

MEMORANDUM



TO: Tom Duensing, Deputy City Manager
FROM: Lisette Camacho, Financial Services Director
DATE: August 4, 2023
SUBJECT: Tobacco Seller's License Fee Cost Analysis

At the June 8, 2023 City Council Work Study Session, City Staff presented information on the proposed ordinance to create a requirement for a new tobacco seller's license and amending Article II of the City Code to define the minimum age for the purchase of tobacco products at age twenty one (21). These proposed changes include an annual license fee of \$300.

ARS 9-499.15 requires a written report that supports a new license fee. Refer to the table below for the detailed calculation of the cost per license including labor and material costs involved with administering, monitoring, and operating the program.

	Cost
Salary and Benefits	\$ 259.51
Technology Infrastructure and Software	51.44
Supplies and Materials	3.21
Fuel and Vehicle Maintenance	4.81
Total Cost per License	\$ 318.97