



CITY OF CARSON

Legislation Text

File #: 2019-634, Version: 1

Report to Mayor and City Council

Tuesday, June 25, 2019

Discussion

SUBJECT:

CONSIDER AND TAKE ACTION ON THE PASSAGE OF RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, TO IMMEDIATELY DISCONTINUE MUNICIPAL PROVISION OF PASSPORT SERVICES BY THE CITY OF CARSON

I. SUMMARY

This matter was continued from the June 18, 2019 City Council meeting.

The City of Carson through the City Clerk Office has been providing passport services to the public since 2016. The City Council is considering terminating the passport services offered at the City.

II. RECOMMENDATION

1. WAIVE further reading and ADOPT a Resolution No. 19-127, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, TO IMMEDIATELY DISCONTINUE MUNICIPAL PROVISION OF PASSPORT SERVICES BY THE CITY OF CARSON", or
2. TAKE whatever action the City Council deems appropriate.

III. ALTERNATIVES

None

IV. BACKGROUND

The Passport Acceptance Facility officially opened in December 2016. In the 2017-2018 Fiscal Year, the passport services generated \$55,268 in revenues. In the year-to-date fiscal year, it generated \$95,148. The total personnel actual expenditures for two full-time Senior Clerks totaled \$41,088 in Fiscal Year 2017-2018 and \$106,720 year-to-date 2018-2019.

To address a variety of service demands from the public and City staff, the City Clerk's Office (CCO) enhanced services by expanding the passport acceptance hours by an additional 5 hours per day (20 hours a week) Monday-Thursday from 7:00 a.m. - 5:00 p.m. By expanding the time allotted for passport services, the City realized an increase in its passport acceptance volume. In addition to offering increased hours for passport photo services, the City Clerk's office increased walk-in notary services as well as offered live scan operation and recordation at the service counter.

Two full-time Senior Clerks currently provide the passport services. They also assist with other clerical duties as assigned and provide support when other CCO staff were absent for an extended time.

V. FISCAL IMPACT

None

VI. EXHIBITS

1. Resolution No. 19-127 (pgs. 3-5)

Prepared by: Sharon Landers, City Manager