

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION**

Date: December 2, 2010

SUBJECT: Employees Authorized to Represent the Town in Small Claims Court

SUBMITTING DEPARTMENT: Legal Department

PREPARED BY: Colleen Auer, Deputy Town Attorney

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

ATTACHMENTS: Resolution No. 1730

SUMMARY/BACKGROUND: Due to department restructuring and staffing changes, it is necessary to periodically amend the list of Town personnel authorized to collect delinquencies on behalf of the Town in small claims courts located in Prescott and Mayer. This authorization allows the listed employees to initiate, prosecute, compromise and settle all collections cases brought on behalf of the Town in these courts in accordance with policies established from time to time by the Town's Management Services Director and/or the Town Manager.

OPTIONS ANALYSIS: Council has the option of either approving or declining to approve the list of employees who will be authorized to represent the Town in the Small Claims Division to collect past-due amounts owed to the Town.

ACTION OPTION: Motion to authorize the Mayor (or, in his absence, the Vice-Mayor) to sign Resolution No. 1730, authorizing listed employees to represent the Town in Small Claims Court, **OR** Motion not to approve Resolution No. 1730. **VOTE.**

RECOMMENDATION: Staff recommends approval of Resolution No. 1730.

FISCAL ANALYSIS: Collected fees will be deposited into the appropriate Town accounts.

REVIEWED BY:

Management Services Director _____ Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____