

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Jonathan Mills – Chief of Police
DATE: February 19, 2008
SUBJECT: ADOPTION OF A RESOLUTION WAIVING LOCAL FEES FOR LIVESCAN SERVICE FOR VOLUNTEERS TO LOCAL ORGANIZATIONS.

APPROVAL FOR FORWARDING:


James C. McCann, City Manager

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

ISSUE: To consider a Resolution waiving “Livescan” fees for resident volunteer applicants.

RECOMMENDATION: Adopt the attached Resolution.

BACKGROUND/DISCUSSION: The Calistoga Police Department offers “Livescan” fingerprinting service to the general public. A “Livescan” is an electronically submitted fingerprint card which is searched through state and federal databases for criminal history checks. A “Livescan” is required by many public and private organizations for their employees. A “Livescan” is also required for many volunteer positions; especially those in which the volunteer has contact with children, i.e., coaches, tutors, big brothers/big sisters.

The fee for “Livescan” service is determined by the Department of Justice (DOJ) and is dependent on the type of application processed. The fee most commonly ranges from \$32 to \$51. Also, the City of Calistoga charges a \$20.00 fee which covers staff time and maintenance costs of the machine. For most volunteer positions, the DOJ’s processing is fee exempt.

In recognition and support of the local volunteer spirit, the City could exempt eligible local volunteers from paying the City’s fee. This action would demonstrate the City’s appreciation of the contribution volunteers make to the quality of life in Calistoga.

26 The Rudolph and Maria Felgenhauer Trust for the Calistoga Police Department
27 has been paying the City of Calistoga fee for all volunteers working for local
28 organizations as part of their community service contributions. In 2007 the Trust
29 paid 29 local volunteer fees.

30

31 **FISCAL IMPACT:**

32

33 Waiving the "Livescan" service fee for eligible volunteers would have a limited
34 impact department operations or budget of a reduction of less that \$1,000
35 revenue.

36

37 **ATTACHMENTS:**

38

39

1. Resolution.

40

2. Memorandum from Felgenhauer Trustees

RESOLUTION NO. 2008-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, WAIVING LOCAL FEES FOR LIVESCAN SERVICE FOR VOLUNTEERS TO LOCAL ORGANIZATIONS

WHEREAS, the requirement for Livescan fingerprinting for volunteers is a necessary and important use of that service; and

WHEREAS, the City of Calistoga charges twenty dollars for Livescan fingerprinting service; and

WHEREAS, the City of Calistoga recognizes and supports the contributions that volunteers make to the quality of life in Calistoga; and

NOW THEREFORE BE IT RESOLVED THAT, the City Council of the City of Calistoga hereby waives its fee for Livescan service to any volunteer for an organization or activity in Calistoga.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this **19th of February, 2008**, by the following vote:

AYES:

NOES:

ABSTAIN/ABSENT:

JACK GINGLES, Mayor

ATTEST:

SUSAN SNEDDON, City Clerk

Calistoga Police Department
Staff Report

February 1, 2008

To the honorable Mayor Gingles and members of the city council regarding the Rudolph and Maria Felgenhauer Trust.

The Calistoga Police Department is equipped with an electronic appliance known as a "Livescan" machine. This piece of equipment is capable of obtaining fingerprints and palm prints of arrestees and civilian applicants and transmitting these images via telephone line to the California Department of Justice and/or the Federal Bureau of Investigation for analysis.

The Calistoga Police Department charges a fee of \$20.00 for applicants wishing to be fingerprinted and having an image of their fingerprints sent to the above mentioned agencies. Usually fees are waived for most applicants applying for a volunteer position by the California Department of Justice. If the applicant is not a City of Calistoga resident the Calistoga Police Department charges the usual \$20.00 "rolling fee" to the applicant.

If the applicant is a City of Calistoga resident applying for a volunteer position the Rudolph and Maria Felgenhauer Trust has paid the city's rolling fee. The fees are totaled monthly and paid to the city by the trust. This report is a request to the City Council to cancel the rolling fee for Calistoga residents applying for volunteer positions for the following reasons.

1. The time used in the calculating the total livescans per month that fall into this category and the associated paperwork that accompanies this transaction by both city hall and police department personal.
2. The dollars saved by the trust that could be used towards community service projects, i.e.; Cub Hoops etc.
3. The dollars saved by the trust that could be used towards police department equipment and thereby saving the city money for the purchase of operating or safety equipment.

Please consider this request as I believe this procedure would save the city hundreds of dollars throughout the course of the year.

Sincerely,
Gary Enyart and Teresa Coppock
Trustees for the Rudolph and Maria Felgenhauer Trust