



Legislation Details (With Text)

**File #:** Ord. 994      **Version:** 1      **Name:**  
**Type:** Ordinance      **Status:** Passed  
**File created:** 9/15/2017      **In control:** City Council  
**On agenda:** 12/12/2017      **Final action:** 12/12/2017  
**Title:** Consider an Ordinance Enacting a City Identification Card Program in the Public Interest

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 1 - CITY IDENTIFICATION CARDS ORD. - 2nd reading clean, 2. 2 - CITY IDENTIFICATION CARDS Ord. - 2nd reading track changes, 3. 3 - Hood Memo re municipal ID card program legal authority and data (Final) 100517

Date	Ver.	Action By	Action	Result
12/12/2017	1	City Council	approve the second reading	Pass
12/5/2017	1	City Council	approve the first reading	Pass

**City Council Meeting Date:** December 12, 2017

**To:** Mayor and City Council  
City Administrator

**From:** Ben Martig, City Administrator

Consider an Ordinance Enacting a City Identification Card Program in the Public Interest

**Action Requested:**

The Northfield City Council considers approving the Second Reading of the attached Ordinance No. 994 - Enacting a City Identification Card Program.

**Summary Report:**

Staff presented a draft ordinance enacting a City Identification Card program for Council discussion on November 21, 2017. The Northfield City Council approved the first reading of the ordinance on December 5, 2017. Following additional research, the changes and clarifications listed below were made to the ordinance related to input received at the December 5, 2017 meeting (a redlined copy of these changes is shown in Attachment 2):

- Sec. 2-29 - (a) - changed City Administrator to Program Administrator in the first sentence for consistency throughout the ordinance.
- Sec. 2-29 (1) Proof of identity - added the following sentence to clarify use of expired documents: “A document may be submitted if expired, but the document must substantiate or confirm the identity of the applicant.”
- Sec. 2-29 (1) j. & q. removed references to OFAC sanctioned countries.
- Sec. 2-29 ee. Revised to read “Marriage license or certificate.” Removed “issued by any state, territory

or possession of the U.S”.

- Sec. 2-29 (2) f. added “which can be used to establish proofs of residency for either student and/or parent of student.”

**Alternative Options:**

No additional amendments proposed.

**Financial Impacts:**

Production of City Identification Cards

The City has an existing card machine that is used to develop employee identification cards and will be using that for the City Identification cards. The following is a summary of the estimated costs of the City Identification cards only:

Supplies:		
1000 pre-printed custom cards @ \$.30 each=	\$300.00	
<u>Laminate with holograms</u>	<u>255.00</u>	
Subtotal	\$555.00	

*\* Additional supplies to be purchased to meet demand.*

Implementation Staffing

We are anticipating added time necessary for the receiving of applications as well as processing of the printing of cards. However, we are anticipating the fee would cover those costs and that after an initial higher demand for cards we expect it would taper off to meet demand within existing staffing levels.

User Fees

The ordinance calls for fees for the City Identification card set by resolution. Staff is still evaluating this but will be bringing this back if the ordinance is passed. It is anticipated that the fee resolution will come forward in late January or early February for approval.

**Tentative Timelines:**

The proposed timeline is as follows:

- December 12, 2017 - Second Reading of Ordinance
- December 12, 2017 - Motion Approving Summary Publication of the Ordinance
- After December 12, 2017 - Staff Preparation for Implementation Including Public Education and Marketing
- January-February - Council Adoption of Fee for City Identification Card
- Between March 1 and March 30 - Commencement of City Identification Card Program Including Applications and Issuance.