

April 3, 2007

City Council Meeting  
April 10, 2007

Mayor and Members of  
the City Council

**AMENDMENT TO THE CITY'S MASTER FEE RESOLUTION  
ADDING A FEE FOR PASSPORT PHOTOS**

**Recommendation:**

It is recommended that the City Council adopt the attached resolution amending the Master Fee Resolution to add a fee for passport photos.

**Background:**

At its meeting of February 27, 2007, the City Council approved the designation of the City Clerk's Office as a Passport Acceptance Facility. As was noted at that meeting, photos will be offered as well to provide a one-stop service for the convenience of those applying for passports at City Hall.

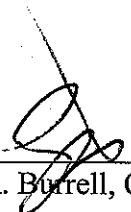
The U.S. Department of State has approved our request and issued a Certificate of Designation for the City Clerk's Office to serve as a Passport Acceptance Facility, authorizing (by name) the City Clerk and staff to serve as passport application acceptance agents. We are pleased to be able to offer this valuable service to our community. Our training is already underway, supplies have been ordered, and we expect to be open for business by the end of this month (or early May at the latest). The hours of operation for this service will be Monday through Thursday from 10 a.m. to 2 p.m. or by appointment.

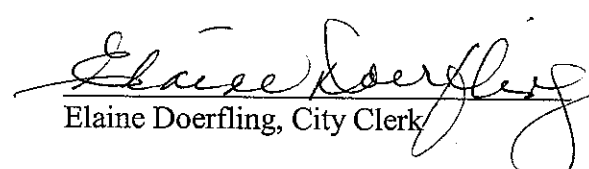
Passport application fees are set by the U.S. Department of State – currently \$67 for adults (\$52 for children) payable to Passport Services, and a \$30 processing fee payable to the passport acceptance facility (City of Hermosa Beach). Since the passport photo fee determined by the service provider, we researched the fees charged by other facilities in the area. The results are as follows:

Post Office	\$15.00
Kinko's	\$14.02
City of Monrovia	\$10.00
AAA (Auto Club)	\$ 8.00 (members) \$15.00 (non-members)

We believe a \$10 fee would adequately cover the costs involved for this cost-neutral service, and the attached resolution would add that fee to the City's Master Fee Resolution.

Noted:

  
Stephen R. Burrell, City Manager

  
Elaine Doerfling, City Clerk

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**RESOLUTION NO. 07-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
HERMOSA BEACH, CALIFORNIA, AMENDING RESOLUTION 90-5422  
(MASTER FEE RESOLUTION) TO ADD A FEE RELATING TO  
PASSPORT PHOTOGRAPHS**

**WHEREAS**, pursuant to Article XIII B of the Constitution of the State of California, and as stated in Section 2.64.010 of the Hermosa Beach Municipal Code, it is the intent of the City Council to require the determination and recovery of costs reasonably borne from fees and charges levied in providing City products or services; and

**WHEREAS**, the costs of providing City services for passport photographs has been determined; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HERMOSA  
BEACH HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council hereby finds that the fee established herein is justified and does not exceed the cost of providing the specified service.

**SECTION 2.** Resolution No. 90-5422, Schedule 5 ("Miscellaneous Departmental Fees/City Clerk") is hereby amended to add a Passport Photo Fee of \$10.

**SECTION 3.** The fee added by this Resolution shall take effect immediately.

**SECTION 4.** The fee added by this Resolution shall be administratively adjusted annually on September 1 of each year by the average negotiated changes in salaries and benefits contained in the memoranda of understanding between the City and its employee bargaining groups for the current fiscal year.

**SECTION 5.** The City Clerk shall certify to the passage and adoption of this resolution, shall cause the same to be entered among the Resolutions of said City; and shall make a minute of

1 the passage and adoption thereof in the records of the proceedings of the City Council of said City  
2 in the minutes of the meeting in which the same is passed and adopted.

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PASSED, APPROVED, and ADOPTED this 10<sup>th</sup> day of April, 2007.

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PRESIDENT of the City Council and MAYOR of the City of Hermosa Beach, California

ATTEST:

APPROVED AS TO FORM:

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CITY CLERK

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CITY ATTORNEY