



MEMORANDUM

TO: Tim Grier, Town Manager

FROM: Edie Chapin, Town Clerk

DATE: January 10, 2023

SUBJECT: Short-Term Rental Permit Fee Analysis

At the January 3, 2023 Town Council Meeting, staff presented information on SB1168 and proposed changes to the Town Code relative to Short-Term Rentals. These proposed changes include an annual regulatory permit fee. Per Arizona Revised Statute §9-500.39(B)(5)(f), the fee cannot exceed the lesser of the actual cost of issuing the permit or \$250.

The full cost has been determined to be \$100.00 per permit and includes the material cost involved with administering, monitoring, and operating the program. Refer to the table below for the detail of the cost per permit calculation. It is recommended that the permit fee adopted be \$100.

	Cost
Salary and Benefits	79.29
Technology Infrastructure and Software	20.44
Supplies and Materials	0.27
Total Cost per License	\$100.00