

City of South Daytona

Office of the City Manager / Department of Police

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SOUTH DAYTONA POLICE DEPARTMENT MEMORANDUM

AGENDA ITEM
C 14 DATE 7/28/2020

TO: James L. Gillis, Jr., City Manager

FROM: Mark J. Cheatham, Chief of Police 

DATE: July 6, 2020

SUBJECT: Increase Fingerprinting Fee

One of the many services the Police Department provides is fingerprinting. Due to COVID-19, it became a priority to re-address safety precautions related to this service as it requires direct contact with citizens. This increases the potential of easily spreading the virus and/or contaminating the work area. In March, the fingerprinting service was suspended as a direct result of the pandemic. On June 8, 2020, fingerprinting services were reinstated with the requirement that both parties must wear a facemask and all fingerprints were done BY APPOINTMENT ONLY. To complement this change, we set up our Department Website as a means to access and make appointments. The implemented changes have moved seamlessly well. However, the demand for fingerprinting has skyrocketed and the amount of personnel time providing this service is extensive. We offer the service Monday – Friday between the hours of 9:00am – 1:00pm with 15-minute timeframes. This is to limit wait times in our lobby and to keep people safe. In tracking the appointments for the month of June, we completed approximately 167 fingerprint cards. Currently, our fees for these services are \$3.20 for residents and \$7.46 for non-residents. Upon review of our current cost comparative analysis, and the amount of time allocated for these services, it is the recommendation that fingerprinting fees be increased. The recommendation is to charge a flat rate of \$10 per fingerprint card. This provides transparency and straight-forward pricing and aligns with comparable rates other agencies in Volusia County, FL are charging.

RESOLUTION NO. 2020-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH DAYTONA, FLORIDA, ADJUSTING THE COST OF FINGERPRINTING SERVICES TO MORE ADEQUATELY REFLECT THE STAFF TIME NECESSARY TO PERFORM THE TASK AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of South Daytona's Police Department performs fingerprinting services for the public; and

WHEREAS, the existing cost of \$3.20 for residents and \$7.46 for non-residents does not adequately cover the staff time necessary to perform the task; and

WHEREAS, a proposed flat rate of \$10 per fingerprint card ensures the City is adequately compensated for the service provided and is comparable to the rate other agencies charge for the same service.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOUTH DAYTONA, FLORIDA THAT:

SECTION 1. The City Council of the City of South Daytona hereby adjusts the fee for fingerprinting services to \$10 per fingerprint card.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED upon first and final reading at a regular meeting of the City Council of the City of South Daytona, Florida, on the 28th day of July, 2020.

SIGNED:

William C. Hall
Mayor

ATTEST:

James L. Gillis, Jr.
City Manager