



CITY OF SURPRISE
Regular City Council Work Session
16000 N. Civic Center Plaza
Surprise, AZ 85374
Tuesday, April 2, 2024 @ 5:00 PM
COUNCIL CHAMBERS

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Proclamation and Community Acknowledgements
- E. City Manager Report

The City Manager may present a brief summary of current events, including recognition of community members, employees, and programs, pursuant to A.R.S. § 38-431.02(K). The City Council will not discuss or take action on any matter within the City Manager Report.

- F. City Clerk Report
- G. Call To The Public

INSTRUCTIONS: In order to address the City Council, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the City Clerk before the meeting begins. You may also [fill out the Call to the Public form online](#). If submitting form electronically, please submit to City Clerk at least one hour before the meeting start time.

Note: A.R.S. 38-431.01(H)- During this time members of the public may address City Council only on issues within the jurisdiction of the City Council which are not an item on the agenda. At the conclusion of the open call, City Council may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

Approval of items on the Consent Agenda – all items with an asterisk (*) are considered to be routine matters and will be enacted by one motion and one roll call vote to the City Council. There will be no separate discussion on these items unless a Councilmember requests, in which event the item will be removed from the consent agenda and considered in its normal sequence on the agenda.

Please be aware that Council Members may not discuss or respond to matters raised during call to the public that are not specifically identified on the agenda. Council Members may however, in their discretion, discuss or respond to relevant matters raised during a noticed public hearing or agenda item.

- H. Regular City Council Work Session Agenda

CONSENT AGENDA:

REGULAR AGENDA ITEM - PUBLIC HEARING:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- 1. Citywide Presentation and discussion pertaining to proposed updates to the Comprehensive Citywide Fee Schedule. Andrea Davis
Finance
- I. Other Business and Future Agenda Items
- J. City Council Reports
- K. Executive Session

For information Purposes; Upon a public majority vote of a quorum of the City Council, the Council may hold an executive session, which will not be open to the public, but for only the following purposes:

- discussion or consideration of personnel matters (A.R.S. §38-431.03 (A)(1));
- discussion or consideration of records exempt by law from public inspection (A.R.S. §38-401.03 (A)(2));
- discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03 (A)(3));
- discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid or resolve litigation (A.R.S. §38-431.03 (a)(4));
- discussion or consultation with designated representatives of the city in order to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03 (A)(5)); or
- discussion, consultation or consideration for international and interstate negotiations or for negotiations by a city or town, or its designated representatives, with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city or town. A.R.S. §38-401.03 (A)(6)).
- discussing or consulting with designated representatives of the city in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03 (A)(7)).

Confidentiality Requirements Pursuant to A.R.S. §38-431.03(C)(D): Any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney by agreement of the City Council, or as otherwise ordered by a court of competent jurisdiction.

The council may vote to hold an executive session for the purpose of obtaining legal advice from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

L. Adjournment

KRISTI PASSARELLI, CITY CLERK

POSTED: Thursday, March 28, 2024 @ 10:00 AM

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
Regular City Council Work Session

Council Meeting Date: April 2, 2024
Submitting Department:
Staff Recommendations:

Contact Person:
District: Citywide

Consent: No	Regular: No	Public Hearing: No	Report/Discussion: No
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Agenda Wording:
City Manager sub-text

Motion:

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



CITY OF SURPRISE Regular City Council Work Session

Council Meeting Date: April 2, 2024

Contact Person: Andrea Davis, DIRECTOR -
FINANCE

Submitting Department: Finance

District: Citywide

Staff Recommendations:

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Presentation and discussion pertaining to proposed updates to the Comprehensive Citywide Fee Schedule.

Motion:

None. Discussion only.

Background:

Per the City of Surprise Comprehensive Financial Management Policies, user fees and charges will be examined periodically. Various city departments have reviewed their fees to ensure they align with current costs of service. Approval of the proposed updates will allow the City to recover operational and supply costs of providing services.

Objective Analysis:

The City charges a range of user fees for services provided to residents and businesses. These fees are imposed to support the City's costs of providing various programs and services, reducing the impact on the City's General Fund. Notice of fees requiring public notice will be posted for 60 days. After public notice, the proposed changes will be presented to Council for final approval/adoption.

Policy Compliant:

Proposed updates to the citywide fee schedule are in compliance with the City of Surprise Comprehensive Financial Management Policies and User Fees Standard Operating Procedures.

Financial Impact:

None at this time; however, if the proposed fees are adopted, increases in fees will be used to offset costs associated with providing programs/services.

Budget Impact:

None at this time; however, if the proposed fees are adopted, anticipated increases will be incorporated into future budgets.

FTE Impact:

This item does not have an impact on current staff levels.

ATTACHMENTS:

1. Combined Public Notice Notice of Intent - 4-2-2024
 2. Comprehensive Surprise Fee Schedule 04.02.2024 - Redline
 3. User Fees Council Presentation 04.02.24
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Notice of Intent for New and Increased Fees

Pursuant to Arizona Revised Statutes (A.R.S) § 9-499.15 notice is hereby given that the City of Surprise intends to discuss and take action to establish/increase fees at the Regular City Council Meeting on June 4, 2024, at 6:00 p.m. at the Surprise City Council Chambers, 16000 N. Civic Center Plaza Surprise, AZ 85374. A schedule of the proposed fee including the amount of the fee and a written report or data that supports the fee is available on the home page of the City's website located at <https://www.surpriseaz.gov/> and at the City Clerk's Office, 16000 N. Civic Center Plaza Surprise, AZ 85374.

Fee Name	Current Amount	Proposed Amount	Unit of Measure
City Clerk			
Commercial Records Request - Electronic Record	-	\$5.00	Per Day
Commercial Records Request - Record Line	-	\$0.50	Per Record Line
All commercial records requests will be fulfilled electronically. For hard copy requests, an additional cost for printing will be incurred.			
Additional fees could be assigned depending on the commercial value of the information being requested, and other contributing factors (A.R.S. § 39-121.03(A))			
Community Development			
Building/Fire Permit Fee – Valuation of \$1,000.00 or Less	\$75.00	\$100.00	Each Permit
Patio Covers/Awnings/Carports	-	50% of Cost Per Square Foot of ICC Valuation	Per Square Foot of ICC valuation
Print or Reproduction of Certificate of Occupancy Only	-	\$75.00	Per Address
Residential Healthcare Facility Inspections	-	\$180.00	Per Inspection
Temporary Certificate of Occupancy (TCO) – First 30 days (Fee 1 of 2)	-	\$500.00	Per TCO for First 30 Days
Temporary Certificate of Occupancy (TCO) – Each Subsequent 30 days (Fee 2 of 2) (Issued in 30-day increments)	-	\$1,000.00	Per TCO for each 30 Days Beyond the Initial 30 Days
City Jurisdiction or Service Area – Civil Construction Permit	3% of Construction Cost	3.5% based on either an executed contract or a sealed engineer's estimate at 110%	Per Permit
Inspection and Re-Inspection (2 hr. minimum outside of normal business hours)	\$75.00	\$125.00	Per Hour
Concept Review Waiver	-	\$150.00	Each
Design Review/Concept Review Validity Extension	-	\$75.00	Each
Design Review Elevation Only (Remodel, Colors)	\$50.00	\$150.00	Each

Plan Revisions	-	\$380.00 billed in arrears	Per Sheet
Field Directives	-	\$190.00 billed in arrears	Per Hour
Human Service & Community Vitality			
Senior Center Rental – Café	-	\$0.00 - Tier 1 \$10.00 - Tier 2 \$15.00 - Tier 3 Not Available - Tier 4	Per Hour
Parks and Recreation			
Mobile Food Vendor – Vending in Parks	-	\$0.00-\$500.00	Per Permit (Permit fee based on location, duration and event)
Memorial Program – 24" Tree	-	\$850.00	One time amount
Memorial Program – 36" Tree	-	\$2,000.00	One time amount
Memorial Program – Park Bench	-	\$5,000.00	One time amount
Memorial Program – Brick for Dream Catcher Park	-	\$100.00	One time amount
Special Use Permit – Inflatables/Attractions (Resident)	-	\$10.00	Per Item/Per Day
Special Use Permit – Inflatables/Attractions (Non-Resident)	-	\$20.00	Per Item/Per Day
Special Use Permit – Organized Activity Park Use (Resident)	-	\$0.00-\$100.00	Per Permit/Per Day (Permit fees based on group size and activity)
Special Use Permit – Organized Activity Park Use (Non-Resident)	-	\$0.00-\$200.00	Per Permit/Per Day (Permit fees based on group size and activity)

Financial Justification

City Clerk

Commercial Records Request

The City Clerk's Office is adding a Commercial Records Request fee to align with state statute and ensure compliance with State Public Records requirements defined by A.R.S. § 39-121.03(A). Due to legal requirements the City must allocate an appropriate fee for all Commercial requests.

Department Point of Contact: Charles Vasquez, Deputy City Clerk at 623-222-1222.

Community Development

Building Permit Admin and Plan Review Fees:

The proposed changes in verbiage for fee title, amounts and unit of measure, are to more clearly articulate how these fee calculations are intended to be charged for projects valued under and over the \$1M threshold. As written in today's fee schedule, the intent is unclear and appears as if projects over \$1M are less expensive for permitting and plan review than those under. The base permit fee will be uniform at \$100.00 per permit regardless of valuation.

Patio Covers/Awnings/Carports

A fee change is requested for Patio Covers, Awnings, and Carports to ensure the fees charged are equitable.

Presently, the City charges these building permits the same as any other, based upon the valuation table provided by the International Code Council (ICC). Charging the full rate of a standard building valuation is not appropriate, as these structures don't have a foundation, four walls, or framing. Most often they are 4 posts and a cover.

In 2009, the City had a fee in the fee schedule that allowed for patio covers, awnings and carports to be charged at 50% of the cost per square foot of the ICC valuation. City staff receives routine complaints/concerns about the fee assessment related to these minor permits and would subsequently propose reinstating the former fee as noted herein.

These fees are in line with those assessed by surrounding jurisdictions for similar projects.

EXAMPLE:

Current Assessed Fees				New Assessed Fee			
	ICC Cost per Square Foot (U/VB)	Valuation based on SF & ICC Table (at full rate)	Total Permit Fees (Permit, Admin & Plan Review Fees)	ICC Cost per Square Foot (U/VB)	Valuation based on SF & ICC Table (at 50% cost per square foot)	Total Permit Fees (Permit, Admin & Plan Review Fees)	Difference (savings to clients)
50,000 SF	\$64.19	\$3,209,500.00	\$27,449.88	\$32.10	\$1,605,000.00	\$14,250.85	\$13,199.03
5,000 SF	\$64.19	\$320,950.00	\$4,947.65	\$32.10	\$160,475.00	\$2,561.40	\$2,386.25
2,000 SF	\$64.19	\$128,380.00	\$2,084.00	\$32.10	\$64,200.00	\$1,129.50	\$954.50

Print or Reproduction of Certificate of Occupancy Only

This proposed fee establishes a mechanism to recuperate staff time and materials for the duplication or reproduction of previously issued Certificates of Occupancy.

Residential Healthcare Inspections

This proposed fee establishes a mechanism to recuperate staff time and materials for the scheduling and conducting of inspections related to residential Healthcare Facilities, which includes Sober Living Homes.

Temporary Certificate of Occupancy (TCO) (First and subsequent 30 days)

These proposed fees establish a mechanism to recuperate staff time and materials for the monitoring, scheduling, and conducting of inspections related to Temporary Certificates of Occupancy.

In some instances, a TCO serves as a mechanism for a developer or business to open their doors to stock and train employees while final construction punch list items are being completed. In others, a TCO serves as a mechanism to open to the public while final construction punch list items are being completed on the building that are not related to life/health/safety.

TCO's require extensive and often manual monitoring on the part of City staff not only to issue, but to manage expiration dates, ensure all terms of the TCO are met by all departments prior to final Certificate of Occupancy, as well as to manage renewals of TCO's. TCO's typically also require extra inspections on the part of multiple City departments, while the final stages of construction are monitored. This fee will exclude phased multifamily projects which may require TCO as a mechanism to construct and open in phases, when approved by the Community Development Director.

Concept Review Waiver

This proposed fee establishes a mechanism to recuperate staff time and materials for the processing of Concept Review Waivers. The proposed amount is half the cost of a Concept Review Meeting.

Design Review/Concept Review Validity Extension

This proposed fee establishes a mechanism to recuperate staff time and materials for processing requests to extend the validity of design and concept review projects.

Design Review Elevation Only (Remodel, Colors)

This proposed fee establishes a mechanism to recuperate staff time and materials for processing and reviewing requests to modify the elevation only of a previously reviewed design review project.

The purpose of the recommended fee changes under Civil Engineering Permit and Inspections and Development Fees noted below pertains mostly to development related services. The recommended fee changes will bring the fees more in line with current costs while keeping them competitive with other neighboring municipalities. The new or updated fees proposed are based on the average staff time spent on an item. These recommendations will assist to recover increased operational costs with development and provide clarity in areas that have frequently produced questions.

City Jurisdiction or Service Area – Civil Construction Permit

The Civil Construction Permit Fee is currently in place and listed as a percentage associated for City Service and Private Service. City staff recommends modification of the fee to be more in line with costs yielded by the city and keeping them competitive with other neighboring municipalities. The recommendations provide more clarity to customers.

Inspection and Re-Inspection (2 hr. minimum outside of normal business hours)

City staff recommends the Inspection and reinspection – outside normal business hours (2 hour minimum) fee be modified to accommodate impact to workload and the average staff cost associated with the service provided. This increase in fee is more in line with what other neighboring municipalities charge for the same service.

Plan Revisions and Field Directives

The Plan Revisions fee and Field Directives fee are new proposed fees that have been added to encourage more efficient development practices for the city and its customers. The fees should be split out to charge the appropriate amount based on estimated staff time to process each item, and the cost associated with the services provided. The fees are intended to reduce the number of revisions or repetition of activity beyond standard review timeframes. This will allow the city to recoup costs associated with these items that vary in project size. These fees are comparable with other neighboring municipalities.

Department Point of Contact: Tiffany Copp, Assistant Director, Community Development at 623-222-3020.

Department Point of Contact: Kristin Tytler, Director, Public Works at 623-222-6153

Human Services and Community Vitality

Senior Center Rental – Café (Entire Building)

In an effort to make rentals at the HSCV Senior Center more accessible, a range and tiered fee structure

is needed.

Tier 1: City of Surprise non-profit partners and government entities

Tier 2: Non-profit organizations who are not associated with the City of Surprise

Tier 3: Individuals or groups

Tier 4: Business entities operating for profit

The Senior Center Café will be made available to rent at the range listed above. Top tier proposed fees do not exceed the current fees. Reduced fees are being offered for Tiers 1 through 3 to provide affordable access to room rentals in Surprise. In addition to the reduced fees, the hourly fee for required staffing has been removed.

Department Point of Contact: Donna Martin, Senior Financial Analyst, Human Service and Community Vitality at 623-222-3250.

Parks and Recreation

Mobile Food Vendor Permit Fee

The Parks & Recreation Department is requesting to implement a permit fee for mobile food vendors to sell in City of Surprise parks. Currently there is not a process or permit that allows mobile food vendors to sell in the parks. This fee will also apply to mobile food vendors that sell during seasonal Parks & Recreation sports leagues at city fields/sports complexes. This fee does not apply to food vendors utilized for City Special Events. The fee is comparable to those charged by several of the surrounding cities.

Memorial Program Fees

The Parks & Recreation Department has created a memorial program to provide a meaningful way for individuals or organizations to recognize loved ones in a City of Surprise Park. The program includes the purchase of either a tree or a bench that will be placed in a City of Surprise Park or a brick that will be placed at Dream Catcher Park. The fees requested for the memorial program are for the purchase of the item, installation of the item and maintenance of the item for a designated time period as noted in the application.

Special Use Permit Fee- Inflatables/Attractions

The Parks & Recreation Department is requesting to implement a permit fee for individuals who wish to set up inflatable bounce houses or similar attractions in the park with a ramada reservation. The permit will assist Parks & Recreation staff in ensuring the attraction is suitable to be set up in the park and the vendor setting up the attraction is insured. The fee is comparable to those charged by several of the surrounding cities.

Special Use Permit Fee- Organized Activity Park Use

The Parks & Recreation Department is requesting to implement a permit fee for individuals and vendors who conduct an organized activity using park open space and/or use the park for commercial purposes. The permit will assist Parks & Recreation staff in ensuring the activity is suitable to be conducted in the park and the vendor conducting the activity is insured. The fee is comparable to those charged by several of the surrounding cities.

Department Point of Contact: Holly Osborn, Director, Parks & Recreation at 623-222-2218.



Citywide Fee Schedule

Fees are separated by service area to facilitate the identification of a particular fee within the document, however fees as adopted on this schedule may be assessed citywide.

FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
ARTS, CULTURE & LIBRARY			
Library Printing Fees - black & white > 20 (first 20 b&w prints are free)	\$0.10	Per Page	
Library Printing Fees - color	\$0.25	Per Page	
CITY CLERK			
Commercial Records Request			
Electronic Record	\$5.00	Per Day	New fees to align with state statute and ensure compliance with State Public Records requirements defined by A.R.S. § 39-121.03(A).
Record Line	\$0.50	Per Record Line	
All commercial records requests will be fulfilled electronically. For hard copy requests, an additional cost for printing will be incurred.			
Additional fees could be assigned depending on the commercial value of the information being requested, and other contributing factors. A.R.S. § 39-121.03(A).			
Passports			
Execution*	\$35.00	Per Card or Book	
Photocopies			
8.5" x 11" or 8.5" x 14"	\$0.50	Per Page	
11" x 17"	\$1.00	Per Page	
CITY COURT			
Arrest Warrant Processing	\$200.00	Per Warrant	
Compliance Monitoring	\$100.00	Per Case	
Deferred Prosecution	\$200.00	Per Case	
Diversion Program	\$300.00	Per Case	
Driver's License Suspension	\$50.00	Per Case	
Indigent Administrative Assessment (Determined by the Judge based on financial affidavit.)	\$25.00	Per Charge	
Jury Cancellation	\$500.00	Per Case	
Municipal Court Enhancement	\$16.40	Per Case	
Probation Program	\$100.00	Per Case	
Public Defender	\$150.00	Per Case (Determined by Judge based on financial affidavit)	
COMMUNITY DEVELOPMENT			
Community Facilities District (CFD)			
CFD Application (per A.R.S. § 48-708 (E))	\$15,000.00	Per CFD	
CFD Administrative Expense (per A.R.S. § 48-708 (E))	\$50,000.00 (or actual cost, whichever is less)	Per CFD	
CFD Administrative Expense Additional Deposits	\$25,000.00	Per CFD	
Building Permit and Inspections			
Annual Facilities Permit	\$275.00	Per Permit	
Building/Fire Permit			
Building/Fire Permit Fee - Valuation of \$1,000.00 or Less (Fee 1 of 3)	\$75.00	\$100.00 Each Based on Valuation Permit	Increase fee for permits with valuation of \$1,000 or less
Building/Fire Permit Fee - Valuation of \$1,000.01 to \$999,999.99 \$1.00 to \$999,999.99 (Fee 2 of 3)	\$6.00	Per Each \$1,000.00 of Valuation	Update range in description and update UOM
Fee 1 of 2	\$100.00	Each	Remove. Fee now shown above (Fee 1 of 3)
Fee 2 of 2	\$6.00	Per \$1,000.00 Of Valuation	Remove. Fee now shown above (Fee 2 of 3)
Building/Fire Permit Fee - Any Valuation of above and beyond the first \$1,000,000.00+ (Fee 3 of 3)	\$5.00	Per Each \$1,000.00 of Valuation	Update range in description and update UOM
Fee 1 of 2	\$100.00	Each	Remove. Fee now shown above (Fee 1 of 3)
Fee 2 of 2	\$5.00	Per \$1,000.00 Of Valuation	Remove. Fee now shown above (Fee 3 of 3)
Commercial Factory Built Building	Per Arizona Department of Housing Intergovernmental Agreement	Each	
Deferred Permit Submittal	\$165.00	Per Deferral	
Designated Slum Property Inspection (2 hr. min. outside normal business hours)	\$150.00	Per Inspection	
Finished Floor Elevation Verification	\$415.00	Per Verification	
Re-Inspection	\$100.00	Per Hour (\$200.00 min.)	
After Hour Inspection	\$100.00	Per Hour (\$200.00 min.)	
After Hour Ispection - Weekends/Holidays/3rd Shift	\$100.00	Per Hour (\$300.00 min.)	
Manufactured Home	Per Arizona Department of Housing Intergovernmental Agreement	Each	
Patio Covers/Awnings/Carports	50% of cost per square foot of ICC valuation	Per square foot of ICC valuation	New fee. For in depth financial justification see Notice of Intent/Public Notice.
Print or Reproduction of Certificate of Occupancy Only	\$75.00	Per Address	New fee to establish a mechanism to recuperate staff time and materials for the duplication or reproduction of previously issued Certificates of Occupancy.
Residential Factory Built Building	Per Arizona Department of Housing Intergovernmental Agreement	Each	
Residential Healthcare Facility Inspections	\$180.00	Per Inspection	New fee establishes a mechanism to recuperate staff time and materials for the scheduling and conducting of inspections related to residential Healthcare Facilities, which includes Sober Living Homes.
Swimming Pool Signs	Actual Cost to Jurisdiction	Per Sign	

Fees are separated by service area to facilitate the identification of a particular fee within the document, however fees as adopted on this schedule may be assessed citywide.

FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
Temporary Sales/Construction Trailer Permit			
Fee 1 of 2	\$100.00	Each	Remove fee
Fee 2 of 2	\$6.00	Per \$1,000.00 of Valuation	Remove fee
Temporary Power Permit	\$75.00	Based on Valuation Under \$1,000.00	Remove fee
Temporary Certificate of Occupancy (TCO) - First 30 days (Fee 1 of 2)	\$500.00	Per TCO for first 30 days	New fees to establish a mechanism to recuperate staff time and materials for the monitoring, scheduling and conducting of inspections related to Temporary Certificates of Occupancy.
Temporary Certificate of Occupancy (TCO) - Each Subsequent 30 days (Fee 2 of 2) (Issued in 30-day increments only) Excludes phased multifamily projects when approved by the Community Development Director	\$1,000.00	Per TCO for each 30 days beyond the initial 30 days	
Temporary Use Permit/Special Event	\$135.00	Per Permit	
Self-Certification Meeting	\$300.00	Per Meeting	
Solar Permit	\$250.00	Per Permit	
Building, And Fire and Landscape Plan Review			Update subsection description
Building/Fire/ Landscape Plan Review	65% of the Building/Fire Permit Fee	Per Permit	Change fee description to include Landscape Plan Review.
Landscape Plan Review			
Fee 1 of 2	\$100.00	Each	Remove fee
Fee 2 of 2	\$6.00	Per \$1,000.00 of Valuation	Remove fee
Plan Revisions - After Permit is Approved	\$25.00	Per 15 mins.	
Civil Engineering Permit and Inspections			
Annual Traffic Control Permit	\$750.00	Per Permit	
City Jurisdiction or Service Area - Civil Construction Permit	3% of Construction Cost 3.5% based on either an executed contract price or a sealed engineer's estimate at 110%	Per Permit	Increase percentage and change basis
City Jurisdiction or Service Area - Private Utility (Wet and dry without an agreement)	1% of Construction Cost	Per Permit	Update fee description
Civil Construction Permit Renewal Or Extension (Before expiration)	50% of the original permit fee paid	Per Permit	Update fee description
Inspection and Re-Inspection (2 hr. min. outside normal business hours)	\$75.00 \$125.00	Per Hour	Increase existing fee to accommodate impact to workload and the average cost associated with the service provided. The increase is more in line with what neighboring municipalities charge.
Water, Wastewater, And Reclaimed Water Facility Permits (Wells, water supply facilities, lift stations, etc.)	3% of Construction Cost	Per Permit	Remove fee
Excavation In Paved Streets Within 2 Years Of Street Construction			
5 sq. yds. or less	\$330.00	Per Square Yard	
5 - 100 sq. yds.- Fee 1 of 2	\$1,650.00	Per Review	
5 - 100 sq. yds.- Fee 2 of 2	\$18.00	Per Square Yard	
100 sq. yds. or more- Fee 1 of 2	\$3,360.00	Per Review	
100 sq. yds. or more- Fee 2 of 2	\$14.00	Per Square Yard	
Facility Plan Review 100%	\$190.00	Per Hour	Remove fee
Facility Plan Review 30%/60%/90%	\$190.00	Per Sheet	Remove fee
Standard Civil Plan Review			Update subsection description
1st and 2nd Review	\$380.00	Per Sheet	
3rd and Subsequent Review / Revisions to Approved Plans	\$190.00	Per Hour Per Sheet	Update fee description and unit of measure
Dry Utility Plan Review	Per Franchise / License Agreement	Per Hour	Remove fee
Development Fees			
404 Documentation/Phase 1 Environmental Assessment/Title Report/ Environmental Inventory Plan & Report	\$180.00	Per Report	Update fee description
Administrative Use Permit (AUP)	\$400.00	Each	
Alta Survey	\$95.00	Per Sheet	
Appeals	\$250.00	Per Appeal	
Annexation	\$800.00	Per Annexation	
Comprehensive Sign Program (CSP)	\$1,750.00	Each	
Concept Review	\$300.00	Per Review	
Concept Review Waiver	\$150.00	Each	New fee establishes a mechanism to recuperate staff time and materials for the processing of Concept Review Waivers. The proposed amount is half the cost of a Concept Review Meeting.
Conditional Use Permit (Use Only)	\$1,250.00	Each	
Conditional Use Permit with Site Plan			
Fee 1 of 2	\$3,600.00	Each	
Fee 2 of 2	\$30.00	Per Acre	
Development Agreement	\$5,000.00	Per Agreement	
Development Agreement Amendment	\$2,500.00	Per Amendment	
Design Review/Concept Review Validity Extension	\$75.00	Each	New fee establishes a mechanism to recuperate staff time and materials for processing requests to extend the validity of design and concept review projects.
Design Review Elevation Only (Remodel, Colors)	\$50.00 \$150.00	Each	Increase existing fee and unit of measure in order to establish a mechanism to recuperate staff time and materials for processing and reviewing requests.
Preliminary Grading, Drainage and Utilities	\$135.00	Per Sheet	Remove fee
Traffic Impact Analysis/Engineering Report	\$180.00	Per Hour/ Per Report	



Citywide Fee Schedule

Fees are separated by service area to facilitate the identification of a particular fee within the document, however fees as adopted on this schedule may be assessed citywide.

FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
Final Plat			
Fee 1 of 2	\$1,200.00	Each	
Fee 2 of 2	\$17.00	Per Lot/Tract/Parcel	
Fire Flow Test Results	\$110.00	Per Test	
Follow Up Concept Review	\$150.00	Per Review	
General Plan Amendment Major	\$6,000.00	Each	
General Plan Amendment Minor	\$2,500.00	Each	
Home Product Review	\$125.00	Per Plan	
Landscape Design Review	\$300.00	Per Sheet	
Lot Line Adjustment	\$400.00	Each	
Map of Dedication	\$750.00	Each	
Minor Land Division			
Fee 1 of 2	\$400.00	Each	
Fee 2 of 2	\$17.00	Per Lot/Tract/Parcel	
Model Home Complex			
Fee 1 of 2	\$600.00	Each	
Fee 2 of 2	\$30.00	Per Lot/Tract/Parcel	
Parcel Assemblage	\$400.00	Each	
Planned Unit Development Overlay	\$3,540.00	Per Overlay	
Preliminary Plat			
Fee 1 of 2	\$2,500.00	Each	
Fee 2 of 2	\$30.00	Per Lot/Tract/Parcel	
Project Name Change/Site Plan Extension/Continuance Per Applicant Request	\$220.00	Per Request	
Rezone			
Fee 1 of 2	\$3,000.00	Each	
Fee 2 of 2	\$20.00	Per Acre	
Site Plan (Narrative and elevations included in per sheet fee)			
Fee 1 of 2	\$3,000.00	Each	
Fee 2 of 2	\$30.00	Per Acre	
Temporary Use Permit/Special Event	\$135.00	Per Permit	
Text Amendment	\$2,000.00	Each	
Utility Plan Review-	\$255.00	Per Sheet	Remove fee
Variance			
Fee 1 of 2	\$500.00	Each	
Fee 2 of 2	\$25.00	Per Item Requested	
Zoning PAD/PUD Amendment Major			
	\$2,500.00	Each	Update description to provide clarity and align with specific entitlements rather than the ambiguous "zoning" nomenclature.
Zoning PAD/PUD Amendment Minor			
	\$885.00	Per Amendment	
Water, Wastewater, Or Reclaimed Water Master Plan	\$180.00	Per Review	
Address Assignment From Dedicated Access (At time of Permit/Development Review)	\$10.00	Per Address	
Address Assignment On Vacant Property Or From Easement (At time of Permit/Development Review)	\$25.00	Per Address	
Address Change At Time Of Permit	\$50.00	Per Address	
Document Handling			
	Actual Cost to Jurisdiction	Per Document	
Native Plant Inventory – 1st and 2nd Review			
	\$160.00	Per Sheet	
Native Plant Inventory – 3rd and Subsequent Review			
	\$100.00	Per Sheet	
Miscellaneous 4th and subsequent reviews (any plan type)			
	20% of Initial Base Fee	Each	
Plan Revisions			
	\$380.00 billed in arrears	Per Sheet	New fee intended to reduce the number of revisions or repetition activity beyond standard review timeframes and to encourage more efficient development practices for the city and its customer. These fees are comparable with other neighboring municipalities.
Plan Revisions - After Permit is Approved			
	\$100.00	Per Hour	
Plan Revision Requested by Applicant			
	50% of Initial Base Fee	Each	
Field Directives			
	\$190.00 billed in arrears	Per Hour	New fee intended to reduce the number of revisions or repetition activity beyond standard review timeframes and to encourage more efficient development practices for the city and its customer. These fees are comparable with other neighboring municipalities.
Public Meeting Notice/Advertising			
	Actual Cost to Jurisdiction	Per Advertisement	
Recordation Fee			
	Actual Cost to Jurisdiction	Per Recording	
General Services			
Civil Permit and Design Review Administrative Processing			
	\$140.00	Per Permit/Review	
Building Permit Administrative Processing Fee - Valuation of \$1.00 - \$999,999.99	0.50% of Valuation	Valuation for first million	Update unit of measure for clarification
Building Permit Administrative Processing Fee - Valuation of \$1,000,000.00+	0.052% of Valuation	Valuation beyond the first million	Update unit of measure for clarification
Archived Document Retrieval (Copies are additional)	\$80.00	Per Request	
Asbuilts			
12" x 18"	\$2.50	Per Page	
24" x 36"	\$5.00	Per Page	
CD's Containing Documents	\$5.00	Per CD	
Custom Maps (\$150 min.)	\$80.00	Per Hour	
Digital Data			
Boundary Shapes	\$25.00	Per Shape	
Centerlines	\$250.00	Per Centerline	
Land Use or Zoning	\$100.00	Per Request	
Parcels	\$500.00	Per Parcel	



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FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
Maps			
8.5" x 11"	\$2.50	Per Page	
11" x 17"	\$5.00	Per Map	
24" x 36"	\$20.00	Per Map	
36" x 48" or 40" x 60"	\$30.00	Per Map	
Zoning Verification, Compliance Letter	\$100.00	Each	
Right-Of-Way Facilities Fees			
Annual Use Fees			
Right-Of-Way Use Fee	\$50.00	Per year x number of Small Wireless Facilities	
Right-Of-Way Use Fee for Monopoles and Associated Wireless Facilities	\$100.00	Per year x number of Small Wireless Facilities	
Application for collocating Small Wireless Facilities (Existing with no modifications)			
One (1) to five (5) applications	\$100.00	Each	
Six (6) through 25 applications	\$50.00	Each	
Application for Utility Pole and Monopole (New or existing with modifications)			
New, replacement, or modified utility poles not subject to zoning review	\$400.00	Each	
New, replacement, or modified monopoles, utility poles, collocations, or wireless facilities subject to zoning review	\$400.00	Each	
Miscellaneous			
Outside Consultant	Actual Cost to Jurisdiction	Per Consultant	
Abatement Administrative Fee (\$150 min.)	10% of Actual Cost	Per Abatement	
ECONOMIC DEVELOPMENT			
TechCelerator			
The Economic Development Director has the authority to reduce or waive the program fee based on business evaluation criteria.			
Program Fee			
Tier 1	\$0.35	Per Square Foot/Per Month	
Tier 2	\$0.51	Per Square Foot/Per Month	
Tier 3	\$0.68	Per Square Foot/Per Month	
Tier 4	\$0.85	Per Square Foot/Per Month	
Tier 5	\$1.01	Per Square Foot/Per Month	
Tier 6	\$1.18	Per Square Foot/Per Month	
Tier 7	\$1.34	Per Square Foot/Per Month	
FINANCE			
Business Licensing			
Business - Initial License	\$168.00	Per License	
Business - Annual Renewal Fee	\$84.00	Per License	
Short Term Rental License Fee	\$250.00	Per License/Application	
Pro-Rated Initial Business License			
Start date 1st Quarter (Jan, Feb, & Mar)	\$168.00	Per License	
Start date 2nd Quarter (Apr, May, & Jun)	\$126.00	Per License	
Start date 3rd Quarter (Jul, Aug, & Sept)	\$84.00	Per License	
Start date 4th Quarter (Oct, Nov, & Dec)	\$42.00	Per License	
Late Payment (Failure to pay by a specified due date.)	25% of Base Rate	Per License	
Miscellaneous			
Returned Payment Fee	\$15.00	Per Transaction	
City Sales and Use Tax Application Fee	\$10.00	Per License	
Department of Public Safety Background Check*	\$22.00	Per Check	
In-Person Development Services Payment Processing Fee for Credit Card Transactions	2.0%	Per Transaction Amount	
Online Development Services Payment Processing Fee for Credit Card/Debit Transactions	2.8% or \$1.25 minimum	Per Transaction Amount	
FIRE-MEDICAL			
Fire Suppression			
Engine Company/Ladder Tender	\$427.00	Per Hour	
Ladder Company	\$514.00	Per Hour	
Command Vehicle	\$244.00	Per Hour	
Brush Truck/Support Truck	\$228.00	Per Hour	
Water Tender	\$184.00	Per Hour	
Staff Vehicle	\$148.00	Per Hour	
Fire Code Compliance			
Annual Fire Inspections- 3rd, 4th, and 5th Re-Inspection	\$150.00	Per Inspection	
Electronic Filing- Fire Code Compliance	\$12.00	Per Inspection	
License Inspection			
Adult/Child Day Care Facility	\$100.00	Per Inspection	
Residential Group Homes/Nursing Care/Supervisory Care/Behavioral Health and Assisted Living Facilities	\$150.00	Per Inspection	
Inspection			
Pyrotechnics Display	\$300.00	Per Inspection	
90 day Firework Vendor- Store	\$150.00	Per Inspection	
90 day Firework Vendor- Tent	\$350.00	Per Inspection	

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FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
Lock Box			
Device and Installation	\$65.00	Per Box	
Records Request			
Compact Disc	\$20.00	Per Disc	
Less than 10 pages	\$5.00	Per Request	
10 - 19 pages	\$10.00	Per Request	
20 - 29 pages	\$15.00	Per Request	
30 - 49 pages	\$25.00	Per Request	
50 - 100 pages	\$35.00	Per Request	
Remote Alarm			
Installation			
Fee 1 of 2	\$100.00	Per Installation	
Fee 2 of 2	\$150.00	Per Day	
Alarm System Non-Compliance	\$75.00	Per Call	
Incident Investigation – Car 3099	\$75.00	Per Hour	
Tactical Premise	\$75.00	Per Call	
Annual Tomar Gate Inspection	\$50.00	Per Inspection	
Resuscitation Training			
Instructor Fee (required for all classes/training)	Per HR Compensation Plan (see COS website)	Per Hour	
CPR/AED Digital Certification Card with Access to Digital Book (6 Student Minimum)	\$20.00	Materials Per Student	
CPR/AED First Aid Digital Certification Card with Access to Digital Book (6 Student Minimum)	\$30.00	Materials Per Student	
Fire-Medical Staffing			
	Per HR Compensation Plan (see COS website)	Per Hour	
HUMAN SERVICE & COMMUNITY VITALITY			
Senior Center Rentals			
<i>Tier 1: City of Surprise non-profit partners and government entities</i> <i>Tier 2: Non-profit organizations who are not associated with the City of Surprise</i> <i>Tier 3: Individuals or groups</i> <i>Tier 4: Business entities operating for profit</i>			Add tier structure descriptions for Senior Center Rental fees
Café		\$0.00 - Tier 1 \$10.00 - Tier 2 \$15.00 - Tier 3 Not Available - Tier 4	Per Hour Based on Tier New fee
Classroom (Available to Tier 1 only)	\$30.00	\$0.00 - Tier 1 Not Available - Tier 2 Not Available - Tier 3 Not Available - Tier 4	Per Hour Based on Tier Reduce fee and update fee description to accommodate tier structure
Dining Hall	\$80.00	\$0.00 - Tier 1 \$20.00 - Tier 2 \$40.00 - Tier 3 \$80.00 - Tier 4	Per Hour Based on Tier New fee range based on tier to allow greater accessibility. Top tier is not greater than the original fee amount.
Game Room	\$60.00	\$0.00 - Tier 1 \$15.00 - Tier 2 \$30.00 - Tier 3 \$60.00 - Tier 4	Per Hour Based on Tier New fee range based on tier to allow greater accessibility. Top tier is not greater than the original fee amount.
Dining Hall and Kitchen	\$100.00	\$0.00 - Tier 1 \$25.00 - Tier 2 \$50.00 - Tier 3 \$100.00 - Tier 4	Per Hour Based on Tier New fee range based on tier to allow greater accessibility. Top tier is not greater than the original fee amount.
Entire Building	\$125.00	\$0.00 - Tier 1 \$30.00 - Tier 2 \$60.00 - Tier 3 \$125.00 - Tier 4	Per Hour Based on Tier New fee range based on tier to allow greater accessibility. Top tier is not greater than the original fee amount.
Senior Center Staff (required for all rentals)	\$20.00	Per Hour / Per Staff	Remove fee
Fitness Center			
Resident	\$0.00 - \$30.00	Per Person/Per Year	Add ranges for flexibility in the amount charged for winter visitors or infrequent users. This will allow increased accessibility to citizens and visitors. Ranges do not exceed the current fee.
Non-Resident	\$0.00 - \$35.00	Per Person/Per Year	
Holiday Parties			
Member	\$0.00 - \$50.00	Per Person/Per Party	
Non-Member	\$0.00 - \$60.00	Per Person/Per Party	
Special Interest Classes	\$1.00 - \$150.00	Per Person/Per Session	
Senior Center Annual Membership			
Resident	\$0.00 - \$12.00	Per Person/Per Year	Add range for flexibility and accessibility to residents. Range does not exceed the previous amount.
Non-Resident	\$0.00 - \$15.00	Per Person/Per Year	Add range for flexibility and accessibility to residents. Range does not exceed the previous amount.
Crafts	\$1.00 - \$25.00	Per Person/Per Session	



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FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
PARKS AND RECREATION			
Aquatics Admissions			
Special Event Admissions/Aquatics	\$0 - \$25.00	Per Person/Per Event	
Open Swim & Lap Swim			
Youth- Resident	\$2.00 - \$5.00	Per Person/Per Day	
Adult- Resident	\$3.00 - \$6.00	Per Person/Per Day	
Youth/Adult- Non-Resident	\$5.00 - \$8.00	Per Person/Per Day	
Swim Passes (Residents Only)			
Youth Individual	\$30.00 - \$50.00	Per Season	
Adult Individual	\$50.00 - \$80.00	Per Season	
Family (Up to 5)	\$100.00 - \$160.00	Per Season	
Family (Additional persons over 5)	\$10.00 - \$20.00	Per Person/Per Season	
Racquet/Paddle Sports Admissions			
Ball Machine Rental			
Resident	\$7.00	Per Machine/Per 1/2 Hour	
Resident	\$11.00	Per Machine/Per 1 Hour	
Non-Resident	\$9.00	Per Machine/Per 1/2 Hour	
Non-Resident	\$13.00	Per Machine/Per 1 Hour	
Tennis Court Fees-Day			
Day 90 min - Resident	\$2.00 - \$4.00	Per Person/Per 90 min	
Day 120 min - Resident	\$3.00 - \$5.00	Per Person/Per 120 min	
Day 90 min - Non-Resident	\$3.00 - \$5.00	Per Person/Per 90 min	
Day 120 min - Non-Resident	\$4.00 - \$6.00	Per Person/Per 120 min	
Tennis Court Fees-Night			
After 4pm 90 min - Resident	\$3.00 - \$5.00	Per Person/Per 90 min	
After 4pm 120 min - Resident	\$4.00 - \$6.00	Per Person/Per 120 min	
After 4pm 90 min - Non-Resident	\$4.00 - \$6.00	Per Person/Per 90 min	
After 4pm 120 min - Non-Resident	\$5.00 - \$7.00	Per Person/Per 120 min	
Racquetball/Paddleball Court Fees			
Racquetball/Paddleball Court Fees 60 min - Resident	\$3.00 - \$5.00	Per Person/Per 60 min	
Racquet Sports Organized Play			
Racquet Sports Organized Play (Drop -In) Day- Resident	\$3.00 - \$5.00	Per Person/Per 120 min	
Racquet Sports Organized Play (Drop -In) After 4pm- Resident	\$4.00 - \$6.00	Per Person/Per 120 min	
Racquet Sports Organized Play (Drop -In) Day- Non-Resident	\$4.00 - \$6.00	Per Person/Per 120 min	
Racquet Sports Organized Play (Drop -In) After 4pm-Non- Resident	\$5.00 - \$7.00	Per Person/Per 120 min	
Tennis League Group Rates			
Day 90 min - Resident	\$10.00 - \$12.00	Per Person/Per 90 min	
Day 120 min - Resident	\$14.00 - \$16.00	Per Person/Per 120 min	
Day 90 min - Non-Resident	\$12.00 - \$14.00	Per Person/Per 90 min	
Day 120 min - Non-Resident	\$16.00 - \$18.00	Per Person/Per 120 min	
After 4pm 90 min - Resident	\$14.00 - \$16.00	Per Person/Per 90 min	
After 4pm 120 min - Resident	\$18.00 - \$20.00	Per Person/Per 120 min	
After 4pm 90 min - Non-Resident	\$16.00 - \$18.00	Per Person/Per 90 min	
After 4pm 120 min - Non-Resident	\$20.00 - \$22.00	Per Person/Per 120 min	
Warm-up Fee	\$4.00 - \$5.00	Per Person/Per 30 min	
Basket of Tennis Balls	\$2.00	Per Person/Per Day	
Racquet Stringing Services	\$15.00 - \$35.00	Per Item	
Backboard Rental	\$1.00	Per Person/Per 30 minutes	
Special Events Admissions			
Special Event Admissions/Teens	\$0 - \$25.00	Per Person/Per Event	
Event & Promotion Activity Tickets (Fees vary depending on event)	\$1.00 - \$50.00	Per Ticket	
Aquatics Rentals			
Category** I	No charges apply		
Surprise Aquatic Center/Hollyhock Community Pool			
Category** II (A) (B)	\$100.00	Per Day	
Category** III	See Aquatic Private Rental Fees		
Staff (Requirements based on specific event, projected attendance & required number of personnel for safety.)			
Category** II (A) (B)	\$25.00	Per Hour	
Category** III	Included in Rental Fee		
Utilities (Gas/Electric/Water)	\$20.00	Per Hour	
Excessive Utilities (To restart heat/utilities when closed for winter/season)	\$500.00	Per Day	
Aquatic Private Rental Fees (2 Hr. Min.)- Category* III			
Lap Lane Rental	\$50.00	Per Hour	
Diving Well Rental	\$50.00	Per Hour	



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FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
Surprise Aquatic Center			
≤100	\$280.00	Per Hour	
101-150	\$310.00	Per Hour	
151-200	\$330.00	Per Hour	
201-250	\$350.00	Per Hour	
251-400	\$450.00	Per Hour	
Hollyhock Community Pool			
≤100	\$210.00	Per Hour	
101-150	\$240.00	Per Hour	
151-200	\$260.00	Per Hour	
Municipal Pools Birthday Party (Residents only)			
Surprise Aquatic Center (SAC)			
≤15	\$120.00	Per 2 Hour Rental	
16-20	\$140.00	Per 2 Hour Rental	
21-25	\$160.00	Per 2 Hour Rental	
26-30	\$180.00	Per 2 Hour Rental	
31-50	\$240.00	Per 2 Hour Rental	
Hollyhock Community Pool			
≤15	\$40.00	Per 2 Hour Rental	
16-20	\$45.00	Per 2 Hour Rental	
21-25	\$50.00	Per 2 Hour Rental	
26-30	\$55.00	Per 2 Hour Rental	
31-50	\$75.00	Per 2 Hour Rental	
Facility Rentals			
Category** I	No charges apply		
Dance Room at Countryside Rec Center			
Category** II (A)	\$50.00	Per Hour	
Category** III	\$50.00	Per Hour	
Sierra Montana			
Basic Rental Package	\$150.00	Every 3 Hours	
Basic Rental Package - Additional Time	\$50.00	Every 3 Hours	
Ultimate Rental Package	\$300.00	Every 3 Hours	
Ultimate Rental Package - Additional Time	\$50.00	Per Hour	
Dreamcatcher Park/Recreation Center Gymnasium			
Category** II (A) (B)	\$100.00	Per Hour	
Category** III	\$125.00	Per Hour	
Multi-Purpose Room (2 Hr. Min.)			
Category** II (A) (B)	\$75.00	Per Hour	
Category** III	\$100.00	Per Hour	
Classroom			
Category** II (A) (B)	\$30.00	Per Hour	
Category** III	\$35.00	Per Hour	
Study Room			
Category** II (A) (B)	\$25.00	Per Hour	
Category** III	\$30.00	Per Hour	
Field Rentals			
All City Fields (excluding Surprise Recreation Campus fields and the Fields at Countryside)			
Sport Field w/o Lights			
Category** II (A) (B)	\$15.00	Per Hour	
Category** III	\$30.00	Per Hour	
Sport Field w/ Lights	\$15.00	Per Hour	
Field Rentals- Mon-Thurs- Before 3pm	\$7.50	Per Hour	
Field Prep Fee	\$15.00 - \$150.00	Per Field	
Fields at Countryside			
Category II (B) – Before 6pm	\$50.00	Per Hour	
Category II (B) – After 6pm	\$65.00	Per Hour	
Category III – Before 6pm	\$75.00	Per Hour	
Category III – After 6pm	\$90.00	Per Hour	
Field Prep Fee	\$15.00 - \$150.00	Per Field	
Surprise Tennis & Racquet Complex Rentals			
Tennis Courts w/o Lights			
Category** II (A)	\$5.00 - \$8.00	Per Hour	
Category** II (B)	\$6.00 - \$11.00	Per Hour	
Category** III	\$12.00 - \$18.00	Per Hour	
Tennis Courts w/ Lights			
Category** II (A)	\$7.00 - \$11.00	Per Hour	
Category** II (B)	\$8.00 - \$12.00	Per Hour	
Category** III	\$15.00 - \$21.00	Per Hour	



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FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
Tennis Classroom			
Category** II (A) (B)	\$30.00 - \$40.00	Per Hour	
Category** III	\$35.00 - \$45.00	Per Hour	
Tennis Ping Pong Room			
Category** II (A) (B)	\$25.00 - \$35.00	Per Hour	
Category** III	\$30.00 - \$40.00	Per Hour	
Racquetball Courts/Sand Volleyball Courts/Pickleball Courts Rentals-All Categories			
Category** II (A) (B) & III	\$5.00-\$9.00	Per Hour	
Facility Cleaning/Excessive Utilities (weekends/holidays)			
Category** II (A) (B) & III	\$20.00	Per Hour	
Staff- See Staffing Fees			
Accessories			
Portable PA System/Water/Ice/Coolers	\$30.00	Per Item	
Podium/Microphone/Inflatable	\$10.00	Per Item	
Ramadas			
Category** I	No charges apply		
Ramada Small			
Resident	\$20.00	Per 4 Hour Block	
Non-Resident	\$35.00	Per 4 Hour Block	
Ramada Large			
Resident	\$30.00	Per 4 Hour Block	
Non-Resident	\$55.00	Per 4 Hour Block	
Ramada Heritage Park Pavillion (Special event premiums may apply.)			
Resident	\$65.00	Per 4 Hour Block	
Non-Resident	\$125.00	Per 4 Hour Block	
Amplified Sound - DJ (Must reserve all ramada's within 50 ft.)			
Category** II (A)	\$50.00	Every 4 Hours	
Category** II (B)	\$50.00 - \$100.00	Every 4 Hours	
Category** III	\$100.00 - \$250.00	Per Location	
Amplified Sound - Live Music (Must reserve all ramada's within 50 ft.)			
Category** II (A)	\$100.00	Every 4 Hours	
Category** II (B)	\$100.00 - \$200.00	Every 4 Hours	
Category** III	\$200.00 - \$400.00	Per Location	
Beer Permit			
Resident	\$10.00	Per Permit	
Non-Resident	\$20.00	Per Permit	
Admin Fee	\$250.00	Per Event	
Mobile Food Vendor			
Vending in Parks	\$0.00 - \$500.00	Per Permit (Permit fee based on location, duration and event)	New fee for mobile food vendors to sell in city parks.
Staff Required- See Staffing Fees			
Staffing (2 Hr. Min. Requirements Based On Specific Event, Attendance, And Required Personnel For Safety.)			
Category** I (No charges apply)			
Recreation/Maintenance/Tennis Pro	\$20.00	Per Hour/Per Staff Member	
Janitor/Custodian	\$15.00	Per Hour/Per Staff Member	
Tennis Supervisor	\$40.00	Per Hour/Per Staff Member	
Memorial Program			
24" Tree	\$850.00	One time amount	New fees for the memorial program are for the purchase, installation, and maintenance of the item for a designated time period as noted in the application.
36" Tree	\$2,000.00	One time amount	
Park Bench	\$5,000.00	One time amount	
Brick for Dream Catcher Park	\$100.00	One time amount	
Special Use Permit			
Inflatables/Attractions (Resident)	\$10.00	Per Item/Per Day	New fee to set up inflatable bounce houses or similar attractions in the park with a ramada reservation. The fee is comparable to those charged by several of the surrounding cities.
Inflatables/Attractions (Non-Resident)	\$20.00	Per Item/Per Day	New fee to set up inflatable bounce houses or similar attractions in the park with a ramada reservation. The fee is comparable to those charged by several of the surrounding cities.
Organized Activity Park Use (Resident)	\$0.00 - \$100.00	Per Permit/Per Day (Permit fees based on group size and activity)	New fee for individuals and vendors who conduct an organized activity using park open space and/or use the park for commercial purposes. Fee is comparable to those charged by several of the surrounding cities.
Organized Activity Park Use (Non-Resident)	\$0.00 - \$200.00	Per Permit/Per Day (Permit fees based on group size and activity)	New fee for individuals and vendors who conduct an organized activity using park open space and/or use the park for commercial purposes. Fee is comparable to those charged by several of the surrounding cities.



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FEE	AMOUNT	UNIT OF MEASURE	Summary of Changes
POLICE			
Reports			
Less Than 10 Pages	\$5.00	Per Request	
10 - 19 Pages	\$10.00	Per Request	
20 - 29 Pages	\$15.00	Per Request	
30 - 49 Pages	\$25.00	Per Request	
50 - 100 Pages	\$35.00	Per Request	
Per Page Over 100 Pages	\$0.15	Per Request	
Photos			
Photos	\$20.00	Per CD	
Fingerprint Cards			
2 Or Less	\$15.00	Per Request	
Per Card Over 2	\$5.00	Per Card	
Miscellaneous			
Letter Of Clearance	\$10.00	Per Letter	
Video Recording Fee	\$46.00	Per Hour	
Recording 911/Phone/Video- VHS/Cassette/Macro-Cassette/CD	\$20.00	Per Recording	
Tow Fee 28-3511*	\$150.00	Per Tow	
Transaction- Pawnshop/Secondhand Dealer	\$3.00	Per Transaction	
PUBLIC WORKS			
Sanitation Hauler's License			
Application	\$500.00	Per Application	
License	\$1,000.00	Per Vehicle	
Water Meter Installation			
3/4"	\$275.00	Per Permit	
1"	\$310.00	Per Permit	
1.5"	\$565.00	Per Permit	
2"	\$750.00	Per Permit	
3" Hydrant	\$95.00	Per Permit	
3"	\$2,005.00	Per Permit	
4"	\$2,480.00	Per Permit	
6"	\$3,910.00	Per Permit	
8"	\$5,635.00	Per Permit	
2" Electromagnetic Meter or Compound	\$2,255.00	Per Permit	
3" Electromagnetic Meter or Compound	\$3,020.00	Per Permit	
4" Electromagnetic Meter or Compound	\$3,700.00	Per Permit	
6" Electromagnetic Meter or Compound	\$5,460.00	Per Permit	
8" Electromagnetic Meter or Compound	\$7,585.00	Per Permit	
5/8" Displacement	\$255.00	Per Permit	
1.5" Turbine	\$1,125.00	Per Permit	
2" Turbine	\$1,385.00	Per Permit	
Stormwater Utility Services			
Monthly Rate-			
FY2017	\$2.00	Per Equivalent Dwelling Unit (EDU)	Remove fee
FY2018	\$2.00	Per Equivalent Dwelling Unit (EDU)	Remove fee
FY2019	\$2.00	Per Equivalent Dwelling Unit (EDU)	Remove fee
FY2020	\$2.00	Per Equivalent Dwelling Unit (EDU)	Remove fee
FY2021 Monthly Rate	\$2.75	Per Equivalent Dwelling Unit (EDU)	Update fee description
Classifications			
	Number of EDU's	Unit of Measure	
Residential			
Single Family Residence	1	Per Residence	
Non-Residential			
RV Park	1	Per Pad	
Commercial/Industrial	1	Per 3,420 Square Feet of Impervious Area	
Schools/Churches	1	Per 3,420 Square Feet of Impervious Area	
Agriculture - Impervious Area	1	Per 3,420 Square Feet of Impervious Area	
Agriculture - Farmed Area (Fee applied only to 10% of total farmed area)	1	Per 3,420 Square Feet of Farmed Area	
<i>Undeveloped Land is exempt from Stormwater Utility Fee.</i>			
<i>Improved Land Stormwater Utility Fee is based on land use classification rates above.</i>			
<i>Non-residential classifications may qualify for the commercial credit program detailed below.</i>			
<i>Non-residential EDU calculations are rounded to the nearest one-hundredth and subject to a minimum of 1 EDU per parcel.</i>			
Commercial Credit Programs			
Infrastructure Program (Up to 25% Credit)			
1. > 10% Above Standard Requirements	5% Credit		
2. > 25% Above Standard Requirements	10% Credit		
3. > 35% Above Standard Requirements	15% Credit		
4. > 50% Above Standard Requirements	20% Credit		
5. Creative means to achieve Above Standard Requirements	5% Credit		



Fees are separated by service area to facilitate the identification of a particular fee within the document, however fees as adopted on this schedule may be assessed citywide.

<u>FEE</u>	<u>AMOUNT</u>	<u>UNIT OF MEASURE</u>	<u>Summary of Changes</u>
Regulatory Credit Program (Up to 13% Credit)			
School Education Credit (participate in County Program)	8% Credit		
Public Participation	5% Credit		
Partnership Donations	5% Credit		
Industrial AZPDES Credit	5% Credit		
Bonus: Participate in any 2	3% Credit		

* This fee is established by a federal, state, or county agency and is subject to change.

** Category I: City of Surprise, Official City Sponsored Events or Programs, Texas Rangers, Kansas City Royals per Lease Agreement.

Rental Fee - No, Direct Expenses - No

Category II (A): Partnerships with City of Surprise, Dysart Unified School District IGA, Ottawa University Agreement

Rental Fee - Yes, Direct Expenses - Yes

Category II (B): Surprise Youth Sports Organizations with 90% Residency Requirements

Rental Fee - No, Direct Expenses - Yes

Category III: Individuals, Companies, Organizations, Commercial Entertainment, Consumer Events, Concerts, Trade Shows.

Rental Fee - Yes, Direct Expenses - Yes



SURPRISE
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CITYWIDE USER FEE UPDATES

APRIL 2, 2024

USER FEES

- Recover costs associated with City programs and services
- Examined periodically to determine recovery rate
- Utility rates and development impact fees are not part of this update
- Compliance and applicable policies
 - A.R.S. § 9-499.15
 - Comprehensive Financial Management Policies
 - User Fees Standard Operating Procedures
- Citywide Fee Schedule approved by City Council Resolution

USER FEES

- Public Notice required for any new or increased tax/fee
 - 60 days before City Council action
- Public Notice not required for
 - Lowering or eliminating a fee
 - Changes to the name or unit of measurement
 - Exempt fees
 - Amount set by state or federal law – e.g. court, ambulance
 - Fees for registration-based classes, programs or activities
 - Fees established for public housing and other federally funded programs

USER FEES - UPDATES

- Total number of proposed changes
 - New or Increased Fees – 25
 - Eliminated Fees – 16
 - Changes to Name, Unit of Measure and/or Existing Amount – 21
- Total number of proposed changes by department:

Department	New or Increased Fee (Requires Public Notice)	Eliminated Fee (Does Not Require Public Notice)	Changes to Name, Unit of Measure and/or Existing Amount (Does Not Require Public Notice)
City Clerk	2	0	0
Community Development	13	11	11
Human Services & Community Vitality	1	1	9
Parks and Recreation	9	0	0
Public Works	0	4	1

USER FEES - UPDATES

➤ Changes Requiring Public Notice – New Fees (Examples)

- City Clerk: Commercial Records Request

- Aligns with state statute and ensures compliance with State Public Records Requirements defined by A.R.S. § 39-121.03(A)

Commercial Records Request	Amount	Unit of Measure
Electronic Record	\$5.00	Per Day
Record Line	\$0.50	Per Record Line

- Community Development: Residential Healthcare Facility Inspections

- Establishes mechanism to recuperate staff time and materials for the monitoring, scheduling, and conducting of inspections related to Residential Healthcare Facilities (Includes Sober Living Homes)

Fee Name	Amount	Unit of Measure
Residential Healthcare Facility Inspections	\$180.00	Per Inspection

USER FEES - UPDATES

➤ Changes Requiring Public Notice – Increased Fees (Examples)

- Community Development:

- Design Review Elevation Only (Remodel, Colors)

- Increase is to recuperate staff time and materials for processing and reviewing requests to modify the elevation only of a previously reviewed design review project

- City Jurisdiction or Service Area – Civil Construction Permit

- Modification to be more in line with costs yielded by the city and keeping them competitive with other neighboring municipalities.

- Inspection and Re-Inspection (2 hr. minimum outside of normal business hours)

- Increase to accommodate impact to workload and the average staff cost associated with the service provided.
 - More in line with neighboring municipalities

Fee Name	Current Amount	New Amount	Unit of Measure
Design Review Elevation Only (Remodel, Colors)	\$50.00	\$150.00	Per Inspection
City Jurisdiction or Service Area – Civil Construction Permit	3% of Construction Cost	3.5% based on either an executed contract or a sealed engineer's estimate at 110%	Per Permit
Inspection and Re-Inspection (2 hr. minimum outside of normal business hours)	\$75.00	\$125.00	Per Hour

USER FEES - UPDATES

- Changes Not Requiring Public Notice – Eliminating/Removing Fees (Examples)
 - Community Development:

Fee Name
Temporary Sales/Construction Trailer (Fee 1 of 2 and 2 of 2)
Temporary Power Permit
Landscape Plan Review (Fee 1 of 2 and 2 of 2)
Water, Wastewater, and Reclaimed Water Facility Permits (Wells, Water Supply Facilities, Lift Stations, etc.)
Facility Plan Review – Water, Wastewater, Reclaimed (30/60/90%)
Facility Plan Review (100%)

USER FEES - UPDATES

- Changes Not Requiring Public Notice – Changes to name, unit of measure and/or amount for existing fees (Examples)

- Community Development:

Current Name	New Name
404 Documentation/Phase 1 Environmental Assessment/Title Report	404 Documentation/Phase 1 Environmental Assessment/Title Report/Environmental Inventory Plan & Report
Zoning Amendment Major	PAD/PUD Amendment Major
Zoning Amendment Minor	PAD/PUD Amendment Minor
Building/Fire Plan Review	Building/Fire/Landscape Plan Review

Name	Current Unit of Measure	New Unit of Measure
Civil Plan Review – 3 rd and Subsequent Review/Revisions to Approved Plans	Per Hour	Per Sheet

USER FEES - TIMELINE

- April 5, 2024
 - 60-day Public Notice will be posted by this date
 - June 4, 2024
 - Council Action / Adoption
 - Fees effective

[illegible]



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**QUESTIONS OR
COMMENTS?**

Thank You