

**CITY OF TEMECULA
AGENDA REPORT**

TO: City Manager/City Council

FROM: Randi Johl, Director of Legislative Affairs/City Clerk

DATE: June 11, 2024

SUBJECT: Adopt Resolution for Passport Services and Fees

PREPARED BY: Randi Johl, Director of Legislative Affairs/City Clerk

RECOMMENDATION: That the City Council adopt the following resolution entitled:

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TEMECULA ADOPTING PASSPORT SERVICES AND FEES

BACKGROUND: On July 1, 2024, the City Clerk’s Office of the City of Temecula will be recognized by the United States State Department as a Passport Acceptance Facility. City Clerk staff completed requisite training and testing to be designated as such. The City Clerk’s Office will be accepting passport applications by appointment only on Mondays and Thursdays during normal business hours. The State Department will reference these days and times on their website. Staff will guide applicants to schedule an appointment on the City’s website utilizing the same software currently used at the Permit Counter. The relevant information, including fee requirements, how to schedule an appointment, and links to State Department resources will be available on a Passport Application webpage through the City Clerk’s Office.

As Passport Acceptance Agents, City Clerk staff will accept applications and verify identity documents for individuals and families applying for new passports or replacements for lost or damaged passports. Staff will not be processing renewal applications as renewals do not require an in person meeting with an Acceptance Agent.

The City will collect a \$35 fee to execute each passport application pursuant to 22 U.S. Code § 22.1. This fee is paid directly to the City and will be retained as service revenue. The State Department forbids the waiving of any execution fees. The City will also offer optional passport photo services for \$15. Applicants may bring their own passport photos if they meet State Department requirements. All other fees are made payable to the State Department as a pass through only. A resolution is needed to establish and collect such fees.

Staff will advertise the availability of the new passport service consistent with State Department guidance and issue a press release as needed to match the July 1st start date.

FISCAL IMPACT: The passport application acceptance program may generate approximately \$30,000 in annual revenue (based on a rough estimate of 16 applications per week). This does not account for the likelihood that some applicants may be families generating more than one application per appointment and/or business closure for holidays.

ATTACHMENTS: Resolution