



**BOARD OF ALDERMEN**  
**AGENDA ITEM**  
MARCH 1, 2023

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**ISSUE:** FY 22 – 23 Fee Schedule Amendment

**PRESENTED BY:** Caitlin Elliott, Finance Officer

**PRESENTATION:** Finance Department & Police Department

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**Background:** The Police Department has purchased a Live Scan fingerprint machine for new State and Federal requirements. This device will also be available to fingerprint employees, and this can be offered as a service to the public. To fingerprint the public, a fee needs to be added to the Fee Schedule. It is recommended that the Town charge \$20.00 for this service and the customer would be provided up to two copies of their prints. The updated fee schedule reflecting this addition is attached.

**Attachments:** Proposed Fee Schedule 2022 -2023

**Recommendation:** Approve Amendment as recommended

**Action Needed:** Yes

**Suggested Motion:** *"I, \_\_\_\_\_ make a motion to approve the Amendment to the 2022 – 2023 Fee Schedule as presented."*

**Funds:** 10

**Follow Up:** Finance Officer