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Title:	A FULL REPORT ON REVENUES RECEIVED BY THE CITY CLERK'S OFFICE				
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Date	Ver.	Action By	Action	Result

Report to Mayor and City Council

Monday, January 28, 2019

Discussion

SUBJECT:

A FULL REPORT ON REVENUES RECEIVED BY THE CITY CLERK'S OFFICE

I. SUMMARY

On January 22, 2019 Mayor Pro Tem Hicks and Councilmembers Davis-Holmes and Dear requested a full report on revenues received by the City Clerk's Office.

The City Clerk's Office (CCO) is not typically a revenue generating department for a city. However, the CCO has been collecting fees for operating as a Passport Acceptance Facility since January 2017. The City receives $35.00 per application (plus cost for copies) for verifying the information presented on the application is true and correct. This fee is established by the Federal government and cannot be raised or lowered by an individual Passport Acceptance Facility. In the event an applicant needs a passport photo there is an additional cost of $9.00.

The CCO also collects fees (cost varies) for administering notarial acts. The fees for these services are determined by the State of California. This is a relatively occasional service and does not generate significant revenue to the City.

To date, however, the CCO has collected approximately $132,525 since the date passport acceptance and the administration of notarial acts have been a service rendered by CCO

staff.

II. RECOMMENDATION

TAKE the following actions:

1. RECEIVE AND FILE

III. ALTERNATIVES

1. TAKE another action the Council deems appropriate.

IV. BACKGROUND

One of the CCO's objectives identified in the adopted Fiscal Year 2018-2019 Budget was to continue operating as a Passport Acceptance Facility. The purpose of this objective is to provide yet another valuable service to the City of Carson residents, the business community, and others in the South Bay region needing to apply for or renew passports.

To date, the CCO has collected approximately $132,525 since the date passport acceptance and the administration of notarial acts have been services rendered by CCO staff. In Calendar Year 2018, the amount received for passport services was $77,257.

V. FISCAL IMPACT

Described above.

VI. EXHIBITS

None.

Prepared by: Donesia Gause-Aldana, MMC, City Clerk

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