



FEE SCHEDULE FEE JUSTIFICATION FORM FOR NEW AND AMENDED FEES

Committee	Date of Committee action
Administration and Finance	
Submitted by	Presenter
Steve Braatz, City Clerk	Steve Braatz

New or existing?	Authority	Date last reviewed	Date last revised
Existing	Common Council	2009	2009

Fee Description	RMC Sec.	Current Amount	Proposed Amount
Record Check Fee	9.33	\$7	\$15

Background Information
Record check fees were created in 2009 in response to the use of the Wisconsin Crime Information Bureau (CIB) website to conduct criminal history record checks. The CIB charges \$7 per record check, and that is passed along to applicants for licenses.

Rationale of fee/Basis of calculation	
<p>The CIB site (now called WORCS) only shows offenses that were reported to the Wisconsin Department of Justice, and it only shows criminal offenses. Some local offenses do not appear. Since the inception of the use of the CIB/WORCS site, the Police Department has done additional checks through the Department of Transportation system and another check through the local system (Phoenix), which shows any contacts the Police Department may have had with the applicant. Additionally, the Clerk's Office now conducts the CIB/WORCS site and stores the records for submittal to the License and Health Committee.</p> <p>Altogether between the Clerk's Office and Police Department time, it takes roughly 10-15 minutes to conduct a single background check. Previously, this time was not included in the background check fee. An additional \$8 added to the Record Check Fee should sufficiently recoup the administrative costs.</p>	
Does the fee recoup all of the administrative costs?	Yes
If no, explain why the actual cost is not being recommended (i.e. Statutory limits of fees, prohibitive, etc.)	
N/A	

Key Issues for Consideration
<p>Prior to a recent change in the process for licenses, the time involved was hours-worth of time. License applications were being physically transported between several locations (Police Station, Satellite Station, Clerk's Office). Recent changes automated the process, and what used to take 2-3 weeks to turnaround a completed background check now only takes a couple days. This will be an increase to the applicant.</p>



Fiscal Impact
Increase of roughly \$7,000 – \$9,000 of added revenue.

Attachments