

CITY OF HUNTINGTON BEACH

MEETING DATE: February 22, 2005

DEPARTMENT ID NUMBER: CK2005-3

Council/Agency Meeting Held: _____ Deferred/Continued to: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied	_____ City Clerk's Signature
Council Meeting Date: February 22, 2005	Department ID Number: CK2005-3

CITY OF HUNTINGTON BEACH REQUEST FOR COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members
SUBMITTED BY: Joan L. Flynn, City Clerk *[Signature]*
SUBJECT: Receive and File Annual Passport Acceptance Facility Report for 2004

RECEIVED
 CITY CLERK
 CITY OF
 HUNTINGTON BEACH
 2005 FEB - 8

Statement of Issue, Funding Source, Recommended Action, Alternative Action(s), Analysis, Environmental Status, Attachment(s)

Statement of Issue: Submitted for City Council review is the 2004 report of the City Clerk's Passport Acceptance Facility operations, which has served **3,732** citizens with a projected revenue of **\$87,783**. Huntington Beach residents constituted the majority of customers (**2,697**) followed by Fountain Valley (**386**), Westminster (**119**) and Costa Mesa (**82**). The additional customers were from various other cities (**448**).

The city receives \$30.00 from the U.S. Department of State, Bureau of Consumer Affairs for each passport processed by the City Clerk's Office. This fee increase, and the growing number of customers to the facility, have resulted in increased revenue.

Recommended Action: Motion to: Receive and File the Annual Passport Acceptance Facility Report for 2004, as prepared and submitted by the Office of the City Clerk.

Alternative Action(s): Not Applicable.

Funding Source: Not Applicable.

Analysis: The City Clerk stated in the quarterly Passport report submitted to the City Council at its February 7, 2005 meeting, that beginning with the February 22, 2005 meeting she will present the report on an annual basis each February. It has now been five years since Council approved having the City Clerk's Office designated as a Passport Acceptance Facility by the U.S. Department of State, and records have proven the facility continues to generate revenue. The total projected revenue since inception in February 2000 is **\$225,317**. Daily accounting will continue to take place as part of the oversight of this program, and should Council wish to see a report sooner than February of each year, the Clerk will make one available.

Environmental Status: Not applicable.

Attachment(s):

City Clerk's Page Number	No.	Description
2	1.	Passport Acceptance Facility Annual Report - 2004.

RCA Author: Joan L. Flynn

E-2

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ATTACHMENT #1

E-2.2

Passport Acceptance Facility
ANNUAL REPORT
 January 2004 through December 2004

III - 2.03

MONTH	Number of Applicants	Total Number of Employee Hours	Wages Paid	TOTAL PROJECTED REVENUE	From Where?	How Many?
January 1, 2004	314	148.00	1,821.88	7,605.72	Costa Mesa	82
February	314	150.00	1,846.50	7,583.00	Fountain Valley	386
March	436	186.00	2,289.66	10,805.54	Garden Grove	80
April	472	166.80	2,053.31	12,116.19	Huntington Beach	2697
May	404	160.00	1,969.60	10,163.70	Irvine	18
June	407	177.00	2,178.87	10,053.93	Long Beach	0
July	401	168.00	2,068.08	9,969.52	Newport Beach	38
August	275	174.00	2,141.94	6,121.36	Westminster	119
September	205	167.00	2,055.77	4,103.73		
October	208	168.00	2,068.08	4,179.52		
November	151	158.00	1,944.98	2,590.72	Other Cities	310
December	145	152.00	1,871.12	2,490.28	Out of State	2
TOTAL	3732	1974.80	\$ 24,309.79	\$ 87,783.21	Total	3732

*Adjustments to the Net Totals are a result of the Airborne Express charges.