



MARK WOODFILL
 FINANCE DIRECTOR
 mark.woodfill@prescott-az.gov
 928 777-1222

MEMORANDUM

TO: Michael Lamar, City Manager
 Jon Paladini, City Attorney
 Debra Black, Police Chief

FROM: Mark Woodfill, Finance Director

DATE: October 11, 2016

SUBJECT: Application Fee Structured Sober Living Homes

City Ordinance No 5006-1544 implements regulations on the operation of structured sober living homes within the City of Prescott. The ordinance provides for assessing an application fee. Following is an estimate of the cost associated with the review of the application, based on my discussions with the impacted departments.

**Calculation of Application Review Cost for
 Structured Sober Living Homes**

<u>Department</u> <u>Reviewing</u>	<u>Estimated</u> <u>Review Time</u> <u>(minutes)</u>	<u>Hourly</u> <u>Cost</u>	<u>Estimated</u> <u>Cost</u>
Code Enforcement	120	\$ 42.36	\$ 85
Legal	60	50.75	51
Administrative Cost			14
Total Estimated Cost			<u>\$ 150</u>

Based on the estimated cost, I would recommend setting the application fee at \$150. This fee is in addition to the business license, health/safety inspection, and permit fees. Total fees for structured sober living homes would be:

Structured Sober Living Homes Fees

	<u>First Year</u>	<u>Subsequent</u> <u>Years</u>
Application Fee (Proposed)	\$ 150	\$ -
Existing Fees		
Business License	35	35
Community Development Permit	50	50
Health/Safety Inspection	400	400
Total Fees	<u>\$ 635</u>	<u>\$ 485</u>