

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: June 13, 2023

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: Amy Zukowski, Director of Finance

Topic: Fee Schedule Changes for Fingerprinting

PURPOSE

The Homewood Police Department processes applications for liquor managers, solicitors, peddlers, and canvassers. These all involve fingerprinting of the applicants. The fees that are currently in the Fee Schedule are inconsistent and should be updated, which requires Board approval.

PROCESS

Liquor managers are fingerprinted by the Police Department, and for many years have been charged \$50 to cover the cost. When the Fee Schedule was adopted in 2021, this fee was inadvertently omitted.

A fee of \$27 is currently listed in the Fee Schedule to cover fingerprinting for solicitors. In order to cover the cost charged by the State, as well as our administrative cost to process these applications, the fee should be increased to \$50. This would also make it consistent with the fingerprinting fee already being charged for liquor managers.

Peddlers and canvassers are required to be fingerprinted, however, this fee was also inadvertently omitted from the Fee Schedule when it was adopted. There is currently a separate fee of \$8 per person/per day, but these applicants should also be charged a \$50 fingerprinting fee to recover our costs.

OUTCOME

Updating the Fee Schedule will correct omissions, inconsistencies, and increases that are needed for recovering the cost of fingerprinting.

FINANCIAL IMPACT

- **Funding Source:** N/A
- **Budgeted Amount:** N/A
- **Cost:** N/A

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LEGAL REVIEW

Completed

RECOMMENDED BOARD ACTION

Pass an ordinance amending the “Finance Department Fees” and the “Liquor License Fees” sections of the Homewood Fee Schedule to reflect charges for fingerprinting.

ATTACHMENT(S)

Ordinance