

TOWN CLERK'S OFFICE STANDARD OPERATING PROCEDURES

NOTICES OF NEW-INCREASED TAXES OR FEES ON BUSINESSES

General Information

Pursuant to A.R.S. §9-499.15 the Town is required to give the public notice that it may impose a new or increased tax or fee on *businesses*. The notice must be posted on the homepage of the website at least sixty days before the date the proposed new tax or fee is approved or disapproved by the governing body of the municipality.

The department that is responsible for preparing the notice is responsible for sending the notice for posting on the websites homepage; you should also retain a record copy of the notice in your files.

Sample Text for Notice

The following text should be used for these notices:

Notice of Proposed Increase in Fees

Council Meeting: May 2, 2019

(List fees/amount):

- Town of Gilbert Parks and Recreation charge for special event off-duty officers (Officer \$82.00/hour, Sergeant \$104.00/hour, Lieutenant \$127/hour).

or

Notice of New Fee

Council Meeting: May 2, 2019

(List fees/amount):

- Off-duty employment vehicle usage fee - \$7.00/hour.
- Private Security and Capital Improvement Project (CIP) charge for off-duty officers (Officer \$60.00/hour, Sergeant \$70.00/hour, Lieutenant \$80.00/hour) to be charged by the Off-Duty Employment Contractor.

This information will be accessible on the public drive.