

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: May 23, 2013**

SUBJECT: Update to General Town Administrative Fees

SUBMITTING DEPARTMENT: Management

PREPARED BY: Larry Tarkowski, Town Manager

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: (a) Resolution No. 1837

SUMMARY/BACKGROUND: Rates, fees and charges applied by the Town departments must be authorized by statute, local ordinance or resolution. In this regard, the Town Council has historically adopted resolutions from time to time setting various fees (including fees for parks and recreation programs, maps and other engineering costs, etc.). One of those resolutions has set forth certain general administrative fees, and the last update to that resolution was in 2009.

The general administrative fees resolution has, in the past, delegated to the Police Department authority to set its own fees for copying costs (by General Orders). This was based on a recognition that the PD has separate copying facilities and somewhat different kinds of public requests for copies. In the current budget process, the Manager has talked with the PD about the potential for recovering additional costs for non-essential services. One of those services would be taking fingerprints for the general public to use in various applications. We have become aware that most agencies that provide such non-criminal fingerprinting charge for that service. To-date, the PD has provided it for free. Therefore, we would like to expand the fees that the PD may adopt by General Orders to include fingerprinting at the request of the public. And, since other fees may suggest themselves from time to time in the future, it is proposed that a fairly general delegation be made to the PD to be able to adopt other fees by General Orders after consultation between the Manager and the Chief.

OPTIONS ANALYSIS: The Town Council may adopt a revised administrative fees resolution which delegates to the PD the authority to set certain fees from time to time by General Orders, **OR** decline to adopt a revised administrative fees resolution at this time.

ACTION OPTION: Motion to authorize the Mayor (or, in his absence, the Vice Mayor) to sign Resolution No. 1837 revising the Town's administrative fees to delegate authority to the Police Department to set fees from time to time by General Orders, **OR** Motion not to adopt Resolution No. 1837. **VOTE.**

RECOMMENDATION: Staff recommends authorizing signature of Resolution No. 1837 to delegate certain fee-setting authority by the Police Department from time to time by General Orders.

FISCAL ANALYSIS: Although such fees will likely raise only small amounts of revenue, it is felt by Management that we owe to the public an effort to recover costs for certain non-essential services provided by the Police Department as we continue to try to ensure general revenues for essential services.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____