



**FINANCE DEPARTMENT  
MUNICIPAL COLLECTOR'S DIVISION  
M E M O R A N D U M**

**TO:** Mayor Prussing and Members of the Urbana City Council  
**FROM:** Elizabeth Beaty, Administrative Services Manager  
**DATE:** February 23, 2015  
**RE:** Live Scan Fingerprinting Fee

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Brief description of the item

In January 2015, the Urbana Police Department purchased a Live Scan Fingerprinting System. Live Scan allows users to capture electronic fingerprints faster, cleaner and more accurately without ink or card. Live Scan fingerprinting also reduces the overall processing time. The Illinois State Police strongly encourages the implementation of these types of services.

Identification of the issues and any approvals required

The City would like to establish a \$40.00 Live Scan fingerprinting fee in order to recover the purchase, maintenance and administrative costs involved with processing Live Scan fingerprints. Live Scan services would be available to City departments and the general public. City council approval is required.

Background / facts

The County is the only agency in the area that provides Live Scan fingerprinting services to other government agencies and the general public. The County charges \$40.00 per Live Scan fingerprint. Currently, the City uses the County's Live Scan system in order to process new owner and manager liquor license fingerprints. At times, the availability to make appointments at the County has been irregular. The City hopes to improve customer service by offering Live Scan fingerprinting services.

Options and their consequences

(1) The City collects a \$40.00 Live Scan fingerprinting fee to cover the costs associated with administering the Live Scan System. Live Scan would be available to the general public. (2) The City forgoes collecting a \$40.00 Live Scan fingerprinting fee and the service is not made available to the general public.

Fiscal impact

The fiscal impact would be minimal based on the City's current fingerprint submissions for this year. Staff estimates between \$3,200 and \$4,000 would be collected, during the first year.

Recommendation

Staff recommends that Council pass this ordinance amending Chapter Fourteen, Section 14-7 regarding the Schedule of Fees establishing a \$40.00 Live Scan fingerprinting fee.

**ORDINANCE NO. 2015-02-020**

**AN ORDINANCE AMENDING URBANA CITY CODE CHAPTER FOURTEEN, SECTION 14-7, REGARDING THE SCHEDULE OF FEES**

**(Live Scan fingerprinting fee)**

**WHEREAS**, the City Council heretofore did on the 5th day of May, 2014, pursuant to Ordinance No. 2014-03-024, adopt Urbana City Code Section 14-7, establishing a schedule of fees for the various licenses, permits, fines, and other fees required under the Code; and

**WHEREAS**, the City Council finds that the best interests of the City are served by making a limited amendment to that schedule of fees, pursuant to Urbana City Code Section 14-7(b), to establish a new Live Scan fingerprinting fee.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Urbana, Champaign County, Illinois, as follows:

**Section 1.**

Urbana City Code Chapter 14, "Licenses and Permits," Section 14-7, "Schedule of fees," Subsection (B), "General," Part 4, "Miscellaneous," is hereby amended by adding a new Subpart (j) thereto and as amended shall read as follows:

(j) Live Scan fingerprinting fee. . . . . \$40.00\*

\* Additional background processing fees may apply. Please refer to the Administrative Fees attachment at the back of the Schedule of Fees.

**Section 2.**

Those sections, paragraphs, and provisions of the Urbana City Code that are not expressly amended or repealed by this Ordinance are hereby re-enacted, and it is expressly declared to be the intention of this Ordinance not to repeal or amend any portions of the Urbana City Code other than those expressly set forth as amended or repealed in this Ordinance. The invalidity of any section or provision of this Ordinance hereby passed and approved shall not invalidate other sections or provisions thereof.

**Section 3.**

This Ordinance shall not be construed to affect any suit or proceeding pending in any court, or any rights acquired, or a liability incurred, or any cause or causes of action acquired or existing prior to the effective date of this Ordinance; nor shall any right or remedy of any character be lost, impaired, or affected by this Ordinance.

**Section 4.**

The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

This Ordinance is hereby passed by the affirmative vote, the "ayes" and "nays" being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYS:

ABSENT:

ABSTAINED:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Laurel Lunt Prussing, Mayor