Also, clarifying that the 500- square foot increments are whole increments, and partial increments should not be calculated.
Buildings - Commercial buildings - up to 120 square feet	Same	3.10.040 A.2.a	Same	\$7.00	\$10.00		Staff proposes to slightly increase fees for commercial building zoning clearances in order to simplify the payment process. For cash customers, rounding the fees off speeds up the process as staff will be less likely to need to make change. Also, these fees have not been increased in \$10+ years.
Buildings - Commercial buildings - 121 to 1,000 square feet	Same	3.10.040 A.2.b	Same	\$43.00	\$45.00		Same as above
Buildings - commercial buildings - each 500-square-foot increment in excess of 1,000 square feet	Buildings - commercial buildings - each whole 500-square-foot increment in excess of 1,000 square feet	3.10.040 A.2.c	Same	\$14.00	\$15.00		Same as above. Also, clarifying that the 500- square foot increments are whole increments, and partial increments should not be calculated.
Manufactured/mobile home/trailer - Per unit in a mobile home park	Same	3.10.040 A.3.a	Same	\$14.00	\$15.00		Staff proposes to slightly increase fees for rmobile home zoning clearances in order to simplify the payment process. For cash customers, rounding the fees off speeds up the process as staff will be less likely to need to make change. Also, these fees have not been increased in 10+ years.
Manufactured/mobile home/trailer - Per unit on an individual lot	Same	3.10.040 A.3.b	Same	\$22.00	\$25.00		Same as above
Signs - Under 75 square feet	Same	3.10.040 B.1	Same	\$29.00	\$30.00		Ease of cash handling and no increases in the past 10+ years
Temporary sign permit renewal fee	Temporary signs	3.10.040 B.4	Same	n/a	\$30.00 for first 5 signs of the same type. \$10.00 for each additional sign of the same type.	Currently, this line item is a header and does not have a fee associated with it.	The proposed new fee for this line is a clarification. Applicants and staff have been confused as to whether the temporary sign fee should be charged per sign or per sign type. This amendment will correct that.

**TOWN OF SAHUARITA, ARIZONA**  
**2018 Fee Amendments Under Consideration**

Current Fee Description	Proposed Fee Description	Proposed		Current Fee	Proposed Fee	Comments	Justification/Reason for Proposed Change
		Current Town Code Section	Town Code Section				
Temporary sign permit renewal fee - Billboards	Delete	3.10.040 B.4.a	Delete	\$60.00	Delete		Staff proposes eliminating fees for billboard on on-site subdivision sign renewals because we do not have any billboards and an upcoming code amendment will remove on-site subdivision signs from the code.
Temporary sign permit renewal fee - On site subdivision signs	Delete	3.10.040 B.4.b	Delete	\$30.00	Delete		Same as above
n/a	Signs - Additional fee for electronic messaging component	n/a	3.10.040 B.8.	n/a	\$75.00	New fee.	This sign type was recently added to the zoning code, and these signs require more review than other signs. The proposed fee will ensure that staff costs are covered for their review.
Private pools and spas	Same	3.10.040 C.2.a	Same	\$14.00	\$15.00		Ease of cash handling and no increases in the past 10+ years
Towers, power substations, tanks and pumps, not previously reviewed with a development plan or plat	Towers (excluding wireless communication facilities), power substations, tanks and pumps, not previously reviewed with a development plan or plat	3.10.040 C.3	Same			The proposed change is to the fee description, not the fee	Clarification, and addition of fee specific to wireless towers above.

**TOWN OF SAHUARITA, ARIZONA**  
**2018 Fee Amendments Under Consideration**

Current Fee Description	Proposed Fee Description	Proposed		Current Fee	Proposed Fee	Comments	Justification/Reason for Proposed Change
		Current Town Code Section	Town Code Section				
<b>RIGHT-OF-WAY, PRIVATE IMPROVEMENT AGREEMENTS AND GRADING PERMITS (STC 3.10.090)</b>							
n/a	Wireless Communication Facility Plan Review Fee (in addition to Base Fee)	n/a	3.10.090 E	n/a	\$200.00	Wireless communication facilities have been legislatively granted the right to be located within the ROW. New requirements and reviews are necessary to preserve and protect the ROW.	Fee to offset the costs associated with the detailed and technical review required for this type of facility.
Traffic Control Plan check fee (in addition to Base Fee)	Same	3.10.090 A.4.	Same	\$50.00	\$10/sheet		The number and complexity of sheets, plans, and configurations can vary greatly based on the size of the project.
<b>ADMINISTRATIVE FEES (STC 3.10.130)</b>							
Staff Time. Billing rate for Town manager.	Same	3.10.130 B.1.a.	Same	\$95.00 /hour	\$115.00 /hour		Cost recovery. Need to adjust fees to correspond to pay plan adjustments made in FY16 & 17.
Staff Time. Billing Rate for Town clerk and department heads.	Same	3.10.130 B.1.b.	Same	\$70.00 /hour	\$80.00 /hour		Cost recovery. Need to adjust fees to correspond to pay plan adjustments made in FY16 & 17.
Recording Fees: 1 – 5 pages (standard 8 ½ X 11)	Same	3.10.130 C.1.	Same	\$7.00	\$9.00		Cost recovery. Standard recording rates apply to electronic filing of documents
Recording Fees: 6 or more pages (standard 8 ½ X 11)	Same	3.10.130 C.2.	Same	\$7.00 + 0.50/per page	\$9.00 + \$1.00/per page		Cost recovery. Standard recording rates apply to electronic filing of documents
Returned Check Fee	Returned Payment Fee	3.10.130 E	Same	\$25.00	Same	Expand fee to include ACH and credit card payment returns.	Cost recovery. ACH and credit card returns cost the Town additional bank fees as well as processing time.
n/a	Expedited Refund Processing Fee	n/a	3.10.130 F	n/a	\$10.00	New fee.	Cost recovery. Fee needed to cover processing costs associated with a special (off-cycle) check run.

**TOWN OF SAHUARITA, ARIZONA**  
**2018 Fee Amendments Under Consideration**

Current Fee Description	Proposed Fee Description	Proposed		Current Fee	Proposed Fee	Comments	Justification/Reason for Proposed Change
		Current Town Code Section	Town Code Section				
<b>PARKS AND RECREATION FEES (STC 3.10.150)</b>							
Programs	Recreation Program Fees	3.10.150 A	n/a	n/a	*See comment	Proposed: The Parks and Recreation Department shall have the authority to establish fees for registration based classes, programs and activities.	Allows for rates to be set by P&R Department to adhere to the adopted 2008 Parks and Recreation Master Plan Cost Recovery model. Renaming makes it consistent with MUNIS General Ledger.
Youth Camps	Delete	3.10.150 A. 1.a	Delete	\$20 per day	Delete	Fees will be established and maintained by P&R Department.	Simplification. Allowed per state statutes.
Special Interest Classes/Programs	Delete	3.10.150 A. 2.a	Delete	\$7.50 per person per hour	Delete	Fees will be established and maintained by P&R Department.	Simplification. Allowed per state statutes.
Special Interest Classes/Programs	Delete	3.10.150 A. 2.b	Delete	\$8 - \$24 per person per hour	Delete	Fees will be established and maintained by P&R Department.	Simplification. Allowed per state statutes.
Workshops (1 day class from 4-8 hours long)	Delete	3.10.150 A. 3. a	Delete	\$6.25 - \$12.50 per person per hour	Delete	Fees will be established and maintained by P&R Department.	Simplification. Allowed per state statutes.
Workshops (1 day class from 4-8 hours long)	Delete	3.10.150 A. 3.b	Delete	\$8.75 - \$15 per person per hour	Delete	Fees will be established and maintained by P&R Department.	Simplification. Allowed per state statutes.
Hiking (Daily)	Delete	3.10.150 A. 4. a	Delete	\$5 daily	Delete	Fees will be established and maintained by P&R Department.	Simplification. Allowed per state statutes.
Hiking (6-Month)	Delete	3.10.150 A. 4. b	Delete	\$35 (6 month)	Delete	Fees will be established and maintained by P&R Department.	Simplification. Allowed per state statutes.
Open Gym	Delete	3.10.150 A. 5	Delete	\$1 per person per day	Delete	Fees will be established and maintained by P&R Department.	Simplification. Allowed per state statutes.
Team Leagues basketball, volleyball or sports with 6 or less players	Delete	3.10.150 A. 6. a	Delete	\$15 per team per game	Delete	Fees will be established and maintained by P&R Department.	Simplification. Allowed per state statutes.
Team Leagues basketball, volleyball or sports with 6 or less players	Delete	3.10.150 A. 6. b	Delete	\$20 per individual per season	Delete	Fees will be established and maintained by P&R Department.	Simplification. Allowed per state statutes.
Team Leagues basketball, volleyball or sports with 7 or more players	Delete	3.10.150 A. 7. a	Delete	\$25 per team per game	Delete	Fees will be established and maintained by P&R Department.	Simplification. Allowed per state statutes.
Team Leagues basketball, volleyball or sports with 7 or more players	Delete	3.10.150 A. 7.b	Delete	\$30 per individual per season	Delete	Fees will be established and maintained by P&R Department.	Simplification. Allowed per state statutes.
Tournaments (Town Sponsored & Organized) 6 or less players	Delete	3.10.150 A. 8. a	Delete	\$10 per person	Delete	Fees will be established and maintained by P&R Department.	Simplification. Allowed per state statutes.
Programs - Tournaments (Town Sponsored & Organized) 7 or more players	Delete	3.10.150 A. 8. b	Delete	\$15 per person	Delete	Fees will be established and maintained by P&R Department.	Simplification. Allowed per state statutes.
Amphitheater at Sahuarita Lake Park (security deposit applies)	Amphitheater at Sahuarita Lake Park	3.10.150 B. 1	Same	Varies	\$25.00/hour	This will replace the deleted fees highlighted in red text below.	More customer friendly, encourage use, less confusion
Amphitheater at Sahuarita Lake Park (security deposit applies)	Delete	3.10.150 1. a	Delete	\$15 per hour	Delete	1 - 99 people in attendance	



**TOWN OF SAHUARITA, ARIZONA**  
**2018 Fee Amendments Under Consideration**

Current Fee Description	Proposed Fee Description	Proposed		Current Fee	Proposed Fee	Comments	Justification/Reason for Proposed Change
		Current Town Code Section	Town Code Section				
Amphitheater at Sahuarita Lake Park (security deposit applies)	Delete	3.10.150 1.b	Delete	\$35 per hour	Delete	100 or more people in attendance	
Concession Stand (security deposit applies).	Concession Stand Rental Fee	3.10.150 2	Same	n/a	n/a	Change description of fee header.	
General use:	Delete	3.10.150 2.a.	Delete	n/a	n/a		Verbiage not necessary
Daily	Same	3.10.150 2.a.(1)	3.10.150 2.a	\$30 per day/per location	\$40 per location		Increase absorbs the stand alone electric fee.
Monthly	Same	3.10.150 2.a.(2)	3.10.150 2.b	\$100 per month/per location	\$125 per location		Increase absorbs the stand alone electric fee.
Electricity: daily or extended use/monthly	Delete	3.10.150 B. 1. a.(3)	Delete	\$10 per day/\$100 month	Delete		Cost of Electric is included in the daily and monthly concession stand rental fees above.
Mobile Concessions	Mobile Concession Pad Rental Fee	3.10.150 B.2.b	3.10.150 B.3	n/a	n/a	Move sectoin from B.2. to B.3.	
Daily	Same	3.10.150 B.2.b(1)	3.10.150 B.3.a	\$10 day per location	\$15 per location		Increase absorbs the stand alone electrical and water use.
Monthly	Same	3.10.150 B.2.b(2)	3.10.150 B.3.b	\$20.00 per day per location	\$50 per location		Increase absorbs the stand alone electrical and water use.
Court Rental. All Sports Courts	Court or Turf Rental	3.10.150 B.3	3.10.150 B.4	\$5 per hour	Same	Move sectoin from B.3. to B.4. Add turf rental areas to fee schedule.	
All Sports Courts. Anza Trail Park Courts are available after 4 pm Monday - Friday and from 7 am - 10 pm Saturday - Sunday	Delete	3.10.150 B. 3. a. (below)	Delete	n/a	n/a		This explains court availability and is not a fee.
Skate spots* (Anamax and North Santa Cruz) * Only available with an approved special events permit	Skate Spot Rental Fee	3.10.150 B.3.b	3.10.150 B.5	\$100 per hour	\$15 per hour	Move section from B.3.b. to B.5.	A lower fee makes it an more affordable park amenity and may entice additional party rentals.
Ramadas.	Ramada Rental Fees	3.10.150 B.4	3.10.150 B.6	n/a	n/a	Move section from B.4. to B.6.	
Small Ramada	Small Ramada	3.10.150 B.4.a	3.10.150 B.6.a	\$10 half day/\$20 per day	\$10 per hour		Improves customer services and increases rental opportunities. Hourly rates are consistent with regional municipality comparisons.
Large Ramada	Large Ramada	3.10.150 B.4.b	3.10.150 B.6.b	\$15 half day/\$35 per day	\$15 per hour		Improves customer services and increases rental opportunities. Hourly rates are consistent with regional municipality comparisons.
Electricity (availability limited)	Delete	3.10.150 B.4.c	Delete	\$10.00 /rental (in addition to Ramada or sports field fees)	Delete		Cost of electric is included with the hourly rental rate.
Recreation (Security Deposit Applies) Classroom during business hours (M-F 8 am - 5 pm): Commercial Use	Recreation Center Rental Fees	3.10.150 B.5	3.10.150 B.7	n/a	n/a	Move section from B.5. to B.7.	

**TOWN OF SAHUARITA, ARIZONA**  
**2018 Fee Amendments Under Consideration**

Current Fee Description	Proposed Fee Description	Proposed		Current Fee	Proposed Fee	Comments	Justification/Reason for Proposed Change
		Current Town Code Section	Town Code Section				
Classroom during business hours (M - F 8:00 am - 5:00 pm): Commercial Use	Classroom	3.10.150 B.5.a.(1)	3.10.150 B.7.a	\$10 per hour	\$20 per hour		Increases the hours of availability by eliminating specific days and times and simplifies room rental fee structure to be more customer service friendly.
Classroom during business hours (M - F 8:00 am - 5:00 pm): Noncommercial Use	Classroom Nonprofit Use	3.10.150 B.5.a.(2)	3.10.150 B.7.b	No charge	\$10 per hour		Increases the hours of availability by eliminating specific days and times and simplifies room rental fee structure to be more customer service friendly. It will slightly increase revenue but by increasing the hours of room availability, it provides additional opportunities for non profits to provide services at our center.
Classroom after business hours: Commercial Use	Delete	3.10.150 B.5.b.(1)	Delete	\$25 per hour	Delete		
Classroom after business hours: Noncommercial use	Delete	3.10.150 B.5.b.(2)	Delete	\$12.50 per hour	Delete		Increase hours of rental available by including it in the above increased fee
Multi-purpose room during business hours (M - F 8:00 am - 5:00 pm): Commercial Use	Multi-Purpose Room	3.10.150 B.5.c.(1)	3.10.150 B.7.c	\$30 per hour	Same		Increases the hours of availability by eliminating specific days and times and simplifies room rental fee structure to be more customer service friendly.
Multi-purpose room during business hours (M - F 8:00 am - 5:00 pm): Commercial Use	Multi-Purpose Room Nonprofit Use	3.10.150 B.5.c.(b)	3.10.150 B.7.d	No Charge	\$15 per hour		Increases the hours of availability by eliminating specific days and times and simplifies room rental fee structure to be more customer service friendly. It will slightly increase revenue but by increasing the hours of room availability, it provides additional opportunities for non profits to provide services at our center.
Multi-purpose room after business hours: Commercial Use	Delete	3.10.150 B.5.d.(1)	Delete	\$60 per hour	Delete		Increase hours of rental available by including it in the above increased fee
Multi-purpose room after business hours: Noncommercial Use	Delete	3.10.150 B.5.d.(2)	Delete	\$30 per hour	Delete		Increase hours of rental available by including it in the above increased fee
Sports Fields.	Sports Field Rental Fees - Per Field	3.10.150 B.6	3.10.150 B.8	n/a	n/a	Move section from B.6. to B.8.	
Unlighted Sports Fields	Non Peak Hours	3.10.150 B.6.a	3.10.150 B.8.a	\$5 per hour	Same	Non peak hours from park opening to 6 pm.	To meet consistent increased demand for field space, staff have researched statewide industry trends and created a new field allocation policy to maximize field use.
Lighted Sports Fields	Peak Hours	3.10.150 B.6.b	3.10.150 B.8.b	\$15 per hour	Same	Peak hours from 6 pm to park close.	To meet consistent increased demand for field space, staff have researched statewide industry trends and created a new field allocation policy to maximize field use.
Scoreboard Use	Delete	3.10.150 B.6.c	Delete	\$25 per season	Delete		Fee is included in field rental.
Scoreboard Transmitter (Deposit Required)	Delete	3.10.150 B.6.d	Delete	\$300 refundable deposit	Delete		Fee is included in field rental and financial procedures do not allow to hold deposits.
Tournament Use of Sports Fields (Security Deposit applies)	Tournament Fees (in addition to facility rental fees)	3.10.150 B.7	3.10.150 B.9	n/a	n/a	Move section from B.7. to B.9.	
Commercial Use (any tournament needs a special event permit including appropriate fees):	Tournament	3.10.150 B.7.a	3.10.150 B.9.a	\$50 per day per field	\$150 per day		Assessing a simplified base fee can attract more regional tournaments and increase sports tourism to the area.

**TOWN OF SAHUARITA, ARIZONA**  
**2018 Fee Amendments Under Consideration**

Current Fee Description	Proposed Fee Description	Current Town Code Section	Proposed Town Code Section	Current Fee	Proposed Fee	Comments	Justification/Reason for Proposed Change
For Lights Add:	Delete	3.10.150 B.7.b	Delete	\$15 per hour per field	Delete		Assessed in the new Field Rental Peak Hours fee above
Tournament Use of Sports Fields(Security Deposit applies) Non Commercial Use	Tournament Fee - Non Profit	3.10.150 B.7.c	3.10.150 B.9.b	\$25 per day per field	\$75 per day		Assessing a simplified base fee can attract more regional tournaments and increase sports tourism to the area.
For Lights Add:	Delete	3.10.150 B.7.d	Delete	\$15 per hour per field	Delete		Assessed in the new Field Rental Peak Hours fee above
Town-Sponsored Special Event Booth Space Rental	Special Event Fees	3.10.150 B.8	3.10.150 C	n/a	n/a	Move Section B.8. to C.	
Town-Sponsored Special Event Booth Space Rental	Special Event Vendor Space Fee	3.10.150 B.8	3.10.150 C.1	n/a	n/a	Move Section B.8.a. to C.1.	
Town-Sponsored Special Event Booth Space Rental: Commercial	Vendor Space	3.10.150 B.8.a	3.10.150 C.1.a	\$50 per space	\$60 per space	New Classification	Slight increase to keep our fees competitive with other events around southern Arizona
Town-Sponsored Special Event Booth Space Rental: Noncommercial	Vendor Space Non Profit	3.10.150 B.8.b	3.10.150 C.1.b	\$25 per space	\$35 per space	New Classification	Slight increase to keep our fees competitive with other events around southern Arizona
	Water/Electric Access		3.10.150 C.2	n/a	\$25 per event	New fee.	There is no current fee associated when vendors request water at events. This fee will help offset the cost of the event.
	Vendor Electric Access		3.10.150 C.2.b	n/a	\$75 per event	New fee.	There is no current fee associated when vendors request power at events. This fee will help offset the cost of the event.
Victory Community Garden (Anamax)	Delete	3.10.150 B.9	Delete	n/a	n/a		There is no current fee assessed and operations the garden are outlined in a facility use agreement
Long term use agreement permitted by Director	Delete	3.10.150 B.9.a	Delete	n/a	n/a		There is no current fee assessed and operations the garden are outlined in a facility use agreement
Special Event Permit for Activity Not Sponsored by Town (security deposit applies)	Special Event Permit Application (SEPA)	3.10.150 C	3.10.150 C.3	n/a	n/a	Move Section C to C.3.	
100 - 199 people any group	Processing Fee	3.10.150 C.1	3.10.150 C.3.a	\$100 per event	\$25 per application		Instead of charging the \$100 or \$150 event fee, we would charge a standard \$25 across the board for all outside Special Events.
200 and more people any group	Delete	3.10.150 C.2	Delete	\$150 per event	Delete		Instead of charging the \$100 or \$150 event fee, we would charge a standard \$25 across the board for all outside Special Events.
Permit Fee can be waived for special event permit applicants who are a designated non profit, charitable organization and can produce their current 501©3 tax designation. A request for the waiver must be sent to the Parks and Recreation Director with a copy of the appropriate IRS form.	Delete	3.10.150 C.3	Delete	n/a	n/a		This explains an operations procedure and is not a fee.

**TOWN OF SAHUARITA, ARIZONA**  
**2018 Fee Amendments Under Consideration**

Current Fee Description	Proposed Fee Description	Current Town Code Section	Proposed Town Code Section	Current Fee	Proposed Fee	Comments	Justification/Reason for Proposed Change
Permit Fee can be waived for special events that are open to the public and can be deemed to further enhance recreational activities for the Town residents. A request for the waiver must be sent to the Parks and Recreation Director with an explanation of the recreational benefits of the proposed public event.	Delete	3.10.150 C.4	Delete	n/a	n/a		This explains an operations procedure and is not a fee.
Note: Special event fee is for process only; facility/field usage and maintenance fees are additional costs	Delete	3.10.150 C.4 (below)	Delete	n/a	n/a	Remove note.	This explains an operations procedure and is not a fee.
Other Fees	Miscellaneous Fees	3.10.150 D	Same	n/a	n/a	Change description.	The change in name makes it consistent with the General Ledger codes in MUNIS
Facilities that are left with excessive trash or otherwise require staff attention to restore premises to a clean and usable condition are subjected to the above clean up fee	Delete	3.10.150 D.1	Delete	n/a	n/a	Remove note on D.1.	This explains an operations procedure and is not a fee.
Commercial Activities in Parks	Commercial Use in Parks	3.10.150 D.2	Same	n/a	n/a	Change description.	Renaming makes it more consistent with current, forms, applications and permits.
Six months/monthly:	Monthly	3.10.150 D.2.a	Same	\$150/\$25 plus business license	\$25		Simplifying the fee structure by identifying one monthly fee opposed to three different fees that equal the same monthly proposed fee amount. Eliminates pricing confusion
One year:	Delete	3.10.150 D.2.b	Delete	\$300/plus business license	Delete		Simplifying the fee structure by identifying one monthly fee above and eliminates pricing confusion.
Key Deposit/Lost Key Fee	Non-Returned Key Fee	3.10.150 D.3	Same	\$35 per key	Same	Change description.	
Return Check Fee		3.10.150 D.5	3.10.150 D.4	\$25 per check	\$60 per check		This increase combines the fee assessed by the bank and the fee assessed by the registration software company.
Metal Detector Permits in Parks Only		3.10.150 D.4	3.10.150 D.5	\$15/90-day period	Same	Move Section from D.4 to D.5	
Security Deposit	Delete	3.10.150 D.6	Delete	\$300 refundable deposit	Delete		Financial procedures do not allow the department to hold deposits. No fee changes.
Beer Permit (security deposit applies)	Beer/Wine Permit - Private Party Rentals	3.10.150 7 D.	3.10.150 6 D.	varies	\$25 per day	Move section from D.7. to D.6.	Distinguishes between private party rentals and special events that require a state liquor license.
Beer permit for 1-25 people:	Delete	3.10.150 7 D.	Delete	\$25 per day	Delete		Incorpoated in section above.
Beer permit for 26-50 people:	Delete	3.10.150 D.7.B	Delete	\$50 per day	Delete		Data from registration software reflect majority of permit sales are for groups of 25 and under. This is a unused fee.
Beer permit for 51-75 people:	Delete	3.10.150 D.7.C	Delete	\$75 per day	Delete		Data from registration software reflect majority of permit sales are for groups of 25 and under. This is a unused fee.

**TOWN OF SAHUARITA, ARIZONA**  
**2018 Fee Amendments Under Consideration**

Current Fee Description	Proposed Fee Description	Proposed		Current Fee	Proposed Fee	Comments	Justification/Reason for Proposed Change
		Current Town Code Section	Town Code Section				
Beer permit for 76-99 people:	Delete	3.10.150 D.7.D	Delete	\$100 per day	Delete		Data from registration software reflect majority of permit sales are for groups of 25 and under. This is a unused fee.
*No Beer Permit issued to groups of 100 plus without prior Town of Sahuarita Council approval	Delete	3.10.150 D.7.D	Delete	n/a	Delete		This explains an operations procedure and is not a fee.
Field Maintenance Services	Additional Services Fees	3.10.150 D.8	3.10.150 D.7	n/a	n/a	Move section from D.8. to D.7.	General category for general maintenance assistance fees that are requested from the public to help offset costs.
Reprogramming fee for lights	Light Reprograming Fee	3.10.150 D.8.a	3.10.150 D.7.a	\$10 per request	Same	Move section. Description change.	
Field Light Audit (if requested):		3.10.150 D.8.b	3.10.150 D.7.b	\$500 per field	Same	Move section.	
Site management	Delete	3.10.150 D.8.c	Delete	\$75 per occurrence	Delete		
n/a	Blue Stake Fee	n/a	3.10.150 D.7.c	n/a	\$25 per occurrence	New fee.	Staff needs to Blue Stake to ensure no underground utilities are impacted.
n/a	Field Striping Fees (materials included)	n/a	3.10.150 D.8	n/a	n/a	New Section.	Categorized by type to make the fee structure more user friendly, and to allow for additional fees of the same type.
Striping of fields (baseball and softball)	Baseball and Softball	3.10.150 D.7.d	3.10.150 D.8.a	\$25 per field	Same	Move from section D.7.x to D.8.x	Categorized by type to make the fee structure more user friendly, and to allow for additional fees of the same type.
Striping of fields (soccer)	Soccer	3.10.150 D.7.e	3.10.150 D.8.b	\$230 per field	Same		Categorized by type to make the fee structure more user friendly, and to allow for additional fees of the same type.
Striping of fields (football)	Football Regular	3.10.150 D.7.f	3.10.150 D.8.c	\$300 per field	Same		Categorized by type to make the fee structure more user friendly, and to allow for additional fees of the same type.
n/a	Football Flag	n/a	3.10.150 D.8.d	n/a	\$150.00 per field	New fee.	Smaller field and does not require as much materials to line.
Community Event Admission Fee.	Delete	3.10.150 D.9	Delete	n/a	n/a	Delete section header.	The Parks and Recreation Department shall have the authority to establish fees for registration based classes, programs and activities.
Admission fee:	Delete	3.10.150 D.9.a	Delete	Range: \$1-\$10 per person	Delete		The Parks and Recreation Department shall have the authority to establish fees for registration based classes, programs and activities.
Parade Entry Fee:	Delete	3.10.150 D.10	Delete	\$5.00	Delete		The Parks and Recreation Department shall have the authority to establish fees for registration based classes, programs and activities.